



EXECUTIVE COMMITTEE

Agenda

Administration Conference Room

Friday, August 10, 2018

1:00 p.m.

1. **Call to Order/Pledge of Allegiance**
2. **Roll Call/Notice of Quorum**
3. **Chairs Announcements**
 - a. Introduction of Guests and Staff:
Carolyn Miller, Finance Director
Cindy Flynn, Human Resources Director
Barbara Shuler, Finance Manager
Deanna Bennett, Recording Secretary
 - b. Rules of Order
 - c. Chairs Report
4. **Approval of Minutes**
 - a. Minutes of July 12, 2018 (pp. 1-6)
5. **Shareholder/Member Comments – Agenda Items Only**
(Limited to 3 minutes per person)
6. **Correspondence (n/a)**
7. **Unfinished Business**
 - a. Security Department Structure Change (pp. 7- 12)
 - b. 2019 Budget Assumptions: Human Resources - Cost Center 20, Emergency Preparedness - Cost Center 22, Administration Building - Cost Center 29, Administration Department - Cost Center 30, and Building Five - Cost Center 55 (pp. 13-30)
 - c. Job Description – Administrative Assistant (Formerly Recording Secretary) (pp. 31-33)
 - e. Departmental QUIET Time (p.34)
8. **New Business**
 - a. Employee Referral Program (p. 35)
 - b. Hiring Assessment Tool (pp. 36-37)

- c. Job Descriptions – Lead Maintenance Plumber, General Lead Maintenance, Mail Dispatcher, Assistant to Executive Director, and IT Supervisor (pp. 38-53)
 - d. Approve New Position – Trust Properties, Building and Services Inspector (p. 54)
- 9. Policies (n/a)**
- 10. Subcommittee Reports (n/a)**
- 11. Staff Reports**
 - a. Human Resources Director (pp. 55-62)
 - b. Finance Manager - handout
 - c. Executive Director
- 12. Shareholder/Member Comments**
(Limited to 3 minutes per person)
- 13. Committee Member Comments**
- 14. Adjourn to Executive Committee Executive Session**
 - a. Approval of Executive Session Minutes
 - b. Personnel
- 15. Next Meeting/Adjournment**
 - a. **September 14, 2018, 1:00 p.m., Administration Conference Room**



EXECUTIVE COMMITTEE MINUTES
Friday, July 12, 2018

The meeting of the Executive Committee was held on Thursday, July 12, 2018. The meeting was called to order at 9:00 a.m. by Chair Lukoff, in Conference Room B, followed by the Pledge of Allegiance led by Executive Director Randy Ankeny.

ROLL CALL

Present: Mr. B. Lukoff , Chair Ms. L. Perrotti
 Ms. S. Fekjar Ms. K. Rapp
 Ms. S. Hopewell (arrived at 9:25 a.m.)
 Ms. R. Winkler (left at 10:41 am.)
 Ms. L. Stone, President

Staff and Ms. C. Miller, Director of Finance
Guests: Ms. C. Flynn, Director of Human Resources
 Ms. B. Shuler, Finance Manager
 Ms. J. Rogers, Purchasing Manager
 Ms. L. Dillman, Human Resources & Benefits Coordinator
 Mrs. D. Bennett, Recording Secretary
 Mr. R. Stone, GRF Representative, Mutual One
 Ms. I. Heinrichs, GRF Representative, Mutual Eleven
 One Foundation Member

CHAIR'S ANNOUNCEMENTS

The Chair welcomed and introduced Foundations members, guests and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with; there was not a quorum of the Golden Rain Foundation Board of Directors (GRF BOD).

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation Board of Directors (GRF BOD) is present at today's posted meeting. The business of the Executive Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF BOD at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member/shareholder comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Board meeting will

be presented to the Board for approval following the approval of the committee meeting minutes at the meeting in August.

CHAIR'S ANNOUNCEMENTS

The Chair introduced Director of Finance Carolyn Miller, Human Resources Director Cindy Flynn, Finance Manager Barbara Shuler, Purchasing Manager Julie Rogers, Human Resources & Benefits Coordinator LeAnn Dillman, and Recording Secretary Deanna Bennett.

The Chair requested that Staff Reports be included at the end of the agenda, going forward. Specific questions from the Committee will be entertained rather than review of the reports in their entirety.

CHAIR'S REPORT

The Chair did not present a report.

APPROVAL OF COMMITTEE MINUTES

The minutes of the May 11, 2018 meeting were approved, as presented.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

No shareholder/members spoke on agenda topics.

CORRESPONDENCE

No items of correspondence was received by the Committee.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented the Human Resources report, as attached in the agenda packet.

Finance Manager

The Finance Manager report was presented as a handout.

Executive Director

The Executive Director spoke on training for the use of drones in emergency preparedness training and also on employee recruitment challenges.

The Committee concurred to allow drones in the Amphitheater for emergency preparedness training purposes.

UNFINISHED BUSINESS

Wage Compression – Grades 4-6

Ms. Hopewell MOVED, seconded by Ms. Rapp and carried unanimously-

TO approve the increased wage ranges, as presented.

Uniform Status

The Purchasing Manager provided an update on uniforms.

Amend Mutual Administration Recording Secretary Job Description

Ms. Hopewell MOVED, seconded by Ms. Stone and carried unanimously -

TO approve the amended Mutual Administration Recording Secretary job description, as corrected.

Security Salary Range

The Security Services Director will bring a proposal to the August Committee meeting.

Amend Bus Driver Job Description

Ms. Rapp MOVED, seconded by Ms. Hopewell and carried unanimously-

TO approve the amended Bus Driver job description.

NEW BUSINESS

Preliminary Budget 2019 – Human Resources, Cost Center 20, Emergency Preparedness, Cost Center 22, Administration Building, Cost Center 29, Administration Department, Cost Center 30, and Building Five, Cost Center 55

The Director of Finance presented the preliminary budgets for Human Resources, Cost Center 20, Emergency Preparedness, Cost Center 22, Administration Building, Cost Center 29, Administration Department, Cost Center 30, and Building Five, Cost Center, minus salaries and wages.

The Chair called for a ten minute break at 10:30 a.m.

Uniform Contract

Ms. Winkler MOVED, seconded by Ms. Stone and carried unanimously -

TO authorize the Executive Director to request corporate counsel to send due correspondence of cancellation of agreement to Cintas, via

certified letter, per stipulated terms and to authorize placement of the uniform agreement out to bid.

Staffing Request: Administration – Recording Secretary

Ms. Rapp MOVED, seconded by Ms. Hopewell and carried unanimously by the Committee members present -

TO recommend the Finance Committee approve non-budgeted operating funding, in the amount of \$42,000 - \$47,000 for the addition of a Recording Secretary, Administration Department.

Staffing Request: Service Maintenance – General Maintenance

Ms. Rapp MOVED, seconded by Ms. Hopewell and carried unanimously by the Committee members present -

TO recommend the GRF Board of Directors approve the addition of a general maintenance, an electrician, and a painter to the Service Maintenance Department, for 2019 budgeting purposes only.

Staffing Request: Security – Patrol Officer

Ms. Fekjar MOVED, seconded by Ms. Rapp -

TO recommend the GRF Board of Directors approve the addition of one full-time Patrol Officer position, between 10:30 a.m. and 7:00 p.m., five days per week, at a salary of \$40,428, including wages and benefits.

The motion carried with two no votes (Hopewell, Perrotti).

Upon further discussion, Ms. Rapp MOVED, seconded by Ms. Hopewell and carried unanimously by the Committee members present -

TO approve the addition of one full-time Patrol Officer position, between 10:30 a.m. and 7:00 p.m., five days per week, for 2019 budgeting purposes only.

Conversion of Part-Time Security Officers to Full-Time Security Officers

Ms. Hopewell MOVED, seconded by Ms. Fekjar and carried unanimously by the Committee members present-

TO approve the conversion of the Security Officers, from part-time to full-time, for 2019 budgeting purposes only.

Staffing Request: Recreation – Clerical/Events Position

Ms. Rapp MOVED, seconded by Ms. Hopewell and carried unanimously by the Committee members present-

TO approve the addition of a Clerical/Events position to the Recreation Department, for 2019 budgeting purposes only.

Amend Job Description – Escrow Coordinator

Ms. Stone MOVED, seconded by Ms. Rapp and carried unanimously by the Committee members present-

TO approve the amended the Escrow Coordinator job description, as presented.

POLICIES (n/a)

SUBCOMMITTEE REPORTS (n/a)

MEMBER COMMENTS

One members spoke on various items pertaining to the Committee's area of purview.

COMMITTEE MEMBERS

One Committee members spoke on topics related to today's Committee meeting.

Ms. Rapp MOVED, seconded by Ms. Fekjar and carried unanimously by the Committee members present -

TO go into Executive Session.

The Chair called for a five minute break at 11:30 a.m.

ADJOURNMENT

The meeting was adjourned at 12:18 p.m.

Barry Lukoff
Chair, Executive Committee
07.12.18



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: CINDY FLYNN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: SECURITY DEPARTMENT STRUCTURE CHANGE
DATE: AUGUST 10, 2018
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

In 2014, the structure of the positions in the Security Services Department was modified to create four (4) separate categories of Security Officer with separate Pay Grades for each position.

While this change solved some of the issues with department scheduling and wage administration, these changes have also resulted in less flexibility for the department to utilize the skills of its staff in the most efficient way possible from a skills and cost standpoint.

After reviewing the current structure, we are proposing consolidation four (4) of the positions in the Security Services Department, as indicated on Attachment A. This change will allow Security Services staff to be deployed into the jobs they are trained to do and capable of doing, and to allow staff to be compensated based on their ability to perform multiple functions within the department.

The draft of the consolidated Security Officer position description is attached to this memo.

Committee Action

That the Executive Committee approve the consolidation of Security Officer positions into one position at Pay Grade R06, and approve the revised Position Description.

Attachment A - Consolidation

CURRENT:

	Pay Grade	Average Pay Rate	Min Pay Rate	Max Pay Rate
Security Wages				
Security Officer 1 3491 1	R4	\$13.28	\$12.80	\$13.84
Security Officer 2 3491 2	R6	\$13.43	\$13.25	\$14.26
Security Officer 3 3491 3	R10	\$14.17	\$13.81	\$14.31
Security Officer PD 3491 5	FLAT	\$13.75	\$13.75	\$13.75
Grand Total		\$13.61	\$12.80	\$14.31

Pay Grade	Minimum	Midpoint	Maximum
R4	\$ 12.30	\$ 13.23	\$ 14.84
R5	\$ 12.46	\$ 13.55	\$ 15.18
R6	\$ 12.75	\$ 13.81	\$ 15.47
R7	\$ 13.03	\$ 14.06	\$ 15.74
R8	\$ 13.23	\$ 14.34	\$ 16.03
R9	\$ 13.55	\$ 14.68	\$ 16.38
R10	\$ 13.81	\$ 14.97	\$ 16.73

PROPOSED:

	Pay Grade	Average Pay Rate	Min Pay Rate	Max Pay Rate
Security Wages				
Security Officer	R6	\$13.61	\$12.80	\$14.31

Pay Grade	Minimum	Midpoint	Maximum
R6	\$ 12.75	\$ 13.81	\$ 15.47

Attachment A - Consolidation

CURRENT:

Security Wages	Pay Grade	Average Pay Rate	Min Pay Rate	Max Pay Rate
Security Officer 1 3491 1	R4	\$13.28	\$12.80	\$13.84
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PROPOSED:

Security Wages	Pay Grade	Average Pay Rate	Min Pay Rate	Max Pay Rate
Security Officer	R6	\$13.61	\$12.80	\$14.31

Pay Grade	Minimum	Midpoint	Maximum
R6	\$ 12.75	\$ 13.81	\$ 15.47



Security Officer

3491 X

Department:	Security	Wage/Salary Grade:	R06
Position Type:	Full Time <input checked="" type="checkbox"/> Part Time <input checked="" type="checkbox"/>	Shift:	Varied shifts Up to 40 hours a week
Reports To:	Security Services Manager	FLSA:	Non-Exempt

1. Overall Function

1.1. Depending on assignment, promotes and enforces Security regulations as needed for the Leisure World Seal Beach Community.

2. Duties and Responsibilities

2.1. Essential Functions: Duties noted below will apply to all officers. They will be utilized when performing specific assignments. During any one shift officers may be assigned any role or duty within the Security department. Management will, at its sole discretion, assign the duties based on business needs and skill sets.

- 2.1.1. Facilitates all inbound and outbound vehicle traffic and walk-in traffic at all entrances.
- 2.1.2. Screens all entering vehicles for valid passes or decals.
- 2.1.3. Receives and disseminates information from residents regarding expected guests.
- 2.1.4. Answers phones and assists walk-in customers to facilitate the smooth operation of the department.
- 2.1.5. Responds to and documents all incidents reported to the Security department and facilitates information exchange between parties in any and all incidents.
- 2.1.6. Assists law enforcement and fire and medical services regarding vehicular or other incidents.
- 2.1.7. Assists in issuing and processing visitor requests, decal updates and requests for information.
- 2.1.8. Handles radio communications; dispatches patrol car as appropriate.
- 2.1.9. Investigates and handles problems and complaints; completes reports when required.
- 2.1.10. Maintains security department files and patrol logs.
- 2.1.11. Types reports, correspondence, and fills out forms as necessary.
- 2.1.12. Drives a patrol vehicle, monitors streets and parking areas. Enforces community rules and regulations regarding parking and safe vehicle

- operation. Issues Notice of Violations/Citations to offenders as appropriate.
- 2.1.13. Provides traffic control as needed; Lifts, carries and places traffic safety cones, barricades and signs when assigned.
 - 2.1.14. Identifies and documents abandoned vehicles and makes notification for towing of same.
 - 2.1.15. Collects coins from all coin operated equipment, counts, and delivers to Finance Department.
- 2.2. Other Duties may be assigned.
3. Knowledge, Skills and Abilities
- 3.1. Ability to operate a motor vehicle in a safe manner
 - 3.2. Knowledge of occupational hazards and safety precautions
 - 3.3. One year of customer service experience with knowledge of telephone etiquette
 - 3.4. Proficient computer skills and knowledge of basic office procedures
 - 3.5. Six months of Security Officer, Dispatcher, or Public Safety experience preferred
 - 3.6. Must be available to work any shift, days, evenings, or nights, based on business needs
4. Physical Abilities
- 4.1. Frequent standing and walking
 - 4.2. Occasional bending, stooping and twisting
 - 4.3. Close vision necessary
 - 4.4. Ability to lift up to 25 pounds
 - 4.5. Ability to meet and pass "Security Officer Physical Examination" standards established by the Golden Rain Foundation prior to commencement of employment and annually thereafter
5. Mental Abilities
- 5.1. Ability to read, write and communicate clearly and effectively in English
 - 5.2. Ability to respond to emergencies efficiently and make immediate decisions
 - 5.3. Ability to deal effectively with co-workers, shareholders and/or members and family members, emergency and rescue personnel, delivery services, vendors and visitors
 - 5.4. Ability to maintain confidentiality and use diplomacy and sound judgment
6. Education
- 6.1. Minimum high school diploma (or equivalent)
7. License & Certificates
- 7.1. BSIS Guard Card, or obtain Proprietary Private Security Officer (PSO) certification within six months of employment
 - 7.2. Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment
8. Personal Protective Equipment
- 8.1. Rain gear
 - 8.2. Safety vest

- 9. Work Environment
 - 9.1. Exposure to outdoor elements

- 10. Tools and Equipment's Used
 - 10.1. Computer
 - 10.2. Telephone
 - 10.3. Wireless radio (walkie-talkie)
 - 10.4. Bolt cutters
 - 10.5. Body worn cameras
 - 10.6. Patrol car

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified. This is an age restricted Community as such, employment will expose staff to the degenerative effects of aging.

Adopted: XX/XX/XX

I have read and understand the information contained in this position description.

Employee Name (print): _____

Employee Signature: _____ Date: _____

Golden Rain Foundation
2019 Proposed Operating Budget - Cost Center 20 - Human Resources (Draft)
Data as of June 30, 2018

(A)	(B)	(D)	(E)	(D) - (E)	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)	
GL Account	GL Name	2019 Total	2018 Budget	\$ Change	% Change	2018 YTD Actual	2018 Projected	\$ Change	2018 Annualized	\$ Change	2018 Actual	\$ Change
Expenses - Human Resources												
6100000 20	Salaries & Wages - Human Resources	211,482	208,475	3,007	1.4%	107,035	211,672	(190)	214,069	(2,587)	211,707	(225)
6100001 20	Vacation Accrual Expense - Human Resources	0	0	0	0.0%	10,216	10,216	(10,216)	20,432	(20,432)	(1,770)	1,770
6140000 20	Employment Taxes - Human Resources	16,022	16,197	(175)	-1.1%	7,735	15,190	832	15,471	551	16,887	(865)
6142000 20	Workers' Compensation - Human Resources	3,721	4,885	(1,164)	-23.8%	2,214	3,967	(246)	4,428	(707)	4,501	(780)
6143000 20	Group Insurance - Medical - Human Resources	41,364	23,016	18,348	79.7%	16,896	28,404	12,960	33,792	7,572	22,139	19,225
6143300 20	Group Insurance - Dental - Human Resources	1,536	456	1,080	236.8%	198	426	1,110	395	1,141	484	1,052
6143500 20	Group Insurance - Vision - Human Resources	468	420	48	11.4%	208	418	50	415	53	379	89
6144000 20	401(k) Match - Human Resources	6,386	3,893	2,493	64.0%	2,419	4,373	2,013	4,839	1,547	3,936	2,450
6145000 20	Group Insurance - Life - Human Resources	720	720	0	0.0%	504	864	(144)	1,008	(288)	869	(149)
6146000 20	Long Term Disability Insurance - Human Resources	840	840	0	0.0%	436	856	(16)	871	(31)	835	5
	Total Wages & Benefits	282,538	258,902	23,637	9.1%	147,861	276,386	6,153	295,720	(13,181)	258,967	22,572
6210000 20	Management Fee - Retirement Plan - Human Resources	0	0	0	0.0%	0	0	0	0	0	0	0
6210006 20	FSA Administration Fees - Human Resources	2,496	720	1,776	246.7%	745	1,105	1,391	1,489	1,007	1,150	1,330
6210010 20	Fraud Hotline - Human Resources	704	704	0	0.0%	640	640	64	1,280	(576)	640	64
6211000 20	Continuing Education - Human Resources	1,740	1,000	740	74.0%	0	700	1,040	0	1,740	1,700	40
6211100 20	Employee Incentives - Human Resources	13,600	13,500	100	0.7%	1,132	13,384	216	2,263	11,337	11,111	2,489
6212000 20	Employee Exams - Human Resources	1,500	1,500	0	0.0%	378	1,128	372	757	743	3,197	(1,697)
6212005 20	Employee Drivers License Inquiry - Human Resources	264	264	0	0.0%	91	223	41	182	82	442	(178)
6213000 20	Employee Recruitment - Human Resources	4,000	3,600	400	11.1%	1,494	3,294	706	2,987	1,013	3,897	103
6213005 20	Employment Screening	19,560	8,000	11,560	144.5%	1,630	5,628	13,932	3,260	16,300	8,498	11,062
6214500 20	Gifts - Human Resources	372	372	0	0.0%	66	252	120	132	240	746	(374)
6410000 20	Office Supplies - Human Resources	112	0	112	100.0%	0	0	112	0	112	0	112
6410015 20	Computer Supplies - Human Resources	1,000	1,000	0	0.0%	1,149	1,651	(651)	2,299	(1,299)	1,475	(475)
6410030 20	Printer / Copier Supplies - Human Resources	120	300	(180)	-60.0%	3	63	57	6	114	464	(344)
6410035 20	Refreshments - Human Resources	540	540	0	0.0%	104	374	166	209	331	470	70
6434110 20	Legal Fees - HR - Human Resources	500	500	0	0.0%	155	403	97	340	190	67	433
6481000 20	Computer Maintenance & Software - Human Resources	10,000	7,200	2,800	38.9%	17,100	20,700	(10,700)	34,199	(24,199)	9,125	875
6482000 20	Dues, Memberships & Books - Human Resources	930	750	180	24.0%	180	180	750	360	570	74	856
6491000 20	Miscellaneous Writeoffs - Human Resources	1,000	700	300	42.9%	402	402	598	804	196	150	850
	Total Operating Expenses	58,438	40,650	17,788	43.8%	300	300	(300)	600	(600)	0	0
	Total Cost Center Expenses	340,877	298,552	41,425	13.8%	173,430	326,813	14,164	346,857	(5,880)	303,182	37,795
5330000 20	Income / Refund from Mutuals	340,877	298,552	41,425		149,778	299,552	41,425	298,556	41,421	288,480	52,497
	Total Cost Recovery	340,877	298,552	41,425		149,778	299,552	41,425	299,556	41,421	288,480	52,497
	Net Income / (Expense)	0	0	0		(23,652)	(27,261)	27,261	(47,301)	47,301	(14,702)	14,702

Golden Rain Foundation
2019 Proposed Operating Budget - Cost Center 20 - Human Resources (Draft)
Data as of June 30, 2018

(A)	(B)	(D)	(E)	(D)-(E)		(F)	(G)	(D)-(G)	(H)	(D)-(H)	(I)	(D)-(I)
GL Account	GL Name	2019 Total	2018 Budget	\$ Change	% Change	2018 YTD Actual	2018 Projected	\$ Change	2018 Annualized	\$ Change	2017 Actual	\$ Change
	PAPM	4.30	3.78	0.52								
	FTE	2.75	2.75	-								

**GOLDEN RAIN FOUNDATION
2019 BUDGET ASSUMPTIONS
Human Resources – CC20**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																														
6100000 (61000)	Salaries & Wages	Total FTEs for 2019 will remain at the 2018 level of 2.75. The 2019 budget assumptions include any pay increases during 2018 that were not included in the 2018 budget plus a pay for performance allowance of 1.5% for 2019.																															
6140000 (61400)	Payroll Taxes	<p>Calculations are based on the current rates established by Federal and State statute. 2018 and estimated 2019 rates are listed below.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>2018</th> <th>2019</th> </tr> </thead> <tbody> <tr> <td>SS Max Salary</td> <td>\$127,200</td> <td>\$128,400</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>3.7%</td> <td>3.2%</td> </tr> <tr> <td>UI Fed</td> <td>2.7%</td> <td>0.6%</td> </tr> <tr> <td>UI Total</td> <td>6.4%</td> <td>3.8%</td> </tr> <tr> <td>UI Max Total</td> <td>\$448</td> <td>\$226</td> </tr> </tbody> </table>		2018	2019	SS Max Salary	\$127,200	\$128,400	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	3.7%	3.2%	UI Fed	2.7%	0.6%	UI Total	6.4%	3.8%	UI Max Total	\$448	\$226	
	2018	2019																															
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61420000 (61420)	Workers Comp Insurance	<p>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, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2019 overall budget assumes a 3% decrease in workers comp rates resulting as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>2018 Actual</th> <th>2018 Budget</th> <th>2018 Variance</th> <th>%</th> <th></th> </tr> </thead> <tbody> <tr> <td>290,518</td> <td>396,314</td> <td>105,796</td> <td>26.7%</td> <td>Favorable</td> </tr> <tr> <th>2019 Budget</th> <th>2018 Budget</th> <th>2018 Variance</th> <th>%</th> <th></th> </tr> <tr> <td>313,683</td> <td>396,314</td> <td>82,631</td> <td>20.9%</td> <td>Decrease</td> </tr> <tr> <th>2018 Actual</th> <th>2019 Budget</th> <th>2018 Variance</th> <th>%</th> <th></th> </tr> <tr> <td>290,518</td> <td>313,683</td> <td>23,165</td> <td>7.4%</td> <td>Increase</td> </tr> </tbody> </table>	2018 Actual	2018 Budget	2018 Variance	%		290,518	396,314	105,796	26.7%	Favorable	2019 Budget	2018 Budget	2018 Variance	%		313,683	396,314	82,631	20.9%	Decrease	2018 Actual	2019 Budget	2018 Variance	%		290,518	313,683	23,165	7.4%	Increase	
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2018 Actual	2019 Budget	2018 Variance	%																														
290,518	313,683	23,165	7.4%	Increase																													
6143000-6146000 (61430 – 61460)	EE Benefits	The 2019 budget for our group health plans include Medical, Dental, Vision, and Life Insurance. The assumptions for 2019 are a 7.5% increase in current actual rates for the medical plan and all other plans remain at the current actual premium rates. The 2019 budget is based on current actual participation and anticipated future participation for new hires. These total combined benefits show a 3.0% (\$28K) increase over the 2018 budget.																															
6210006	FSA Administration Fees	Fees for administering the employee Flexible Spending Account. 2019 budget is being increased based on current actual fees. The 2018 budget was an estimate based on a partial year. The FSA plan will result in reduced employer payroll taxes.																															

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Golden Rain Foundation
2019 Proposed Operating Budget - Cost Center 22 - Emergency Preparedness (Draft)
Data as of June 30, 2018

(A) GL Account	(B) GL Name	(D)		(E)		(D) - (E)		(F)		(G)		(D) - (G)		(H)		(D) - (H)		(I)		(D) - (I)	
		2019 Total	2018 Budget	\$ Change	% Change	2018 YTD Actual	2018 Projected	\$ Change	2018 Annualized	\$ Change	2017 Actual	\$ Change	2017 Actual	\$ Change							
Expenses - Emergency Preparedness																					
6100000 22	Salaries & Wages - Emergency Prepared	17,089	16,929	170	1.0%	6,883	15,380	(1,719)	13,767	(3,332)	16,964	(135)									
6140000 22	Employment Taxes - Emergency Prepared	1,719	1,741	(22)	-1.3%	539	1,188	(531)	1,078	(641)	1,241	(478)									
6142000 22	Workers' Compensation - Emergency Prepared	895	1,187	(292)	-24.6%	539	964	69	1,078	183	1,104	209									
	Total Wages & Benefits	19,713	19,857	(144)	-0.7%	7,961	17,532	(2,181)	15,923	(3,790)	19,309	(404)									
6211000 22	Continuing Education - Emergency Preparedns	1,000	1,200	(200)	-16.7%	0	600	(400)	0	(1,000)	939	(61)									
6214000 22	Meals & Special Events - Emergency Preparedns	120	0	120	100.0%	0	0	(120)	0	(120)	95	(25)									
6410030 22	Printer / Copier Supplies - Emergency Preparedns	0	0	0	0.0%	0	0	0	0	0	32	32									
6410045 22	Emergency Supplies - Emergency Preparedns	1,500	1,800	(300)	-16.7%	533	1,433	(67)	1,066	(434)	5,760	4,260									
6422000 22	Telephone - Emergency Preparedns	1,032	1,020	12	1.2%	423	933	(99)	846	(186)	958	(74)									
	Total Operating Expenses	3,652	4,020	(368)	-9.2%	956	2,966	(686)	1,912	(1,740)	7,784	4,132									
	Total Cost Center Expenses	23,365	23,877	(512)	-2.1%	8,917	20,498	(2,867)	17,835	(5,530)	27,093	3,728									
5330000 22	Income / Refund from Mutuals	23,365	23,877	(512)		11,940	23,877	(512)	23,880	(515)	24,694	(1,329)									
	Total Cost Recovery	23,365	23,877	(512)		11,940	23,877	(512)	23,880	(515)	24,694	(1,329)									
	Net Income / (Expense)	0	0	0		3,023	3,379	(3,379)	6,045	(6,045)	(2,399)	2,399									
	PAPM	0.29	0.30	(0.01)																	
	FTE	0.25	0.25	-																	

**GOLDEN RAIN FOUNDATION
2019 BUDGET ASSUMPTIONS
Emergency Preparedness – CC22**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																														
6100000 (61000)	Salaries & Wages	Total FTEs for 2019 will remain at the 2018 level of .25. The 2019 budget assumptions include any pay increases during 2018 that were not included in the 2018 budget plus a pay for performance allowance of 1.5% for 2019.																															
6140000 (61400)	Payroll Taxes	<p>Calculations are based on the current rates established by Federal and State statute. 2018 and estimated 2019 rates are listed below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>2018</th> <th>2019</th> </tr> </thead> <tbody> <tr> <td>SS Max Salary</td> <td>\$127,200</td> <td>\$128,400</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>3.7%</td> <td>3.2%</td> </tr> <tr> <td>UI Fed</td> <td>2.7%</td> <td>0.6%</td> </tr> <tr> <td>UI Total</td> <td>6.4%</td> <td>3.8%</td> </tr> <tr> <td>UI Max Total</td> <td>\$448</td> <td>\$226</td> </tr> </tbody> </table>		2018	2019	SS Max Salary	\$127,200	\$128,400	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	3.7%	3.2%	UI Fed	2.7%	0.6%	UI Total	6.4%	3.8%	UI Max Total	\$448	\$226	
	2018	2019																															
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UI Max Total	\$448	\$226																															
6142000 (61420)	Workers Comp Insurance	<p>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, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2019 overall budget assumes a 3% decrease in workers comp rates resulting as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>2018 Actual</th> <th>2018 Budget</th> <th>2018 Variance</th> <th>%</th> <th></th> </tr> </thead> <tbody> <tr> <td>290,518</td> <td>396,314</td> <td>105,796</td> <td>26.7%</td> <td>Favorable</td> </tr> <tr> <th>2019 Budget</th> <th>2018 Budget</th> <th>2018 Variance</th> <th>%</th> <th></th> </tr> <tr> <td>313,683</td> <td>396,314</td> <td>82,631</td> <td>20.9%</td> <td>Decrease</td> </tr> <tr> <th>2018 Actual</th> <th>2019 Budget</th> <th>2018 Variance</th> <th>%</th> <th></th> </tr> <tr> <td>290,518</td> <td>313,683</td> <td>23,165</td> <td>7.4%</td> <td>Increase</td> </tr> </tbody> </table>	2018 Actual	2018 Budget	2018 Variance	%		290,518	396,314	105,796	26.7%	Favorable	2019 Budget	2018 Budget	2018 Variance	%		313,683	396,314	82,631	20.9%	Decrease	2018 Actual	2019 Budget	2018 Variance	%		290,518	313,683	23,165	7.4%	Increase	
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2018 Actual	2019 Budget	2018 Variance	%																														
290,518	313,683	23,165	7.4%	Increase																													
6211000 (64810)	Continuing Education	This line item covers CERT training, RECES, PEP, and ongoing miscellaneous training for the Emergency Coordinator. The budget was based on the anticipated training schedule for 2018.																															
6410030 (64111)	Printer/Copier Supplies	The expense for this line item was moved to Cost Center 20																															
6214000	Meals & Special Events	Food for training and other Safety meetings																															
6410045 (64114)	Emergency Supplies	This budget is being reduced to \$1,500 for 2019 based on purchased supplies for the previous year.																															

GOLDEN RAIN FOUNDATION
2019 BUDGET ASSUMPTIONS
Emergency Preparedness – CC22

6422000 (64280)	Telephone	Monthly service for satellite phone for the year. The 2019 budget is based on an estimated increase of 1% of current actual expenses.	

Golden Rain Foundation
2019 Proposed Operating Budget - Cost Center 29 - Administration Building (Draft)
Data as of June 30, 2018

(A)	(B)	(D)	(E)	(D) - (E)	(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)	
GL Account	GL Name	2019 Total	2018 Budget	\$ Change	% Change	2018 YTD Actual	2018 Projected	\$ Change	2018 Annualized	\$ Change	2017 Actual	\$ Change
Expenses - Administration Building												
6410005 29	Building Supplies - Administration Bldg	960	960	0	0.0%	158	638	322	316	644	4,943	(3,983)
6420100 29	Electricity - Administration Bldg	23,387	23,792	(405)	-1.7%	8,801	21,735	1,652	17,602	5,785	22,097	1,290
6425100 29	Natural Gas - Administration Bldg	425	600	(175)	-29.2%	264	464	(39)	529	(104)	535	(110)
6471000 29	Building Repair & Maintenance - Administratio	3,000	2,100	900	42.9%	1,209	2,009	991	2,417	583	6,968	(3,968)
6477210 29	Pest Control - Administration Bldg	960	1,080	(120)	-11.1%	480	960	0	960	0	880	80
6478000 29	Service Contracts	3,550	3,252	298	9.2%	1,678	3,304	246	3,355	195	3,249	301
6484000 29	Permits & Licenses	1,200	1,200	0	0.0%	0	675	525	0	1,200	0	1,200
	Total Operating Expenses	33,482	32,984	498	1.5%	12,590	29,785	3,697	25,179	8,303	38,671	(5,189)
	Total Cost Center Expenses	33,482	32,984	498	1.5%	12,590	29,785	3,697	25,179	8,303	38,671	(5,189)
5330000 29	Income from / (Refund to) Mutuals	33,482	32,984	498	1.5%	16,494	32,984	498	32,988	494	35,731	(2,249)
	Total Cost Recovery	33,482	32,984	498		16,494	32,984	498	32,988	494	35,731	(2,249)
	Net Income / (Expense)	0	0	0		3,904	3,199	(3,199)	7,809	(7,809)	(2,940)	2,940
	PAPM	0.42	0.42	0.01								

GOLDEN RAIN FOUNDATION
2019 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. 7/31/2018: The 2019 budget has been updated to \$960 to accommodate anticipated additional renovations.							
6420100 (64200)	Electricity	The 2019 budget assumes an overall increase of 7% over the last 12 months of actual expenses which is a 0.64% increase over the 2018 budget.							
6425100 (64260)	Natural Gas	The 2019 budget assumes an overall increase of 3.5% over the last 12 months of actual expenses which is an 8% decrease over the 2018 budget.							
6471000 (64720)	Bldg Repair & Maint.	\$3,000 is requested for the 2019 budget to cover miscellaneous building repairs. The major repair expenses for the Administration building relate to the HVAC systems and the elevator. The 2019 budget includes additional funds to maintain trust property to acceptable standards as set by the board of directors.							
6477210	Pest Control	Fenn Pest Control \$960 annually; \$80 per month for pest control. Annual termite inspection expenses are budgeted in CC79. Three year contract expires April 30, 2020.							
6478000 (64940)	Service Contracts	Elevator Maintenance \$3,550 (\$888 qtr'ly) 2019 budget shows an estimated increase in quarterly maintenance fees. Budget will be adjusted when vendor provides pricing.							
6484000 (64840)	Permits & Licenses	Fire Extinguisher Service is budgeted in cost center 79. Funds are budgeted for the elevator permit (\$675) and Orange County Fire Authority permit (\$525). For 2019, requesting budget of \$1,200. <table style="margin-left: auto; margin-right: auto;"> <tr> <td>State Permit fee*</td> <td style="text-align: right;">\$ 675.00</td> </tr> <tr> <td>O.C. Fire Permit fee</td> <td style="text-align: right;"><u>\$ 525.00</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$ 1,200.00</td> </tr> </table> Elevator testing is due every five years. Actual expenses for 2016 testing was \$1,763. Next testing will be in 2021.	State Permit fee*	\$ 675.00	O.C. Fire Permit fee	<u>\$ 525.00</u>	Total	\$ 1,200.00	
State Permit fee*	\$ 675.00								
O.C. Fire Permit fee	<u>\$ 525.00</u>								
Total	\$ 1,200.00								

Golden Rain Foundation
2019 Proposed Operating Budget - Cost Center 30 - Administration (Draft)
Data as of June 30, 2018

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2019 Total	2018 Budget	\$	%	2018 YTD Actual	2018 Projected	\$	2018 Annualized	\$	2017 Actual	\$
Expenses - Administration												
6100000 30	Salaries & Wages - Administration	394,823	378,031	16,792	4.4%	197,114	386,854	7,969	394,229	594	363,856	30,967
6110000 30	Pay for Performance Provision - Administratio	0	0	0	0.0%	0	0	0	0	0	0	0
6140000 30	Employment Taxes - Administration	26,080	24,971	1,109	4.4%	16,135	27,770	(1,690)	32,271	(6,191)	24,264	1,816
6142000 30	Workers' Compensation - Administration	2,501	3,178	(677)	-21.3%	1,435	2,579	4,598	2,870	(369)	2,926	(425)
6143000 30	Group Insurance - Medical - Administration	27,960	32,148	(4,188)	-13.0%	13,822	29,896	(1,936)	27,645	315	30,475	(2,515)
6143300 30	Group Insurance - Dental - Administration	384	588	(204)	-34.7%	252	546	(162)	505	(121)	1,081	(697)
6143500 30	Group Insurance - Vision - Administration	312	336	(24)	-7.1%	160	328	(16)	321	(9)	338	(26)
6144000 30	401(k) Match - Administration	4,586	2,534	2,052	81.0%	1,345	2,617	1,969	2,691	1,895	2,793	1,793
6145000 30	Group Insurance - Life - Administration	1,764	1,680	84	5.0%	922	1,762	2	1,843	(79)	1,858	(94)
6146000 30	Long Term Disability Insurance - Administrati	2,052	1,968	84	4.3%	634	1,618	434	1,268	784	1,266	786
	Total Wages & Benefits	460,462	445,434	15,028	3.4%	231,819	453,970	11,168	463,643	(3,181)	428,856	31,606
6211000 30	Continuing Education - Administration	900	900	0	0.0%	1,118	1,718	(818)	2,236	(1,336)	0	900
6213100 30	Temporary Agency Fees - Administration	0	0	0	0.0%	264	264	(264)	529	(529)	14,130	(14,130)
6214000 30	Meals & Special Events - Administration	38,200	17,200	21,000	122.1%	10,726	20,976	17,224	21,451	16,749	19,627	18,573
6214500 30	Gifts - Administration	1,000	1,200	(200)	-16.7%	773	1,623	(623)	1,546	(546)	308	692
6215000 30	Mileage - Administration	200	6,100	(5,900)	-96.7%	0	3,100	(2,900)	0	200	5,257	(5,057)
6410000 30	Office Supplies - Administration	9,000	7,150	1,850	25.9%	6,791	7,891	1,109	13,582	(4,582)	6,169	2,831
6410003 30	Board Office Supplies - Administration	1,500	2,000	(500)	-25.0%	125	1,925	(425)	249	1,251	2,918	(1,418)
6410010 30	Hospitality - Administration	3,000	2,400	600	25.0%	1,628	2,828	172	3,257	(257)	3,278	(278)
6410015 30	Computer Supplies - Administration	7,000	9,000	(2,000)	-22.2%	2,941	6,941	59	5,881	1,119	12,303	(5,303)
6410020 30	Equipment Expense - Administration	500	500	0	0.0%	442	942	(442)	883	(383)	0	500
6410025 30	Lunch Room Supplies - Administration	200	200	0	0.0%	325	450	(250)	650	(450)	193	7
6410030 30	Printer / Copier Supplies - Administration	4,400	4,700	(300)	-6.4%	1,429	3,829	571	2,857	1,543	4,495	(95)
6410035 30	Refreshments - Administration	2,400	2,000	400	20.0%	1,421	2,321	79	2,841	(441)	2,759	(359)
6422000 30	Telephone - Administration	62,688	62,110	578	0.9%	31,048	62,104	584	62,096	592	62,072	616
6434100 30	Legal Fees - General Counsel - Administration	75,000	75,000	0	0.0%	23,185	60,685	14,315	46,369	28,631	41,529	33,471
6434105 30	Legal Fees - Litigation - Administration	25,000	25,000	0	0.0%	7,377	19,875	5,125	14,753	10,247	95,617	(70,617)
6437100 30	Reserve Study - Administration	9,500	9,500	0	0.0%	4,750	9,500	0	9,500	0	9,500	0
6438000 30	Other Professional Fees - Administration	11,500	6,000	5,500	91.7%	1,924	6,824	4,676	3,848	7,652	595	10,905
6444000 30	Equipment Rental - Administration	5,820	4,514	1,306	28.9%	2,205	4,463	1,357	4,409	1,411	4,426	1,394
6472000 30	Equipment Repair & Maintenance - Administrati	300	450	(150)	-33.3%	0	250	50	0	300	824	(524)
6478000 30	Service Contracts - Administration	16,700	16,300	400	2.5%	8,991	17,291	(591)	17,983	(1,283)	13,713	2,987
6481000 30	Computer Maintenance & Software - Administrat	741	300	441	147.0%	729	879	(138)	1,459	(718)	358	383
6482000 30	Dues, Memberships & Books - Administration	620	650	(30)	-4.6%	100	250	370	200	420	767	(147)
6482500 30	Election Expense - Administration	0	0	0	0.0%	0	0	0	0	0	637	(637)
6484000 30	Permits & Licenses - Administration	35	0	35	100.0%	0	0	35	0	35	35	0
6491000 30	Miscellaneous Writeoffs Administration	0	0	0	0.0%	0	0	0	0	0	0	0
6731000 30	Property & Liability Insurance - Administrati	471,585	471,591	(6)	0.0%	180,223	404,206	67,379	360,447	111,138	404,586	66,999
6731001 30	Key Person Life Insurance - Administration	2,174	3,000	(826)	-27.5%	2,174	2,174	0	4,347	(2,173)	0	2,174
6951000 30	Non-Budgeted Exp for Committee - Administrato	1,000	1,000	0	0.0%	0	1,000	0	0	1,000	1,000	0

Golden Rain Foundation
2019 Proposed Operating Budget - Cost Center 30 - Administration (Draft)
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GL Account	GL Name	2019 Total	2018 Budget	\$ Change	% Change	2018 YTD Actual	2018 Projected	\$ Change	2018 Annualized	\$ Change	2017 Actual	\$ Change
	Total Operating Expenses	750,963	728,765	22,198	3.0%	290,689	644,309	106,654	581,373	169,590	707,095	43,868
	Total Cost Center Expenses	1,211,425	1,174,199	37,226	3.2%	522,508	1,098,279	117,822	1,045,016	166,409	1,135,951	75,474
	Other Cost Recovery											
5335000 30	Management Fee - Administration	44,400	44,400	0	0.0%	22,200	44,400	0	44,400	0	44,405	(5)
5385000 30	Other Income - Administration	1,256	3,056	(1,800)	-58.9%	7,493	9,202	(7,946)	14,985	(13,729)	5,056	(3,800)
5385100 30	Unrestricted Donations - Administration	0	0	0	0.0%	15,000	15,000	(15,000)	30,000	(30,000)	0	0
5385101 30	Restricted Donations - Administration	0	0	0	0.0%	0	0	0	0	0	0	0
5395000 30	Rental Income - Administration	21,000	36,000	(15,000)	-41.7%	18,006	36,006	(15,006)	36,012	(15,012)	18,009	2,991
5396100 30	Taxable Other Income - Supervire - Administra	11,600	68,400	(56,800)	-83.0%	40,671	74,871	(63,271)	81,341	(69,741)	88,951	(77,351)
5397100 30	Taxable Interest Income - Administration	0	0	0	0.0%	1,187	1,187	(1,187)	2,375	(2,375)	4,295	(4,295)
	Total Other Cost Recovery	78,256	151,856	(73,600)	-48.5%	104,557	180,666	(102,410)	209,113	(130,857)	160,716	(82,460)
5330000 30	Income from / (Refund to) Mutuals	1,133,169	1,022,343	110,826	10.8%	511,194	1,022,367	110,802	1,022,388	110,781	942,758	190,411
	Total Cost Recovery	1,211,425	1,174,199	37,226		615,751	1,203,033	8,392	1,231,501	(20,076)	1,103,474	107,951
	Net Income / (Expenses)	0	0	0		93,243	104,754	(109,400)	186,485	(186,485)	(32,477)	32,477
	PAPM	14.29	12.89	1.40								
	FTE	4.20	4.20	0.00								

**GOLDEN RAIN FOUNDATION
2019 BUDGET ASSUMPTIONS
Administration – CC30**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																														
6100000 (61000)	Salaries & Wages	Total FTEs for 2019 will remain at the 2018 level of 4.20. The 2019 budget assumptions include an additional 205 OT hours, any pay increases during 2018 that were not included in the 2018 budget plus a pay for performance allowance of 1.5% for 2019.																															
6140000 (61400)	Payroll Taxes	<p>Calculations are based on the current rates established by Federal and State statute. 2018 and estimated 2019 rates are listed below.</p> <table border="1"> <thead> <tr> <th></th> <th>2018</th> <th>2019</th> </tr> </thead> <tbody> <tr> <td>SS Max Salary</td> <td>\$127,200</td> <td>\$128,400</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>3.7%</td> <td>3.2%</td> </tr> <tr> <td>UI Fed</td> <td>2.7%</td> <td>0.6%</td> </tr> <tr> <td>UI Total</td> <td>6.4%</td> <td>3.8%</td> </tr> <tr> <td>UI Max Total</td> <td>\$448</td> <td>\$226</td> </tr> </tbody> </table>		2018	2019	SS Max Salary	\$127,200	\$128,400	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	3.7%	3.2%	UI Fed	2.7%	0.6%	UI Total	6.4%	3.8%	UI Max Total	\$448	\$226	
	2018	2019																															
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UI Max Total	\$448	\$226																															
6142000 (61420)	Workers Comp Insurance	<p>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, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2019 overall budget assumes a 3% decrease in workers comp rates resulting as follows:</p> <table border="1"> <thead> <tr> <th>2018 Actual</th> <th>2018 Budget</th> <th>2018 Variance</th> <th>%</th> <th></th> </tr> </thead> <tbody> <tr> <td>290,518</td> <td>396,314</td> <td>105,796</td> <td>26.7%</td> <td>Favorable</td> </tr> <tr> <th>2019 Budget</th> <th>2018 Budget</th> <th>2018 Variance</th> <th>%</th> <th></th> </tr> <tr> <td>313,683</td> <td>396,314</td> <td>82,631</td> <td>20.9%</td> <td>Decrease</td> </tr> <tr> <th>2018 Actual</th> <th>2019 Budget</th> <th>2018 Variance</th> <th>%</th> <th></th> </tr> <tr> <td>290,518</td> <td>313,683</td> <td>23,165</td> <td>7.4%</td> <td>Increase</td> </tr> </tbody> </table>	2018 Actual	2018 Budget	2018 Variance	%		290,518	396,314	105,796	26.7%	Favorable	2019 Budget	2018 Budget	2018 Variance	%		313,683	396,314	82,631	20.9%	Decrease	2018 Actual	2019 Budget	2018 Variance	%		290,518	313,683	23,165	7.4%	Increase	
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2018 Actual	2019 Budget	2018 Variance	%																														
290,518	313,683	23,165	7.4%	Increase																													
6143000-6146000 (61430 – 61460)	EE Benefits	The 2019 budget for our group health plans include Medical, Dental, Vision, and Life Insurance. The assumptions for 2019 are a 7.5% increase in current actual rates for the medical plan and all other plans remain at the current actual premium rates. The 2019 budget is based on current actual participation and anticipated future participation for new hires. These total combined benefits show a 3.0% (\$28K) increase over the 2018 budget.																															
6211000 (64810)	Continuing Education	Funds of \$900 are requested for continuing education and seminars to be attended by senior staff members for 2019.																															
6214000 (64821)	Meals & Special Events	<p>Items included in this line item includes the following:</p> <table border="1"> <tbody> <tr> <td>Board strategic planning sessions</td> <td>\$3,750</td> </tr> </tbody> </table>	Board strategic planning sessions	\$3,750																													
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7/31/2018 3:45 PM

**GOLDEN RAIN FOUNDATION
2019 BUDGET ASSUMPTIONS
Administration – CC30**

		<p>Annual GRF director dinner 5,400 Directors training sessions (GRF20%/MAC80%) 1,000 Directors' GRF/Mutual Spring Appreciation 7,500 Board strategic planning follow-up 3,750 Holiday GRF/Mutual Board appreciation 15,000 Work session lunches <u>1,800</u> Total Budget \$38,200</p>											
		Additional funds been included for the Board off-site planning sessions and Board appreciation events.											
6214500	Gifts	This line item is 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	\$200 is budgeted for miscellaneous mileage expense for the board members and the Administration staff. The 2019 budget shows a decrease due to a reclassification of an employee benefit.											
6410000 (64100)	Office Supplies	Typical items charged to this account are letterhead, envelopes, binders, file folders, bindings, etc. Requesting \$9,000 for 2019 budget, with principal expenditures on the annual report printing, and training materials for GRF and Mutual Boards.											
6410003 (64101)	Board Member Supplies	Items include office supplies purchased for Board members, or by Board members and reimbursed by GRF. Typical items include printer ink cartridges, and business cards. Requesting \$1,500 for the 2019 budget.											
6410010 (64103)	Hospitality	Items include all supplies associated with coffee and tea beverages such as Styrofoam cups, creamer, sugar, stir sticks, etc. These supplies are used by board members, staff and guests of the second floor Administration building (lunch room). The 2019 budget is based on historical actual expenditures trend.											
6410015 (64104)	Computer Supplies	The 2019 budget supports the use of electronics by Board members, staff, and in the conference rooms.											
6410020	Equipment Expense	Items include two-way radios, ramps, flags, security cameras, and other miscellaneous equipment as needed.											
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 Administration staff.											
6410035 (64112)	Refreshments	Items include beverages, sugar, creamer & stir sticks to stock in the Admin conference room.											
6422000 (64280)	Telephone	<p>Telephone expense includes:</p> <table style="margin-left: 20px;"> <tr> <td>Main Phone System</td> <td style="text-align: right;">\$59,544</td> </tr> <tr> <td>2 Fax lines</td> <td style="text-align: right;">1,368</td> </tr> <tr> <td>Admin Conf Rm Internet FIOS</td> <td style="text-align: right;">1,176</td> </tr> <tr> <td>Cell Phone Reimbursement</td> <td style="text-align: right;"><u>600</u></td> </tr> <tr> <td>Total Budget</td> <td style="text-align: right;">\$62,688</td> </tr> </table>	Main Phone System	\$59,544	2 Fax lines	1,368	Admin Conf Rm Internet FIOS	1,176	Cell Phone Reimbursement	<u>600</u>	Total Budget	\$62,688	
Main Phone System	\$59,544												
2 Fax lines	1,368												
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Total Budget	\$62,688												

**GOLDEN RAIN FOUNDATION
2019 BUDGET ASSUMPTIONS
Administration – CC30**

		The budget amount assumes a 1% increase over the past 6 months of average expenses.	
6434100-6434105 (64340 / 643401)	Legal Fees	Legal fees for this cost center are broken out into two categories: General Counsel \$75,000 Litigation <u>\$25,000</u> \$100,000	
6437100	Reserve Study	In 2017 a three-year contract for one "with site visit" reserve study and two "no site visit" reserve studies was signed with Association Reserves at a cost of \$9,500 per year. This agreement expires in 2019.	
6438000 (64380)	Other Professional Fees	Funds are budgeted GRF board training. Strategic Planning facilitator (2 sessions) \$7,500 Other BOD consultants/trainers <u>4,000</u> \$11,500 Total expenditures vary depending on issues being considered by the Board, and the need for additional consultations/training.	
6444000 (64440)	Equipment Rental	Expenditures charged to this account cover the monthly rental of the Konica BizHub223 and BizHub554E copier machines. Per the contract annual lease expenses are: BizHub223 (Board Office) \$ 218 (2 months) BizHub554E (Administration) <u>3,110</u> Total Rental Expense \$3,328 The Board Office copier is being discontinued with the end of the lease in February 2019. Revised for August draft presentation based on estimates received from Konica for contract renewal. Assumption is to discontinue BizHub223 (Board Office) entirely and to upgrade BizHub554E to BizHubC759: \$5,820. Upgrade recommended based on usage. Assume contract will be renewed by January 1, 2019.	
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	Konica (usage for 2 machines) \$15,800 Elevator Maintenance (now CC29) 0 Data Shredding <u>900</u> Total Budget \$16,700 Charges for the Konica are based on usage. Greater usage equates to higher service contract charges.	
6481000	Computer Maintenance & Software	Adobe Creative Cloud License \$ 729 iCloud Storage for Director <u>12</u> \$ 741	
6482000 (64830)	Dues Memberships & Books	CACM \$275 CAI Fees 145 Seal Beach Chamber of Comm. 100 Misc. Books & Periodicals <u>100</u> \$620	

7/31/2018 3:45 PM

**GOLDEN RAIN FOUNDATION
2019 BUDGET ASSUMPTIONS
Administration – CC30**

6484000 (64840)	Permits & Licenses	<p>State Corporate Filing fees (due every 2 years, last paid in 2017, so will be due again in 2019) \$ 35</p> <p>State Board of Equalization (charge to CC 79) 0</p> <p>Environmental Fee (charged to CC 79) 0</p> <p>Total budget \$ 35</p>																
6491000	Misc Write-offs	No budget has been set for this account.																
6731000 (67300)	Hazard & Liability Insurance	<p>Per the insurance broker, budget assumptions are the following high-end quotes:</p> <table style="margin-left: 40px;"> <tr><td>Property & Machinery</td><td>14.61%</td></tr> <tr><td>General Liability</td><td>18.63%</td></tr> <tr><td>Automotive Liability</td><td>15.78%</td></tr> <tr><td>Umbrella / Excess</td><td>19.72%</td></tr> <tr><td>Forefront Security</td><td>5.00%</td></tr> <tr><td>Directors & Officers</td><td>15.00%</td></tr> <tr><td>Errors & Omissions</td><td>15.00%</td></tr> <tr><td>Cyber Liability</td><td>10.00%</td></tr> </table> <p>2018 overall budget increase over 2017 actual: 17.05%</p> <p>2018 overall budget increase over 2017 budget: 8.90%</p> <p>7/27/2018: Per Randy, estimated premiums were requested from the broker. We expect to receive these estimates by Aug 3, 2018.</p>	Property & Machinery	14.61%	General Liability	18.63%	Automotive Liability	15.78%	Umbrella / Excess	19.72%	Forefront Security	5.00%	Directors & Officers	15.00%	Errors & Omissions	15.00%	Cyber Liability	10.00%
Property & Machinery	14.61%																	
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Errors & Omissions	15.00%																	
Cyber Liability	10.00%																	
6731001	Key Person Life Insurance	Annual premiums for life insurance policies on three (3) key staff persons, as approved by the Executive Committee on 7/14/2017. The budgeted premiums are based on the contracted rates.																
6951000	Committee Non-Budgeted Expenses	Funds in the amount of \$1,000 per committee has been budgeted for 2019 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.																
5385000 (53850)	Other	<table style="margin-left: 40px;"> <tr><td>Faith Christian – Sewer & Water (monthly \$26.25)</td><td>\$315</td></tr> <tr><td>LW HCC – Water Consumption (monthly \$150.00)</td><td>1,800</td></tr> <tr><td>SB Shopping Center – Sewer (annually \$500.00, Nov.)</td><td>500</td></tr> <tr><td>Verizon – Sewer (annually \$141.00, Jan.)</td><td>141</td></tr> <tr><td>US Post Office – Sewer (quarterly \$75.00)</td><td>300</td></tr> <tr><td>Total</td><td>\$1,256</td></tr> </table>	Faith Christian – Sewer & Water (monthly \$26.25)	\$315	LW HCC – Water Consumption (monthly \$150.00)	1,800	SB Shopping Center – Sewer (annually \$500.00, Nov.)	500	Verizon – Sewer (annually \$141.00, Jan.)	141	US Post Office – Sewer (quarterly \$75.00)	300	Total	\$1,256				
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US Post Office – Sewer (quarterly \$75.00)	300																	
Total	\$1,256																	
5395000 (53950)	Rentals	<p>This income item includes:</p> <table style="margin-left: 40px;"> <tr><td>NuVision</td><td>\$18,000</td><td>(\$1,500 Monthly, contract thru 11/7/2022)</td></tr> <tr><td>U.S. Post Office</td><td>0</td><td>(\$1 Annually Paid thru 04/30/2020)</td></tr> <tr><td>Superwire</td><td><u>3,000</u></td><td>(\$1,500 Monthly, contract thru 02/28/2019)</td></tr> <tr><td>Total Annual Revenue</td><td>\$21,000</td><td></td></tr> </table> <p>The 2019 budget shows a decrease due to the Superwire / Spectrum contract expiring Feb 2019</p>	NuVision	\$18,000	(\$1,500 Monthly, contract thru 11/7/2022)	U.S. Post Office	0	(\$1 Annually Paid thru 04/30/2020)	Superwire	<u>3,000</u>	(\$1,500 Monthly, contract thru 02/28/2019)	Total Annual Revenue	\$21,000					
NuVision	\$18,000	(\$1,500 Monthly, contract thru 11/7/2022)																
U.S. Post Office	0	(\$1 Annually Paid thru 04/30/2020)																
Superwire	<u>3,000</u>	(\$1,500 Monthly, contract thru 02/28/2019)																
Total Annual Revenue	\$21,000																	
5396100 (53961)	Taxable Other Income – STI	This income item represents the receipts from Superwire for 5% of all collected receipts for services provided by																

7/31/2018 3:45 PM

GOLDEN RAIN FOUNDATION
 2019 BUDGET ASSUMPTIONS
 Administration – CC30

		TimeWarner/Spectrum. This includes basic cable, premium billings for additional TV channels, phone, and internet services. The contract between Superwire and TimeWarne/Spectrum is due to end in February 2019. Income for this line item only applies for Jan-Feb in 2019.	
5397100 (55100)	Taxable Interest Income	Finance fees on promissory notes for membership fees are charged to this line item. No budget has been set for this account. Starting in 2019 the finance fees on membership promissory notes will be reclassified to cost center 31, Finance.	

Golden Rain Foundation
2019 Proposed Operating Budget - Cost Center 55 - Building Five (Draft)
Data as of June 30, 2018

(A)	(B)	(D)	(E)	(D) - (E)		(F)		(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2019 Total	2018 Budget	\$ Change	% Change	2018 YTD Actual	2018 Projected	\$ Change	2018 Annualized	\$ Change	2017 Actual	\$ Change	
Expenses - Building 5													
6410000 55	Office Supplies - Building 5	0	0	0	0.0%	5	5	(5)	11	(11)	0	0	
6410005 55	Building Supplies - Building 5	1,200	792	408	51.5%	529	925	275	1,058	142	957	243	
6410020 55	Equipment Expense - Building 5	1,000	500	500	100.0%	323	823	177	646	354	6,458	(5,458)	
6420100 55	Electricity - Building 5	26,792	22,934	3,858	16.8%	9,825	22,419	4,373	19,649	7,143	24,498	2,294	
6471000 55	Building Repair & Maintenance - Building 5	6,000	1,200	4,800	400.0%	4,761	5,561	439	9,522	(3,522)	7,851	(1,851)	
6472000 55	Equipment Repair & Maintenance - Building 5	900	1,000	(100)	-10.0%	56	556	344	112	788	1,266	(366)	
6477210 55	Pest Control - Building 5	960	1,080	(120)	-11.1%	480	960	0	960	0	960	0	
6478000 55	Service Contracts - Building 5	4,510	4,128	382	9.3%	1,830	3,892	618	3,660	850	4,113	397	
6484000 55	Permits & Licenses - Building 5	1,200	1,200	0	0.0%	0	675	525	0	1,200	0	1,200	
	Total Operating Expenses	42,562	32,834	9,728	29.6%	17,809	35,816	6,746	35,618	6,944	46,104	(3,542)	
	Total Cost Center Expenses	42,562	32,834	9,728	29.6%	17,809	35,816	6,746	35,618	6,944	46,104	(3,542)	
Other Cost Recovery													
5385201 55	Cafe Commissions Income - Building 5	3,000	2,328	672	28.9%	1,554	2,718	282	3,108	(108)	2,920	80	
	Total Other Cost Recovery	3,000	2,328	672	28.9%	1,554	2,718	282	3,108	(108)	2,920	80	
5330000 55	Income from / (Refund to) Mutuals	39,562	30,506	9,056	29.7%	15,252	30,506	9,056	30,504	9,058	29,417	10,145	
	Total Cost Recovery	42,562	32,834	9,728	29.7%	16,806	33,224	9,338	33,612	8,950	32,337	10,225	
	Net Income / (Expense)	0	0	0		(1,003)	(2,592)	2,592	(2,006)	2,006	(13,767)	13,767	
	PAPM	0.50	0.38	0.11									

**GOLDEN RAIN FOUNDATION
2019 BUDGET ASSUMPTIONS
Building Five – CC 55**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS								
6410000 (64100)	Office Supplies	For 2019 no office supplies budgeted for Cost Center 55.									
6410005 (64102)	Building Supplies	Funds are budgeted for Café supplies such as hand sanitizer, and for building light bulbs, ballasts, water filters, floor mats, signage, etc., for the Building Five.									
6410020 (64105)	Equipment Expense	Funds are budgeted for the day-to-day operations of Building Five. Budget includes building-wide electronic and technology related replacements.									
6420100 (64200)	Electricity	The 2019 budget assumes an overall increase of 7% over the last 12 months of actual expenses which is a 0.64% increase over the 2018 budget.									
6471000 (64720)	Building Repair & Maintenance	Funds are budgeted to cover miscellaneous repairs to the building, including the HVAC system, the elevator, automatic doors, drinking fountains, and touch-up paint. The 2019 budget includes additional funds to maintain trust property to acceptable standards as set by the board of directors.									
6472000 (64700)	Equipment Repair & Maintenance	Funds are budgeted for the repair of the water heaters, upholstered chair cleaning, etc. Additionally, this line item support "closet" expenses (server rack, patch panel, cables, etc.)									
6477210	Pest Control	Fenn Pest Control \$960 annually; \$80 per month for pest control. Annual termite inspection expenses are budgeted in CC79. Three-year contract expires April 30, 2020.									
6478000 (64940)	Service Contracts	For 2018 requesting \$4,960. <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Elevator Maintenance</td> <td style="text-align: right;">\$3,550 (\$888 qtr)</td> </tr> <tr> <td>Time Warner/Spectrum</td> <td style="text-align: right;">320 (\$26.58/mo)</td> </tr> <tr> <td>Fire Extinguisher Svc's</td> <td style="text-align: right;"><u>\$ 640 (\$320 bi-annually)</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>\$4,960</u></td> </tr> </table> The 2019 budget increase is due mainly to an anticipated increase in elevator maintenance.	Elevator Maintenance	\$3,550 (\$888 qtr)	Time Warner/Spectrum	320 (\$26.58/mo)	Fire Extinguisher Svc's	<u>\$ 640 (\$320 bi-annually)</u>	Total	<u>\$4,960</u>	
Elevator Maintenance	\$3,550 (\$888 qtr)										
Time Warner/Spectrum	320 (\$26.58/mo)										
Fire Extinguisher Svc's	<u>\$ 640 (\$320 bi-annually)</u>										
Total	<u>\$4,960</u>										
6484000 (64840)	Permits & Licenses	Funds are budgeted for the elevator permit (\$675) and Orange County Fire Authority permit (\$525). For 2019, requesting budget of \$1,200. <table style="margin-left: auto; margin-right: auto;"> <tr> <td>State Permit fee</td> <td style="text-align: right;">\$675</td> </tr> <tr> <td>O.C. Fire Permit fee</td> <td style="text-align: right;"><u>\$525</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>\$1,200</u></td> </tr> </table> Elevator testing is due every five years. Actual expenses for 2016 testing was \$1,763. Next testing will be in 2021.	State Permit fee	\$675	O.C. Fire Permit fee	<u>\$525</u>	Total	<u>\$1,200</u>			
State Permit fee	\$675										
O.C. Fire Permit fee	<u>\$525</u>										
Total	<u>\$1,200</u>										
5385201 (53852)	Café Commissions Income	Funds from Café Commissions.									



Administrative Assistant XXXX.X

Department:	Multiple	Wage/Salary Grade:	R24
Position Type:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Shift:	Monday-Friday 8am-4:30pm
Reports To:	Department Director or Mgr.	FLSA:	Non-Exempt

1. Overall Function
 - 1.1. Performs a broad range of administrative and secretarial functions to support one or more Departments, Committees, and/or Mutual Boards.
2. Duties and Responsibilities
 - 2.1. Essential Functions
 - 2.1.1. Attends Committee, Board, or other meetings of the organization to record discussions and actions, composing and publishing the meeting summaries, minutes, and distributing notices when necessary. Also prepares and disseminates agendas prior to such meetings as required.
 - 2.1.2. Prepares conference room for meetings including the placement of name cards, ensuring that all technical systems are operational, and the preparation of refreshments. Ensures all technical systems are turned off and room is left clean at the end of the meeting.
 - 2.1.3. Works with Board Members, Department Directors, and other GRF staff as appropriate to ensure that all action items from meetings are communicated to the appropriate parties within 24 hours of the meeting and that all action items including all exhibits and supporting documents needing action by another Committee or Board are provided to the appropriate GRF staff member within three (3) days of such Committee or Board meeting.
 - 2.1.4. Types correspondence and other documents related to the operations of the department(s).
 - 2.1.5. Ensures all policies affected by actions taken in meetings are updated according to departmental procedures.
 - 2.1.6. Updates and maintains calendars for meetings and other appointments as needed.
 - 2.1.7. Sorts, reviews, and distributes departmental mail.
 - 2.1.8. Photocopies and faxes documents and handles correspondences based on the established procedures.
 - 2.1.9. Maintains department's files, providing various information from files to authorized individuals.
 - 2.1.10. May handle telephone calls and greet visitors.
 - 2.1.11. Maintains office supply inventory as needed.

- 2.1.12. Assists in other areas as needed.
 - 2.1.13. Drive within LWSB community to attend meetings.
 - 2.1.14. Other duties may be assigned.
3. Knowledge, Skills and Abilities
 - 3.1. Ability to type 60 words per minute accurately to record discussions, motions, and all other pertinent items for each meeting.
 - 3.2. Knowledge of business composition, spelling, grammar, and punctuation.
 - 3.3. Moderate to advance skills in Microsoft Office Suite - Word, Excel, Outlook, and Powerpoint.
 - 3.4. Skill in office procedures including filing and telephone etiquette.
 - 3.5. Working knowledge of Roberts Rules of Order.
 - 3.6. Proven customer service.
 4. Physical Abilities
 - 4.1. Ability to remain seated for up to three (3) hours.
 - 4.2. Frequent standing and walking.
 - 4.3. Occasional bending and stooping.
 - 4.4. Occasional pushing and pulling.
 - 4.5. Ability to lift up to 30 pounds.
 - 4.6. Close vision necessary.
 5. Mental Abilities
 - 5.1. Ability to maintain confidentiality.
 - 5.2. Ability to listen attentively to meeting participants.
 - 5.3. Ability to read, write and communicate effectively.
 - 5.4. Ability to organize and prioritize work.
 - 5.5. Ability to deal effectively with co-workers, Board Members, shareholders and/or members, contractors, vendors and visitors.
 - 5.6. Ability to use diplomacy and sound judgment.
 6. Education and Experience
 - 6.1. Five (5) years' related experience in the private or public sector, or two year Associate degree, preferably in business-related field or
 - 6.2. Equivalent combination of experience and education to include internships.
 7. License & Certificates
 - 7.1. Valid California driver license and a satisfactory driving record are conditions of initial and continued employment.
 8. Personal Protective Equipment
 - 8.1. None
 9. Work Environment
 - 9.1. Normal indoor conditions.
 - 9.2. Close contact with individuals with age-related physical and/or cognitive impairments.
 10. Tools and Equipment's Used
 - 10.1. Computer

- 10.2. Telephone
- 10.3. Copier
- 10.4. Conference room AV equipment

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified. This is an age restricted Community as such, employment will expose staff to the degenerative effects of aging.

Drafted: 14 Feb 18
Amended: 9 Jul 18

I have read and understand the information contained in this position description.

Employee Name (print): _____

Employee Signature: _____ Date: _____



MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: CINDY FLYNN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: QUIET TIME ADOPTION
DATE: AUGUST 10, 2018
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

At the GRF Board Retreat on June 27, 2018, a goal for GRF was established to increase the efficient operations of all departments.

Due to the nature of our business being one of service, and our commitment to being transparent in what our employees do for the Seal Beach Leisure World community, department leaders and many employees have competing needs for our time to be responsive and available for our customers, but still be able to complete time-sensitive work and also provide clearly written information to those not directly involved in our day-to-day activities.

We feel that, in order to produce results and be able to be responsive to our customers, each department should establish Quality Uninterrupted Individual Execution Time (QUIET) to allow for completion of tasks requiring uninterrupted thought.

The Stock Transfer Department has established one Friday per month which has allowed them to catch up on paperwork and it has been very successful in creating customer satisfaction through increased accuracy and timeliness.

We are recommending that each department establish some QUIET time of approximately 5% of total time spent to enable the employees to complete their work uninterrupted, which should increase the efficiency and quality of the work being performed, and increase employee retention.



MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: CINDY FLYNN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: EMPLOYEE REFERRAL PROGRAM
DATE: AUGUST 10, 2018
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

At the GRF Board Retreat on June 27, 2018, a goal for GRF was established to attract and retain quality employees.

As we have many valuable employees currently working for GRF, and referrals from current employees tend to result in better hires, we would like to formally establish an Employee Referral Program and communicate the parameters of such program to our employees.

A draft of the memo explaining the Referral program will be provided at the Executive Committee meeting on Friday, August 10, 2018.

The payout of these Employee Referral Bonuses would be charged to the Employee Recruitment Account in Cost Center 20, 6213000.20, and is already included in the budget for that Cost Center.



MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: CINDY FLYNN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: HIRING ASSESSMENT TOOL
DATE: AUGUST 10, 2018
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

The Executive Committee, at it's regularly scheduled meeting on April 13, 2018, discussed the cost of turnover to our organization and possible solutions to decrease turnover through more detailed and scientific methods in candidate selection.

The estimate for the turnover cost for just 1 employee at GRF is approximately \$6,900 including the costs for recruiting, staff time spent to cover position vacancies, training, etc., as shown on the attachment to this memo.

We have reviewed an assessment tool which we believe will be cost effective for reducing our current turnover rate from 25%, and increasing the quality of service GRF provides to the Seal Beach Leisure World community.

The attached proposal for the Predictive Index Assessment Tool is \$12,660.00 annually. Reducing our turnover rate by just 2 employees will pay for this tool in the reduction to our turnover cost.

I am recommending that we include the cost for the Predictive Index Assessment tool in the GRF 2019 Budget for the Human Resources Department, Cost Center 22.

Committee Action

That the Executive Committee forward to the Finance Committee and GRF Board a recommendation to approve an increase of \$12,660.00 to the 2019 GRF Budget to include the cost for the Predictive Index Assessment tool.



Date: 4/11/2018
Valid Until: 5/31/2018
Quote Number: Q-21902

Quote for THE GOLDEN RAIN FOUNDATION

Attention: Cindy Flynn

Annual Subscription:

Headcount Under Contract

Base Package

75

USD 12,660.00

PI software access for multi-users. Unlimited job, behavioral and cognitive assessments. Becoming a PI Practitioner workshop for one attendee.

Annual Subscription Total

USD 12,660.00

Total Investment:

USD 12,660.00

Note: Annual subscriptions fees cover unlimited use of The Predictive Index software for up to 100 employees and all candidates based off of this quote.



Lead Maintenance Plumber 3398 2

Department:	Service Maintenance	Wage/Salary Grade:	R40
Position Type:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Shift:	8am-4:30pm Monday-Friday
Reports To:	Facilities Manager	FLSA:	

1. Overall Function

- 1.1. Performs plumbing installation, repair and maintenance work in apartments, community facilities and Foundation offices. Ensures that all plumbing work meets quality requirements and is performed on a timely basis.

2. Duties and Responsibilities

2.1. Essential Functions

- 2.1.1. Repairs water, sewer, and drain lines.
- 2.1.2. Repairs water and sewer leaks and stoppages.
- 2.1.3. Installs, repairs and maintains sump pumps.
- 2.1.4. Installs and repairs faucets, water heaters, sinks, toilets, showers and shower valves.
- 2.1.5. Installs and repairs sprinkler lines.
- 2.1.6. Records time, materials and related information on Service Repair Orders (SRO).
- 2.1.7. Assists co-workers when necessary.

2.2. Non-essential functions

- 2.2.1. Maintains swimming pool, hot pool and golf course lake.
- 2.2.2. Reviews Service Repair Orders for proper completion.
- 2.2.3. Assumes Dispatcher's duties if necessary.
- 2.2.4. Reviews accounting reports for reconciliation with Service Repair Orders.

3. Knowledge, Skills and Abilities

- 3.1. Knowledge of materials used in the plumbing trade.
- 3.2. Knowledge of occupational hazards and safety precautions.
- 3.3. Skill in operating all tools and equipment used to perform job duties in the plumbing trade.
- 3.4. Ability to read schematics.
- 3.5. Ability to operate 2-way radio.

4. Physical Abilities
 - 4.1. Frequent standing, stooping, kneeling, crouching, crawling, climbing, and reaching.
 - 4.2. Ability to lift, push and pull up to 125 pounds with assistance.
 - 4.3. Ability to lift and carry up to 50 pounds.
 - 4.4. Close vision and depth perception necessary.
5. Mental Abilities
 - 5.1. Ability to analyze and solve problems related to plumbing.
 - 5.2. Ability to read, write and communicate effectively.
 - 5.3. Ability to lead and supervise up to eight maintenance plumbers.
 - 5.4. Ability to work effectively with co-workers, Department Managers and/or Supervisors, shareholders and/or members, GRF and Mutual directors, GRF inspectors, contractors and vendors.
6. Education & Experience
 - 6.1. High School diploma or GED equivalent.
 - 6.2. Journeyman level skill with five years' experience in residential and commercial plumbing installation, repair and maintenance.
7. License & Certificates
 - 7.1. A valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.
8. Personal Protective Equipment
 - 8.1. Safety glasses
 - 8.2. Hearing muffs
 - 8.3. Respirators
 - 8.4. Leather and canvas gloves
 - 8.5. Rubber boots
 - 8.6. Rain jacket
 - 8.7. Face shield
 - 8.8. Rubber gloves for acid-washing pool.
9. Work Environment
 - 9.1. Exposure to dust, sewer gas, natural gas, cleaning chemicals, plumbers putty, PVC glue, muriatic acid.
 - 9.2. Exposure to rain, wind and/or smog.
10. Tools and Equipment's Used
 - 10.1. Drain cleaning equipment
 - 10.2. Small hand tools
 - 10.3. Pipe threading machine
 - 10.4. 2-way radio.
 - 10.5. Operates Cushman daily
 - 10.6. Occasionally operates lift-gate Cushman
 - 10.7. Pick-up truck
 - 10.8. Tractor

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified. This is an age restricted Community; as such, employment will expose staff to the degenerative effects of aging.

Revised: 02 Aug 95
Amended: 04 Feb 04
Amended: 03 May 11

I have read and understand the information contained in this position description.

Employee Name (print): _____

Employee Signature: _____ Date: _____



Lead General Maintenance 3399 7 75

Department:	Service Maintenance	Wage/Salary Grade:	R40
Position Type:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Shift:	8am-4:430pm Monday-Friday
Reports To:	Facilities Manager	FLSA:	Non-Exempt

1. Overall Function
 - 1.1. Delivers, installs and removes refrigerators; performs repair and maintenance work in apartments, community facilities and Foundation offices.
2. Duties and Responsibilities
 - 2.1. Essential Functions
 - 2.1.1. Performs all work, including but not limited to carpentry, plumbing, and electrical for remodeling and repairs to Trust Property.
 - 2.1.2. Fills in as Carpenter, Plumber, or Electrician as needed for Mutual Property.
 - 2.1.3. Delivers and installs refrigerators; removes defective refrigerators and returns them to the maintenance yard.
 - 2.1.4. Pours concrete; repairs damaged concrete.
 - 2.1.5. Paints main valve covers; performs various minor painting work.
 - 2.1.6. Inspects perimeter wall and barbed wire; repairs damaged areas.
 - 2.1.7. Records time, materials and related information on Service Repair Orders.
 - 2.1.8. Assists co-workers when necessary.
 - 2.1.9. Repairs or replaces window and sliding door screens.
 - 2.2. Non-Essential Functions
 - 2.2.1. Repairs washers and dryers.
 - 2.2.2. Repairs locks; makes keys.
 - 2.3. Other duties as assigned.
3. Knowledge, Skills and Abilities
 - 3.1. General knowledge of carpentry, plumbing, electrical and cement work.
 - 3.2. Knowledge of occupational hazards and safety practices.
 - 3.3. Ability to learn to use all tools and equipment used in maintenance and repair work.
 - 3.4. Ability to operate a 2-way radio.
4. Physical Abilities
 - 4.1. Frequent standing, stooping, kneeling, crouching, crawling, climbing and reaching.

- 4.2. Ability to lift, push and pull up to 250 pounds with mechanical assistance.
- 4.3. Ability to lift and carry up to 50 pounds.
- 4.4. Close vision and depth perception necessary.
5. Mental Abilities
 - 5.1. Ability to communicate effectively.
 - 5.2. Ability to relate to shareholders' and/or members' concerns.
 - 5.3. Ability to work effectively with co-workers, shareholders and/or members, Department Managers and GRF and Mutual directors
6. Experience and Education
 - 6.1. Certified for plumbing, electrical and/or carpentry.
 - 6.2. 5-10 years' experience
7. License & Certificates
 - 7.1. Valid California Driver License.
8. Personal Protective Equipment
 - 8.1. Safety glasses
 - 8.2. Face shield
 - 8.3. Ear plugs
 - 8.4. Hard hat
 - 8.5. Leather/Canvas gloves
 - 8.6. Closed toed shoes
 - 8.7. Rain gear
9. Work Environment
 - 9.1. Exposure to dust, fumes and odors.
 - 9.2. Exposure to rain, wind and/or smog.
10. Tools and Equipment's Used
 - 10.1. Hydraulic lift
 - 10.2. Hand tools
 - 10.3. Drills
 - 10.4. Saws
 - 10.5. 2-way radio.
 - 10.6. Operates Cushman daily.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified. This is an age restricted Community as such, employment will expose staff to the degenerative effects of aging.

Approved:

I have read and understand the information contained in this position description.

Employee Name (print): _____

Employee Signature: _____ Date: _____



Mail Dispatcher - 3194-2 Copy Center Clerk (?)

Department:	Stock Transfer	Wage/Salary Grade:	R14
Position Type:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Shift:	Monday - Friday 8am-4:30pm
Reports To:	Stock Transfer Manager	FLSA:	Non-Exempt

1. Overall Function

- 1.1. Assists walk in customers with copy job requests and purchase of supplies, performs copy jobs for walk in customers as well as internal Golden Rain Foundation co-workers and Mutual Directors.
- 1.1.1.2. Picks up, sorts and delivers inter-office and U.S. mail; photocopies documents.

2. Duties and Responsibilities

2.1. Essential Functions

2.1.2.2. Distribution:

- 2.1.1.2.2.1. Picks up, sorts and delivers all incoming mail from post office.
- 2.1.2.2.2.2. Picks up, sorts and delivers inter-departmental communications to and from all departments.
- 2.1.3.2.2.3. Processes outgoing mail through postage machine.
- 2.1.4.2.2.4. Prepares and packages for mailing, all Certified, Registered and Overnight Mail.
- 2.1.5.2.2.5. Delivers deposits and bank remittance to bank daily.
- 2.1.6.2.2.6. Photocopies documents for residents, clubs and organizations and collects appropriate fees; photocopies Mutual financial statements and large projects for other departments.
- 2.1.7.2.2.7. Prepares employee and resident ID cards.
- 2.1.8.2.2.8. Labels and prepares Golden Rain News for bulk mailing.
- 2.1.9.2.2.9. Photocopies and folds documents for year-end mail-outs. Assists with organizing and stuffing envelopes. Meters mail and prepares documents for bulk mailing.
- 2.1.10.2.2.10. Photocopies and addresses mail-out materials for Mutual Corporations' annual meetings; verifies identification of residents and counts ballots at Mutual Corporations' annual meetings.
- 2.1.11.2.2.11. Prepares welcome kits for Stock Transfer office.
- 2.2.12. Assists in Stock Transfer office when needed.

2.3. Copy & Supply Center

- 2.3.1. Photocopies documents for walk in customers

- 2.3.2. Responsible for taking money in the form of cash, check, or credit card from patrons in exchange for food or services. Scans items, provides change, balances drawer, and processes card transactions.
- 2.3.3. Counts money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- 2.1-12.2.3.4. Greeting customers who enter the shop. Be involved in stock control and management. Assisting shoppers to find the goods and products they are looking for. Being responsible for processing cash and card payments.

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2-2-2.4 Other Duties may be assigned

3. Knowledge, Skills and Abilities

- 3.1. Knowledge of basic mathematics.
- 3.2. Ability to operate a motor vehicle.

4. Physical Abilities

- 4.1. Requires frequent walking, climbing stairs and ramps.
- 4.2. Ability to lift and carry up to 25 pounds.
- 4.3. Close vision, distance vision, color vision and depth perception necessary.

5. Mental Abilities

- 5.1. Ability to read, write and communicate effectively.
- 5.2. Ability to work effectively with co-workers, shareholders and/or members, post office and bank employees.

6. Education

- 6.1.

7. License & Certificates

- 7.1. Valid California driver license and a satisfactory driving record are conditions of initial and continued employment.

8. Personal Protective Equipment

- 8.1. None

9. Work Environment

- 9.1. Exposure to fumes from copier.

10. Tools and Equipment's Used

- 10.1. Copiers
- 10.2. Postal meter
- 10.3. Folding machine
- 10.4. Addressograph ID card maker.
- 10.5. Point of Sale system
- 10.6. Excel
- 10.7. Word
- 10.8. MS Office Outlook email
- 10.4-10.9.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended

to be an exhaustive list of all responsibilities, duties and skills of personnel so classified. This is an age restricted Community as such, employment will expose staff to the degenerative effects of aging.

| Amended: 12 May 11

I have read and understand the information contained in this position description.

Employee Name (print): _____

Employee Signature: _____ Date: _____



Administrative Assistant to Executive Director – 3091.1-30

Department:	Administration	Wage/Salary Grade:	R28
Position Type:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Shift:	40 Hours/week – Mon - Fri
Reports To:	Executive Coordinator	FLSA Status:	Non-Exempt

1. OVERALL FUNCTION

Performs a broad range of administrative duties for the Executive Director and Administration Department.

2. JOB RESPONSIBILITIES include the following. Other duties may be assigned.

2.1. Essential Functions

- 2.1.1. Assists Board members, Mutual directors, managers and Foundation shareholders and/or members in solving problems and answering questions.
- 2.1.2. .
- 2.1.3. Liaison with insurance broker on all commercial lines and management liability insurance matters.
- 2.1.4. Maintains and updates files/books of commercial lines and management liability insurance policies.
- 2.1.5. Prepares action requests/resolutions for GRF Board of Directors agenda packet.
- 2.1.6. Proofreads GRF correspondence, action requests/resolutions, agendas, and minutes.
- 2.1.7. Processes telephone calls and correspondence for the Executive Director office.
- 2.1.8. Assists the Executive Coordinator with preparation and maintenance of calendars, and appointments for Executive Director.
- 2.1.9. Prepares agendas, materials and action requests/resolutions for various Committees; attends meetings, records discussions and actions, composes and publishes minutes and Committee Summary.
- 2.1.10. Records and maintains files on accidents involving Foundation members; works with insurance companies and assists in resolving issues pertaining to accidents or injuries.
- 2.1.11. Prepares various reports for distribution to managers, Board of Directors and Mutual Board Presidents.
- 2.1.12. Assists the Executive Coordinator with preparation and planning of GRF BOD events.

- 2.1.13. Works with outside agencies, as needed, to bring presentations for the community.
- 2.1.14. Undertakes special projects as assigned by the Executive Director and/or the Executive Coordinator.

2.2. Non-Essential Functions

- 2.2.1. Serves as a back-up for the Executive Coordinator.

3. **QUALIFICATIONS REQUIRED**

3.1. Knowledge, Skills and Abilities

- 3.1.1. Knowledge of business composition, spelling, grammar, and punctuation.
- 3.1.2. Ability to use personal computer and Microsoft Office Suite - Word, Excel, Outlook, intermediate to advanced level of proficiency
- 3.1.3. Ability to type 55 words per minute.
- 3.1.4. Skill in office procedures including filing and telephone etiquette.

3.2. Physical Abilities

- 3.2.1. Close vision necessary.
- 3.2.2. Occasional bending, stooping and kneeling.

3.3. Mental Abilities

- 3.3.1. Ability to maintain confidentiality; organize and prioritize work; and use diplomacy and sound judgment.
- 3.3.2. Ability to communicate effectively.
- 3.3.3. Ability to concentrate and listen attentively to meeting participants.
- 3.3.4. Ability to work effectively with GRF Board of Directors, Mutual Officers, shareholders, co-workers and outside agencies and/or vendors.
- 3.3.5. Ability to work with minimal supervision.

3.4. Education

- 3.4.1. High school graduate required;
- 3.4.2. A.A. or A.A.S. in Business Administration preferred;
- 3.4.3. Five (5) + years experience in the private or public sector as an Executive Secretary or Administrative Assistant to a senior level executive; or
- 3.4.4. Equivalent combination of education and experience

3.5. Licenses/Certificates

- 3.5.1. Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

4. **PERSONAL PROTECTIVE EQUIPMENT**

- 4.1. None.

5. **WORK ENVIRONMENT**

- 5.1. Normal indoor conditions.

Administrative Assistant 3091.1 - 30

6. TOOLS AND EQUIPMENT USED

6.1. Computer, copier, calculator, telephone, fax and report binding machines.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Approved: 19 Sep 00

Amended: 21 Apr 11

Amended: 11 Aug 2017

I have read and understand the information contained in this position description.

Employee Name (print): _____

Employee Signature: _____ Date: _____



Information Technology Supervisor Systems Analyst 3901 4

Department:	Information Technology	Wage/Salary Grade:	R37
Position Type:	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Shift:	Monday-Friday 8am-4:30pm
Reports To:	Communications and Technology Director	FLSA:	Non-Exempt

1. Overall Function

1.1. ~~Under the direct supervision of the Information Technology Services Manager/Executive Director, the IT Systems Analyst/Supervisor is responsible for managing the Golden Rain Foundation (GRF) information technology infrastructure by providing recommendations for improving hardware, software, and technical processes. will assist in needs assessment, analysis, installation, configuration, design and maintenance of one or more of the Foundation's information systems.~~

2. Duties and Responsibilities

Essential Functions

- 2.1.1. ~~Assumes technical responsibility for one or more of the Foundation's information systems including analysis, design, installation, integration, upgrades and enhancements the GRF IT infrastructure. Elevates unresolved issues to the managed service provider (MSP) when necessary.~~
- 2.1.2. ~~Responsible for Internet and Intranet-based functions, developing, designing, and modifying public Internet sites as well as internal corporate sites for the Foundation.~~
- 2.1.3. ~~Configures and deploys new technology systems and integrates them.~~
- 2.1.4. ~~Under the direction of the IT Services Manager, helps maintain and expand the Foundation's server systems and reporting platforms.~~
- 2.1.5. ~~Under the direction of the IT Services Manager, assist with SQL Server management tools.~~
- 2.1.6. ~~Evaluates user needs and makes recommendations for enhancements or modifications to assigned systems or processes.~~
- 2.1.7. ~~Provides technical support and consulting services to users of assigned systems and reporting tools.~~
- 2.1.8. ~~Coordinates systems interfaces with other members of IT and the user community.~~
- 2.1.2. ~~Supervises all hardware, software, network and telecommunication platforms and ensures systems are operational:~~

- 2.1.2.1. Hardware: Workstations, servers, printers, copiers, scanners, tablets, point-of-sale stations, surveillance cameras, audio/video equipment, payroll timeclocks.
- 2.1.2.2. Software: Customer relationship management (CRM), website, software licenses.
- 2.1.2.3. Network & Telecommunications: Voice over IP (VOIP), phones, digital billboards, e-mail marketing, network switches, wireless networks.
- 2.1.3. Compiles reports and retrieves surveillance recordings and call logs upon request.
- 2.1.4. Serves as a liaison with ~~between GRF the Foundation~~ and technical support vendors.
- 2.1.5. Evaluates departmental needs. Researches and recommends enhancements and modifications to improve GRF processes and workflow.
- 2.1.6. Plans for disaster recovery in the event of system failure. Ensures GRF data is secured and backed up regularly.
- 2.1.7. Provides documentation and user training on information and computer systems.
- 2.1.8. Develops and maintains the internal employee website and external community website. Manages the flow of information between GRF and relevant parties (employees, shareholders, committees, Boards, etc.)
- 2.1.9. Prepares and manages the IT departmental operating budget. Orders hardware and software when needed and maintains technology inventory.
- 2.1.10. Provides monthly report to IT Committee which covers status of existing systems, progress on current and future projects, and budget variance reports.
- ~~2.1.9.~~ 2.1.11. Supervises departmental personnel; Delegates tasks, sets goals for performance and deadlines, organizes workflow, monitors employees, resolves complaints, and approves timesheets.
- ~~2.1.10.~~ Develops and maintains complete documentation for each assigned system and draws up specific proposals for modified or replacement systems.
- ~~2.1.11.~~ Provides training to users of a new system.
- ~~2.1.12.~~ Maintains connectivity between related systems.
- ~~2.1.13.~~ May require some evening and/or weekend work to resolve critical system outages.
- ~~2.1.14.~~ 2.1.12. Keeps up-to-date with changes in systems analysis methodologies, software development tools and techniques, database technology, internet technology, cybersecurity practices, and vendor supplied information systems for higher education.
- ~~2.1.15.~~ Provides backup support for other Foundation systems, as needed.
- ~~2.1.16.~~ 2.1.13. Additional responsibilities as directed by the IT Services Manager Executive Director.
- 2.2. Other Duties may be assigned
- 3. Knowledge, Skills and Abilities
 - ~~3.1.~~ Experience in programming and systems analysis work on complex applications.
 - ~~3.2.~~ Experience with Crystal Reports and SQL Server database management tools.

3.1. Experience with business solution applications and tools desirable but not required.

3.1.1. Applications: Adobe Creative Cloud, Microsoft Office Suite, CoreLogic Jenark, Microsoft Dynamics GP, Axis Video Surveillance, DameWare, LogMeIn.

3.1.2. Databases: Crystal Reports and SQL Server database management tools.

3.1.3. Development: WordPress, HTML, CSS, Javascript, Python, PowerShell.

3.3-3.1.4. Platforms: Windows, macOS, Android, iOS, OS X Server, Microsoft Server (Active Directory, Exchange, SharePoint, SQL Server, VMware.

3-4-3.2. Ability to communicate effectively with people of varying technical ability.

3-5-3.3. Ability to work effectively and in a team environment.

4. Physical Abilities

4.1. Ability to lift and carry up to 15 pounds.

4.2. Close vision necessary

5. Mental Abilities

5.1. Ability to analyze and solve problems.

5.2. Ability to prioritize projects.

6. Education & Experience

6.1. Bachelor's degree with a concentration in Computer Science or MIS preferred or equivalent from an accredited college or university required.

6.2. Java, HTML, ASP.NET, CSS experience desirable but not required.

8-7. License & Certificates

8-1-7.1. Valid California driver's license and a satisfactory driving record are conditions of initial and continued employment.

8-2-7.2. CompTIA A+ required.

8-3-7.3. CompTIA Network+ OR Cisco CCNA, CompTIA Server+, Microsoft MCSA, Microsoft MCSE desirable, but not required.

9-8. Personal Protective Equipment

9-1-8.1. None

10-9. Work Environment

10-1-9.1. Normal indoor conditions.

10-2-9.2. Some field work on community grounds.

11-10. Tools and Equipment's Used

11-1-10.1. Computer

11-2-10.2. Multifunction Printer

11-3-10.3. Telephone

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified. This is an age restricted Community as such, employment will expose staff to the degenerative effects of aging.

Approved: 03 Jun 13



MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: MARK WEAVER, FACILITIES DIRECTOR
SUBJECT: NEW POSITION – TRUST PROPERTIES, BUILDING AND SERVICES INSPECTOR
DATE: AUGUST 10, 2018
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

The Foundation does not currently have a full-time Building Inspector position responsible for managing trust properties or overseeing the work being done by outside contractors in maintaining those trust properties.

The Physical Property Committee recommended at their regularly scheduled meeting on August 1, 2018, that a full-time position for a Building Inspector dedicated to Trust Property be added to the Physical Property Department (Cost Center 70) effective with the 2019 budget year to ensure the value of the trust properties are adequately insured.

The estimated annual cost for wages for this full-time position, based on a 40 hour work week is approximately \$70,000 annually including benefits.

The cost for this position will be partially offset by eliminating one part-time position currently included in the 2019 budget at a cost of \$5,000.

Committee Action

That the Executive Committee forward a recommendation to the Finance Committee for review of the addition of 1 Full Time Building Inspector dedicated to Trust Property be added to the Physical Property Department (Cost Center 70) effective with the 2019 budget year.

Golden Rain Foundation Executive Committee Human Resources Financial Update August 10, 2018

Below are the budget variances as of the end of July 2018.

- 1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **\$239,633.00** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	4,564,252	4,587,527	23,275
6100001	Vacation Accrual Expense	2,151	0	(2,151)
6101000	Commissions	21,809	24,458	2,649
6140000	Employment Taxes	379,758	425,445	45,687
6142000	Workers' Compensation	213,612	296,331	82,719
6143000	Group Insurance - Medical	433,216	492,002	58,786
6143300	Group Insurance - Dental	8,122	10,514	2,392
6143500	Group Insurance - Vision	5,809	6,594	785
6144000	401(k) Match	73,291	89,902	16,611
6145000	Group Insurance - Life	16,012	17,871	1,859
6146000	Long Term Disability Insurance	13,809	20,860	7,051

- 2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date unfavorable variance of **\$18,348.00** excluding the GRF Vacation Accrual Expense.

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Human Resources				
6100000 20	Salaries & Wages - Human Resources	125,219	121,411	(3,808)
6100001 20	Vacation Accrual Expense - Human Resourc	2,151	0	(2,151)
6140000 20	Employment Taxes - Human Resources	9,006	9,994	988
6142000 20	Workers' Compensation - Human Resources	2,617	3,654	1,037
6143000 20	Group Insurance - Medical - Human Resourc	19,776	13,426	(6,350)
6143300 20	Group Insurance - Dental - Human Resourc	235	266	31
6143500 20	Group Insurance - Vision - Human Resourc	243	245	2
6144000 20	401(k) Match - Human Resources	2,913	2,267	(646)
6145000 20	Group Insurance - Life - Human Resources	595	420	(175)
6146000 20	Long Term Disability Insurance - Human R	508	490	(18)
6210006 20	FSA Administration Fees - Human Resource	836	420	(416)
6210010 20	Fraud Hotline - Human Resources	640	704	64
6211000 20	Continuing Education - Human Resources	0	350	350
6211100 20	Employee Incentives - Human Resources	1,132	1,456	324
6212000 20	Employee Exams - Human Resources	393	875	482
6212005 20	Employee Drivers License Inquiry - Human	120	154	34
6213000 20	Employee Recruitment - Human Resources	1,733	2,100	368
6213005 20	Employment Screening - Human Resources	1,713	4,669	2,956
6214500 20	Gifts - Human Resources	66	217	151
6410000 20	Office Supplies - Human Resources	1,149	581	(568)
6410015 20	Computer Supplies - Human Resources	75	250	175
6410030 20	Printer / Copier Supplies - Human Resourc	331	315	(16)
6410035 20	Refreshments - Human Resources	155	294	139
6434110 20	Legal Fees - HR - Human Resources	18,220	4,200	(14,020)
6481000 20	Computer Maintenance & Software - Human	180	750	570
6482000 20	Dues, Memberships & Books - Human Resourc	402	700	298
6491000 20	Miscellaneous Writeoffs - Human Resource	300	0	(300)
	Total Expenses	190,707	170,208	(20,499)

3) Cost Center 22 – Emergency Preparedness Budget Variance Information – The Emergency Preparedness department has a year-to-date favorable variance of \$3,379.00

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Emergency Preparedness				
6100000 22	Salaries & Wages - Emergency Prepared	6,883	8,432	1,549
6140000 22	Employment Taxes - Emergency Prepared	539	1,092	553
6142000 22	Workers' Compensation - Emergency Prepar	539	762	223
6211000 22	Continuing Education - Emergency Prepare	0	600	600
6410045 22	Emergency Preparedness - Emergency Prepa	533	900	367
6422000 22	Telephone - Emergency Prepare	423	510	87
Total Expenses		8,917	12,296	3,379

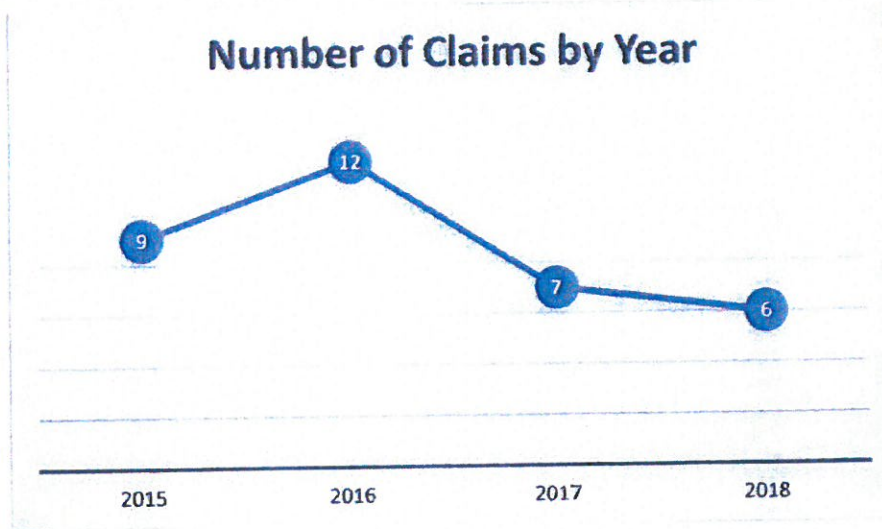
4) Safety

- a. No claims in July.
- b. May claim had 2 lost time days.
- c. April claims have been determined non-industrial.

Workers Compensation - Job Accident Information by Month

Month	Current Year 2018	2017	2016	2015	2014	2013
January	1	0	2	0	0	2
February	0	0	0	0	0	1
March	2	1	1	2	0	1
April	2	0	1	2	0	3
May	1	3	0	0	2	1
June	0	0	0	0	1	0
July	0	0	0	1	0	1
August		2	1	1	2	4
September		1	1	0	1	2
October		0	2	2	0	3
November		0	1	0	0	3
December			3	1	0	1
Total	6	7	12	9	6	22

Number of Claims by Year



Golden Rain Foundation Executive Committee

Staff Member Information

Data as of
July 31, 2018 unless noted otherwise

5) Recruitment

Openings in August:

Position	# of Openings	Status	Dept.
Purchasing Coordinator	1 Full-Time	Temp employee in place	32 – Purchasing
Warehouse/Purchasing Asst.	1 Full-Time	Temp employee in place	32 – Purchasing
Mail Dispatcher	1 Full-Time	Pending offer	44 – Copy & Supply
Maintenance- Electrician	1 Full-Time	Accepting applications	74 – Service Maintenance
Maintenance Carpenter	1 Full-Time	Accepting applications	74 – Service Maintenance
Security Officer	3 Full-Time, 1 Part-Time	Accepting applications/Interviewing	37 – Security
Bus Driver	4 Part-Time	Accepting applications/Interviewing	38 – Transportation
Pool and Gym Floater	1 Part-Time	Pending Offer	40 – Recreation
Mutual Administration Manager	1 Full-Time	Accepting applications	MAC – Mutual Administration
Total Openings	16		

6) Staff Counts – As of 07-31-18

Current Staff Count – 223	Hires	Separations	Promotions
• July 2018	0	3	1
• YTD 2018	16	26	10
• 2017	60	60	14

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

2018 Data as of 07/31/2018 Department	NEW HIRES		SEPARATIONS	
	2018 To Date	2017 Actual	2018 To Date	2017 Actual
20 – Human Resources	0	1	0	1
22 – Emergency Preparedness	0	0	0	0
30 – Administration	2	1	0	0
31 – Finance	0	0	1	0
32 – Purchasing	0	0	0	1
33 – Stock Transfer	0	2	0	1
34 – Information Technology	0	0	0	0
35 – Library	1	1	2	2
36 – News	0	2	1	3
37 – Security	4	23	8	30
38 – Transportation	1	2	2	5
40 – Recreation	0	2	0	0
44 – Copy & Supply	0	0	1	0
46 – Golf Course	0	1	1	2
48 – Swimming Pool	0	4	0	1
56 – Exercise Room	1	0	1	0
70 – Physical Properties	2	6	3	4
74/75 – Service Maintenance	5	14	4	10
MAC – Mutual Administration	0	1	2	0
GRAND TOTAL	16	60	26	60

8) Turnover as of July 2018 (Includes preceding 12 months):

	Total Turnover	FT Turnover	PT Turnover
2018 To Date	23.6%	22.9%	24.3%
2017	25.8%		
2016	18.3%		
2015	17.6%		
2014	15.9%		

9) Employee Counts by Department

Department	Full-Time		Part-Time Non-Exempt	Per Diem Non-Exempt
	Exempt	Non-Exempt		
20 – Human Resources	1	1	0	0
22 – Emergency Preparedness	0	1	0	0
30 – Administration	2	2	1	1
31 – Finance	4	4	1	0
32 – Purchasing	1	2	0	0
33 – Stock Transfer	1	3	0	1
34 – Information Technology	0	2	0	0
35 – Library	2	2	4	0
36 – News	1	7	0	0
37 – Security	2	13	51	4
38 – Transportation	1	3	20	0
40 – Recreation	2	4	2	0
44 – Copy & Supply	0		0	0
46 – Golf Course	0	0	5	0
48 – Swimming Pool	0	0	5	1
56 – Exercise Room	0	0	5	0
70 – Physical Properties	2	13	1	0
74/75 – Service Maintenance	2	34	2	0
MAC – Mutual Administration	2	4	0	0
Total	23	96	97	7
Total Employee Count	223			

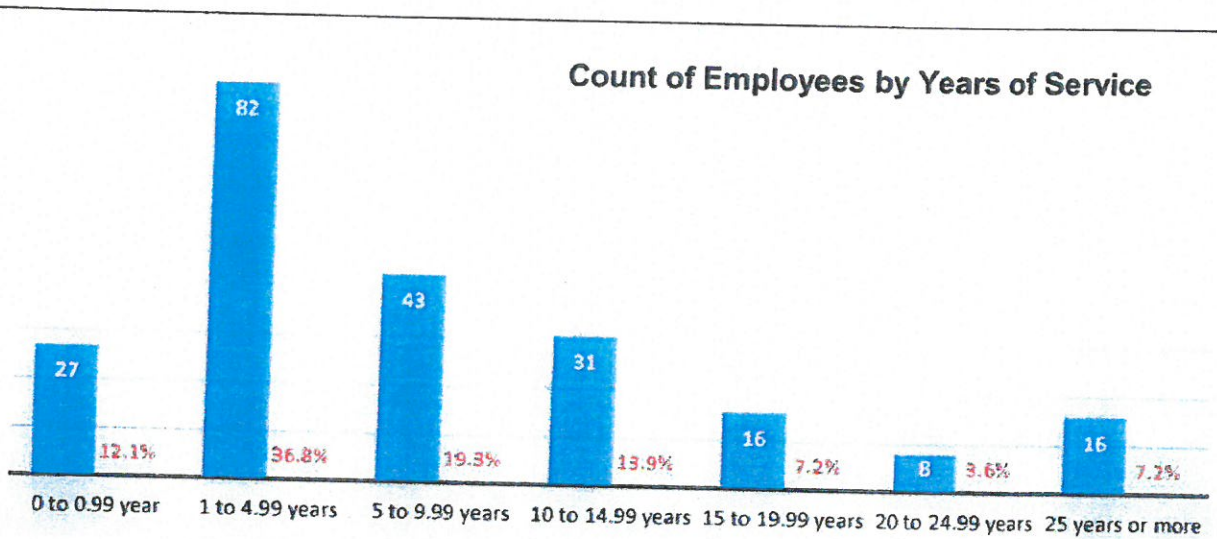
Summary

Employee Type	Count	% of Total
Full-time	119	53.4%
Part-time	97	43.5%
Per Diem	7	3.1%
Total	223	100%

- Full Time
- Part Time
- Per Diem

10) Demographics

Category	All Employees	Full-Time	Part-Time	Per Diem
Years of Service	8.6	10.3	6.36	10
Average Hourly Rate	\$20.57	\$25.98	\$14.17	\$17.16



Employees with 25 Years or More of Service

Employee Name	Department	Years
Antisdell, Gerald L	Physical Property	26.6
Black, Kevin J	Physical Property	25.5
De Leon, Terry L	Recreation	34.0
Gonzalez, Ruben	Service Maintenance	44.8
Holland, Barry W	Information Technology Sys	38.3
Lopez, Jesus G	Service Maintenance	39.3
Merz, Catherine L	News	35.1
Osborn, Ruth A	News	30.2
Rac, Felix P	Service Maintenance	26.1
Robledo, Juan J	Service Maintenance	45.3
Santamaria, Edgar M	Service Maintenance	31.9
Stolarz, Richard D	Service Maintenance	29.8
Van Horn, David D	Physical Property	26.8
Van Sauter, Eila M	Transportation	29.7
Weaver, Mark H	Physical Property	37.9
Winford, Grant E	Transportation	37.3

11) Employees Working Greater Than 28 Hours in a Week

Updated 07/18/2018 by MWKerr - Hours listed by week ending date

Pay Period Ending Dates								
CC	7/15	7/8	7/1	6/24	6/17	6/10	6/3	5/27
37			32.00	35.00	31.75	32.00		32.00
37							29.00	
37						39.50	33.00	32.00
37		32.25					29.00	
37								32.00
37		32.00	31.00	39.50	32.00	32.00	32.00	
37	39.00							
37		32.00		32.00		32.00	32.00	
37							32.00	
37				29.00				
37		33.00	36.00	29.50				
37	32.00					40.00	34.00	32.00
37				30.00				
37			30.50	37.00		33.00	34.00	30.00
37	28.50							29.50
37	30.75	32.00	39.00	32.00				
37				32.00				
37	36.00	32.00		31.00		30.00	34.50	35.00
37					32.25		32.00	40.00
37				32.00		40.00		
37	34.50	33.00	36.75	43.50	36.00	51.00	40.00	32.00
37					32.00	36.00		
37		32.25	28.25					
38	39.25			34.50				
38			32.00					
38			32.75					

12)Overtime

There is a *unfavorable* variance of \$2,703.91 for July and an unfavorable variance of \$11,446.95 for 2018 to date.

Overtime by Month	Total OT Worked	2018 OT Billable Hrs to Mutuals	2018 OT Billable \$ to Mutuals @ \$58.50	2018 Overtime Hours – Less Billable to Mutuals	2018 Overtime Dollars – Less Billable to Mutuals	2017 Overtime Hours – Less Billable to Mutuals	2017 Overtime Dollars – Less Billable to Mutuals
January	203.25	17.50	\$1,102.50	185.75	\$5,178.03	190.00	\$4,499.39
February	179.50	119.50	\$7,528.50	60.00	\$1,055.45	227.25	\$2,606.91
March	241.50	60.50	\$3,811.50	181.00	\$3,816.33	457.00	\$2,318.02
April	171.75	11.50	\$724.50	160.25	\$4,650.01	203.50	\$ 374.71
May	165.25	38.50	\$2,425.50	126.75	\$2,874.80	146.75	\$3,517.69
June	129.25	24.25	\$1,527.75	105.00	\$2,416.07	161.00	\$1,918.18
July	221.00	20.00	\$1,260.00	201.00	5,536.58	322.75	\$3,801.45
August						185.75	\$3,001.76
September						429.75	\$5,458.32
October						385.00	\$2,300.26
November						320.00	\$3,726.86
December						650.75	\$22,922.31

Overtime Detail for July - Prepared by MWKerr 08/01/18

Cost Center	CURRENT MONTH						
	HOURS			EXPENSE			
	Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance	
20 Human Resources	6.25	0.00	(6.25)	\$270.38	\$0.00	(\$270.38)	
22 Emergency Preparedness	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	
30 Administration	1.25	15.00	13.75	\$35.80	\$464.67	\$428.87	
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 Stock Transfer	3.25	5.00	1.75	\$94.78	\$145.25	\$50.47	
34 Information Technology Services	0.50	1.00	0.50	\$21.15	\$49.58	\$28.43	
35 Library	16.00	0.83	(15.17)	\$479.76	\$25.00	(\$454.76)	
36 News	2.00	20.83	18.83	\$68.43	\$708.25	\$639.82	
37 Security	93.25	40.25	(53.00)	\$2,186.73	\$912.75	(\$1,273.98)	
38 Transportation	1.50	1.92	0.42	\$38.26	\$39.33	\$1.07	
40 Community Facilities	2.00	6.75	4.75	\$63.05	\$196.75	\$133.70	
44 Copy & Supply	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	
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	2.75	4.67	1.92	\$122.51	\$169.33	\$46.82	
74 Service Maintenance	71.25	0.00	(71.25)	\$2,637.90	\$0.00	(\$2,637.90)	
(Less) Billable to mutuals	(20.00)			(\$1,260.00)	Approx.		
75 Service Maintenance	14.50	0.00	(14.50)	\$597.55	\$0.00	(\$597.55)	
MAC Mutual Administration	6.50	4.00	(2.50)	\$180.28	\$121.75	(\$58.53)	
Totals	201.00	100.25	(100.75)	\$5,536.58	\$2,832.67	(\$2,703.91)	

13) Retirement – Employee 401(k) Plan

- For 2018, the amount employees may contribute to their 401(k) plan is \$18,500 per year plus the additional “catch-up” provision for employees over 50 is \$6,000.
- At the end of July, total plan assets are \$9,920,716.74
- 2018 YTD Employee Contributions \$224,218.78* Average Per Month \$32,031.25
- 2018 YTD GRF Matching Contributions \$ 73,290.79* Average Per Month \$10,470.11

*Through check date 07/20/2018

14) Anti-Fraud Compliance Hotline Reports

Program started in May 2014

<i>Program Summary</i>	<i># of Reports</i>
Reports Since Start of Program	3
Closed Reports	3
Open Reports	0
New Reports this Month	0

15) Gift Log

Available upon request

Executive Committee Report compiled by:

**Cindy Flynn, Human Resources Director
August 10, 2018**

Golden Rain Foundation

August 10, 2018 Meeting of the Executive Committee
 Budget Comparison Report CC 29, 30 & 55 – July 2018

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration Building				
6410005 29	Building Supplies - Administration Bldg	171	560	389
6420100 29	Electricity - Administration Bldg	12,095	13,610	1,515
6425100 29	Natural Gas - Administration Bldg	289	431	142
6471000 29	Building Repair & Maintenance - Administ	1,316	1,500	184
6477210 29	Pest Control - Administration Bldg	605	680	75
6478000 29	Service Contracts - Administration Bldg	2,516	2,439	(77)
6484000 29	Permits & Licenses - Administration Bldg	0	525	525
Total Expenses		16,993	19,745	2,753
5330000 29	Income / Refund from Mutuals - Administr	19,243	19,243	0
Total Cost Recovery		19,243	19,243	0
Off Budget Items				
Net Income / (Expense)		2,251	(502)	2,753

Budget Variance Report - July 2018 Administration Building - CC 29

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6420100	Electricity	1,515	Favorable - Due to usage
6484000	Permits & Licenses	525	Favorable - Elevator permit invoice not yet received
Total Explained Variances		2,040	

Golden Rain Foundation
 August 10, 2018 Meeting of the Executive Committee
 Budget Comparison Report CC 29, 30 & 55 – July 2018

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration				
6100000 30	Salaries & Wages - Administration	242,236	220,156	(22,080)
6140000 30	Employment Taxes - Administration	17,991	15,290	(2,701)
6142000 30	Workers' Compensation - Administration	1,697	2,373	676
6143000 30	Group Insurance - Medical - Administration	15,448	18,753	3,305
6143300 30	Group Insurance - Dental - Administration	319	343	24
6143500 30	Group Insurance - Vision - Administration	199	196	(3)
6144000 30	401(k) Match - Administration	1,539	1,476	(63)
6145000 30	Group Insurance - Life - Administration	1,093	980	(113)
6146000 30	Long Term Disability Insurance - Administration	752	1,148	396
6211000 30	Continuing Education - Administration	1,118	300	(818)
6213100 30	Agency / Independent Contractor Fees - A	264	0	(264)
6214000 30	Meals & Special Events - Administration	14,671	7,200	(7,471)
6214500 30	Gifts - Administration	773	1,050	277
6215000 30	Mileage - Administration	0	3,500	3,500
6410000 30	Office Supplies - Administration	6,791	6,750	(41)
6410003 30	Board Office Supplies - Administration	332	700	368
6410010 30	Hospitality - Administration	1,879	1,400	(479)
6410015 30	Computer Supplies - Administration	3,000	7,000	4,000
6410020 30	Equipment Expense - Administration	442	500	58
6410025 30	Lunch Room Supplies - Administration	325	75	(250)
6410030 30	Printer / Copier Supplies - Administration	1,686	2,700	1,014
6410035 30	Refreshments - Administration	1,491	1,250	(241)
6422000 30	Telephone - Administration	36,295	36,230	(65)
6434100 30	Legal Fees - General Counsel - Administration	28,373	43,750	15,377
6434105 30	Legal Fees - Litigation - Administration	8,389	14,585	6,196
6437100 30	Reserve Study - Administration	4,750	4,750	0
6438000 30	Other Professional Fees - Administration	1,924	1,300	(624)
6444000 30	Equipment Rental - Administration	2,572	2,632	60
6472000 30	Equipment Repair & Maintenance - Administration	0	200	200
6478000 30	Service Contracts - Administration	9,893	8,800	(1,093)
6481000 30	Computer Maintenance & Software - Administration	730	300	(430)
6482000 30	Dues, Memberships & Books - Administration	100	600	500
6731000 30	Property & Liability Insurance - Administration	210,261	288,876	78,615
6731001 30	Key Person Life Insurance - Administration	3,344	3,000	(344)
6951000 30	Committee Discretionary Expense - Administration	0	1,000	1,000
	Total Expenses	620,677	699,163	78,486
Other Cost Recovery				
5335000 30	Management Fee - Administration	25,900	25,900	0
5385000 30	Other Income - Administration	10,494	1,598	8,896
5385100 30	Unrestricted Donations - Administration	15,000	0	15,000
5395000 30	Rental Income - Administration	21,007	21,000	7
5396100 30	Taxable Other Income - Supervisory - Administration	46,422	39,900	6,522
5397100 30	Taxable Interest Income - Administration	1,353	0	1,353
	Total Other Cost Recovery	120,175	88,398	31,777
5330000 30	Income / Refund from Mutuals - Administration	596,393	596,365	28
	Total Cost Recovery	716,568	684,763	31,805
	Net Income / (Expenses)	95,891	(14,400)	110,291

Golden Rain Foundation
 August 10, 2018 Meeting of the Executive Committee
 Budget Comparison Report CC 29, 30 & 55 – July 2018

Budget Variance Report - July 2018
Administration - CC 30

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
610000X	Salaries, Wages, & Benefits	(20,955)	Unfavorable - Wages greater than budgeted
6214000	Meals & Special Events	(7,471)	Unfavorable - Unbudgeted summer event
6434100	Legal Fees - General Counsel	15,377	Favorable - YTD general counsel requirements lower than budgeted
6434105	Legal Fees - Litigation	6,196	Favorable - Minimal litigation charges so far this year
6731000	Property & Liability Insurance	78,615	Favorable - Actual premiums are less than budgeted
5385000	Other Income	8,896	Favorable - Annual Report Sponsorships
5385100	Unrestricted Donations	15,000	Favorable-Golden Age Fndt towards Mission Park
5396100	Taxable Other Income - Superwire	6,522	Favorable - Cable additional services
Total Explained Variances		<u>102,180</u>	

Golden Rain Foundation
 August 10, 2018 Meeting of the Executive Committee
 Budget Comparison Report CC 29, 30 & 55 – July 2018

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Building Five				
6410000 55	Office Supplies - Building Five	5	0	(5)
6410005 55	Building Supplies - Building Five	646	462	(184)
6410020 55	Equipment Expense - Building Five	323	500	177
6420100 55	Electricity - Building Five	14,024	13,000	(1,024)
6471000 55	Building Repair & Maintenance - Building	4,995	400	(4,595)
6472000 55	Equipment Repair & Maintenance - Buildin	56	500	444
6477210 55	Pest Control - Building Five	560	680	120
6478000 55	Service Contracts - Building Five	2,685	3,219	534
6484000 55	Permits & Licenses - Building Five	0	525	525
	Total Expenses	23,294	19,286	(4,008)
Other Cost Recovery				
5385201 55	Cafe Commissions Income - Building Five	1,905	1,358	547
	Total Other Cost Recovery	1,905	1,358	547
5330000 55	Income / Refund from Mutuals - Building	17,794	17,794	0
	Total Cost Recovery	19,699	19,152	547
	Net Income / (Expense)	(3,596)	(134)	(3,462)

Budget Variance Report - July 2018
Building Five - CC 55

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6471000	Building Repair & Maintenance	(4,595)	Unfavorable - AC venting; Conf. Rm B Bathroom Floor, Sliding Door maintenance, and misc. small repairs
	Total Explained Variances	(4,595)	