

**REPORT ON ADMINISTRATIVE EXPENDITURES**

Regional Center: San Gabriel/Pomona

Date Completed: 11/12/2013

Contact Person: Gabi McLean

Telephone: (909) 868-7563

**INSTRUCTIONS:** Please list all regional center expenditures for administrative services for Fiscal Year (FY) 2012-13, including:

- only those expenditures made from the regional center Operations budget;
- all administrative services purchased, including (but not limited to) managerial, consultant, accounting, personnel, labor relations, and legal services; and
- expenditures procured under a contract or otherwise.

*Do not include contracts for the maintenance, repair or purchase of equipment or property.*  
You may copy and use additional sheets of this form.

Recipient of Funds	Type of Service	Purpose of Expenditure	Amount Expended in FY 12-13
Employers Cost Containment Group	Human Resources	Unemployment Compensation Management Services	9,543.48
SDICDS, Inc.	IT Services	SANDIS Support & Module Training	20,000.00
AETNA Resources For Living	Administrative Services	Employee Assistance Program	9,320.52
SimpleSend	Consulting Services	E-Newsletter Set Up	200.00
Kinetic Flow Corporation	Consulting Services	Executive Director Review Survey	4,850.00
Mike Deblieux	Consulting Services	Staff Training	5,850.00

## REPORT ON ADMINISTRATIVE EXPENDITURES (continued)

Recipient of Funds	Type of Service	Purpose of Expenditure	Amount Expended in FY 12-13
Landegger/Baron/Lavenant/ Ingber	Consulting Services	Vendor Training	1,500.00
Nedasoft	IT Services	Form and Check Printing Software Support	9,000.00
Future Computing	IT Services	Support & Staff Training	19,455.00
NGS	IT Services	Administrative Reports Writing	7,790.48
ADP	Human Resources	Payroll Processing	40,551.75
Dipietro & Associates, Inc	Human Resources	Defibrillator Training	419.00
Enright & Ocheltree, LLP	Legal Services	Legal	50,747.91
Musick, Peeler & Garrett	Legal Services	Legal	4,655.25
Notary's by Michelle	Legal Services	Legal	200.00

## REPORT ON ADMINISTRATIVE EXPENDITURES (continued)

Recipient of Funds	Type of Service	Purpose of Expenditure	Amount Expended in FY 12-13
Brown & Brown	Insurance Services	Liability Insurance	132,470.39
Travelers Insurance	Insurance Services	Commercial Package	3,668.00
ARCA	Administrative Services	ARCA Dues	74,697.00
City National Bank	Administrative Services	Bank Service Fees	15,237.35
Lautze & Lautze	Accounting Services	Independent Financial Audit	55,000.00