

**REPORT ON ADMINISTRATIVE EXPENDITURES**

Regional Center: San Gabriel/Pomona

Date Completed: November 07, 2019

Contact Person: John Hunt

Telephone: (909) 868-7563

**INSTRUCTIONS:** Please list all regional center expenditures for administrative services for Fiscal Year (FY) 2018-19, 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 18-19
ADP	Human Resources	Payroll Processing	74,937.74
ARCA	Administrative Services	Administrative Services	80,458.00
City National Bank	Administrative Services	Service Fees	89.10
Pay Pal	Administrative Services	Service Fees	748.24
Employers Cost Containment Group	Human Resources	Unemployment Compensation Management Services	8,000.00
Health and Human Resources Center, Inc	Human Resources	Employee Assistance Program	9,320.52

**REPORT ON ADMINISTRATIVE EXPENDITURES (continued)**

<b>Recipient of Funds</b>	<b>Type of Service</b>	<b>Purpose of Expenditure</b>	<b>Amount Expended in FY 18-19</b>
Windes	Accounting Services	Independent Financial Audit	55,950.00 (estimated)
Nedasoft, Inc	IT Services	Form & Check Printing Software Support & Annual Service Statements	26,937.00
NGS	IT Services	Administrative Reports Writing, Maintenance & Staff Training	6,084.06
SDICDS, Inc	IT Services	SANDIS Support & Module, Training	27,000.00
TECA Data Safe	IT Services	Cloud Back-Up & Recovery Service	11,000.00
Brown & Brown	Insurance Services	Liability Insurance	118,117.73
Liberty Mutual Insurance	Insurance Services	Liability Insurance	2,321.50
Philadelphia Insurance	Insurance Services	Liability Insurance	56,019.50
The Hartford	Insurance Services	Liability Insurance	640.00

**REPORT ON ADMINISTRATIVE EXPENDITURES (continued)**

Recipient of Funds	Type of Service	Purpose of Expenditure	Amount Expended in FY 18-19
Iron Mountain	Administrative & IT Services Consulting Services	Document Shredding & Data Storage	11,168.99
Marlin Security Services	Consulting Services	Security Alarm System	432.00
Mike Deblieux	Consulting Services	Staff Training	7,706.88
Michael Walling	Consulting Services	Staff Training	2,100.00
Commercial Protective Services, Inc	Consulting Services	Building Security	1,220.12
Darlene Sweetland, PhD	Consulting Services	Training/Presentation	1,400.00
In Motion Dentists Home Dental Care	Consulting Services	Training/Presentation	800.00
Agustin Jimenez, BCBA	Consulting Services	Training/Presentation	1,219.41
DLB Associates, Inc	Consulting Services	IBM Support	337.49

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Recipient of Funds	Type of Service	Purpose of Expenditure	Amount Expended in FY 18-19
Future Computing	Consulting Services	Cloud Back Up	7,900.00
Enright & Ocheltree, LLP	Legal Services	Legal	93,494.12
Musick, Peeler & Garrett	Legal Services	Legal	39,605.32
Fingal, Fahrney & Clark	Legal Services	Legal	14,968.00
CSI Global Deposition Serv	Legal Services	Legal	1,634.26
Notary Services	Legal Services	Legal	215.00
Lewis Brisbois Bisgaard	Consulting Services	Legal	797.50
Various (Career Track, Fred Pryor Seminars, Wested, SDICDDSI)	Consulting Services	Training	6,155.00