

CITY OF MANISTEE HOUSING COMMISSION

Tuesday, April 22, 2014

Community Room—Harborview

4:00 P.M.

AGENDA

1. Roll Call
2. Amendments to Agenda
3. Approval of Minutes
 - Regular Meeting Minutes, March 11, 2014
4. Old Business
5. New Business
 - Resolution 2014-05 2014 Flat Rents Required Revision
 - Resolution 2014-06 By-law Update 2014
6. Director's Report
 - Resident Smoking Survey Report
 - Key Performance Indicators
 - Discussion Notes
7. Finances
 - February 2014 Financial Statements
 - March 2014 Financial Statements
8. Communications
 - Letter from Mr. Willie Garrett—Recovery Agreement and Action Plan Close-out
9. Public Comment

This is an opportunity for citizens to comment on Housing Commission affairs. Citizens in attendance may be recognized by the Commission President. Citizen comments are not limited to agenda items but should be directed to Housing Commission services, activities or areas of involvement. The City of Manistee Housing Commission Public Comment Policy limits each individual to a three (3) minute statement. The City of Manistee Housing Commission will receive public comments at this time and will respond at a later date if the Housing Commission determines a response is appropriate.
10. Commissioner Report/Comment
11. Motion to Adjourn

UPCOMING MEETINGS:

Date/Time	Location	Purpose
Tuesday May 13, 2014 4:00 PM	Conference Room CMHC Office	Work Session (Reserved—may be cancelled)
Tuesday May 27, 2014 4:00 PM	Community Room Harborview Apartments	Regular Meeting
FOR YOUR INFORMATION:		
May 19-21, 2014	CMHC Office	On-site field work for FYE 2013 audit

CITY OF MANISTEE HOUSING COMMISSION
Meeting Minutes
March 11, 2014
Regular Meeting Minutes

Meeting Start Time: The Regular Meeting was called to order by President Dale Priester at 4:02 p.m.

Roll Call:

<u>Commissioner</u>	<u>Present</u>	<u>Absent Excused</u>	<u>Absent Non-Excused</u>
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elbert Purdom	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Donna Korzeniewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cheryl Stephison	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Housing Commission Staff Present:

- Clinton McKinven-Copus, Executive Director/Commission Secretary
- Lorna Perski, Housing Coordinator

Others Present:

- None

Amendments to the Agenda:

- Under Commission Reports/Comments – Quorum Issue

Approval of Minutes: Annual Meeting, January 21, 2014

Motion: Doug Parkes
Second: Donna Korzeniewski
Approval: All in Favor

Approval of Minutes: Regular Meeting, January 21, 2014

Motion: Donna Korzeniewski
Second: Doug Parkes
Approval: All in Favor

City of Manistee Housing Commission Minutes

Meeting Date: March 11, 2014

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Approval of Minutes: Work Session, February 11, 2014

Motion: Doug Parkes
Second: Donna Korzeniewski
Approval: All in Favor

Old Business:

- None

New Business:

- Resolution 2014-02 Approval of Timeline for Adoption of a Non Smoking Policy: During the work session of February 11, 2014, a timeline for the Adoption of a Non Smoking Policy for all of our properties was reviewed. Surveys were sent out March 3 and must be returned by tenants by March 28. Informational meetings are scheduled to provide results from the surveys, hear tenant input and answer questions.

Motion: Doug Parkes
Second: Donna Korzeniewski
Approval: All in Favor

- Resolution 2014-03 Adoption of Security Deposit Policy and Procedure Manual: Currently Security Deposits are set aside in a CD and reconciled annually. HUD now requires the balancing of the Security Deposit Account monthly. The Commissioners authorized the establishment of a money market account for this purpose in December 2013. The Housing Commission needs to implement the following in order to be fully in compliance with HUD:
 - Policy and Procedure Manual for the Security Deposit account
 - Cash Management Policy for the Security Deposit account
 - Security Deposit Report, Transfer of Security Deposit and Security Deposit Reconciliation Form

Motion: Doug Parkes
Second: Donna Korzeniewski
Approval: All in Favor

- Resolution 2014-04 Adoption of Maintenance Plan and Procedure Manual: The Housing Commission is required by HUD to have a Procedure Manual that describes all maintenance procedures and work, regular or seasonal including: types of work orders and how they are generated, inspections (cyclical and preventative maintenance), schedule of monthly items to complete for each month of the year. We will continue to update this policy as we go. Checklists and work order samples are included in the packet. Job descriptions are in the contact.

Motion: Doug Parkes
Second: Donna Korzeniewski
Approval: All in Favor

Executive Director's Report:

- Key Performance Indicators for March are good 96.8%, and 97% is required by HUD. We have a higher rate if we only consider rentable units. Maintenance turn and administration lease up times are good. We review waiting lists each week at staff meeting.
- Reserves were at 3.89 months at the end of 2013. We are almost at the 2014 level now. HUD has changed the required numbers for the end of 2014.
- December rent collections were good and expenses were high for December. The reserves for January 2014 were only 3.54% as some things got paid twice in December due to the holidays.
- Clint reported that the repair in the stairwell in Century Terrace has begun and will be completed by the end of the week.

Finances:

- December 2013 Year End Financial Reports were reviewed by Commissioners.

Motion to Accept and Place on File: Donna Korzeniewski
Second: Doug Parkes
Approval: All in Favor

- January 2014 Financial Reports were reviewed by Commissioners.

Motion to Accept and Place on File: Donna Korzeniewski
Second: Doug Parkes
Approval: All in Favor

- Monica has created a spread sheet for comparison to see trends, 2013 Budget Tracking for Unusual Expenses.

Communications:

- There were no communications.

Public Comment:

- Fourteen members of the Public were in attendance at the meeting, no public comment.

Commissioner Report/Comments:

- Quorum Issues – There have been quorum issues in relationship to one of our commissioners. The Mayor appoints members and there are no rules about appointees being removed. George recommended that a letter be sent to the non-attending commissioner to see if they would like to resign from the commission. He suggested that a short resignation form be sent to the non-attending member. Clint will create a letter with the attorney’s approval and have Dale Priester sign it.

Motion: Doug Parkes
Second: Donna Korzeniewski
Approval: All in Favor

- There will not be a quorum for the March meeting. If anything is pressing before the April 2014 Regular Meeting, we may need to convert the work session for that purpose.

Meeting Adjourned

Motion to Adjourn: Donna Korzeniewski
Second: Doug Parkes
Approval: All in Favor
Time: 4:38 p.m.

Dale Priester
President

Clinton McKinven-Copus
Executive Director/Secretary
City of Manistee Housing Commission



Resolution 2014-05
2014 Flat Rents Required Revision

WHEREAS, the Quality Housing and Work Responsibility Act of 1998, Section 523, requires that all Housing Agencies establish a Flat Rent, and

WHEREAS, in a notification dated March 20, 2014 sent to all Public Housing Directors, the U.S. Department of Housing and Urban Development (HUD) informed the City of Manistee Housing Commission (CMHC) that :

On January 17, 2014, the President signed the Department of Housing and Urban Development Appropriations Action, 2014 (2014 Appropriations Act). Section 210 of that act amended the United States Housing Act of 1937 to create to new rules for flat rents for public housing residents. Section 210 requires PHAs to comply with the new requirements by June 1, 2014...

...The 2014 Appropriations Act requires PHAs to establish flat rents at no less than 80 percent of the fair market rent (FMR).

WHEREAS, CMHC, by Resolution 2013-21 adopted December 10, 2013 established the Flat Rent Schedule for 2014, and

WHEREAS, the adopted Flat Rent Schedule is not in compliance with the regulations set forth in the March 20, 2014 notification from HUD, and

WHEREAS, the CMHC is required to have adopted a revised Flat Rent Schedule by June 1, 2014;

NOW, THEREFORE, on the motion of _____, supported by _____, and voted upon as follows, **BE IT RESOLVED**, that the CMHC adopts the following resolution:

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City of Manistee Housing Commission will revise the flat rents for the remainder of the 2014 calendar year in compliance with HUD regulations. The revised flat rent schedule (attached) shall be effective June 1, 2014 and implemented at the family's next annual rent option or reexamination.

Those voting in favor:

Those voting against:

Those absent or abstaining:

RESOLUTION DECLARED Passed

CERTIFICATION

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 22nd day of April 2014.

Dale Priester, President

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 22nd day of April 2014.

Clinton McKinven-Copus, Executive Director

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**City of Manistee Housing Commission
Flat Rent Schedule
Effective: June 1—December 31, 2014**

All Properties

1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
\$473.00	\$533.00	\$682.00	\$717.00



Resolution 2014-06
By-law Update 2014

WHEREAS, the City of Manistee Housing Commission (CMHC) a Public Housing Authority (PHA), pursuant to Act 18 of the Public Acts of 1933 as amended (the Act) is established by City of Manistee Ordinance 270 operates on by-laws adopted in 2006, and ;

WHEREAS, the Board of Commissioners adopted updated by-laws by Resolution 2013-11 adopted at the August 27, 2014, and;

WHEREAS, legal counsel recommends additional changes to the CMHC by-laws, and;

WHEREAS, upon adoption the of the CMHC Commissioners the City of Manistee Council must approve the changes to the by-laws;

NOW, THEREFORE, on the motion of _____, supported by _____, and voted upon as follows, **BE IT RESOLVED**, that the CMHC adopt the following resolution:

IT IS HEREBY RESOLVED that the CMHC Board of Commissioners adopts, by this resolution, the updated by-laws as prepared by legal counsel.

IT IS FURTHER RESOLVED that the Executive Director shall forward this Resolution and the updated by-laws to the City of Manistee for adoption and approval by the City Council.

Those voting in favor:

Those voting against:

Those absent or abstaining:

RESOLUTION DECLARED **PASSED**

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CERTIFICATION

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 22nd day of April 2014.

Dale Priester, President

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 22nd day of April 2014.

Clinton McKinven-Copus, Secretary

By-Laws of the City of Manistee Housing Commission

Article I. The Commission

1.1 Establishment

Pursuant to Act 18 of the Public Acts of 1933, as amended, (the Act) the City of Manistee Housing

Commission (CMHC) is established by City Ordinance 270. The CMHC

By-laws are drafted to comply with the Act and City of Manistee Ordinance 270. Where there is a conflict

between the Act, Ordinance 270 or these By-laws, the Act shall supersede both City of Manistee Ordinance 270 and these By-laws.

1.2 The Commission as a public body corporate

The Housing Commission is a public body corporate as established by MCL 125.654, with all the powers provided by the Act.

1.3 Name of the Commission

The name official of the Commission shall be “The City of Manistee Housing Commission”.

1.4 Commission Offices

The offices of the Commission shall be at Harborview Apartments, 273 6th Avenue, Manistee, Michigan 49660, or at such other place(s) as the Commission designate from time to time

1.5 Commission Meetings

Meetings of the Commission as provided for in these by-laws will be held at the offices of the Commission or at such other location as the Commission may from

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time to time designate, with appropriate notice thereof pursuant to the Michigan Open Meetings Act (MCL 15.261 et seq.).

1.6 Purpose

The purpose of the Commission is to provide decent, safe, and sanitary housing opportunities in accordance with the City of Manistee Ordinances, Michigan Housing Facilities Act (MCL 125.651, et seq.), federal statutes and Department of Housing and Urban Development Rules and Regulations (24 CFR and related laws and regulations).

1.7 Commission Membership

1.5.1 Appointment:

Commission members are appointed, and subject to removal, by the Mayor of the City of Manistee, with the consent and approval of the City Council, pursuant to MCL 125.654 and the Codified Ordinances of City of Manistee, Chapter 270. There shall be five (5) Commission Members, one (1) of whom shall be a tenant of subsidized housing provided by the CMHC, subject to the provisions of the Act.

1.5.1.a Appointment of Resident Commissioner:

Appointment of resident as a Commissioner, as specified in MCL 125.654, requires that:

- the chief executive officer of the Housing Commission (Executive Director) send written notice of a commission vacancy to the president of each resident organization;
 - the chief executive officer send written notice of a commission vacancy to each tenant ; and
- If no tenant applies for membership on the commission within 60 days after notice is sent to tenants, the City of Manistee Mayor may appoint a person to serve as a member of the commission.

1.5.2 Resignation:

Any member desiring to resign from the Commission prior to the expiration of their appointed term shall submit a written resignation to the President of the Commission or the Executive Director of the CMHC.

1.5.3 Removal:

CMHC Members may be removed from office by the Mayor of the City of Manistee, with the consent and approval of the City Council, pursuant to MCL 125.654 and the Codified Ordinances of the City of Manistee, Chapter 270.

In order to maintain the maximum participation of all appointed members of the City of Manistee Housing Commission at all scheduled meetings, the following is the attendance guide and Commissioner replacement policy for “excused” or “unexcused” absences:

- When appointed, each Commissioner should state his/her willingness and intention to attend each scheduled meeting of the City of Manistee Housing Commission.

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- In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the Commissioner from attending the scheduled meeting; the Commission Chair/Secretary, should be notified as soon as possible prior to the time of the scheduled meeting of their inability to attend. The Commissioner upon this notification will receive an “excused absence” for the scheduled meeting.
- If any Commissioner is absent from three (3) consecutive scheduled meetings without an “excused absence” for any of the three (3) meetings, the Commissioner shall be reported in writing to the City Manager. The City Manager will contact the Commissioner in writing and question his/her continued ability or interest in being on the Commission, giving the Commissioner a chance to rectify the attendance issue or submit a resignation.
- There will be no limit on the number of consecutive “excused absences” for any Commission member. However, if the Commissioner is repeatedly absent for at least 50% of the yearly scheduled meetings, that Commissioner will also be reported in writing to the City Manager. The City Manager will contact the Commissioner in writing and question their continued ability or interest to be on the Commission. The Commissioner will be considered for appointment nullification when the absences total six in the calendar year.
- The appointment nullification action would be initiated by the City Manager and forwarded on to the Mayor for official action.

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Article II. Officers

2.1 Officers

Officers of the Commission shall be a President, Vice-President, Treasurer, and Secretary. The Executive Director shall also serve as Secretary for Commission meetings.

2.2 General Responsibilities & Employment of Professional Services

It is the responsibility of the Commission and its Officers to manage the affairs of the Commission in a competent and professional manner and consistent and in

conformity with all applicable local, state and federal laws and HUD rules, regulations and guidelines.

The Commission may employ such Attorneys, Certified Public Accountants, Engineers, Planners and Consultants as are reasonably necessary to conduct the affairs and business of the Commission.

The Mayor, with consent of the City Council, shall make all effort to appoint individuals to the Housing Commission with

- Prior service on a Board or agency that is a public body corporate;
- Professional exposure to and management of:
 - Federal and/or State regulation;
 - Labor relations; and
 - Corporate financial management (private or public)
- Proven community service and leadership.

The Mayor shall not appoint individuals to the Housing Commission who:

- Own, have a controlling share in, or receive financial benefit from a vendor and/or contractor who conducts or has conducted business with the CMHC in the last 60 months;
- Are related by blood or marriage to an employee of the CMHC;
- Have been employed with the CMHC in the last 60 months; or
- Are an active employee of the Housing Commission

2.3 President

The President shall preside at all meetings of the Commission. At such meetings, the President shall submit such recommendations and information as he or she considers appropriate concerning the business, affairs, and policies of the Commission.

Except as otherwise authorized by resolution of the Commission, the President, with Commission authorization, shall sign all contracts, deeds and other instruments made by the Commission.

2.4 Vice-President

The Vice-President shall perform the duties of the President in the absence or incapacity of the President. In the case of resignation, removal or death of the

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President, the Vice-President shall perform the duties of the President until such time as the Commission shall select a new President.

2.5 Treasurer

The Treasurer of the Commission shall hold throughout his or her appointment a Michigan Certified Public Accountant license. In the event that there is no available Certified Public Account to serve as Treasurer, the Commission shall appoint as Treasurer someone with significant financial or banking experience. The Treasurer shall be the Chairman of the Audit and Finance Committee.

The Treasurer will have oversight of all financial and accounting systems of the Commission, and shall report to the Commission on such financial and accounting matters as are necessary and appropriate.

2.6 Executive Director

2.6.1 General:

The Commission shall appoint and employ an Executive Director, with the approval of the Manistee City Manager, to manage the day-to-day business, operations and activities of the Commission and will be the Commissions Chief Operations Officer (COO). The qualifications for the Executive Director shall include, but not limited to, appropriate managerial education, training and experience to manage the properties and affairs of the Commission.

The Executive Director shall have such general supervision over the administration of the business and affairs of the Commission, subject to the direction of the Commission, and shall be charged with the management of all of the Commissions housing projects.

The Executive Director shall sign such contracts, reports and instruments as the Commission authorizes or approves or that are required to be signed by the Executive Director by the United States Department of Housing and Urban Development (“HUD”).

The Executive Director shall hire such staff that is necessary and qualified to fill the positions approved by the Commission. Salaries and benefits for such staff shall be recommended by the Executive Director and approved by the Commission.

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The Executive Director is authorized to manage the day-to-day operations of the Housing Commission within the adopted policies and procedures of the Housing Commission, City of Manistee Ordinance, the Laws of the State of Michigan and the U.S. Department of Housing and Urban Development.

2.6.2 Commission Secretary:

The Executive Director shall serve as Secretary of the Commission. The Secretary shall keep records of all Commission meetings and proceedings and votes of the Commission, maintain the same (either hardcopy or electronic), and perform such other duties as are incidental to the position of Secretary. The Executive Director shall also service as a non-voting, Ex-Officio Member of the Commission. The Executive Director may appoint a CMHC staff member or other designated individual to serve as the recording secretary during duly called meetings.

2.6.3 Financial Operations:

The Executive Director shall have the care and custody of the funds of the Commission and shall maintain such funds in the bank or banks approved by the Commission, and shall sign such checks and pay such monies as directed and approved by the Commission. The Commission President, Vice-President, Treasurer or Commissioner appointed by the President shall countersign, along with the Executive Director, all checks and payments on behalf of the Commission. The Executive Director shall create, manage and maintain all HUD required budgets, books, and journals of account and shall be responsible for all HUD required filings.

The Executive Director shall report to the Commission on all financial activities, conditions of the Housing Commission, and faithfully account therefore.

2.6.4 Compensation:

The compensation of the Executive Director shall be set by the Commission in accordance with MCL 125.655(5)(3), all HUD regulations and in consultation with the Manistee City Manager, and reviewed annually, or at such times as the Commission deems appropriate.

2.6.5 Additional Duties:

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The Executive Director shall perform such other operational and administrative duties as the Commission may from time to time determine or that are incident to the duties of the Executive Director.

2.6.6 [reserved]

2.7 Election or Appointment of Officers

The President, Vice-President and Treasurer shall be elected at the annual meeting of the Commission from among the members of the Commission by a roll call vote, with “yes”, “no” and abstaining votes recorded. When a vacancy occurs in an Officer position, a special meeting may be called to fill such vacancy until the next annual meeting.

2.8 Committees

The Audit & Finance Committee and Personnel Committee shall be standing committees. The Commission may establish such other committees, as it deems necessary and appropriate to conduct, manage and oversight the affairs and functions of the Housing Commission.

2.8.1 Audit & Finance Committee:

The President of the Commission shall appoint a three-member Audit & Finance Committee. The Chairman of the Audit Committee shall be the Commission Treasurer. At least one other member of the Audit Committee shall be a Commission member trained, educated and experienced in financial affairs. One member of Audit Committee may be an outside professional service provider, such as the General Counsel of the Commission or retained Consultant

2.8.1.1 Selection & Employment of Auditors:

The Audit & Finance Committee, in accordance with Procurement Handbook for Public Housing Agencies (HUD Handbook 7460.8 Rev. 2, dated 2/2007) including any updates and/or changes promulgated by HUD all HUD and Federal laws and regulations governing procurement, and the CMHC Procurement Policy, shall be responsible, in conjunction with the CMHC Chief Procurement Officer (the Executive Director) to select and

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engage auditors to conduct the annual audit of the Commissions operations. The Chairman of the Audit & Finance Committee shall sign such audit and accounting engagements letters or contracts as approved by the Audit & Finance Committee. The Auditors shall report their findings and audits of the Commission through the Audit & Finance Committee, which will report the same to the Commission.

2.8.1.2 Selection of Contract Accountants:

The Audit & Finance Committee, in accordance with Procurement Handbook for Public Housing Agencies (HUD Handbook 7460.8 Rev. 2, dated 2/2007) including any updates and/or changes promulgated by HUD all HUD and Federal laws and regulations governing procurement, and the CMHC Procurement Policy, and in conjunction with the CMHC Chief Procurement Officer (the Executive Director) shall select a Contract Accountant for purposes of providing monthly operating statements and bank reconciliations and such other duties as may be assigned by the Audit and Finance Committee.

2.8.1.3 Meetings of the Audit & Finance Committee:

The Chairman of the Audit & Finance Committee may establish, with appropriate notice, meetings of the Audit & Finance Committee.

2.8.1.4. Reports of the Audit & Finance Committee:

The Audit & Finance Committee shall report, as soon as is practical, to the Commission the selection of Auditors and any reports of the Auditors and not later than July 1 of the year following the close of each calendar year to report the auditors findings.

2.8.1.5 Audit Report:

The Commission shall submit the Audit Report to the City of Manistee Treasurer on or before August 31st of each year.

2.8.2 Personnel Committee:

The President of the Commission shall appoint a three-member Personnel Committee. At least two (2) members of the Personnel Committee shall be Housing Commission members, at least one of whom is educated, trained and experienced in Human Resources matters and who will serve as Chair. One

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member may be an outside professional service provider, such as the Commissions General Counsel or consultant.

2.8.2.1 Meetings of the Personnel Committee:

The Chair of the Personnel Committee may establish, with appropriate notice, such meetings of the Personnel Committee as may be necessary and appropriate.

2.8.2.3 Purpose and Duties:

The Personnel Committee shall monitor and study as necessary, the personnel and human resource affairs of the Commission and make such recommendations to the Commission as appropriate and necessary, including, but not limited to, recommended wages, salaries and benefits for Commission employees.

The Personnel Committee members may also serve on the contract negotiation team with the Executive Director.

2.8.2.4 Reports of the Personnel Committee:

The Personnel Committee shall report as necessary, its findings and recommendations to the Commission, but not less than once per year.

2.8.3 Other Committees

The Commission may establish such other temporary committees at it deems necessary and appropriate to manage and oversight the affairs and activities of the Housing Commission. The President shall appoint the members of such committees and establish the duration of them.

Article III. Meetings

3.1 Meeting Procedures and Protocols

All regular meetings, work sessions and special meetings of the Commission shall utilize as a guide, not permitting form to control substance, the most recent

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edition of the *Roberts Rules of Order* and shall follow the requirements of the Michigan Open Meetings Act MCL 15.261 et. seq.

3.2 Annual Meeting

The Annual Meeting of the Commission shall be held immediately prior to the June regular meeting of the Commission.

3.3 Regular Meetings

Regular monthly meetings of the Commission shall be set for the year at each Annual meeting and shall be posted in accordance with the Michigan Open Meetings Act.

3.3 Special Meetings/Work Sessions

The President of the Commission may on his or her own initiative, or upon the written request of two members of the Commission, call a special meeting of the Commission for the purpose of transacting only that business designated in the request and notice of meeting. Notice of a special meeting must comply the Michigan Open Meetings Act and be given to Commission members by phone, mail or email, at least two days prior to such meeting. At such special meeting, only that business specified in the notice of the meeting may be conducted.

The President of the Commission, the Commission at a Regular Meeting or the Executive Director may call a Work Session, providing Notice as required by the Michigan Open Meetings Act and given to Commission members by phone, mail or email, at least two days prior to such meeting.

3.4 Quorum

For any properly notice and called meeting of the Commission, the physical presence of three (3) members of the Commission shall constitute a Quorum for the purpose of transacting business. In the event a meeting does not have a

Quorum, it shall be adjourned until a Quorum is present or to the next regularly scheduled meeting of the Commission.

3.5 Meeting Cancellation

The Housing Commission President, in consultation with the Executive Director, may cancel and reschedule any regular meeting, special meeting or work session. Notice of cancellation shall be posted the City of Manistee City Hall and the main office of the Housing Commission located at the Harborview Apartments, 273 Sixth Ave. and be given to Commission members by phone, mail or email.

3.5 Order of Business and Agenda

3.5.1. Agenda:

The Executive Director shall establish the agenda and distribute the same to Commission members before any meeting of the Commission. The President or any Commission member may request that the Executive place items on the agenda for Commission consideration.

3.5.2 Order of Business:

At regular meetings of the Commission, the following shall be the general order of business:

- 1. Call to Order/Roll Call
- ~~1-2.~~ [Public Comments on Agenda Related Items](#)
- ~~2-3.~~ Consent Agenda
- ~~3-4.~~ Amendments to Agenda
- ~~4-5.~~ Reading and Approval of the minutes of the previous meeting(s)Old Business
- ~~5-6.~~ New Business
- ~~6-7.~~ Report of Executive Director
- ~~7-8.~~ Other Staff Reports
- ~~8-9.~~ Committee Reports
- ~~9-10.~~ Finances
- ~~10-11.~~ Communications
- ~~11-12.~~ Public Comment
- ~~12-13.~~ Commissioner Comment
- ~~13-14.~~ Adjournment

3.6 Commission Resolutions & Minutes

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All resolutions of the Commission shall be recorded in writing and signed by the Secretary and President of the Commission and maintained in the records of the Housing Commission (records may be retained either by hardcopy or electronic storage). Minutes of every annual, regular meeting, special meeting or work session shall be written, verified and signed by the Commission President and Secretary. The Secretary shall maintain the minutes in the records of the Housing Commission (records may be retained either by hardcopy or electronic storage).

3.6 Official Action of Commission

Official action of the Commission may be taken only at a properly scheduled, and constituted regular, special or annual meeting, upon motion duly made, seconded and approved by majority vote of those Commission Members present and memorialized in the minutes and resolutions of the Commission.

Article IV Approval of and Amendments to By-Laws

4.1 Approval of By-Laws

Changes to the By-Laws of the City of Manistee Housing Commission shall be submitted for approval to the City Council of the City of Manistee.

4.2 Amendments to By-Laws

The By-laws of the Commission shall be amended only with the approval of at least three (3) members of the Commission at a regular or special meeting. Upon approval by the Commission, By-law amendments shall immediately be submitted to the City Council of the City of Manistee for approval. Amendments shall be effective upon City Council approval.

I hereby attest that these bylaws were duly adopted by the Board of Commissions on [XXXXXXXXXX](#).

Clinton McKinven-Copus, Secretary

Approved by the City of Manistee Council

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| _____
Date

, Mayor



City of Manistee
Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

Report

Resident Survey For Non Smoking Policy Development

April 14, 2014

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City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

March 3, 2014

Resident
City of Manistee Housing Commission
Manistee, MI 49660

Dear Resident,

We are pleased that you have chosen City of Manistee Housing Commission (CMHC) as your home. The U.S. Department of Housing and Urban Development (HUD), through official notices PIH 2009-21 and 2012-25, encourages housing agencies to go smoke-free. Furthermore, HUD, through the legally binding Recovery Agreement executed with the City of Manistee and the CMHC on September 24, 2012, has required that the CMHC make all of its properties smoke free.

In addition to the requirement by HUD, the CMHC is adopting smoke free policies are being adopted for a number of reasons. Secondhand smoke is a health hazard, especially for children, the elderly, and persons with chronic illnesses. According to the American Lung Association, cigarette smoking is the number one cause of preventable disease in the United States. Based on data from the U.S. Fire Administration of the Department of Homeland Security, there were an estimated 18,700 smoking-material fires in homes in 2006.

To ensure the health and safety of all persons living here, we are adopting a smoke-free public housing policy for our buildings and individual units. We would like to hear from you! Please fill out the short survey below and return it to our office. You may mail your completed survey to

City of Manistee Housing Commission
Attn: Executive Director
273 Sixth Ave
Manistee, MI 49660

or drop it in the rent collection box at Century Terrace or Harborview. Please return your survey by Friday, March 28, 2014.

Sincerely,

Clinton McKinven-Copus
Executive Director

CC: files

SMOKING SURVEY

RETURN BY FRIDAY, MARCH 28, 2014

Do you smoke in our unit?

- Yes, I smoke in my unit
- No, I do not smoke or allow others to smoke in my unit

Can you smell smoke in your unit? *Mark all that apply*

- Yes, I can smell secondhand smoke coming into my unit from another unit or outside the building
- The smoke smell bothers me
- The smoke smell makes me ill
- I'm worried about the effects of secondhand smoke on my health or on the health of the people who live with me

Would you like to live in a smoke-free building/home? *Mark one response only*

- Yes, I would like our building to be smoke free; including the units
- No, I would like our building to continue to allow smoking in the units
- I have no preference

Comments (please print):

Resident
City of Manistee Housing Commission
Manistee, MI 49660

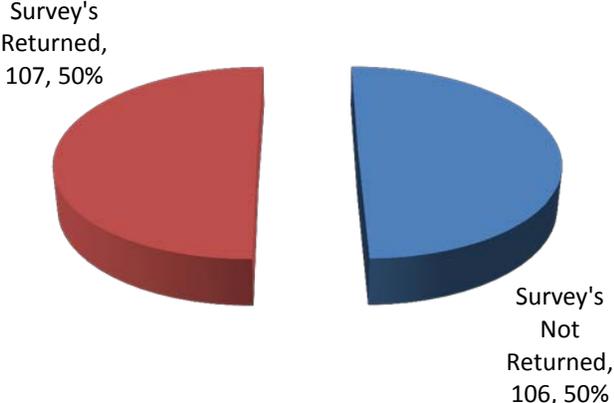
You may mail your completed survey to
City of Manistee Housing Commission
Attn: Executive Director
273 Sixth Ave
Manistee, MI 49660

Or drop it in the rent collection box at Century Terrace or Harborview.

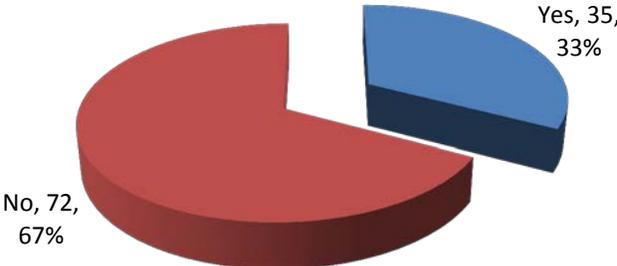
Survey Results

All Properties

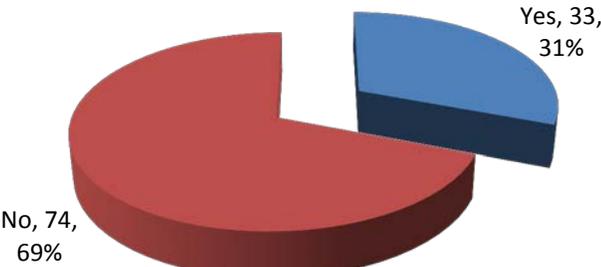
Surveys Returned VS. Not Returned



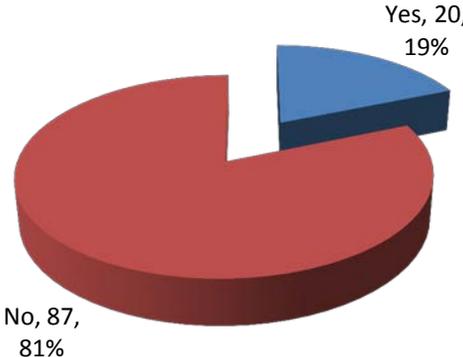
Do you smoke in your unit?



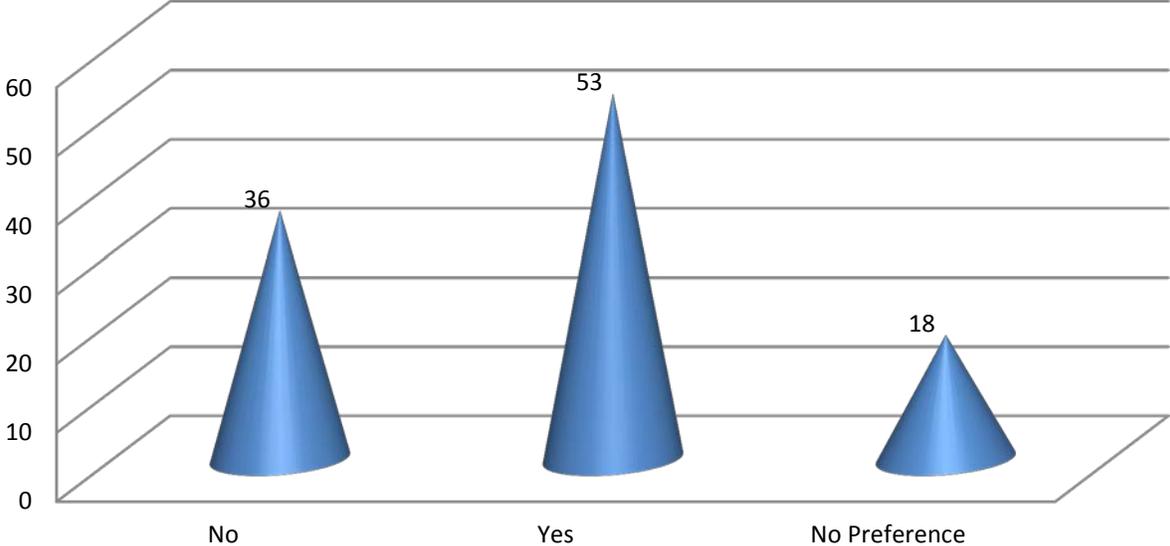
Does smoke smell bother you?



Does smoke smell make you ill?



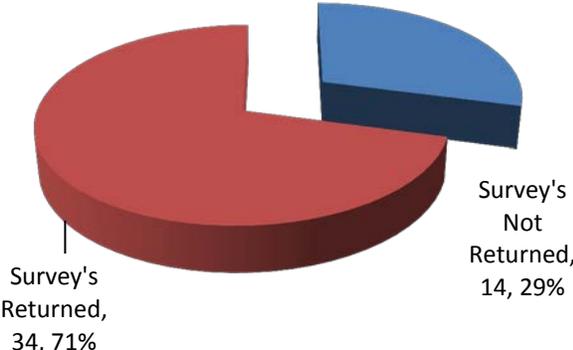
Do you want your home/building to be smoke free?



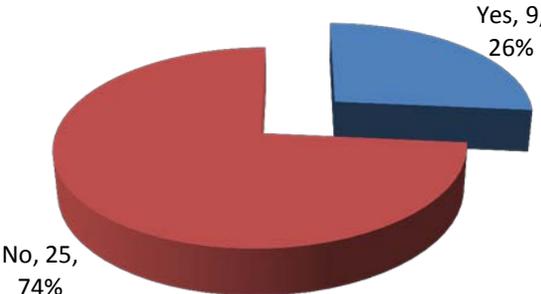
Survey Results

Harbor View

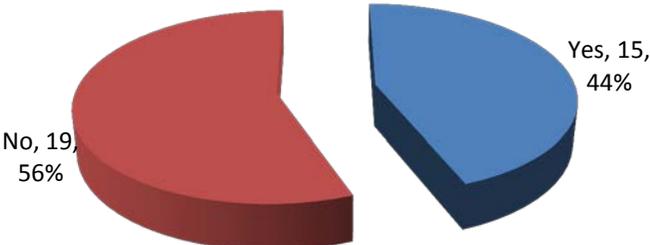
Surveys Returned VS. Not Returned



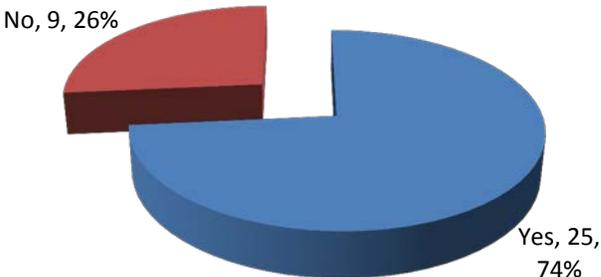
Do you smoke in your unit?



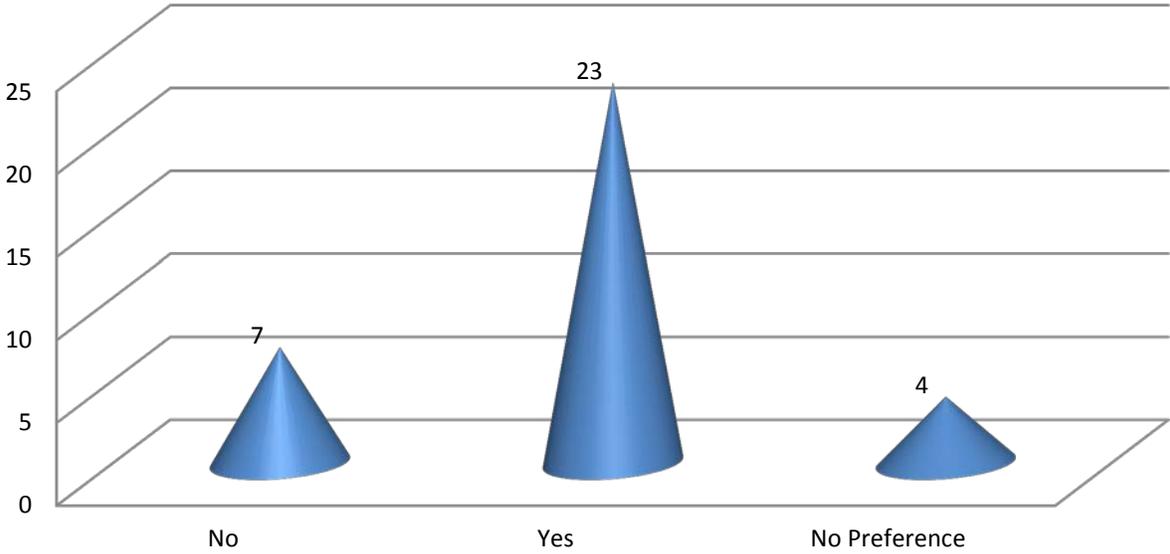
Does smoke smell bother you?



Does smoke smell make you ill?



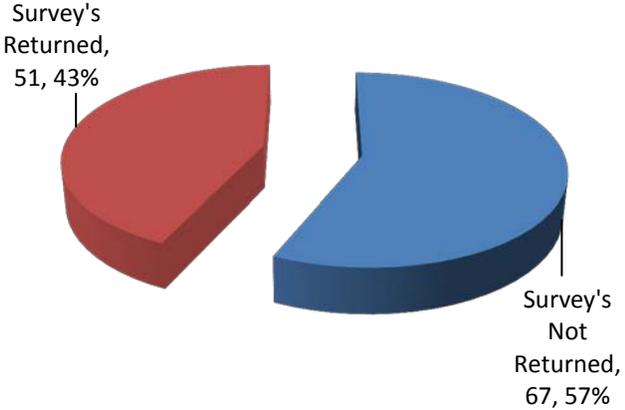
Do you want your home/building to be smoke free?



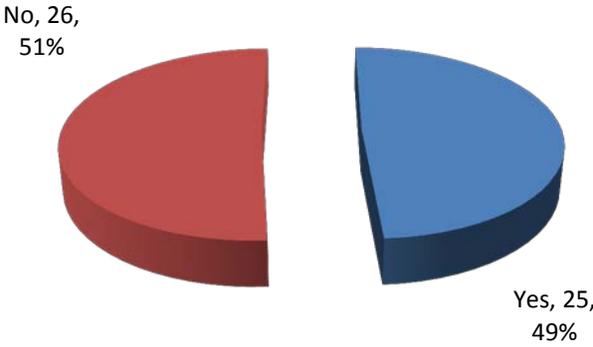
Survey Results

Century Terrace

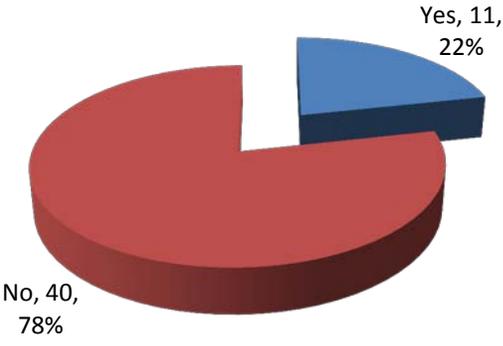
Surveys Returned VS. Not Returned



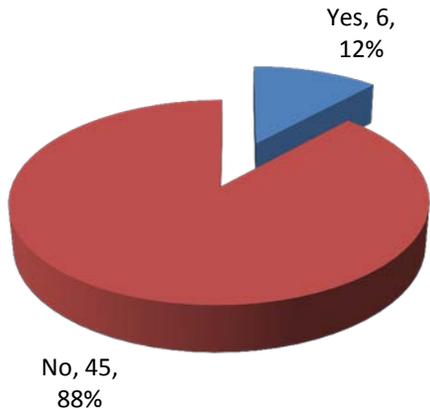
Do you smoke in your unit?



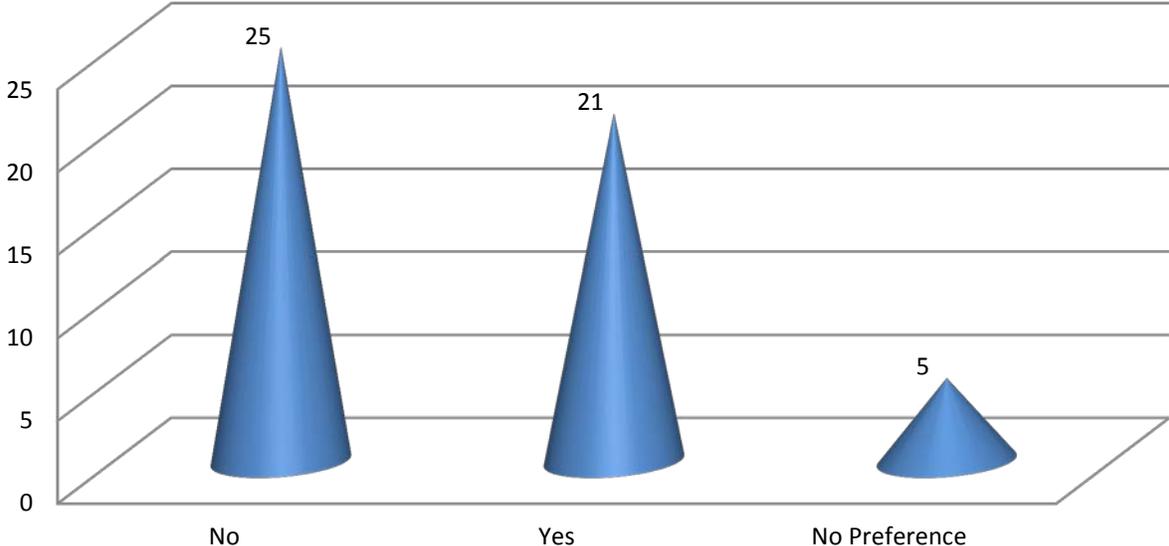
Does smoke smell bother you?



Does smoke smell make you ill?



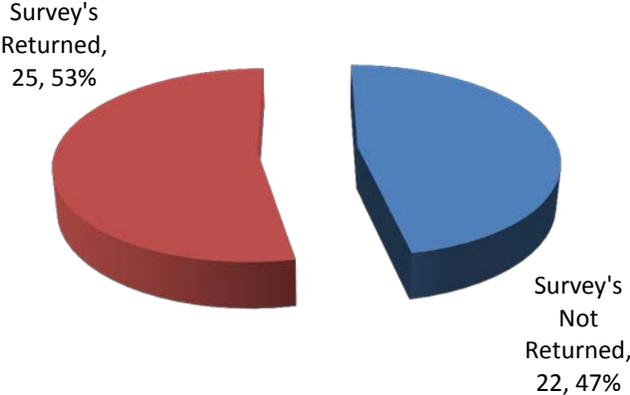
Do you want your home/building to be smoke free?



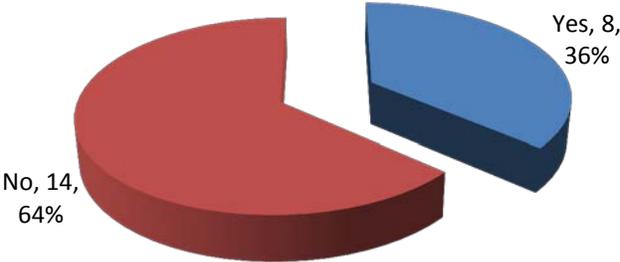
Survey Results

Scattered Sites

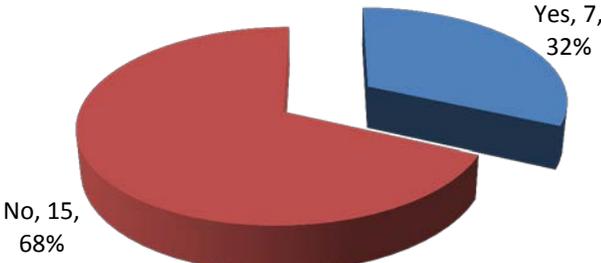
Surveys Returned VS. Not Returned



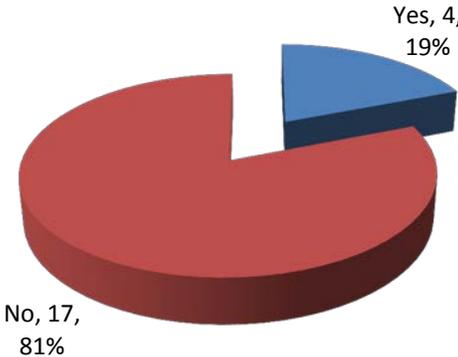
Do you smoke in your unit?



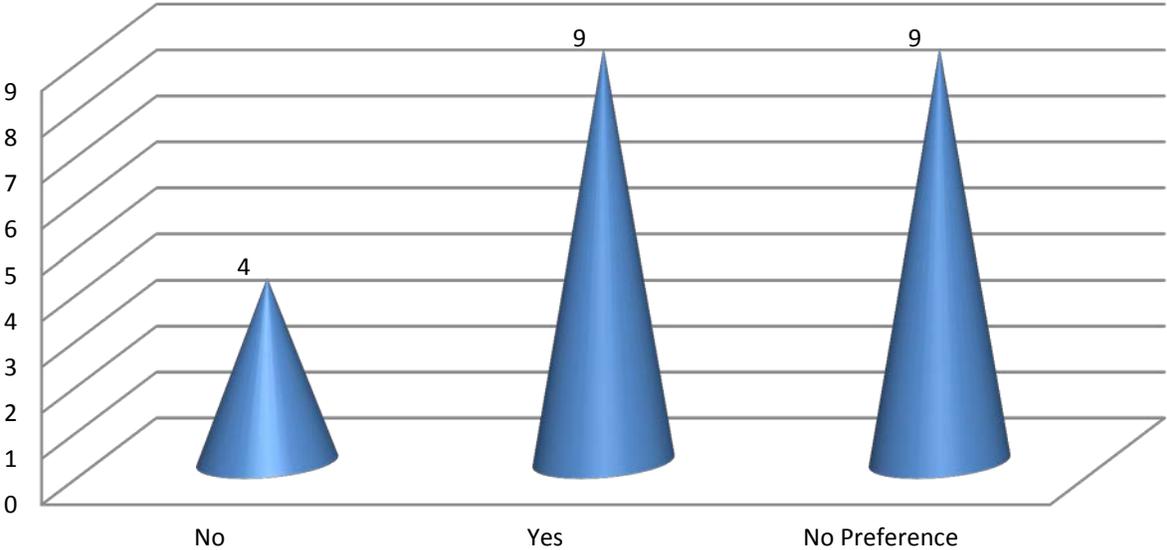
Does smoke smell bother you?



Does smoke smell make you ill?



Do you want your home/building to be smoke free?



Comments on Surveys

A sampling...

it's not fair to prohibit smoking in my apartment which is my home

building
needs to
be smoke
free

MORE RIGHTS TAKEN AWAY

we should have been smoke free
years ago

I HAVE HEALTH PROBLEMS...SMOKE IN THE HALLWAY

BOTHERS ME

smoke in the hall affects my breathing quickly

if we go smoke

free...I'll be moving out

I worry about smoking...I'm on
oxygen and I have COPD

*smoke free...it's a long
time coming*

SMOKING DOES NOT BOTHER ME

*them that smoke don't know or care that the smoking is in their
clothes, food, in everything. I have a good nose and to me smoke is
one of the worst smells. PU SMOKING STINKS*

I'M ALLERGIC TO SMOKE

HUD and Manistee Housing Commission are
becoming too much like "Big Brother"

members of our family died from lung cancer...they were heavy smokers

thank you...it (smoke free) will be a great benefit for us

Did you know...

An average pack of cigarettes in Michigan costs \$6.54

If you smoke

1 pack a month you spend \$78.48 a year

3 packs a month you spend \$235.44 a year

What does smoking cost you???

*WE ARE
DISABLED...
SMOKING
OUTSIDE OUR
UNITS
WOULD BE
HAZARDOUS
TO OUR
HEALTH*

Key Performance Indicators

Reporting Month: April 22, 2014

Occupancy

Occupancy: As Of April 14, 2014			
Property	Total Units	Total Occupied	Occupancy Rate
HA Wide	218 ¹	214	98.2%
Century Terrace	119	119	100%
Harborview	48	48	100%
Scattered Sites	47	47	100%

¹Represents total number of public housing units managed and used in calculating occupancy by HUD. The CMHC has 214 public housing units available to rent and 4 public housing units designated by HUD for the management offices.

²Represents occupancy rate using formula of

$$\text{Total Occupied Units} / \text{Total Units (218)} = \text{Occupancy Rate}$$

Vacant Unit Turnaround Time:			
Total units from January 1— As Of April 14, 2014: 18			
	Maintenance Turn	Lease-Up	Vacancy Days
Total Days	303	52	355
Average Days	12.56	2.89	15.45

Waiting List: As Of April 14, 2014				
Unit Size	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Applicants	21	32	44	13
Accuracy %³	100%	100%	100%	100%

³Accuracy % is an internal monitoring of estimated accuracy of the waiting list. Accuracy is determined on the continuing likelihood of individuals/families on the waiting list to accept a lease offer.

Financial

RESERVES			
Min. Months Required (No date set for achievement by HUD)	Amount Required	Actual Months	Actual Amount
6 Months	\$540,000		
	February	3.99	\$359,814.68
	March	3.79	\$341,524.03

KEY FINANCIAL INDICATORS—For the month of February 2014					
Rent Roll	Rent Collected	Total Income	Total Expense	Capital Expense	Profit/(Loss)
\$48,557.00	\$48,822.00	\$132,565.46	\$90,552.71	\$1,230.77	\$40,781.98 ¹

¹Please refer to CMHC internal documentation for further detail

KEY FINANCIAL INDICATORS—For the month of March 2014					
Rent Roll	Rent Collected	Total Income	Total Expense	Capital Expense	Profit/(Loss)
\$48,734.00	\$49,690.00	\$95,450.47	\$112,503.79	\$1,237.33	(\$18,290.65) ¹

¹Please refer to CMHC internal documentation for further detail

Discussion Notes

Commission Meeting: March 11, 2014
Clinton McKinven-Copus, Executive Director

General Information

Procurement of Services, Materials and Construction
per CMHC Procurement Policy as amended August 25, 2009:

Micro Purchases (purchases of less than \$2,000)

Authorization Required: Executive Director

Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
None				

Competitive Proposal (purchases greater than \$100,000)

Authorization Required: Executive Director & Board of Commissioners

Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
None				

Small Purchases (purchases greater than \$2,000 and under \$100,000)

Authorization Required: Executive Director

Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
None				

Communications Received:

None received

Director's Reports

None in addition to the materials included in this packet. Please review the Report on the Resident Survey for Non Smoking Policy Development.

Old Business

None

New Business

Resolution 2014-05: 2014 Flat Rents Required Revision



SNAPSHOT: The adoption of the 2014 Appropriations Act amended the Housing Act of 1937, changing the manner in which flat rents are established.

Public Housing Authorities were notified on March 20, 2014 that the Appropriations Act of 2014 changed the calculation basis for the establishment of flat rents. Flat rents are offered to tenants as an alternative to income based rent. If a tenant chooses a flat rent rather than an income based rent that tenant is only required to recertify their income with the Housing Commission once every three years. Income based rent tenants must recertify the income annually. The following chart will help you understand the changes in the regulation.

	Prior to the 2014 Appropriations Act	Requirements Effective June 1, 2014
Adjustment for utility expenses	Yes	No
Flat rent and ceiling rent must be the same	No	Yes
Flat rent adjusted by property location	Yes	No
Flat rent set by bedroom size only	No	Yes
Flat rent must be a minimum of 80% of Fair Market Rent as established by HUD	No	Yes

Resolution 2014-06: By-law Update 2014



SNAPSHOT:

Commissioners adopted Resolution 2013-11 at the August 27, 2013 meeting updating the by-laws and authorizing the forwarding of the update to City Council. Since the adoption of the August 2014 update legal counsel has recommended additional updates. Resolution 2014-06 adopts the updates recommended by legal counsel.

Updates recommended by legal counsel are in blue on the draft included with your meeting materials. The updates address Commissioner meeting attendance/participation and the addition of a public comment period for items on the agenda at Housing Commission meetings.

Finance

Please review all financial statements and staff notes within your packet.

NOTE: Due to Federal Privacy Act rules all financial statements and/or documents containing names or personally identifying information of tenants has been redacted.

FY 2014 Budget Tracking

Total Units: 214	Annual-2014	Monthly	February 2014	2014 YTD Actual
Operating Income				
Rental Income				
3110-Dwelling Rental	\$ 600,000.00	\$ 50,000.00	\$ 48,822.00	\$ 97,969.00
3120-Excess Utilities	\$ 11,400.00	\$ 950.00	\$ 745.33	\$ 1,278.33
Total Rental Income	\$ 611,400.00	\$ 50,950.00	\$ 49,567.33	\$ 99,247.33
Revenues-HUD PHA Grants				
3401.1-Operating Grants	\$ 40,000.00	\$ 3,333.33	\$ 40,000.00	\$ 40,000.00
3401.2-Operating Subsidy	\$ 395,000.00	\$ 32,916.67	\$ 35,541.50	\$ 71,083.00
Total HUD PHA Grants	\$ 501,485.00	\$ 41,790.42	\$ 75,541.50	\$ 111,083.00
Nonrental Income	\$ 94,030.00	\$ 7,835.83	\$ 7,456.63	\$ 16,307.82
Total Operating Income	\$ 1,140,430.00	\$ 95,035.83	\$ 132,565.46	\$ 226,638.15
Operating Expenses				
Routine Expenses				
Administration	\$ 320,670.00	\$ 26,722.50	\$ 17,730.32	\$ 43,503.91
Unusual Administration	\$ -	\$ -	\$ -	\$ 16,258.15
Total Administration	\$ 320,670.00	\$ 26,722.50	\$ 17,730.32	\$ 59,762.06
Tenant Services	\$ 57,830.00	\$ 4,819.17	\$ 4,769.17	\$ 9,654.85
Unusual Tenant Services	\$ -	\$ -	\$ 195.76	\$ 195.76
Total Tenant Services	\$ 57,830.00	\$ 4,819.17	\$ 4,964.93	\$ 9,850.61
Utilities	\$ 179,600.00	\$ 14,966.67	\$ 23,050.47	\$ 42,813.16
Unusual Utilities	\$ -	\$ -	\$ -	\$ -
Total Utilities	\$ 179,600.00	\$ 14,966.67	\$ 23,050.47	\$ 42,813.16
Ordinary Maintenance & Operations	\$ 282,873.00	\$ 23,572.75	\$ 20,915.77	\$ 46,085.48
Unusual Ordinary Maintenance & Operations	\$ -	\$ -	\$ 8,346.23	\$ 25,356.96
Total Ordinary Maintenance & Operations	\$ 282,873.00	\$ 23,572.75	\$ 29,262.00	\$ 71,442.44
Protective Services	\$ 3,500.00	\$ 291.67	\$ -	\$ -
Unusual Protective Services	\$ -	\$ -	\$ -	\$ -
Total Protective Services	\$ 3,500.00	\$ 291.67	\$ -	\$ -
General Expenses	\$ 200,580.00	\$ 16,715.00	\$ 15,544.99	\$ 31,096.51
Unusual General Expenses	\$ -	\$ -	\$ -	\$ -
Total General Expenses	\$ 200,580.00	\$ 16,715.00	\$ 15,544.99	\$ 31,096.51
Total Routine Expense	\$ 1,045,053.00	\$ 87,087.75	\$ 90,552.71	\$ 214,964.78
Non-Routine Expenses				
Extraordinary Maintenance			\$ -	\$ -
Total Casualty Losses	\$ -	\$ -	\$ -	\$ -
Total Non-Routine Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 1,045,053.00	\$ 87,087.75	\$ 90,552.71	\$ 214,964.78
Operating Income (Loss)	\$ 95,377.00	\$ 7,948.08	\$ 42,012.75	\$ 11,673.37
Total Depreciation Expense	\$ 319,380.00	\$ 26,615.00	\$ 24,460.00	\$ 48,920.00
Surplus Credits & Charges	\$ -	\$ -	\$ -	\$ (105.96)
Capital Expenditures	\$ 16,500.21	\$ 1,375.02	\$ -	\$ -
HUD Net Income (Loss)	\$ 78,876.79	\$ 6,573.07	\$ 40,781.80	\$ 9,324.14
GAAP Net Income (Loss)	\$ (224,003.00)	\$ (18,666.92)	\$ 17,552.75	\$ (37,140.67)

Unusual Expense Detail:		
Tenant Services		
4230-Contract Costs: Cable & Other	\$ 195.76	Rate Increase
Total Tenant Services	\$ 195.76	
Ordinary Maint. & Operation		
4430.03-Snow Removal Maintenance	\$ 4,998.75	Excessive Snow
4430.04-Elevator Contracts	\$ 2,722.00	IR Edge Installation
4430.12-Miscellaneous Contracts	\$ 625.48	M.C. Smith (CFP)
Total Ordinary Maintenance & Operations	\$ 8,346.23	

Housing Authority Accounting Specialists
PO Box 545
Sparta, WI 54656
608-272-3209

To the Board of Directors
And Management

Manistee Housing Commission
Public Housing
273 Sixth Avenue
Manistee, MI 49660

Enclosed are the following reports for the month ending February 28, 2014. These reports have been compiled in accordance with Generally Accepted Accounting Principles.

- I. Financial Statements
- II. Journal Register
- III. General Ledger

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them. This report is offered as a review of your past operations and is a basis for decisions for your future policies.

Respectfully Submitted:

Housing Authority Accounting Specialists, Inc.

**Manistee Housing Commission
 Low Rent Public Housing
 BALANCE SHEET
 As of February 28, 2014**

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$ 516,692.43
1111.3 - HRA Account	11,872.28
1117 - Petty Cash Fund	250.00
1118 - Change Fund	<u>50.00</u>

Total Cash

528,864.71

Receivables

1122 - Tenants Accounts Receivable	1,764.06
1122.1 - Allowance for Doubtful Accounts	<u>(1,957.29)</u>

Total Receivables

(193.23)

Investments

Total Investments

0.00

Prepaid Expenses & Other Assets

1211 - Prepaid Insurance	<u>16,793.48</u>
--------------------------	------------------

Total Prepaid Expenses & Other Assets

16,793.48

Total Current Assets

545,464.96

CAPITAL ASSETS

Land, Structures & Equipment

1400 - Construction in Progress-CFP	1,296.30
1400.6 - Land	360,271.62
1400.61 - Land Improvements	85,905.07
1400.7 - Buildings	4,657,515.77
1400.71 - Building Improvements	4,789,817.60
1400.72 - Non-dwelling Structures	7,050.00
1400.8 - Furn., Equip., Mach.-Dwellings	241,029.69
1400.9 - Furn., Equip., Mach.-Admin	500,042.94
1400.95 - Accumulated Depreciation-ALL	<u>(7,396,991.05)</u>

Total Land, Structures & Equipment

3,245,937.94

TOTAL CAPITAL ASSETS

3,245,937.94

TOTAL ASSETS

\$ 3,791,402.90

**Manistee Housing Commission
Low Rent Public Housing
BALANCE SHEET
As of February 28, 2014**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 42,793.60
2114 - Tenant Security Deposits	57,120.89
2117.10 - United Way	(5.00)
2117.12 - FSA Withheld	1,704.76
2117.3 - State Income Tax Withheld	799.11
2117.5 - Pension Withheld	<u>1,301.71</u>
Total Accounts Payable	103,715.07

Accrued Liabilities

2131 - EPC Loan - Current	14,045.20
2135 - Accrued Wages/Payroll Taxes Payable	11,414.62
2135.1 - Accrued Comp. Absences-Current	12,114.51
2137 - Payments in Lieu of Taxes	<u>45,491.20</u>
Total Accrued Liabilities	83,065.53

Total Current Liabilities

186,780.60

Non Current Liabilities

2132 - EPC Loan - Noncurrent	1,179,252.93
2135.3 - Accrued Comp. Absences-Non Current	<u>12,914.88</u>
Total Non Current Liabilities	1,192,167.81

Deferred Credits

Total Deferred Credits

0.00

TOTAL LIABILITIES/DEFERRED CREDITS

1,378,948.41

EQUITY

Unreserved Fund Balance

2806 - Unrestricted Net Assets	350,490.36
2806.1 - Invested in Capital Assets	2,097,808.50
2820 - HUD Operating Reserve - Memo	350,490.36
2820.1 - HUD Operating Reserve-Contra	(350,490.36)
Current Year Profit(Loss) - P/H	(37,140.67)
Current Year Profit(Loss) - 501-10 CFP	276.30
Current Year Profit(Loss) - 501-13 CFP	<u>1,020.00</u>
Total Unreserved Fund Balance	2,412,454.49

TOTAL EQUITY

2,412,454.49

TOTAL LIABILITIES/EQUITY

\$ 3,791,402.90

**Manistee Housing Commission
Low Rent Public Housing
INCOME STATEMENT**

For the 1 Month and 2 Months Ended February 28, 2014

Units	1 Month Ended		2 Months		BUDGET	PUM	*OVER/UNDER
	February 28, 2014	PUM	February 28, 2014	PUM			
214							
Operating Income							
Rental Income							
3110 - Dwelling Rental	48,822.00	228.14	97,969.00	228.90	600,000.00	233.64	502,031.00
3120 - Excess Utilities	<u>745.33</u>	3.48	<u>1,278.33</u>	2.99	<u>11,400.00</u>	4.44	<u>10,121.67</u>
Total Rental Income	49,567.33	231.62	99,247.33	231.89	611,400.00	238.08	512,152.67
Revenues - HUD PHA Grants							
3401.1 - Operating Grants	40,000.00	186.92	40,000.00	93.46	40,000.00	15.58	0.00
3401.2 - Operating Subsidy	<u>35,541.50</u>	166.08	<u>71,083.00</u>	166.08	<u>395,000.00</u>	153.82	<u>323,917.00</u>
Total HUD PHA Grants	75,541.50	353.00	111,083.00	259.54	435,000.00	169.39	323,917.00
Nonrental Income							
3610 - Interest Income-Gen. Fund	103.25	0.48	208.97	0.49	1,500.00	0.58	1,291.03
3689 - Tenant Income - Cable TV	4,145.16	19.37	8,283.59	19.35	53,700.00	20.91	45,416.41
3690 - Tenant Income	3,014.17	14.08	5,793.24	13.54	20,100.00	7.83	14,306.76
3690.1 - Non-Tenant Income	(1,633.92)	(7.64)	0.00	0.00	7,100.00	2.76	7,100.00
3690.4 - Laundry Income	1,633.92	7.64	1,633.92	3.82	9,300.00	3.62	7,666.08
3690.6 - Fraud Recovery Revenue	<u>194.05</u>	0.91	<u>388.10</u>	0.91	<u>1,300.00</u>	0.51	<u>911.90</u>
Total Nonrental Income	7,456.63	34.84	16,307.82	38.10	93,000.00	36.21	76,692.18
Total Operating Income	132,565.46	619.46	226,638.15	529.53	1,139,400.00	443.69	912,761.85
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	9,623.84	44.97	30,977.10	72.38	153,580.00	59.81	122,602.90
4130 - Legal Expense	1,214.63	5.68	4,979.68	11.63	18,000.00	7.01	13,020.32
4140 - Staff Training	0.00	0.00	0.00	0.00	5,000.00	1.95	5,000.00
4150 - Travel Expense	0.00	0.00	(1,000.00)	(2.34)	2,000.00	0.78	3,000.00
4170 - Accounting Fees	776.94	3.63	1,639.83	3.83	11,000.00	4.28	9,360.17
4171 - Auditing	0.00	0.00	0.00	0.00	8,500.00	3.31	8,500.00
4182 - Employee Benefits - Admin	1,586.08	7.41	10,092.86	23.58	57,330.00	22.32	47,237.14
4185 - Telephone	1,962.30	9.17	5,773.86	13.49	11,000.00	4.28	5,226.14
4190.1 - Publications	0.00	0.00	0.00	0.00	180.00	0.07	180.00
4190.2 - Membership Dues and Fees	0.00	0.00	699.00	1.63	1,400.00	0.55	701.00
4190.3 - Admin Service Contracts	1,102.63	5.15	2,140.08	5.00	13,800.00	5.37	11,659.92
4190.4 - Office Supplies	238.15	1.11	945.86	2.21	7,300.00	2.84	6,354.14
4190.5 - Other Sundry-Misc.	<u>1,225.75</u>	5.73	<u>3,513.79</u>	8.21	<u>11,800.00</u>	4.60	<u>8,286.21</u>
Total Administration	17,730.32	82.85	59,762.06	139.63	300,890.00	117.17	241,127.94
Tenant Services							
4220 - Rec., Pub., & Other Services	0.00	0.00	0.00	0.00	1,000.00	0.39	1,000.00
4221 - Resident Employee Stipend	850.00	3.97	1,750.00	4.09	10,800.00	4.21	9,050.00
4230 - Contract Costs-Cable & Other	<u>4,114.93</u>	19.23	<u>8,100.61</u>	18.93	<u>47,000.00</u>	18.30	<u>38,899.39</u>
Total Tenant Services	4,964.93	23.20	9,850.61	23.02	58,800.00	22.90	48,949.39

Manistee Housing Commission
Low Rent Public Housing
INCOME STATEMENT
For the 1 Month and 2 Months Ended February 28, 2014

Units 214	1 Month Ended		2 Months		BUDGET	PUM	*OVER/UNDER
	February 28, 2014	PUM	February 28, 2014	PUM			
Utilities							
4310 - Water & Sewer	3,922.35	18.33	8,259.21	19.30	44,000.00	17.13	35,740.79
4320 - Electricity	12,339.49	57.66	22,808.12	53.29	108,000.00	42.06	85,191.88
4330 - Gas	<u>6,788.63</u>	31.72	<u>11,745.83</u>	27.44	<u>40,000.00</u>	15.58	<u>28,254.17</u>
Total Utilities	23,050.47	107.71	42,813.16	100.03	192,000.00	74.77	149,186.84
Ordinary Maint. & Operation							
4410 - Labor, Maintenance	7,526.38	35.17	20,189.01	47.17	89,180.00	34.73	68,990.99
4420 - Materials	4,075.77	19.05	8,780.90	20.52	46,000.00	17.91	37,219.10
4430.02 - Heating & Cooling Contracts	1,859.67	8.69	6,915.77	16.16	11,300.00	4.40	4,384.23
4430.03 - Snow Removal Contracts	4,998.75	23.36	5,133.75	11.99	0.00	0.00	(5,133.75)
4430.04 - Elevator Contracts	3,804.50	17.78	4,887.00	11.42	17,200.00	6.70	12,313.00
4430.05 - Landscape & Grounds Contracts	0.00	0.00	0.00	0.00	1,200.00	0.47	1,200.00
4430.06 - Unit Turnaround Contracts	2,000.00	9.35	2,730.00	6.38	13,600.00	5.30	10,870.00
4430.07 - Electrical Contracts	423.96	1.98	423.96	0.99	6,900.00	2.69	6,476.04
4430.08 - Plumbing Contracts	665.00	3.11	665.00	1.55	4,200.00	1.64	3,535.00
4430.09 - Extermination Contracts	0.00	0.00	0.00	0.00	200.00	0.08	200.00
4430.11 - Routine Maintenance Contracts	309.00	1.44	3,401.75	7.95	6,500.00	2.53	3,098.25
4430.12 - Miscellaneous Contracts	1,019.19	4.76	5,268.44	12.31	6,500.00	2.53	1,231.56
4431 - Garbage Removal	1,051.41	4.91	2,282.84	5.33	9,000.00	3.50	6,717.16
4433 - Employee Benefits - Maint.	1,428.37	6.67	10,564.02	24.68	62,310.00	24.26	51,745.98
4434 - Employee Benefits-Retirees	100.00	0.47	200.00	0.47	1,200.00	0.47	1,000.00
4440 - Staff Training-Maintenance	0.00	0.00	0.00	0.00	5,000.00	1.95	5,000.00
4441 - Staff Travel-Maintenance	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>2,000.00</u>	0.78	<u>2,000.00</u>
Total Ordinary Maint. & Oper.	29,262.00	136.74	71,442.44	166.92	282,290.00	109.93	210,847.56
Protective Services							
4480 - Security Contract Costs	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>3,050.00</u>	1.19	<u>3,050.00</u>
Total Protective Services	0.00	0.00	0.00	0.00	3,050.00	1.19	3,050.00
General Expense							
4510 - Insurance	6,056.53	28.30	12,113.06	28.30	76,250.00	29.69	64,136.94
4520 - Payment in Lieu of Taxes	3,120.00	14.58	6,240.00	14.58	37,440.00	14.58	31,200.00
4550 - Compensated Absences	0.00	0.00	0.00	0.00	5,000.00	1.95	5,000.00
4570 - Collection Losses	0.00	0.00	0.00	0.00	5,000.00	1.95	5,000.00
4580 - Interest Expense	6,368.46	29.76	12,743.45	29.77	76,050.00	29.61	63,306.55
4590 - Other General Expense	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>5,400.00</u>	2.10	<u>5,400.00</u>
Total General Expense	15,544.99	72.64	31,096.51	72.66	205,140.00	79.88	174,043.49
Total Routine Expense	90,552.71	423.14	214,964.78	502.25	1,042,170.00	405.83	827,205.22
Non-Routine Expense							
Extraordinary Maintenance							
Total Extraordinary Maint.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Casualty Losses-Not Cap.							
Total Casualty Losses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Expenses	<u>90,552.71</u>	423.14	<u>214,964.78</u>	502.25	<u>1,042,170.00</u>	405.83	<u>827,205.22</u>

**Manistee Housing Commission
Low Rent Public Housing
INCOME STATEMENT
For the 1 Month and 2 Months Ended February 28, 2014**

Units	1 Month Ended		2 Months		BUDGET	PUM	*OVER/UNDER
	February 28, 2014	PUM	February 28, 2014	PUM			
214							
Operating Income (Loss)	<u>42,012.75</u>	196.32	<u>11,673.37</u>	27.27	<u>97,230.00</u>	37.86	<u>85,556.63</u>
Depreciation Expense							
4800 - Depreciation - Current Year	<u>24,460.00</u>	114.30	<u>48,920.00</u>	114.30	<u>0.00</u>	0.00	<u>(48,920.00)</u>
Total Depreciation Expense	<u>24,460.00</u>	114.30	<u>48,920.00</u>	114.30	<u>0.00</u>	0.00	<u>(48,920.00)</u>
Surplus Credits & Charges							
6010 - Prior Year Adj. - Affecting RR	<u>0.00</u>	0.00	<u>(105.96)</u>	(0.25)	<u>0.00</u>	0.00	<u>105.96</u>
Total Surplus Credits & Charges	<u>0.00</u>	0.00	<u>(105.96)</u>	(0.25)	<u>0.00</u>	0.00	<u>105.96</u>
Capital Expenditures							
7510 - Principal Payments - EPC	1,230.77	5.75	2,455.01	5.74	16,500.00	6.43	14,044.99
7590 - Operating Expenditures-Contra	<u>(1,230.77)</u>	(5.75)	<u>(2,455.01)</u>	(5.74)	<u>(16,500.00)</u>	(6.43)	<u>(14,044.99)</u>
Total Capital Expenditures	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0.00</u>
HUD Net Income (Loss)	<u>40,781.98</u>	190.57	<u>9,324.32</u>	21.79	<u>80,730.00</u>	31.44	71,405.68
GAAP Net Income (Loss)	<u>17,552.75</u>	82.02	<u>(37,140.67)</u>	(86.78)	<u>97,230.00</u>	37.86	
Occupancy Percentage							
9996 - Actual Unit Months for REAC submis	214.00		426.00				
9998 - Unit Months - Memorandum	<u>214.00</u>		<u>428.00</u>				
Total Occupancy Percentage	<u>100.00%</u>		<u>99.53%</u>				
UNA as of: February 28, 2014			359,814.68				

**Manistee Housing Commission
Capital Fund 501-10
INCOME STATEMENT
For the 1 Month and 2 Months Ended February 28, 2014**

1010	1 Month Ended <u>February 28, 2014</u>	2 Months Ended <u>February 28, 2014</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	1,054.52	1,054.52
3401.3 - Capital Grants	<u>276.30</u>	<u>276.30</u>
Total HUD PHA Grants	1,330.82	1,330.82
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>1,330.82</u>	<u>1,330.82</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operation		
4430.12 - Miscellaneous Contracts	<u>1,054.52</u>	<u>1,054.52</u>
Total Ordinary Maint. & Oper.	1,054.52	1,054.52
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>1,054.52</u>	<u>1,054.52</u>
Net Income/(Loss)	<u>276.30</u>	<u>276.30</u>

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-11
INCOME STATEMENT
For the 1 Month and 2 Months Ended February 28, 2014**

1011	1 Month Ended <u>February 28, 2014</u>	2 Months Ended <u>February 28, 2014</u>
Revenues - HUD PHA Grants		
Total HUD PHA Grants	0.00	0.00
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>0.00</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operation		
Total Ordinary Maint. & Oper.	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Net Income/(Loss)	<u>0.00</u>	<u>0.00</u>

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-12
INCOME STATEMENT
For the 1 Month and 2 Months Ended February 28, 2014**

1012	1 Month Ended <u>February 28, 2014</u>	2 Months Ended <u>February 28, 2014</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	5,000.00	5,000.00
Total HUD PHA Grants	<u>5,000.00</u>	<u>5,000.00</u>
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>5,000.00</u>	<u>5,000.00</u>
Operating Expenses		
Administration		
4110 - Administrative Salaries	4,645.00	4,645.00
4182 - Employee Benefits - Admin	<u>355.00</u>	<u>355.00</u>
Total Administration	5,000.00	5,000.00
Ordinary Maint. & Operation		
Total Ordinary Maint. & Oper.	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>5,000.00</u>	<u>5,000.00</u>
Net Income/(Loss)	<u>0.00</u>	<u>0.00</u>

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-13
INCOME STATEMENT
For the 1 Month and 2 Months Ended February 28, 2014**

	1 Month Ended	2 Months Ended
1013	<u>February 28, 2014</u>	<u>February 28, 2014</u>
Revenues - HUD PHA Grants		
3401.3 - Capital Grants	1,020.00	1,020.00
Total HUD PHA Grants	<u>1,020.00</u>	<u>1,020.00</u>
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>1,020.00</u>	<u>1,020.00</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operation		
Total Ordinary Maint. & Oper.	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Net Income/(Loss)	<u>1,020.00</u>	<u>1,020.00</u>

See Accountants' Compilation Report

Manistee Housing Commission
Capital Fund 501-10

Program ID:	1 Month Ended February 28, 2014	2 Months Ended February 28, 2014	BUDGET	OVER/UNDER
MI33P078501-10 **1510**				
Administration				
1406 - Operations	\$ 0.00	\$ 40,000.00	\$ 40,000.00	\$ 0.00
1408 - Management Improvements	0.00	23,947.02	24,000.00	52.98
1410.05 - Salary & Benefits-Staff	0.00	24,000.00	24,000.00	0.00
Total Administration	0.00	87,947.02	88,000.00	52.98
A & E				
1430.01 - Architect & Engineering Fees	276.30	12,133.67	20,000.00	7,866.33
1430.99 - A & E Fees - Soft Costs	0.00	11,566.33	0.00	(11,566.33)
Total A & E Fees	276.30	23,700.00	20,000.00	(3,700.00)
Site Acquisition				
Total Site Acquisition	0.00	0.00	0.00	0.00
Site Improvements				
1450.03 - Parking Lot Improvements	0.00	0.00	10,000.00	10,000.00
Total Site Improvements	0.00	0.00	10,000.00	10,000.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	45,241.05	104,219.00	58,977.95
1460.23 - Modernize Boiler Systems	0.00	24,544.00	0.00	(24,544.00)
1460.99 - Dwelling Structures-Soft Costs	0.00	7,513.95	0.00	(7,513.95)
Total Dwelling Structures	0.00	77,299.00	104,219.00	26,920.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
1475 - Nondwelling Equipment	0.00	8,000.00	8,000.00	0.00
Total Nondwelling Equip.	0.00	8,000.00	8,000.00	0.00
Demolition				
1485 - Demolition	0.00	0.00	12,500.00	12,500.00
1485.99 - Demolition-Soft Costs	1,054.52	12,447.02	0.00	(12,447.02)
Total Demolition	1,054.52	12,447.02	12,500.00	52.98
Development Activities				
Total Development Activities	0.00	0.00	0.00	0.00
Total Capital Funds Expended	1,330.82	209,393.04	242,719.00	33,325.96
1600 - CFP Funding	1,330.82	209,393.04	242,719.00	33,325.96
Over/(Under) Funding	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**Manistee Housing Commission
Capital Fund 501-11**

Program ID:

MI33P078501-11
1511

**1 Month
Ended
February 28,
2014**

**2 Months
Ended
February 28,
2014**

BUDGET

OVER/UNDER

Administration

1406 - Operations	\$ 0.00	\$ 40,000.00	\$ 40,000.00	\$ 0.00
1408 - Management Improvements	0.00	9,794.16	25,000.00	15,205.84
1410 - Administration	<u>0.00</u>	<u>17,834.72</u>	<u>24,000.00</u>	<u>6,165.28</u>

Total Administration

0.00	67,628.88	89,000.00	21,371.12
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A & E

1430 - A & E Fees	0.00	4,750.00	10,000.00	5,250.00
1430.01 - Architect & Engineering Fees	<u>0.00</u>	<u>1,322.28</u>	<u>0.00</u>	<u>(1,322.28)</u>

Total A & E Fees

0.00	6,072.28	10,000.00	3,927.72
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Site Acquisition

Total Site Acquisition	0.00	0.00	0.00	0.00
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Site Improvements

Total Site Improvements	0.00	0.00	0.00	0.00
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Dwelling Structures

1460 - Dwelling Structures	0.00	4,533.32	105,179.00	100,645.68
1460.99 - Dwelling Structures-Soft Costs	<u>0.00</u>	<u>11,175.00</u>	<u>0.00</u>	<u>(11,175.00)</u>

Total Dwelling Structures

0.00	15,708.32	105,179.00	89,470.68
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Dwelling Equipment

Total Dwelling Equipment	0.00	0.00	0.00	0.00
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Nondwelling Structures

Total Nondwelling Structures	0.00	0.00	0.00	0.00
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Nondwelling Equipment

Total Nondwelling Equip.	0.00	0.00	0.00	0.00
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Demolition

Total Demolition	0.00	0.00	0.00	0.00
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Development Activities

Total Development Activities	0.00	0.00	0.00	0.00
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Total Capital Funds Expended

0.00	89,409.48	204,179.00	114,769.52
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1600 - CFP Funding

<u>0.00</u>	<u>89,409.48</u>	<u>204,179.00</u>	<u>114,769.52</u>
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Over/(Under) Funding

<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
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Manistee Housing Commission
Capital Fund 501-12

Program ID:

MI33P078501-12
 1512

**1 Month
 Ended
 February 28,
 2014**

**2 Months
 Ended
 February 28,
 2014**

BUDGET

OVER/UNDER

Administration

1406 - Operations	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 0.00
1408 - Management Improvements	0.00	6,070.00	20,000.00	13,930.00
1410 - Administration	<u>5,000.00</u>	<u>5,000.00</u>	<u>20,000.00</u>	<u>15,000.00</u>
Total Administration	45,000.00	51,070.00	80,000.00	28,930.00

A & E

1430 - A & E Fees	0.00	0.00	10,000.00	10,000.00
1430.99 - A & E Fees - Soft Costs	<u>0.00</u>	<u>2,061.25</u>	<u>0.00</u>	<u>(2,061.25)</u>
Total A & E Fees	0.00	2,061.25	10,000.00	7,938.75

Site Acquisition

Total Site Acquisition	0.00	0.00	0.00	0.00
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Site Improvements

Total Site Improvements	0.00	0.00	0.00	0.00
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Dwelling Structures

1460 - Dwelling Structures	<u>0.00</u>	<u>0.00</u>	<u>101,849.00</u>	<u>101,849.00</u>
Total Dwelling Structures	0.00	0.00	101,849.00	101,849.00

Dwelling Equipment

Total Dwelling Equipment	0.00	0.00	0.00	0.00
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Nondwelling Structures

Total Nondwelling Structures	0.00	0.00	0.00	0.00
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Nondwelling Equipment

Total Nondwelling Equip.	0.00	0.00	0.00	0.00
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Demolition

Total Demolition	0.00	0.00	0.00	0.00
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Development Activities

Total Development Activities	0.00	0.00	0.00	0.00
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Total Capital Funds Expended

	<u>45,000.00</u>	<u>53,131.25</u>	<u>191,849.00</u>	<u>138,717.75</u>
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1600 - CFP Funding

	<u>45,000.00</u>	<u>53,131.25</u>	<u>191,849.00</u>	<u>138,717.75</u>
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Over/(Under) Funding

	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
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Manistee Housing Commission
Capital Fund 501-13

Program ID:

MI33P078501-13
 1513

**1 Month
 Ended
 February 28,
 2014**

**2 Months
 Ended
 February 28,
 2014**

BUDGET

OVER/UNDER

Administration

1406 - Operations	\$ 0.00	\$ 0.00	\$ 39,637.40	\$ 39,637.40
1408 - Management Improvements	0.00	0.00	20,000.00	20,000.00
1410 - Administration	<u>0.00</u>	<u>0.00</u>	<u>19,818.70</u>	<u>19,818.70</u>
Total Administration	0.00	0.00	79,456.10	79,456.10

A & E

1430 - A & E Fees	<u>1,020.00</u>	<u>8,160.00</u>	<u>10,543.90</u>	<u>2,383.90</u>
Total A & E Fees	1,020.00	8,160.00	10,543.90	2,383.90

Site Acquisition

Total Site Acquisition	0.00	0.00	0.00	0.00
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Site Improvements

Total Site Improvements	0.00	0.00	0.00	0.00
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Dwelling Structures

1460.1 - Equipment Upgrade-Harborview	0.00	0.00	80,179.00	80,179.00
1460.2 - Unit Modernization-HA Wide	<u>0.00</u>	<u>0.00</u>	<u>28,008.00</u>	<u>28,008.00</u>
Total Dwelling Structures	0.00	0.00	108,187.00	108,187.00

Dwelling Equipment

Total Dwelling Equipment	0.00	0.00	0.00	0.00
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Nondwelling Structures

Total Nondwelling Structures	0.00	0.00	0.00	0.00
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Nondwelling Equipment

Total Nondwelling Equip.	0.00	0.00	0.00	0.00
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Demolition

Total Demolition	0.00	0.00	0.00	0.00
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Development Activities

Total Development Activities	0.00	0.00	0.00	0.00
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Total Capital Funds Expended

	<u>1,020.00</u>	<u>8,160.00</u>	<u>198,187.00</u>	<u>190,027.00</u>
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1600 - CFP Funding

	<u>1,020.00</u>	<u>8,160.00</u>	<u>198,187.00</u>	<u>190,027.00</u>
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Over/(Under) Funding

	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
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**Manistee Housing Commission
Cash Disbursements-West Shore Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
02/01/14	5725		10014221		50.00	50.00
02/01/14	5726	V	10014221		200.00	200.00
02/01/14	5727	V	10014221		200.00	200.00
02/01/14	5728		10014221		100.00	100.00
02/01/14	5729	V	10014221		200.00	200.00
02/01/14	5730		10014221		100.00	100.00
02/01/14	5731	V	10012131	Oswego Comm. Bank	1,230.77	
02/01/14	5731	V	10014580	Oswego Comm. Bank	6,368.46	
02/01/14	5731	V	10017510	Oswego Comm. Bank	1,230.77	
02/01/14	5731	V	10017590	Oswego Comm. Bank	(1,230.77)	7,599.23
02/04/14	5732	V	10014185	AT & T Mobility	957.64	957.64
02/04/14	5733	V	10014420	Auto Value	30.98	30.98
02/04/14	5734	V	10014185	Charter Business	123.19	
02/04/14	5734	V	10014230	Charter Business	4,114.93	4,238.12
02/04/14	5735	V	10014320	Consumers Energy	12,339.49	12,339.49
02/04/14	5736	V	10014430.11	Crystal Lock & Supply	309.00	309.00
02/04/14	5737	V	10014330	DTE Energy	998.65	998.65
02/04/14	5738		10014430.08	Forbes Sanitation & Excavation Inc.	665.00	665.00
02/04/14	5739	V	10014430.06	Haglund's Floor Covering	2,000.00	2,000.00
02/04/14	5740	V	10014420	HD Supply Facilities Mtce	765.77	765.77
02/04/14	5741	V	10014170	H.A.A.S., Inc.	667.44	667.44
02/04/14	5742	V	10014190.4	Jackpine Business Centers	238.15	238.15
02/04/14	5743		10014420	McCardel Water Conditioning	131.50	131.50
02/04/14	5744	V	10014190.3	Next IT	339.00	339.00
02/04/14	5745		10014430.12	Parkdale Auto	35.15	35.15
02/04/14	5746	V	10014430.04	Schindler Elevator Corp.	3,804.50	3,804.50
02/13/14	5747	V	10014431	Allied Waste Services	995.89	995.89
02/13/14	5748	V	10014510	AmTrust North America Inc	795.00	795.00
02/13/14	5749	V	10014190.3	Applied Imaging	96.13	96.13
02/13/14	5750	V	10014185	AT & T	792.18	792.18
02/13/14	5751	V	10014185	AT & T Long Distance	44.11	44.11
02/13/14	5752		10014420	Cadillac Plbg. & Htg. Supply Co., Inc.	95.58	95.58
02/13/14	5753	V	10014310	City of Manistee	3,922.35	3,922.35
02/13/14	5754		10014430.02	City of Manistee	1,600.66	1,600.66

**Manistee Housing Commission
Cash Disbursements-West Shore Journal**

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
02/13/14	5755		10011211	Housing Insurance Services Inc.	10,241.00	10,241.00
02/13/14	5756		10011211	Housing Authority Risk Retention Group	2,752.00	2,752.00
02/13/14	5757		10012114		259.00	259.00
02/13/14	5758		10012119.2	Manistee Housing Commission	632.00	632.00
02/13/14	5759	V	10014434	Noble Holmes	100.00	100.00
02/13/14	5760	V	10014420	Olson Lumber Company	70.44	70.44
02/13/14	5761		10014430.12	Parkdale Auto	358.56	358.56
02/13/14	5762	V	10014190.5	The Pioneer Group	618.97	618.97
02/13/14	5763		10012114		402.00	402.00
02/13/14	5764		10014430.03	Swidorski Bros Excavating LLC	4,998.75	4,998.75
02/13/14	5765	V	10014420	Wahr Hardware	47.49	47.49
02/13/14	5766	V	10014170	Daniel D. Laskey Co., PC	109.50	109.50
02/17/14	5767	V	10014420	Fastenal Company	1,286.66	1,286.66
02/17/14	5768	V	10014420	HD Supply Facilities Mtce	536.54	536.54
02/17/14	5769	V	10014190.3	Housing Data Systems	135.00	135.00
02/17/14	5770	V	10014190.3	Next IT	124.50	124.50
02/17/14	5771	V	10014190.5	The PI Company	76.85	76.85
02/17/14	5772		10014190.5	PNC Bank	120.23	120.23
02/17/14	5773	V	10014420	State Industrial Products	551.10	551.10
02/17/14	5774	V	10014430.07	Top Line Electric	423.96	423.96
02/25/14	5775	V	10014420	Ace Hardware	66.56	66.56
02/25/14	5776	V	10014185	AT & T Long Distance	45.18	45.18
02/25/14	5777		10014190.3	Auditory Response Systems Inc.	408.00	408.00
02/25/14	5778	V	10014420	Auto Value	7.99	7.99
02/25/14	5779		10014190.5	Custer	409.70	409.70
02/25/14	5780		10014430.02	Custom Sheet Metal & Heating	259.01	259.01
02/25/14	5781	V	10014330	DTE Energy	5,789.98	5,789.98
02/25/14	5782		10014420	Larsen's Landscaping LLC	57.16	57.16
02/25/14	5783	V	10014431	Manistee Landfill	55.52	55.52
02/25/14	5784		10014130	Mika Meyers Beckett & Jones	1,214.63	1,214.63
02/25/14	5785		10014420	Peachtree Business Products	428.00	428.00

**Manistee Housing Commission
Cash Disbursements-West Shore Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
02/25/14	5786	V	10014182	Principal Financial Group	363.12	
02/25/14	5786	V	10014433	Principal Financial Group	521.16	884.28
02/25/14	5787	V	10014182	Priority Health	48.66	
02/25/14	5787	V	10014433	Priority Health	64.45	113.11
02/25/14	5788	V	10014182	Sun Life Financial	411.38	
02/25/14	5788	V	10014433	Sun Life Financial	198.61	609.99
02/25/14	5789	V	10014182	VSP	60.99	
02/25/14	5789	V	10014433	VSP	87.13	148.12
02/25/14	5790		10011400	M.C. Smith Associates	276.30	
02/25/14	5790		15101430.01	M.C. Smith Associates	276.30	
02/25/14	5790		15109800	M.C. Smith Associates	(276.30)	276.30
02/25/14	5791		10014430.12	M.C. Smith Associates	625.48	
02/25/14	5791		10104430.12	M.C. Smith Associates	1,054.52	
02/25/14	5791		15101485.99	M.C. Smith Associates	1,054.52	
02/25/14	5791		15109800	M.C. Smith Associates	(1,054.52)	1,680.00
02/25/14	5792		10011400	M.C. Smith Associates	1,020.00	
02/25/14	5792		15131430	M.C. Smith Associates	1,020.00	
02/25/14	5792		15139800	M.C. Smith Associates	(1,020.00)	1,020.00
02/28/14	MI078		10011111.2	Checks 5725 - 5792	(81,629.60)	(81,629.60)
				Transaction Balance		<u>0.00</u>
Total Debits				Total Credits		
	<u>85,211.19</u>			<u>85,211.19</u>	A/C Hash Total	<u>871883269.210</u>
Number of Transactions		84				

**Manistee Housing Commission
Cash Receipts Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
02/28/14	108		10011111.2	February Cash Receipts	62,867.36	
02/28/14	108		10011122	February TAR Collections	(60,111.06)	
02/28/14	108		10011122.1	Collection Loss Recovery	(12.75)	
02/28/14	108		10012114	Tenant Security/Pet Deposits	(1,917.50)	
02/28/14	108		10012119.2	February Cash Receipts	(632.00)	
02/28/14	108		10013690.6	Restitution - Wisniewski	(194.05)	
02/28/14	108		20011122	February TAR Collections	(632.00)	
02/28/14	108		20011129.4	February Cash Receipts	632.00	
02/28/14	109		10011111.2	Operating Subsidy	8,090.50	
02/28/14	109		10013401.2	Operating Subsidy	(8,090.50)	
02/28/14	110		10011111.2	Operating Subsidy	27,451.00	
02/28/14	110		10013401.2	Operating Subsidy	(27,451.00)	
02/28/14	111		10011111.2	501-12 CFP Grant	45,000.00	
02/28/14	111		10013401.1	501-12 CFP Grant	(40,000.00)	
02/28/14	111		10014110	501-12 CFP Grant	(4,645.00)	
02/28/14	111		10014182	501-12 CFP Grant	(355.00)	
02/28/14	111		10123401.1	501-12 CFP Grant	(5,000.00)	
02/28/14	111		10124110	501-12 CFP Grant	4,645.00	
02/28/14	111		10124182	501-12 CFP Grant	355.00	
02/28/14	111		15121406	501-12 CFP Grant	40,000.00	
02/28/14	111		15121410	501-12 CFP Grant	5,000.00	
02/28/14	111		15121600	501-12 CFP Grant	45,000.00	
02/28/14	111		15121699	501-12 CFP Grant	(45,000.00)	
02/28/14	111		15129800	501-12 CFP Grant	(45,000.00)	
02/28/14	112		10011111.2	501-10 CFP Grant	276.30	
02/28/14	112		10103401.3	501-10 CFP Grant	(276.30)	
02/28/14	112		15101600	501-10 CFP Grant	276.30	
02/28/14	112		15101699	501-10 CFP Grant	(276.30)	
02/28/14	113		10011111.2	501-13 CFP Grant	8,160.00	
02/28/14	113		10011125	501-13 CFP Grant	(7,140.00)	
02/28/14	113		10133401.3	501-13 CFP Grant	(1,020.00)	
02/28/14	113		15131600	501-13 CFP Grant	1,020.00	
02/28/14	113		15131699	501-13 CFP Grant	(1,020.00)	
02/28/14	114		10011111.2	NOW Interest	0.16	
02/28/14	114		10013610	NOW Interest	(0.16)	
02/28/14	115		10011111.2	REPO Interest	102.65	
02/28/14	115		10013610	REPO Interest	(102.65)	
02/28/14	116		10011111.3	HRA Interest	0.44	
02/28/14	116		10013610	HRA Interest	(0.44)	
				Transaction Balance		<u>0.00</u>
Total Debits	<u>248,876.71</u>	Total Credits	<u>248,876.71</u>	A/C Hash Total	<u>456993879.400</u>	
Number of Transactions			39			

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
02/28/14	315		10011111.2	To record charges to tenants per Feb 2014 MSO.	(571.00)	
02/28/14	315		10011122	To record charges to tenants per Feb 2014 MSO.	56,947.66	
02/28/14	315		10013110	To record charges to tenants per Feb 2014 MSO.	(48,822.00)	
02/28/14	315		10013120	To record charges to tenants per Feb 2014 MSO.	(745.33)	
02/28/14	315		10013689	To record charges to tenants per Feb 2014 MSO.	(4,145.16)	
02/28/14	315		10013690	To record charges to tenants per Feb 2014 MSO.	(2,664.17)	
02/28/14	316		10011122	To record transfers of security deposits to A/R per Feb 2014 MSO.	(560.00)	
02/28/14	316		10012114	To record transfers of security deposits to A/R per Feb 2014 MSO.	560.00	
02/28/14	317		10012114	To record forfeiture of security deposit due to lack of 30 day notice per Feb 2014 MSO.	350.00	
02/28/14	317		10013690	To record forfeiture of security deposit due to lack of 30 day notice per Feb 2014 MSO.	(350.00)	
02/28/14	318		10011122	To adjust TAR collections to reflect proper amount written off to bad debt.	50.00	
02/28/14	318		10011122.1	To adjust TAR collections to reflect proper amount written off to bad debt.	(50.00)	
02/28/14	319		10013690.1	To reclassify portion of CR 100 dated 01/31/2014.	1,633.92	
02/28/14	319		10013690.4	To reclassify portion of CR 100 dated 01/31/2014.	(1,633.92)	
02/28/14	320		10012290	To reclassify 2010 CFP revenue that was deferred @ FYE 12/31/2013.	1,054.52	
02/28/14	320		10103401.1	To reclassify 2010 CFP revenue that was deferred @ FYE 12/31/2013.	(1,054.52)	
02/28/14	320		15101600	To reclassify 2010 CFP revenue that was deferred @ FYE 12/31/2013.	1,054.52	
02/28/14	320		15101699	To reclassify 2010 CFP revenue that was deferred @ FYE 12/31/2013.	(1,054.52)	
02/28/14	321		10011111.3	To record HRA transactions per Feb 2014 bank statement.	(24.72)	
02/28/14	321		10012117.12	To record HRA transactions per Feb 2014 bank statement.	24.72	
02/28/14	322		10011111.2	To record MiSDU debits per Feb 2014 bank statement.	(35.40)	
02/28/14	322		10012117.8	To record MiSDU debits per Feb 2014 bank statement.	35.40	
02/28/14	323		10011111.2	To record MERS debit per Feb 2014 bank statement.	(2,058.11)	
02/28/14	323		10012117.5	To record MERS debit per Feb 2014 bank statement.	2,058.11	
02/28/14	324		10011111.2	To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per Feb 2014 bank statement.	(6,290.20)	
02/28/14	324		10012117.1	To record IRS USATAXPYMT(s) &		

**Manistee Housing Commission
Journal Entry Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
02/28/14	324		10012117.11	STATE OF MICH TAX-PAY per Feb 2014 bank statement. To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per Feb 2014 bank statement.	1,308.04	
02/28/14	324		10012117.2	To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per Feb 2014 bank statement.	305.91	
02/28/14	324		10012117.3	To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per Feb 2014 bank statement.	1,852.00	
02/28/14	324		10014182	To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per Feb 2014 bank statement.	1,210.30	
02/28/14	324		10014433	To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per Feb 2014 bank statement.	1,056.93	
02/28/14	324		10014433	To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per Feb 2014 bank statement.	557.02	
02/28/14	A1	S	10019998	To record unit months for PUM calculation.	214.00	
02/28/14	A1	S	10019999	To record unit months for PUM calculation.	(214.00)	
02/28/14	A2	S	10012137	To record estimated monthly PILOT expense.	(3,120.00)	
02/28/14	A2	S	10014520	To record estimated monthly PILOT expense.	3,120.00	
02/28/14	A3	S	10011400.95	To record estimated monthly depreciation expense.	(24,460.00)	
02/28/14	A3	S	10014800	To record estimated monthly depreciation expense.	24,460.00	
02/28/14	PAY2014		10011111.2	Payroll Journal Entry	(15,366.21)	
02/28/14	PAY2014		10012117.1	Payroll Journal Entry	(1,308.04)	
02/28/14	PAY2014		10012117.11	Payroll Journal Entry	(305.91)	
02/28/14	PAY2014		10012117.12	Payroll Journal Entry	(316.66)	
02/28/14	PAY2014		10012117.2	Payroll Journal Entry	(1,852.00)	
02/28/14	PAY2014		10012117.3	Payroll Journal Entry	(799.11)	
02/28/14	PAY2014		10012117.4	Payroll Journal Entry	(381.24)	
02/28/14	PAY2014		10012117.5	Payroll Journal Entry	(1,307.71)	
02/28/14	PAY2014		10012117.6	Payroll Journal Entry	(3.00)	
02/28/14	PAY2014		10012117.8	Payroll Journal Entry	(35.40)	
02/28/14	PAY2014		10012117.9	Payroll Journal Entry	(119.94)	
02/28/14	PAY2014		10014110	Payroll Journal Entry	14,268.84	
02/28/14	PAY2014		10014410	Payroll Journal Entry	7,526.38	
02/28/14	RT1	S	10019996	To record actual units leased for REAC reporting purposes.	214.00	
02/28/14	RT1	S	10019997	To record actual units leased for REAC reporting purposes.	(214.00)	
02/28/14	RT2	S	10011211	To record monthly insurance write off.	(5,261.53)	
02/28/14	RT2	S	10014510	To record monthly insurance write off.	5,261.53	
					Transaction Balance	<u>0.00</u>
Total Debits		<u>125,123.80</u>		Total Credits		<u>125,123.80</u>
					A/C Hash Total <u>550970752.110</u>	
Number of Transactions		54				

**Manistee Housing Commission
Payroll Disbursements Journal**

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
02/12/14	12680	V	10012117.10	United Way of Manistee County	5.00	5.00
02/12/14	12688	V	10012117.6	United Steel Workers	3.00	3.00
02/12/14	12689	V	10011111.3	West Shore Bank	158.33	158.33
02/26/14	12698	V	10012117.9	United Steel Workers	119.94	119.94
02/26/14	12699	V	10011111.3	West Shore Bank	158.33	158.33
02/28/14	MI078		10011111.2	Feb 2014 Payroll Disbursements	(444.60)	(444.60)
					Transaction Balance	<u>0.00</u>
Total Debits			<u>444.60</u>	Total Credits	<u>444.60</u>	A/C Hash Total <u>60069686.400</u>
Number of Transactions			6			

**Manistee Housing Commission
Journal Entry Report - Payroll**

<u>Ref.</u>	<u>Date</u>	<u>G/L Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
Payroll Checks					
89.02	02/28/14	10011111.2	NOW Account		15,366.21
89.02	02/28/14	10012117.1	Social Security Withheld		1,308.04
89.02	02/28/14	10012117.10	United Way		0.00
89.02	02/28/14	10012117.11	Medicare Withheld		305.91
89.02	02/28/14	10012117.12	FSA Withheld		316.66
89.02	02/28/14	10012117.2	Federal Income Tax Withl		1,852.00
89.02	02/28/14	10012117.3	State Income Tax Withhel		799.11
89.02	02/28/14	10012117.4	125 Medical Withheld		381.24
89.02	02/28/14	10012117.5	Pension Withheld		1,307.71
89.02	02/28/14	10012117.6	PAC Withheld		3.00
89.02	02/28/14	10012117.8	Friend of Court Withheld		35.40
89.02	02/28/14	10012117.9	Union Dues Withheld		119.94
89.02	02/28/14	10012119	Accounts Payable - Other		0.00
89.02	02/28/14	10014110	Administrative Salaries	14,268.84	
89.02	02/28/14	10014410	Labor, Maintenance	7,526.38	
15 Journal Entries			Total	<u>21,795.22</u>	<u>21,795.22</u>

Redacted in Compliance with the Federal Privacy Act

Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount
Anthony - Anthony Mastrapasqua Check #12681 02/12/14						
Salaried Wages	0.0000	1,059.50	FICA-SS	62.83	Union Dues	16.99
			FICA-Med	14.69	Union PAC (1)	1.00
			Federal W/H	0.00	125 Medical	46.22
			State W/H	40.36	Mers	63.57
TOTALS	0.0000	1,059.50		117.88		127.78
Number of Periods: 1					NET PAY:	813.84
Company Expenses:		FICA-SS: 62.83	FICA-Med: 14.69	FUTA: 6.36		
Anthony - Anthony Mastrapasqua Check #12690 02/26/14						
Salaried Wages	0.0000	1,040.00	FICA-SS	65.18	Union Dues	16.68
			FICA-Med	15.25	Union PAC (1)	0.00
			Federal W/H	0.00	125 Medical	-11.41
			State W/H	42.03	Mers	62.40
TOTALS	0.0000	1,040.00		122.46		67.67
Number of Periods: 1					NET PAY:	849.87
Company Expenses:		FICA-SS: 65.18	FICA-Med: 15.25	FUTA: 6.24		
Beverly - Beverly A. Pahoski Check #12685 02/12/14						
Salaried Wages	0.0000	1,080.00	FICA-SS	64.43	Mers	64.80
			FICA-Med	15.07	United Way(2)	0.00
			Federal W/H	116.00	FSA	40.74
			State W/H	51.41		
TOTALS	0.0000	1,080.00		246.91		105.54
Number of Periods: 1					NET PAY:	727.55
Company Expenses:		FICA-SS: 64.43	FICA-Med: 15.07	FUTA: 6.48		
Beverly - Beverly A. Pahoski Check #12694 02/26/14						
Salaried Wages	0.0000	1,080.00	FICA-SS	64.44	Mers	64.80
			FICA-Med	15.07	United Way(2)	0.00
			Federal W/H	116.00	FSA	40.74
			State W/H	51.41		
TOTALS	0.0000	1,080.00		246.92		105.54
Number of Periods: 1					NET PAY:	727.54
Company Expenses:		FICA-SS: 64.43	FICA-Med: 15.07	FUTA: 6.48		
Beverly - Beverly A. Pahoski Check #12695 02/26/14						
Salaried Wages	0.0000	100.00	FICA-SS	6.20	Mers	6.00
			FICA-Med	1.45	United Way(2)	0.00
			Federal W/H	1.00	FSA	0.00
			State W/H	14.00		
TOTALS	0.0000	100.00		22.65		6.00
Number of Periods: 1					NET PAY:	71.35
Company Expenses:		FICA-SS: 6.20	FICA-Med: 1.45	FUTA: 0.60		
Clinton - Clinton E. Copus II Check #12683 02/12/14						
Salaried Wages	0.0000	3,086.54	FICA-SS	182.77	Mers	185.19
			FICA-Med	42.74	FSA	92.59
			Federal W/H	285.00	125 Medical	46.22
			State W/H	104.33		
TOTALS	0.0000	3,086.54		614.84		324.00
Number of Periods: 1					NET PAY:	2,147.70
Company Expenses:		FICA-SS: 182.76	FICA-Med: 42.74	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			

**Manistee Housing Commission
Payroll Journal**

Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount
Clinton - Clinton E. Copus II Check #12692 02/26/14						
Salaried Wages	0.0000	3,086.54	FICA-SS	186.33	Mers	185.19
			FICA-Med	43.58	FSA	92.59
			Federal W/H	294.00	125 Medical	-11.41
			State W/H	106.78		
TOTALS	0.0000	3,086.54		630.69		266.37
Number of Periods: 1					NET PAY:	2,189.48
Company Expenses:		FICA-SS: 186.33	FICA-Med: 43.58	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Kevin - Kevin Helminiak Check #12682 02/12/14						
Salaried Wages	0.0000	1,618.13	FICA-SS	97.45	Union Dues	25.51
			FICA-Med	22.80	Union PAC (1)	1.00
			Federal W/H	100.00	Child Support	17.70
			State W/H	49.60	125 Medical	46.22
					Mers	97.09
TOTALS	0.0000	1,618.13		269.85		187.52
Number of Periods: 1					NET PAY:	1,160.76
Company Expenses:		FICA-SS: 97.46	FICA-Med: 22.79	FUTA: 9.71		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Kevin - Kevin Helminiak Check #12691 02/26/14						
Salaried Wages	0.0000	1,485.00	FICA-SS	97.61	Union Dues	23.49
			FICA-Med	22.82	Union PAC (1)	0.00
			Federal W/H	116.00	Child Support	17.70
			State W/H	56.58	125 Medical	-89.23
					Mers	89.10
TOTALS	0.0000	1,485.00		293.01		41.06
Number of Periods: 1					NET PAY:	1,150.93
Company Expenses:		FICA-SS: 97.60	FICA-Med: 22.83	FUTA: 3.23		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Lorna - Lorna J. Perski Check #12684 02/12/14						
Salaried Wages	0.0000	1,877.88	FICA-SS	113.56	Mers	112.67
			FICA-Med	26.56	United Way(2)	0.00
			Federal W/H	249.00	125 Medical	46.22
			State W/H	66.52		
TOTALS	0.0000	1,877.88		455.64		158.89
Number of Periods: 1					NET PAY:	1,263.35
Company Expenses:		FICA-SS: 113.56	FICA-Med: 26.56	FUTA: 8.20		
Lorna - Lorna J. Perski Check #12693 02/26/14						
Salaried Wages	0.0000	1,877.88	FICA-SS	117.14	Mers	112.67
			FICA-Med	27.39	United Way(2)	0.00
			Federal W/H	263.00	125 Medical	-11.41
			State W/H	68.97		
TOTALS	0.0000	1,877.88		476.50		101.26
Number of Periods: 1					NET PAY:	1,300.12
Company Expenses:		FICA-SS: 117.14	FICA-Med: 27.39	FUTA: 0.00		
Monica - Monica Otis Check #12687 02/12/14						
Salaried Wages	0.0000	1,040.00	FICA-SS	60.88	Mers	62.40
			FICA-Med	14.23	125 Medical	58.21
			Federal W/H	107.00		
			State W/H	39.07		
TOTALS	0.0000	1,040.00		221.18		120.61
Number of Periods: 1					NET PAY:	698.21
Company Expenses:		FICA-SS: 60.87	FICA-Med: 14.24	FUTA: 6.24		

**Manistee Housing Commission
Payroll Journal**

Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount
Monica - Monica Otis Check #12697 02/26/14						
Salaried Wages	0.0000	1,040.00	FICA-SS	60.86	Mers	62.40
			FICA-Med	14.24	125 Medical	58.21
			Federal W/H	107.00		
			State W/H	39.07		
TOTALS	<u>0.0000</u>	<u>1,040.00</u>		<u>221.17</u>		<u>120.61</u>
Number of Periods: 1					NET PAY:	698.22
Company Expenses:		FICA-SS: 60.87	FICA-Med: 14.24	FUTA: 6.24		
Robert - Robert Krolczyk Check #12686 02/12/14						
Salaried Wages	0.0000	1,153.75	FICA-SS	63.06	Mers	69.23
			FICA-Med	14.75	Union PAC (1)	1.00
			Federal W/H	47.00	Union Dues	18.50
			State W/H	33.74	FSA	25.00
					125 Medical	111.68
TOTALS	<u>0.0000</u>	<u>1,153.75</u>		<u>158.55</u>		<u>225.41</u>
Number of Periods: 1					NET PAY:	769.79
Company Expenses:		FICA-SS: 63.06	FICA-Med: 14.75	FUTA: 6.92		
Robert - Robert Krolczyk Check #12696 02/26/14						
Salaried Wages	0.0000	1,170.00	FICA-SS	65.30	Mers	70.20
			FICA-Med	15.27	Union PAC (1)	0.00
			Federal W/H	51.00	Union Dues	18.77
			State W/H	35.24	FSA	25.00
					125 Medical	91.72
TOTALS	<u>0.0000</u>	<u>1,170.00</u>		<u>166.81</u>		<u>205.69</u>
Number of Periods: 1					NET PAY:	797.50
Company Expenses:		FICA-SS: 65.31	FICA-Med: 15.27	FUTA: 7.02		

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**Manistee Housing Commission
Payroll Journal**

Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount
Company Totals	Number of Checks: 15					
Salaried Wages	0.0000	21,795.22	FICA-SS	1,308.04	Mers	1,307.71
			FICA-Med	305.91	United Way(2)	0.00
			Federal W/H	1,852.00	FSA	316.66
			State W/H	799.11	125 Medical	381.24
					Union Dues	119.94
					Union PAC (1)	3.00
					Child Support	35.40
TOTALS	<u>0.0000</u>	<u>21,795.22</u>		<u>4,265.06</u>		<u>2,163.95</u>
					NET PAY:	15,366.21
Company Expenses:			FICA-SS: 1,308.03	FICA-Med: 305.92	FUTA: 73.72	
			MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00		

Redacted in Compliance with the Federal Privacy Act

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10011111.2 NOW Account				471,139.58		
02/28/14	108		February Cash Receipts		62,867.36	
02/28/14	109		Operating Subsidy		8,090.50	
02/28/14	110		Operating Subsidy		27,451.00	
02/28/14	111		501-12 CFP Grant		45,000.00	
02/28/14	112		501-10 CFP Grant		276.30	
02/28/14	113		501-13 CFP Grant		8,160.00	
02/28/14	114		NOW Interest		0.16	
02/28/14	115		REPO Interest		102.65	
02/28/14	315		To record charges to tenants per Feb 2014 MSO.		(571.00)	
02/28/14	322		To record MiSDU debits per Feb 2014 bank statement.		(35.40)	
02/28/14	323		To record MERS debit per Feb 2014 bank statement.		(2,058.11)	
02/28/14	324		To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per Feb 2014 bank statement.		(6,290.20)	
02/28/14	MI078		Feb 2014 Payroll Disbursements		(444.60)	
02/28/14	MI078		Checks 5725 - 5792		(81,629.60)	
02/28/14	PAY2014		Payroll Journal Entry		(15,366.21)	
					<u>45,552.85</u>	<u>516,692.43</u>
10011111.3 HRA Account				11,579.90		
02/28/14	116		HRA Interest		0.44	
02/28/14	321		To record HRA transactions per Feb 2014 bank statement.		(24.72)	
02/12/14	12689	V	West Shore Bank		158.33	
02/26/14	12699	V	West Shore Bank		158.33	
					<u>292.38</u>	<u>11,872.28</u>
10011117 Petty Cash Fund				250.00		
					<u>0.00</u>	<u>250.00</u>
10011118 Change Fund				50.00		
					<u>0.00</u>	<u>50.00</u>
10011122 Tenants Accounts Receivable				5,437.46		
02/28/14	108		February TAR Collections		(60,111.06)	
02/28/14	315		To record charges to tenants per Feb 2014 MSO.		56,947.66	
02/28/14	316		To record transfers of security deposits to A/R per Feb 2014 MSO.		(560.00)	
02/28/14	318		To adjust TAR collections to reflect proper amount written off to bad debt.		50.00	
					<u>(3,673.40)</u>	<u>1,764.06</u>
10011122.1 Allowance for Doubtful Accounts				(1,894.54)		
02/28/14	108		Collection Loss Recovery		(12.75)	
02/28/14	318		To adjust TAR collections to reflect proper amount written off to bad debt.		(50.00)	
					<u>(62.75)</u>	<u>(1,957.29)</u>
10011125 Accounts Receivable - HUD				7,140.00		
02/28/14	113		501-13 CFP Grant		(7,140.00)	
					<u>(7,140.00)</u>	<u>0.00</u>
10011211 Prepaid Insurance				9,062.01		
02/13/14	5755		Housing Insurance Services Inc.		10,241.00	

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10011211 Prepaid Insurance (cont.)						
02/13/14	5756		Housing Authority Risk Retention Group		2,752.00	
02/28/14	RT2	S	To record monthly insurance write off.		(5,261.53)	
					<u>7,731.47</u>	<u>16,793.48</u>
10011400 Construction in Progress-CFP				0.00		
02/25/14	5790		M.C. Smith Associates		276.30	
02/25/14	5792		M.C. Smith Associates		1,020.00	
					<u>1,296.30</u>	<u>1,296.30</u>
10011400.6 Land				360,271.62		
					<u>0.00</u>	<u>360,271.62</u>
10011400.61 Land Improvements				85,905.07		
					<u>0.00</u>	<u>85,905.07</u>
10011400.7 Buildings				4,657,515.77		
					<u>0.00</u>	<u>4,657,515.77</u>
10011400.71 Building Improvements				4,789,817.60		
					<u>0.00</u>	<u>4,789,817.60</u>
10011400.72 Non-dwelling Structures				7,050.00		
					<u>0.00</u>	<u>7,050.00</u>
10011400.8 Furn., Equip., Mach.-Dwellings				241,029.69		
					<u>0.00</u>	<u>241,029.69</u>
10011400.9 Furn., Equip., Mach.-Admin				500,042.94		
					<u>0.00</u>	<u>500,042.94</u>
10011400.95 Accumulated Depreciation-ALL				(7,372,531.05)		
02/28/14	A3	S	To record estimated monthly depreciation expense.		(24,460.00)	
					<u>(24,460.00)</u>	<u>(7,396,991.05)</u>
10012111 Vendors and Contractors				(42,793.60)		
					<u>0.00</u>	<u>(42,793.60)</u>
10012114 Tenant Security Deposits				(56,774.39)		
02/28/14	108		Tenant Security/Pet Deposits		(1,917.50)	
02/28/14	316		To record transfers of security deposits to A/R per Feb 2014 MSO.		560.00	
02/28/14	317		To record forfeiture of security deposit due to lack of 30 day notice per Feb 2014 MSO.		350.00	
02/13/14	5757				259.00	
02/13/14	5763				402.00	
					<u>(346.50)</u>	<u>(57,120.89)</u>

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10012117.1 Social Security Withheld				0.00		
02/28/14	324		To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per Feb 2014 bank statement.		1,308.04	
02/28/14	PAY2014		Payroll Journal Entry		(1,308.04)	
					<u>0.00</u>	<u>0.00</u>
10012117.10 United Way				0.00		
02/12/14	12680	V	United Way of Manistee County		5.00	
					<u>5.00</u>	<u>5.00</u>
10012117.11 Medicare Withheld				0.00		
02/28/14	324		To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per Feb 2014 bank statement.		305.91	
02/28/14	PAY2014		Payroll Journal Entry		(305.91)	
					<u>0.00</u>	<u>0.00</u>
10012117.12 FSA Withheld				(1,412.82)		
02/28/14	321		To record HRA transactions per Feb 2014 bank statement.		24.72	
02/28/14	PAY2014		Payroll Journal Entry		(316.66)	
					<u>(291.94)</u>	<u>(1,704.76)</u>
10012117.2 Federal Income Tax Withheld				0.00		
02/28/14	324		To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per Feb 2014 bank statement.		1,852.00	
02/28/14	PAY2014		Payroll Journal Entry		(1,852.00)	
					<u>0.00</u>	<u>0.00</u>
10012117.3 State Income Tax Withheld				(1,210.30)		
02/28/14	324		To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per Feb 2014 bank statement.		1,210.30	
02/28/14	PAY2014		Payroll Journal Entry		(799.11)	
					<u>411.19</u>	<u>(799.11)</u>
10012117.4 125 Medical Withheld				381.24		
02/28/14	PAY2014		Payroll Journal Entry		(381.24)	
					<u>(381.24)</u>	<u>0.00</u>
10012117.5 Pension Withheld				(2,052.11)		
02/28/14	323		To record MERS debit per Feb 2014 bank statement.		2,058.11	
02/28/14	PAY2014		Payroll Journal Entry		(1,307.71)	
					<u>750.40</u>	<u>(1,301.71)</u>
10012117.6 PAC Withheld				0.00		
02/12/14	12688	V	United Steel Workers		3.00	
02/28/14	PAY2014		Payroll Journal Entry		(3.00)	
					<u>0.00</u>	<u>0.00</u>
10012117.8 Friend of Court Withheld				0.00		
02/28/14	322		To record MiSDU debits per Feb 2014 bank statement.		35.40	
02/28/14	PAY2014		Payroll Journal Entry		(35.40)	
					<u>0.00</u>	<u>0.00</u>

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10012117.9 Union Dues Withheld				0.00		
02/26/14	12698	V	United Steel Workers		119.94	
02/28/14	PAY2014		Payroll Journal Entry		(119.94)	
					<u>0.00</u>	<u>0.00</u>
10012119.2 Interfund Payble - DVG				0.00		
02/28/14	108		February Cash Receipts		(632.00)	
02/13/14	5758		Manistee Housing Commission		632.00	
					<u>0.00</u>	<u>0.00</u>
10012131 EPC Loan - Current				(15,275.97)		
02/01/14	5731	V	Oswego Comm. Bank		1,230.77	
					<u>1,230.77</u>	<u>(14,045.20)</u>
10012132 EPC Loan - Noncurrent				(1,179,252.93)		
					<u>0.00</u>	<u>(1,179,252.93)</u>
10012135 Accrued Salaries and Wages				(11,414.62)		
					<u>0.00</u>	<u>(11,414.62)</u>
10012135.1 Accrued Comp. Absences-Current				(12,114.51)		
					<u>0.00</u>	<u>(12,114.51)</u>
10012135.3 Accrued Comp. Absences-Non Current				(12,914.88)		
					<u>0.00</u>	<u>(12,914.88)</u>
10012137 Payments in Lieu of Taxes				(42,371.20)		
02/28/14	A2	S	To record estimated monthly PILOT expense.		(3,120.00)	
					<u>(3,120.00)</u>	<u>(45,491.20)</u>
10012290 Other Deferred Credits				(1,054.52)		
02/28/14	320		To reclassify 2010 CFP revenue that was deferred @ FYE 12/31/2013.		1,054.52	
					<u>1,054.52</u>	<u>0.00</u>
10012806 Unrestricted Net Assets				(350,490.36)		
					<u>0.00</u>	<u>(350,490.36)</u>
10012806.1 Invested in Capital Assets				(2,097,808.50)		
					<u>0.00</u>	<u>(2,097,808.50)</u>
10012820 HUD Operating Reserve - Memo				(350,490.36)		
					<u>0.00</u>	<u>(350,490.36)</u>
10012820.1 HUD Operating Reserve-Contra				350,490.36		
					<u>0.00</u>	<u>350,490.36</u>

Date	Reference T	Description	Beginning Balance	Current Amount	YTD Balance
	10013110	Dwelling Rental	(49,147.00)		
02/28/14	315	To record charges to tenants per Feb 2014 MSO.		(48,822.00)	
				<u>(48,822.00)</u>	<u>(97,969.00)</u>
	10013120	Excess Utilities	(533.00)		
02/28/14	315	To record charges to tenants per Feb 2014 MSO.		(745.33)	
				<u>(745.33)</u>	<u>(1,278.33)</u>
	10013401.1	Operating Grants	0.00		
02/28/14	111	501-12 CFP Grant		(40,000.00)	
				<u>(40,000.00)</u>	<u>(40,000.00)</u>
	10013401.2	Operating Subsidy	(35,541.50)		
02/28/14	109	Operating Subsidy		(8,090.50)	
02/28/14	110	Operating Subsidy		(27,451.00)	
				<u>(35,541.50)</u>	<u>(71,083.00)</u>
	10013610	Interest Income-Gen. Fund	(105.72)		
02/28/14	114	NOW Interest		(0.16)	
02/28/14	115	REPO Interest		(102.65)	
02/28/14	116	HRA Interest		(0.44)	
				<u>(103.25)</u>	<u>(208.97)</u>
	10013689	Tenant Income - Cable TV	(4,138.43)		
02/28/14	315	To record charges to tenants per Feb 2014 MSO.		(4,145.16)	
				<u>(4,145.16)</u>	<u>(8,283.59)</u>
	10013690	Tenant Income	(2,779.07)		
02/28/14	315	To record charges to tenants per Feb 2014 MSO.		(2,664.17)	
02/28/14	317	To record forfeiture of security deposit due to lack of 30 day notice per Feb 2014 MSO.		(350.00)	
				<u>(3,014.17)</u>	<u>(5,793.24)</u>
	10013690.1	Non-Tenant Income	(1,633.92)		
02/28/14	319	To reclassify portion of CR 100 dated 01/31/2014.		1,633.92	
				<u>1,633.92</u>	<u>0.00</u>
	10013690.4	Laundry Income	0.00		
02/28/14	319	To reclassify portion of CR 100 dated 01/31/2014.		(1,633.92)	
				<u>(1,633.92)</u>	<u>(1,633.92)</u>
	10013690.6	Fraud Recovery Revenue	(194.05)		
02/28/14	108	Restitution - Wisniewski		(194.05)	
				<u>(194.05)</u>	<u>(388.10)</u>
	10014110	Administrative Salaries	21,353.26		
02/28/14	111	501-12 CFP Grant		(4,645.00)	
02/28/14	PAY2014	Payroll Journal Entry		14,268.84	
				<u>9,623.84</u>	<u>30,977.10</u>

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014130 Legal Expense				3,765.05		
02/25/14	5784		Mika Meyers Beckett & Jones		1,214.63	
					<u>1,214.63</u>	<u>4,979.68</u>
10014150 Travel Expense				(1,000.00)		
					<u>0.00</u>	<u>(1,000.00)</u>
10014170 Accounting Fees				862.89		
02/04/14	5741	V	H.A.A.S., Inc.		667.44	
02/13/14	5766	V	Daniel D. Laskey Co., PC		109.50	
					<u>776.94</u>	<u>1,639.83</u>
10014182 Employee Benefits - Admin				8,506.78		
02/28/14	111		501-12 CFP Grant		(355.00)	
02/28/14	324		To record IRS USATAXPYMT(s) & STATE OF MICH			
			TAX-PAY per Feb 2014 bank statement.		1,056.93	
02/25/14	5786	V	Principal Financial Group		363.12	
02/25/14	5787	V	Priority Health		48.66	
02/25/14	5788	V	Sun Life Financial		411.38	
02/25/14	5789	V	VSP		60.99	
					<u>1,586.08</u>	<u>10,092.86</u>
10014185 Telephone				3,811.56		
02/04/14	5732	V	AT & T Mobility		957.64	
02/04/14	5734	V	Charter Business		123.19	
02/13/14	5750	V	AT & T		792.18	
02/13/14	5751	V	AT & T Long Distance		44.11	
02/25/14	5776	V	AT & T Long Distance		45.18	
					<u>1,962.30</u>	<u>5,773.86</u>
10014190.2 Membership Dues and Fees				699.00		
					<u>0.00</u>	<u>699.00</u>
10014190.3 Admin Service Contracts				1,037.45		
02/04/14	5744	V	Next IT		339.00	
02/13/14	5749	V	Applied Imaging		96.13	
02/17/14	5769	V	Housing Data Systems		135.00	
02/17/14	5770	V	Next IT		124.50	
02/25/14	5777		Auditory Response Systems Inc.		408.00	
					<u>1,102.63</u>	<u>2,140.08</u>
10014190.4 Office Supplies				707.71		
02/04/14	5742	V	Jackpine Business Centers		238.15	
					<u>238.15</u>	<u>945.86</u>
10014190.5 Other Sundry-Misc.				2,288.04		
02/13/14	5762	V	The Pioneer Group		618.97	
02/17/14	5771	V	The PI Company		76.85	
02/17/14	5772		PNC Bank		120.23	
02/25/14	5779		Custer		409.70	
					<u>1,225.75</u>	<u>3,513.79</u>

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014221 Resident Employee Stipend				900.00		
02/01/14	5725				50.00	
02/01/14	5726	V			200.00	
02/01/14	5727	V			200.00	
02/01/14	5728				100.00	
02/01/14	5729	V			200.00	
02/01/14	5730				100.00	
					<u>850.00</u>	<u>1,750.00</u>
10014230 Contract Costs-Cable & Other				3,985.68		
02/04/14	5734	V	Charter Business		4,114.93	
					<u>4,114.93</u>	<u>8,100.61</u>
10014310 Water & Sewer				4,336.86		
02/13/14	5753	V	City of Manistee		3,922.35	
					<u>3,922.35</u>	<u>8,259.21</u>
10014320 Electricity				10,468.63		
02/04/14	5735	V	Consumers Energy		12,339.49	
					<u>12,339.49</u>	<u>22,808.12</u>
10014330 Gas				4,957.20		
02/04/14	5737	V	DTE Energy		998.65	
02/25/14	5781	V	DTE Energy		5,789.98	
					<u>6,788.63</u>	<u>11,745.83</u>
10014410 Labor, Maintenance				12,662.63		
02/28/14	PAY2014		Payroll Journal Entry		7,526.38	
					<u>7,526.38</u>	<u>20,189.01</u>
10014420 Materials				4,705.13		
02/04/14	5733	V	Auto Value		30.98	
02/04/14	5740	V	HD Supply Facilities Mtce		765.77	
02/04/14	5743		McCardel Water Conditioning		131.50	
02/13/14	5752		Cadillac Plbg. & Htg. Supply Co., Inc.		95.58	
02/13/14	5760	V	Olson Lumber Company		70.44	
02/13/14	5765	V	Wahr Hardware		47.49	
02/17/14	5767	V	Fastenal Company		1,286.66	
02/17/14	5768	V	HD Supply Facilities Mtce		536.54	
02/17/14	5773	V	State Industrial Products		551.10	
02/25/14	5775	V	Ace Hardware		66.56	
02/25/14	5778	V	Auto Value		7.99	
02/25/14	5782		Larsen's Landscaping LLC		57.16	
02/25/14	5785		Peachtree Business Products		428.00	
					<u>4,075.77</u>	<u>8,780.90</u>
10014430.02 Heating & Cooling Contracts				5,056.10		
02/13/14	5754		Custom Sheet Metal & Heating		1,600.66	
02/25/14	5780		Custom Sheet Metal & Heating		259.01	
					<u>1,859.67</u>	<u>6,915.77</u>
10014430.03 Snow Removal Contracts				135.00		

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014430.03 Snow Removal Contracts (cont.)						
02/13/14	5764		Swidorski Bros Excavating LLC		4,998.75	
					<u>4,998.75</u>	<u>5,133.75</u>
10014430.04 Elevator Contracts				1,082.50		
02/04/14	5746	V	Schindler Elevator Corp.		3,804.50	
					<u>3,804.50</u>	<u>4,887.00</u>
10014430.06 Unit Turnaround Contracts				730.00		
02/04/14	5739	V	Haglund's Floor Covering		2,000.00	
					<u>2,000.00</u>	<u>2,730.00</u>
10014430.07 Electrical Contracts				0.00		
02/17/14	5774	V	Top Line Electric		423.96	
					<u>423.96</u>	<u>423.96</u>
10014430.08 Plumbing Contracts				0.00		
02/04/14	5738		Forbes Sanitation & Excavation Inc.		665.00	
					<u>665.00</u>	<u>665.00</u>
10014430.11 Routine Maintenance Contracts				3,092.75		
02/04/14	5736	V	Crystal Lock & Supply		309.00	
					<u>309.00</u>	<u>3,401.75</u>
10014430.12 Miscellaneous Contracts				4,249.25		
02/04/14	5745		Parkdale Auto		35.15	
02/13/14	5761		Parkdale Auto		358.56	
02/25/14	5791		M.C. Smith Associates		625.48	
					<u>1,019.19</u>	<u>5,268.44</u>
10014431 Garbage Removal				1,231.43		
02/13/14	5747	V	Allied Waste Services		995.89	
02/25/14	5783	V	Manistee Landfill		55.52	
					<u>1,051.41</u>	<u>2,282.84</u>
10014433 Employee Benefits - Maint.				9,135.65		
02/28/14	324		To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per Feb 2014 bank statement.		557.02	
02/25/14	5786	V	Principal Financial Group		521.16	
02/25/14	5787	V	Priority Health		64.45	
02/25/14	5788	V	Sun Life Financial		198.61	
02/25/14	5789	V	VSP		87.13	
					<u>1,428.37</u>	<u>10,564.02</u>
10014434 Employee Benefits-Retirees				100.00		
02/13/14	5759	V	Noble Holmes		100.00	
					<u>100.00</u>	<u>200.00</u>
10014510 Insurance				6,056.53		
02/13/14	5748	V	AmTrust North America Inc		795.00	

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014510 Insurance (cont.)						
02/28/14	RT2	S	To record monthly insurance write off.		5,261.53	
					<u>6,056.53</u>	<u>12,113.06</u>
10014520 Payment in Lieu of Taxes				3,120.00		
02/28/14	A2	S	To record estimated monthly PILOT expense.		3,120.00	
					<u>3,120.00</u>	<u>6,240.00</u>
10014580 Interest Expense				6,374.99		
02/01/14	5731	V	Oswego Comm. Bank		6,368.46	
					<u>6,368.46</u>	<u>12,743.45</u>
10014800 Depreciation - Current Year				24,460.00		
02/28/14	A3	S	To record estimated monthly depreciation expense.		24,460.00	
					<u>24,460.00</u>	<u>48,920.00</u>
10016010 Prior Year Adj. - Affecting RR				(105.96)		
					<u>0.00</u>	<u>(105.96)</u>
10017510 Principal Payments - EPC				1,224.24		
02/01/14	5731	V	Oswego Comm. Bank		1,230.77	
					<u>1,230.77</u>	<u>2,455.01</u>
10017590 Operating Expenditures-Contra				(1,224.24)		
02/01/14	5731	V	Oswego Comm. Bank		(1,230.77)	
					<u>(1,230.77)</u>	<u>(2,455.01)</u>
10019996 Actual Unit Months for REAC submission				212.00		
02/28/14	RT1	S	To record actual units leased for REAC reporting purposes.		214.00	
					<u>214.00</u>	<u>426.00</u>
10019997 Actual Unit Months - Contra				(212.00)		
02/28/14	RT1	S	To record actual units leased for REAC reporting purposes.		(214.00)	
					<u>(214.00)</u>	<u>(426.00)</u>
10019998 Unit Months - Memorandum				214.00		
02/28/14	A1	S	To record unit months for PUM calculation.		214.00	
					<u>214.00</u>	<u>428.00</u>
10019999 Unit Months - Contra				(214.00)		
02/28/14	A1	S	To record unit months for PUM calculation.		(214.00)	
					<u>(214.00)</u>	<u>(428.00)</u>
10103401.1 Operating Grants				0.00		
02/28/14	320		To reclassify 2010 CFP revenue that was deferred @ FYE 12/31/2013.		(1,054.52)	
					<u>(1,054.52)</u>	<u>(1,054.52)</u>

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10103401.3		Capital Grants	0.00		
02/28/14	112		501-10 CFP Grant		(276.30)	
					<u>(276.30)</u>	<u>(276.30)</u>
	10104430.12		Miscellaneous Contracts	0.00		
02/25/14	5791		M.C. Smith Associates		1,054.52	
					<u>1,054.52</u>	<u>1,054.52</u>
	10123401.1		Operating Grants	0.00		
02/28/14	111		501-12 CFP Grant		(5,000.00)	
					<u>(5,000.00)</u>	<u>(5,000.00)</u>
	10124110		Administrative Salaries	0.00		
02/28/14	111		501-12 CFP Grant		4,645.00	
					<u>4,645.00</u>	<u>4,645.00</u>
	10124182		Employee Benefits - Admin	0.00		
02/28/14	111		501-12 CFP Grant		355.00	
					<u>355.00</u>	<u>355.00</u>
	10133401.3		Capital Grants	0.00		
02/28/14	113		501-13 CFP Grant		(1,020.00)	
					<u>(1,020.00)</u>	<u>(1,020.00)</u>
	15101406		Operations	40,000.00		
					<u>0.00</u>	<u>40,000.00</u>
	15101408		Management Improvements	23,947.02		
					<u>0.00</u>	<u>23,947.02</u>
	15101410.05		Salary & Benefits-Staff	24,000.00		
					<u>0.00</u>	<u>24,000.00</u>
	15101430.01		A & E Fees	11,857.37		
02/25/14	5790		M.C. Smith Associates		276.30	
					<u>276.30</u>	<u>12,133.67</u>
	15101430.99		A & E Fees - Soft Costs	11,566.33		
					<u>0.00</u>	<u>11,566.33</u>
	15101460		Dwelling Structures	45,241.05		
					<u>0.00</u>	<u>45,241.05</u>
	15101460.23		Modernize Boiler Rooms	24,544.00		
					<u>0.00</u>	<u>24,544.00</u>
	15101460.99		Dwelling Structures-Soft Costs	7,513.95		

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	15101460.99		Dwelling Structures-Soft Costs (cont.)		0.00	7,513.95
	15101475		Nondwelling Equipment	8,000.00	0.00	8,000.00
	15101485.99		Demolition-Soft Costs	11,392.50	1,054.52	12,447.02
02/25/14	5791		M.C. Smith Associates		1,054.52	
	15101600		CFP Funding	208,062.22	276.30	
02/28/14	112		501-10 CFP Grant		276.30	
02/28/14	320		To reclassify 2010 CFP revenue that was deferred @ FYE 12/31/2013.		1,054.52	
	15101699		CFP Funding - Contra	(208,062.22)	(276.30)	(209,393.04)
02/28/14	112		501-10 CFP Grant		(276.30)	
02/28/14	320		To reclassify 2010 CFP revenue that was deferred @ FYE 12/31/2013.		(1,054.52)	
	15109800		CFP Cost - Contra	(208,062.22)	(276.30)	(209,393.04)
02/25/14	5790		M.C. Smith Associates		(276.30)	
02/25/14	5791		M.C. Smith Associates		(1,054.52)	
	15111406		Operations	40,000.00	0.00	40,000.00
	15111408		Management Improvements	9,794.16	0.00	9,794.16
	15111410		Administration	17,834.72	0.00	17,834.72
	15111430		A & E Fees	4,750.00	0.00	4,750.00
	15111430.01		A & E Fees	1,322.28	0.00	1,322.28
	15111460		Dwelling Structures	4,533.32	0.00	4,533.32
	15111460.99		Dwelling Structures-Soft Costs	11,175.00	0.00	11,175.00

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	15111600		CFP Funding	89,409.48	<u>0.00</u>	<u>89,409.48</u>
	15111699		CFP Funding - Contra	(89,409.48)	<u>0.00</u>	<u>(89,409.48)</u>
	15119800		CFP Cost - Contra	(89,409.48)	<u>0.00</u>	<u>(89,409.48)</u>
	15121406		Operations	0.00		
02/28/14	111		501-12 CFP Grant		<u>40,000.00</u>	
					<u>40,000.00</u>	<u>40,000.00</u>
	15121408		Management Improvements	6,070.00	<u>0.00</u>	<u>6,070.00</u>
	15121410		Administration	0.00		
02/28/14	111		501-12 CFP Grant		<u>5,000.00</u>	
					<u>5,000.00</u>	<u>5,000.00</u>
	15121430.99		A & E Fees - Soft Costs	2,061.25	<u>0.00</u>	<u>2,061.25</u>
	15121600		CFP Funding	8,131.25		
02/28/14	111		501-12 CFP Grant		<u>45,000.00</u>	
					<u>45,000.00</u>	<u>53,131.25</u>
	15121699		CFP Funding - Contra	(8,131.25)		
02/28/14	111		501-12 CFP Grant		<u>(45,000.00)</u>	
					<u>(45,000.00)</u>	<u>(53,131.25)</u>
	15129800		CFP Cost - Contra	(8,131.25)		
02/28/14	111		501-12 CFP Grant		<u>(45,000.00)</u>	
					<u>(45,000.00)</u>	<u>(53,131.25)</u>
	15131430		A & E Fees	7,140.00		
02/25/14	5792		M.C. Smith Associates		<u>1,020.00</u>	
					<u>1,020.00</u>	<u>8,160.00</u>
	15131600		CFP Funding	7,140.00		
02/28/14	113		501-13 CFP Grant		<u>1,020.00</u>	
					<u>1,020.00</u>	<u>8,160.00</u>
	15131699		CFP Funding - Contra	(7,140.00)		
02/28/14	113		501-13 CFP Grant		<u>(1,020.00)</u>	
					<u>(1,020.00)</u>	<u>(8,160.00)</u>

**Manistee Housing Commission
General Ledger**

<u>Date</u>	<u>Reference T</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Current Amount</u>	<u>YTD Balance</u>
	15139800	CFP Cost - Contra	(7,140.00)		
02/25/14	5792	M.C. Smith Associates		<u>(1,020.00)</u>	
				<u>(1,020.00)</u>	<u>(8,160.00)</u>
Current Profit/(Loss)		<u>18,849.05</u>	YTD Profit/(Loss)		<u>(35,844.37)</u>
Number of Transactions		181	The General Ledger is in balance		
					<u>0.00</u>

Redacted in Compliance with the Federal Privacy Act

**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number: 851620
Statement Ending date: 02/28/14
Checkbook Name: NOW Account

General Ledger

Balance per General Ledger (Account 10011111.2) at 02/01/14	471,139.58
Activity for the month:	
Total Debits (Deposits and Credit Memos)	151,947.97
Total Credits (Checks and Debit Memos)	-106,395.12
Unreconciled General Ledger Balance at 02/28/14	<u>516,692.43</u>
Adjustments and Other Bank Items	0.00
Reconciled General Ledger Balance at 02/28/14	<u><u>516,692.43</u></u>

Bank

Balance per Bank Statement at 02/28/14	534,745.12
Total Additions (Deposits and Credit Memos in transit)	986.02
Total Subtractions (Checks and Debit Memos in transit)	-19,038.71
Total Bank Errors	0.00
Bank Balance Adjusted at 02/28/14	<u><u>516,692.43</u></u>

Redacted in Compliance with the Federal Privacy Act

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 02/01/14
Statement Ending date: 02/28/14
Checkbook Name: NOW Account

Statement Summary

Beginning Balance				498,680.26
Deposits and Credit Memos				
100	01/31/14	10011122	January Cash Receipts	7,358.87
109	02/28/14	10013401.2	Operating Subsidy	8,090.50
110	02/28/14	10013401.2	Operating Subsidy	27,451.00
111	02/28/14	10013401.1	501-12 CFP Grant	45,000.00
112	02/28/14	10103401.3	501-10 CFP Grant	276.30
113	02/28/14	10011125	501-13 CFP Grant	8,160.00
114	02/28/14	10013610	NOW Interest	0.16
115	02/28/14	10013610	REPO Interest	102.65
108	02/28/14	10011122	February Cash Receipts	61,881.34
			Total	<u>158,320.82</u>

Checks and Debit Memos

315	02/28/14	10011122	To record charges to tenants per Feb 2014 MSO.	(571.00)
322	02/28/14	10012117.8	To record MiSDU debits per Feb 2014 bank statement.	(35.40)
323	02/28/14	10012117.5	To record MERS debit per Feb 2014 bank statement.	(2,058.11)
324	02/28/14	10012117.1	To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY	(6,290.20)
5564	11/12/13	10012114		(68.41)
5707	01/29/14	10014190.3	Applied Imaging	(308.95)
5708	01/29/14	10014420	Auto Value	(128.58)
5709	01/29/14	10014420	Blarney Castle Fleet Program	(258.89)
5710	01/29/14	10014430.12	Brian's Auto Parts Inc.	(664.00)
5711	01/29/14	10014430.02	Custom Sheet Metal & Heating	(3,193.25)
5712	01/29/14	10014330	DTE Energy	(606.98)
5713	01/29/14	10014420	Fastenal Company	(1,588.02)
5714	01/29/14	10014430.12	Graham Electric Motor Service	(3,585.25)
5715	01/29/14	10011129	Great Openings	(3,365.58)
5716	01/29/14	10014130	Mika Meyers Beckett & Jones PLC	(2,065.56)
5717	01/29/14	10014190.3	The Nelrod Company	(898.00)
5718	01/29/14	10014190.5	PNC Bank	(1,885.26)
5719	01/29/14	10014182	Principal Financial Group	(884.28)
5720	01/29/14	10014182	Priority Health	(6,537.65)
5721	01/29/14	10014420	Sherwin-Williams Co.	(529.37)
5722	01/29/14	10014433	Sun Life Financial	(562.17)
5723	01/29/14	10014430.03	Swidorski Bros Excavating LLC	(7,055.00)
5724	01/29/14	10014182	VSP	(148.12)
5725	02/01/14	10014221		(50.00)
5726	02/01/14	10014221		(200.00)
5727	02/01/14	10014221		(200.00)
5728	02/01/14	10014221		(100.00)
5729	02/01/14	10014221		(200.00)
5730	02/01/14	10014221		(100.00)
5731	02/01/14	10012131	Oswego Comm. Bank	(7,599.23)
5732	02/04/14	10014185	AT & T Mobility	(957.64)
5733	02/04/14	10014420	Auto Value	(30.98)
5734	02/04/14	10014185	Charter Business	(4,238.12)
5735	02/04/14	10014320	Consumers Energy	(12,339.49)
5736	02/04/14	10014430.11	Crystal Lock & Supply	(309.00)
5737	02/04/14	10014330	DTE Energy	(998.65)
5738	02/04/14	10014430.08	Forbes Sanitation & Excavation Inc.	(665.00)
5739	02/04/14	10014430.06	Haglund's Floor Covering	(2,000.00)
5740	02/04/14	10014420	HD Supply Facilities Mtce	(765.77)
5741	02/04/14	10014170	H.A.A.S., Inc.	(667.44)
5742	02/04/14	10014190.4	Jackpine Business Centers	(238.15)
5743	02/04/14	10014420	McCardel Water Conditioning	(131.50)
5744	02/04/14	10014190.3	Next IT	(339.00)
5745	02/04/14	10014430.12	Parkdale Auto	(35.15)
5746	02/04/14	10014430.04	Schindler Elevator Corp.	(3,804.50)
5747	02/13/14	10014431	Allied Waste Services	(995.89)
5748	02/13/14	10014510	AmTrust North America Inc	(795.00)
5749	02/13/14	10014190.3	Applied Imaging	(96.13)
5750	02/13/14	10014185	AT & T	(792.18)

**Manistee Housing Commission
Bank Reconciliation Worksheet**

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Statement Beginning date: 02/01/14
Statement Ending date: 02/28/14
Checkbook Name: NOW Account

5751	02/13/14	10014185	AT & T Long Distance	(44.11)
5752	02/13/14	10014420	Cadillac Plbg. & Htg. Supply Co., Inc.	(95.58)
5754	02/13/14	10014430.02	Custom Sheet Metal & Heating	(1,600.66)
5755	02/13/14	10011211	Housing Insurance Services Inc.	(10,241.00)
5756	02/13/14	10011211	Housing Authority Risk Retention Group	(2,752.00)
5757	02/13/14	10012114		(259.00)
5759	02/13/14	10014434	Noble Holmes	(100.00)
5760	02/13/14	10014420	Olson Lumber Company	(70.44)
5761	02/13/14	10014430.12	Parkdale Auto	(358.56)
5762	02/13/14	10014190.5	The Pioneer Group	(618.97)
5763	02/13/14	10012114		(402.00)
5764	02/13/14	10014430.03	Swidorski Bros Excavating LLC	(4,998.75)
5765	02/13/14	10014420	Wahr Hardware	(47.49)
5766	02/13/14	10014170	Daniel D. Laskey Co., PC	(109.50)
5767	02/17/14	10014420	Fastenal Company	(1,286.66)
5768	02/17/14	10014420	HD Supply Facilities Mtce	(536.54)
5769	02/17/14	10014190.3	Housing Data Systems	(135.00)
5770	02/17/14	10014190.3	Next IT	(124.50)
5771	02/17/14	10014190.5	The PI Company	(76.85)
5772	02/17/14	10014190.5	PNC Bank	(120.23)
5773	02/17/14	10014420	State Industrial Products	(551.10)
5774	02/17/14	10014430.07	Top Line Electric	(423.96)
12681	02/12/14	10014410	Anthony Mastrapasqua	(813.84)
12682	02/12/14	10014410	Kevin Helminiak	(1,160.76)
12683	02/12/14	10014110	Clinton E. Copus II	(2,147.70)
12684	02/12/14	10014110	Lorna J. Perski	(1,263.35)
12685	02/12/14	10014110	Beverly A. Pahoski	(727.55)
12686	02/12/14	10014410	Robert Krolczyk	(769.79)
12687	02/12/14	10014110	Monica Otis	(698.21)
12690	02/26/14	10014410	Anthony Mastrapasqua	(849.87)
12691	02/26/14	10014410	Kevin Helminiak	(1,150.93)
12692	02/26/14	10014110	Clinton E. Copus II	(2,189.48)
12693	02/26/14	10014110	Lorna J. Perski	(1,300.12)
12694	02/26/14	10014110	Beverly A. Pahoski	(727.54)
12695	02/26/14	10014110	Beverly A. Pahoski	(71.35)
12696	02/26/14	10014410	Robert Krolczyk	(797.50)
12697	02/26/14	10014110	Monica Otis	(698.22)
			Total	<u>(122,255.96)</u>

Ending Balance 534,745.12

Bank Summary

Ending Bank Balance 534,745.12

Deposits and Credit Memos in transit

108	02/28/14	10011122	February Cash Receipts	986.02
			Total	<u>986.02</u>

Checks and Debit Memos in transit

4657	10/01/12	10012114		58.00
5083	04/03/13	10011122		23.00
5115	04/23/13	10014420	Culligan Water Clinic	109.90
5343	08/05/13	10012114		86.00
5523	11/01/13	10014221		50.00
5548	11/12/13	10011122		51.00
5677	01/08/14	10012114		30.00
5753	02/13/14	10014310	City of Manistee	3,922.35
5758	02/13/14	10012119.2	Manistee Housing Commission	632.00
5775	02/25/14	10014420	Ace Hardware	66.56
5776	02/25/14	10014185	AT & T Long Distance	45.18
5777	02/25/14	10014190.3	Auditory Response Systems Inc.	408.00
5778	02/25/14	10014420	Auto Value	7.99
5779	02/25/14	10014190.5	Custer	409.70
5780	02/25/14	10014430.02	Custom Sheet Metal & Htg	259.01

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 02/01/14
Statement Ending date: 02/28/14
Checkbook Name: NOW Account

5781	02/25/14	10014330	DTE Energy	5,789.98
5782	02/25/14	10014420	Larsen's Landscaping LLC	57.16
5783	02/25/14	10014431	Manistee Landfill	55.52
5784	02/25/14	10014130	Mika Meyers Beckett & Jones	1,214.63
5785	02/25/14	10014420	Peachtree Business Products	428.00
5786	02/25/14	10014182	Principal Financial Group	884.28
5787	02/25/14	10014182	Priority Health	113.11
5788	02/25/14	10014433	Sun Life Financial	609.99
5789	02/25/14	10014182	VSP	148.12
5790	02/25/14	10011400	M.C. Smith Associates	276.30
5791	02/25/14	10104430.12	M.C. Smith Associates	1,680.00
5792	02/25/14	10011400	M.C. Smith Associates	1,020.00
12679	01/29/14	10011111.3	West Shore Bank	158.33
12680	02/12/14	10012117.10	United Way of Manistee County	5.00
12688	02/12/14	10012117.6	United Steel Workers	3.00
12689	02/12/14	10011111.3	West Shore Bank	158.33
12698	02/26/14	10012117.9	United Steel Workers	119.94
12699	02/26/14	10011111.3	West Shore Bank	158.33
			Total	<u>(19,038.71)</u>

Ending Balance 516,692.43

Book Summary

G/L account: 10011111.2
G/L journal: Journal Entry
G/L period: 02/28/14

Total Adjustments: 0.00

Ending Balance 516,692.43

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**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number:
Statement Ending date: 02/28/14
Checkbook Name: HRA Account

General Ledger

Balance per General Ledger (Account 10011111.3) at 02/01/14	11,579.90
Activity for the month:	
Total Debits (Deposits and Credit Memos)	317.10
Total Credits (Checks and Debit Memos)	<u>-24.72</u>
Unreconciled General Ledger Balance at 02/28/14	<u>11,872.28</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 02/28/14	<u><u>11,872.28</u></u>

Bank

Balance per Bank Statement at 02/28/14	11,397.29
Total Additions (Deposits and Credit Memos in transit)	474.99
Total Subtractions (Checks and Debit Memos in transit)	-0.00
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 02/28/14	<u><u>11,872.28</u></u>

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**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 02/01/14
Statement Ending date: 02/28/14
Checkbook Name: HRA Account

Statement Summary

Beginning Balance				11,421.57
Deposits and Credit Memos				
116	02/28/14	10013610	HRA Interest	0.44
			Total	<u>0.44</u>
Checks and Debit Memos				
321	02/28/14	10012117.12	To record HRA transactions per Feb 2014 bank statement.	(24.72)
			Total	<u>(24.72)</u>
Ending Balance				<u><u>11,397.29</u></u>

Bank Summary

Ending Bank Balance				11,397.29
Deposits and Credit Memos in transit				
12679	01/29/14		West Shore Bank	158.33
12689	02/12/14		West Shore Bank	158.33
12699	02/26/14		West Shore Bank	158.33
			Total	<u>474.99</u>
Ending Balance				<u><u>11,872.28</u></u>

Book Summary

G/L account: 10011111.3				
G/L journal: Journal Entry				
G/L period: 02/28/14				
			Total Adjustments:	<u>0.00</u>
Ending Balance				<u><u>11,872.28</u></u>

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Housing Authority Accounting Specialists
PO Box 545
Sparta, WI 54656
608-272-3209

To the Board of Directors
And Management

Manistee Housing Commission
Domestic Violence Grant
273 Sixth Avenue
Manistee, MI 49660

Enclosed are the following reports for the month ending February 28, 2014. These reports have been compiled in accordance with Generally Accepted Accounting Principles.

- I. Financial Statements
- II. Journal Register
- III. General Ledger

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them. This report is offered as a review of your past operations and is a basis for decisions for your future policies.

Respectfully Submitted:

Housing Authority Accounting Specialists, Inc.

**Manistee Housing Commission
Domestic Violence Grant
BALANCE SHEET
As of February 28, 2014**

ASSETS

CURRENT ASSETS

Cash

1111 - Cash - MSHDA	\$	74,695.36
Total Cash		74,695.36

Receivables

1122 - Tenants Accounts Receivable		14.99
Total Receivables		14.99

Investments

Total Investments		0.00
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Prepaid Expenses & Other Assets

Total Prepaid Expenses & Other Assets		0.00
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Total Current Assets		74,710.35
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CAPITAL ASSETS

Land, Structures & Equipment

1400.7 - Buildings		364,363.29
1400.98 - Accumulated Depreciation-DVG		(57,912.09)
Total Land, Structures & Equipment		306,451.20

TOTAL CAPITAL ASSETS		306,451.20
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TOTAL ASSETS	\$	<u>381,161.55</u>
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**Manistee Housing Commission
Domestic Violence Grant
BALANCE SHEET
As of February 28, 2014**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 124.80
2114 - Tenant Security Deposits	<u>1,748.00</u>
Total Accounts Payable	1,872.80

Accrued Liabilities

2130 - Forgiveable Note - MSHDA	<u>500,000.00</u>
Total Accrued Liabilities	500,000.00

Total Current Liabilities 501,872.80

Non Current Liabilities

Total Non Current Liabilities 0.00

Deferred Credits

Total Deferred Credits 0.00

TOTAL LIABILITIES/DEFERRED CREDITS 501,872.80

EQUITY

Unreserved Fund Balance

2806 - Unrestricted Net Assets	70,661.32
2806.4 - Invested in Capital Assets-DVG	(191,898.80)
Current Year Profit(Loss)	<u>526.23</u>
Total Unreserved Fund Balance	(120,711.25)

TOTAL EQUITY (120,711.25)

TOTAL LIABILITIES/EQUITY \$ 381,161.55

**Manistee Housing Commission
Domestic Violence Grant
INCOME STATEMENT
For the 1 Month and 2 Months Ended February 28, 2014**

	1 Month Ended	2 Months Ended
	<u>February 28, 2014</u>	<u>February 28, 2014</u>
Operating Income		
3110 - Dwelling Rental	1,232.00	2,464.00
3690 - Tenant Income	<u>0.00</u>	<u>14.99</u>
Total Operating Income	1,232.00	2,478.99
Operating Expenses		
Administration		
4170 - Accounting Fees	124.80	249.60
4190.5 - Other Sundry-Misc.	<u>51.16</u>	<u>53.16</u>
Total Administration	175.96	302.76
Ordinary Maint. & Operation		
Total Ordinary Maint. & Oper.	0.00	0.00
General Expense		
Total General Expense	0.00	0.00
Depreciation Expense		
4800 - Depreciation - Current Year	<u>825.00</u>	<u>1,650.00</u>
Total Depreciation Expense	825.00	1,650.00
Capital Expenditures		
Total Capital Expenditures	0.00	0.00
Total Operating Expenses	<u>1,000.96</u>	<u>1,952.76</u>
Net Income/(Loss)	<u>1,056.04</u>	<u>2,176.23</u>

**Manistee Housing Commission
Cash Disbursements-DVG Journal**

<u>Date</u>	<u>Reference</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
02/04/14	2490	20014170	H.A.A.S., Inc.	124.80	124.80
02/17/14	2491	20014190.5	PNC Bank	49.16	49.16
02/28/14	MI078	20011111	Checks 2490 - 2491	(173.96)	<u>(173.96)</u>
			Transaction Balance		<u><u>0.00</u></u>
Total Debits	<u>173.96</u>	Total Credits	<u>173.96</u>	A/C Hash Total	<u>60039471.500</u>
Number of Transactions	3				

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**Manistee Housing Commission
Cash Receipts - DVG Journal**

<u>Date</u>	<u>Reference</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
02/28/14	102	20011111	February Cash Receipts	600.00	
02/28/14	102	20011122	February TAR Collections	(600.00)	
02/28/14	103	20011111	Interfund Reimbursement - P/H	632.00	
02/28/14	103	20011129.4	Interfund Reimbursement - P/H	(632.00)	
				Transaction Balance	<u>0.00</u>
Total Debits		<u>1,232.00</u>	Total Credits	<u>1,232.00</u>	A/C Hash Total
				<u>80044473.400</u>	
Number of Transactions		4			

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<u>Date</u>	<u>Reference</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
02/28/14	302	20011122	To record charges to tenants per Feb 2014 MSO.	1,232.00	
02/28/14	302	20013110	To record charges to tenants per Feb 2014 MSO.	(1,232.00)	
02/28/14	303	20011111	To record service fee per Feb 2014 bank statement.	(2.00)	
02/28/14	303	20014190.5	To record service fee per Feb 2014 bank statement.	2.00	
02/28/14	A1	20011400.98	To record estimated depreciation expense.	(825.00)	
02/28/14	A1	20014800	To record estimated depreciation expense.	825.00	
02/28/14	RT1	20019996	To record units leased.	3.00	
02/28/14	RT1	20019997	To record units leased.	(3.00)	
				Transaction Balance	<u>0.00</u>
Total Debits		<u>2,062.00</u>	Total Credits		<u>2,062.00</u>
				A/C Hash Total	<u>160115727.480</u>
Number of Transactions		8			

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Date	Reference T	Description	Beginning Balance	Current Amount	YTD Balance
	20011111	Cash - MSHDA	73,639.32		
02/28/14	102	February Cash Receipts		600.00	
02/28/14	103	Interfund Reimbursement - P/H		632.00	
02/28/14	303	To record service fee per Feb 2014 bank statement.		(2.00)	
02/28/14	MI078	Checks 2490 - 2491		(173.96)	
				<u>1,056.04</u>	<u>74,695.36</u>
	20011122	Tenants Accounts Receivable	14.99		
02/28/14	102	February TAR Collections		(600.00)	
02/28/14	108	February TAR Collections		(632.00)	
02/28/14	302	To record charges to tenants per Feb 2014 MSO.		1,232.00	
				<u>0.00</u>	<u>14.99</u>
	20011129.4	Interfund Receivable - P/H	0.00		
02/28/14	103	Interfund Reimbursement - P/H		(632.00)	
02/28/14	108	February Cash Receipts		632.00	
				<u>0.00</u>	<u>0.00</u>
	20011400.7	Buildings	364,363.29		
				<u>0.00</u>	<u>364,363.29</u>
	20011400.98	Accumulated Depreciation-DVG	(57,087.09)		
02/28/14	A1 S	To record estimated depreciation expense.		(825.00)	
				<u>(825.00)</u>	<u>(57,912.09)</u>
	20012111	Vendors & Contractors	(124.80)		
				<u>0.00</u>	<u>(124.80)</u>
	20012114	Tenant Security Deposits	(1,748.00)		
				<u>0.00</u>	<u>(1,748.00)</u>
	20012130	Forgiveable Note - MSHDA	(500,000.00)		
				<u>0.00</u>	<u>(500,000.00)</u>
	20012806	Unrestricted Net Assets	(70,661.32)		
				<u>0.00</u>	<u>(70,661.32)</u>
	20012806.4	Invested in Capital Assets-DVG	191,898.80		
				<u>0.00</u>	<u>191,898.80</u>
	20013110	Dwelling Rental	(1,232.00)		
02/28/14	302	To record charges to tenants per Feb 2014 MSO.		(1,232.00)	
				<u>(1,232.00)</u>	<u>(2,464.00)</u>
	20013690	Tenant Income	(14.99)		
				<u>0.00</u>	<u>(14.99)</u>
	20014170	Accounting Fees	124.80		

**Manistee Housing Commission
General Ledger**

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Current Amount</u>	<u>YTD Balance</u>
20014170 Accounting Fees (cont.)						
02/04/14	2490	V	H.A.A.S., Inc.		124.80	
					<u>124.80</u>	<u>249.60</u>
20014190.5 Other Sundry-Misc.						
				2.00		
02/28/14	303		To record service fee per Feb 2014 bank statement.		2.00	
02/17/14	2491		PNC Bank		49.16	
					<u>51.16</u>	<u>53.16</u>
20014800 Depreciation - Current Year						
				825.00		
02/28/14	A1	S	To record estimated depreciation expense.		825.00	
					<u>825.00</u>	<u>1,650.00</u>
20019996 Actual Unit Months for REAC Submission						
				3.00		
02/28/14	RT1	S	To record units leased.		3.00	
					<u>3.00</u>	<u>6.00</u>
20019997 Actual Unit Months - Contra						
				(3.00)		
02/28/14	RT1	S	To record units leased.		(3.00)	
					<u>(3.00)</u>	<u>(6.00)</u>
Current Profit/(Loss)					<u>231.04</u>	
			YTD Profit/(Loss)		<u>526.23</u>	
Number of Transactions						17
			The General Ledger is in balance			<u>0.00</u>

**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number:
Statement Ending date: 02/28/14
Checkbook Name: Business Money Market Plus

General Ledger

Balance per General Ledger (Account 20011111) at 02/01/14	73,639.32
Activity for the month:	
Total Debits (Deposits and Credit Memos)	1,232.00
Total Credits (Checks and Debit Memos)	<u>-175.96</u>
Unreconciled General Ledger Balance at 02/28/14	<u>74,695.36</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 02/28/14	<u><u>74,695.36</u></u>

Bank

Balance per Bank Statement at 02/28/14	74,112.52
Total Additions (Deposits and Credit Memos in transit)	632.00
Total Subtractions (Checks and Debit Memos in transit)	-49.16
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 02/28/14	<u><u>74,695.36</u></u>

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**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 02/01/14
Statement Ending date: 02/28/14
Checkbook Name: Business Money Market Plus

Statement Summary

Beginning Balance					73,639.32
Deposits and Credit Memos					
102	02/28/14	20011122	February Cash Receipts		600.00
			Total		<u>600.00</u>
Checks and Debit Memos					
303	02/28/14	20014190.5	To record service fee per Feb 2014 bank statement.		(2.00)
2490	02/04/14	20014170	H.A.A.S., Inc.		(124.80)
			Total		<u>(126.80)</u>
Ending Balance					<u><u>74,112.52</u></u>

Bank Summary

Ending Bank Balance					74,112.52
Deposits and Credit Memos in transit					
103	02/28/14	20011129.4	Interfund Reimbursement - P/H		632.00
			Total		<u>632.00</u>
Checks and Debit Memos in transit					
2491	02/17/14	20014190.5	PNC Bank		49.16
			Total		<u>(49.16)</u>
Ending Balance					<u><u>74,695.36</u></u>

Book Summary

G/L account: 20011111					
G/L journal: Journal Entry - DVG					
G/L period: 02/28/14					
			Total Adjustments:		<u>0.00</u>
Ending Balance					<u><u>74,695.36</u></u>

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FY 2014 Budget Tracking

Total Units: 214	Annual-2014	Monthly	March 2014	2014 YTD Actual
Operating Income				
Rental Income				
3110-Dwelling Rental	\$ 600,000.00	\$ 50,000.00	\$ 49,690.00	\$ 147,659.00
3120-Excess Utilities	\$ 11,400.00	\$ 950.00	\$ 605.25	\$ 1,883.58
Total Rental Income	\$ 611,400.00	\$ 50,950.00	\$ 50,295.25	\$ 149,542.58
Revenues-HUD PHA Grants				
3401.1-Operating Grants	\$ 40,000.00	\$ 3,333.33	\$ -	\$ 40,000.00
3401.2-Operating Subsidy	\$ 395,000.00	\$ 32,916.67	\$ 36,200.00	\$ 107,283.00
Total HUD PHA Grants	\$ 501,485.00	\$ 41,790.42	\$ 36,200.00	\$ 147,283.00
Nonrental Income	\$ 94,030.00	\$ 7,835.83	\$ 8,955.22	\$ 25,263.04
Total Operating Income	\$ 1,140,430.00	\$ 95,035.83	\$ 95,450.47	\$ 322,088.62
Operating Expenses				
Routine Expenses				
Administration	\$ 320,670.00	\$ 26,722.50	\$ 23,632.59	\$ 67,136.50
Unusual Administration	\$ -	\$ -	\$ 997.50	\$ 17,255.65
Total Administration	\$ 320,670.00	\$ 26,722.50	\$ 24,630.09	\$ 84,392.15
Tenant Services	\$ 57,830.00	\$ 4,819.17	\$ 5,014.93	\$ 14,669.78
Unusual Tenant Services	\$ -	\$ -	\$ -	\$ 195.76
Total Tenant Services	\$ 57,830.00	\$ 4,819.17	\$ 5,014.93	\$ 14,865.54
Utilities	\$ 179,600.00	\$ 14,966.67	\$ 19,577.14	\$ 62,390.30
Unusual Utilities	\$ -	\$ -	\$ -	\$ -
Total Utilities	\$ 179,600.00	\$ 14,966.67	\$ 19,577.14	\$ 62,390.30
Ordinary Maintenance & Operations	\$ 282,873.00	\$ 23,572.75	\$ 24,580.78	\$ 70,666.26
Unusual Ordinary Maintenance & Operations	\$ -	\$ -	\$ 23,162.42	\$ 48,519.38
Total Ordinary Maintenance & Operations	\$ 282,873.00	\$ 23,572.75	\$ 47,743.20	\$ 119,185.64
Protective Services	\$ 3,500.00	\$ 291.67	\$ -	\$ -
Unusual Protective Services	\$ -	\$ -	\$ -	\$ -
Total Protective Services	\$ 3,500.00	\$ 291.67	\$ -	\$ -
General Expenses	\$ 200,580.00	\$ 16,715.00	\$ 15,538.43	\$ 46,634.94
Unusual General Expenses	\$ -	\$ -	\$ -	\$ -
Total General Expenses	\$ 200,580.00	\$ 16,715.00	\$ 15,538.43	\$ 46,634.94
Total Routine Expense	\$ 1,045,053.00	\$ 87,087.75	\$ 112,503.79	\$ 327,468.57
Non-Routine Expenses				
Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ -
Total Casualty Losses	\$ -	\$ -	\$ -	\$ -
Total Non-Routine Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 1,045,053.00	\$ 87,087.75	\$ 112,503.79	\$ 327,468.57
Operating Income (Loss)	\$ 95,377.00	\$ 7,948.08	\$ (17,053.32)	\$ (5,379.95)
Total Depreciation Expense	\$ 319,380.00	\$ 26,615.00	\$ 24,460.00	\$ 73,380.00
Surplus Credits & Charges	\$ -	\$ -	\$ -	\$ (105.96)
Capital Expenditures	\$ 16,500.21	\$ 1,375.02	\$ -	\$ -
HUD Net Income (Loss)	\$ 78,876.79	\$ 6,573.07	\$ (18,290.65)	\$ (8,966.51)
GAAP Net Income (Loss)	\$ (224,003.00)	\$ (18,666.92)	\$ (41,513.32)	\$ (78,653.99)

Unusual Expense Detail:		
Administration		
4190.3-Admin Service Contracts	\$ 997.50	Next IT - Century Terrace Internet
Total Administration	\$ 997.50	
Ordinary Maint. & Operation		
4430.03-Snow Removal Maintenance	\$ 13,920.00	Snow Removal - \$19,053.75 to date
4430.11-Routine Maintenance Contracts	\$ 3,042.42	Yearly Fire Inspection (Reduce to 1 Month)
4430.12-Miscellaneous Contracts	\$ 6,200.00	\$2,625 - Mold Testing; \$3,575 - Thaw Pipes
Total Ordinary Maintenance & Operations	\$ 23,162.42	

Housing Authority Accounting Specialists
PO Box 545
Sparta, WI 54656
608-272-3209

To the Board of Directors
And Management

Manistee Housing Commission
Public Housing
273 Sixth Avenue
Manistee, MI 49660

Enclosed are the following reports for the month ending March 31, 2014. These reports have been compiled in accordance with Generally Accepted Accounting Principles.

- I. Financial Statements
- II. Journal Register
- III. General Ledger

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them. This report is offered as a review of your past operations and is a basis for decisions for your future policies.

Respectfully Submitted:

Housing Authority Accounting Specialists, Inc.

**Manistee Housing Commission
Low Rent Public Housing
BALANCE SHEET
As of March 31, 2014**

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$ 446,374.12
1111.3 - HRA Account	11,449.98
1117 - Petty Cash Fund	250.00
1118 - Change Fund	<u>50.00</u>

Total Cash

458,124.10

Receivables

1122 - Tenants Accounts Receivable	3,814.61
1122.1 - Allowance for Doubtful Accounts	<u>(1,982.29)</u>

Total Receivables

1,832.32

Investments

Total Investments

0.00

Prepaid Expenses & Other Assets

1211 - Prepaid Insurance	11,531.95
1290 - Other Prepaid Expenses	6,650.76
1690 - Undistributed Debits	<u>53,000.00</u>

Total Prepaid Expenses & Other Assets

71,182.71

Total Current Assets

531,139.13

CAPITAL ASSETS

Land, Structures & Equipment

1400 - Construction in Progress-CFP	1,806.30
1400.6 - Land	360,271.62
1400.61 - Land Improvements	85,905.07
1400.7 - Buildings	4,657,515.77
1400.71 - Building Improvements	4,789,817.60
1400.72 - Non-dwelling Structures	7,050.00
1400.8 - Furn., Equip., Mach.-Dwellings	241,029.69
1400.9 - Furn., Equip., Mach.-Admin	500,042.94
1400.95 - Accumulated Depreciation-ALL	<u>(7,421,451.05)</u>

Total Land, Structures & Equipment

3,221,987.94

TOTAL CAPITAL ASSETS

3,221,987.94

TOTAL ASSETS

\$ 3,753,127.07

**Manistee Housing Commission
Low Rent Public Housing
BALANCE SHEET
As of March 31, 2014**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 42,793.60
2114 - Tenant Security Deposits	58,445.00
2117.12 - FSA Withheld	1,281.98
2117.3 - State Income Tax Withheld	770.69
2117.5 - Pension Withheld	<u>1,268.62</u>

Total Accounts Payable

104,559.89

Accrued Liabilities

2131 - EPC Loan - Current	12,807.87
2135 - Accrued Wages/Payroll Taxes Payable	11,414.62
2135.1 - Accrued Comp. Absences-Current	12,114.51
2137 - Payments in Lieu of Taxes	<u>48,611.20</u>

Total Accrued Liabilities

84,948.20

Total Current Liabilities

189,508.09

Non Current Liabilities

2132 - EPC Loan - Noncurrent	1,179,252.93
2135.3 - Accrued Comp. Absences-Non Current	<u>12,914.88</u>

Total Non Current Liabilities

1,192,167.81

Deferred Credits

Total Deferred Credits

0.00

TOTAL LIABILITIES/DEFERRED CREDITS

1,381,675.90

EQUITY

Unreserved Fund Balance

2806 - Unrestricted Net Assets	350,490.36
2806.1 - Invested in Capital Assets	2,097,808.50
2820 - HUD Operating Reserve - Memo	350,490.36
2820.1 - HUD Operating Reserve-Contr	(350,490.36)
Current Year Profit(Loss) - P/H	(78,653.99)
Current Year Profit(Loss) - 501-10 CFP	276.30
Current Year Profit(Loss) - 501-13 CFP	<u>1,530.00</u>

Total Unreserved Fund Balance

2,371,451.17

TOTAL EQUITY

2,371,451.17

TOTAL LIABILITIES/EQUITY

\$ 3,753,127.07

**Manistee Housing Commission
Low Rent Public Housing
INCOME STATEMENT
For the 1 Month and 3 Months Ended March 31, 2014**

Units	1 Month Ended		3 Months		BUDGET	PUM	*OVER/UNDER
	March 31, 2014	PUM	March 31, 2014	PUM			
214							
Operating Income							
Rental Income							
3110 - Dwelling Rental	49,690.00	232.20	147,659.00	230.00	600,000.00	233.64	452,341.00
3120 - Excess Utilities	<u>605.25</u>	2.83	<u>1,883.58</u>	2.93	<u>11,400.00</u>	4.44	<u>9,516.42</u>
Total Rental Income	<u>50,295.25</u>	<u>235.02</u>	<u>149,542.58</u>	<u>232.93</u>	<u>611,400.00</u>	<u>238.08</u>	<u>461,857.42</u>
Revenues - HUD PHA Grants							
3401.1 - Operating Grants	0.00	0.00	40,000.00	62.31	40,000.00	15.58	0.00
3401.2 - Operating Subsidy	<u>36,200.00</u>	169.16	<u>107,283.00</u>	167.11	<u>395,000.00</u>	153.82	<u>287,717.00</u>
Total HUD PHA Grants	<u>36,200.00</u>	<u>169.16</u>	<u>147,283.00</u>	<u>229.41</u>	<u>435,000.00</u>	<u>169.39</u>	<u>287,717.00</u>
Nonrental Income							
3610 - Interest Income-Gen. Fund	114.76	0.54	323.73	0.50	1,500.00	0.58	1,176.27
3689 - Tenant Income - Cable TV	4,163.00	19.45	12,446.59	19.39	53,700.00	20.91	41,253.41
3690 - Tenant Income	3,173.28	14.83	8,966.52	13.97	20,100.00	7.83	11,133.48
3690.1 - Non-Tenant Income	0.00	0.00	0.00	0.00	7,100.00	2.76	7,100.00
3690.4 - Laundry Income	1,310.13	6.12	2,944.05	4.59	9,300.00	3.62	6,355.95
3690.6 - Fraud Recovery Revenue	<u>194.05</u>	0.91	<u>582.15</u>	0.91	<u>1,300.00</u>	0.51	<u>717.85</u>
Total Nonrental Income	<u>8,955.22</u>	<u>41.85</u>	<u>25,263.04</u>	<u>39.35</u>	<u>93,000.00</u>	<u>36.21</u>	<u>67,736.96</u>
Total Operating Income	<u>95,450.47</u>	<u>446.03</u>	<u>322,088.62</u>	<u>501.70</u>	<u>1,139,400.00</u>	<u>443.69</u>	<u>817,311.38</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	14,268.84	66.68	45,245.94	70.48	153,580.00	59.81	108,334.06
4130 - Legal Expense	0.00	0.00	4,979.68	7.76	18,000.00	7.01	13,020.32
4140 - Staff Training	0.00	0.00	0.00	0.00	5,000.00	1.95	5,000.00
4150 - Travel Expense	0.00	0.00	(1,000.00)	(1.56)	2,000.00	0.78	3,000.00
4170 - Accounting Fees	811.44	3.79	2,451.27	3.82	11,000.00	4.28	8,548.73
4171 - Auditing	0.00	0.00	0.00	0.00	8,500.00	3.31	8,500.00
4182 - Employee Benefits - Admin	4,437.00	20.73	14,529.86	22.63	57,330.00	22.32	42,800.14
4185 - Telephone	1,883.48	8.80	7,657.34	11.93	11,000.00	4.28	3,342.66
4190.1 - Publications	0.00	0.00	0.00	0.00	180.00	0.07	180.00
4190.2 - Membership Dues and Fees	199.00	0.93	898.00	1.40	1,400.00	0.55	502.00
4190.3 - Admin Service Contracts	1,711.61	8.00	3,851.69	6.00	13,800.00	5.37	9,948.31
4190.4 - Office Supplies	1,179.31	5.51	2,125.17	3.31	7,300.00	2.84	5,174.83
4190.5 - Other Sundry-Misc.	<u>139.41</u>	0.65	<u>3,653.20</u>	5.69	<u>11,800.00</u>	4.60	<u>8,146.80</u>
Total Administration	<u>24,630.09</u>	<u>115.09</u>	<u>84,392.15</u>	<u>131.45</u>	<u>300,890.00</u>	<u>117.17</u>	<u>216,497.85</u>
Tenant Services							
4220 - Rec., Pub., & Other Services	0.00	0.00	0.00	0.00	1,000.00	0.39	1,000.00
4221 - Resident Employee Stipend	900.00	4.21	2,650.00	4.13	10,800.00	4.21	8,150.00
4230 - Contract Costs-Cable & Other	<u>4,114.93</u>	19.23	<u>12,215.54</u>	19.03	<u>47,000.00</u>	18.30	<u>34,784.46</u>
Total Tenant Services	<u>5,014.93</u>	<u>23.43</u>	<u>14,865.54</u>	<u>23.16</u>	<u>58,800.00</u>	<u>22.90</u>	<u>43,934.46</u>

**Manistee Housing Commission
Low Rent Public Housing
INCOME STATEMENT
For the 1 Month and 3 Months Ended March 31, 2014**

Units 214	1 Month Ended		3 Months		<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
	<u>March 31, 2014</u>	<u>PUM</u>	<u>March 31, 2014</u>	<u>PUM</u>			
Utilities							
4310 - Water & Sewer	3,639.27	17.01	11,898.48	18.53	44,000.00	17.13	32,101.52
4320 - Electricity	11,564.69	54.04	34,372.81	53.54	108,000.00	42.06	73,627.19
4330 - Gas	<u>4,373.18</u>	<u>20.44</u>	<u>16,119.01</u>	<u>25.11</u>	<u>40,000.00</u>	<u>15.58</u>	<u>23,880.99</u>
Total Utilities	19,577.14	91.48	62,390.30	97.18	192,000.00	74.77	129,609.70
Ordinary Maint. & Operation							
4410 - Labor, Maintenance	6,975.00	32.59	27,164.01	42.31	89,180.00	34.73	62,015.99
4420 - Materials	5,616.28	26.24	14,397.18	22.43	46,000.00	17.91	31,602.82
4430.02 - Heating & Cooling Contracts	172.75	0.81	7,088.52	11.04	11,300.00	4.40	4,211.48
4430.03 - Snow Removal Contracts	13,920.00	65.05	19,053.75	29.68	0.00	0.00	(19,053.75)
4430.04 - Elevator Contracts	1,762.07	8.23	6,649.07	10.36	17,200.00	6.70	10,550.93
4430.05 - Landscape & Grounds Contracts	0.00	0.00	0.00	0.00	1,200.00	0.47	1,200.00
4430.06 - Unit Turnaround Contracts	2,632.00	12.30	5,362.00	8.35	13,600.00	5.30	8,238.00
4430.07 - Electrical Contracts	0.00	0.00	423.96	0.66	6,900.00	2.69	6,476.04
4430.08 - Plumbing Contracts	507.94	2.37	1,172.94	1.83	4,200.00	1.64	3,027.06
4430.09 - Extermination Contracts	0.00	0.00	0.00	0.00	200.00	0.08	200.00
4430.11 - Routine Maintenance Contracts	3,319.00	15.51	6,720.75	10.47	6,500.00	2.53	(220.75)
4430.12 - Miscellaneous Contracts	6,858.00	32.05	12,126.44	18.89	6,500.00	2.53	(5,626.44)
4431 - Garbage Removal	1,192.99	5.57	3,758.83	5.41	9,000.00	3.50	5,524.17
4433 - Employee Benefits - Maint.	4,687.17	21.90	15,251.19	23.76	62,310.00	24.26	47,058.81
4434 - Employee Benefits-Retirees	100.00	0.47	300.00	0.47	1,200.00	0.47	900.00
4440 - Staff Training-Maintenance	0.00	0.00	0.00	0.00	5,000.00	1.95	5,000.00
4441 - Staff Travel-Maintenance	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>0.78</u>	<u>2,000.00</u>
Total Ordinary Maint & Oper	47,743.20	223.10	119,185.64	185.65	282,290.00	109.93	163,104.36
Protective Services							
4480 - Security Contract Costs	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,050.00</u>	<u>1.19</u>	<u>3,050.00</u>
Total Protective Services	0.00	0.00	0.00	0.00	3,050.00	1.19	3,050.00
General Expense							
4510 - Insurance	6,056.53	28.30	18,169.59	28.30	76,250.00	29.69	58,080.41
4520 - Payment in Lieu of Taxes	3,120.00	14.58	9,360.00	14.58	37,440.00	14.58	28,080.00
4550 - Compensated Absences	0.00	0.00	0.00	0.00	5,000.00	1.95	5,000.00
4570 - Collection Losses	0.00	0.00	0.00	0.00	5,000.00	1.95	5,000.00
4580 - Interest Expense	6,361.90	29.73	19,105.35	29.76	76,050.00	29.61	56,944.65
4590 - Other General Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,400.00</u>	<u>2.10</u>	<u>5,400.00</u>
Total General Expense	15,538.43	72.61	46,634.94	72.64	205,140.00	79.88	158,505.06
Total Routine Expense	112,503.79	525.72	327,468.57	510.08	1,042,170.00	405.83	714,701.43
Non-Routine Expense							
Extraordinary Maintenance							
Total Extraordinary Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Casualty Losses-Not Cap.							
Total Casualty Losses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Non Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Expenses	<u>112,503.79</u>	<u>525.72</u>	<u>327,468.57</u>	<u>510.08</u>	<u>1,042,170.00</u>	<u>405.83</u>	<u>714,701.43</u>

**Manistee Housing Commission
Low Rent Public Housing
INCOME STATEMENT
For the 1 Month and 3 Months Ended March 31, 2014**

Units	1 Month Ended		3 Months		BUDGET	PUM	*OVER/UNDER
	March 31, 2014	PUM	March 31, 2014	PUM			
214							
Operating Income (Loss)	<u>(17,053.32)</u>	(79.69)	<u>(5,379.95)</u>	(8.38)	<u>97,230.00</u>	37.86	<u>102,609.95</u>
Depreciation Expense							
4800 - Depreciation - Current Year	<u>24,460.00</u>	114.30	<u>73,380.00</u>	114.30	<u>0.00</u>	0.00	<u>(73,380.00)</u>
Total Depreciation Expense	<u>24,460.00</u>	114.30	<u>73,380.00</u>	114.30	<u>0.00</u>	0.00	<u>(73,380.00)</u>
Surplus Credits & Charges							
6010 - Prior Year Adj. - Affecting RR	<u>0.00</u>	0.00	<u>(105.96)</u>	(0.17)	<u>0.00</u>	0.00	<u>105.96</u>
Total Surplus Credits & Charges	<u>0.00</u>	0.00	<u>(105.96)</u>	(0.17)	<u>0.00</u>	0.00	<u>105.96</u>
Capital Expenditures							
7510 - Principal Payments - EPC	<u>1,237.33</u>	5.78	<u>3,692.34</u>	5.75	<u>16,500.00</u>	6.43	<u>12,807.66</u>
7590 - Operating Expenditures-Contra	<u>(1,237.33)</u>	(5.78)	<u>(3,692.34)</u>	(5.75)	<u>(16,500.00)</u>	(6.43)	<u>(12,807.66)</u>
Total Capital Expenditures	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0.00</u>
HUD Net Income (Loss)	<u>(18,290.65)</u>	(85.47)	<u>(8,966.33)</u>	(13.97)	<u>80,730.00</u>	31.44	<u>89,696.33</u>
GAAP Net Income (Loss)	<u>(41,513.32)</u>	(193.99)	<u>(78,653.99)</u>	(122.51)	<u>97,230.00</u>	37.86	
Occupancy Percentage							
9996 - Actual Unit Months for REAC submis	<u>214.00</u>		<u>640.00</u>				
9998 - Unit Months - Memorandum	<u>214.00</u>		<u>642.00</u>				
Total Occupancy Percentage	<u>100.00%</u>		<u>99.69%</u>				
UNA as of: March 31 2014							341,524.03

**Manistee Housing Commission
Capital Fund 501-10
INCOME STATEMENT
For the 1 Month and 3 Months Ended March 31, 2014**

1010	1 Month Ended <u>March 31, 2014</u>	3 Months Ended <u>March 31, 2014</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	1,054.52
3401.3 - Capital Grants	<u>0.00</u>	<u>276.30</u>
Total HUD PHA Grants	0.00	1,330.82
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>1,330.82</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operation		
4430.12 - Miscellaneous Contracts	<u>0.00</u>	<u>1,054.52</u>
Total Ordinary Maint. & Oper.	0.00	1,054.52
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>1,054.52</u>
Net Income/(Loss)	<u>0.00</u>	<u>276.30</u>

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-11
INCOME STATEMENT
For the 1 Month and 3 Months Ended March 31, 2014**

1011	1 Month Ended <u>March 31, 2014</u>	3 Months Ended <u>March 31, 2014</u>
Revenues - HUD PHA Grants		
Total HUD PHA Grants	0.00	0.00
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>0.00</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operation		
Total Ordinary Maint. & Oper	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Net Income/(Loss)	<u>0.00</u>	<u>0.00</u>

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-12
INCOME STATEMENT
For the 1 Month and 3 Months Ended March 31, 2014**

1012	1 Month Ended <u>March 31, 2014</u>	3 Months Ended <u>March 31, 2014</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	5,000.00
Total HUD PHA Grants	0.00	5,000.00
Nonrental Income		
Total Nonrental Income	0.00	0.00
Total Operating Income	0.00	5,000.00
Operating Expenses		
Administration		
4110 - Administrative Salaries	0.00	4,645.00
4182 - Employee Benefits - Admin	0.00	355.00
Total Administration	0.00	5,000.00
Ordinary Maint. & Operation		
Total Ordinary Maint & Oper	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	0.00	5,000.00
Net Income/(Loss)	0.00	0.00

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-13
INCOME STATEMENT
For the 1 Month and 3 Months Ended March 31, 2014**

1013	1 Month Ended <u>March 31, 2014</u>	3 Months Ended <u>March 31, 2014</u>
Revenues - HUD PHA Grants		
3401.3 - Capital Grants	510.00	1,530.00
Total HUD PHA Grants	<u>510.00</u>	<u>1,530.00</u>
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>510.00</u>	<u>1,530.00</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operation		
Total Ordinary Maint. & Oper	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Net Income/(Loss)	<u>510.00</u>	<u>1,530.00</u>

See Accountants' Compilation Report

Manistee Housing Commission
Capital Fund 501-10

Program ID:	1 Month Ended March 31, 2014	3 Months Ended March 31, 2014	BUDGET	OVER/UNDER
MI33P078501-10 **1510**				
Administration				
1406 - Operations	\$ 0.00	\$ 40,000.00	\$ 40,000.00	\$ 0.00
1408 - Management Improvements	0.00	23,947.02	24,000.00	52.98
1410.05 - Salary & Benefits-Staff	0.00	24,000.00	24,000.00	0.00
Total Administration	0.00	87,947.02	88,000.00	52.98
A & E				
1430.01 - Architect & Engineering Fees	0.00	12,133.67	20,000.00	7,866.33
1430.99 - A & E Fees - Soft Costs	0.00	11,566.33	0.00	(11,566.33)
Total A & E Fees	0.00	23,700.00	20,000.00	(3,700.00)
Site Acquisition				
Total Site Acquisition	0.00	0.00	0.00	0.00
Site Improvements				
1450.03 - Parking Lot Improvements	0.00	0.00	10,000.00	10,000.00
Total Site Improvements	0.00	0.00	10,000.00	10,000.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	45,241.05	104,219.00	58,977.95
1460.23 - Modernize Boiler Systems	0.00	24,544.00	0.00	(24,544.00)
1460.99 - Dwelling Structures-Soft Costs	0.00	7,513.95	0.00	(7,513.95)
Total Dwelling Structures	0.00	77,299.00	104,219.00	26,920.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
1475 - Nondwelling Equipment	0.00	8,000.00	8,000.00	0.00
Total Nondwelling Equip.	0.00	8,000.00	8,000.00	0.00
Demolition				
1485 - Demolition	0.00	0.00	12,500.00	12,500.00
1485.99 - Demolition-Soft Costs	0.00	12,447.02	0.00	(12,447.02)
Total Demolition	0.00	12,447.02	12,500.00	52.98
Development Activities				
Total Development Activities	0.00	0.00	0.00	0.00
Total Capital Funds Expended	0.00	209,393.04	242,719.00	33,325.96
1600 - CFP Funding	0.00	209,393.04	242,719.00	33,325.96
Over/(Under) Funding	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Manistee Housing Commission
Capital Fund 501-11

Program ID:	1 Month Ended March 31, 2014	3 Months Ended March 31, 2014	BUDGET	OVER/UNDER
MI33P078501-11 **1511**				
Administration				
1406 - Operations	\$ 0.00	\$ 40,000.00	\$ 40,000.00	\$ 0.00
1408 - Management Improvements	0.00	9,794.16	25,000.00	15,205.84
1410 - Administration	0.00	17,834.72	24,000.00	6,165.28
Total Administration	0.00	67,628.88	89,000.00	21,371.12
A & E				
1430 - A & E Fees	0.00	4,750.00	10,000.00	5,250.00
1430.01 - Architect & Engineering Fees	0.00	1,322.28	0.00	(1,322.28)
Total A & E Fees	0.00	6,072.28	10,000.00	3,927.72
Site Acquisition				
Total Site Acquisition	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	4,533.32	105,179.00	100,645.68
1460.99 - Dwelling Structures-Soft Costs	0.00	11,175.00	0.00	(11,175.00)
Total Dwelling Structures	0.00	15,708.32	105,179.00	89,470.68
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equip.	0.00	0.00	0.00	0.00
Demolition				
Total Demolition	0.00	0.00	0.00	0.00
Development Activities				
Total Development Activities	0.00	0.00	0.00	0.00
Total Capital Funds Expended	0.00	89,409.48	204,179.00	114,769.52
1600 - CFP Funding	0.00	89,409.48	204,179.00	114,769.52
Over/(Under) Funding	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Manistee Housing Commission
Capital Fund 501-12

Program ID:

MI33P078501-12
 1512

**1 Month
 Ended
 March 31,
 2014**

**3 Months
 Ended
 March 31,
 2014**

BUDGET

OVER/UNDER

Administration

1406 - Operations	\$ 0.00	\$ 40,000.00	\$ 40,000.00	\$ 0.00
1408 - Management Improvements	0.00	6,070.00	20,000.00	13,930.00
1410 - Administration	0.00	5,000.00	20,000.00	15,000.00
Total Administration	<u>0.00</u>	<u>51,070.00</u>	<u>80,000.00</u>	<u>28,930.00</u>

A & E

1430 - A & E Fees	0.00	0.00	10,000.00	10,000.00
1430.99 - A & E Fees - Soft Costs	0.00	2,061.25	0.00	(2,061.25)
Total A & E Fees	<u>0.00</u>	<u>2,061.25</u>	<u>10,000.00</u>	<u>7,938.75</u>

Site Acquisition

Total Site Acquisition	0.00	0.00	0.00	0.00
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Site Improvements

Total Site Improvements	0.00	0.00	0.00	0.00
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Dwelling Structures

1460 - Dwelling Structures	0.00	0.00	101,849.00	101,849.00
Total Dwelling Structures	<u>0.00</u>	<u>0.00</u>	<u>101,849.00</u>	<u>101,849.00</u>

Dwelling Equipment

Total Dwelling Equipment	0.00	0.00	0.00	0.00
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Nondwelling Structures

Total Nondwelling Structures	0.00	0.00	0.00	0.00
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Nondwelling Equipment

Total Nondwelling Equip.	0.00	0.00	0.00	0.00
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Demolition

Total Demolition	0.00	0.00	0.00	0.00
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Development Activities

Total Development Activities	0.00	0.00	0.00	0.00
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Total Capital Funds Expended

	<u>0.00</u>	<u>53,131.25</u>	<u>191,849.00</u>	<u>138,717.75</u>
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1600 - CFP Funding

	<u>0.00</u>	<u>53,131.25</u>	<u>191,849.00</u>	<u>138,717.75</u>
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Over/(Under) Funding

	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
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Manistee Housing Commission
Capital Fund 501-13

Program ID:

MI33P078501-13
 1513

**1 Month
 Ended
 March 31,
 2014**

**3 Months
 Ended
 March 31,
 2014**

BUDGET

OVER/UNDER

Administration

1406 - Operations	\$ 0.00	\$ 0.00	\$ 39,637.40	\$ 39,637.40
1408 - Management Improvements	0.00	0.00	20,000.00	20,000.00
1410 - Administration	<u>0.00</u>	<u>0.00</u>	<u>19,818.70</u>	<u>19,818.70</u>
Total Administration	0.00	0.00	79,456.10	79,456.10

A & E

1430 - A & E Fees	<u>510.00</u>	<u>8,670.00</u>	<u>10,543.90</u>	<u>1,873.90</u>
Total A & E Fees	510.00	8,670.00	10,543.90	1,873.90

Site Acquisition

Total Site Acquisition	0.00	0.00	0.00	0.00
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Site Improvements

Total Site Improvements	0.00	0.00	0.00	0.00
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Dwelling Structures

1460.1 - Equipment Upgrade-Harborview	0.00	0.00	80,179.00	80,179.00
1460.2 - Unit Modernization-HA Wide	<u>0.00</u>	<u>0.00</u>	<u>28,008.00</u>	<u>28,008.00</u>
Total Dwelling Structures	0.00	0.00	108,187.00	108,187.00

Dwelling Equipment

Total Dwelling Equipment	0.00	0.00	0.00	0.00
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Nondwelling Structures

Total Nondwelling Structures	0.00	0.00	0.00	0.00
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Nondwelling Equipment

Total Nondwelling Equip.	0.00	0.00	0.00	0.00
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Demolition

Total Demolition	0.00	0.00	0.00	0.00
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Development Activities

Total Development Activities	0.00	0.00	0.00	0.00
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Total Capital Funds Expended

	<u>510.00</u>	<u>8,670.00</u>	<u>198,187.00</u>	<u>189,517.00</u>
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1600 - CFP Funding

	<u>510.00</u>	<u>8,670.00</u>	<u>198,187.00</u>	<u>189,517.00</u>
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Over/(Under) Funding

	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
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**Manistee Housing Commission
Cash Disbursements-West Shore Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
03/01/14	5793	V	10014221		200.00	200.00
03/01/14	5794		10014221		200.00	200.00
03/01/14	5795		10014221		100.00	100.00
03/01/14	5796		10014221		200.00	200.00
03/01/14	5797		10014221		100.00	100.00
03/01/14	5798	V	10014434	Noble Holmes	100.00	100.00
03/01/14	5799	V	10012131	Oswego Comm. Bank	1,237.33	
03/01/14	5799	V	10014580	Oswego Comm. Bank	6,361.90	
03/01/14	5799	V	10017510	Oswego Comm. Bank	1,237.33	
03/01/14	5799	V	10017590	Oswego Comm. Bank	(1,237.33)	7,599.23
03/01/14	5800		10014221		100.00	100.00
03/07/14	5801	V	10014420	Ace Hardware	127.67	127.67
03/07/14	5802	V	10014185	AT & T	821.01	821.01
03/07/14	5803	V	10014185	AT & T Mobility	939.28	939.28
03/07/14	5804		10014420	Cadillac Plbg. & Htg Supply Co., Inc.	594.22	594.22
03/07/14	5805	V	10014185	Charter Business	123.19	
03/07/14	5805	V	10014230	Charter Business	4,114.93	4,238.12
03/07/14	5806	V	10014310	City of Manistee	3,639.27	3,639.27
03/07/14	5807	V	10014320	Consumers Energy	11,564.69	11,564.69
03/07/14	5808		10014430.02	Custom Sheet Metal & Heating	172.75	172.75
03/07/14	5809	V	10014430.06	Haglund's Floor Covering	2,632.00	2,632.00
03/07/14	5810	V	10014420	HD Supply Facilities Mtce	1,310.56	1,310.56
03/07/14	5811	V	10014170	H.A.A.S., Inc.	737.44	737.44
03/07/14	5812	V	10014190.3	Kushner & Company	101.01	101.01
03/07/14	5813	V	10014430.12	Ludington Glass & Paint	658.00	658.00
03/07/14	5814	V	10012119.2	Manistee Hsg Commission	632.00	632.00
03/07/14	5815	V	10014431	Manistee Landfill	58.77	58.77
03/07/14	5816	V	10014190.3	Next IT	339.00	339.00
03/07/14	5817	V	10014420	Olson Lumber Company	859.30	859.30
03/07/14	5818	V	10014420	PlumbMaster, Inc.	342.05	342.05
03/07/14	5819		10014430.08	Polcyn Plumbing & Heating	507.94	507.94
03/07/14	5820	V	10012117.4	Priority Health	685.56	
03/07/14	5820	V	10014182	Priority Health	2,583.46	
03/07/14	5820	V	10014433	Priority Health	3,381.74	6,650.76
03/07/14	5821	V	10014430.04	Submittal Elevator Corp.	1,762.07	1,762.07

**Manistee Housing Commission
Cash Disbursements-West Shore Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
03/07/14	5822		10014430.12	Servpro of Manistee, Ludington & Cadillac	2,625.00	2,625.00
03/07/14	5823		10014430.12	Swidorski Bros Excavating LLC	2,075.00	2,075.00
03/07/14	5824	V	10014420	Wahr Hardware	96.60	96.60
03/19/14	5825	V	10014431	Allied Waste Services	1,134.22	1,134.22
03/19/14	5826	V	10014510	AmTrust North America Inc	795.00	795.00
03/19/14	5827	V	10014190.3	Applied Imaging	274.10	274.10
03/19/14	5828	V	10014170	Daniel D. Laskey Co., PC	74.00	74.00
03/19/14	5829	V	10014420	Fastenal Company	1,504.06	1,504.06
03/19/14	5830		10014190.4	Housing Data Systems	218.00	218.00
03/19/14	5831	V	10014190.4	Jackpine Business Centers	221.20	221.20
03/19/14	5832		10011400	M.C. Smith Associates	510.00	
03/19/14	5832		15131430	M.C. Smith Associates	510.00	
03/19/14	5832		15139800	M.C. Smith Associates	(510.00)	510.00
03/19/14	5833		10014190.2	The Nelrod Company	199.00	199.00
03/19/14	5834	V	10014190.3	Next IT	997.50	997.50
03/19/14	5835	V	10014190.5	The PI Company	23.40	23.40
03/19/14	5836	V	10014420	Sherwin-Williams Co.	13.47	13.47
03/19/14	5837		10014430.11	SimplexGrinnell LP	3,319.00	3,319.00
03/19/14	5838	V	10014190.4	Staples Credit Plan	701.73	701.73
03/24/14	5839		10011122	CHOICES of Manistee County, Inc.	45.00	45.00
03/24/14	5840	V	10014330	DTE Energy	4,373.18	4,373.18
03/24/14	5841	V	10014420	HD Supply Facilities Mtce	768.35	768.35
03/24/14	5842		10014190.5	PNC Bank	111.01	111.01
03/24/14	5843	V	10014182	Principal Financial Group	363.12	
03/24/14	5843	V	10014433	Principal Financial Group	521.16	884.28
03/24/14	5844	V	10011290	Priority Health	6,650.76	6,650.76
03/24/14	5845		10014430.03	Swidorski Bros Excavating LLC	13,920.00	
03/24/14	5845		10014430.12	Swidorski Bros Excavating LLC	1,500.00	15,420.00
03/24/14	5846	V	10014182	VSP	60.99	
03/24/14	5846	V	10014433	VSP	87.13	148.12
03/25/14	5847		10011122		42.00	
03/25/14	5847		10012114		480.00	522.00
03/26/14	5848	V	10014182	Sun Life Financial	379.50	
03/26/14	5848	V	10014433	Sun Life Financial	198.61	578.11

**Manistee Housing Commission
Cash Disbursements-West Shore Journal**

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
03/31/14	MI078		10011111.2	Checks 5793 - 5848	(91,569.23)	<u>(91,569.23)</u>
					Transaction Balance	<u>0.00</u>
Total Debits	<u>93,316.56</u>		Total Credits	<u>93,316.56</u>	A/C Hash Total	<u>711227098.220</u>
Number of Transactions		70				

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**Manistee Housing Commission
Cash Receipts Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
03/31/14	117		10011111.2	March Cash Receipts	59,633.27	
03/31/14	117		10011122	March TAR Collections	(54,963.98)	
03/31/14	117		10011122.1	Collection Loss Recovery	(25.00)	
03/31/14	117		10012114	Tenant Security/Pet Deposits	(2,508.11)	
03/31/14	117		10012119.2	March Cash Receipts	(632.00)	
03/31/14	117		10013690.4	Laundry Income	(1,310.13)	
03/31/14	117		10013690.6	Restitution - Wisniewski	(194.05)	
03/31/14	117		20011122	March TAR Collections	(632.00)	
03/31/14	117		20011129.4	March Cash Receipts	632.00	
03/31/14	118		10011111.2	Operating Subsidy	13,948.00	
03/31/14	118		10013401.2	Operating Subsidy	(13,948.00)	
03/31/14	119		10011111.2	Operating Subsidy	22,252.00	
03/31/14	119		10013401.2	Operating Subsidy	(22,252.00)	
03/31/14	120		10011111.2	501-13 CFP Grant	510.00	
03/31/14	120		10133401.3	501-13 CFP Grant	(510.00)	
03/31/14	120		15131600	501-13 CFP Grant	510.00	
03/31/14	120		15131699	501-13 CFP Grant	(510.00)	
03/31/14	121		10011111.2	NOW Interest	0.19	
03/31/14	121		10013610	NOW Interest	(0.19)	
03/31/14	122		10011111.2	REPO Interest	114.09	
03/31/14	122		10013610	REPO Interest	(114.09)	
03/31/14	123		10011111.3	HRA Interest	0.48	
03/31/14	123		10013610	HRA Interest	(0.48)	
					Transaction Balance	<u>0.00</u>

Total Debits 97,600.03 Total Credits 97,600.03 A/C Hash Total 260638220.900

Number of Transactions 23

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
03/31/14	325		10011122	To record charges to tenants per March 2014 MSO.	57,481.53	
03/31/14	325		10013110	To record charges to tenants per March 2014 MSO.	(49,690.00)	
03/31/14	325		10013120	To record charges to tenants per March 2014 MSO.	(605.25)	
03/31/14	325		10013689	To record charges to tenants per March 2014 MSO.	(4,163.00)	
03/31/14	325		10013690	To record charges to tenants per March 2014 MSO.	(3,023.28)	
03/31/14	326		10011122	To record transfers of security deposits to A/R per March 2014 MSO.	(554.00)	
03/31/14	326		10012114	To record transfers of security deposits to A/R per March 2014 MSO.	554.00	
03/31/14	327		10012114	To close non-refundable pet deposit to tenant income per March 2014 MSO.	150.00	
03/31/14	327		10013690	To close non-refundable pet deposit to tenant income per March 2014 MSO.	(150.00)	
03/31/14	328		10012117.10	To reclassify United Way liability per CMHC.	(5.00)	
03/31/14	328		10014190.5	To reclassify United Way liability per CMHC.	5.00	
03/31/14	329		10011111.2	To record DLX For Business BUS PROD debit per March 2014 bank statement.	(38.38)	
03/31/14	329		10014190.4	To record DLX For Business BUS PROD debit per March 2014 bank statement.	38.38	
03/31/14	330		10011111.2	To record MERS debit per March 2014 bank statement.	(1,307.71)	
03/31/14	330		10012117.5	To record MERS debit per March 2014 bank statement.	1,307.71	
03/31/14	331		10011111.2	To record MiSDU debits per March 2014 bank statement.	(35.40)	
03/31/14	331		10012117.8	To record MiSDU debits per March 2014 bank statement.	35.40	
03/31/14	332		10011111.2	To record IRS USATAXPYMT(S) & STATE OF MICH TAX-PAY per March 2014 bank statement.	(5,655.05)	
03/31/14	332		10012117.1	To record IRS USATAXPYMT(S) & STATE OF MICH TAX-PAY per March 2014 bank statement.	1,254.98	
03/31/14	332		10012117.11	To record IRS USATAXPYMT(S) & STATE OF MICH TAX-PAY per March 2014 bank statement.	293.50	
03/31/14	332		10012117.2	To record IRS USATAXPYMT(S) & STATE OF MICH TAX-PAY per March 2014 bank statement.	1,759.00	
03/31/14	332		10012117.3	To record IRS USATAXPYMT(S) & STATE OF MICH TAX-PAY per March 2014 bank statement.	799.11	
03/31/14	332		10014182	To record IRS USATAXPYMT(S) & STATE OF MICH TAX-PAY per March 2014 bank statement.	1,049.93	
03/31/14	332		10014433	To record IRS USATAXPYMT(S) & STATE OF MICH TAX-PAY per March 2014 bank statement.	498.53	

Date	Reference	T	Account	Description	Amount	Reference Total
03/31/14	333		10011111.3	To record HRA transactions per March 2014 bank statement.	(739.44)	
03/31/14	333		10012117.12	To record HRA transactions per March 2014 bank statement.	739.44	
03/31/14	334		10011111.2	To record transfer of funds to a/c 558567 per March 2014 bank statement.	(53,000.00)	
03/31/14	334		10011690	To record transfer of funds to a/c 558567 per March 2014 bank statement.	53,000.00	
03/31/14	A1	S	10019998	To record unit months for PUM calculation.	214.00	
03/31/14	A1	S	10019999	To record unit months for PUM calculation.	(214.00)	
03/31/14	A2	S	10012137	To record estimated monthly PILOT expense.	(3,120.00)	
03/31/14	A2	S	10014520	To record estimated monthly PILOT expense.	3,120.00	
03/31/14	A3	S	10011400.95	To record estimated monthly depreciation expense.	(24,460.00)	
03/31/14	A3	S	10014800	To record estimated monthly depreciation expense.	24,460.00	
03/31/14	PAY2014		10011111.2	Payroll Journal Entry	(14,739.29)	
03/31/14	PAY2014		10012117.1	Payroll Journal Entry	(1,254.98)	
03/31/14	PAY2014		10012117.11	Payroll Journal Entry	(293.50)	
03/31/14	PAY2014		10012117.12	Payroll Journal Entry	(316.66)	
03/31/14	PAY2014		10012117.2	Payroll Journal Entry	(1,759.00)	
03/31/14	PAY2014		10012117.3	Payroll Journal Entry	(770.69)	
03/31/14	PAY2014		10012117.4	Payroll Journal Entry	(685.56)	
03/31/14	PAY2014		10012117.5	Payroll Journal Entry	(1,274.62)	
03/31/14	PAY2014		10012117.6	Payroll Journal Entry	(3.00)	
03/31/14	PAY2014		10012117.8	Payroll Journal Entry	(35.40)	
03/31/14	PAY2014		10012117.9	Payroll Journal Entry	(111.14)	
03/31/14	PAY2014		10014110	Payroll Journal Entry	14,268.84	
03/31/14	PAY2014		10014410	Payroll Journal Entry	6,975.00	
03/31/14	RT1	S	10019996	To record actual units leased for REAC reporting purposes.	214.00	
03/31/14	RT1	S	10019997	To record actual units leased for REAC reporting purposes.	(214.00)	
03/31/14	RT2	S	10011211	To record monthly insurance write off.	(5,261.53)	
03/31/14	RT2	S	10014510	To record monthly insurance write off.	5,261.53	
					Transaction Balance	<u>0.00</u>
Total Debits		<u>173,479.88</u>		Total Credits	<u>173,479.88</u>	A/C Hash Total <u>510665436.610</u>

Number of Transactions

51

**Manistee Housing Commission
Payroll Disbursements Journal**

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
03/12/14	12707	V	10012117.6	United Steel Workers	3.00	3.00
03/12/14	12708	V	10011111.3	West Shore Bank	158.33	158.33
03/26/14	12717	V	10012117.9	United Steel Workers	111.14	111.14
03/26/14	12718	V	10011111.3	West Shore Bank	158.33	158.33
03/31/14	MI078		10011111.2	March 2014 Payroll Disbursements	(430.80)	<u>(430.80)</u>
					Transaction Balance	<u>0.00</u>
Total Debits			<u>430.80</u>	Total Credits	<u>430.80</u>	A/C Hash Total <u>50057569.300</u>
Number of Transactions		5				

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**Manistee Housing Commission
Journal Entry Report - Payroll**

<u>Ref.</u>	<u>Date</u>	<u>G/L Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
Payroll Checks					
89.03	03/31/14	10011111.2	NOW Account		14,739.29
89.03	03/31/14	10012117.1	Social Security Withheld		1,254.98
89.03	03/31/14	10012117.10	United Way		0.00
89.03	03/31/14	10012117.11	Medicare Withheld		293.50
89.03	03/31/14	10012117.12	FSA Withheld		316.66
89.03	03/31/14	10012117.2	Federal Income Tax Withl		1,759.00
89.03	03/31/14	10012117.3	State Income Tax Withhel		770.69
89.03	03/31/14	10012117.4	125 Medical Withheld		685.56
89.03	03/31/14	10012117.5	Pension Withheld		1,274.62
89.03	03/31/14	10012117.6	PAC Withheld		3.00
89.03	03/31/14	10012117.8	Friend of Court Withheld		35.40
89.03	03/31/14	10012117.9	Union Dues Withheld		111.14
89.03	03/31/14	10012119	Accounts Payable - Other		0.00
89.03	03/31/14	10014110	Administrative Salaries	14,268.84	
89.03	03/31/14	10014410	Labor, Maintenance	6,975.00	
15 Journal Entries			Total	<u>21,243.84</u>	<u>21,243.84</u>

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Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount
Anthony - Anthony Mastrapasqua Check #12700 03/12/14						
Salaried Wages	0.0000	1,059.50	FICA-SS	62.83	Union Dues	16.98
			FICA-Med	14.69	Union PAC (1)	1.00
			Federal W/H	0.00	125 Medical	46.22
			State W/H	40.36	Mers	63.57
TOTALS	0.0000	1,059.50		117.88		127.77
Number of Periods: 1					NET PAY:	813.85
Company Expenses:		FICA-SS: 62.83	FICA-Med: 14.69	FUTA: 6.36		
Anthony - Anthony Mastrapasqua Check #12709 03/26/14						
Salaried Wages	0.0000	1,040.00	FICA-SS	61.61	Union Dues	16.68
			FICA-Med	14.41	Union PAC (1)	0.00
			Federal W/H	0.00	125 Medical	46.22
			State W/H	39.58	Mers	62.40
TOTALS	0.0000	1,040.00		115.60		125.30
Number of Periods: 1					NET PAY:	799.10
Company Expenses:		FICA-SS: 61.61	FICA-Med: 14.41	FUTA: 1.09		
Beverly - Beverly A. Pahoski Check #12704 03/12/14						
Salaried Wages	0.0000	1,080.00	FICA-SS	64.43	Mers	64.80
			FICA-Med	15.07	United Way(2)	0.00
			Federal W/H	116.00	FSA	40.74
			State W/H	51.41		
TOTALS	0.0000	1,080.00		246.91		105.54
Number of Periods: 1					NET PAY:	727.55
Company Expenses:		FICA-SS: 64.43	FICA-Med: 15.07	FUTA: 6.48		
Beverly - Beverly A. Pahoski Check #12713 03/26/14						
Salaried Wages	0.0000	1,080.00	FICA-SS	64.44	Mers	64.80
			FICA-Med	15.06	United Way(2)	0.00
			Federal W/H	116.00	FSA	40.74
			State W/H	51.41		
TOTALS	0.0000	1,080.00		246.91		105.54
Number of Periods: 1					NET PAY:	727.55
Company Expenses:		FICA-SS: 64.43	FICA-Med: 15.07	FUTA: 1.92		
Beverly - Beverly A. Pahoski Check #12714 03/26/14						
Salaried Wages	0.0000	100.00	FICA-SS	6.20	Mers	6.00
			FICA-Med	1.45	United Way(2)	0.00
			Federal W/H	1.00	FSA	0.00
			State W/H	14.00		
TOTALS	0.0000	100.00		22.65		6.00
Number of Periods: 1					NET PAY:	71.35
Company Expenses:		FICA-SS: 6.20	FICA-Med: 1.45	FUTA: 0.00		
Clinton - Clinton E. Copus II Check #12702 03/12/14						
Salaried Wages	0.0000	3,086.54	FICA-SS	182.76	Mers	185.19
			FICA-Med	42.74	FSA	92.59
			Federal W/H	285.00	125 Medical	46.22
			State W/H	104.33		
TOTALS	0.0000	3,086.54		614.83		324.00
Number of Periods: 1					NET PAY:	2,147.71
Company Expenses:		FICA-SS: 182.76	FICA-Med: 42.74	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			

Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount
Clinton - Clinton E. Copus II Check #12711 03/26/14						
Salaried Wages	0.0000	3,086.54	FICA-SS	182.76	Mers	185.19
			FICA-Med	42.74	FSA	92.59
			Federal W/H	285.00	125 Medical	46.22
			State W/H	104.33		
TOTALS	0.0000	3,086.54		614.83		324.00
Number of Periods: 1					NET PAY:	2 147.71
Company Expenses:		FICA-SS: 182.76	FICA-Med: 42.74	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Kevin - Kevin Helminiak Check #12701 03/12/14						
Salaried Wages	0.0000	1,320.00	FICA-SS	78.98	Union Dues	20.86
			FICA-Med	18.47	Union PAC (1)	1.00
			Federal W/H	73.00	Child Support	17.70
			State W/H	44.23	125 Medical	46.22
					Mers	79.20
TOTALS	0.0000	1,320.00		214.68		164.98
Number of Periods: 1					NET PAY:	940.34
Company Expenses:		FICA-SS: 78.97	FICA-Med: 18.47	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Kevin - Kevin Helminiak Check #12710 03/26/14						
Salaried Wages	0.0000	1,462.50	FICA-SS	87.80	Union Dues	23.07
			FICA-Med	20.54	Union PAC (1)	0.00
			Federal W/H	93.00	Child Support	17.70
			State W/H	49.92	125 Medical	46.22
					Mers	87.75
TOTALS	0.0000	1,462.50		251.26		174.74
Number of Periods: 1					NET PAY:	1,036.50
Company Expenses:		FICA-SS: 87.81	FICA-Med: 20.54	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Lorna - Lorna J. Perski Check #12703 03/12/14						
Salaried Wages	0.0000	1,877.88	FICA-SS	113.56	Mers	112.67
			FICA-Med	26.56	United Way(2)	0.00
			Federal W/H	249.00	125 Medical	46.22
			State W/H	66.52		
TOTALS	0.0000	1,877.88		455.64		158.89
Number of Periods: 1					NET PAY:	1,263.35
Company Expenses:		FICA-SS: 113.56	FICA-Med: 26.56	FUTA: 0.00		
Lorna - Lorna J. Perski Check #12712 03/26/14						
Salaried Wages	0.0000	1,877.88	FICA-SS	113.56	Mers	112.67
			FICA-Med	26.56	United Way(2)	0.00
			Federal W/H	249.00	125 Medical	46.22
			State W/H	66.52		
TOTALS	0.0000	1,877.88		455.64		158.89
Number of Periods: 1					NET PAY:	1,263.35
Company Expenses:		FICA-SS: 113.56	FICA-Med: 26.56	FUTA: 0.00		
Monica - Monica Otis Check #12706 03/12/14						
Salaried Wages	0.0000	1,040.00	FICA-SS	61.62	Mers	62.40
			FICA-Med	14.41	125 Medical	46.22
			Federal W/H	109.00		
			State W/H	39.58		
TOTALS	0.0000	1,040.00		224.61		108.62
Number of Periods: 1					NET PAY:	706.77
Company Expenses:		FICA-SS: 61.61	FICA-Med: 14.41	FUTA: 6.24		

**Manistee Housing Commission
Payroll Journal**

Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount
Monica - Monica Otis Check #12716 03/26/14						
Salaried Wages	0.0000	1,040.00	FICA-SS	61.61	Mers	62.40
			FICA-Med	14.41	125 Medical	46.22
			Federal W/H	109.00		
			State W/H	39.58		
TOTALS	<u>0.0000</u>	<u>1,040.00</u>		<u>224.60</u>		<u>108.62</u>
Number of Periods: 1					NET PAY:	706.78
Company Expenses:		FICA-SS: 61.61	FICA-Med: 14.41	FUTA: 4.56		
Robert - Robert Krolczyk Check #12705 03/12/14						
Salaried Wages	0.0000	1,053.00	FICA-SS	56.81	Mers	63.18
			FICA-Med	13.29	Union PAC (1)	1.00
			Federal W/H	38.00	Union Dues	16.87
			State W/H	29.72	FSA	25.00
					125 Medical	111.68
TOTALS	<u>0.0000</u>	<u>1,053.00</u>		<u>137.82</u>		<u>217.73</u>
Number of Periods: 1					NET PAY:	697.45
Company Expenses:		FICA-SS: 56.81	FICA-Med: 13.29	FUTA: 3.10		
Robert - Robert Krolczyk Check #12715 03/26/14						
Salaried Wages	0.0000	1,040.00	FICA-SS	56.01	Mers	62.40
			FICA-Med	13.10	Union PAC (1)	0.00
			Federal W/H	36.00	Union Dues	16.68
			State W/H	29.20	FSA	25.00
					125 Medical	111.68
TOTALS	<u>0.0000</u>	<u>1,040.00</u>		<u>134.31</u>		<u>215.76</u>
Number of Periods: 1					NET PAY:	689.93
Company Expenses:		FICA-SS: 56.00	FICA-Med: 13.10	FUTA: 0.00		

**Manistee Housing Commission
Payroll Journal**

Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount
Company Totals	Number of Checks: 15					
Salaried Wages	0.0000	21,243.84	FICA-SS	1,254.98	Mers	1,274.62
			FICA-Med	293.50	United Way(2)	0.00
			Federal W/H	1,759.00	FSA	316.66
			State W/H	770.69	125 Medical	685.56
					Union Dues	111.14
					Union PAC (1)	3.00
					Child Support	35.40
TOTALS	<u>0.0000</u>	<u>21,243.84</u>		<u>4,078.17</u>		<u>2,426.38</u>
					NET PAY:	14,739.29
Company Expenses:			FICA-SS: 1,254.95	FICA-Med: 293.51	FUTA: 29.75	
			MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00		

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Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
1001111.2 NOW Account				516,692.43		
03/31/14	117		March Cash Receipts		59,633.27	
03/31/14	118		Operating Subsidy		13,948.00	
03/31/14	119		Operating Subsidy		22,252.00	
03/31/14	120		501-13 CFP Grant		510.00	
03/31/14	121		NOW Interest		0.19	
03/31/14	122		REPO Interest		114.09	
03/31/14	329		To record DLX For Business BUS PROD debit per March 2014 bank statement.		(38.38)	
03/31/14	330		To record MERS debit per March 2014 bank statement.		(1,307.71)	
03/31/14	331		To record MiSDU debits per March 2014 bank statement.		(35.40)	
03/31/14	332		To record IRS USATAXPYMT(S) & STATE OF MICH TAX-PAY per March 2014 bank statement.		(5,655.05)	
03/31/14	334		To record transfer of funds to a/c 558567 per March 2014 bank statement.		(53,000.00)	
03/31/14	MI078		Checks 5793 - 5848		(91,569.23)	
03/31/14	MI078		March 2014 Payroll Disbursements		(430.80)	
03/31/14	PAY2014		Payroll Journal Entry		(14,739.29)	
					<u>(70,318.31)</u>	<u>446,374.12</u>
1001111.3 HRA Account				11,872.28		
03/31/14	123		HRA Interest		0.48	
03/31/14	333		To record HRA transactions per March 2014 bank statement.		(739.44)	
03/12/14	12708	V	West Shore Bank		158.33	
03/26/14	12718	V	West Shore Bank		158.33	
					<u>(422.30)</u>	<u>11,449.98</u>
10011117 Petty Cash Fund				250.00		
					<u>0.00</u>	<u>250.00</u>
10011118 Change Fund				50.00		
					<u>0.00</u>	<u>50.00</u>
10011122 Tenants Accounts Receivable				1,764.06		
03/31/14	117		March TAR Collections		(54,963.98)	
03/31/14	325		To record charges to tenants per March 2014 MSO.		57,481.53	
03/31/14	326		To record transfers of security deposits to A/R per March 2014 MSO.		(554.00)	
03/24/14	5839		CHOICES of Manistee County, Inc.		45.00	
03/25/14	5847				42.00	
					<u>2,050.55</u>	<u>3,814.61</u>
10011122.1 Allowance for Doubtful Accounts				(1,957.29)		
03/31/14	117		Collection Loss Recovery		(25.00)	
					<u>(25.00)</u>	<u>(1,982.29)</u>
10011211 Prepaid Insurance				16,793.48		
03/31/14	RT2	S	To record monthly insurance write off.		(5,261.53)	
					<u>(5,261.53)</u>	<u>11,531.95</u>
10011290 Other Prepaid Expenses				0.00		
03/24/14	5844	V	Priority Health		6,650.76	
					<u>6,650.76</u>	<u>6,650.76</u>

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10011400		Construction in Progress-CFP	1,296.30		
03/19/14	5832		M.C. Smith Associates		510.00	
					<u>510.00</u>	<u>1,806.30</u>
	10011400.6		Land	360,271.62		
					<u>0.00</u>	<u>360,271.62</u>
	10011400.61		Land Improvements	85,905.07		
					<u>0.00</u>	<u>85,905.07</u>
	10011400.7		Buildings	4,657,515.77		
					<u>0.00</u>	<u>4,657,515.77</u>
	10011400.71		Building Improvements	4,789,817.60		
					<u>0.00</u>	<u>4,789,817.60</u>
	10011400.72		Non-dwelling Structures	7,050.00		
					<u>0.00</u>	<u>7,050.00</u>
	10011400.8		Furn., Equip., Mach.-Dwellings	241,029.69		
					<u>0.00</u>	<u>241,029.69</u>
	10011400.9		Furn., Equip., Mach.-Admin	500,042.94		
					<u>0.00</u>	<u>500,042.94</u>
	10011400.95		Accumulated Depreciation-ALL	(7,396,991.05)		
03/31/14	A3	S	To record estimated monthly depreciation expense.		(24,460.00)	
					<u>(24,460.00)</u>	<u>(7,421,451.05)</u>
	10011690		Undistributed Debits	0.00		
03/31/14	334		To record transfer of funds to a/c 558567 per March 2014 bank statement.		53,000.00	
					<u>53,000.00</u>	<u>53,000.00</u>
	10012111		Vendors and Contractors	(42,793.60)		
					<u>0.00</u>	<u>(42,793.60)</u>
	10012114		Tenant Security Deposits	(57,120.89)		
03/31/14	117		Tenant Security/Pet Deposits		(2,508.11)	
03/31/14	326		To record transfers of security deposits to A/R per March 2014 MSO.		554.00	
03/31/14	327		To close non-refundable pet deposit to tenant income per March 2014 MSO.		150.00	
03/25/14	5847		Manuel Ponce		480.00	
					<u>(1,324.11)</u>	<u>(58,445.00)</u>
	10012117.1		Social Security Withheld	0.00		
03/31/14	332		To record IRS USATAXPYMT(S) & STATE OF MICH			

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10012117.1 Social Security Withheld (cont.)						
03/31/14	PAY2014		TAX-PAY per March 2014 bank statement. Payroll Journal Entry		1,254.98 (1,254.98) <u>0.00</u>	<u>0.00</u>
10012117.10 United Way				5.00		
03/31/14	328		To reclassify United Way liability per CMHC.		(5.00) <u>(5.00)</u>	<u>0.00</u>
10012117.11 Medicare Withheld				0.00		
03/31/14	332		To record IRS USATAXPYMT(S) & STATE OF MICH TAX-PAY per March 2014 bank statement.		293.50 (293.50) <u>0.00</u>	<u>0.00</u>
03/31/14	PAY2014		Payroll Journal Entry			
10012117.12 FSA Withheld				(1,704.76)		
03/31/14	333		To record HRA transactions per March 2014 bank statement.		739.44 (316.66) <u>422.78</u>	<u>(1,281.98)</u>
03/31/14	PAY2014		Payroll Journal Entry			
10012117.2 Federal Income Tax Withheld				0.00		
03/31/14	332		To record IRS USATAXPYMT(S) & STATE OF MICH TAX-PAY per March 2014 bank statement.		1,759.00 (1,759.00) <u>0.00</u>	<u>0.00</u>
03/31/14	PAY2014		Payroll Journal Entry			
10012117.3 State Income Tax Withheld				(799.11)		
03/31/14	332		To record IRS USATAXPYMT(S) & STATE OF MICH TAX-PAY per March 2014 bank statement.		799.11 (770.69) <u>28.42</u>	<u>(770.69)</u>
03/31/14	PAY2014		Payroll Journal Entry			
10012117.4 125 Medical Withheld				0.00		
03/07/14	5820	V	Priority Health		685.56 (685.56) <u>0.00</u>	<u>0.00</u>
03/31/14	PAY2014		Payroll Journal Entry			
10012117.5 Pension Withheld				(1,301.71)		
03/31/14	330		To record MERS debit per March 2014 bank statement.		1,307.71 (1,274.62) <u>33.09</u>	<u>(1,268.62)</u>
03/31/14	PAY2014		Payroll Journal Entry			
10012117.6 PAC Withheld				0.00		
03/12/14	12707	V	United Steel Workers		3.00 (3.00) <u>0.00</u>	<u>0.00</u>
03/31/14	PAY2014		Payroll Journal Entry			
10012117.8 Friend of Court Withheld				0.00		
03/31/14	331		To record MiSDU debits per March 2014 bank statement.		35.40 (35.40) <u>0.00</u>	<u>0.00</u>
03/31/14	PAY2014		Payroll Journal Entry			

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10012117.9 Union Dues Withheld				0.00		
03/26/14	12717	V	United Steel Workers		111.14	
03/31/14	PAY2014		Payroll Journal Entry		(111.14)	
					<u>0.00</u>	<u>0.00</u>
10012119.2 Interfund Payble - DVG				0.00		
03/31/14	117		March Cash Receipts		(632.00)	
03/07/14	5814	V	Manistee Hsg Commission		632.00	
					<u>0.00</u>	<u>0.00</u>
10012131 EPC Loan - Current				(14,045.20)		
03/01/14	5799	V	Oswego Comm. Bank		1,237.33	
					<u>1,237.33</u>	<u>(12,807.87)</u>
10012132 EPC Loan - Noncurrent				(1,179,252.93)		
					<u>0.00</u>	<u>(1,179,252.93)</u>
10012135 Accrued Salaries and Wages				(11,414.62)		
					<u>0.00</u>	<u>(11,414.62)</u>
10012135.1 Accrued Comp. Absences-Current				(12,114.51)		
					<u>0.00</u>	<u>(12,114.51)</u>
10012135.3 Accrued Comp. Absences-Non Current				(12,914.88)		
					<u>0.00</u>	<u>(12,914.88)</u>
10012137 Payments in Lieu of Taxes				(45,491.20)		
03/31/14	A2	S	To record estimated monthly PILOT expense.		(3,120.00)	
					<u>(3,120.00)</u>	<u>(48,611.20)</u>
10012806 Unrestricted Net Assets				(350,490.36)		
					<u>0.00</u>	<u>(350,490.36)</u>
10012806.1 Invested in Capital Assets				(2,097,808.50)		
					<u>0.00</u>	<u>(2,097,808.50)</u>
10012820 HUD Operating Reserve - Memo				(350,490.36)		
					<u>0.00</u>	<u>(350,490.36)</u>
10012820.1 HUD Operating Reserve-Contra				350,490.36		
					<u>0.00</u>	<u>350,490.36</u>
10013110 Dwelling Rental				(97,969.00)		
03/31/14	325		To record charges to tenants per March 2014 MSO.		(49,690.00)	
					<u>(49,690.00)</u>	<u>(147,659.00)</u>
10013120 Excess Utilities				(1,278.33)		

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10013120 Excess Utilities (cont.)						
03/31/14	325		To record charges to tenants per March 2014 MSO.		(605.25)	
					<u>(605.25)</u>	<u>(1,883.58)</u>
10013401.1 Operating Grants				(40,000.00)	0.00	(40,000.00)
10013401.2 Operating Subsidy				(71,083.00)		
03/31/14	118		Operating Subsidy		(13,948.00)	
03/31/14	119		Operating Subsidy		<u>(22,252.00)</u>	
					<u>(36,200.00)</u>	<u>(107,283.00)</u>
10013610 Interest Income-Gen. Fund				(208.97)		
03/31/14	121		NOW Interest		(0.19)	
03/31/14	122		REPO Interest		(114.09)	
03/31/14	123		HRA Interest		<u>(0.48)</u>	
					<u>(114.76)</u>	<u>(323.73)</u>
10013689 Tenant Income - Cable TV				(8,283.59)		
03/31/14	325		To record charges to tenants per March 2014 MSO.		(4,163.00)	
					<u>(4,163.00)</u>	<u>(12,446.59)</u>
10013690 Tenant Income				(5,793.24)		
03/31/14	325		To record charges to tenants per March 2014 MSO.		(3,023.28)	
03/31/14	327		To close non-refundable pet deposit to tenant income per March 2014 MSO.		<u>(150.00)</u>	
					<u>(3,173.28)</u>	<u>(8,966.52)</u>
10013690.4 Laundry Income				(1,633.92)		
03/31/14	117		Laundry Income		(1,310.13)	
					<u>(1,310.13)</u>	<u>(2,944.05)</u>
10013690.6 Fraud Recovery Revenue				(388.10)		
03/31/14	117		Restitution - Wisniewski		(194.05)	
					<u>(194.05)</u>	<u>(582.15)</u>
10014110 Administrative Salaries				30,977.10		
03/31/14	PAY2014		Payroll Journal Entry		14,268.84	
					<u>14,268.84</u>	<u>45,245.94</u>
10014130 Legal Expense				4,979.68	0.00	4,979.68
10014150 Travel Expense				(1,000.00)	0.00	(1,000.00)
10014170 Accounting Fees				1,639.83		
03/07/14	5811	V	H.A.A.S., Inc.		737.44	
03/19/14	5828	V	Daniel D. Laskey Co., PC		74.00	

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014170 Accounting Fees (cont.)						
					811.44	2,451.27
10014182 Employee Benefits - Admin				10,092.86		
03/31/14	332		To record IRS USATAXPYMT(S) & STATE OF MICH TAX-PAY per March 2014 bank statement.		1,049.93	
03/07/14	5820	V	Priority Health		2,583.46	
03/24/14	5843	V	Principal Financial Group		363.12	
03/24/14	5846	V	VSP		60.99	
03/26/14	5848	V	Sun Life Financial		379.50	
					4,437.00	14,529.86
10014185 Telephone				5,773.86		
03/07/14	5802	V	AT & T		821.01	
03/07/14	5803	V	AT & T Mobility		939.28	
03/07/14	5805	V	Charter Business		123.19	
					1,883.48	7,657.34
10014190.2 Membership Dues and Fees				699.00		
03/19/14	5833		The Nelrod Company		199.00	
					199.00	898.00
10014190.3 Admin Service Contracts				2,140.08		
03/07/14	5812	V	Kushner & Company		101.01	
03/07/14	5816	V	Next IT		339.00	
03/19/14	5827	V	Applied Imaging		274.10	
03/19/14	5834	V	Next IT		997.50	
					1,711.61	3,851.69
10014190.4 Office Supplies				945.86		
03/31/14	329		To record DLX For Business BUS PROD debit per March 2014 bank statement.		38.38	
03/19/14	5830		Housing Data Systems		218.00	
03/19/14	5831	V	Jackpine Business Centers		221.20	
03/19/14	5838	V	Staples Credit Plan		701.73	
					1,179.31	2,125.17
10014190.5 Other Sundry-Misc.				3,513.79		
03/31/14	328		To reclassify United Way liability per CMHC.		5.00	
03/19/14	5835	V	The PI Company		23.40	
03/24/14	5842		PNC Bank		111.01	
					139.41	3,653.20
10014221 Resident Employee Stipend				1,750.00		
03/01/14	5793	V			200.00	
03/01/14	5794				200.00	
03/01/14	5795				100.00	
03/01/14	5796				200.00	
03/01/14	5797				100.00	
03/01/14	5800				100.00	
					900.00	2,650.00

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014230 Contract Costs-Cable & Other				8,100.61		
03/07/14	5805	V	Charter Business		4,114.93	
					<u>4,114.93</u>	<u>12,215.54</u>
10014310 Water & Sewer				8,259.21		
03/07/14	5806	V	City of Manistee		3,639.27	
					<u>3,639.27</u>	<u>11,898.48</u>
10014320 Electricity				22,808.12		
03/07/14	5807	V	Consumers Energy		11,564.69	
					<u>11,564.69</u>	<u>34,372.81</u>
10014330 Gas				11,745.83		
03/24/14	5840	V	DTE Energy		4,373.18	
					<u>4,373.18</u>	<u>16,119.01</u>
10014410 Labor, Maintenance				20,189.01		
03/31/14	PAY2014		Payroll Journal Entry		6,975.00	
					<u>6,975.00</u>	<u>27,164.01</u>
10014420 Materials				8,780.90		
03/07/14	5801	V	Ace Hardware		127.67	
03/07/14	5804		Cadillac Plbg, & Htg. Supply Co., Inc.		594.22	
03/07/14	5810	V	HD Supply Facilities Mtce		1,310.56	
03/07/14	5817	V	Olson Lumber Company		859.30	
03/07/14	5818	V	PlumbMaster, Inc.		342.05	
03/07/14	5824	V	Wahr Hardware		96.60	
03/19/14	5829	V	Fastenal Company		1,504.06	
03/19/14	5836	V	Sherwin-Williams Co		13.47	
03/24/14	5841	V	HD Supply Facilities Mtce		768.35	
					<u>5,616.28</u>	<u>14,397.18</u>
10014430.02 Heating & Cooling Contracts				6,915.77		
03/07/14	5808		Custom Sheet Metal & Heating		172.75	
					<u>172.75</u>	<u>7,088.52</u>
10014430.03 Snow Removal Contracts				5,133.75		
03/24/14	5845		Swidorski Bros Excavating LLC		13,920.00	
					<u>13,920.00</u>	<u>19,053.75</u>
10014430.04 Elevator Contracts				4,887.00		
03/07/14	5821	V	Schindler Elevator Corp.		1,762.07	
					<u>1,762.07</u>	<u>6,649.07</u>
10014430.06 Unit Turnaround Contracts				2,730.00		
03/07/14	5809	V	Haglund's Floor Covering		2,632.00	
					<u>2,632.00</u>	<u>5,362.00</u>
10014430.07 Electrical Contracts				423.96		
					<u>0.00</u>	<u>423.96</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014430.08 Plumbing Contracts				665.00		
03/07/14	5819		Polcyn Plumbing & Heating		507.94	
					<u>507.94</u>	<u>1,172.94</u>
10014430.11 Routine Maintenance Contracts				3,401.75		
03/19/14	5837		SimplexGrinnell LP		3,319.00	
					<u>3,319.00</u>	<u>6,720.75</u>
10014430.12 Miscellaneous Contracts				5,268.44		
03/07/14	5813	V	Ludington Glass & Paint		658.00	
03/07/14	5822		Servpro of Manistee, Ludington & Cadillac		2,625.00	
03/07/14	5823		Swidorski Bros Excavating LLC		2,075.00	
03/24/14	5845		Swidorski Bros Excavating LLC		1,500.00	
					<u>6,858.00</u>	<u>12,126.44</u>
10014431 Garbage Removal				2,282.84		
03/07/14	5815	V	Manistee Landfill		58.77	
03/19/14	5825	V	Allied Waste Services		1,134.22	
					<u>1,192.99</u>	<u>3,475.83</u>
10014433 Employee Benefits - Maint.				10,564.02		
03/31/14	332		To record IRS USATAXPYMT(S) & STATE OF MICH TAX-PAY per March 2014 bank statement.		498.53	
03/07/14	5820	V	Priority Health		3,381.74	
03/24/14	5843	V	Principal Financial Group		521.16	
03/24/14	5846	V	VSP		87.13	
03/26/14	5848	V	Sun Life Financial		198.61	
					<u>4,687.17</u>	<u>15,251.19</u>
10014434 Employee Benefits-Retirees				200.00		
03/01/14	5798	V	Noble Holmes		100.00	
					<u>100.00</u>	<u>300.00</u>
10014510 Insurance				12,113.06		
03/19/14	5826	V	AmTrust North America Inc		795.00	
03/31/14	RT2	S	To record monthly insurance write off.		5,261.53	
					<u>6,056.53</u>	<u>18,169.59</u>
10014520 Payment in Lieu of Taxes				6,240.00		
03/31/14	A2	S	To record estimated monthly PILOT expense.		3,120.00	
					<u>3,120.00</u>	<u>9,360.00</u>
10014580 Interest Expense				12,743.45		
03/01/14	5799	V	Oswego Comm. Bank		6,361.90	
					<u>6,361.90</u>	<u>19,105.35</u>
10014800 Depreciation - Current Year				48,920.00		
03/31/14	A3	S	To record estimated monthly depreciation expense.		24,460.00	
					<u>24,460.00</u>	<u>73,380.00</u>

**Manistee Housing Commission
General Ledger**

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Current Amount</u>	<u>YTD Balance</u>
	10016010		Prior Year Adj. - Affecting RR	(105.96)	<u>0.00</u>	<u>(105.96)</u>
	10017510		Principal Payments - EPC	2,455.01	<u>1,237.33</u>	<u>3,692.34</u>
03/01/14	5799	V	Oswego Comm. Bank		<u>1,237.33</u>	<u>3,692.34</u>
	10017590		Operating Expenditures-Contra	(2,455.01)	<u>(1,237.33)</u>	<u>(3,692.34)</u>
03/01/14	5799	V	Oswego Comm. Bank		<u>(1,237.33)</u>	<u>(3,692.34)</u>
	10019996		Actual Unit Months for REAC submission	426.00	<u>214.00</u>	<u>640.00</u>
03/31/14	RT1	S	To record actual units leased for REAC reporting purposes.		<u>214.00</u>	<u>640.00</u>
	10019997		Actual Unit Months - Contra	(426.00)	<u>(214.00)</u>	<u>(640.00)</u>
03/31/14	RT1	S	To record actual units leased for REAC reporting purposes.		<u>(214.00)</u>	<u>(640.00)</u>
	10019998		Unit Months - Memorandum	428.00	<u>214.00</u>	<u>642.00</u>
03/31/14	A1	S	To record unit months for PUM calculation.		<u>214.00</u>	<u>642.00</u>
	10019999		Unit Months - Contra	(428.00)	<u>(214.00)</u>	<u>(642.00)</u>
03/31/14	A1	S	To record unit months for PUM calculation.		<u>(214.00)</u>	<u>(642.00)</u>
	10103401.1		Operating Grants	(1,054.52)	<u>0.00</u>	<u>(1,054.52)</u>
	10103401.3		Capital Grants	(276.30)	<u>0.00</u>	<u>(276.30)</u>
	10104430.12		Miscellaneous Contracts	1,054.52	<u>0.00</u>	<u>1,054.52</u>
	10123401.1		Operating Grants	(5,000.00)	<u>0.00</u>	<u>(5,000.00)</u>
	10124110		Administrative Salaries	4,645.00	<u>0.00</u>	<u>4,645.00</u>
	10124182		Employee Benefits - Admin	355.00	<u>0.00</u>	<u>355.00</u>
	10133401.3		Capital Grants	(1,020.00)	<u>(510.00)</u>	
03/31/14	120		501-13 CFP Grant		<u>(510.00)</u>	

Date	Reference T	Description	Beginning Balance	Current Amount	YTD Balance
	10133401.3	Capital Grants (cont.)		<u>(510.00)</u>	<u>(1,530.00)</u>
	15101406	Operations	40,000.00	<u>0.00</u>	<u>40,000.00</u>
	15101408	Management Improvements	23,947.02	<u>0.00</u>	<u>23,947.02</u>
	15101410.05	Salary & Benefits-Staff	24,000.00	<u>0.00</u>	<u>24,000.00</u>
	15101430.01	A & E Fees	12,133.67	<u>0.00</u>	<u>12,133.67</u>
	15101430.99	A & E Fees - Soft Costs	11,566.33	<u>0.00</u>	<u>11,566.33</u>
	15101460	Dwelling Structures	45,241.05	<u>0.00</u>	<u>45,241.05</u>
	15101460.23	Modernize Boiler Rooms	24,544.00	<u>0.00</u>	<u>24,544.00</u>
	15101460.99	Dwelling Structures-Soft Costs	7,513.95	<u>0.00</u>	<u>7,513.95</u>
	15101475	Nondwelling Equipment	8,000.00	<u>0.00</u>	<u>8,000.00</u>
	15101485.99	Demolition-Soft Costs	12,447.02	<u>0.00</u>	<u>12,447.02</u>
	15101600	CFP Funding	209,393.04	<u>0.00</u>	<u>209,393.04</u>
	15101699	CFP Funding - Contra	(209,393.04)	<u>0.00</u>	<u>(209,393.04)</u>
	15109800	CFP Cost - Contra	(209,393.04)	<u>0.00</u>	<u>(209,393.04)</u>
	15111406	Operations	40,000.00	<u>0.00</u>	<u>40,000.00</u>

**Manistee Housing Commission
General Ledger**

Date	Reference T	Description	Beginning Balance	Current Amount	YTD Balance
	15111408	Management Improvements	9,794.16	<u>0.00</u>	<u>9,794.16</u>
	15111410	Administration	17,834.72	<u>0.00</u>	<u>17,834.72</u>
	15111430	A & E Fees	4,750.00	<u>0.00</u>	<u>4,750.00</u>
	15111430.01	A & E Fees	1,322.28	<u>0.00</u>	<u>1,322.28</u>
	15111460	Dwelling Structures	4,533.32	<u>0.00</u>	<u>4,533.32</u>
	15111460.99	Dwelling Structures-Soft Costs	11,175.00	<u>0.00</u>	<u>11,175.00</u>
	15111600	CFP Funding	89,409.48	<u>0.00</u>	<u>89,409.48</u>
	15111699	CFP Funding - Contra	(89,409.48)	<u>0.00</u>	<u>(89,409.48)</u>
	15119800	CFP Cost - Contra	(89,409.48)	<u>0.00</u>	<u>(89,409.48)</u>
	15121406	Operations	40,000.00	<u>0.00</u>	<u>40,000.00</u>
	15121408	Management Improvements	6,070.00	<u>0.00</u>	<u>6,070.00</u>
	15121410	Administration	5,000.00	<u>0.00</u>	<u>5,000.00</u>
	15121430.99	A & E Fees - Soft Costs	2,061.25	<u>0.00</u>	<u>2,061.25</u>
	15121600	CFP Funding	53,131.25	<u>0.00</u>	<u>53,131.25</u>
	15121699	CFP Funding - Contra	(53,131.25)	<u>0.00</u>	<u>(53,131.25)</u>

**Manistee Housing Commission
General Ledger**

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Current Amount</u>	<u>YTD Balance</u>
	15129800		CFP Cost - Contra	(53,131.25)	<u>0.00</u>	<u>(53,131.25)</u>
03/19/14	15131430	5832	A & E Fees M.C. Smith Associates	8,160.00	<u>510.00</u>	<u>8,670.00</u>
03/31/14	15131600	120	CFP Funding 501-13 CFP Grant	8,160.00	<u>510.00</u>	<u>8,670.00</u>
03/31/14	15131699	120	CFP Funding - Contra 501-13 CFP Grant	(8,160.00)	<u>(510.00)</u>	<u>(8,670.00)</u>
03/19/14	15139800	5832	CFP Cost - Contra M.C. Smith Associates	(8,160.00)	<u>(510.00)</u>	<u>(8,670.00)</u>
Current Profit/(Loss)				<u>(41,003.32)</u>	YTD Profit/(Loss)	
Number of Transactions				147	<u>(76,847.69)</u>	
The General Ledger is in balance						<u>0.00</u>

Redacted in Compliance with the Federal Privacy Act

**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number: 851620
Statement Ending date: 03/31/14
Checkbook Name: Public Housing Checking

General Ledger

Balance per General Ledger (Account 10011111.2) at 03/01/14	516,692.43
Activity for the month:	
Total Debits (Deposits and Credit Memos)	96,457.55
Total Credits (Checks and Debit Memos)	<u>-166,775.86</u>
Unreconciled General Ledger Balance at 03/31/14	<u>446,374.12</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 03/31/14	<u><u>446,374.12</u></u>

Bank

Balance per Bank Statement at 03/31/14	472,995.83
Total Additions (Deposits and Credit Memos in transit)	5,483.10
Total Subtractions (Checks and Debit Memos in transit)	<u>-32,104.81</u>
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 03/31/14	<u><u>446,374.12</u></u>

Redacted in Compliance with the Federal Privacy Act

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 03/01/14
Statement Ending date: 03/31/14
Checkbook Name: Public Housing Checking

Statement Summary

Beginning Balance				534,745.12
Deposits and Credit Memos				
108	02/28/14	10011122	February Cash Receipts	986.02
118	03/31/14	10013401.2	Operating Subsidy	13,948.00
119	03/31/14	10013401.2	Operating Subsidy	22,252.00
120	03/31/14	10133401.3	501-13 CFP Grant	510.00
121	03/31/14	10013610	NOW Interest	0.19
122	03/31/14	10013610	REPO Interest	114.09
117	03/31/14	10011122	March Cash Receipts	54,150.17
			Total	<u>91,960.47</u>

Checks and Debit Memos

329	03/31/14	10014190.4	To record DLX For Business BUS PROD debit per March 2014 bar	(38.38)
330	03/31/14	10012117.5	To record MERS debit per March 2014 bank statement.	(1,307.71)
331	03/31/14	10012117.8	To record MiSDU debits per March 2014 bank statement.	(35.40)
332	03/31/14	10012117.1	To record IRS USATAXPYMT(S) & STATE OF MICH TAX-PAY	(5,655.05)
334	03/31/14	10011690	To record transfer of funds to a/c 558567 per March 2014 bank stat	(53,000.00)
5753	02/13/14	10014310	City of Manistee	(3,922.35)
5758	02/13/14	10012119.2	Manistee Housing Commission	(632.00)
5775	02/25/14	10014420	Ace Hardware	(66.56)
5776	02/25/14	10014185	AT & T Long Distance	(45.18)
5777	02/25/14	10014190.3	Auditory Response Systems Inc.	(408.00)
5778	02/25/14	10014420	Auto Value	(7.99)
5779	02/25/14	10014190.5	Custer	(409.70)
5780	02/25/14	10014430.02	Custom Sheet Metal & Heating	(259.01)
5781	02/25/14	10014330	DTE Energy	(5,789.98)
5782	02/25/14	10014420	Larsen's Landscaping LLC	(57.16)
5783	02/25/14	10014431	Manistee Landfill	(55.52)
5784	02/25/14	10014130	Mika Meyers Beckett & Jones	(1,214.63)
5785	02/25/14	10014420	Peachtree Business Products	(428.00)
5786	02/25/14	10014182	Principal Financial Group	(884.28)
5787	02/25/14	10014182	Priority Health	(113.11)
5788	02/25/14	10014433	Sun Life Financial	(609.99)
5789	02/25/14	10014182	VSP	(148.12)
5790	02/25/14	10011400	M.C. Smith Associates	(276.30)
5791	02/25/14	10104430.12	M.C. Smith Associates	(1,680.00)
5792	02/25/14	10011400	M.C. Smith Associates	(1,020.00)
5793	03/01/14	10014221		(200.00)
5794	03/01/14	10014221		(200.00)
5795	03/01/14	10014221		(100.00)
5796	03/01/14	10014221		(200.00)
5797	03/01/14	10014221		(100.00)
5798	03/01/14	10014434	Noble Holmes	(100.00)
5799	03/01/14	10012131	Oswego Comm. Bank	(7,599.23)
5800	03/01/14	10014221		(100.00)
5801	03/07/14	10014420	Ace Hardware	(127.67)
5802	03/07/14	10014185	AT & T	(821.01)
5803	03/07/14	10014185	AT & T Mobility	(939.28)
5804	03/07/14	10014420	Cadillac Plbg, & Htg. Supply Co., Inc.	(594.22)
5805	03/07/14	10014185	Charter Business	(4,238.12)
5806	03/07/14	10014310	City of Manistee	(3,639.27)
5807	03/07/14	10014320	Consumers Energy	(11,564.69)
5808	03/07/14	10014430.02	Custom Sheet Metal & Heating	(172.75)
5809	03/07/14	10014430.06	Haglund's Floor Covering	(2,632.00)
5810	03/07/14	10014420	HD Supply Facilities Mtee	(1,310.56)
5812	03/07/14	10014190.3	Kushner & Company	(101.01)
5813	03/07/14	10014430.12	Ludington Glass & Paint	(658.00)
5815	03/07/14	10014431	Manistee Landfill	(58.77)
5816	03/07/14	10014190.3	Next IT	(339.00)
5817	03/07/14	10014420	Olson Lumber Company	(859.30)
5818	03/07/14	10014420	PlumbMaster, Inc.	(342.05)
5819	03/07/14	10014430.08	Polecyn Plumbing & Heating	(507.94)
5820	03/07/14	10014182	Priority Health	(6,650.76)

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 03/01/14
Statement Ending date: 03/31/14
Checkbook Name: Public Housing Checking

5821	03/07/14	10014430.04	Schindler Elevator Corp.	(1,762.07)
5822	03/07/14	10014430.12	Servpro of Manistee, Ludington & Cadillac	(2,625.00)
5823	03/07/14	10014430.12	Swidorski Bros Excavating LLC	(2,075.00)
5824	03/07/14	10014420	Wahr Hardware	(96.60)
5825	03/19/14	10014431	Allied Waste Services	(1,134.22)
5826	03/19/14	10014510	AmTrust North America Inc	(795.00)
5827	03/19/14	10014190.3	Applied Imaging	(274.10)
5828	03/19/14	10014170	Daniel D. Laskey Co., PC	(74.00)
5829	03/19/14	10014420	Fastenal Company	(1,504.06)
5830	03/19/14	10014190.4	Housing Data Systems	(218.00)
5831	03/19/14	10014190.4	Jackpine Business Centers	(221.20)
5833	03/19/14	10014190.2	The Nelrod Company	(199.00)
5834	03/19/14	10014190.3	Next IT	(997.50)
5835	03/19/14	10014190.5	The PI Company	(23.40)
5836	03/19/14	10014420	Sherwin-Williams Co.	(13.47)
5837	03/19/14	10014430.11	SimplexGrinnell LP	(3,319.00)
5838	03/19/14	10014190.4	Staples Credit Plan	(701.73)
12679	01/29/14	10011111.3	West Shore Bank	(158.33)
12680	02/12/14	10012117.10	United Way of Manistee County	(5.00)
12688	02/12/14	10012117.6	United Steel Workers	(3.00)
12689	02/12/14	10011111.3	West Shore Bank	(158.33)
12698	02/26/14	10012117.9	United Steel Workers	(119.94)
12699	02/26/14	10011111.3	West Shore Bank	(158.33)
12700	03/12/14	10014410	Anthony Mastrapasqua	(813.85)
12701	03/12/14	10014410	Kevin Helminiak	(940.34)
12702	03/12/14	10014110	Clinton E. Copus II	(2,147.71)
12703	03/12/14	10014110	Lorna J. Perski	(1,263.35)
12704	03/12/14	10014110	Beverly A. Pahoski	(727.55)
12705	03/12/14	10014410	Robert Krolczyk	(697.45)
12706	03/12/14	10014110	Monica Otis	(706.77)
12707	03/12/14	10012117.6	United Steel Workers	(3.00)
12709	03/26/14	10014410	Anthony Mastrapasqua	(799.10)
12710	03/26/14	10014410	Kevin Helminiak	(1,036.50)
12711	03/26/14	10014110	Clinton E. Copus II	(2,147.71)
12712	03/26/14	10014110	Lorna J. Perski	(1,263.35)
12713	03/26/14	10014110	Beverly A. Pahoski	(727.55)
12714	03/26/14	10014110	Beverly A. Pahoski	(71.35)
12715	03/26/14	10014410	Robert Krolczyk	(689.93)
12716	03/26/14	10014110	Monica Otis	(706.78)
12717	03/26/14	10012117.9	United Steel Workers	(111.14)
			Total	<u>(153,709.76)</u>

Ending Balance 472,995.83

Bank Summary

Ending Bank Balance 472,995.83

Deposits and Credit Memos in transit

117	03/31/14	10011122	March Cash Receipts	5,483.10
			Total	<u>5,483.10</u>

Checks and Debit Memos in transit

4657	10/01/12	10012114		58.00
5083	04/03/13	10011122		23.00
5115	04/23/13	10014420	Culligan Water Clinic	109.90
5343	08/05/13	10012114		86.00
5523	11/01/13	10014221		50.00
5548	11/12/13	10011122		51.00
5677	01/08/14	10012114		30.00
5811	03/07/14	10014170	H.A.A.S., Inc.	737.44
5814	03/07/14	10012119.2	Manistee Hsg Commission	632.00
5832	03/19/14	10011400	M.C. Smith Associates	510.00
5839	03/24/14	10011122	CHOICES of Manistee County, Inc.	45.00
5840	03/24/14	10014330	DTE Energy	4,373.18

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 03/01/14
Statement Ending date: 03/31/14
Checkbook Name: Public Housing Checking

5841	03/24/14	10014420	HD Supply Facilities Mtce	768.35
5842	03/24/14	10014190.5	PNC Bank	111.01
5843	03/24/14	10014182	Principal Financial Group	884.28
5844	03/24/14	10011290	Priority Health	6,650.76
5845	03/24/14	10014430.03	Swidorski Bros Excavating LLC	15,420.00
5846	03/24/14	10014182	VSP	148.12
5847	03/25/14	10011122		522.00
5848	03/26/14	10014433	Sun Life Financial	578.11
12708	03/12/14	10011111.3	West Shore Bank	158.33
12718	03/26/14	10011111.3	West Shore Bank	158.33
			Total	<u>(32,104.81)</u>

Ending Balance 446,374.12

Book Summary

G/L account: 10011111.2
G/L journal: Journal Entry
G/L period: 03/31/14

Total Adjustments: 0.00

Ending Balance 446,374.12

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**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number:
Statement Ending date: 03/31/14
Checkbook Name: HRA Account

General Ledger

Balance per General Ledger (Account 10011111.3) at 03/01/14	11,872.28
Activity for the month:	
Total Debits (Deposits and Credit Memos)	317.14
Total Credits (Checks and Debit Memos)	<u>-739.44</u>
Unreconciled General Ledger Balance at 03/31/14	<u>11,449.98</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 03/31/14	<u><u>11,449.98</u></u>

Bank

Balance per Bank Statement at 03/31/14	11,133.32
Total Additions (Deposits and Credit Memos in transit)	316.66
Total Subtractions (Checks and Debit Memos in transit)	-0.00
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 03/31/14	<u><u>11,449.98</u></u>

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**Manistee Housing Commission
Bank Reconciliation Worksheet**

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Page 1

Statement Beginning date: 03/01/14
Statement Ending date: 03/31/14
Checkbook Name: HRA Account

Statement Summary

Beginning Balance				11,397.29
Deposits and Credit Memos				
12679	01/29/14	West Shore Bank		158.33
12689	02/12/14	West Shore Bank		158.33
12699	02/26/14	West Shore Bank		158.33
123	03/31/14	10013610 HRA Interest		0.48
		Total		<u>475.47</u>
Checks and Debit Memos				
333	03/31/14	10012117.12 To record HRA transactions per March 2014 bank statement.		(739.44)
		Total		<u>(739.44)</u>
Ending Balance				<u><u>11,133.32</u></u>

Bank Summary

Ending Bank Balance				11,133.32
Deposits and Credit Memos in transit				
12708	03/12/14	West Shore Bank		158.33
12718	03/26/14	West Shore Bank		158.33
		Total		<u>316.66</u>
Ending Balance				<u><u>11,449.98</u></u>

Book Summary

G/L account: 10011111.3				
G/L journal: Journal Entry				
G/L period: 03/31/14				
		Total Adjustments:		<u>0.00</u>
Ending Balance				<u><u>11,449.98</u></u>

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Housing Authority Accounting Specialists
PO Box 545
Sparta, WI 54656
608-272-3209

To the Board of Directors
And Management

Manistee Housing Commission
Domestic Violence Grant
273 Sixth Avenue
Manistee, MI 49660

Enclosed are the following reports for the month ending March 31, 2014. These reports have been compiled in accordance with Generally Accepted Accounting Principles.

- I. Financial Statements
- II. Journal Register
- III. General Ledger

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them. This report is offered as a review of your past operations and is a basis for decisions for your future policies.

Respectfully Submitted:

Housing Authority Accounting Specialists, Inc.

**Manistee Housing Commission
Domestic Violence Grant
BALANCE SHEET
As of March 31, 2014**

ASSETS

CURRENT ASSETS

Cash

1111 - Cash - MSHDA	\$ 75,815.55
Total Cash	<u>75,815.55</u>

Receivables

Total Receivables	0.00
--------------------------	------

Investments

Total Investments	0.00
--------------------------	------

Prepaid Expenses & Other Assets

Total Prepaid Expenses & Other Assets	0.00
--	------

Total Current Assets	75,815.55
-----------------------------	-----------

CAPITAL ASSETS

Land, Structures & Equipment

1400.7 - Buildings	364,363.29
1400.98 - Accumulated Depreciation-DVG	<u>(58,737.09)</u>
Total Land, Structures & Equipment	305,626.20

TOTAL CAPITAL ASSETS	<u>305,626.20</u>
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TOTAL ASSETS	<u>\$ 381,441.75</u>
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**Manistee Housing Commission
Domestic Violence Grant
BALANCE SHEET
As of March 31, 2014**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 124.80
2114 - Tenant Security Deposits	<u>1,748.00</u>
Total Accounts Payable	1,872.80

Accrued Liabilities

2130 - Forgiveable Note - MSHDA	<u>500,000.00</u>
Total Accrued Liabilities	500,000.00

Total Current Liabilities 501,872.80

Non Current Liabilities

Total Non Current Liabilities 0.00

Deferred Credits

Total Deferred Credits 0.00

TOTAL LIABILITIES/DEFERRED CREDITS 501,872.80

EQUITY

Unreserved Fund Balance

2806 - Unrestricted Net Assets	70,661.32
2806.4 - Invested in Capital Assets-DVG	(191,898.80)
Current Year Profit(Loss)	<u>806.43</u>
Total Unreserved Fund Balance	(120,431.05)

TOTAL EQUITY (120,431.05)

TOTAL LIABILITIES/EQUITY \$ 381,441.75

**Manistee Housing Commission
Domestic Violence Grant
INCOME STATEMENT
For the 1 Month and 3 Months Ended March 31, 2014**

	1 Month Ended	3 Months Ended
	<u>March 31, 2014</u>	<u>March 31, 2014</u>
Operating Income		
3110 - Dwelling Rental	1,232.00	3,696.00
3690 - Tenant Income	<u>0.00</u>	<u>14.99</u>
Total Operating Income	1,232.00	3,710.99
Operating Expenses		
Administration		
4170 - Accounting Fees	124.80	374.40
4190.5 - Other Sundry-Misc.	<u>2.00</u>	<u>55.16</u>
Total Administration	126.80	429.56
Ordinary Maint. & Operation		
Total Ordinary Maint. & Oper.	0.00	0.00
General Expense		
Total General Expense	0.00	0.00
Depreciation Expense		
4800 - Depreciation - Current Year	<u>825.00</u>	<u>2,475.00</u>
Total Depreciation Expense	825.00	2,475.00
Capital Expenditures		
Total Capital Expenditures	0.00	0.00
Total Operating Expenses	<u>951.80</u>	<u>2,904.56</u>
Net Income/(Loss)	<u>1,105.20</u>	<u>3,281.43</u>

**Manistee Housing Commission
Cash Disbursements-DVG Journal**

<u>Date</u>	<u>Reference</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
03/07/14	2492	20014170	H.A.A.S., Inc.	124.80	124.80
03/31/14	MI078	20011111	Check 2492	(124.80)	<u>(124.80)</u>
				Transaction Balance	<u><u>0.00</u></u>
Total Debits	<u>124.80</u>	Total Credits	<u>124.80</u>	A/C Hash Total	<u><u>40025281.000</u></u>
Number of Transactions	2				

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**Manistee Housing Commission
Cash Receipts - DVG Journal**

<u>Date</u>	<u>Reference</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
03/31/14	104	20011111	March Cash Receipts	614.99	
03/31/14	104	20011122	March TAR Collections	(614.99)	
03/31/14	105	20011111	Interfund Reimbursement - P/H	632.00	
03/31/14	105	20011129.4	Interfund Reimbursement - P/H	(632.00)	
				Transaction Balance	<u>0.00</u>
Total Debits		<u>1,246.99</u>	Total Credits	<u>1,246.99</u>	A/C Hash Total
					<u>80044473.400</u>
Number of Transactions		4			

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<u>Date</u>	<u>Reference</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
03/31/14	304	20011122	To record charges to tenants per March 2014 MSO.	1,232.00	
03/31/14	304	20013110	To record charges to tenants per March 2014 MSO.	(1,232.00)	
03/31/14	305	20011111	To record service fee per March 2014 bank statement.	(2.00)	
03/31/14	305	20014190.5	To record service fee per March 2014 bank statement.	2.00	
03/31/14	A1	20011400.98	To record estimated depreciation expense.	(825.00)	
03/31/14	A1	20014800	To record estimated depreciation expense.	825.00	
03/31/14	RT1	20019996	To record units leased.	3.00	
03/31/14	RT1	20019997	To record units leased.	(3.00)	
				Transaction Balance	<u>0.00</u>

Total Debits 2,062.00 Total Credits 2,062.00 A/C Hash Total 160115727.480

Number of Transactions 8

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	20011111		Cash - MSHDA	74,695.36		
03/31/14	104		March Cash Receipts		614.99	
03/31/14	105		Interfund Reimbursement - P/H		632.00	
03/31/14	305		To record service fee per March 2014 bank statement.		(2.00)	
03/31/14	MI078		Check 2492		(124.80)	
					<u>1,120.19</u>	<u>75,815.55</u>
	20011122		Tenants Accounts Receivable	14.99		
03/31/14	104		March TAR Collections		(614.99)	
03/31/14	117		March TAR Collections		(632.00)	
03/31/14	304		To record charges to tenants per March 2014 MSO.		1,232.00	
					<u>(14.99)</u>	<u>0.00</u>
	20011129.4		Interfund Receivable - P/H	0.00		
03/31/14	105		Interfund Reimbursement - P/H		(632.00)	
03/31/14	117		March Cash Receipts		632.00	
					<u>0.00</u>	<u>0.00</u>
	20011400.7		Buildings	364,363.29		
					<u>0.00</u>	<u>364,363.29</u>
	20011400.98		Accumulated Depreciation-DVG	(57,912.09)		
03/31/14	A1 S		To record estimated depreciation expense.		(825.00)	
					<u>(825.00)</u>	<u>(58,737.09)</u>
	20012111		Vendors & Contractors	(124.80)		
					<u>0.00</u>	<u>(124.80)</u>
	20012114		Tenant Security Deposits	(1,748.00)		
					<u>0.00</u>	<u>(1,748.00)</u>
	20012130		Forgiveable Note - MSHDA	(500,000.00)		
					<u>0.00</u>	<u>(500,000.00)</u>
	20012806		Unrestricted Net Assets	(70,661.32)		
					<u>0.00</u>	<u>(70,661.32)</u>
	20012806.4		Invested in Capital Assets-DVG	191,898.80		
					<u>0.00</u>	<u>191,898.80</u>
	20013110		Dwelling Rental	(2,464.00)		
03/31/14	304		To record charges to tenants per March 2014 MSO.		(1,232.00)	
					<u>(1,232.00)</u>	<u>(3,696.00)</u>
	20013690		Tenant Income	(14.99)		
					<u>0.00</u>	<u>(14.99)</u>
	20014170		Accounting Fees	249.60		

**Manistee Housing Commission
General Ledger**

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Current Amount</u>	<u>YTD Balance</u>
20014170 Accounting Fees (cont.)						
03/07/14	2492	V	H.A.A.S., Inc.		124.80	
					<u>124.80</u>	<u>374.40</u>
20014190.5 Other Sundry-Misc.						
03/31/14	305		To record service fee per March 2014 bank statement.	53.16	2.00	
					<u>2.00</u>	<u>55.16</u>
20014800 Depreciation - Current Year						
03/31/14	A1	S	To record estimated depreciation expense.	1,650.00	825.00	
					<u>825.00</u>	<u>2,475.00</u>
20019996 Actual Unit Months for REAC Submission						
03/31/14	RT1	S	To record units leased.	6.00	3.00	
					<u>3.00</u>	<u>9.00</u>
20019997 Actual Unit Months - Contra						
03/31/14	RT1	S	To record units leased.	(6.00)	(3.00)	
					<u>(3.00)</u>	<u>(9.00)</u>
Current Profit/(Loss)					<u>280.20</u>	
			YTD Profit/(Loss)			<u>806.43</u>
Number of Transactions					16	
The General Ledger is in balance						<u>0.00</u>

**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number:
Statement Ending date: 03/31/14
Checkbook Name: DVG Checking

General Ledger

Balance per General Ledger (Account 20011111) at 03/01/14	74,695.36
Activity for the month:	
Total Debits (Deposits and Credit Memos)	1,246.99
Total Credits (Checks and Debit Memos)	<u>-126.80</u>
Unreconciled General Ledger Balance at 03/31/14	<u>75,815.55</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 03/31/14	<u><u>75,815.55</u></u>

Bank

Balance per Bank Statement at 03/31/14	75,183.55
Total Additions (Deposits and Credit Memos in transit)	632.00
Total Subtractions (Checks and Debit Memos in transit)	-0.00
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 03/31/14	<u><u>75,815.55</u></u>

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**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 03/01/14
Statement Ending date: 03/31/14
Checkbook Name: DVG Checking

Statement Summary

Beginning Balance				74,112.52
Deposits and Credit Memos				
103	02/28/14	20011129.4	Interfund Reimbursement - P/H	632.00
104	03/31/14	20011122	March Cash Receipts	614.99
			Total	<u>1,246.99</u>
Checks and Debit Memos				
305	03/31/14	20014190.5	To record service fee per March 2014 bank statement.	(2.00)
2491	02/17/14	20014190.5	PNC Bank	(49.16)
2492	03/07/14	20014170	H.A.A.S., Inc.	(124.80)
			Total	<u>(175.96)</u>
Ending Balance				<u><u>75,183.55</u></u>

Bank Summary

Ending Bank Balance				75,183.55
Deposits and Credit Memos in transit				
105	03/31/14	20011129.4	Interfund Reimbursement - P/H	632.00
			Total	<u>632.00</u>
Ending Balance				<u><u>75,815.55</u></u>

Book Summary

G/L account: 20011111				
G/L journal: Journal Entry - DVG				
G/L period: 03/31/14				
			Total Adjustments:	<u>0.00</u>
Ending Balance				<u><u>75,815.55</u></u>

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

April 7, 2014

Board of Commissioners
c/o Dale Preister, President
City of Manistee Housing Commission
346 4th Street
Manistee, MI49660

Re: Recovery Agreement and Action Plan Close-out

Dear Commissioners:

Based on your most recent report, the City of Manistee Housing Commission has completed the requirements of the Recovery Agreement and Action Plan dated September 24, 2012, including its recovery from a Troubled PHAS designation.

Thank you for your efforts and cooperation in this achievement. HUD expects the City of Manistee Housing Commission to sustain its recovery and continue to improve its performance. Please be aware that HUD may seek to enter into a new Recovery Agreement and Action Plan should the agency fail to sustain its recovery or is at risk of receiving a new substandard or troubled designation.

Should you have any questions, please contact me at Valerie.V.Sims@hud.gov or (313) 234-7470.

Sincerely,

A handwritten signature in black ink, appearing to read "Willie C.H. Garrett".

Willie C.H. Garrett
Director
Office of Public Housing

cc:
Mitch Deisch
City of Manistee
70 Maple St.
Manistee, MI 49660

George Saylor, General Counsel
Gockerman Wilson Saylor & Jones Law Firm
414 Water St.
Manistee, MI 49660

Doug Parkes, Vice President
Manistee Housing Commission
724 Harbor Dr.
Manistee, MI 49660

Donna Korzeniewski, Commissioner
Manistee Housing Commission
17 Mangill
Manistee, MI 49660

Elbert Purdom, Commissioner
Manistee Housing Commission
369 River St.
Manistee, MI 49660

Cheryl Stephison, Commissioner
108 Park Ave
Manistee, MI 49660

Clinton McKinven-Copus, Executive Director
Manistee Housing Commission
273 6th Ave.
Manistee, MI 49660