



October 18, 2018

TO: Board of Directors  
Green Valley Recreation, Inc.  
1070 S Calle de las Casitas  
Green Valley, AZ 85614

RE: **Re-Reconciliation of Shared Resources between Green Valley Recreation, Inc. and GVR Foundation**

The following report is a re-reconciliation of the Shared Resources Report previously provided to and accepted by the GVR Board on March 27, 2018. The re-reconciliation report was prepared by Accounting Manager, David Webster, with assistance of CFO Cheryl Moose.

The re-reconciliation schedule provides detailed information and recalculates costs relating to shared services between GVR, Inc. and GVR Foundation as authorized by the Resource Sharing Agreement (RSA). These resulting calculations revise the amount owed to GVR by GVR Foundation from the original calculation of \$200.00 to a net amount of \$740.00.

The re-reconciliation includes detailed budget data on the 2018 Senior Games and the 2018 SoAz CultureFest (jointly hosted by GVR Foundation and the Greater Green Valley Community Foundation). This budget detail was not included in the original March 27, 2018 shared Resources report.

Kent J. Blumenthal, Ph.D., CAE  
Chief Executive Officer

**Reconciliation of Shared Resources between Green Valley Recreation and Green Valley Foundation  
Green Valley Recreation, Inc. (GVR) and GVR Foundation (GVRF)  
Activities January 2017 through March 2018 (15 months)**

<u>Description of Services Rendered by GVR to the Foundation</u>	<u>Cost</u>	<u>Total</u>
Communication Specialist support July-August 2017 @25% FTE Initial RetireArizona.org website development. \$24.88 hourly rate with fringes for 2 hours per day for 2 months (Jul-Aug 2017)	\$ 2,190	
Communication Specialist ongoing support Posting GVRF information in <i>GVR Now!</i> , eBlasts. \$27.99 hourly rate with fringes for 1/2 hour per day for 13 months (excluding Jul-Aug 2017)	\$ 788	
Administrative Support (staff wages) Meeting agendas; minutes; donor letters, etc. \$25.89 hourly rate with fringes for 2.75 hours per day for 15 months (Jan 2017 - Mar 2018)	\$ 4,628	
Information Technology (IT) staff GVR IT staff actual time charged to RetireAZ.com through March 31, 2018 equaling 25.8% of FTE and funded through Freeport-McMoRan Grants	\$ 5,350	
Accounting Services Staff (weekly bookkeeping, monthly financial stmts.)  Bookkeeping services and monthly financial statements. \$25.05 hourly rate with fringes for 1.5 hours per week for 15 months (Jan 2017 - Mar 2018)	\$ 3,123	
Annual Audit Expenses (paid directly) Paid \$300 directly to CPA by GVRF for Audit and Tax Return 990EZ	\$ -	
Administrative Support staff office space required for GVRF Administrative physical office cost for 91 sq. ft. cost at \$13.07 per sq. ft. per year for 2.75 hours per day for 15 months	\$ 511	
GVR Meeting Space provided to GVR Foundation All Members of GVR are provided meeting facilities for free	\$ -	
Insurance Expense Director & Officers coverage issued through GVR policy for cost savings	<u>\$ 600</u>	
<b>Sub-Total (direct costs paid by GVR)</b>		<b>\$ 17,190</b>

**Reconciliation of Shared Resources between Green Valley Recreation and Green Valley Foundation  
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Description of Services Rendered by GVR Foundation to GVR

RetireArizona.org		
Category Sponsorship - 15 months Jan. 1, 2018 through Mar. 31, 2019	\$	(3,600)
Information Technology		
Payments by GVRF to GVR for IT staff services for RetireAZ.com	\$	(5,350)
SoAz CultureFest 2017 and 2018		
Presenting Sponsorship (\$5,000 per yr. less \$2,000 per yr. maintenance and custodial staff facility support)	\$	(6,000)
Senior Games 2018		
Presenting Sponsorship	<u>\$</u>	<u>(1,500)</u>
<b>Sub-Total (direct costs paid by GVR)</b>		<b><u>\$ (16,450)</u></b>
<b>Reconciliation Total (GVR Foundation reimbursement to GVR)</b>		<b><u>\$ 740</u></b>

GVR, with the authorization of the GVR Board of Directors allocates staff for the effort of planning, promoting and executing the Senior Games. The combined GVR and GVR Foundation cost which include administrative staff efforts net of revenues generated by this project is as follows:

\$ (3,301) page 6

GVR, with the approval of the GVR Board of Directors the GVR Foundation jointly hosts the Southern Arizona CultureFest with the Greater Green Valley Community Foundation as a joint fundraiser. The GVR Administrative costs to support this program are estimated to be \$5,549. The Direct Revenue less Direct Expenses for the GVR Foundation for the 2018 CultureFest is as follows:

\$ 5,749 page 9

GVR sponsors the annual Member Assistance Program (MAP) to assist members in financial need. According to protocol established through the GVR/GVR Foundation-approved Resource Sharing Agreement, GVR will request a grant annually from the GVR Foundation for MAP. GVR staff involved in facilitating the MAP program include Accounting Department staff (CFO, Accounting Manager, A/P, A/R); Communications Specialist; Marketing Assistant; Accounting/Membership Coordinators; Administrative Assistant; IT Specialist.. The total MAP awards issued for 2018 is as follows:

\$ 19,967

**Labor Services Rendered by GVR to the Foundation**

Labor Expenses:

COMMUNICATION SPECIALIST

Hourly loaded rate	\$	24.88
hours per day		<u>2.0</u>
2 month total	\$	<u><u>2,189.70</u></u>

COMMUNICATION SPECIALIST ONGOING

Hourly loaded rate	\$	27.99
hours per week		<u>0.5</u>
13 month total	\$	<u><u>788.48</u></u>

ADMINISTRATION SUPPORT

Hourly loaded rate	\$	25.89
hours per week		<u>2.75</u>
15 month total	\$	<u><u>4,628.07</u></u>

ACCOUNTING SERVICES

Hourly loaded rate	\$	32.04
hours per week		<u>1.5</u>
15 month total	\$	<u><u>3,123.48</u></u>

Fringe Rate Applied		<u><u>29.4%</u></u>
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**Information Technology**  
**Wages for RetireAZ.com**  
NOVEMBER 2017 - MARCH 2018

	<u>ADMIN</u>	
Payroll	11/16/2017	\$ 72.53
Payroll	11/30/2017	\$ 108.79
Payroll	12/14/2017	\$ 543.94
Payroll	12/28/2017	<u>\$ 580.20</u>
<b>4th Quarter 2017</b>	<b>12/31/2017</b>	<b>\$ 1,305.46</b>
<b>1st Quarter 2018</b>	<b>3/31/2018</b>	<b>\$ 2,824.67</b>
<hr style="width: 20%; margin: 0 auto;"/>		
TOTAL WAGES	\$	4,130.13
FRINGE	\$	1,213.92
OVERTIME	<u>\$</u>	<u>5.50</u>
<b>TOTAL COST</b>	<b>\$</b>	<b><u><u>5,349.55</u></u></b>

AVERAGE PERCENTAGE OF IT TIME  
CHARGED TO RetireAZ.com 25.8% FTE

GVR Foundation  
Statement of Revenue and Expense  
Year-to-Date: 5/1/2017 - 4/30/2018  
**SENIOR GAMES**

	2018 Senior Games
<b>Revenue</b>	
Sr Games Sponsorship	6,300.00
Sr Games Event Registration	27,348.14
Sr Games T Shirts	3,892.00
Sr. Games Donation Generated by GVR Foundation	2,750.00
<b>Total Revenue</b>	40,290.14
<b>Expenses</b>	
Contracts	1,421.89
Event Supplies	10,329.08
Credit Card Fees	359.86
Professional Fees	8,562.64
Food & Catering	877.50
United States Postal Service	77.40
Printing	40.50
Office Supplies	183.83
<b>Total Expenses</b>	21,852.70
<b>Revenue Less Direct Expenses</b>	18,437.44

**Indirect Expenses**

GVR Staff Supervision & Coordination:

Hours	568	
Rate	\$ 27.24	
Staff Wages		\$ 15,470.97
Staff Fringes		\$ 4,547.19

GVR Custodial Staff:

Hours	94	
Average Rate	\$ 14.14	
Custodial Wages		\$ 1,329.16
Staff Fringes		\$ 390.66

**Total Indirect Expenses** \$ 21,737.98

**Net Senior Games Revenue Less Expenses** \$ (3,300.54)

**Volunteers:**

Total Number of Volunteers	585
Hours - Community Volunteers	1,000
Pickleball Volunteer Hours	1,104
<b>Grand Total Volunteer hours</b>	<b>2,104</b>

Rate*	\$ 24.69	
Value of Volunteer Time		\$ 51,947.76

\* Volunteer Rate based on Independent Sector report published Rate, April 11, 2018

## Senior Games - 2018

### Hours Worked

Staff Supervisor / Coordinator

<u>Month</u>	<u>Days</u>	<u>Hours Per Day</u>	<u>Total Hours</u>
October	20	4	80
November	19	4	76
December	20	4	80
January	20	4	80
February	19	4	76
March	22	8	176
TOTAL SUPERVISORY HOURS			<u>568</u>

Custodial and Landscaping Staff:

Total Hours per time log maintained by Karen Rans

TOTAL CUSTODIAL HOURS	<u>94</u>
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Volunteer Summary:

TOTAL VOLUNTEER HOURS	<u>2,104</u>
NUMBER OF COMMUNITY VOLUNTEERS	309
PICKLEBALL VOLUNTEERS	<u>276</u>
GRAND TOTAL NUMBER OF VOLUNTEERS	<u>585</u>

GVR Foundation  
 General Ledger Detail by Acct  
 Fiscal Year: 4/1/2017 - 3/31/2018  
 SENIOR GAMES

Post Date	Journal	Control #	Name	Memo	Debit	Credit	Total
5040 - Contracts							
1/18/2018	APIN	01172018	Ajax Barricades	Signs for Bike events SASG	79.58	0.00	79.58
3/31/2018	APIN	MARCH	Petty Cash	March Petty Cash Senior Games			
3/1/2018	APIN	402837-2	PROEM Party And Even Rentals	Sr Games tent, toilet, hand washing station rental	1,342.31	0.00	1,342.31
5045 - Event Supplies							
2/8/2018	APIN	15257605	4imprint, Inc.	SASG Grab Bags	260.77	0.00	260.77
2/8/2018	APIN	41135	Starbuck Design	SASG Sponsor Banners	373.58	0.00	373.58
2/12/2018	APIN	33980	Starbuck Design	Sr. Games shirts deposit	3,600.00	0.00	3,600.00
2/12/2018	APIN	472539	COSTCO	Sr Games Supplies	13.50	0.00	13.50
2/13/2018	APIN	6075220	4imprint, Inc.	1,000 GRAB BAGS 104566-129-W	260.77	0.00	260.77
2/22/2018	APIN	PCASH JAN	Petty Cash-Cheryl Moose	PCASH GVRFB FEB 2018 BARRICADES	91.65	0.00	91.65
2/22/2018	APIN	PCASH JAN	Petty Cash-Cheryl Moose	PCASH GVRFB FEB 2018 EVENT SUPPLIES	80.59	0.00	80.59
3/1/2018	APIN	1079 COSTCO	Rans, Karen	Sr Games - snacks, juice, coffee - COSTCO	120.88	0.00	120.88
3/1/2018	APIN	41235	Starbuck Design	Senior Games participant shirts	3,575.07	0.00	3,575.07
3/2/2018	GLGJ	003	Petty Cash	GVRFB PCash K Rans batteries Sr. Games	61.92	0.00	61.92
3/2/2018	GLGJ	003	Petty Cash	GVRFB PCash K Rans batteries Sr. Games	7.95	0.00	7.95
3/2/2018	GLGJ	003	Petty Cash	GVRFB PCash K Rans pump needles Sr. Games	2.42	0.00	2.42
3/2/2018	GLGJ	003	Petty Cash	GVRFB PCash K Rans Volleyball Sr. Games	40.30	0.00	40.30
3/2/2018	GLGJ	003	Petty Cash	GVRFB PCash K Rans Volleyballs Sr Games	32.41	0.00	32.41
3/5/2018	APIN	23797	GVR Pickleball Club	Senior Games Pickleball Tournament	133.58	0.00	133.58
3/13/2018	APIN	2038	Pickleball Station, Inc.	Tournament Mgt. System Usage and Support for	972.00	0.00	972.00
3/5/2018	APIN	SR GAMES	Taylor, Mike	Equipment for Sr. Games bicycling event	231.04	0.00	231.04
3/14/2018	GLGJ	SR	Uhaul USA Flooring	Uhaul USA Flooring	383.21	0.00	383.21
3/15/2018	GLGJ	SR	Zoro Tools	Sr games supplies	182.11	0.00	182.11
3/19/2018	APIN	SR GAMES	Gomez, Joyce A.	Senior Games Lifeguard Fee	100.00	0.00	100.00
3/31/2018	APIN	MARCH	Petty Cash	March Petty Cash Senior Games	66.10	0.00	66.10
3/30/2018	GLGJ	008		Deposit 4 Imprint reimbursement	0.00	260.77	(260.77)
5058 - Credit Card Fees							
1/10/2018	GLGJ	002	Paypal	Record Paypal fees - SASG	359.86	0.00	359.86
5063 - Professional Fees							
12/31/2017	APIN	198	NUTHOUSE GRAPHICS	SASG Catalogue	332.50	0.00	332.50
1/4/2018	APIN	57249	ARIZONA LITHOGRAPHERS	2018 SASG Registration Book	2,477.68	0.00	2,477.68
3/1/2018	APIN	SEIM MEET	GILLIES, JUDY	Honorarium for Sr Games swimming event	100.00	0.00	100.00
3/31/2018	GLGJ	009		Sr. Games Prepaid Exp from 2017	5,652.46	0.00	5,652.46
5070 - Food & Catering							
2/22/2018	APIN	PCASH JAN	Petty Cash-Cheryl Moose	PCASH GVRFB FEB 2018 FOOD/SUPPLIES	400.00	0.00	400.00
2/22/2018	APIN	PCASH JAN	Petty Cash-Cheryl Moose	PCASH GVRFB FEB 2018 SR GAMES ICE CREAM	90.86	0.00	90.86
3/31/2018	APIN	MARCH	Petty Cash	March Petty Cash Senior Games	343.99	0.00	343.99
3/2/2018	GLGJ	003	Petty cash	GVRFB PCash K Rans food Sr. Games	42.65	0.00	42.65
5135 - Postage							
3/31/2018	APIN	MARCH	Petty Cash	March Petty Cash Senior Games	9.85	0.00	9.85
2/22/2018	APIN	PCASH JAN	Petty Cash-Cheryl Moose	PCASH GVRFB FEB 2018 SR GAMES RERESHMENTS	67.55	0.00	67.55
5140 - Printing							
2/6/2018	APIN	202	NUTHOUSE GRAPHICS	Sr. Games results book graphic design	40.50	0.00	40.50
5165 - Office Supplies							
1/4/2018	APIN	3722398	Quill.com	Envelopes-SASG	183.83	0.00	183.83
<b>TOTAL</b>							<b>21,852.70</b>

GVR Foundation  
 General Ledger Detail Report  
 Report Period: 10/1/2017 - 3/31/2018  
**CULTUREFEST**

Post Date	Name	Memo	Amount
<b>1 - 4066 CULTUREFEST INCOME</b>			
10/25/2017	AZ Oncology	AZ Oncology-culturefest	50.00
12/8/2017	Tomacacori	SQ Culture Fest Booth	35.00
12/8/2017	Ambos Tours	SQ Culture Fest Booth	35.00
12/21/2017	Nature Cure Clinic	SQ Culture Fest Booth	35.00
1/4/2018	Angel Heart Pajama Proj	SQ Culture Fest Booth	35.00
1/4/2018	Tri Tip	SQ Culture Fest Booth	35.00
1/19/2018	Water of Life	Record Culturefest Booth-Water of Life	35.00
1/30/2018	Accra	SQ-CULTURE FEST SPONSOR (Kimberly Reynolds)	250.00
3/6/2018	Food & Root	GV Found. Culturefest Vendor Receipts Food & Root	550.00
3/9/2018	Old Tucson	Pmt from GVRCulturefest Sq Pmt Old Tucson	50.00
	GVR	TICKET SALES	2,580.00
3/13/2018	Brown Paper	GVR Found. Deposit Culturefest Tickets Brown Paper	370.00
	GGCF	GREATER GREEN VALLEY COMMUNITY FOUNDATION RECEIVABLE	<u>1,929.40</u>
<b>Income Total</b>			<b>5,989.40</b>
1/4/2018	Engman Designs	CultureFest Design	240.00
<b>Expenses Total</b>			<b><u>240.00</u></b>
<b>2018 Culturefest Revenue Less Direct Expenses</b>			<b><u><u>5,749.40</u></u></b>

GVR Foundation  
**Calculation of Shared Office Space Expense**

Administrative Facility Expense

	Expenses Jan 2017 - March 2018
Electric	\$ 48,572.28
Telephones	\$ 13,012.14
Telephone Service	\$ 15,484.50
Water	\$ 8,941.68
TOTAL EXPENSES	\$ 86,010.60
 Total Square Feet	 5,265
 Cost Per Square Foot for 15 months	 \$ 16.34
 GVR Foundation Administrative Office Square Feet (13' X 7')	   91
 Total Cost of Office Space for 15 month period	 \$ 1,486.60
 Foundation usage of office space 2.75 hours per day for 15 months - Foundation Ratio	   34.38%
 <b>Total Foundation Cost for Office Space</b>	  <b>\$ 511.02</b>
 Annual Cost per square foot	 \$ 13.07