EXECUTIVE COMMITTEE

Agenda

Administration Conference Room
Friday, December 14, 2018
1:00 p.m.

1. **Call to Order**
2. **Roll Call/Notice of Quorum**
3. **Chairs Announcements**
   a. Introduction of Guests and Staff:
      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 November 9, 2018 (pp. 1-3)
5. **Shareholder/Member Comments – Agenda Items Only**
   (Limited to 3 minutes per person)
6. **Correspondence (n/a)**
7. **Unfinished Business (n/a)**
   a. ADP Total Source - Update
   b. Benefits - Discussion
8. **New Business**
   a. Career Fair Participation (pp. 4-5) & Recruitment/Marketing Documents (attachment)
   b. Committee Discretionary Fund (p. 6)
   c. Amend Job Description – Section Editor/Staff Writer (pp. 7-13)
   d. Workers' Compensation Policy Renewal (pp. 14-15)
   e. Uniform Contract (pp. 16-18)
9. **Policies (n/a)**
10. **Subcommittee Reports (n/a)**

11. Staff Reports

a. Human Resources Director (pp. 19-26)

b. Finance Manager (pp. 27-30)

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. **January 11, 2019, 1:00 p.m. Conference Room B**

EXECUTIVE COMMITTEE MINUTES
Friday, November 9, 2018

The meeting of the Executive Committee was held on Friday, November 9, 2018. The meeting was called to order at 1:00 p.m. by Chair Lukoff in the Administration Conference Room.

ROLL CALL

Present:	Mr. B. Lukoff, Chair	Ms. K. Rapp
	Ms. S. Fekjar	Ms. R. Winkler
	Ms. S. Hopewell	Ms. L. Stone, President
Absent:	Mrs. L. Perrotti	
Staff and Guests:	Mr. R. Ankeny, Executive Director	
	Ms. C. Flynn, Director of Human Resources	
	Ms. B. Shuler, Finance Manager	
	Mrs. D. Bennett, Recording Secretary	
	Ms. P. Snowden, GRF Representative, Mutual Two	
	Mr. P. Pratt, GRF Representative, Mutual Two	
	Ms. M. Gerber, GRF Representative, Mutual Four	
	Mr. W. Gould, GRF Representative, Mutual Five	
	Mr. T. Dodero, GRF Representative, Mutual Nine	
	Ms. I. Heinrichs, GRF Representative, Mutual Eleven	
	Ms. L. Findlay, GRF Representative, Mutual Twelve	
	Mr. P. Friedman, GRF Representative, Mutual Fifteen	
	Mr. P. Moore, GRF Representative, Mutual Seventeen	
	No Foundation Members	

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. 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

DRAFT

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 December.

CHAIR'S ANNOUNCEMENTS

The Chair introduced Executive Director Randy Ankeny, Human Resources Director Cindy Flynn, and Recording Secretary Deanna Bennett.

CHAIR'S REPORT

The Chair did not present a report.

APPROVAL OF COMMITTEE MINUTES

The minutes of the October 12, 2018 meeting were approved, as presented.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

No shareholder/members spoke on agenda topics.

CORRESPONDENCE

No items of correspondence were received by the Committee.

UNFINISHED BUSINESS

Benefits update

The Committee requested the Human Resources Director bring to the December Committee meeting information about ADP's shared employer relationship package pertaining to staff benefits.

Policy regarding Security "Call-offs"

The interim Security Services Director requested the topic be removed from today's agenda.

SUBCOMMITTEE REPORTS (n/a)

STAFF REPORTS

The staff report presentations were dispensed with to allow time for executive session business. The Executive Director advised he would introduce the new Mutual Administration Community Manager to the next Executive Committee meeting.

MEMBER COMMENTS

No member spoke on various items pertaining to the Committee's area of purview.

DRAFT

COMMITTEE MEMBERS

No Committee members spoke on topics related to today's Committee meeting.

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

TO go into Executive Session.

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

TO return to Open Session.

ADJOURNMENT

The meeting was adjourned at 4:13 p.m.

_____
Barry Lukoff, Chair
11.09.18

DRAFT

Golden Rain Foundation Golden Rain Foundation Leisure World, Seal Beach

MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: CINDY FLYNN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: CAREER FAIR PARTICIPATION
DATE: DECEMBER 14, 2018
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

In order to make progress on the GRF goal of attracting and retaining quality employees, we are developing more external tools to spread the word to prospective employees about the benefits of working in our community.

In collaboration with our News department, we have developed a marketing brochure to highlight some of the key attractions for job seekers.

Additionally, we would like to incorporate attendance at career fairs in the area. Participation in these events will offer us the opportunity to bring attention to the careers available in the Leisure World, Seal Beach community and bring more candidates to us.

The current budget for Recruiting for 2019 is $4,000. The online tool we use for job postings on ZipRecruiter charges $279 per month, for an annual investment of $3,348. The remainder of the budget is normally used for any specialty postings needed during the year.

To participate in job fairs, we would need to purchase additional marketing materials to attract job seekers to our station at the fair, and there is also a fee for the organization hosting the job fair. The participation fees may be up to $1,000 for each show, and the materials to brand our booth and provide giveaways would cost between $2,000 and $2,500.

With our previous research indicating that the turnover cost for 1 full-time position is approximately $7,000, we feel that this investment would provide offsetting cost savings in reduced turnover.

SAMPLE BOOTH MARKETING PACKAGE:

I move to recommend the Executive Committee forward to the Finance Committee in January 2019 to review availability of non-budgeted operational expenses of $3,500.00 to Cost Center 20, for Recruitment, to include the cost for the participation fees and marketing materials to participate in approximately 3 – 4 Career Fairs for the 2019 budget year.

COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: COMMITTEE DISCRETIONARY FUND
DATE: DECEMBER 6, 2018
CC: FILE

For the Executive Committees, review and consideration:

Use of the Committee's Discretionary Fund towards the purchase of a commemorative tree and plaque, to be placed upon the property line of M15 and 16, to mark the merger of the Mutuals.

Action requested :

I move to approve the use of the Executive Committees Discretionary fund towards the purchase of a commemorative tree and plaque, to be placed upon the property line of M15 and 16, to mark the merger of the Mutuals, in an amount not to exceed $1000.

GRF
Golden Rain Foundation

~~Section~~ Editor / ~~Staff~~ CopyWriter / Page Designer 3892.0

Department:	News	**Wage/Salary Grade:**	R35~~26~~
Position Type:	Full Time ☒ Part Time ☐	**Shift:**	Monday-Friday 8:00am-4:30pm
Reports To:	Communications & Technology Director	**FLSA:**	Non-Exempt

1. Overall Function
   1.1. ~~P~~Creates and processes submissions, and composes pages for ~~Golden Rain~~LW Weekly News and other Golden Rain Foundation publications. ~~Composes pages for Golden Rain News and other GRF publications.~~ Takes photographs for GRF publications.

2. Duties and Responsibilities
   2.1. Essential Functions
      2.1.1. Edits and ~~inputs to~~proofreads ~~computer~~ submissions of news articles and notices for ~~Golden Rain~~LW Weekly News and other GFR publications, conferring with authors regarding changes in content, style, organization, or publishing times.
      2.1.2. Writes articles for ~~Golden Rain~~LW Weekly News and other GRF publications, considering reader or audience appeal.~~.~~
      2.1.3. Covers assigned newsworthy incidents and events.
      ~~2.1.4. Attends and reports on assigned functions.~~
      ~~2.1.5. Proofreads news articles and notices.~~
      ~~2.1.6.~~2.1.4. Takes photographs for GRF publications.
      2.1.5. Composes pages for ~~Golden Rain~~LW Weekly News and other GRF publications according to space parameters and copy significance using knowledge of layout principles, including positioning of news articles, photographs and advertisements according to the publications style, editorial policy and publishing requirements.
      2.1.6. Confers with management and editorial staff regarding placement and emphasis of developing news stories.
      2.1.7. Arranges for copyright permissions as needed.
   2.2. Non-Essential Functions
      2.2.1. Assists in other areas of the News Office when needed.
      2.2.2. Interviews shareholders and/or members regarding potential scams and how to recognize real scams for weekly news column.
   2.3. Other Duties may be assigned

3. Knowledge, Skills & Abilities
   3.1. Knowledge of business composition, spelling, grammar and punctuation.
   3.2. Knowledge of publishing and graphics software programs, including proficiency in InDesign and Adobe Creative Suite, and a working knowledge of Photoshop and Microsoft Office, including presentation software.
   3.3. Knowledge of photographic techniques and equipment.
   3.4. Ability to use computer and related software.
   3.5. Strong typography skills, including speed and accuracy in typing. ~~Ability to use camera~~.
   ~~3.5.~~3.6. Proficiency with Mac OS computers.
   ~~3.6.~~3.7. Ability to operate a motor vehicle.

4. Physical Abilities
   4.1. Walking, frequent climbing of stairs.
   4.2. Ability to lift and carry up to 25 pounds.
   4.3. Good vision required.
5. Mental Abilities
   5.1. Ability to communicate effectively.
   5.2. Ability to work effectively with employees, shareholders and/or members, Board Directors, health care professionals, Seal Beach City Council and other staff members.
   5.3. Ability to organize and prioritize work so that deadlines are met.
   ~~5.3.~~5.4. Ability to handle multiple projects at once.
   ~~5.4.~~5.5. Ability to use diplomacy and sound judgment.

6. Education & Experience
   6.1. Three years' experience in writing or public relations.
   6.2. Two years' trade school, two years college, or equivalent work experience.
   6.3. Experience in page layout in InDesign is required.
   ~~6.2.~~6.4. Experience with newspapers, magazines, or other periodicals is preferred.

7. License & Certificates
   7.1. Valid California driver's 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. Occasional exposure to various weather conditions.

10. Tools and Equipment Used
   10.1. Computer, scanner, camera, laser-writer, fax, copier, calculator.
   10.2. Drives own 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 individuals exhibiting degenerative effects of aging.

Amended: 19 Feb 02
Amended: 02 May 11

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

Employee Name (print):_____

Employee Signature: _____ Date: _____

GRF
Golden Rain Foundation

Section Editor / Staff Writer 3892.0

Department:	News	**Wage/Salary Grade:**	R26
Position Type:	Full Time ☒ Part Time ☐	**Shift:**	Monday-Friday 8:00am-4:30pm
Reports To:	Communications & Technology Director	**FLSA:**	Non-Exempt

1. Overall Function
   1.1. Processes submissions for Golden Rain News and other Golden Rain Foundation publications. Composes pages for Golden Rain News and other GRF publications. Takes photographs for GRF publications.

2. Duties and Responsibilities
   2.1. Essential Functions
      2.1.1. Edits and inputs to computer submissions of news articles and notices for Golden Rain News and other GFR publications.
      2.1.2. Writes articles for Golden Rain News.
      2.1.3. Covers assigned newsworthy incidents and events.
      2.1.4. Attends and reports on assigned functions.
      2.1.5. Proofreads news articles and notices.
      2.1.6. Takes photographs for GRF publications.
      2.1.7. Composes pages for Golden Rain News and other GRF publications, including positioning of news articles, photographs and advertisements.
   2.2. Non-Essential Functions
      2.2.1. Assists in other areas of the News Office when needed.
      2.2.2. Interviews shareholders and/or members regarding potential scams and how to recognize real scams for weekly news column.
   2.3. Other Duties may be assigned

3. Knowledge, Skills & Abilities
   3.1. Knowledge of business composition, spelling, grammar and punctuation.
   3.2. Knowledge of publishing and graphics software programs.
   3.3. Knowledge of photographic techniques and equipment.
   3.4. Ability to use computer and related software.
   3.5. Ability to use camera.
   3.6. Ability to operate a motor vehicle.

4. Physical Abilities
   4.1. Walking, frequent climbing of stairs.
   4.2. Ability to lift and carry up to 25 pounds.
   4.3. Good vision required.

5. Mental Abilities
   - 5.1. Ability to communicate effectively.
   - 5.2. Ability to work effectively with employees, shareholders and/or members, Board Directors, health care professionals, Seal Beach City Council and other staff members.
   - 5.3. Ability to organize and prioritize work so that deadlines are met.
   - 5.4. Ability to use diplomacy and sound judgment.

6. Education & Experience
   - 6.1. Three years' experience in writing or public relations.
   - 6.2. Two years' trade school, two years college, or equivalent work experience.

7. License & Certificates
   - 7.1. Valid California driver's 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. Occasional exposure to various weather conditions.

10. Tools and Equipment Used
    - 10.1. Computer, scanner, camera, laser-writer, fax, copier, calculator.
    - 10.2. Drives own 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 individuals exhibiting degenerative effects of aging.

Amended: 19 Feb 02
Amended: 02 May 11

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

Employee Name (print):_____

Employee Signature: _____ Date: _____

STAFF OPERATIONS

POSITION DESCRIPTION

Position Title: SECTION EDITOR / STAFF WRITER

Department: Golden Rain News

Reports To: Managing Editor

OVERALL FUNCTION

Processes submissions for Golden Rain News and other Golden Rain Foundation publications. Composes pages for Golden Rain News and other GRF publications. Takes photographs for GRF publications.

Essential Functions

- Edits and inputs to computer submissions of news articles and notices for Golden Rain News and other GFR publications.
- Writes articles for Golden Rain News.
- Covers assigned newsworthy incidents and events.
- Attends and reports on assigned functions.
- Proofreads news articles and notices.
- Takes photographs for GRF publications.
- Composes pages for Golden Rain News and other GRF publications, including positioning of news articles, photographs and advertisements.

Non-Essential Functions

- Assists in other areas of the News Office when needed.
- Interviews shareholders and/or members regarding potential scams and how to recognize real scams for weekly news column.

QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities

- Three years experience in writing or public relations.
- Knowledge of business composition, spelling, grammar and punctuation.
- Knowledge of publishing and graphics software programs.
- Knowledge of photographic techniques and equipment.
- Ability to use computer and related software.
- Ability to use camera.
- Ability to operate a motor vehicle.

Physical Abilities

- Walking, frequent climbing of stairs.
- Ability to lift and carry up to 25 pounds.
- Good vision required.

Mental Abilities

- Ability to communicate effectively.
- Ability to work effectively with employees, shareholders and/or members, Board Directors, health care professionals, Seal Beach City Council and other staff members.
- Ability to organize and prioritize work so that deadlines are met.
- Ability to use diplomacy and sound judgment.

Licenses/Certificates

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

Education

- Two years trade school, two years college, or equivalent work experience.

PERSONAL PROTECTIVE EQUIPMENT

- None.

WORK ENVIRONMENT

- Occasional exposure to various weather conditions.

TOOLS AND EQUIPMENT USED

- Computer, scanner, camera, laser-writer, fax, copier, calculator.
- Drives own 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 responsbilities, duties and skills of personnel so classified.

Amended: 19 Feb 02
Amended: 02 May 11

COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: CINDY FLYNN
SUBJECT: WORKERS' COMPENSATION POLICY RENEWAL
DATE: 12/14/2018

The GRF policy for Workers' Compensation coverage is due for renewal on December 31st of each year.

Our insurance broker, DLD Insurance, has reviewed our coverage and obtained bids from five (5) carriers including our current carrier, Berkshire Hathaway Homestate Companies (BHHC).

The bids ranged from $269,973 to $418,000 with the lowest bid coming from BHHC, our current carrier. The 2019 budget for this expense is $309,119:

Incumbent: (Cypress Insurance Company) Berkshire Hathaway Homestate Companies	Quoted: $269,973
Preferred Employers Insurance	Quoted: $271,951
Everest National Insurance Company	Indication: $302,000
Insurance Company of the West	Indication: $324,000
Berkley Net	Indication: $418,000

Note: All quotes are based on an estimated payroll. The total premium will be based on actual audited payroll totals at the end of the year.

I move to recommend renewal of our Workers' Compensation Coverage with Berkshire Hathaway Homestate Companies (BHHC), for the 2019 policy year, in the amount of $269,973, and forward a recommendation to the GRF Board of Directors to approve the contract, and authorize the GRF President to sign the renewal.

Golden Rain Foundation of Seal Beach
dba: Seal Beach Leisure World
Workers' Compensation Premium Comparison - Cypress Insurance Company (Berkshire Hathaway)
December 31, 2018 - December 31, 2019

CALIFORNIA	CYPRESS INSURANCE COMPANY Expiring Program - 2017-2018				CYPRESS INSURANCE COMPANY Renewal Program - 2018-2019					
Classification	**2017-2018 Estimated Payroll**	**2017-2018 Manual Rates**	**2017-2018 Net Rates**	**Premium (Rate & Payroll/100)**	**2018-2019 Estimated Payroll**	**2018-2019 Manual Rates**	**2018-2019 Net Rates**	**Premium (Rate & Payroll/100)**	**Rate % Change**	**Payroll & Premium % Change**
8742--Salespersons--Outside	$ 118,088	$ 0.83	$ 0.56	$ 980	$ 118,088	$ 0.76	$ 0.57	$ 897	-8%	0%
8810--Clerical Office Employees--NOC	$ 2,450,041	$ 0.65	$ 0.44	$ 15,925	$ 2,450,041	$ 0.59	$ 0.44	$ 14,455	-9%	0%
9060--Clubs--Country or Golf--All Employees	$ 39,842	$ 8.69	$ 5.87	$ 3,462	$ 39,842	$ 8.52	$ 6.42	$ 3,395	-2%	0%
9066--Homeowners Assoc.--Not Building Ops	$ 5,292,295	$ 7.67	$ 5.18	$ 405,919	$ 5,292,295	$ 6.03	$ 4.55	$ 319,125	-21%	0%
Estimated Payroll Totals	**$ 7,900,266**				**$ 7,900,266**					**0%**
Manual Premium Totals				**$ 426,286**				**$ 337,872**		
Rating Factors:										
Experience Modification			92%	$ (34,103)			101%	$ 3,379		
Schedule Modification			25%	$ (96,619)			24%	$ (80,309)		
Premium Discount			3.6%	$ (10,759)			3.6%	$ (9,271)		
Volunteer Coverage (Adjusted at Audit)				$ 3,000				$ 3,000		
Expense Constant				$ 100				$ 100		
Terrorism Charge				Included				Included		
Estimated Annual Standard Premium				**$ 287,905**				**$ 254,770**		
Taxes and Assessments			3.1082%	$ 8,949			3.9673%	$ 10,107		
R-T Workers' Comp Specialty Fee				$ 8,640				$ 5,095		
Total Estimated Annual Placement Cost Subject to Final Audit				**$ 305,494**				**$ 269,973**		**-12%**
			Savings		**$ (35,521)**					
Program Net Rate (Total Cost/Total Payroll x $100)				**$ 3.87**				**$ 3.42**		**-12%**

Notes:

1. Volunteer coverage included for $3,000 and adjusted at audit.

2. The expiring program contemplates all mid term endorsements.

3. Net rates do not included taxes & fees.

COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: AARON HENSLEY, INTERIM PURCHASING MANAGER
SUBJECT: UNIFORM CONTRACT BIDS
DATE: DECEMBER 14, 2018
CC: FILE

The uniform contract is due to expire on January 1, 2019. In preparation for the expiration of this contract, staff has reached out to several uniform companies including Cintas, our current uniform vendor. Two bids were received:

Vendor	Weekly Cost	Annual Cost	Complete Proposal	Comments
UniFirst	367.61	19,115.72	Y	Includes service fees, delivery charges, name tags and embroidery fees. No start up costs
Prudential Overall Supply	339.04	17,630.08	N	

Staff recommends the selection of UniFirst based on its detailed proposal and unit rates, per the attached bid. Based on the total number of uniforms currently needed, the annual estimated cost would be $19,115.72. The total amount budgeted for uniform expenses, for 2019, is $42,861.

I move to recommend the GRF Board award a contract with UniFirst, based on bid proposal dated November 13, 2018, marked Exhibit A, for a five-year term .

Exhibit A

November 13, 2018

Proposal

Golden Rain Foundation

UniFirst Code	Item Description	Total Inventory	Weekly Qty	Unit Rate	Weekly Total
0111	Managers Dress Shirts	22	22	$ 0.21	$ 4.62
1122	Managers Dress Pants	22	22	$ 0.24	$ 5.28
0237	Leads Upgraded Shirts	22	22	$ 0.22	$ 4.84
1122	Leads Upgraded Pants	22	22	$ 0.24	$ 5.28
0101	34 Technicians Shirts	374	374	$ 0.17	$ 63.58
0202	34 Technicians Pants	374	374	$ 0.24	$ 89.76
0101	Painter Shirts	11	11	$ 0.15	$ 1.65
0202	Painter Pants	11	11	$ 0.21	$ 2.31
0101	4 Auto Technicians Shirts	44	44	$ 0.15	$ 6.60
0202	5 Auto Technicians Pants	44	44	$ 0.21	$ 9.24
0607	Security Shirts	350	350	$ 0.26	$ 91.00
0607	Physical property Department Inspectors Shirts	110	110	$ 0.26	$ 28.60
8581	Shop Towels	125	125	$ 0.10	$ 12.50
	Auto Replacment	1	1	$ 2.70	$ 2.70
	Fender Covers	5	5	$ 0.85	$ 4.25
	Terry Towels	200	200	$ 0.10	$ 20.00
	Auto Replacment	1	1	$ 5.40	$ 5.40
	DEFE	1	1	$ 10.00	$ 10.00
				Weekly Total	**$ 367.61**

Prudential Overall Supply®

Estimated Rental Cost Worksheet For Leisure World Seal Beach

GARMENTS

ITEM	POS CODE	# OF EMPLOYEES	INVENTORY	WEEKLY UNIT RATE	WEEKLY COST PER EMPLOYEE	TOTAL WEEKLY RENTAL
Industrial Shirt - Professionally Pressed	78-42-49	38	11	$0.13	$1.43	$54.34
Industrial Pants	73-44-44	38	11	$0.20	$2.20	$83.60
Striped Shirt - Professionally Pressed	78-42-79-23	2	11	$0.15	$1.65	$3.30
Oxford Button-down Shirt - Professionally Pressed	80-43-79-99	4	11	$0.20	$2.20	$8.80
Casual Pleated Pant (65/35)	72-44-44-1P	2	11	$0.35	$3.85	$7.70
Security Guard Shirt - Professionally Pressed	82-42-79	1	460	$0.28	$0.28	$128.80
Industrial Shirt - Professionally Pressed	78-42-79	1	11	$0.13	$1.43	$1.43
Industrial Pants	73-44-79	1	11	$0.20	$2.20	$2.20

FACILITY SERVICES\TOWELING\FLATGOODS

ITEM	POS CODE	INVENTORY	WEEKLY UNIT RATE	REPLACEMENT RATE	TOTAL WEEKLY RENTAL
18x18 Shop Towel, purple	9792	125	$0.07	$0.45	$8.75
Inventory Maintenance (TTD/MMP)	9792-TTD	5	$0.45	$0.45	$2.25
Turkish Towel, 17" x 20", Purple, 32 oz. Ribbed Terry, low pile	9994	175	$0.10	$0.56	$17.50
Inventory Maintenance (TTD/MMP)	9994-TTD	7	$0.56	$0.56	$3.92
Seat/Fender Cover	9723	5	$0.69	$16.87	$3.45

Total Weekly Rental	$326.04
Delivery Fee	$13.00
Estimated Weekly Total	**$339.04**

CLEAN GREEN
TRSA CERTIFIED

CONFIDENTIAL PRUDENTIAL OVERALL SUPPLY ©

Golden Rain Foundation Executive Committee
Human Resources Report – December 14, 2018

Below are the budget variances as of the end of November, 2018.

1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **$353,971** in Salaries and Employee Benefits:

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses			
6100000	Salaries & Wages	7,195,111	7,241,313	46,202
6100001	Vacation Accrual Expense	(993)	0	993
6101000	Commissions	34,125	38,618	4,493
6140000	Employment Taxes	573,759	624,102	50,343
6142000	Workers' Compensation	286,653	391,213	104,560
6143000	Group Insurance - Medical	665,851	773,146	107,295
6143300	Group Insurance - Dental	13,445	16,522	3,077
6143500	Group Insurance - Vision	9,354	10,362	1,008
6144000	401(k) Match	119,189	141,919	22,730

2) **Cost Center 20 – Human Resources Budget Variance Information** – The Human Resources department has a year-to-date unfavorable variance of **$14,122** 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	198,234	191,701	(6,533)
6100001 20	Vacation Accrual Expense - Human Resourc	(993)	0	993
6140000 20	Employment Taxes - Human Resources	14,111	15,002	891
6142000 20	Workers' Compensation - Human Resources	3,517	4,824	1,307
6143000 20	Group Insurance - Medical - Human Resour	31,679	21,098	(10,581)
6143300 20	Group Insurance - Dental - Human Resourc	473	418	(55)
6143500 20	Group Insurance - Vision - Human Resourc	388	385	(3)
6144000 20	401(k) Match - Human Resources	5,139	3,580	(1,559)
6145000 20	Group Insurance - Life - Human Resources	960	660	(300)
6146000 20	Long Term Disability Insurance - Human R	800	770	(30)
6210006 20	FSA Administration Fees - Human Resource	323	660	337
6210010 20	Fraud Hotline - Human Resources	640	704	64
6211000 20	Continuing Education - Human Resources	845	950	105
6211100 20	Employee Incentives - Human Resources	2,651	2,288	(363)
6212000 20	Employee Exams - Human Resources	1,629	1,375	(254)
6212005 20	Employee Drivers License Inquiry - Human	256	242	(14)
6213000 20	Employee Recruitment - Human Resources	3,213	3,300	88
6213005 20	Employment Screening - Human Resources	2,796	7,337	4,541
6214500 20	Gifts - Human Resources	567	341	(226)
6410000 20	Office Supplies - Human Resources	1,326	913	(413)
6410015 20	Computer Supplies - Human Resources	1,221	290	(931)
6410030 20	Printer / Copier Supplies - Human Resour	430	495	65
6410035 20	Refreshments - Human Resources	155	460	305
6434110 20	Legal Fees - HR - Human Resources	6,336	6,600	264
6481000 20	Computer Maintenance & Software - Human	180	750	570
6482000 20	Dues, Memberships & Books - Human Resour	1,797	700	(1,097)
6491000 20	Miscellaneous Writeoffs - Human Resource	300	0	(300)
	Total Expenses	278,972	265,843	(13,129)

3) **Cost Center 22 – Emergency Preparedness Budget Variance Information** – The Emergency Preparedness department has a year-to-date favorable variance of **$5,568.**

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Emergency Preparedness			
6100000 22	Salaries & Wages - Emergency Prepared	12,635	15,567	2,932
6140000 22	Employment Taxes - Emergency Prepared	971	1,637	666
6142000 22	Workers' Compensation - Emergency Prepar	855	1,173	318
6211000 22	Continuing Education - Emergency Prepare	0	1,150	1,150
6410045 22	Emergency Preparedness - Emergency Prepa	1,146	1,650	504
6422000 22	Telephone - Emergency Prepare	936	935	(1)
	Total Expenses	16,544	22,112	5,568

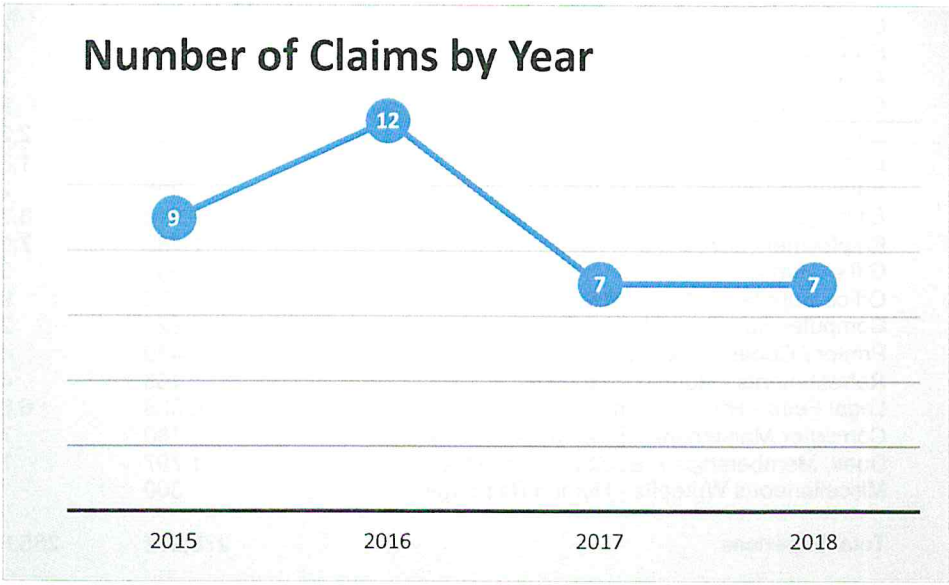
4) **Safety**

a. No claims in November

b. One claim so far in December – No lost time.

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	0	2	1	1	2	4
September	1	1	1	0	1	2
October	0	0	2	2	0	3
November	0	0	1	0	0	3
December	0	0	3	1	0	1
Total	**7**	**7**	**12**	**9**	**6**	**22**



Golden Rain Foundation Executive Committee

Staff Member Information

Data as of
November 30, 2018 unless noted otherwise

5) Recruitment

Openings in **December**:

Position	*# of Openings*	*Status*	*Dept.*
Accounts Receivable Clerk	1 Full-Time	Accepting applications – candidate identified	31 - Finance
Purchasing Coordinator	1 Full-Time	On hold – Manager on LOA	32 – Purchasing
Purchasing Assistant	1 Full-Time	On hold – Manager on LOA	32 – Purchasing
IT Technician	1 Full-Time	Temporary Employee	34 - IT
Library Clerk	1 Part-Time	Accepting Applications	35 - Library
Sales Representative (Independent)	2 Independent Contractors	Accepting applications	36 – News
Customer Service/Office Manager	1 Full-Time	Accepting Applications	36 – News
Editor/Copywriter/Page Designer	1 Full-Time	Accepting Applications	36 – News
Security Officer	1 Full-Time 1 Part-Time	Accepting applications (2 pending start dates)	37 – Security
Pool Attendant	1 Part-Time	Accepting Applications	48 – Pool
Community Manager	1 Full-Time	Outside consultant retained	MAC – Mutual Administration
Total Openings	**13**		

6) Staff Counts

Current Staff Count – **225**	*Hires*	*Separations*	*Promotions*
• November 2018	3	4	0
• YTD 2018	29	38	11
• 2017	60	60	14

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

	NEW HIRES		*SEPARATIONS*	
Department	*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	1	0	1	0
32 – Purchasing	1	0	1	1
33 – Stock Transfer	0	2	0	1
34 – Information Technology	0	0	1	0
35 – Library	1	1	2	2
36 – News	0	2	1	3
37 – Security	8	23	13	30
38 – Transportation	1	2	3	5
40 – Recreation	0	2	0	0
44 – Copy & Supply	1	0	1	0
46 – Golf Course	1	1	1	2
48 – Swimming Pool	1	4	1	1
56 – Exercise Room	1	0	1	0
70 – Physical Properties	2	6	3	4
74/75 – Service Maintenance	9	14	6	10

MAC – Mutual Administration	0	1	3	0
GRAND TOTAL	**29**	**60**	**38**	**60**

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

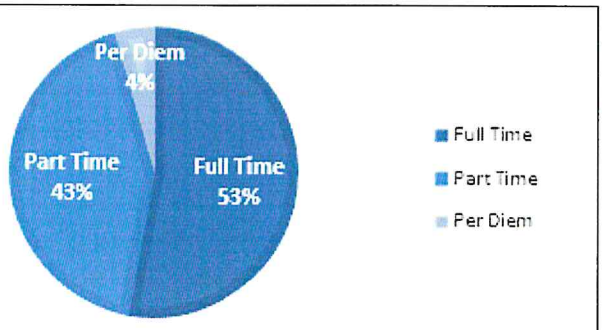
	Total Turnover	FT Turnover	PT Turnover
2018 To Date	20.4%	20.3%	20.6%
2017	25.8%		
2016	18.3%		
2015	17.6%		
2014	15.9%		

9) Employee Counts by Department

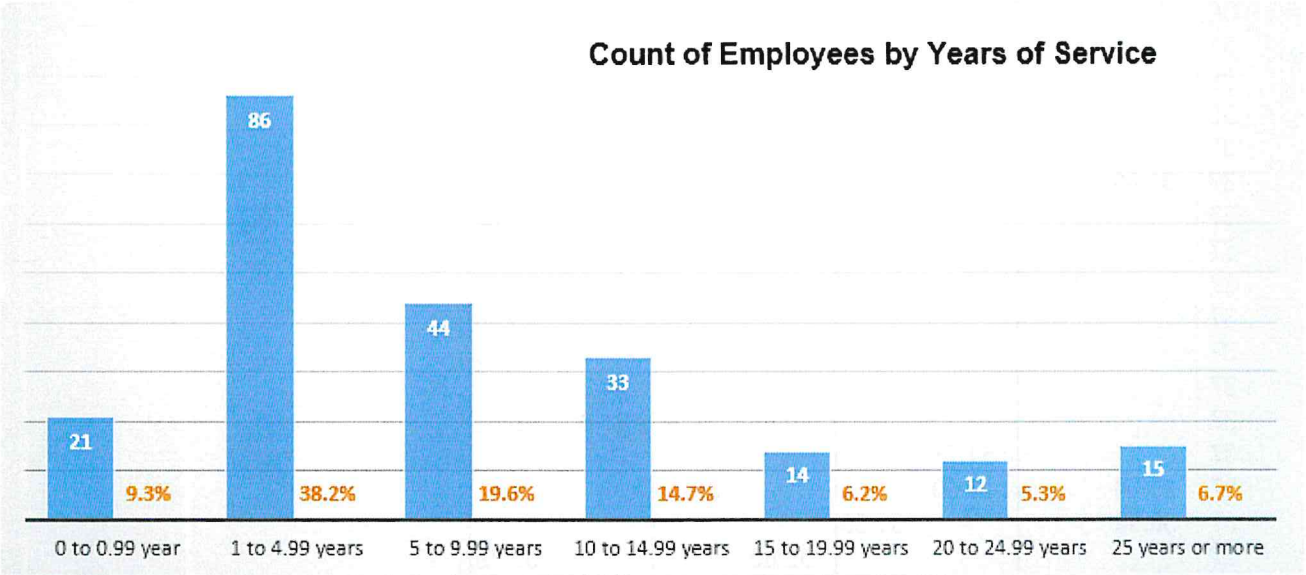
Department	*Full-Time*		*Part-Time*	*Per Diem*
	Exempt	*Non-Exempt*	*Non-Exempt*	*Non-Exempt*
20 – Human Resources	1	1	0	0
22 – Emergency Preparedness	0	1	0	0
30 – Administration	2	2	1	1
31 – Finance	4	5	1	0
32 – Purchasing	1	2	0	0
33 – Stock Transfer	1	3	0	1
34 – Information Technology	1	0	0	0
35 – Library	2	2	4	0
36 – News	1	7	0	0
37 – Security	1	12	49	6
38 – Transportation	1	3	20	0
40 – Recreation	2	4	2	0
44 – Copy & Supply	0	2	0	0
46 – Golf Course	0	0	6	0
48 – Swimming Pool	0	0	5	2
56 – Exercise Room	0	0	5	0
70 – Physical Properties	2	13	1	0
74/75 – Service Maintenance	2	36	2	0
MAC – Mutual Administration	2	3	0	0
Total	**23**	**96**	**96**	**10**
Total Employee Count	**225**			

Summary

Employee Type	*Count*	*% of Total*
Full-time	119	52.9%
Part-time	96	42.7%
Per Diem	10	4.4%
Total	**225**	**100%**



10) Demographics



Employees with 25 Years or More of Service

Employee Name	Department	Years
Robledo, Juan J	Service Maintenance	45.6
Gonzalez, Ruben	Service Maintenance	45.1
Lopez, Jesus G	Service Maintenance	39.5
Weaver, Mark H	Physical Property	38.1
Winford, Grant E	Transportation	37.6
Merz, Catherine L	News	35.3
De Leon, Terry L	Recreation	34.3
Santamaria, Edgar M	Service Maintenance	32.1
Osborn, Ruth A	News	30.4
Stolarz, Richard D	Service Maintenance	30.0
Van Sauter, Eila M	Transportation	29.9
Van Horn, David D	Physical Property	27.1
Antisdel, Gerald L	Physical Property	26.8
Rac, Felix P	Service Maintenance	26.3
Black, Kevin J	Physical Property	25.8

11) Employees Working Greater Than 28 Hours in a Week

Updated 11/20/2018 by MWKerr –

Hours listed by week ending date

CC	11/18	11/11	11/4	10/28	10/21	10/14	10/7	9/30
31								32.00
35			30.00				30.25	
35						30.00		
37		32.50	32.75		28.25	32.25	32.00	
37	31.00		31.75		31.75			31.00
37								32.00
37					32.25	32.00	32.00	36.00
37		31.25						
37							32.00	40.00
37								32.00
37			32.00		36.50	37.50	31.75	
37					40.00	39.25	31.00	35.75
37			31.75					
37	29.00		29.00			36.25		
37	30.50			31.50				
37					32.00			37.75
37	32.00				32.00	32.00		44.50
37	32.00			32.00				
37		30.50						
37					32.00			
37			33.00	32.00	32.00	44.00	32.00	42.50
37		36.00						
37	30.00		34.25	29.00	38.00		33.00	37.75
37								29.00
37	36.25	28.50	30.50	39.75		40.00	32.00	32.00
37	28.25	30.25						32.75
37							32.00	
37							40.00	32.00
37	33.50	30.75	36.25	32.50	44.00	46.75	38.50	33.00
37		32.00		32.00	29.25		31.75	39.75
37	28.25				31.75	29.75		
38						37.00		
38		30.50	30.50		35.25	36.00	28.25	35.00
38							29.00	
38		36.00					35.75	35.25
38				29.00				36.25
38						29.00		

12) Overtime

There is an *unfavorable* variance of **$4,014.87** for November and an unfavorable variance of **$36,159.85** 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	487.50	188.25	$11,859.75	299.25	$3,797.47	185.75	$3,001.76
September	357.75	70.00	$4,410.00	287.75	$7,690.27	429.75	$5,458.32
October	313.25	77.25	$4,866.75	236.00	$5,468.92	385.00	$2,300.26
November	388.25	89.75	$5,654.25	298.50	$6,847.54	320.00	$3,726.86
December						650.75	$22,922.31

Overtime Detail for November - Prepared by MWKerr 12/01/18

		CURRENT MONTH					
		HOURS			EXPENSE		
Cost Center		Actual	Budget	Fav/(Unfav) Variance	Actual	Budget	Fav/(Unfav) Variance
20	Human Resources	2.40	0.00	(2.40)	$105.97	$0.00	($105.97)
22	Emergency Preparedness	0.10	0.00	(0.10)	$4.86	$0.00	($4.86)
30	Administration	0.50	15.00	14.50	$15.43	$464.67	$449.24
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	5.00	5.00	0.00	$146.88	$145.25	($1.63)
34	Information Technology Services	0.00	1.00	1.00	$0.00	$49.58	$49.58
35	Library	0.00	0.83	0.83	$0.00	$25.00	$25.00
36	News	9.00	20.83	11.83	$310.04	$708.25	$398.21
37	Security	131.50	40.25	(91.25)	$3,251.43	$912.75	($2,338.68)
38	Transportation	7.75	1.92	(5.83)	$229.99	$39.33	($190.66)
40	Community Facilities	3.75	6.75	3.00	$105.98	$196.75	$90.77
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	22.50	4.67	(17.83)	$673.04	$169.33	($503.71)
74	Service Maintenance	194.75	0.00	(194.75)	$7,221.51	$0.00	($7,221.51)
	(Less) Billable to mutuals	(89.75)			($5,654.25)	Approx.	
75	Service Maintenance	10.50	0.00	(10.50)	$422.66	$0.00	($422.66)
MAC	Mutual Administration	0.50	4.00	3.50	$14.00	$121.75	$107.75
	Totals	298.50	100.25	(198.25)	$6,847.54	$2,832.67	($4,014.87)

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 beginning of December, total plan assets are $9,733,730.16
- 2018 YTD Employee Contributions $355,425* Average Per Month $32,311
- 2018 YTD GRF Matching Contributions $119,189* Average Per Month $10,835

*Through check date 11/23/18

14) Anti-Fraud Compliance Hotline Reports

Program started in May 2014

Program Summary	*# of Reports*
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***
December 14, 2018

Golden Rain Foundation
December 14, 2018 Meeting of the Executive Committee
Budget Comparison Report CC 29, 30 & 55 – November 2018

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Administration Building			
6410005 29	Building Supplies - Administration Bldg	688	880	192
6410020 29	Equipment Expense - Administration Bldg	1,614	0	(1,614)
6420100 29	Electricity - Administration Bldg	21,039	22,471	1,432
6425100 29	Natural Gas - Administration Bldg	398	541	143
6471000 29	Building Repair & Maintenance - Administ	3,218	1,950	(1,268)
6477210 29	Pest Control - Administration Bldg	925	1,000	75
6478000 29	Service Contracts - Administration Bldg	3,355	3,252	(103)
6484000 29	Permits & Licenses - Administration Bldg	0	1,200	1,200
	Total Expenses	**31,236**	**31,294**	**58**
5330000 29	Income / Refund from Mutuals - Administr	30,239	30,239	0
	Total Cost Recovery	**30,239**	**30,239**	**0**
	Off Budget Items			
	Net Income / (Expense)	**(997)**	**(1,055)**	**58**

Budget Variance Report - November 2018
Administration Building - CC 29

GL Code	Account Description	Variance	Explanation
6410020	Equipment Expense	(1,614)	Unfavorable - New Smart LED TV for Conference Rm A
6420100	Electricity	1,432	Favorable - Due to usage
6471000	Building Repair & Mntnc	(1,268)	Unfavorable - Murals, and carpet repairs
6484000	Permits & Licenses	1,200	Favorable - Elevator and O.C. Fire permit invoices not yet received
	Total Explained Variances	(250)	of $58

Golden Rain Foundation
December 14, 2018 Meeting of the Executive Committee
Budget Comparison Report CC 29, 30 & 55 – November 2018

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Administration			
6100000 30	Salaries & Wages - Administration	371,968	347,615	(24,353)
6140000 30	Employment Taxes - Administration	23,114	23,104	(10)
6142000 30	Workers' Compensation - Administration	2,283	3,133	850
6143000 30	Group Insurance - Medical - Administrati	24,274	29,469	5,196
6143300 30	Group Insurance - Dental - Administratio	434	539	105
6143500 30	Group Insurance - Vision - Administratio	302	308	6
6144000 30	401(k) Match - Administration	2,418	2,330	(88)
6145000 30	Group Insurance - Life - Administration	1,703	1,540	(163)
6146000 30	Long Term Disability Insurance - Adminis	1,166	1,804	638
6211000 30	Continuing Education - Administration	1,677	600	(1,077)
6213100 30	Agency / Independent Contractor Fees - A	264	0	(264)
6214000 30	Meals & Special Events - Administration	16,002	9,200	(6,802)
6214500 30	Gifts - Administration	857	1,200	343
6215000 30	Mileage - Administration	0	5,600	5,600
6410000 30	Office Supplies - Administration	6,935	7,100	165
6410003 30	Board Office Supplies - Administration	701	1,700	999
6410010 30	Hospitality - Administration	3,195	2,200	(995)
6410015 30	Computer Supplies - Administration	4,224	8,500	4,276
6410020 30	Equipment Expense - Administration	442	500	58
6410025 30	Lunch Room Supplies - Administration	384	175	(209)
6410030 30	Printer / Copier Supplies - Administrati	3,370	4,400	1,030
6410035 30	Refreshments - Administration	2,769	1,850	(919)
6422000 30	Telephone - Administration	57,293	56,934	(359)
6434100 30	Legal Fees - General Counsel - Administr	45,231	68,750	23,519
6434105 30	Legal Fees - Litigation - Administration	66,979	22,917	(44,062)
6437100 30	Reserve Study - Administration	9,500	9,500	0
6438000 30	Other Professional Services - Administra	5,425	6,000	575
6444000 30	Equipment Rental - Administration	4,042	4,136	94
6472000 30	Equipment Repair & Maintenance - Adminis	11	450	439
6478000 30	Service Contracts - Administration	16,580	14,800	(1,780)
6481000 30	Computer Maintenance & Software - Admini	734	300	(434)
6482000 30	Dues, Memberships & Books - Administrati	125	650	525
6491000 30	Miscellaneous Writeoffs - Administration	202	0	(202)
6731000 30	Property & Liability Insurance - Adminis	324,767	438,198	113,431
6731001 30	Key Person Life Insurance - Administrati	3,344	3,000	(344)
6951000 30	Committee Discretionary Expense - Admini	0	1,000	1,000
	Total Expenses	**1,002,715**	**1,079,502**	**76,787**
	Other Cost Recovery			
5335000 30	Management Fee - Administration	40,700	40,700	0
5385000 30	Other Income - Administration	11,499	2,877	8,622
5385100 30	Unrestricted Donations - Administration	15,000	0	15,000
5395000 30	Rental Income - Administration	33,007	33,000	7
5396100 30	Taxable Other Income - Superwire - Admin	69,385	62,700	6,685
5397100 30	Taxable Interest Income - Administration	2,824	0	2,824
	Total Other Cost Recovery	**172,414**	**139,277**	**33,137**
5330000 30	Income / Refund from Mutuals - Administr	937,189	937,145	44
	Total Cost Recovery	**1,109,603**	**1,076,422**	**33,181**
	Net Income / (Expenses)	**106,888**	**(3,080)**	**109,968**

Budget Variance Report - November 2018
Administration - CC 30

GL Code	Account Description	Variance	Explanation
61XXXXX	Salaries, Wages, & Benefits	(18,457)	Unfavorable - Wages greater than budgeted
6214000	Meals & Special Events	(6,802)	Unfavorable - Unbudgeted summer event
6434100	Legal Fees - General Counsel	23,519	Favorable - YTD general counsel requirements lower than budgeted
6434105	Legal Fees - Litigation	(44,062)	Unfavorable - due to major litigation case
6731000	Property & Liability Insurance	113,431	Favorable - Actual premiums are less than budgeted
5385000	Other Income	8,622	Favorable - Annual Report Sponsorships
5385100	Unrestricted Donations	15,000	Favorable-Golden Age Fndt towards Mission Park
5396100	Taxable Other Income - Superwire	6,685	Favorable - Cable additional services
	Total Explained Variances	97,936	of $109,968

Golden Rain Foundation
December 14, 2018 Meeting of the Executive Committee
Budget Comparison Report CC 29, 30 & 55 – November 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	792	726	(66)
6410020 55	Equipment Expense - Building Five	743	500	(243)
6420100 55	Electricity - Building Five	24,303	21,659	(2,644)
6422000 55	Telephone - Building Five	490	0	(490)
6471000 55	Building Repair & Maintenance - Building	7,496	1,200	(6,296)
6472000 55	Equipment Repair & Maintenance - Buildin	228	1,000	772
6477210 55	Pest Control - Building Five	880	1,000	120
6478000 55	Service Contracts - Building Five	3,641	4,112	471
6484000 55	Permits & Licenses - Building Five	0	1,200	1,200
	Total Expenses	**38,579**	**31,397**	**(7,182)**
	Other Cost Recovery			
5385201 55	Cafe Commissions Income - Building Five	2,911	2,134	777
	Total Other Cost Recovery	**2,911**	**2,134**	**777**
5330000 55	Income / Refund from Mutuals - Building	27,962	27,962	0
	Total Cost Recovery	**30,873**	**30,096**	**777**
	Net Income / (Expense)	**(7,706)**	**(1,301)**	**(6,405)**

Budget Variance Report - November 2018
Building Five - CC 55

GL Code	Account Description	Variance	Explanation
6471000	Building Repair & Maintenance	(6,296)	Unfavorable - AC venting; Conf. Rm B Bathroom Floor, Sliding Door maintenance, and misc. small repairs
	Total Explained Variances	**(6,296)**	of ($6,405)