

**Golden Rain Foundation of Laguna Woods
Proforma Recreation Services Summary of Operations
5/31/2022**

	Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	YTD ACTUAL	YTD BUDGET	VAR\$ B/(W)
Non-Assessment Revenues:											
Golf Green Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$771,537	\$0	\$771,537	\$667,490	\$104,047
Golf Operations	0	0	0	0	0	0	151,199	0	151,199	149,800	1,399
Merchandise Sales	0	45	18,184	0	0	0	128,174	0	146,404	121,215	25,189
Clubhouse Rentals and Event Fees	5,029	695	0	93,036	7,911	0	7,678	115,455	229,803	252,044	(22,241)
Rentals	0	0	0	0	0	24,728	22,500	0	47,228	46,415	813
Fees and Charges for Services to Residents	0	0	0	0	0	0	0	166	166	0	166
Miscellaneous	10,507	45,820	0	36,150	56,903	0	25	2,827	152,232	167,675	(15,443)
Total Non-Assessment Revenue	15,536	46,560	18,184	129,186	64,813	24,728	1,081,113	118,447	1,498,568	1,404,639	93,929
Expenses:											
Employee Compensation	235,540	172,890	4,820	252,351	116,591	20,963	645,711	91,237	1,540,102	1,661,609	121,506
Expenses Related to Employee Compensation	74,366	59,451	1,461	76,758	25,108	8,260	251,679	25,981	523,063	588,284	65,222
Materials and Supplies	1,828	33,209	0	40,514	38,890	8,175	89,960	2,724	215,300	280,511	65,211
Cost of Goods Sold	0	0	8,006	0	0	0	88,680	0	96,686	69,910	(26,776)
Community Events	10,021	833	0	28,364	2,767	0	0	68,787	110,773	162,534	51,761
Utilities and Telephone	330	97,000	0	219,226	5,625	20,639	201,410	40,840	585,070	478,621	(106,449)
Equipment Rental	0	10,236	0	0	0	0	21,838	0	32,074	30,565	(1,509)
Outside Services	5,990	215,790	52	7,809	2,401	664	77,842	7,943	318,492	348,705	30,213
Repairs and Maintenance	0	3,454	0	5,793	6,403	0	6,323	39	22,012	39,663	17,651
Other Operating Expense	24,364	2,457	0	6,214	487	288	7,171	1,130	42,112	57,339	15,227
Property and Sales Tax	43	3	1,308	212	28	102	10,023	25	11,744	8,401	(3,343)
Total Expenses	352,482	595,323	15,647	637,242	198,300	59,091	1,400,638	238,706	3,497,428	3,726,142	228,714
Net Cost (before allocations)	\$336,946	\$548,763	(\$2,538)	\$508,055	\$133,487	\$34,363	\$319,524	\$120,259	\$1,998,860	\$2,321,503	\$322,643
Allocated To Departments	(236,172)	0	0	(16,751)	0	0	0	0	(252,922)	(260,802)	(7,879)
Allocated From Departments	107,973	61,072	4,217	230,539	21,090	2,949	50,404	39,678	517,922	603,061	85,139
Net Cost	\$208,747	\$609,834	\$1,680	\$721,844	\$154,577	\$37,312	\$369,929	\$159,937	\$2,263,859	\$2,663,762	\$399,903



Laguna Woods Village

Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

Your request is important to us and will be handled accordingly. Per the policy of the Golden Rain Foundation (GRF), if your request falls outside the scope of the Recreation Department's authority, it will be forwarded to the Community Activities Committee (CAC) for review. If you are unsure whether your request falls into this category, please contact the on-site facility Supervisor or the Recreation Manager at 597-4482 in order to make that determination. If it does, you may receive written confirmation acknowledging receipt of your request. CAC will then review the request and determine the proper course of action. If necessary, CAC will make a recommendation to the GRF Board of Directors for action. You will then be notified of the Committee or Board's decision. Please be patient as this process may take several months.

Print Requestor Name: _____ Date: _____

Print Individual, Club or Organization Name: The Aquadettes

Manor: _____ Phone: _____ E-mail: _____

Request (please check one):

- Change/Exception to Policy Donation Staff Time Request
- Equipment Request Facility Request Other: _____

Explanation:

Please explain the circumstances of your request. Include approximate cost, dates, times and locations when necessary. Please use reverse side or attach a separate sheet if necessary.

Please see attached.

Requestor Signature: _____

Signatures of All Other Individuals/Club Presidents Affected by this Request:

Signature	Manor #	For	Undecided	Against
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please attach a separate sheet if more signatures are necessary)

PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Recreation Department
P.O. Box 2220, Laguna Woods, CA 92637

The Aquadettes
Request for Exception to the GRF Poster Policy
June 3, 2022

In anticipation of the return of our annual Aqua Follies scheduled for September 8, 9, and 10, 2022, we would like to ask for an exception to the GRF Poster Policy. To inform the community and stimulate interest in the event, we would like permission to place the following posters throughout the community.

1. Clubhouse 1:
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.

2. Clubhouse 4:
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.

3. Clubhouse 3:
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.
1 33 X 40-inch poster to be posted from August 8 through September 8, 2022.

4. Clubhouse 5:
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.

5. Clubhouse 2:
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.

6. 19th Restaurant:
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.

7. The Recreation Center:
1 11 X 17-inch poster to be posted from August 8 through September 8, 2022.

STAFF REPORT

DATE: July 14, 2022
FOR: Community Activities Committee
SUBJECT: Lathe Machine Donation Agreement

RECOMMENDATION

Review and recommend a resolution of the donation of a used lathe machine for use in the Clubhouse 4 woodshop in accordance with the Donation Policy (Attachment 1).

BACKGROUND

Laguna Woods Village clubs and/or individual residents have historically donated items to GRF to enhance GRF facilities, services and programs for the enjoyment of all village residents.

DISCUSSION

Clubhouse 4 woodshop supervisors would like to donate a used lathe machine which has been deemed in good working order and will include a 90-day warranty for use in the Clubhouse 4 woodshop. (Attachment 2).

FINANCIAL ANALYSIS

None.

Prepared By: Brian Gruner, Recreation and Special Events Director

Reviewed By: Steve Hormuth, Financial Services Director
Catherine Laster, Services Manager

ATTACHMENT(S)

ATT 1: GRF Donation Policy
ATT 2: Woodshop Supervisor Request
ATT 3: Photo of Lathe Machine

Attachment 1



Golden Rain Foundation | Donation Policy

I. Purpose

To provide guidelines and an efficient and effective process for accepting gifts and minor monetary donations in a responsible, transparent and accountable manner that is consistent with Golden Rain Foundation (GRF) goals. This policy also establishes guidelines, standards and procedures for the installation and care of donated community improvements. GRF desires to encourage donations while managing aesthetic impacts and mitigating installation and ongoing maintenance costs.

II. Donation Defined

A donation is defined as any item of value given to GRF by a donor who expects nothing significant of value in return other than recognition and disposition of the gift in accordance with the donor's wishes to the degree possible.

III. Sponsorships Defined

A sponsorship is defined as any item of value given to GRF by a donor. The sponsor expects the publicity of the sponsorship(s) to attract new supporters, sponsors and donors alike. Most sponsors like to share their activities, and GRF will typically highlight the sponsor.

IV. Types of Donations and Sponsorships

Donations and/or sponsorships may be offered in the form of cash and real or personal property. Designated donations are donations the donor specifies for a particular department, location or purpose. Undesignated donations are donations given to GRF for an unspecified use. Typically, donations and/or sponsorships to GRF are made by individuals, Village clubs or the Village Community Fund (VCF). VCF is a nonprofit 501(c)(3) community-benefit charitable organization created by Village residents to provide support for programs, services and facilities that enrich the lives of older adults.

V. Consistency with GRF Interests

Designated donations and/or sponsorships may be accepted only when they fulfill a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village. GRF must always consider resident trust and comply with all applicable governing documents and laws when accepting donations.

VI. Standards for Donations and Sponsorships

- A. Acquisition or purchase:** GRF and the community have an interest in ensuring that community space elements shall be purchased and installed by Village Management Services (VMS). Items selected for acquisition or purchase will be of high quality

related to style, appearance, durability and ease of maintenance. VMS personnel will be responsible for coordinating purchases and installations of all community space elements. All acquisitions and/or purchases shall be approved in advance by the GRF board of directors. In certain instances, the GRF board may waive the requirements that the community space element(s) be purchased by VMS.

- B. Appearance and aesthetics:** GRF and the community have an interest in ensuring the best appearance and aesthetic quality of community facilities. Community space elements should reflect the character of the space or facility. All community space elements will be installed in a manner that will not substantially change the character of a facility or its intended use.
- C. Maintenance:** Donated community space elements will become GRF property once installed and/or permanently placed in the mutually agreed-upon location. Accordingly, VMS has the duty to provide only routine maintenance and repair of the donation for a minimum of five years or beyond, if applicable. GRF, may, but shall not be required to, replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires. In certain instances, the GRF board may waive the requirement that maintenance costs be funded by the donor.
- D. Repair:** GRF has an interest in ensuring that all community space elements remain in good repair. In addition, the community has an interest in ensuring that the short- and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated community space elements purchased must be of high quality to ensure longevity and be resistant to the elements, wear and tear, and acts of vandalism.
- E. Cost:** GRF has an interest in ensuring that the donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space element(s). GRF also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources for maintenance of other GRF facilities. Consequently, GRF will assess, at time of purchase, a charge sufficient to cover anticipated installation and ongoing maintenance costs of donated community space element(s) during its anticipated life cycle.

VII. Procedure for Making Donations and Sponsorships

- A. Management:** The applicable department director or services manager will manage the proposed donation(s) and/or sponsorship(s) (Recreation and Special Events, Landscaping Services, General Services, Maintenance and Construction, etc.).
- B. Contact:** Donor or sponsor must contact the applicable department director or services manager to determine whether donation(s) and/or sponsorship(s) will be accepted and the conditions of acceptance. If the donation(s) or sponsorship(s) is(are) accepted, the donor will work with VMS staff to finalize the combined total cost of donation(s) and/or sponsorship(s) and complete the Donation Agreement (Attachment 1).

- C. Committee consideration:** Donation(s) and/or sponsorship(s) will be reviewed by the applicable oversight committee prior to board consideration of donation(s).
- D. Board approval:** Final approval shall be granted by the GRF board of directors for acceptance of all donations and/or sponsorships.
- E. Board approval – VCF donations:** Acceptance of VCF donations and/or sponsorships requires GRF board approval of the Donation/Sponsorship Agreement (Attachment 1) followed by execution of the corresponding VCF Project Application (Attachment 2).

VIII. Criteria for Acceptance

To accept donation(s) and/or sponsorship(s) of a community space element for a specific facility, the donation must:

- A.** Meet a true need of the facility;
- B.** Not interfere with the intended current or future use of the facility; and
- C.** Not require the relocation of other equipment or infrastructure to accommodate the donation and/or sponsorship.

GRF reserves the right to accept or deny any donation(s).

IX. Guidelines

All determinations, will be based upon, but not limited to, the following guidelines.

A. Flowers, shrubs and bushes

- 1.** Donated plants become exclusive property and maintenance responsibility of GRF;
- 2.** Only those plantings that require a maintenance effort consistent with other plantings will be considered;
- 3.** Site preparation, installation and site restoration will be the responsibility of GRF;
- 4.** Only perennial flowering plants will be permitted and incorporated in existing beds; and
- 5.** Placement of plants will be based on criteria such as the variety, color, mature height and size. Compatibility with surrounding areas will be a strong consideration for planted materials and their location.

B. Trees

- 1.** Donated trees become the exclusive property and maintenance responsibility of GRF;
- 2.** Site preparation, installation and site restoration will be the responsibility of GRF;

3. Tree placement/location will be based upon variety of tree selected, mature height, size, etc. Compatibility with surrounding areas will be a strong consideration for trees and their location; and
4. Size and species of tree(s) donated shall be limited to those determined by GRF.

C. Signage

1. No signage or slogans shall be displayed on donated personal property or those items secured with U.S. dollar cash donations. Donation and/or sponsorship acknowledgement shall be found listed on gratuity plaque displayed at one selected location, e.g., the Community Center or applicable clubhouse, if gratuity plaques are displayed there. Gratuity plaque will list only the name(s) of the person(s) or the specific club name and the date of the donation and/or sponsorship. Refer to Naming Policy.

D. Benches, tables and other amenities

1. Donated benches become exclusive property and maintenance responsibility of GRF;
2. Site preparation, installation and site restoration will be the responsibility of GRF; and
3. Amenity must be similar to or complement other amenities in the area.

E. Buildings, structures and public art

1. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

X. Conditions

- A. Cost:** Donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space elements. Any surplus funds would be applied to related or ancillary operational and maintenance expenses.
- B. Installation:** Installation of donated community space elements, including any donor acknowledgement, will be completed by VMS personnel. Installation will be scheduled at a time and date as determined by applicable department director or COO, so as not to unnecessarily interfere with routine maintenance activities.
- C. Removal and/or relocation:** This section applies to both existing and new donations. GRF reserves the right to remove and/or relocate donated community space elements and their associated signage when they interfere with site safety, maintenance or other activities.

XI. Distribution of Donation and Sponsorship

- A. Tangible items will be distributed to the applicable department director or CEO for use.
- B. Monetary donations in U.S. dollars for the installation and maintenance expenses will be deposited into the appropriate account for the designated department as assigned by the director of Financial Services or recommended by the receiving department director.
- C. Donations of cash for undesignated donations will be deposited into appropriate account for the designated department as assigned by the director of Financial Services.
- D. The director of Financial Services will allocate any surplus funds to related or ancillary operational and maintenance expenses.

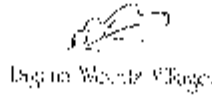
XII. Donation Record Keeping

A copy of the Donation/Sponsorship Agreement for accepted donations shall be forwarded to the director of Financial Services for recordkeeping, the designated department director for which the donation and/or sponsorship was assigned and the services manager.

XIII. Declined Donations and Sponsorships

GRF reserves the right to decline any donation if, upon review, acceptance of the donation is determined in the sole discretion of GRF to be not in the best interests of the community.

Attachment 2



Recreation Committee Request Form

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Print Requestor Name: _____ Date: 06-18-22

Print Individual, Club or Organization Name: _____

Manor: _____ Phone: _____ E-mail: _____

Request (please check one):

- Change/Exception to Policy Donation Staff Time Request
 Equipment Request Facility Request Other: _____

Explanation:

Please explain the circumstances of your request. Include approximate cost, dates, times and locations when necessary. Please use reverse side or attach a separate sheet if necessary.

WE, THE WOODSHOP SUPERVISORS, OF WHICH I AM HEAD SUPERVISOR WISH TO DONATE A POWERMATIC WOOD LATHE TO THE WOOD SHOP. WE ARE IN SPRE NEED OF ANOTHER LATHE. THE LATHE WE WISH TO DONATE IS USED BUT IN GOOD WORKING ORDER AND COMES WITH A 90 DAY WARRANTY.

Requestor Signature: _____

Signatures of All Other Individuals/Club Presidents Affected by this Request:

Signature	Manor #	For	Undecided	Against
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please attach a separate sheet if more signatures are necessary)

PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Recreation Division
 P.O. Box 2220, Laguna Woods, CA 92657

Attachment 3

