



*The Golden Rain Foundation provides an enhanced quality of life
for our active adult community of Seal Beach Leisure World*

GRF ADMINISTRATION COMMITTEE

Committee Agenda

Thursday, October 27, 2022, 1:00 p.m.
Administration Conference Room A/Zoom

To view the live GRF Board meeting:

- Go to www.lwsb.com
- The tab will be active at 12:45 pm on the day of the meeting
- The live streaming uses YouTube live and terminates at the close of the meeting

1. Call to Order

2. Roll Call/Notice of Quorum

Phil Friedman
Donna Gambol
Sandy Geffner
Marsha Gerber

Susan Hopewell
Carol Levine
Nick Massetti
William Thompson- Chair

3. Chair's Announcements

- a. Introduction of Guests and Staff
Jessica Sedgwick, Executive Director
LeAnn Dillman, Human Resources
Mallorie Hall, Finance Director
Jenna Dever, Assistant to Executive Director
- b. Rules of Order

4. Member Comments (*Limited to 3 minutes per person*)

5. Approval of Minutes

- a. Minutes of September 22, 2022

6. Staff Reports

- a. Human Resources Director
- b. Finance Director

7. New Business

- a. Virtual Dementia Tour

8. Unfinished Business

- a. GRF Director's Handbook

9. Governing Documents

- a. Amend 30-5093-3 GRF Community Rules Violation Panel

- b. Amend 30-1001-5 - Glossary of Terms
- c. Rescind 30-1001-5 - Glossary of Terms, Motorized Bicycle

10. Future agenda items

- a. Candidate Packet
- b. Review 30-5110-3 - Administration Committee Charter

11. Next Meeting

Thursday, November 17, 2022, in Administration Conference Room A /Zoom

12. Adjournment

13. Executive Session

Golden Rain Foundation
 October 27, 2022, Meeting of the GRF Administration Committee
 Budget Comparison Report CC 330, 629, & 655 for September 2022

Budget Variance Report - September 2022
Administration - CC 330

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
	Employment related	121,934	Favorable - Staffing shortage, resulting in wage and benefit costs being lower than budgeted
6214000	Meals & Special Events	(9,569)	Unfavorable - New Management Agreement signing event was not included in budget and extra summer event above budget
6410015	Computer Supplies	2,451	Favorable - Capital expenditures for new computers require fewer replacements of components than prior years which were used as a basis for the budget
6434100	Legal Fees - General Counsel	(38,566)	Unfavorable - Expenses YTD exceeded anticipated requirement
6434105	Legal Fees - Litigation	31,740	Favorable - Litiagerion YTD less than historic year to date
6731000	Property & Liability Insurance	57,297	Favorable - Final negotiated premiums lower than expected & budgeted
5396100	Taxable Other Income - Superwire	10,047	Favorable - GRF share of extra services
	Total Explained Variances	\$175,334	of \$178,646

Golden Rain Foundation
 October 27, 2022, Meeting of the GRF Administration Committee
 Budget Comparison Report CC 330, 629, & 655 for September 2022

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration				
	Salaries & Wages Administration	214,508	319,286	104,778
	Employment Taxes Administration	16,920	21,073	4,153
6142000 330	Workers' Compensation - Administration	1,162	1,557	395
	Group Ins - Medical Administration	20,497	31,743	11,246
6143300 330	Group Insurance - Dental - Administratio	610	1,026	416
6143500 330	Group Insurance - Vision - Administratio	253	297	44
6144000 330	401(k) Match - Administration	1,130	1,854	724
6145000 330	Group Insurance - Life - Administration	653	1,359	706
6146000 330	Long Term Disability Insurance - Adminis	559	1,584	1,025
6211000 330	Continuing Education - Administration	2,118	550	(1,568)
6212000 330	Employee Exams - Administration	(15)	0	15
6214000 330	Meals & Special Events - Administration	29,619	20,050	(9,569)
6214500 330	Gifts - Administration	3,577	1,080	(2,497)
6215000 330	Mileage - Administration	0	50	50
6410000 330	Materials & Supplies - Administration	2,608	2,050	(558)
6410003 330	Board Office Supplies - Administration	1,447	580	(867)
6410010 330	Hospitality - Administration	1,576	3,400	1,824
6410015 330	Computer Supplies - Administration	1,149	3,600	2,451
6410020 330	Equipment Expense - Administration	1,486	100	(1,386)
6410025 330	Lunch Room Supplies - Administration	306	150	(156)
6410030 330	Printer / Copier Supplies - Administrati	3,350	2,600	(750)
6410035 330	Refreshments - Administration	1,401	1,360	(41)
6410046 330	COVID-19 Supplies - Administration	144	0	(144)
6422000 330	Telephone - Administration	749	760	11
6434100 330	Legal Fees - General Counsel - Administr	82,566	44,000	(38,566)
6434105 330	Legal Fees - Litigation - Administration	3,261	35,000	31,740
6437100 330	Reserve Study - Administration	9,600	9,600	0
6438000 330	Other Professional Services - Administra	0	800	800
6444000 330	Equipment Rental - Administration	3,909	3,908	(1)
6472000 330	Equipment Repair & Maintenance - Adminis	0	50	50
6478000 330	Service Contracts - Administration	1,964	6,342	4,378
6481000 330	Computer Maintenance & Software - Admini	2,367	1,614	(753)
6482000 330	Dues, Memberships & Books - Administrati	734	750	16
6484000 330	Permits & Licenses - Administration	5	30	25
6731000 330	Property & Liability Insurance - Adminis	439,793	497,090	57,297
6731001 330	Key Person Life Insurance - Administrati	369	2,174	1,805
	Total Expenses	850,373	1,017,467	167,094
Other Cost Recovery				
5335000 330	Management Fee - Administration	33,300	33,300	0
5385000 330	Other Income - Administration	2,102	600	1,502
5395000 330	Rental Income - Administration	27,003	27,001	2
5396100 330	Taxable Other Income - Superwire - Admin	68,547	58,500	10,047
	Total Other Cost Recovery	130,952	119,401	11,551
5330000 330	Income / Refund from Mutuals - Administr	896,851	896,851	0
	Total Cost Recovery	1,027,803	1,016,252	11,551
	Net Income / (Expenses)	177,431	(1,215)	178,646

Golden Rain Foundation
 October 27, 2022, Meeting of the GRF Administration Committee
 Budget Comparison Report CC 330, 629, & 655 for September 2022

Budget Variance Report - September 2022
Administration Building - CC 629

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6410020	Equipment Expense	1,600	Favorable - No new equipment needed YTD
6420100	Electricity	(7,502)	Unfavorable - Cost of electric increased & actual usage more than budget due to weather conditions
6471000	Building Repair & Mntnc	(3,209)	Unfavorable - The replacement of the LED lights in the Finance department was not anticipated or included in the 2022 budgeted.
Total Explained Variances		(\$9,111)	of (\$8,446)

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Administration Building				
6410005 629	Building Supplies - Administration Bldg	817	1,020	203
6410020 629	Equipment Expense - Administration Bldg	0	1,600	1,600
6420100 629	Electricity - Administration Bldg	23,459	15,957	(7,502)
6425100 629	Natural Gas - Administration Bldg	822	585	(237)
6471000 629	Building Repair & Maintenance - Administ	5,209	2,000	(3,209)
6477210 629	Pest Control - Administration Bldg	828	828	0
6478000 629	Service Contracts - Administration Bldg	2,493	2,517	24
6484000 629	Permits & Licenses - Administration Bldg	0	675	675
Total Expenses		33,628	25,182	(8,446)
5330000 629	Income / Refund from Mutuals - Administr	25,011	25,011	0
Total Cost Recovery		25,011	25,011	0
Off Budget Items				
Net Income / (Expense)		(8,617)	(171)	(8,446)

Golden Rain Foundation
 October 27, 2022, Meeting of the GRF Administration Committee
 Budget Comparison Report CC 330, 629, & 655 for September 2022

Budget Variance Report - September 2022
Building Five - CC 655

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6410005	Building Supplies	235	Favorable - Actual YTD supplies demand less than anticipated
6410020	Equipment Expense	500	Favorable - No new equipment needed to be purchased yet this year
6420100	Electricity	(6,856)	Unfavorable - Cost of electric increased & actual usage more than budget due to weather conditions
6471000	Building Repair & Maintenance	2,524	Favorable - Needed repairs YTD less than anticipated
6478000	Service Contracts	760	Favorable - Elevator maintenance - 1st quarter was covered under warrantee, we will not receive an invoice for the 1st quarter this year
6484000	Permits & Licenses	675	Favorable - The O.C. Fire Authority permit invoices not yet received
5385201	Café Commission Income	396	Favorable - Monthly commissions exceed anticipated receipts.
Total Explained Variances		(\$1,766)	of (\$1,651)

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Building Five				
6410005 655	Building Supplies - Building Five	1,065	1,300	235
6410020 655	Equipment Expense - Building Five	0	500	500
6420100 655	Electricity - Building Five	26,719	19,863	(6,856)
6422000 655	Telephone - Building Five	92	81	(11)
6471000 655	Building Repair & Maintenance - Building	1,426	3,950	2,524
6472000 655	Equipment Repair & Maintenance - Buildin	4	150	146
6477210 655	Pest Control - Building Five	848	828	(20)
6478000 655	Service Contracts - Building Five	1,757	2,517	760
6484000 655	Permits & Licenses - Building Five	0	675	675
Total Expenses		31,911	29,864	(2,047)
Other Cost Recovery				
5385201 655	Cafe Commissions Income - Building Five	2,096	1,700	396
Total Other Cost Recovery		2,096	1,700	396
5330000 655	Income / Refund from Mutuals - Building	27,945	27,945	0
Total Cost Recovery		30,041	29,645	396
Off Budget Items				
Net Income / (Expense)		(1,870)	(219)	(1,651)