



Executive Committee

Agenda

Administration Conference Room

Friday, September 11, 2015

1:00 p.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chair's Announcements
 - a. Introduction of Guests and Staff
 - b. Rules of Order
 - c. Chair's Report
4. Approval of Minutes
 - a. Minutes of August 14, 2015 (pp.1-4)
5. Shareholder/Member Comments – Agenda Items Only
(Limited to 3 minutes per person)
6. Correspondence
7. Old Business
 - a. Discussion only – Code of Ethics
 - b. Discussion only – Bylaws
8. New Business
 - a. Approve Budget Cost Center 20; Human Resources; 22, Emergency Preparedness; 29, Administration Building; and 30, Administration (pp.5-22)
 - b. Approve Access To Records Request Form (pp.23-24)
9. Policies
 - a. Adopt/Revise
 - i. Committee Looking At New Policy – Special Elections
 - b. Rescind (No Action)
10. Sub Committee Reports

- a. Emergency Planning
- b. Policy & Procedure Sub-Committee
 - * Chair will be renaming the Sub-Committee

11. Staff Reports

- a. Human Resources Director (pp.25-30)
- b. Executive Director

12. President's Comments

13. Shareholder/Member Comments

(Limited to 3 minutes per person)

14. Committee Member Comments

15. Adjourn to Executive Committee Executive Session

- a. Approval of Executive Session minutes
 - i. August 14, 2015
- b. Personnel
- c. Personnel Disciplinary Actions

16. Next Meeting – Friday, October 9, 2015 at 1:00 p.m. in the Administration Conference Room.

17. Adjournment

- a. Friday, September 18, 2015 – Minutes distributed and posted on the website
- b. Monday, October 5, 2015– Agenda items are due to the Recording Secretary
- c. Tuesday, October 6, 2015 – Agenda packets are to be distributed and posted on the website



**EXECUTIVE COMMITTEE MINUTES
Friday August 14, 2015**

The meeting of the Executive Committee was held on Friday, August 14, 2015. The meeting was called to order at 1:00 p.m. by Chair Damoci in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present: Mrs. C. Damoci, Chair Mrs. J. Reed, Corporate Secretary
Mr. B. Lukoff Ms. L. Stone, Treasurer
Ms. K. Rapp Ms. R. Winkler, Ex-Officio

Absent: Mr. P. Hood

Staff and Guests: Mr. R. Ankeny, Executive Director
Ms. C. Miller, Controller
Ms. C. Knapp, Stock Transfer Agent
Mrs. M. McAuley, Recording Secretary
Mr. P. Pratt, GRF Representative, Mutual Two
Ms. P. Snowden, GRF Representative, Mutual Two
Ms. M. Greer, GRF Representative, Mutual Eleven
Mr. P. Friedman, GRF Representative, Mutual Fifteen
Three Foundation Members

INTRODUCTION OF STAFF AND GUESTS

The Chair introduced and welcomed Foundation members, guest and Staff.

RULES OF ORDER

The Chair reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. The Chair respectfully requested the committee members wait to be called on.

CHAIR'S REPORT

The Chair reported Policy 5024-30, Committee Structure will be removed from the agenda for further investigation.

APPROVAL OF COMMITTEE MINUTES

The Committee meeting minutes of July 10, 2015 were approved, as printed.

OLD BUSINESS

Code of Ethics - Discussion only

The Committee members spoke on developing a Policy on Code of Ethics as suggested by the Foundation's Attorney.

New Golden Rain Foundation Pins - Discussion only

It was the consensus of the Committee members to forward this matter to the Architectural Design and Review Committee (ADRC).

Update on Golden Rain Foundation Logo - Discussion only

It was the consensus of the Committee members to forward this matter to ADRC.

By-Laws - Discussion Only

This matter is to be addressed by the GRF BOD.

Golden Rain Foundation Election Material Timeline

The Stock Transfer Supervisor and Committee members discussed the proposed timeline and scheduled the GRF election candidacy period beginning Wednesday, March 9, 2016 and ending Friday, April 8, 2016. The ballots will be mailed to Foundation members on Friday, May 6, 2016, with the ballot counting scheduled for Tuesday, June 7, 2016.

The Executive Director received approval from the Committee members to contact the Foundation's Attorney to review and report any potential legislation that may cause amendments to the current election requirements.

With thanks, the Stock Transfer Agent was excused at 2:04 p.m.

NEW BUSINESS

Review Preliminary Budget Cost Center 20, Human Resources; 22, Emergency Preparedness; 29, Administration Building; and 30, Administration

The Controller, Executive Director, Human Resources Director and Committee members reviewed the preliminary 2016 budget for Cost Centers 20; Human Resources; 22, Emergency Preparedness; 29, Administration Building; and 30, Administration.

SUB-COMMITTEE REPORTS

Emergency Planning Sub-Committee

Ms. Snowden confirmed the Sub-Committee has been renamed to Emergency Planning Sub-Committee. She presented a presentation at the Presidents Council meeting to form an Emergency Planning Council. The Great American Shakeout is on Thursday, October 15, 2015 at 10:15 a.m. GRF Directors and key Staff will meet in the Administration Conference Room.

Policy and Procedure Sub-Committee

The Chair stated she is establishing a Policy and Procedure Sub-Committee to address policies that are under the purview of the Executive Committee. Minutes of any Sub-Committee meetings will be produced, should a quorum of the GRF BOD be present and notification of any meetings held, will be published in the *Golden Rain News*. All other Committees are welcomed to submit their policies if they would like the Sub-Committee to review and provide suggestions. All GRF BOD are welcomed to attend and participate.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented her report, as attached.

PRESIDENT'S COMMENTS

The President comments on the decision making this committee is tasked with.

SHAREHOLDER/MEMBER COMMENTS

Two shareholder/members spoke on various topics under the Committees purview.

COMMITTEE COMMENTS

Three Committee members spoke on the accomplishments of today's meeting.

EXECUTIVE SESSION

The Chair called for a 10 minute break at 3:31 p.m. prior to entering executive session.

The Executive Committee returned to regular session at 4:55 p.m.; the meeting was adjourned at 4:56 p.m.

Carole Damoci
Chair, Executive Committee
08.28.15 mmm

MOTIONS

- The Committee meeting minutes of July 10, 2015 were approved, as printed;

ACTIONS

- The Chair reported Policy 5024-30, Committee Structure will be removed from the agenda for further investigation;
- It was the consensus of the Committee members to forward this matter to the Architectural Design and Review Committee (ADRC);
- Update on Golden Rain Foundation Logo - Discussion only: It was the consensus of the Committee members to forward this matter to ADRC;
- The Executive Director received approval from the Committee members to contact the Foundation's Attorney to review and report any potential legislation that may cause amendments to the current election requirements;
- The Great American Shakeout is on Thursday, October 15, 2015 at 10:15 a.m. GRF Directors and key Staff will meet in the Administration Conference Room;
- The Chair stated she is establishing a Policy and Procedure Sub-Committee to address policies that are under the purview of the Executive Committee.

2016 Budget Proposal

The 2016 proposed operational budget for Cost Center 20 has a proposed **decrease** of **\$16,498** or **5.26%**

Contributing factors are:

Labor – overall decrease of \$6,597 (2.75 FTEs – no change)

- Salaries & Wages and associated employment taxes – (\$10,740), estimated decrease due to lower replacement salaries.
- Group Insurance - \$7,649, estimated increase based on current and anticipated plan participation.
- 401(k) Match – (\$3,296), estimated decrease based on current and anticipated plan participation.

Operating Expenses

- Legal Fees – (\$4,800), estimated decrease based on current year experience and currently no pending litigation.

Golden Rain Foundation
2016 Proposed Operating Budget - Cost Center 20 - Human Resources (Draft)
Data as of June 30, 2015

(A)	(B)	(D)	(E)	(D) - (E)	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2016 Total	2015 Budget	Variance	2015 YTD Actual	2015 Projected	Variance	2015 Annualized	Variance	2014 Actual	Variance
Expenses - Human Resources											
6100000 20	Salaries & Wages - Human Resources	208,207	217,840	(9,633)	101,164	211,336	(3,129)	202,327	5,880	162,628	45,579
6100001 20	Vacation Accrual Expense - Human Resources	0	0	0	23,959	23,959	(23,959)	47,918	(47,918)	0	0
6140000 20	Employment Taxes - Human Resources	15,771	16,878	(1,107)	8,461	16,686	(915)	16,922	(1,151)	13,135	2,636
6142000 20	Workers' Compensation - Human Resources	10,111	9,800	311	4,796	8,309	1,802	9,591	520	2,087	8,024
6143000 20	Group Insurance - Medical - Human Resources	29,784	22,237	7,547	10,710	21,828	7,956	21,420	8,364	8,401	21,383
6143300 20	Group Insurance - Dental - Human Resources	576	519	57	284	542	34	569	7	250	326
6143500 20	Group Insurance - Vision - Human Resources	360	315	45	171	327	33	341	19	153	207
6144000 20	401(k) Match - Human Resources	3,428	6,724	(3,296)	859	4,261	(833)	1,718	1,710	2,169	1,259
6145000 20	Group Insurance - Life - Human Resources	744	988	(244)	219	711	33	438	306	579	165
6146000 20	Long Term Disability Insurance - Human Resour	876	1,153	(277)	390	966	(90)	779	97	583	293
	Total Wages & Benefits	269,857	276,454	(6,597)	151,013	288,925	(19,068)	302,023	(32,166)	189,985	79,872
6210000 20	Management Fee - Retirement Plan - Human Reso	0	0	0	0	0	0	0	0	2,230	(2,230)
6210010 20	Fraud Hotline - Human Resources	704	726	(22)	0	0	704	0	704	0	704
6211000 20	Continuing Education - Human Resources	2,000	2,000	0	1,612	1,612	388	3,224	(1,224)	445	1,555
6211100 20	Employee Incentives - Human Resources	1,008	2,062	(1,054)	2,085	2,475	(1,467)	4,170	(3,162)	0	1,008
6212000 20	Employee Exams - Human Resources	0	1,250	(1,250)	0	750	(750)	0	0	195	(195)
6212005 20	Employee Drivers License Inquiry - Human Reso	264	260	4	129	257	7	258	6	9	255
6213000 20	Employee Recruitment - Human Resources	1,788	1,788	0	594	1,488	300	1,188	600	4,230	(2,442)
6213005 20	Employee Recruitment Post Employment - Human	7,560	8,800	(1,240)	1,009	5,389	2,171	2,018	5,542	0	7,560
6214500 20	Gifts - Human Resources	504	500	4	333	581	(77)	666	(162)	0	504
6215000 20	Mileage - Human Resources	112	112	0	0	56	56	0	112	0	112
6410000 20	Office Supplies - Human Resources	600	1,150	(550)	475	775	(175)	951	(351)	0	600
6410015 20	Computer Supplies - Human Resources	1,000	0	1,000	259	259	741	518	482	0	1,000
6410030 20	Printer / Copier Supplies - Human Resources	1,000	1,000	0	0	480	520	0	1,000	0	1,000
6410035 20	Refreshments - Human Resources	600	600	0	0	300	300	0	600	0	600
6434110 20	Legal Fees - HR - Human Resources	9,600	14,400	(4,800)	1,978	9,178	422	3,955	5,645	0	9,600
6481000 20	Computer Maintenance & Software - Human Resou	0	2,008	(2,008)	2,162	2,162	(2,162)	4,323	(4,323)	0	0
6482000 20	Dues, Memberships & Books - Human Resources	800	785	15	0	485	315	0	800	1,707	(907)
	Total Operating Expenses	27,540	37,441	(9,901)	10,636	26,247	1,293	21,271	6,269	8,816	18,724
	Total Cost Center Expenses	297,397	313,895	(16,498)							
	PAPM	3.75	3.96	(0.21)							

**GOLDEN RAIN FOUNDATION
2016 BUDGET ASSUMPTIONS
Human Resources – CC20**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																														
6100000 (61000)	Salaries & Wages	Total FTEs for 2016 will remain at the 2015 level of 2.75. The decrease for 2016 represents lower replacement salaries offset by an allowance of .5% for pay for performance for 2016. 8/21/15: Per Randy budget cuts- reduced OT hours by 15 hours or a reduction in Salaries & Wages of \$662																															
6140000 (61400)	Payroll Taxes	Calculations are based on the current rates established by Federal and State statute. 2015 and estimated 2016 rates are listed below. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>2015</th> <th>2016</th> </tr> </thead> <tbody> <tr> <td>SS Max Salary</td> <td>\$118,500</td> <td>\$118,500</td> </tr> <tr> <td>SS Rate</td> <td>6.20%</td> <td>6.20%</td> </tr> <tr> <td>Medicare Rate</td> <td>1.45%</td> <td>1.45%</td> </tr> <tr> <td>SS & Med. Rate</td> <td>7.65%</td> <td>7.65%</td> </tr> <tr> <td>UI Max Salary</td> <td>\$7,000</td> <td>\$7,000</td> </tr> <tr> <td>UI State</td> <td>3.3%</td> <td>3.4%</td> </tr> <tr> <td>UI Fed</td> <td>1.8%</td> <td>1.8%</td> </tr> <tr> <td>UI Total</td> <td>5.1%</td> <td>5.2%</td> </tr> <tr> <td>UI Max Total</td> <td>\$357</td> <td>\$364</td> </tr> </tbody> </table>		2015	2016	SS Max Salary	\$118,500	\$118,500	SS Rate	6.20%	6.20%	Medicare Rate	1.45%	1.45%	SS & Med. Rate	7.65%	7.65%	UI Max Salary	\$7,000	\$7,000	UI State	3.3%	3.4%	UI Fed	1.8%	1.8%	UI Total	5.1%	5.2%	UI Max Total	\$357	\$364	
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61420000 (61420)	Workers Comp Insurance	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 2016 budget assumes a 5% increase over 2015 actual rates and an 8.1% increase over 2015 budget.																															
6143000-6146000 (61430 – 61460)	EE Benefits	According to our Healthcare Insurance Broker, healthcare insurance is expected to increase in 2016. Medical - 10% to 15% (budget will encompass a 15% increase) Dental - about 5% (budget will encompass a 5% increase) Life, LTD, Vision - about 5% (budget will encompass a 5% increase).																															
6210010	Fraud Hotline	Annual fee for the Fraud Hotline in 2015 was \$698. Added 4% to cover potential 2016 increase.																															
6211000 (64810)	Continuing Education	Annual HR Conference - \$700, plus monthly educational seminars for HR staff.																															
6211100	Employee Incentives	Safety First Program budget for 2016 - \$828 based on 2015 budget, Employee Service Awards \$1234 (approximately 34 awards estimated for 2016). 8/21/15: Per Randy budget cuts- reduced by \$1,000.																															
6212000 (66255)	Employee Exams	Estimated 10 exams at \$125 per exam (Purchasing/Pool/Exercise). 8/21/15: Per Randy budget cuts- reduced by \$1,250.																															
6212005	Drivers Lic Renewals	Review driving records for all staff that drive for GRF annually. \$1.00 per report and \$5.00 to start process per employee. Assume 150 employees plus 22 new start ups each year.																															
6213000 (64750)	Recruitment	\$99.00 for Ziprecruiter.com (up to 10 postings) per month plus \$300 x 2 for Specialty Ads (usually management positions)																															

8/29/2015 6:47 PM

**GOLDEN RAIN FOUNDATION
2016 BUDGET ASSUMPTIONS
Human Resources – CC20**

6213005	Recruitment – Post Offer / Pre- Employment	Assuming approximately 44 new hires in 2016 based on new hires statistics in 2015. 44 drug screenings and background checks @ \$200 each. The budget was increased for 2016 by \$750 to provide for additional skills testing for selected administrative positions. 8/21/15: Per Randy budget cuts- reduced by \$1,990.											
6214500	Gifts	Cards/Flowers for Family Bereavement for Staff (Estimate 8 x 62.50)											
GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS										
6215000 (64820)	Mileage	Estimate 56 cents per mile x 200 miles for driving to seminars/training.											
6410000 (64100)	Office Supplies	Office Supplies/Legal Employment Posters budget reduced from \$1,150 to \$600 based on actual historical expenditures.											
6410015 (64104)	Computer Supplies	Items include computer peripheral items such as keyboards, mice, monitors, etc.											
6410030 (64111)	Printer/Copier Supplies	This is for three printers in offices. (Cindy F., Carolyn G., Eloy).											
6410035 (64112)	Refreshments	Management meetings and special sessions.											
6434110	Legal Fees	These are legal fees related to employment related issues. This amount is being reduced from \$14,400 to \$9,600 due to fewer pending and anticipated legal claims.											
6481000 (64780)	Computer Maint & Software	Performance Management System to streamline evaluation process was purchased in 2015. No ongoing expense for this system and no systems are anticipated to be replaced in 2016.											
6482000 (64830)	Dues Memberships & Books	Membership dues: <table style="margin-left: 40px; border: none;"> <tr> <td>Society for HR Management</td> <td style="text-align: right;">190</td> </tr> <tr> <td>Professionals in Human Resources Assn (PIHRA)</td> <td style="text-align: right;">125</td> </tr> <tr> <td>Reference Materials</td> <td></td> </tr> <tr> <td>Human Resources Materials</td> <td style="text-align: right;">485</td> </tr> <tr> <td></td> <td style="text-align: right;">800</td> </tr> </table>	Society for HR Management	190	Professionals in Human Resources Assn (PIHRA)	125	Reference Materials		Human Resources Materials	485		800	
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2016 Budget Proposal

The 2016 proposed operational budget for Cost Center 22 has a proposed **decrease** of **\$700** or **2.68%**

Contributing factors are:

Operating Expenses

- Overall decrease in all expense line items of \$1,275.

Golden Rain Foundation
2016 Proposed Operating Budget - Cost Center 22 - Emergency Preparedness (Draft)
Data as of June 30, 2015

(A)	(B)	(D)	(E)	(D) - (E)	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2016 Total	2015 Budget	Variance	2015 YTD Actual	2015 Projected	Variance	2015 Annualized	Variance	2014 Actual	Variance
Expenses - Emergency Preparedness											
610000 22	Salaries & Wages - Emergency Prepared	16,929	16,515	414	8,438	16,790	(139)	16,876	(53)	0	(16,929)
614000 22	Employment Taxes - Emergency Prepared	1,650	1,620	30	639	1,354	(296)	1,278	(372)	0	(1,650)
614200 22	Workers' Compensation - Emergency Prepared	1,844	1,713	131	838	1,453	(391)	1,676	(168)	0	(1,844)
	Total Wages & Benefits	20,423	19,848	575	9,915	19,597	(826)	19,830	(593)	0	(20,423)
621100 22	Continuing Education - Emergency Preparedns	2,225	2,400	(175)	0	1,200	(1,025)	0	(2,225)	0	(2,225)
641003 22	Printer / Copier Supplies - Emergency Preparedns	400	600	(200)	0	300	(100)	0	(400)	0	(400)
641004 22	Emergency Supplies - Emergency Preparedns	1,800	2,400	(600)	0	1,200	(600)	0	(1,800)	0	(1,800)
642200 22	Telephone - Emergency Preparedns	600	900	(300)	0	300	(300)	0	(600)	0	(600)
	Total Operating Expenses	5,025	6,300	(1,275)	0	3,000	(2,025)	0	(5,025)	0	(5,025)
	Total Cost Center Expenses	25,448	26,148	(700)							
	PAPM	0.32	0.33	(0.01)							

**GOLDEN RAIN FOUNDATION
2015 BUDGET ASSUMPTIONS
Emergency Preparedness – CC22**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																														
6100000 (61000)	Salaries & Wages	Total FTEs for 2016 will remain at the 2015 level of 2.75 for 2016. The increase for 2016 represents pay increases during 2015 not included in the 2015 budget plus a pay for performance allowance of .5% for 2016.																															
6140000 (61400)	Payroll Taxes	<p>Calculations are based on the current rates established by Federal and State statute. 2015 and estimated 2016 rates are listed below.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>2015</th> <th>2016</th> </tr> </thead> <tbody> <tr> <td>SS Max Salary</td> <td>\$118,500</td> <td>\$118,500</td> </tr> <tr> <td>SS Rate</td> <td>6.20%</td> <td>6.20%</td> </tr> <tr> <td>Medicare Rate</td> <td>1.45%</td> <td>1.45%</td> </tr> <tr> <td>SS & Med. Rate</td> <td>7.65%</td> <td>7.65%</td> </tr> <tr> <td>UI Max Salary</td> <td>\$7,000</td> <td>\$7,000</td> </tr> <tr> <td>UI State</td> <td>3.3%</td> <td>3.4%</td> </tr> <tr> <td>UI Fed</td> <td>1.8%</td> <td>1.8%</td> </tr> <tr> <td>UI Total</td> <td>5.1%</td> <td>5.2%</td> </tr> <tr> <td>UI Max Total</td> <td>\$357</td> <td>\$364</td> </tr> </tbody> </table>		2015	2016	SS Max Salary	\$118,500	\$118,500	SS Rate	6.20%	6.20%	Medicare Rate	1.45%	1.45%	SS & Med. Rate	7.65%	7.65%	UI Max Salary	\$7,000	\$7,000	UI State	3.3%	3.4%	UI Fed	1.8%	1.8%	UI Total	5.1%	5.2%	UI Max Total	\$357	\$364	
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6142000 (61420)	Workers Comp Insurance	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 2016 budget assumes a 5% increase over 2015 actual rates and an 8.1% increase over 2015 budget.																															
6211000 (64810)	Continuing Education	This line item covers CERT training, RECES, PEP, and ongoing miscellaneous training for the Emergency Coordinator.																															
6410030 (64111)	Printer/Copier Supplies	This line item covers the printing of emergency preparedness materials.																															
6410045 (64114)	Emergency Supplies	This budget was reduced from \$2,400 in 2015 to \$1,800 for 2016 based on purchased supplies for the previous year.																															
6422000 (64280)	Telephone	\$600 to cover monthly service for satellite phone purchased in 2015.																															

2016 Budget Proposal

The 2016 proposed operational budget for Cost Center 29 has a proposed **increase** of **\$10,611**

Contributing factors are:

Operating Expenses

- Building Supplies - \$1,440, **increase** based upon estimated requirements due to the age and condition of the building.
- Electricity - \$1,430, **increase**. Proposed SCE increase and actual usage
- Building R&M - \$3,800, **increase**. Primarily in the area of maintenance to the main entrance door and AC maintenance and repair.
- Service Contracts - \$3,120, estimated **increase**, elevator maintenance.

Golden Rain Foundation
2016 Proposed Operating Budget - Cost Center 29 - Administration Building (Draft)
Data as of June 30, 2015

(A)	(B)	(D)	(E)	(D) - (E)	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2016 Total	2015 Budget	Variance	2015 YTD Actual	2015 Projected	Variance	2015 Annualized	Variance	2014 Actual	Variance
Expenses - Administration Building											
6410005 29	Building Supplies - Administration Bldg	1,560	120	1,440	1,005	1,065	495	2,009	(449)	127	1,433
6420100 29	Electricity - Administration Bldg	26,580	25,150	1,430	9,236	24,688	1,892	18,473	8,107	0	26,580
6425100 29	Natural Gas - Administration Bldg	496	860	(364)	249	591	(95)	497	(1)	0	496
6471000 29	Building Repair & Maintenance - Administratio	5,000	1,200	3,800	4,793	5,393	(393)	9,585	(4,585)	0	5,000
6472000 29	Equipment Repair & Maintenance - Administrati	0	0	0	0	0	0	0.00	0	0	0
6477210 29	Pest Control - Administration Bldg	960	0	960	0	0	960	0.00	960	0	960
6478000 29	Service Contracts	3,120	0	3,120	0	0	3,120	0.00	3,120	0	3,120
6484000 29	Permits & Licenses	225	0	225	0	0	225	0.00	225	0	225
	Total Operating Expenses	37,941	27,330	10,611	15,283	31,737	6,204	30,564	7,377	127	37,814
	Total Cost Center Expenses	37,941	27,330	10,611	15,283	31,737	6,204	30,564	7,377	127	37,814
5330000 29	Income from / (Refund to) Mutuels	37,941	27,330	10,611							
	PAPM	0.48	0.34	0.13							

GOLDEN RAIN FOUNDATION
2016 BUDGET ASSUMPTIONS
Administration Building – CC29

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS
6410005 (64102)	Building Supplies	Items include replacement light bulbs, ballasts, water filters, etc. for the entire Administration building. 2015 marked the first year for cost center 29. The increase for 2016 supports the expected expenditures similar to those incurred in 2015.	
6420100 (64200)	Electricity	SCE forecast no increase in the first quarter of 2016, however uncertain after that point, a 4% increase was added to the actual usage of the past 12 months. 8/21/15: Per Randy budget cuts- reduced by \$364, representing an increase of 2.6% over actual expenditures.	
6425100 (64260)	Natural Gas	The 2016 budget assumption includes a 4% increase over the past 12 months of actual expenses.	
6471000 (64720)	Bldg Repair & Maint.	\$5,000 is requested to cover miscellaneous building repairs. A major repair expense for the Administration building relates to the two sliding entry doors.	
6477210	Pest Control	Below cost were included in Service Contract cost center 30 in 2015 and have been reclassified to Pest Control cost center 29 in 2016: Fenn Pest Control 960	
6478000 (64940)	Service Contracts	Below cost were included in cost center 30 in 2015 and have been reclassified to cost center 29 in 2016: Elevator Maintenance 3,120	
6484000 (64840)	Permits & Licenses	Elevator permit 225 This amount was budgeted in cost center 30 in 2015.	

2016 Budget Proposal

The 2016 proposed operational budget for Cost Center 30 has a proposed **decrease** of **\$32,575 (-16.6%)**

Contributing factors are:

(Labor (3.30 FTE's))

- FTE **increase** of .20
 - Receptionist/Mutual Administration Assistant as approved by the Executive Committee.
- Salary and Wages - \$34,235, **increase**, actual salary and wages for the 3.30 department FTE's
- Over all in the area of Labor the budget was **decreased** by \$12,271, through the reallocation of \$36,872 in the line item of Pay for Performance Provision. This amount was allocated across all Cost Centers with Labor on a proportional basis.

Operating Expenses

- Meals and Special Events - \$5,236, **increase** based upon additional training events and actual cost of the Holiday Luncheon and Annual Board Dinner.
- General **decrease** of \$9,030, across the line items of Continuing Education, Office Supplies, Refreshments and Dues, Memberships and Books, based upon actual usage.
- Telephone - \$7,465, **decrease** based upon the cancelation of 10 fax line. E Fax solution is now being utilized.
- Legal Litigation - \$12,000, **decrease** based upon a decline in litigation
- Other Professional Fees - \$2,000, **increase** for addition training seminars
- Service Contracts - \$5,190, **increase** – actual use and rental fees associated with the 2 Konica machines and shredding services
- Property and Liability Insurance - \$48,040, estimated **increase** in insurance premiums

Golden Rain Foundation
2016 Proposed Operating Budget - Cost Center 30 - Administration (Draft)
Data as of June 30, 2015

(A)	(B)	(D)	(E)	(D) - (E)	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2016 Total	2015 Budget	Variance	2015 YTD Actual	2015 Projected	Variance	2015 Annualized	Variance	2014 Actual	Variance
Expenses - Administration											
6100000 30	Salaries & Wages - Administration	316,829	282,594	34,235	143,079	285,999	30,830	286,158	30,671	285,878	30,951
6110000 30	Pay for Performance Provision - Administratio	0	36,872	(36,872)	0	18,648	(18,648)	0	0	0	0
6140000 30	Employment Taxes - Administration	20,034	21,539	(1,505)	11,843	22,167	(2,133)	23,686	(3,652)	19,851	183
6142000 30	Workers' Compensation - Administration	9,185	8,822	363	4,318	7,480	1,705	8,635	550	4,021	5,164
6143000 30	Group Insurance - Medical - Administration	22,656	26,067	(3,411)	10,953	23,985	(1,329)	21,905	751	34,606	(11,950)
6143300 30	Group Insurance - Dental - Administration	384	522	(138)	393	657	(273)	786	(402)	1,019	(635)
6143500 30	Group Insurance - Vision - Administration	216	288	(72)	228	372	(156)	456	(240)	542	(326)
6144000 30	401(k) Match - Administration	2,500	7,844	(5,344)	0	3,966	(1,466)	0	2,500	1,342	1,158
6145000 30	Group Insurance - Life - Administration	1,464	1,221	243	833	1,445	19	1,666	(202)	1,405	59
6146000 30	Long Term Disability Insurance - Administrati	1,704	1,474	230	591	1,329	375	1,181	523	1,199	505
	Total Wages & Benefits	374,972	387,243	(12,271)	172,238	366,048	8,924	344,473	30,499	349,863	25,109
6211000 30	Continuing Education - Administration	900	2,400	(1,500)	99	1,159	(259)	198	702	1,199	(299)
6214000 30	Meals & Special Events - Administration	25,750	20,000	5,750	5,660	17,660	8,090	11,320	14,430	28,623	(2,873)
6214500 30	Gifts - Administration	450	450	0	303	531	(81)	607	(157)	0	450
6215000 30	Mileage - Administration	6,120	6,120	0	3,014	6,074	46	6,028	92	5,564	556
6410000 30	Office Supplies - Administration	10,000	13,200	(3,200)	4,128	10,728	(728)	8,256	1,744	20,495	(10,495)
6410003 30	Board Office Supplies - Administration	840	1,300	(460)	421	1,069	(229)	842	(2)	0	840
6410010 30	Hospitality - Administration	2,000	2,000	0	992	1,994	6	1,983	17	0	2,000
6410015 30	Computer Supplies - Administration	2,300	600	1,700	2,921	3,221	(921)	5,842	(3,542)	0	2,300
6410025 30	Lunch Room Supplies - Administration	200	0	200	146	146	54	293	(93)	0	200
6410030 30	Printer / Copier Supplies - Administration	5,100	4,200	900	2,616	4,716	384	5,233	(133)	0	5,100
6410035 30	Refreshments - Administration	2,000	2,750	(750)	785	2,159	(159)	1,569	431	0	2,000
6420100 30	Electricity - Administration	0	0	0	0	0	0	0	0	26,346	(26,346)
6422000 30	Telephone - Administration	62,983	70,448	(7,465)	33,546	68,772	(5,789)	67,092	(4,109)	68,405	(5,422)
6425100 30	Natural Gas - Administration	0	0	0	0	0	0	0	0	573	(573)
6432100 30	Audit Fees - Administration	0	0	0	0	0	0	0	0	115,740	(115,740)
6434100 30	Legal Fees - General Counsel - Administration	60,000	60,000	0	30,798	60,798	(798)	61,596	(1,596)	112,149	(52,149)
6434105 30	Legal Fees - Litigation - Administration	24,000	36,000	(12,000)	20,101	38,101	(14,101)	40,202	(16,202)	0	24,000
6435100 30	Bank Service Fees - Administration	0	0	0	0	0	0	0	0	5,847	(5,847)
6437100 30	Reserve Study - Administration	5,500	5,500	0	12,400	12,400	(6,900)	24,800	(19,300)	0	5,500
6438000 30	Other Professional Fees - Administration	4,000	2,000	2,000	3,025	4,027	(27)	6,050	(2,050)	15,552	(11,552)
6444000 30	Equipment Rental - Administration	4,524	4,524	0	2,262	4,524	0	4,523	1	4,827	(303)
6471000 30	Building Repair & Maintenance - Administratio	0	0	0	0	0	0	0	0	4,946	(4,946)
6472000 30	Equipment Repair & Maintenance - Administrati	640	0	640	239	239	401	477	163	955	(315)
6478000 30	Service Contracts - Administration	15,750	10,560	5,190	9,624	14,904	846	19,249	(3,499)	11,237	4,513
6481000 30	Computer Maintenance & Software - Administrat	0	0	0	0	0	0	0	0	332	(332)
6482000 30	Dues, Memberships & Books - Administration	720	4,300	(3,580)	417	2,565	(1,845)	834	(114)	1,348	(628)
6484000 30	Permits & Licenses - Administration	1,500	1,705	(205)	35	887	613	70	1,430	1,602	(102)

Golden Rain Foundation
2016 Proposed Operating Budget - Cost Center 30 - Administration (Draft)
Data as of June 30, 2015

(A)	(B)	(D)	(E)	(D) - (E)	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2016 Total	2015 Budget	Variance	2015 YTD Actual	2015 Projected	Variance	2015 Annualized	Variance	2014 Actual	Variance
6731000 30	Property & Liability Insurance - Administrati	401,283	353,243	48,040	190,588	353,565	47,718	381,175	20,108	309,910	91,373
6951000 30	Non-Budgeted Exp for Committee - Administrato	1,000	1,000	0	1,000	1,498	(498)	2,000	(1,000)	0	1,000
	Total Operating Expenses	637,560	602,300	35,260	325,120	611,737	25,823	650,239	(12,679)	735,650	(98,090)
	Total Cost Center Expenses	1,012,532	989,543	22,989	497,358	977,785	34,747	994,712	17,820	1,085,513	(72,981)
Other Cost Recovery											
5335000 30	Management Fee - Administration	44,400	44,400	0	22,200	44,400	0	44,400	0	44,400	0
5345000 30	Certificate Preparation Fee - Escrow - Admini	0	0	0	0	0	0	0	0	151,200	(151,200)
5385000 30	Other Income - Administration	5,804	2,375	3,429	1,369	2,557	3,247	2,737	3,067	2,765	3,039
5385100 30	Unrestricted Donations - Administration	0	0	0	0	0	0	0	0	6,210	(6,210)
5395000 30	Rental Income - Administration	32,778	32,778	0	23,786	32,786	(8)	47,572	(14,794)	32,778	0
5396000 30	Taxable Other Income - Administration	0	6,704	(6,704)	900	4,254	(4,254)	1,800	(1,800)	6,704	(6,704)
5396100 30	Taxable Other Income - Superwire - Administra	80,100	75,000	5,100	51,620	89,120	(9,020)	103,239	(23,139)	74,721	5,379
5397100 30	Taxable Interest Income - Administration	0	26,850	(26,850)	14,590	28,018	(28,018)	29,180	(29,180)	26,369	(26,369)
5397600 30	Tax Exempt Interest Income - Administration	0	7,550	(7,550)	15,760	19,534	(19,534)	31,521	(31,521)	39,310	(39,310)
5398000 30	Interest Income Allocation - Administration	0	0	0	0	0	0	0	0	(9,072)	9,072
	Total Other Cost Recovery	163,082	195,657	(32,575)	130,225	220,669	(57,587)	260,449	(97,367)	375,385	(212,303)
5330000 30	Income from / (Refund to) Mutuals	849,450	793,882	55,568							
	PAPM	10.71	10.01	0.70							

**GOLDEN RAIN FOUNDATION
2016 BUDGET ASSUMPTIONS
Administration – CC30**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																														
6100000 (61000)	Salaries & Wages	Total FTEs for 2015 will increase from 3.10 to 3.30. The .10 FTE for the Receptionist/Resolution Clerk will be transferred from Admin to Svs Maintenance (dept# 74) offset by an increase of .25FTE for a new position (Office Assistant/Receptionist) to be shared with the MAC cost center and increased hours for a floater. The increase in salaries also includes merit increases awarded in 2015 but not in the 2015 budget as well as a .5% merit increase for 2016.																															
6110000 (61100)	Pay for Performance	In 2015, the entire company budget for pay for performance was included in this cost center. For 2016, the pay for performance is allocated to all applicable cost centers.																															
6140000 (61400)	Payroll Taxes	<p>Calculations are based on the current rates established by Federal and State statute. 2015 and estimated 2016 rates are listed below.</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th>2015</th> <th>2016</th> </tr> </thead> <tbody> <tr> <td>SS Max Salary</td> <td>\$118,500</td> <td>\$118,500</td> </tr> <tr> <td>SS Rate</td> <td>6.20%</td> <td>6.20%</td> </tr> <tr> <td>Medicare Rate</td> <td>1.45%</td> <td>1.45%</td> </tr> <tr> <td>SS & Med. Rate</td> <td>7.65%</td> <td>7.65%</td> </tr> <tr> <td>UI Max Salary</td> <td>\$7,000</td> <td>\$7,000</td> </tr> <tr> <td>UI State</td> <td>3.3%</td> <td>3.4%</td> </tr> <tr> <td>UI Fed</td> <td>1.8%</td> <td>1.8%</td> </tr> <tr> <td>UI Total</td> <td>5.1%</td> <td>5.2%</td> </tr> <tr> <td>UI Max Total</td> <td>\$357</td> <td>\$364</td> </tr> </tbody> </table>		2015	2016	SS Max Salary	\$118,500	\$118,500	SS Rate	6.20%	6.20%	Medicare Rate	1.45%	1.45%	SS & Med. Rate	7.65%	7.65%	UI Max Salary	\$7,000	\$7,000	UI State	3.3%	3.4%	UI Fed	1.8%	1.8%	UI Total	5.1%	5.2%	UI Max Total	\$357	\$364	
	2015	2016																															
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UI Max Total	\$357	\$364																															
6142000 (61420)	Workers Comp Insurance	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 2016 budget assumes a 5% increase over 2015 actual rates and an 8.1% increase over 2015 budget.																															
6143000-6146000 (61430 – 61460)	EE Benefits	<p>According to our Healthcare Insurance Broker, healthcare insurance is expected to increase in 2016.</p> <p>Medical - 10% to 15% (budget will encompass a 15% increase) Dental - about 5% (budget will encompass a 5% increase) Life, LTD, Vision - about 5% (budget will encompass a 5% increase).</p>																															
6211000 (64810)	Continuing Education	<p>Funds of \$1,200 are requested for continuing education and seminars to be attended by senior staff members.</p> <p>8/21/15: Per Randy budget cuts- reduced by \$300.</p>																															
6212000 (66255)	Employee Exams	This budgeted line item has been moved to the Human Resources cost center (20).																															
6214000 (64821)	Meals & Special Events	<p>Items included in this line item includes the following</p> <table style="margin-left: 40px;"> <tr> <td>Annual director dinner</td> <td style="text-align: right;">\$5,000</td> </tr> <tr> <td>Holiday board luncheons</td> <td style="text-align: right;">18,000</td> </tr> <tr> <td>Meals for Misc. Board/Committee meetings</td> <td style="text-align: right;"><u>2,750</u></td> </tr> <tr> <td>Total Budget</td> <td style="text-align: right;">\$25,750</td> </tr> </table>	Annual director dinner	\$5,000	Holiday board luncheons	18,000	Meals for Misc. Board/Committee meetings	<u>2,750</u>	Total Budget	\$25,750																							
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**GOLDEN RAIN FOUNDATION
2016 BUDGET ASSUMPTIONS
Administration – CC30**

		2014 actual expenses included refreshments purchased for board-related meetings which are now reflected in Refreshments (6410035).											
6214500	Gifts	\$450 is requested to cover service appreciation gifts to board members and for "get well" or sympathy cards and flowers to board members and families of past board members.											
6215000) (64820)	Mileage	\$6,120 is requested to cover mileage for the Executive Director and for miscellaneous mileage expense for the board members and the Administration staff											
6410000 (64100)	Office Supplies	Typical items charged to this account are letterhead, envelopes, binders, file folders, bindings, etc. In 2014, actual expenses for this line item also included ink, toner, coffee & tea, board member supplies and refreshments served at board meetings. In 2015, these items were stripped out into separate budget line items for ease of tracking and were further segregated between the Administration and Human Resources departments where applicable.											
6410003 (64101)	Board Member Supplies	Items include office supplies purchased by board members and reimbursed by GRF.											
6410010 (64103)	Hospitality	Items include all supplies associated with coffee and tea beverages such as Styrofoam cups, creamer, sugar, stir sticks, etc. Also included is bottled water. These supplies are used by board members, staff and guests of the second floor Administration building.											
6410015 (64104)	Computer Supplies	This is a new budgeted line item for 2015. These types of items were charged against the Office Supply budget in 2014. Items include replacement peripheral devices such as monitors, mice, keyboards and cables for the staff of the Administration building as well as 4 iPads for new directors.											
6410025 (64109)	Lunch Room Supplies	Typical items charged to this account are dish soap, paper plates, and plastic utensils.											
6410030 (64111)	Printer/Copier Supplies	Items include ink and toner for all printers other than the Konica machines (which is included in the maintenance contract) and all printer/copier paper for second-floor Administration building staff.											
6410035 (64112)	Refreshments	Items include refreshments and lunches for board members during lengthy meetings, candy and cookies for board members during regular meetings. For 2014, these items were charged to the Meals & Special Events (64821) budget.											
6422000 (64280)	Telephone	Telephone expense includes: <table style="margin-left: 40px;"> <tr> <td>Superwire</td> <td style="text-align: right;">\$59,900</td> </tr> <tr> <td>2 Fax lines</td> <td style="text-align: right;">1,680</td> </tr> <tr> <td>Admin Conf Rm Internet FIOS (new)</td> <td style="text-align: right;">1,163</td> </tr> <tr> <td>Long Distance charge for fax lines</td> <td style="text-align: right;"><u>240</u></td> </tr> <tr> <td>Total Budget</td> <td style="text-align: right;">\$62,983</td> </tr> </table> The 2016 budget decrease of 7K is due to the cancellation of 10 fax lines. Faxes are now being sent via Outlook for no additional charge.	Superwire	\$59,900	2 Fax lines	1,680	Admin Conf Rm Internet FIOS (new)	1,163	Long Distance charge for fax lines	<u>240</u>	Total Budget	\$62,983	
Superwire	\$59,900												
2 Fax lines	1,680												
Admin Conf Rm Internet FIOS (new)	1,163												
Long Distance charge for fax lines	<u>240</u>												
Total Budget	\$62,983												
6432100 (64320)	Audit Fees	This budgeted line item was reclassified to Cost Center 31 – Finance for the 2015 budget.											
6434100-6434105 (64340 / 643401)	Legal Fees	For the 2016 budget, legal fees for this cost center are broken out into three categories:											

**GOLDEN RAIN FOUNDATION
2016 BUDGET ASSUMPTIONS
Administration – CC30**

		<p>General Counsel 60,000 Litigation 24,000</p> <p>In 2014, all legal expenses were charged against one legal expense line item.</p> <p>Actual expenses for legal fees for trust reviews were charged to this line item in 2014 and are now being charged to the Stock Transfer cost center (33).</p>	
6435100 (64350)	Bank Service Fees	Bank service fees were charged against this line item in 2014. Beginning 2015, the budget and actual expenses were reclassified to cost center 31.	
6437100	Reserve Study	Budgeted amount for an updated reserve study without a site visit and is based on the quote received from RSI.	
6438000 (64380)	Other Professional Fees	Funds are budgeted GRF board training.	
6444000 (64440)	Equipment Rental	<p>Expenditures charged to this account cover the monthly rental of the Konica BizHub223 and BizHub554E copier machines. Per the contract annual lease expenses are:</p> <p style="margin-left: 40px;">BizHub223 (Board Office) \$1,340 BizHub554E (Administration) <u>3,184</u> Total Rental Expense \$4,524</p> <p>In 2014, actual expenses were charged against Service Contracts – 6478000.</p>	
6472000 (64700)	Equipment Repair & Maint.	Funds are budgeted to cover minor repairs to items such as printers and other small equipment.	
6478000 (64940)	Service Contracts	<p>Konica (usage for 2 machines) 14,640 Data Shredding <u>1,080</u> Total Budget 15,750</p>	
6482000 (64830)	Dues Memberships & Books	<p>CAI Fees 500 Misc. Books & Periodicals <u>220</u> 720</p>	
6484000 (64840)	Permits & Licenses	<p>State Corporate Filing fees \$55 State Board of Equalization 420 Environmental Fee <u>1,025</u> Total budget \$1,500</p>	
6731000 (67300)	Hazard & Liability Insurance	<p>Per the insurance broker, budget assumptions are the following:</p> <p style="margin-left: 40px;">Property & Machinery 25% General Liability 12% Automotive Liability 12% Umbrella / Excess 12% Forefront Security 8% Directors & Officers 10% Errors & Omissions 10% Cyber Liability 5%</p> <p>2016 overall budget increase over 2015 actual: 12.37%</p>	

**GOLDEN RAIN FOUNDATION
2016 BUDGET ASSUMPTIONS
Administration – CC30**

		2016 overall budget increase over 2015 budget: 11.66%																	
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.																	
5335000 (53350)	Management Fee	The budgeted number of \$44,400 supports the fee of .56 x 6,608 units as stated in the Management Agreement.																	
5345000 (53450)	Certificate Preparation Fees	These fees were budgeted and recorded in cost center 30 in 2014 and prior and have been moved to cost center 33 and renamed to "Certificate Preparation Fees – Escrow".																	
5385000 (53850)	Other	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>LW HCC – Residential Master Files</td> <td style="text-align: right;">\$948</td> </tr> <tr> <td>Faith Christian – Sewer & Water</td> <td style="text-align: right;">315</td> </tr> <tr> <td>John’s Landscape – Storage Rental</td> <td style="text-align: right;">1,800</td> </tr> <tr> <td>LW HCC – Water Consumption</td> <td style="text-align: right;">1,800</td> </tr> <tr> <td>SB Shopping Center –Sewer</td> <td style="text-align: right;">500</td> </tr> <tr> <td>Verizon – Sewer</td> <td style="text-align: right;">141</td> </tr> <tr> <td>US Post Office – Sewer</td> <td style="text-align: right;"><u>300</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$5,804</td> </tr> </table>	LW HCC – Residential Master Files	\$948	Faith Christian – Sewer & Water	315	John’s Landscape – Storage Rental	1,800	LW HCC – Water Consumption	1,800	SB Shopping Center –Sewer	500	Verizon – Sewer	141	US Post Office – Sewer	<u>300</u>	Total	\$5,804	
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US Post Office – Sewer	<u>300</u>																		
Total	\$5,804																		
5395000 (53950)	Rentals	<p>This income item includes office lease income from both NuVision and the RV Club. Per their respective contracts, the annual lease income for 2015 is:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>NuVision</td> <td style="text-align: right;">\$18,000</td> <td style="text-align: right;">(Thru 11/7/2017)</td> </tr> <tr> <td>RV Club</td> <td style="text-align: right;"><u>14,778</u></td> <td style="text-align: right;">(Thru 12/31/2016)</td> </tr> <tr> <td>Total Annual Revenue</td> <td style="text-align: right;">\$32,778</td> <td></td> </tr> </table>	NuVision	\$18,000	(Thru 11/7/2017)	RV Club	<u>14,778</u>	(Thru 12/31/2016)	Total Annual Revenue	\$32,778									
NuVision	\$18,000	(Thru 11/7/2017)																	
RV Club	<u>14,778</u>	(Thru 12/31/2016)																	
Total Annual Revenue	\$32,778																		
5396000 (53960)	Taxable Other Income	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>LW HCC – Residential Master Files</td> <td style="text-align: right;">\$948</td> </tr> <tr> <td>Faith Christian – Sewer & Water</td> <td style="text-align: right;">315</td> </tr> <tr> <td>John’s Landscape – Storage Rental</td> <td style="text-align: right;">2,700</td> </tr> <tr> <td>LW HCC – Water Consumption</td> <td style="text-align: right;">1,800</td> </tr> <tr> <td>SB Shopping Center –Sewer</td> <td style="text-align: right;">500</td> </tr> <tr> <td>Verizon – Sewer</td> <td style="text-align: right;">141</td> </tr> <tr> <td>US Post Office – Sewer</td> <td style="text-align: right;"><u>300</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$6,704</td> </tr> </table>	LW HCC – Residential Master Files	\$948	Faith Christian – Sewer & Water	315	John’s Landscape – Storage Rental	2,700	LW HCC – Water Consumption	1,800	SB Shopping Center –Sewer	500	Verizon – Sewer	141	US Post Office – Sewer	<u>300</u>	Total	\$6,704	
LW HCC – Residential Master Files	\$948																		
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SB Shopping Center –Sewer	500																		
Verizon – Sewer	141																		
US Post Office – Sewer	<u>300</u>																		
Total	\$6,704																		
5396100 (53961)	Taxable Other Income – STI	This income item represents the receipt from Superwire the sum of both office lease income and 5% of all collected receipts for services provided by Time Warner Cable or Superwire. Although there has been a decline in TWC sales over the past few years, recently, sales have stabilized. The budgeted amount is based on the annual actual sales revenues for 2014.																	
5397100 (55100)	Taxable Interest Income	Taxable interest income is derived from interest earned on funds invested in taxable securities or maintained in money market accounts. Assumptions used in the calculation of taxable interest income are located in the exhibit.																	
5397600 (55110)	Tax Exempt Interest Income	Tax exempt interest income is derived from interest earned on funds invested in tax-exempt securities (bonds). Assumptions used in the calculation of taxable interest income are located in the exhibit.																	
5398000 (55111)	Interest Income Allocation	Interest on all reserve funds is accrued and recognized as interest income. In the past, a year-end adjustment had made to reclassify the portion of earnings associated with the Trust Improvement from the interest income account to the equity in the Trust Improvement																	

GOLDEN RAIN FOUNDATION
2016 BUDGET ASSUMPTIONS
Administration – CC30

		fund. As a result of the restructure of the Foundation's reserve accounts, there will be no more Trust Improvement fund and therefore, no funds were budgeted to be reclassified for the 2015 budget year.	
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Golden Rain Foundation

Request for Access to Records

Golden Rain Foundation Mutual

Resident's Name _____ Today's Date _____

Mutual _____ Address _____ Apt. # _____

Day Phone _____ Cell Phone _____

Agent's Name (if applicable) _____

Agent's Address _____

Agent's Day Phone _____ Agent's Cell Phone _____

Please identify the record & the date of record you wish to inspect:

ONE RECORD REQUEST PER FORM

Record: _____

Date of Record: _____

Purpose of Request: (applicable to membership lists only)

Under Civil Code Section 5200(a)(10), members are entitled to view Foundation records, Civil Code Section 5215 sets forth the categories of information that may be withheld or redacted (delete or remove (private or sensitive information) from a document in preparation for publication.) see back.

Cost for Inspection: Copies of any records shall be made at the rate of \$.10 per letter-size copy. Collation will be done by the requester. Certain records will be subject to an additional charge of \$10 per hour for redacting services. An estimate of the cost will be given before the services are performed, and the Requester, or the Agent for Requester, agrees to pay these costs before the records are retrieved. *Init.* _____ *Date* _____

As the Requester (or the Agent for Requester), I/we acknowledge that the records were received on _____. I/we understand that the record or the information contained therein is for my/our own personal use. The Association's records, and any information from them, may not be sold, used for a commercial purpose, or used for any other purpose not reasonably related to a member's interest as a member. An Association may bring an action against any person who violates this section for injunctive relief and for actual damages to the Association caused by the violation. I/we further understand that violation of this provision may result in possible litigation as stated in the Davis-Stirling Common Interest Development Act (§1365.2). I/we also understand that I/we must state a purpose in order to review or receive copies of membership lists.

Init. _____ Date _____

Signature of Requester/Agent _____

FOR OFFICE USE ONLY:

Actual Name of Record _____ Date of Record _____

Photocopying and Redacting Fees (if applicable):

Copy Fee \$ _____ (# Copies _____ x \$.10) + Redacting Fee \$ _____ (# hours _____ x \$10) = Total \$ _____

Notes _____

Redaction of Information from Records Request

Under Civil Code Section 5200(a)(10), members are entitled to view Foundation records, Civil Code Section 5215 sets forth the categories of information that may be withheld or redacted. As such, the Foundation may redact if any of the following are true:

- (1) The release of the information is reasonably likely to lead to identity theft. (Examples of information that may be withheld or redacted pursuant to this paragraph include bank account numbers of members or vendors, social security or tax identification numbers, and check, stock, and credit card numbers.
- (2) The release of the information is reasonably likely to lead to fraud in connection with the association.
- (3) The information is privileged under law. Examples include documents subject to attorney-client privilege or relating to litigation in which the association is or may become involved, and confidential settlement agreements.
- (4) The release of the information is reasonably likely to compromise the privacy of an individual member of the association.
- (5) The information contains any of the following:
 - (A) Records of goods or services provided a la carte to individual members of the association for which the association received monetary consideration other than assessments.
 - (B) Records of disciplinary actions, collection activities, or payment plans of members other than the member requesting the records.
 - (C) Any person's personal identification information, including, without limitation, social security number, tax identification number, driver's license number, credit card account numbers, bank account number, and bank routing number.

Golden Rain Foundation Executive Committee Human Resources Report – September 11, 2015

Below are the budget variances as of the end of July as previously reviewed in the August 14, 2015 Executive Committee meeting. Financial information for the month of August will be reviewed once the financial statements are available.

- 1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **\$238,760** in Salaries and Employee Benefits

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	4,191,513	4,286,203	94,690
6100001	Vacation Accrual Expense	20,553	0	(20,553)
6101000	Commissions	21,544	20,103	(1,441)
6110000	Pay for Performance Provision	0	21,473	21,473
6140000	Employment Taxes	366,428	370,128	3,700
6142000	Workers' Compensation	336,353	427,877	91,524
6143000	Group Insurance - Medical	381,479	404,059	22,580
6143300	Group Insurance - Dental	9,012	9,440	428
6143500	Group Insurance - Vision	5,546	5,688	142
6144000	401(k) Match	82,509	102,247	19,738
6145000	Group Insurance - Life	15,181	15,773	592
6146000	Long Term Disability Insurance	12,554	18,441	5,887

- 2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date favorable variance of **\$25,301** excluding the GRF Vacation Accrual Expense. The variances are due to a temporary vacancy in the HR Director position, a lower number of applicants than anticipated, and fewer legal fees.
- 3) **Cost Center 22 – Emergency Preparedness Budget Variance Information** – The Emergency Preparedness department has a year-to-date favorable variance of **\$4,055**.

4) **Recruitment**

- a. Openings in August – 7 Positions

Position	Status	Dept
IT Manager	1 Full-time	34 – IT Services
Golf Starter.	1 Part-time	46 – Recreation
Office/Recording Sec.	1 Full-time	70 – Physical Properties
Purchasing Assistant	1 Full-time	32 – Purchasing
Total Openings	4	

5) **Staff Counts**

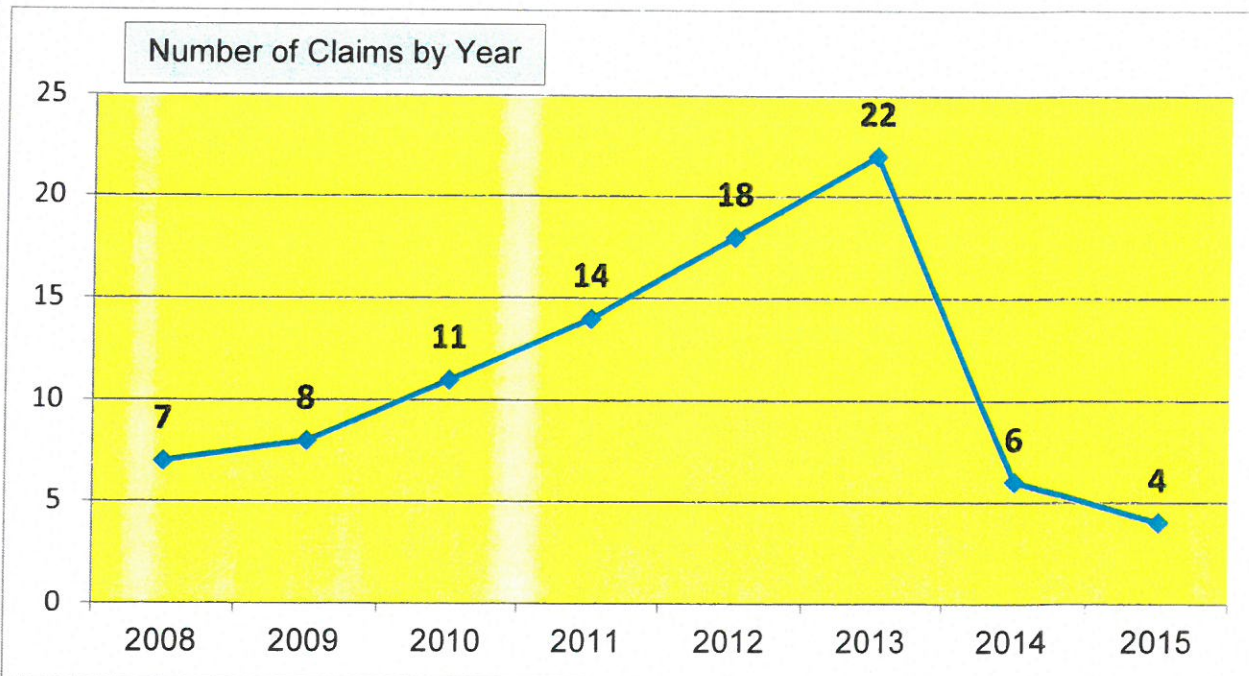
Current Staff Count – 218	Hires	Separations	Promotions
• August 2015	1	3	0
• YTD 2015	13	20	4
• Previous Year	37	38	9

6) Safety

- a. No lost time has occurred on any of the 2015 claims.
- b. One claim was filed in July for an employee who had a medical emergency while working, but the claim was determined to be non-industrial and was denied. This was included on the August report, but has now been removed.

Workers Compensation - Job Accident Information by Month

Month	Current Year 2015	2014	2013	2012	2011
January	0	0	2	0	1
February	0	0	1	1	0
March	2	0	1	4	1
April	2	0	3	2	0
May	0	2	1	0	0
June	0	1	0	2	0
July	0	0	1	2	2
August	0	2	4	2	4
September		1	2	3	2
October		0	3	2	0
November		0	3	0	0
December		0	1	0	4
Total	4	6	22	18	14



2. Hire and Termination Comparison Current Year-to-Date vs. Prior Year

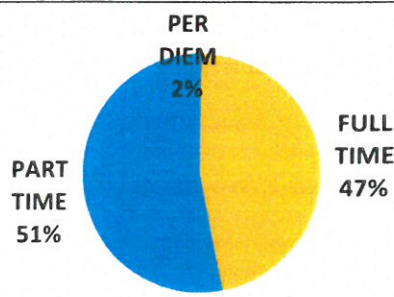
2015 Data as of 8/31/2015 Department	NEW HIRES		TERMINATIONS	
	2015 Actual	2014 Actual	2015 Actual	2014 Actual
ADMINISTRATION		2	1	
FINANCE		2		2
GOLF		1		
HUMAN RESOURCES	1		1	
INFORMATION TECHNOLOGY SVS		1	1	1
LIBRARY		2	1	1
MUTUAL ADMINISTRATION	2		1	3
NEWS		2		2
PHYSICAL PROPERTY	1	5	1	
PURCHASING		2	1	3
RECREATION (includes Exercise/Pool)	4		5	1
SECURITY	1	7	10	12
SERVICE MAINTENANCE	3	5	1	5
TRANSPORTATION	4	8	3	8
GRAND TOTAL	16	37	26	38

3. Employee Counts by Department – Based on Budget Allocations

Department	Full-Time		Part-Time Non-Exempt
	Exempt	Non-Exempt	
20 – Human Resources	1	1	0
22 – Emergency Preparedness	0	1	0
30 – Administration	1	2	1
31 – Finance	4	4	2
32 – Purchasing	1	2	0
33 – Mutual Administration	4	7	2
34 – Information Technology	0	2	0
35 – Library	2	1	8
36 – News	1	7	0
37 – Security	2	4	63
38 – Transportation	1	3	24
40 – Community Facilities	1	2	0
46 – Golf Course	0	0	4
48 – Swimming Pool	0	0	4
55 – Exercise Room	0	0	5
70 – Physical Properties	1	12	2
74 – Service Maintenance	1	34	1
Total	20	82	116
Total Employee Count	218		

Summary

Employee Type	Count	% of Total
Full-time	102	46.79%
Part-time	112	51.38%
Per Diem	4	1.83%
Total	218	



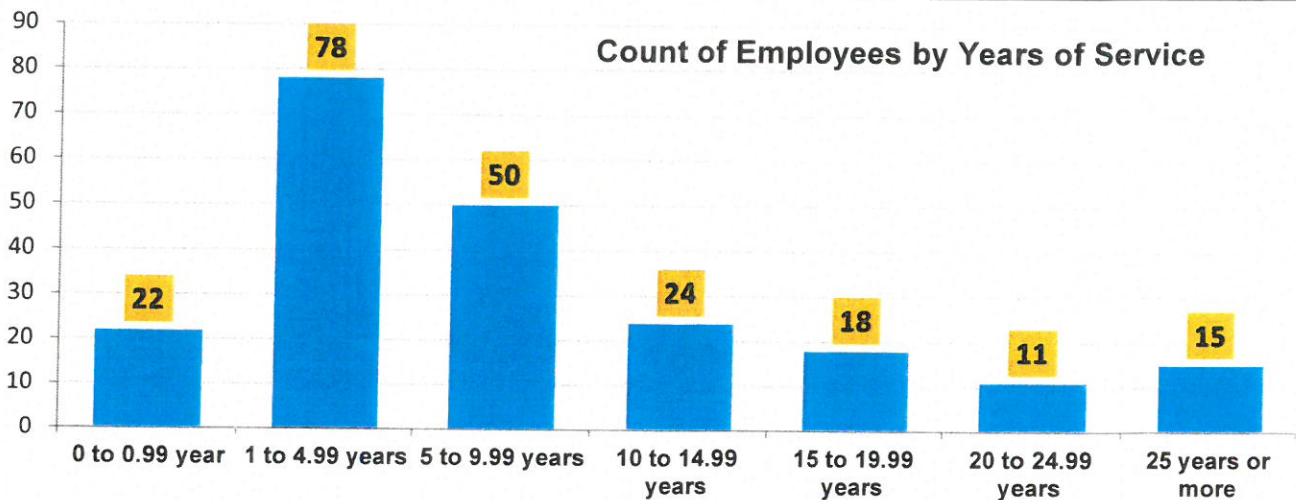
PER DIEM
2%

FULL TIME
47%

PART TIME
51%

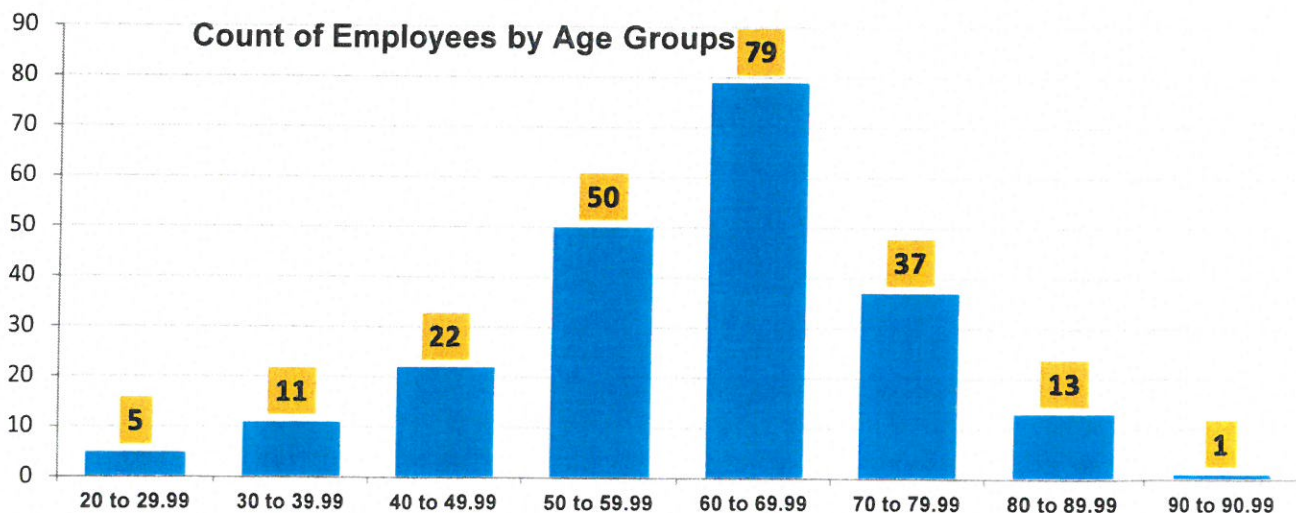
4. Demographics

Category	All Employees	Full-Time	Part-Time
Years of Service	8.91	12.09	5.84
Average Age	60.98	53.34	67.96
Average Hourly Rate	\$20.21	\$27.23	\$14.03
Gender – Females	97	41	56
Gender – Males	121	61	60



Employees with 25 Years or More of Service

42.4 yrs Juan Robledo – Service Maint.	33.0 yrs Carol Weller – Mutual Admin
41.9 yrs Ruben Gonzalez – Service Maint.	32.2 yrs Cathie Merz – News
37.3 yrs Dede Martin – News	31.1 yrs Terry De Leon – Recreation
37.1 yrs Antonio Duarte – Service Maint.	29.0 yrs Edgar Santamaria – Service Maint.
36.4 yrs Jesus Lopez – Service Maint.	27.3 yrs Ruth Osborn – News
35.3 yrs Barry Holland – ITS	26.9 yrs Richard Stolarz – Service Maint.
34.9 yrs Mark Weaver – Community Facilities	26.8 yrs Eila Van Sauter – Transportation
34.4 yrs Grant Winford – Transportation	



5. Overtime

There is a favorable variance of **\$46,767** for August and **\$47,730.62** for the year-to-date.

Overtime by Month	2015 Overtime Hours	2015 Overtime Dollars	2014 Overtime Hours	2014 Overtime Dollars
January	144.25	\$2,702.76*	144.00	\$5,483.49
February	43.50	(\$1,577.09)	38.25	\$ 777.31
March	121.25	\$2,081.91	43.50	\$1,115.93
April	102.00	\$2,401.51	61.00	\$1,631.42
May (3 Pay Dates)	213.5	\$4,387.04	57.00	\$1,101.58
June	115.00	\$2,991.54	58.00	\$1,625.94
July	172.50	\$3,208.76	50.50	\$1,235.86
August	99.75	\$1,398.94	37.75	\$ 672.33
September			54.75	\$1,588.73
October			145.00	\$4,701.43
November			118.50	\$3,072.61
December			177.75	\$5,296.76

*NOTE: The January Overtime dollars were adjusted from \$ \$4,080.89 to \$2,702.76 based on the new 2015 SRO rate calculation.

Overtime Detail for August - Prepared by MWKerr 8/31/2015 (Check date 9/4/2015)

Cost Center	CURRENT MONTH					
	HOURS			EXPENSE		
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20 Human Resources	0.50	2.00	1.50	\$23.19	\$89.42	\$66.23
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
30 Administration	7.50	1.67	(5.83)	\$238.28	\$50.33	(\$187.95)
31 Finance	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
32 Purchasing	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
33 Mutual Administration	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
34 Information Technology Services	0.50	5.00	4.50	\$23.44	\$249.67	\$226.23
35 Library	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
36 News	11.25	10.00	(1.25)	\$386.99	\$343.67	(\$43.32)
37 Security	38.25	19.33	(18.92)	\$890.65	\$395.67	(\$494.98)
38 Transportation	0.00	8.67	8.67	\$0.00	\$218.08	\$218.08
40 Community Facilities	2.50	1.83	(0.67)	\$68.59	\$63.58	(\$5.01)
46 Golf Course	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
48 Swimming Pool	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
56 Exercise Room	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
70 Physical Properties	24.75	8.67	(16.08)	\$842.90	\$363.33	(\$479.57)
74 Service Maintenance	96.75	169.17	72.42	\$3,736.52	\$6,392.00	\$2,655.48
(Less) Billable to mutuals	(82.25)			(\$4,811.63)	Approx.	
Totals	99.75	226.33	126.58	\$1,398.94	\$8,165.75	\$6,766.81

6. Retirement – Employee 401(k) Plan

- For 2015, the amount employees may contribute to their 401(k) plan is \$18,000 per year plus the additional “catch-up” provision for employees over 50 is \$6,000.
 - At the end of August, total plan assets are \$9,014,872.
 - 2015 YTD Employee Contributions \$308,623.54* Average Per Month \$38,578
 - 2015 YTD GRF Matching Contributions \$ 94,167.97* Average Per Month \$11,771
- *Through check date 08/21/2015

7. Anti-Fraud Compliance Hotline Reports

Program started in May 2014

<i>Program Summary</i>	<i># of Reports</i>
Reports Since Start of Program	None
Closed Reports	Not Applicable
Open Reports	Not Applicable
New Reports this Month	None

Executive Committee Report compiled by:

***Cindy Flynn, Human Resources Director
September 11, 2015***

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