

CITY OF MANISTEE HOUSING COMMISSION

Tuesday, September 02, 2014

Community Room—Harborview

4:00 P.M.

AGENDA

1. Call to Order/Roll Call
2. Public Comments on Agenda Related Items
This is an opportunity for citizens to comment on items on the Agenda. Citizens in attendance may be recognized by the Commission President. 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 on agenda items only at this time.
3. Consent Agenda
All agenda items marked with an asterisk (*) are on the consent agenda and considered by the Executive Director to be routine matters. Prior to approval of the Consent Agenda Commissioners may remove an item from the Consent Agenda. Items removed from the consent agenda will be taken up during the regular portion of the meeting. Consent Agenda items include:
 - 1) Approval of Minutes
 - a) Regular Meeting Minutes, July 22, 2014
 - b) Work Session Minutes, August 12, 2014
 - 11) Financial Reports
 - a) July 2014 Financial Statements
 - b) July 2014 Security Deposit Reconciliation
4. Amendments to Agenda
5. Approval of Minutes
 - a) Regular Meeting Minutes, July 22, 2014*
 - b) Work Session Minutes, August 12, 2014*
6. Old Business
 - a) *None*
7. New Business
 - a) Resolution 2014-14 Adoption of 2015 Operating Budget
 - b) Resolution 2014-15 Adoption of 2014-2015 Tenant Utility Allowances
 - c) Resolution 2014-16 Final Determination of Investigation of the Port City Resident Council
8. Report of the Executive Director
 - a) Key Performance Indicators
 - b) Discussion Notes
9. Other Staff Reports
 - a) *None*

10. Committee Reports
 - a) *None*

11. Financial Reports
 - a) July 2014 Financial Statements [Acceptance and placing on file]*
 - b) July 2014 Security Deposit Reconciliation [Acceptance and placing on file]*

12. Communications
 - a) None received

13. 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.

14. Commissioner Report/Comment

15. Adjournment

UPCOMING MEETINGS:

Date/Time	Location	Purpose
Tuesday, September 9, 2014 4:00 PM	Community Room Harborview Apartments	Work Session a) Review of the 2015 Annual Plan b) Other issues that may be presented
Tuesday September 23, 2014 4:00 PM	Community Room Harborview Apartments	Regular Meeting
Tuesday October 7, 2014 4:00 PM	Community Room Harborview Apartments	Public Hearing: a) 2015 Annual Plan Special Meeting: a) Adoption of 2015 Annual Plan b) Other issues that may be presented
Tuesday October 14, 2014 4:00 PM	Community Room Harborview Apartments	Work Session: a) Items to be determined
Tuesday October 27, 2014 4:00 PM	Community Room Harborview Apartments	Regular Meeting

CITY OF MANISTEE HOUSING COMMISSION
Meeting Minutes
July 22, 2014
Regular Meeting

Meeting Start Time: 4:10 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Elbert Purdom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donna Korzeniewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacant Position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Housing Commission Staff Present:

- Clinton McKinven-Copus, Executive Director/Commission Secretary
- Lorna Perski, Housing Coordinator
- Kevin Helminiak, Maintenance Supervisor

Others Present:

- None

Public Comment on Agenda Related Items:

- This is a new category on the Regular Monthly Meeting Agenda. This is due to the new commission by-laws. The public may make a comment on the agenda items at this time.

Amendments to the Agenda:

- Resolution 2014-13 Errata and Correction Policy

Approval of Minutes: June 24, 2014

Motion: Donna
Second: Elbert
Approval: AIF

Old Business:

- None

City of Manistee Housing Commission Minutes

Meeting Date: July 22, 2014

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New Business:

Resolution 2014-10 Smoke Free Property Policy

Motion: Donna

Second: Elbert

Approval: AIF

Notes: There were a few edits in the policy since the June meeting that were made by our attorney. Clint summarized the smoke free policy for those in attendance. It will be a smoke free property, not just smoke free buildings. Examples of this are included in the policy. There will be no smoking area, smoking will need to off of our property. Residents will be responsible for their guest not smoking on the property.

Resolution 2014-11 Policy on removing banned individuals from CMHC Property - Banning

Motion: Elbert

Second: Donna

Approval: AIF

Notes: We ban individuals that are evicted, commit crimes, make threats, etc. on our property. The official policy reflects everything we have been doing and explains what banning is. Reasons are listed in the policy. Banned individuals are notified by first class mail. Banned individuals may file an appeal to be removed from the list. Public bodies must give an opportunity to appeal.

Resolution 2014-12 Write Off of Doubtful Accounts

Motion: Donna

Second: Elbert

Approval: AIF

Notes: All of these are with the collection agencies and in the HUD's Enterprise Income Verification System already.

Resolution 2014-13 Errata and Corrections Policy

Motion: Donna

Second: Elbert

Approval: AIF

Notes: This policy allows us to make corrections due to grammatical or spelling errors.

Executive Director's Report:

- Key Performance Indicators – Unit Turns and Occupancy Rates are good currently. There have been less units turned this year than at the same time last year.
- Reserves in our bank account are at a 3.81 years currently. HUD wants 6 months of reserves in our account.
- Key financial indicators look good. Income has been more than anticipated over the past six months.

City of Manistee Housing Commission Minutes

Meeting Date: July 22, 2014

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- Extra items that have been paid for this year are Harborview Entrance Doors, Harborview Generator Repairs, Snow Removal, Harborview Elevator Repair, repair of Stairwell at Century Terrace, Mold Testing Unthawing of Frozen Pipes. Unemployment, Phone System Repair, Heating at Harborview. There have been \$45,504.00 of repair items that were not budgeted over the past six month.

Finances: June Financial Statements

Accepted and Placed on File: Elbert

Second: Donna

AIF

Notes: The City of Manistee has a new ordinance on Water Rates and how to fund their bonds. It will affect our Utility Allowances. Higher usages should see a reduction in costs at Harborview and Century Terrace. Our Scattered Site Homes will have an increase in utility costs.

Elbert asked about the balance for Payment in Lieu of Taxes for \$57,000.00. Clint said that will be adjusted. He had to wait until after the audit before making the payment.

Communications:

- No Communications were received.

Public Comment:

- There were six members of the public present. Comments included tenants checking their own smoke alarm, and what happened is they get hurt doing so.

Commissioner Report/Comments:

- There were no Commissioner Reports or Comments.

Meeting Adjourned

Motion: Donna

Second: Elbert

Approval: AIF

Time: Meeting closed at 4:50 p.m.

Dale Priester
President

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

City of Manistee Housing Commission Minutes

Meeting Date: July 22, 2014

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CITY OF MANISTEE HOUSING COMMISSION
Meeting Minutes
August 12, 2014
Work Session

Meeting Start Time:

4:05 PM

Roll Call:

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

Housing Commission Staff Present:

- Monica Otis, Bookkeeper
- Clinton McKinven-Copus, Executive Director/Commission Secretary

Others Present:

- None

Amendments to the Agenda:

None

Discussion Review/Work:

2015 Operating Budget Review:

Staff presented the draft of the 2015 Operating Budget. Commissioners reviewed the draft budget.

Board Meeting Software:

Commissioners discussed their review of potential Board meeting software and expressed their desire for software that facilitated the meeting process.

Meeting Adjourned

Motion: Donna Korzeniewski

Second: Elbert Purdom

Approval: All in Favor

Time: 4:42 PM

Dale Priester
President

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

Key Performance Indicators

Reporting Month: September 2, 2014

Occupancy

NOTE: Due to out of town training and other operational constraints I was not able to assemble the data for these reports.

Occupancy: Data not available			
Property	Total Units	Total Occupied	Occupancy Rate
HA Wide	218 ¹		% ²
Century Terrace	119		
Harborview	48		
Scattered Sites	47		

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, 2014:			
	Maintenance Turn	Lease-Up	Vacancy Days
Total Days			
Average Days			

Waiting List: As Of As Of , 2014				
Unit Size	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Applicants				2
Accuracy % ³	100%	100%	100%	100% 3

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

6 **Financial**

7

RESERVES			
Min. Months Required (No date set for achievement by HUD)	Amount Required	Actual Months	Actual Amount
6 Months	\$540,000		
	July	3.74	\$336,476.46

8

9

KEY FINANCIAL INDICATORS—For the month of July 2014					
Rent Roll	Rent Collected	Total Income	Total Expense	Capital Expense	Profit/(Loss)
\$50,480.00	\$50,454.00	\$98,034.60	\$99,536.98	\$5,058.43	(\$1,502.38) ¹

10

11 ¹Please refer to CMHC internal documentation for further detail

12

13

14

15

Discussion Notes

Commission Meeting: September 2, 2014
Clinton McKinven-Copus, Executive Director

Special Note: The meeting agenda now reflects the order established by our updated by-laws.

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

Director's Reports

None in addition to material covered through the Board material packet.

1 **Old Business**

2
3 None

4 **New Business**

5
6 **Resolution 2014-14: Adoption of 2015 Operating Budget**



8 **SNAPSHOT:**

9 The 2015 Operating Budget was first prepared by City of Manistee Housing
10 Commission staff based on current levels of income and expenses. The CMHC
11 Treasurer reviewed the budget prepared by CMHC staff and authorized its
12 presentation to the Board of Commissioners at a work session held on
13 August 12, 2014. The draft of the budget as prepared internally by CMHC and
14 reviewed at the work session was then referred to our Fee Accountant for
15 review and required edits. The 2015 Operating Budget presented with this
16 resolution is in the form required by HUD and as finalized by our Fee Accountant.
17 CMHC must submit the approved 2015 Operating Budget to the HUD Field Office
18 on Wednesday, September 3, 2014.

19 Staff has prepared the document entitled “2015 Operating Budget Development Process” to assist you
20 in understanding the development of the 2015 budget. The items in the second column [FY 2015
21 Budget—Darrin] that are highlighted in red show the changes made by our accountant. Changes made
22 by our accountant are based on his analysis of 2014 income/expense and projections for 2015. Staff
23 has accepted the changes made by our accountant.

24
25 **Resolution 2014-15: Tenant Utility Allowances**



27 **SNAPSHOT:**

28 CMHC is required by HUD to annually review and set the Tenant Utility
29 Allowances. Tenants that are required to pay directly for their utilities are
30 provided by Public Housing regulations a reduction in monthly rent equivalent to
31 the set utility allowance for the size of unit occupied. Since CMHC has an active
32 Energy Performance Contract we are required by HUD regulation to have the
33 annual review and a determination of Tenant Utility Allowances performed by
34 our Energy Service Contractor [Siemens] as part of our Energy Service
35 Agreement. The 2014 utility allowance for water, as calculated by Siemens,
36 reflects the recent changes to the City of Manistee ordinance.

1 **Resolution 2014-16: Action Against the Port City Resident Council**



2
3 **SNAPSHOT:**

4 CMHC financial policies and procedures requires the review of and writing off of
5 doubtful accounts at the July and December of the Commission. Presented in
6 this resolution are the accounts to be written off for July 2014. Commissioners
7 have received a non-redacted copy of the resolution in order to properly conduct
8 the business of the Housing Commission. Members of the public have received a
9 redacted copy of the resolution in compliance with federal privacy laws and
10 regulations. If Commissioners have questions about a particular account
11 proposed for write off in the resolution, please refer to the ID number and not
12 account holder's name.
13
14
15

16 **Finance**

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

18
19 [NOTE: Due to Federal Privacy Act rules all financial statements and/or documents containing names
20 or personally identifying information of tenants has been redacted.]
21

22 Included this month is a new report providing you with the reconciliation of our security deposit
23 escrow account. Going forward you will receive this report as a regular part of your meeting packet.



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

Resolution 2014-14 Operating Budget Fiscal Year 2015

WHEREAS, the City of Manistee Housing Commission (CMHC) as a Public Housing Authority (PHA) is required by law to adhere to the rules, regulations and directives of the United States Department of Housing and Urban Development (HUD), and;

WHEREAS, HUD requires the development and approval of an annual, fiscal year operating budget for the PHA, and;

WHEREAS, Housing Authority Accounting Specialists, engaged by CMHC as the agency fee accountant has developed an operating budget for 2015;

NOW, THEREFORE, on the motion of [REDACTED], supported by [REDACTED], 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 2015 fiscal year operating budget as prepared by Housing Authority Accounting Specialists.

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 2nd day of September 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 2nd day of September 2014.

Clinton McKinven-Copus, Secretary

2015 Operating Budget Development Process

	FY 2015 Budget - Monica		FY 2015 Budget - Darrin		FY 2015 Budget - New Draft	
as prepared by bookkeeper - based on 12 months.						
Total Units: 214	2015 Annual	2015 Monthly	2015 Annual	2015 Monthly	2015 Annual	2015 Monthly
Operating Income						
Rental Income						
3110-Dwelling Rental	\$600,000.00	\$50,000.00	\$600,000.00	\$50,000.00	\$600,000.00	\$50,000.00
3120-Excess Utilities	\$8,000.00	\$666.67	\$8,000.00	\$666.67	\$8,000.00	\$666.67
Total Rental Income	\$608,000.00	\$50,666.67	\$608,000.00	\$50,666.67	\$608,000.00	\$50,666.67
Revenues-HUD PHA Grants						
3401.1-Operating Grants	\$40,000.00	\$3,333.33	\$40,000.00	\$3,333.33	\$40,000.00	\$3,333.33
3401.2-Operating Subsidy	\$395,000.00	\$32,916.67	\$395,000.00	\$32,916.67	\$395,000.00	\$32,916.67
Total HUD PHA Grants	\$435,000.00	\$36,250.00	\$435,000.00	\$36,250.00	\$435,000.00	\$36,250.00
Nonrental Income						
3610-Interest Income-Gen. Fund.	\$1,300.00	\$108.33	\$1,300.00	\$108.33	\$1,300.00	\$108.33
3689-Tenant Income-Cable TV	\$50,000.00	\$4,166.67	\$50,000.00	\$4,166.67	\$50,000.00	\$4,166.67
3690-Tenant Income	\$29,000.00	\$2,416.67	\$29,000.00	\$2,416.67	\$29,000.00	\$2,416.67
3690.1-Non-Tenant Income	\$5,500.00	\$458.33	\$5,500.00	\$458.33	\$5,500.00	\$458.33
3690.4-Laundry Income	\$9,500.00	\$791.67	\$9,500.00	\$791.67	\$9,500.00	\$791.67
3690.6-Fraud Recovery Revenue	\$2,328.60	\$194.05	\$2,400.00	\$200.00	\$2,400.00	\$200.00
3690.8-Health Reimbursement Retiree	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3690.9-Management Fee (DVG)	\$8,974.20	\$747.85	\$9,000.00	\$750.00	\$9,000.00	\$750.00
Total Nonrental Income	\$106,602.80	\$8,883.57	\$106,700.00	\$8,891.67	\$106,700.00	\$8,891.67
Total Operating Income	\$1,149,602.80	\$95,800.23	\$1,149,700.00	\$95,808.33	\$1,149,700.00	\$95,808.33
Operating Expenses						
Routine Expenses						
Administration						
4110-Administrative Salaries	\$106,781.00	\$8,898.42	\$84,485.00	\$7,040.42	\$106,780.00	\$8,898.33
4110-Administrative Hourly Wages	\$55,120.00	\$4,593.33	\$55,120.00	\$4,593.33	\$55,120.00	\$4,593.33
4111 - Admin Wage-Contracted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4130-Legal Expenses	\$20,400.00	\$1,700.00	\$20,400.00	\$1,700.00	\$20,400.00	\$1,700.00
4130.1 Legal fees - Evictions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4130.2 Legal fees - Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4130.3 Legal fees - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4140-Staff Training	\$5,000.00	\$416.67	\$5,000.00	\$416.67	\$5,000.00	\$416.67
4150-Travel Expenses	\$2,000.00	\$166.67	\$2,000.00	\$166.67	\$2,000.00	\$166.67
4170-Accounting Fees	\$10,200.00	\$850.00	\$10,200.00	\$850.00	\$10,200.00	\$850.00
4171-Auditing	\$8,700.00	\$725.00	\$8,700.00	\$725.00	\$8,700.00	\$725.00
4172-Consulting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4182-Employee Benefits-Admin	\$54,000.00	\$4,500.00	\$52,295.00	\$4,357.92	\$52,295.00	\$4,357.92
4185-Telephone	\$17,000.00	\$1,416.67	\$17,000.00	\$1,416.67	\$17,000.00	\$1,416.67
4190.1-Publications	\$1,200.00	\$100.00	\$1,200.00	\$100.00	\$1,200.00	\$100.00
4190.2-Membership Dues and Fees	\$1,100.00	\$91.67	\$1,100.00	\$91.67	\$1,100.00	\$91.67
4190.3-Admin Service Contracts	\$18,000.00	\$1,500.00	\$18,000.00	\$1,500.00	\$18,000.00	\$1,500.00
4190.4-Office Supplies	\$9,600.00	\$800.00	\$9,600.00	\$800.00	\$9,600.00	\$800.00
4190.5-Other Sundry-Misc	\$10,800.00	\$900.00	\$10,800.00	\$900.00	\$10,800.00	\$900.00
4190.8-Postage	\$4,200.00	\$350.00	\$4,200.00	\$350.00	\$4,200.00	\$350.00
Total Administration	\$324,101.00	\$27,008.42	\$300,100.00	\$25,008.33	\$322,395.00	\$26,866.25
Tenant Services						
4220-Rec., Pub., & Other Services	\$5,200.00	\$433.33	\$5,200.00	\$433.33	\$5,200.00	\$433.33
4221- Resident Employee Stipends	\$9,600.00	\$800.00	\$10,600.00	\$883.33	\$10,600.00	\$883.33
4222-Employee Benefits - Tenant Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4230-Contract Costs: Cable & Other	\$50,805.12	\$4,233.76	\$50,805.00	\$4,233.75	\$50,805.00	\$4,233.75
Total Tenant Services	\$65,605.12	\$5,467.09	\$66,605.00	\$5,550.42	\$66,605.00	\$5,550.42
Utilities						
4310-Water & Sewer	\$42,800.00	\$3,566.67	\$42,800.00	\$3,566.67	\$42,800.00	\$3,566.67
4320-Electricity	\$108,000.00	\$9,000.00	\$108,000.00	\$9,000.00	\$108,000.00	\$9,000.00
4330-Gas	\$28,800.00	\$2,400.00	\$28,800.00	\$2,400.00	\$28,800.00	\$2,400.00
Total Utilities	\$179,600.00	\$14,966.67	\$179,600.00	\$14,966.67	\$179,600.00	\$14,966.67

	FY 2015 Budget - Monica		FY 2015 Budget - Darrin		FY 2015 Budget - New Draft	
as prepared by bookkeeper - based on 12 months.						
	2015 Annual	2015 Monthly	2015 Annual	2015 Monthly	2015 Annual	2015 Monthly
Total Units: 214						
Ordinary Maint. & Operation						
4410-Labor, Maintenance	\$106,080.00	\$8,840.00	\$106,080.00	\$8,840.00	\$106,080.00	\$8,840.00
4420-Materials	\$51,600.00	\$4,300.00	\$51,600.00	\$4,300.00	\$51,600.00	\$4,300.00
4430.02-Heating & Cooling Contracts	\$18,000.00	\$1,500.00	\$18,000.00	\$1,500.00	\$18,000.00	\$1,500.00
4430.03-Snow Removal Maintenance	\$0.00	\$0.00	\$10,000.00	\$833.33	\$10,000.00	\$833.33
4430.04-Elevator Contracts	\$16,700.00	\$1,391.67	\$16,700.00	\$1,391.67	\$16,700.00	\$1,391.67
4430.05-Landscape & Grounds Maintenance	\$0.00	\$0.00	\$1,200.00	\$100.00	\$1,200.00	\$100.00
4430.06-Unit Turnaround Contracts	\$20,400.00	\$1,700.00	\$20,400.00	\$1,700.00	\$20,400.00	\$1,700.00
4430.07-Electrical Contracts	\$3,600.00	\$300.00	\$7,000.00	\$583.33	\$7,000.00	\$583.33
4430.08-Plumbing Contracts	\$3,600.00	\$300.00	\$3,600.00	\$300.00	\$3,600.00	\$300.00
4430.09-Extermination Contracts	\$1,600.00	\$133.33	\$2,000.00	\$166.67	\$2,000.00	\$166.67
4430.01-City Inspections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4430.11-Routine Maintenance Contracts	\$5,160.00	\$430.00	\$7,000.00	\$583.33	\$7,000.00	\$583.33
4430.12-Miscellaneous Contracts	\$8,400.00	\$700.00	\$15,000.00	\$1,250.00	\$15,000.00	\$1,250.00
4431-Garbage Removal	\$13,200.00	\$1,100.00	\$14,000.00	\$1,166.67	\$14,000.00	\$1,166.67
4433-Employee Benefits-Maintenance	\$57,600.00	\$4,800.00	\$57,600.00	\$4,800.00	\$57,600.00	\$4,800.00
4434-Employee Benefits-Retirees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4440-Staff Training-Maintenance	\$5,000.00	\$416.67	\$5,000.00	\$416.67	\$5,000.00	\$416.67
4441-Staff Travel-Maintenance	\$2,000.00	\$166.67	\$2,000.00	\$166.67	\$2,000.00	\$166.67
Total Ordinary Maintenance & Operations	\$312,940.00	\$26,078.33	\$337,180.00	\$28,098.33	\$337,180.00	\$28,098.33
Protective Services						
4480-Security Contract Costs	\$3,500.00	\$291.67	\$3,500.00	\$291.67	\$3,500.00	\$291.67
Total Protective Services	\$3,500.00	\$291.67	\$3,500.00	\$291.67	\$3,500.00	\$291.67
General Expense						
4510-Insurance	\$67,500.00	\$5,625.00	\$71,500.00	\$5,958.33	\$71,500.00	\$5,958.33
4520-Payment in Lieu of Taxes	\$37,440.00	\$3,120.00	\$39,500.00	\$3,291.67	\$39,500.00	\$3,291.67
4550-Compensated Absences	\$0.00	\$0.00	\$5,500.00	\$458.33	\$5,500.00	\$458.33
4570-Collection Losses	\$12,000.00	\$1,000.00	\$12,000.00	\$1,000.00	\$12,000.00	\$1,000.00
4580-Interest Expense EPC	\$75,015.61	\$6,251.30	\$74,862.00	\$6,238.50	\$74,862.00	\$6,238.50
4950-Other General Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total General Expenses	\$191,955.61	\$15,996.30	\$203,362.00	\$16,946.83	\$203,362.00	\$16,946.83
Total Routine Expense	\$1,077,701.73	\$89,808.48	\$1,090,347.00	\$90,862.25	\$1,112,642.00	\$92,720.17
Non-Routine Expenses						
Extraordinary Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Extraordinary Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Casualty Losses-Not Cap.						
4620.2 Casualty Losses-Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4620.3 Casualty Losses-Contract Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4620.4 Insurance Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Casualty Losses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Non-Routine Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$1,077,701.73	\$89,808.48	\$1,090,347.00	\$90,862.25	\$1,112,642.00	\$92,720.17
Operating Income (Loss)	\$71,901.07	\$5,991.76	\$59,353.00	\$4,946.08	\$37,058.00	\$3,088.17
Depreciation Expenses						
4800-Depreciation-Current Year	\$293,520.00	\$24,460.00	\$293,520.00	\$24,460.00	\$293,520.00	\$24,460.00
Total Depreciation Expense	\$293,520.00	\$24,460.00	\$293,520.00	\$24,460.00	\$293,520.00	\$24,460.00
Surplus Credits & Charges						
6010-Prior Year Adj.-Affecting RR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Surplus Credits & Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Expenditures						
7510-Principal Payments-EPC	\$22,311.47	\$1,859.29	\$20,988.00	\$1,749.00	\$20,988.00	\$1,749.00
7520-Replacement of Equipment	\$0.00	\$0.00	\$5,000.00	\$416.67	\$5,000.00	\$416.67
7540-Betterments and Additions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7590-Operating Expenditures-Contra	(\$22,311.47)	(\$1,859.29)	(\$27,311.47)	(\$2,275.96)	(\$25,988.00)	(\$2,165.67)
Total Capital Expenditures	\$0.00	\$0.00	(\$1,323.47)	(\$110.29)	\$0.00	\$0.00
HUD Net Income (Loss)	\$49,589.60	\$4,132.47	\$38,365.00	\$3,197.08	\$16,070.00	\$1,339.17
GAAP Net Income (Loss)	(\$221,618.93)	(\$18,468.24)	(\$234,167.00)	(\$19,513.92)	(\$256,462.00)	(\$21,371.83)

NAME:	Manistee Housing Commission
ADDRESS:	237 Sixth Avenue
CITY, STATE, ZIP:	Manistee, MI 49660
CONTACT PERSON:	Clinton McKinven-Copus
PHONE NUMBER:	(231) 723-6201
NUMBER OF UNITS:	214
NO OF UNIT MONTHS	2568
NUMBER OF PROJECTS	2
FISCAL YEAR END:	12/31/2015
ACC NUMBER:	C-3077
PAS/LOCCS PROJECT #:	MI07800000115D
HUD FIELD OFFICE	DETROIT, MI

PROPOSED

Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (exp. 10/31/2009)

See page four for instructions and the Public reporting burden statement

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No:		b. Fiscal year ending 12/31/15		c. No. of months (check one) <input checked="" type="checkbox"/> 12 months <input type="checkbox"/> other (specify) _____		d. Type of HUD assisted projects(s) 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership			
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) Manistee Housing Commission									
f. Address (city, state, zip code) 237 Sixth Avenue Manistee, MI 49660									
g. ACC Number C-3077			h. PAS/LOCCS Project No. MI07800000115D			i. HUD Field Office DETROIT, MI			
j. No. of Dwelling Units 214		k. No. of Unit Months Available 2568		m. No. of Projects 2					
Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2013 PUM (2)	Estimates or Actual Budget 2014 PUM (3)	Request Budget Estimates				
					PHA/IHA Estimates		HUD Modifications		
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)	
Homebuyers Monthly Payment for									
010	7710	Operating Expense	-	-	-	-	-	-	
020	7712	Earned Home Payments	-	-	-	-	-	-	
030	7714	Nonroutine Maintenance Reserve	-	-	-	-	-	-	
040	Total	Break-Even amount (sum of lines 010, 020 & 030)	-	-	-	-	-	-	
050	7716	Excess (or deficit) in Break-Even	-	-	-	-	-	-	
060	7790	Homebuyers Monthly Payments-Contra	-	-	-	-	-	-	
Operating Receipts									
070	3110	Dwelling Rental	233.95	233.64	233.64	600,000			
080	3120	Excess Utilities	3.44	4.44	3.12	8,000			
090	3190	Nondwelling Rental	-	-	-	-			
100	Total	Rental Income (sum of lines 070, 080 & 090)	237.39	238.08	236.76	608,000			
110	3610	Interest on General Fund Investments	0.60	0.58	0.51	1,300			
120	3690	Other Income	37.84	35.63	41.04	105,400			
130	Total	Operating Income (sum of lines 100, 110 & 120)	275.83	274.29	278.31	714,700			
Operating Expenditures - Administration									
140	4110	Administrative Salaries	61.90	59.80	63.05	161,900			
150	4130	Legal Expense	7.60	7.00	7.94	20,400			
160	4140	Staff Training	0.21	1.95	1.95	5,000			
170	4150	Travel	0.49	0.78	0.78	2,000			
180	4170	Accounting Fees	3.93	4.28	3.97	10,200			
190	4171	Auditing Fees	3.39	3.31	3.39	8,700			
195	4182	Employee Benefits-Admin	18.81	22.32	20.36	52,295			
200	4190	Other Administrative Expense	22.36	17.73	24.10	61,900			
210	Total	Administrative Expense (sum of lines 140 thru 200)	118.69	117.17	125.54	322,395			
Tenant Services									
220	4210	Salaries	-	-	-	-			
230	4220	Recreation, Publications and Other Services	-	0.39	2.02	5,200			
235	4221	Resident Employee Stipend	4.13	4.21	4.13	10,600			
236	4222	Employee Benefits-Tenant Services	0.15	-	-	-			
240	4230	Contract Costs - Cable TV	18.33	18.30	19.78	50,805			
250	Total	Tenant Services Exp. (sum of lines 220 thru 240)	22.61	22.90	25.94	66,605			
Utilities									
260	4310	Water	18.41	17.13	16.67	42,800			
270	4320	Electricity	41.98	42.06	42.06	108,000			
280	4330	Gas	12.25	15.58	11.21	28,800			
290	4340	Fuel	-	-	-	-			
300		EPC Savings	-	-	-	-			
310	4390	Other Utilities expense	-	-	-	-			
320	Total	Utilities Expense (sum of lines 260 thru 310)	72.64	74.77	69.94	179,600			

Name of PHA/IHA Manistee Housing Commission				Fiscal Year Ending 12/31/15				
Line No.	Acct. No.	Description (1)	Actuals	Estimates	Request Budget Estimates			
			Last Fiscal Yr.	or Actual Budget	PHA/IHA Estimates		HUD Modifications	
			2013 PUM (2)	2014 PUM (3)	PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Ordinary Maintenance and Operation								
330	4410	Labor	34.84	34.73	41.31	106,080		
340	4420	Materials	18.22	17.91	20.09	51,600		
350	4430	Contract Costs	41.60	26.33	39.29	100,900		
352	4431	Garbage Removal	5.15	3.50	5.45	14,000		
355	4433	Employee Benefits-Maint.	20.63	24.26	22.43	57,600		
356	4434	Employee Benefits-Retirees	0.47	0.47	-	-		
357	4440	Staff Training-Maintenance	0.37	1.95	1.95	5,000		
358	4441	Staff Travel-Maintenance	0.09	0.78	0.78	2,000		
360	Total	Ordinary Maint. & Op. Exp. (lines 330 to 355)	121.37	109.93	131.30	337,180		
Protective Services								
370	4460	Labor	-	-	-	-		
380	4470	Materials	-	-	-	-		
390	4480	Contract Costs	1.23	1.19	1.36	3,500		
395	4482	Employee Benefits-Protective Services	-	-	-	-		
400	Total	Protective Services Exp. (sum of lines 370 to 395)	1.23	1.19	1.36	3,500		
General Expense								
410	4510	Insurance	26.16	29.69	27.84	71,500		
420	4520	Payments in Lieu of Taxes	15.28	14.58	15.38	39,500		
425	4550	Compensated Absences	2.04	1.95	2.14	5,500		
430	4570	Collection Losses	5.80	1.95	4.67	12,000		
450	4580	Interest Expense	29.97	29.61	29.15	74,862		
460	4590	Other General Expense	-	2.10	-	-		
470	Total	General Expense (sum of lines 410 to 460)	79.25	79.88	79.19	203,362		
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400 & 470)	415.79	405.84	433.27	1,112,642		
Casualty Losses								
490	4620	Casualty Losses	1.95	-	-	-		
500	Total	Operating Expense (sum of lines 480 & 490)	417.74	405.84	433.27	1,112,642		
Nonroutine Expenditures								
510	4610	Extraordinary Maintenance	0.81	-	-	-		
515	7510	Principal Payments - EPC	4.83	6.43	8.17	20,988		
520	7520	Replacement of Nonexpendable Equipment	6.65	-	-	-		
530	7540	Property Betterments and Additions	2.60	-	-	-		
540	Total	Nonroutine Expend. (sum of lines 510, 520 & 530)	14.89	6.43	8.17	20,988		
550	Total	Operating Expenditures (sum of lines 500 & 540)	432.63	412.27	441.44	1,133,630		
Prior Year Adjustments								
560	6010	Prior Year Adjust. Affecting Residual Receipts	(0.69)	-	-	-		
Other Expenditures								
570		Deficiency in Residual Receipts at end of preceding fiscal yr.	-	-	-	-		
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 + or - line 560 + line 570)	431.94	412.27	441.44	1,133,630		
590		Residual Receipts (or deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(156.11)	(137.98)	(163.13)	(418,930)		
HUD Contributions								
600	8010	Basic Annual Contribution Earned-Leased Projects-Current Year	-	-	-	-		
610	8011	Prior Year Adjustments-(debit) credit	-	-	-	-		
620	Total	Basic Annual Contribution (line 600 + or - line 610)	-	-	-	-		
630	8020	Contributions Earned-Op Sub-Current Year (before year end adj.)	154.48	153.82	153.82	395,000	Estimated	
640		Mandatory PFS Adjustments (net)	-	-	-	-		
650		Other (specify) CFP To Operations	-	15.58	15.58	40,000		
660		Other (specify)	-	-	-	-		
670		Total Year-end Adj/other (+ or - lines 640 - 660)	-	15.58	15.58	40,000		
680	8020	Total Op. Subsidy-cur yr (line 630 + or - line 670)	154.48	169.40	169.39	435,000		
690	Total	HUD Contributions (sum of lines 620 & 680)	154.48	169.40	169.39	435,000		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810	(1.63)	31.42	6.26	16,070		

Name of PHA/IHA Manistee Housing Commission	Fiscal Year Ending 12/31/15
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Operating Reserve		PHA/IHA Estimates	HUD Modifications
Part I-Maximum Operating Reserve - End of Current Budget Year			
740	2821	PHA/IHA-Leased Housing - Section 23 or 10(c) (50% of Line 480, column 5, form HUD-52564)	556,321

Part II-Provision for and Estimated or Actual Operating Reserve at Fiscal Year End			
780		Operating Reserve at End of Previous Fiscal Year-Actual for FYE (date) 12/31/2013	350,490
790		Provision for Operating Reserve - Current Budget year (check one) <input checked="" type="checkbox"/> Estimated for FYE 12/31/2014 <input type="checkbox"/> Actual for FYE	80,730
800		Operating Reserve at End of Current Budget year (check one) <input checked="" type="checkbox"/> Estimated for FYE 12/31/2014 <input type="checkbox"/> Actual for FYE	431,220
810		Provision for Operating Reserve - Requested Budget year Estimated for FYE (enter amount from line 700) 12/31/2015	16,070
820		Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810) 12/31/2015	447,290
830		Cash Reserve Requirement- 30 % of line 480	333,793

Comments

PHA/IHA Approval	Name	Clinton McKinven-Copus	
	Title	Executive Director	
	Signature	_____	Date _____
Field Office Approval	Name	_____	
	Title	_____	
	Signature	_____	Date _____

Operating Budget

Schedule of All Positions and Salaries

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (exp. 10/31/2009)

See back of page for Instructions and Public reporting burden statement

Name of Housing Authority		Locality				Fiscal Year End						
Manistee Housing Commission		237 Sixth Avenue Manistee, MI 49660				12/31/15						
Position Title and Name By Organizational Unit and Function	Present Salary Rate as of (date)	Requested Budget Year			Allocation of Salaries by Program							
		Salary Rate	Estimated Payment		Managment	CFP			Other Programs	Longevity	Method of Allocation	
No. Months	Amount		(6)	(7)								(8)
(1)	(1a)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
<u>ADMINISTRATIVE POSTIONS</u>												
Administrative Salaries						106,780	22,295					
Administrative - Hourly						55,120						
TOTAL ADMINISTRATIVE SALARIES/WAGES						161,900	22,295	-	-	-	-	
<u>TENANT SERVICES POSITIONS</u>												
TOTAL TENANT SERVICES SALARIES/WAGES						-	-	-	-	-	-	
<u>MAINTENANCE LABOR</u>												
Maintenance Labor						106,080						
TOTAL MAINTENANCE SALARIES/WAGES						106,080	-	-	-	-	-	

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director or Designated Official	Date
---	------

Operating Budget

Schedule of Nonroutine Expenditures

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (exp. 10/31/2009)

See back of page for Instructions and Public reporting burden statement

Name of Housing Authority			Locality				Fiscal Year End			
Manistee Housing Commission			237 Sixth Avenue Manistee, MI 49660				12/31/15			
Extraordinary Maintenance and Betterments and Additions (Excluding Equipment Additions)					Equipment Requirements					
Work Project Number	Description of Work Project (List Extraordinary Maintenance and Betterments and Additions separately)	Housing Project Number	Total Estimated Cost	Percent Complete Current Budget Year End	Requested Budget Year		Description of Equipment Items (List Replacements and Additions separately)	Requested Budget		
					Estimated Expenditure in Year	Percent Complete Year End		No. of Items	Item Cost	Estimated Expenditure in Year
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	<u>EXTRAORDINARY MAINTENANCE</u>						<u>REPLACEMENT OF EQUIPMENT</u>			
	Misc. Work Items		0		0		Various Appliances		0	5,000
	TOTAL EXTRAORDINARY MAINT.		0		0		TOTAL REPLACEMENT OF EQUIP	0	0	5,000
	<u>BETTERMENTS-CONTRACTS</u>						<u>ADDITIONS-EQUIPMENT</u>			
	Misc. Improvements		0		0		Misc. Equipment Additions		0	0
	TOTAL BETTERMENTS		0		0		TOTAL ADDITIONS	0	0	0

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Operating Budget

Schedule of Administration
Expense Other Than Salary

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (exp. 10/31/2009)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority		Locality			Fiscal Year End	
Manistee Housing Commission		237 Sixth Avenue Manistee, MI 49660			12/31/15	
(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other	
1	Legal Expense (see special note in instructions)	20,400.00	20,400			
2	Training (list and provide justification)	5,000	5,000			
3	Travel - Trips to conventions and meetings (list and provide justification)	2,000	2,000			
4	Other Travel - Outside area of jurisdiction	-	-			
5	Other Travel - Within area of jurisdiction	-	-			
6	Total Travel	2,000	2,000	-	-	
7	Accounting	10,200	10,200			
8	Auditing	8,700	8,700			
9	Consulting	-	-			
10	Publications	1,200	1,200			
11	Membership Dues and Fees (list organization and amount)	1,100	1,100			
12	Telephone, Fax, Electronic Communications	17,000	17,000			
13	Collection Agent Fees and Court Costs	-	-			
14	Administrative Services Contracts (list and provide justification)	18,000	18,000			
15	Forms, Stationary and Office Supplies	9,600	9,600			
16	Other Sundry Expense (provide breakdown)	15,000	15,000			
17	Total Sundry	61,900	61,900	-	-	
18	Total Administration Expense Other than Salaries	108,200	108,200	-	-	

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative & Date

X

Justification / Breakdown:

Legal Fees: **Budget
Amount**

Accounting Fees:

Audit Fees:

Membership Dues & Fees:

Administrative Service Contracts:

Other Sundry Expense:

PROPOSED

Operating Budget

Summary of Budget Data And Justifications

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (exp. 10/31/2009)

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This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority	Locality	Fiscal Year Ending
Manistee Housing Commission	237 Sixth Avenue Manistee, MI 49660	12/31/15

Operating Receipts

Dwelling Rental. Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment of utility costs by HA and/or tenant.

214	Units Available	3 Yr Avg/50-50 Split	
	Units Occupied	x Change Factor	1.03
	Rent Roll @		0.00
	Avg Monthly Dwelling Rent Per Unit	x Occupancy %	0.00
		x UMA	2568
		Dwelling Rental	600,000

Excess Utilities. (Not for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example, Gas: individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas Electricity Other Specify
2. Comments _____

A/C Charges
Gas Charges
Misc. Charges

8,000

Nondwelling Rent. (Not for Section 23 Leased housing.) Complete Item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget year affecting estimated Non-dwelling Rental Income.

1.	Space Rented	To Whom	Rental Terms
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Comments

-

Interest on General Fund Investments. State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Estimated Investment Income 1,300 **Checking/Money Market Accounts**

Other Comments on Estimates of Operating Receipts. Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate or utility charges to tenants.

Tenant Income - Cable TV	50,000	a/c 3689
Tenant Income - Other	29,000	a/c 3690
Non-Tenant Income	5,500	a/c 3690.1
Laundry Income	9,500	a/c 3690.4
Fraud Recovery	2,400	a/c 3690.6
Management Fee - DVG	9,000	a/c 3690.7

105,400

Operating Expenditures

Summary of Staffing and Salary Data

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:

Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.

Column (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70% and 50% respectively. Thus, the equivalent full-time positions is two. (8/10 + 7/10 + 5/10).

Column (3) Enter the portion of total salary expense shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.

Column (4) Enter the portion of total salary expense shown in Column (5) or Column (10), form HUD-52566, allocable to Section 23 Leased housing in management

Column (5) Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).

Column (6) Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 Programs.

Note: The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines. **Ordinary Maintenance and Operation-Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.**

Account Line	Total Number of Positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program			
			Salary Expense			
			Management (1)	Sec 23 Leased Housing Only (1)	Modernization Programs (1)	Longevity (1)
Administration - Nontechnical Salaries ¹	4	4	161,900			
Administration - Technical Salaries ¹						
Ordinary Maintenance and Operation - Labor ¹	3	3	106,080			
Utilities - Labor ¹						
Other (Specify) (Legal, etc.) ¹						
Extraordinary Maintenance Work Projects ²						
Betterments and Additions Work Projects ²						

1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in Column (4) on the corresponding line above.

2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA Staff, as shown on form HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

Travel, Publications, Membership Dues and Fees, Telephone and Telegraph, and Sundry. In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

** See HUD 52571 for justification/breakdown

Utilities. Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense"

Water	42,800
Electricity	108,000
Gas	28,800

179,600

Ordinary Maintenance & Operation-Materials. Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for materials in the Current Budget Year.

51,600 Materials

Ordinary Maintenance & Operation-Contract Costs. List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current budget Year. If the PHA has contract for maintenance of elevator cabs, give contract cost per cab.

Garbage Removal	14,000	** SEPARATE LINE ITEM ON BUDGET-Acct 4431	
Heating & Cooling	18,000	Plumbing	3,600
Snow Removal	10,000	Extermination	2,000
Elevator	16,700	Routine Maintenance	7,000
Landscape & Grounds	1,200	Miscellaneous Contract Costs	15,000
Unit Turnaround	20,400		-
Electrical	7,000		
		Acct 4430 Total	<u>100,900</u>

PROPOSED



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

Resolution 2014-15

Utility Allowance

WHEREAS, the City of Manistee Housing Commission is a Public Housing Authority of the U.S. Department of Housing and Urban Development, and

WHEREAS, the City of Manistee Housing Commission is required to provide an Allowance for Utilities to Tenants who pay the utility supplier directly for utilities (CFR 966.4 (b) (1)), and

WHEREAS, the City of Manistee Housing Commission lease requires that if the utility allowance exceeds the Total Tenant Payment (monthly rent), CMHC will pay a Utility Reimbursement each month directly to the utility company (Lease Part 1, Section VI. (b)), and

WHEREAS, the City of Manistee Housing Commission is required to provide Tenants a 60 days written notice of the revision of Utility Allowances (Lease Part 1, Section VI (b)), and

WHEREAS, the City of Manistee Housing Commission has entered into an Energy Performance Contract with the Siemens Corporation which requires that Siemens provides CMHC with annually adjusted Utility Allowances, and

WHEREAS, the City of Manistee Housing Commission has received from the Siemens Corporation the current adjusted Utility Allowances,

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

IT IS HEREBY RESOLVED that the Board of Commissioners adopts the Utility Allowance rates as prepared by the Siemens Corporation.

IT IS FURTHER RESOLVED, that

- The new Utility Allowances become effective December 1, 2014
- The new Utility Allowance calculation for the Total Tenant Payment (monthly rent) be effective at the time of the Tenant's annual recertification

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 2nd day of September 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 2nd day of September 2014.

Clinton McKinven-Copus, Secretary

City of Manistee Housing Commission

Utility Allowance

Effective December 1, 2014

Scattered Sites

	2 Bedroom	3 Bedroom	4 Bedroom
Electrical	\$ 44.00	\$ 50.00	\$ 55.00
Natural Gas	\$ 67.00	\$ 81.00	\$ 98.00
TOTAL	\$111.00	\$131.00	\$153.00
1703, 1703 ½, 1707, 1707 ½ Vine St.			
	2 Bedroom		
Electrical	\$ 59.00		
Natural Gas	\$ 69.00		
TOTAL	\$128.00		

Water/Sewer

Scattered Sites: Residents pay overage excess only at the rate of \$9.43/1000-gallon of water

	2 Bedroom	3 Bedroom	4 Bedroom
Gallons/Month	3,000	5,000	6,000

Harborview

	1 Bedroom	2 Bedroom
Electrical	\$ 41.00	\$ 46.00
TOTAL	\$ 41.00	\$ 46.00

Approved by Resolution 2014-15
September 2, 2014

City of Manistee Housing Commission

Utility Allowance

Effective October 1, 2013

Scattered Sites

	2 Bedroom	3 Bedroom	4 Bedroom
Electrical	\$ 44.00	\$ 51.00	\$ 46.00
Natural Gas	\$ 63.00	\$ 76.00	\$ 92.00
TOTAL	\$107.00	\$127.00	\$138.00
1703, 1703 ½, 1707, 1707 ½ Vine St.			
	2 Bedroom		
Electrical	\$ 65.00		
Natural Gas	\$ 50.00		
TOTAL	\$115.00		

Water/Sewer

Scattered Sites: Residents pay overage excess only at \$0.00909

	2 Bedroom	3 Bedroom	4 Bedroom
Gallons/Month	2,690	4,280	5,502

Harborview

	1 Bedroom	2 Bedroom
Electrical	\$ 41.00	\$ 46.00
TOTAL	\$ 41.00	\$ 46.00

Approved by Resolution 2013-06
June 25, 2013



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

Resolution 2014-16

Final Determination of Investigation of the Port City Resident Council

WHEREAS, the City of Manistee Housing Commission (CMHC) executed a memorandum of understanding (MOU) with the Port City Resident Council (PCRC) dated June 6, 2009, and

WHEREAS, CMHC, by execution of the MOU recognized the PCRC as the body representing residents of the Housing Commission, and

WHEREAS, CMHC further agreed to provide the PCRC

- Office space at Century Terrace at no charge
- Cleaning and maintenance of the office space at no charge
- Office equipment and supplies (e.g. computer, internet connection, etc.)
- Resident participation funding at \$15.00 per occupied unit (per 24 CFR 964), and

WHEREAS, the PCRC agreed

- Resident service funds will be used for general items of expense in the conduct of the business and activities of the PCRC (e.g. additional office equipment, special stationary, telephone, travel, postage, light refreshments, publications, training of residents and service to residents)
- Submission of a budget to CMHC describing the proposed expenditures for the upcoming year, prior to June 1 of each year, for the use of resident service funds
- Submission of an annual report of resident service funds expenditures to CMHC, and

WHEREAS, the PCRC has not complied with the terms of the MOU, and

WHEREAS, the MOU between the PCRC and the CMHC is expired, and

WHEREAS, the CMHC has completed a review of the materials submitted by the PCRC as requested in Resolution 2014-01 and determined that while there is no identifiable financial or programmatic malfeasance, the ending condition of the PCRC was due to the lack of skilled and proper organizational leadership, and

WHEREAS, the Corporate Entity status of the PCRC was automatically dissolved by the State of Michigan on October 1, 2012 for failure to file the required annual report;

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 Board of Commissioners rescinds its recognition of the Port City Resident Council and its officers as the official resident organization for the residents of the PHA.

BE IT FURTHER RESOLVED that the CMHC

- Repossess all equipment previously provided to the dissolved Port City Resident Corporation as outline in the expired MOU
- Repossess all equipment, materials, items, etc. supplied through the ROSS grants and turned over to the PCRC for management
- Repossess any identifiable items purchased using the Resident Service Funds previously provided to the PCRC

BE IT FURTHER RESOLVED that CMHC encourages the residents of this Public Housing Authority to consider the formation of a new Resident Council by providing, where possible,

- Management leadership and assistance
- Resident Service Funds to be used specifically for the purpose of providing consulting assistance in the establishment of Resident Council

BE IT FURTHER RESOLVED that CMHC commits to the redevelopment of the resident computer labs at Century Terrace and Harborview and hereby authorizes the Executive Director to, within operational and budgetary constraints, reopen the computer labs under the auspices of the Housing Commission.

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 2nd day of September, 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 2nd day of September, 2014.

Clinton McKinven-Copus, Executive Director

DRAFT

FY 2014 Budget Tracking

Total Units: 214	Annual-2014	Monthly	July 2014	2014 YTD Actual
Operating Income				
Rental Income				
3110-Dwelling Rental	\$ 600,000.00	\$ 50,000.00	\$ 50,454.00	\$ 349,529.19
3120-Excess Utilities	\$ 11,400.00	\$ 950.00	\$ 687.60	\$ 4,368.69
Total Rental Income	\$ 611,400.00	\$ 50,950.00	\$ 51,141.60	\$ 353,897.88
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	\$ 35,432.50	\$ 249,432.00
Total HUD PHA Grants	\$ 501,485.00	\$ 41,790.42	\$ 35,432.50	\$ 289,432.00
Nonrental Income	\$ 94,030.00	\$ 7,835.83	\$ 11,460.50	\$ 58,207.58
Total Operating Income	\$ 1,140,430.00	\$ 95,035.83	\$ 98,034.60	\$ 701,537.46
Operating Expenses				
Routine Expenses				
Administration	\$ 320,670.00	\$ 26,722.50	\$ 30,683.50	\$ 154,473.32
Unusual Administration	\$ -	\$ -	\$ 7,083.09	\$ 39,297.03
Total Administration	\$ 320,670.00	\$ 26,722.50	\$ 37,766.59	\$ 193,770.35
Tenant Services	\$ 57,830.00	\$ 4,819.17	\$ 5,133.76	\$ 35,089.57
Unusual Tenant Services	\$ -	\$ -	\$ -	\$ 333.75
Total Tenant Services	\$ 57,830.00	\$ 4,819.17	\$ 5,133.76	\$ 35,423.32
Utilities	\$ 179,600.00	\$ 14,966.67	\$ 13,393.27	\$ 116,967.05
Unusual Utilities	\$ -	\$ -	\$ -	\$ 7,797.94
Total Utilities	\$ 179,600.00	\$ 14,966.67	\$ 13,393.27	\$ 124,764.99
Ordinary Maintenance & Operations	\$ 282,873.00	\$ 23,572.75	\$ 23,735.04	\$ 175,830.85
Unusual Ordinary Maintenance & Operations	\$ -	\$ -	\$ 4,071.33	\$ 60,517.18
Total Ordinary Maintenance & Operations	\$ 282,873.00	\$ 23,572.75	\$ 27,806.37	\$ 236,348.03
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	\$ 15,436.99	\$ 107,849.16
Unusual General Expenses	\$ -	\$ -	\$ -	\$ -
Total General Expenses	\$ 200,580.00	\$ 16,715.00	\$ 15,436.99	\$ 107,849.16
Total Routine Expense	\$ 1,045,053.00	\$ 87,087.75	\$ 99,536.98	\$ 698,155.85
Non-Routine Expenses				
Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ -
Total Casualty Losses	\$ -	\$ -	\$ -	\$ -
Total Non-Routine Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 1,045,053.00	\$ 87,087.75	\$ 99,536.98	\$ 698,155.85
Operating Income (Loss)	\$ 95,377.00	\$ 7,948.08	\$ (1,502.38)	\$ 3,381.61
Total Depreciation Expense	\$ 319,380.00	\$ 26,615.00	\$ 24,460.00	\$ 171,220.00
Surplus Credits & Charges	\$ -	\$ -	\$ -	\$ (105.96)
Capital Expenditures	\$ 16,500.21	\$ 1,375.02	\$ -	\$ -
HUD Net Income (Loss)	\$ 78,876.79	\$ 6,573.07	\$ (6,560.81)	\$ (14,014.08)
GAAP Net Income (Loss)	\$ (224,003.00)	\$ (18,666.92)	\$ (25,962.38)	\$ (167,732.43)

Unusual Expense Detail:		
Ordinary Maint. & Operation		
Administration		
4110-Administrative Salaries	\$ 7,083.09	Three Pay Periods
4150-Travel Expenses	\$ 1,000.00	Reclassify April DVG Check
4190.1-Publications	\$ 252.89	Wallstreet Journal - Full Year
4190.3-Admin Service Contracts	\$ 550.00	Webpage Maint - Yearly
Total Administration	\$ 7,083.09	
Ordinary Maint. & Operation		
4410-Labor, Maintenance	\$ 4,071.33	Three Pay Periods
Total Ordinary Maintenance & Operations	\$ 4,071.33	

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 July 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.

REDACTED PER FEDERAL PRIVACY ACT

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

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$ 421,303.62
1111.3 - HRA Account	11,836.41
1111.4 - Money Market Savings	53,018.59
1117 - Petty Cash Fund	250.00
1118 - Change Fund	<u>50.00</u>

Total Cash

486,458.62

Receivables

1122 - Tenants Accounts Receivable	10,471.18
1122.1 - Allowance for Doubtful Accounts	(2,672.54)
1129 - Accounts Receivable-Other	<u>3,403.29</u>

Total Receivables

11,201.93

Investments

Total Investments

0.00

Prepaid Expenses & Other Assets

1211 - Prepaid Insurance	5,714.01
1290 - Other Prepaid Expenses	6,622.02
1690 - Undistributed Debits	<u>7,210.00</u>

Total Prepaid Expenses & Other Assets

19,546.03

Total Current Assets

517,206.58

CAPITAL ASSETS

Land, Structures & Equipment

1400 - Construction in Progress-CFP	48,212.98
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	244,824.19
1400.9 - Furn., Equip., Mach.-Admin	505,041.93
1400.95 - Accumulated Depreciation-ALL	<u>(7,519,291.05)</u>

Total Land, Structures & Equipment

3,179,348.11

TOTAL CAPITAL ASSETS

3,179,348.11

TOTAL ASSETS

\$ 3,696,554.69

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

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 42,793.60
2114 - Tenant Security Deposits	59,110.80
2117.12 - FSA Withheld	1,666.48
2117.3 - State Income Tax Withheld	2,000.65
2117.5 - Pension Withheld	1,919.58
2119.2 - Interfund Payable - DVG	<u>2,748.00</u>
Total Accounts Payable	110,239.11

Accrued Liabilities

2131 - EPC Loan - Current	7,792.23
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>21,840.00</u>
Total Accrued Liabilities	53,161.36

Total Current Liabilities

163,400.47

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

1,355,568.28

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	(167,732.43)
Current Year Profit(Loss) - 501-10 CFP	28,611.30
Current Year Profit(Loss) - 501-11 CFP	13,758.00
Current Year Profit(Loss) - 501-12 CFP	13,599.68
Current Year Profit(Loss) - 501-13 CFP	<u>4,451.00</u>
Total Unreserved Fund Balance	2,340,986.41

TOTAL EQUITY

2,340,986.41

TOTAL LIABILITIES/EQUITY

\$ 3,696,554.69

Manistee Housing Commission
Low Rent Public Housing
INCOME STATEMENT
For the 1 Month and 7 Months Ended July 31, 2014

Units	1 Month Ended		7 Months		BUDGET	PUM	OVER/UNDER
	July 31, 2014	PUM	July 31, 2014	PUM			
214							
Operating Income							
Rental Income							
3110 - Dwelling Rental	50,454.00	235.77	349,529.19	233.33	600,000.00	233.64	250,470.81
3120 - Excess Utilities	<u>687.60</u>	3.21	<u>4,368.69</u>	2.92	<u>11,400.00</u>	4.44	<u>7,031.31</u>
Total Rental Income	<u>51,141.60</u>	238.98	<u>353,897.88</u>	236.25	611,400.00	238.08	257,502.12
Revenues - HUD PHA Grants							
3401.1 - Operating Grants	0.00	0.00	40,000.00	26.70	40,000.00	15.58	0.00
3401.2 - Operating Subsidy	<u>35,432.50</u>	165.57	<u>249,432.00</u>	166.51	<u>395,000.00</u>	153.82	<u>145,568.00</u>
Total HUD PHA Grants	<u>35,432.50</u>	165.57	<u>289,432.00</u>	193.21	<u>435,000.00</u>	169.39	<u>145,568.00</u>
Nonrental Income							
3610 - Interest Income-Gen. Fund	104.31	0.49	742.49	0.50	1,500.00	0.58	757.51
3689 - Tenant Income - Cable TV	4,062.00	18.98	28,907.59	19.30	53,700.00	20.91	24,792.41
3690 - Tenant Income	1,465.98	6.85	16,078.48	10.73	20,100.00	7.83	4,021.52
3690.1 - Non-Tenant Income	3,925.53	18.34	4,457.98	2.98	7,100.00	2.76	2,642.02
3690.4 - Laundry Income	1,706.63	7.97	6,464.64	4.32	9,300.00	3.62	2,835.36
3690.6 - Fraud Recovery Revenue	<u>196.05</u>	0.92	<u>1,556.40</u>	1.04	<u>1,300.00</u>	0.51	<u>(256.40)</u>
Total Nonrental Income	<u>11,460.50</u>	53.55	<u>58,207.58</u>	38.86	<u>93,000.00</u>	36.21	<u>34,792.42</u>
Total Operating Income	<u>98,034.60</u>	458.11	<u>701,537.46</u>	468.32	<u>1,139,400.00</u>	443.69	<u>437,862.54</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	21,249.26	99.30	89,744.56	59.91	153,580.00	59.81	63,835.44
4130 - Legal Expense	2,220.98	10.38	15,674.03	10.46	18,000.00	7.01	2,325.97
4140 - Staff Training	0.00	0.00	0.00	0.00	5,000.00	1.95	5,000.00
4150 - Travel Expense	2,000.00	9.35	0.00	0.00	2,000.00	0.78	2,000.00
4170 - Accounting Fees	738.44	3.45	5,723.53	3.82	11,000.00	4.28	5,276.47
4171 - Auditing	0.00	0.00	0.00	0.00	8,500.00	3.31	8,500.00
4182 - Employee Benefits - Admin	4,916.46	22.97	35,557.31	23.74	57,330.00	22.32	21,772.69
4185 - Telephone	2,091.89	9.78	15,569.79	10.39	11,000.00	4.28	(4,569.79)
4190.1 - Publications	275.88	1.29	1,574.88	1.05	180.00	0.07	(1,394.88)
4190.2 - Membership Dues and Fees	180.00	0.84	879.00	0.59	1,400.00	0.55	521.00
4190.3 - Admin Service Contracts	2,223.50	10.39	15,073.85	10.06	13,800.00	5.37	(1,273.85)
4190.4 - Office Supplies	180.58	0.84	4,925.32	3.29	7,300.00	2.84	2,374.68
4190.5 - Other Sundry-Misc.	<u>1,689.60</u>	7.90	<u>9,048.08</u>	6.04	<u>11,800.00</u>	4.60	<u>2,751.92</u>
Total Administration	<u>37,766.59</u>	176.48	<u>193,770.35</u>	129.35	<u>300,890.00</u>	117.17	<u>107,119.65</u>
Tenant Services							
4220 - Rec., Pub., & Other Services	0.00	0.00	137.99	0.09	1,000.00	0.39	862.01
4221 - Resident Employee Stipend	900.00	4.21	6,150.00	4.11	10,800.00	4.21	4,650.00
4230 - Contract Costs-Cable & Other	<u>4,233.76</u>	19.78	<u>29,135.33</u>	19.45	<u>47,000.00</u>	18.30	<u>17,864.67</u>
Total Tenant Services	<u>5,133.76</u>	23.99	<u>35,423.32</u>	23.65	<u>58,800.00</u>	22.90	<u>23,376.68</u>

Manistee Housing Commission
Low Rent Public Housing
INCOME STATEMENT
For the 1 Month and 7 Months Ended July 31, 2014

Units	1 Month Ended		7 Months		<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
	<u>July 31, 2014</u>	<u>PUM</u>	<u>July 31, 2014</u>	<u>PUM</u>			
214							
Utilities							
4310 - Water & Sewer	4,006.21	18.72	27,067.45	18.07	44,000.00	17.13	16,932.55
4320 - Electricity	7,839.52	36.63	70,683.01	47.18	108,000.00	42.06	37,316.99
4330 - Gas	<u>1,547.54</u>	<u>7.23</u>	<u>27,014.53</u>	<u>18.03</u>	<u>40,000.00</u>	<u>15.58</u>	<u>12,985.47</u>
Total Utilities	<u>13,393.27</u>	<u>62.59</u>	<u>124,764.99</u>	<u>83.29</u>	<u>192,000.00</u>	<u>74.77</u>	<u>67,235.01</u>
Ordinary Maint. & Operation							
4410 - Labor, Maintenance	12,214.00	57.07	61,362.76	40.96	89,180.00	34.73	27,817.24
4420 - Materials	3,628.51	16.96	33,511.45	22.37	46,000.00	17.91	12,488.55
4430.02 - Heating & Cooling Contracts	239.64	1.12	18,589.79	12.41	11,300.00	4.40	(7,289.79)
4430.03 - Snow Removal Contracts	0.00	0.00	19,053.75	12.72	0.00	0.00	(19,053.75)
4430.04 - Elevator Contracts	1,082.50	5.06	11,769.07	7.86	17,200.00	6.70	5,430.93
4430.05 - Landscape & Grounds Contracts	0.00	0.00	565.00	0.38	1,200.00	0.47	635.00
4430.06 - Unit Turnaround Contracts	3,180.00	14.86	13,468.00	8.99	13,600.00	5.30	132.00
4430.07 - Electrical Contracts	750.06	3.50	5,999.34	4.00	6,900.00	2.69	900.66
4430.08 - Plumbing Contracts	475.00	2.22	2,257.94	1.51	4,200.00	1.64	1,942.06
4430.09 - Extermination Contracts	0.00	0.00	1,606.00	1.07	200.00	0.08	(1,406.00)
4430.11 - Routine Maintenance Contracts	0.00	0.00	6,878.24	4.59	6,500.00	2.53	(378.24)
4430.12 - Miscellaneous Contracts	0.00	0.00	15,126.19	10.10	6,500.00	2.53	(8,626.19)
4431 - Garbage Removal	1,138.40	5.32	8,112.97	5.42	9,000.00	3.50	887.03
4433 - Employee Benefits - Maint.	5,098.26	23.82	37,747.53	25.20	62,310.00	24.26	24,562.47
4434 - Employee Benefits-Retirees	0.00	0.00	300.00	0.20	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	<u>27,806.37</u>	<u>129.94</u>	<u>236,348.03</u>	<u>157.78</u>	<u>282,290.00</u>	<u>109.93</u>	<u>45,941.97</u>
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	<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>
General Expense							
4510 - Insurance	5,981.69	27.95	41,522.53	27.72	76,250.00	29.69	34,727.47
4520 - Payment in Lieu of Taxes	3,120.00	14.58	21,840.00	14.58	37,440.00	14.58	15,600.00
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	6,335.30	29.60	44,486.63	29.70	76,050.00	29.61	31,563.37
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	<u>15,436.99</u>	<u>72.14</u>	<u>107,849.16</u>	<u>72.00</u>	<u>205,140.00</u>	<u>79.88</u>	<u>97,290.84</u>
Total Routine Expense	<u>99,536.98</u>	<u>465.13</u>	<u>698,155.85</u>	<u>466.06</u>	<u>1,042,170.00</u>	<u>405.83</u>	<u>344,014.15</u>
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>99,536.98</u>	<u>465.13</u>	<u>698,155.85</u>	<u>466.06</u>	<u>1,042,170.00</u>	<u>405.83</u>	<u>344,014.15</u>

**Manistee Housing Commission
Low Rent Public Housing
INCOME STATEMENT
For the 1 Month and 7 Months Ended July 31, 2014**

Units	1 Month Ended		7 Months		<u>BUDGET</u>	<u>PUM</u>	<u>OVER/UNDER</u>
	<u>July 31, 2014</u>	<u>PUM</u>	<u>July 31, 2014</u>	<u>PUM</u>			
214							
Operating Income (Loss)	<u>(1,502.38)</u>	<u>(7.02)</u>	<u>3,381.61</u>	<u>2.26</u>	<u>97,230.00</u>	<u>37.86</u>	<u>93,848.39</u>
Depreciation Expense							
4800 - Depreciation - Current Year	<u>24,460.00</u>	<u>114.30</u>	<u>171,220.00</u>	<u>114.30</u>	<u>0.00</u>	<u>0.00</u>	<u>(171,220.00)</u>
Total Depreciation Expense	<u>24,460.00</u>	<u>114.30</u>	<u>171,220.00</u>	<u>114.30</u>	<u>0.00</u>	<u>0.00</u>	<u>(171,220.00)</u>
Surplus Credits & Charges							
6010 - Prior Year Adj. - Affecting RR	<u>0.00</u>	<u>0.00</u>	<u>(105.96)</u>	<u>(0.07)</u>	<u>0.00</u>	<u>0.00</u>	<u>105.96</u>
Total Surplus Credits & Charges	<u>0.00</u>	<u>0.00</u>	<u>(105.96)</u>	<u>(0.07)</u>	<u>0.00</u>	<u>0.00</u>	<u>105.96</u>
Capital Expenditures							
7510 - Principal Payments - EPC	<u>1,263.93</u>	<u>5.91</u>	<u>8,707.98</u>	<u>5.81</u>	<u>16,500.00</u>	<u>6.43</u>	<u>7,792.02</u>
7520 - Replacement of Equipment	<u>3,794.50</u>	<u>17.73</u>	<u>3,794.50</u>	<u>2.53</u>	<u>0.00</u>	<u>0.00</u>	<u>(3,794.50)</u>
7540 - Betterments and Additions	<u>0.00</u>	<u>0.00</u>	<u>4,998.99</u>	<u>3.34</u>	<u>0.00</u>	<u>0.00</u>	<u>(4,998.99)</u>
7590 - Operating Expenditures-Contra	<u>(5,058.43)</u>	<u>(23.64)</u>	<u>(17,501.47)</u>	<u>(11.68)</u>	<u>(16,500.00)</u>	<u>(6.43)</u>	<u>1,001.47</u>
Total Capital Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
HUD Net Income (Loss)	<u>(6,560.81)</u>	<u>(30.66)</u>	<u>(14,013.90)</u>	<u>(9.36)</u>	<u>80,730.00</u>	<u>31.44</u>	<u>94,743.90</u>
GAAP Net Income (Loss)	<u>(25,962.38)</u>	<u>(121.32)</u>	<u>(167,732.43)</u>	<u>(111.97)</u>	<u>97,230.00</u>	<u>37.86</u>	
Occupancy Percentage							
9996 - Actual Unit Months for REAC submit	<u>213.00</u>		<u>1,495.00</u>				
9998 - Unit Months - Memorandum	<u>214.00</u>		<u>1,498.00</u>				
Total Occupancy Percentage	<u>99.53%</u>		<u>99.80%</u>				
UNA as of: July 31, 2014			336,476.46				

**Manistee Housing Commission
Capital Fund 501-10
INCOME STATEMENT
For the 1 Month and 7 Months Ended July 31, 2014**

	1 Month Ended	7 Months Ended
1010	<u>July 31, 2014</u>	<u>July 31, 2014</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	1,160.48
3401.3 - Capital Grants	<u>0.00</u>	<u>33,496.30</u>
Total HUD PHA Grants	0.00	34,656.78
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>34,656.78</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operation		
4430.12 - Miscellaneous Contracts	<u>1,390.00</u>	<u>6,045.48</u>
Total Ordinary Maint. & Oper.	1,390.00	6,045.48
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>1,390.00</u>	<u>6,045.48</u>
Net Income/(Loss)	<u>(1,390.00)</u>	<u>28,611.30</u>

REDACTED PER FEDERAL PRIVACY ACT

**Manistee Housing Commission
Capital Fund 501-11
INCOME STATEMENT
For the 1 Month and 7 Months Ended July 31, 2014**

1011	1 Month Ended <u>July 31, 2014</u>	7 Months Ended <u>July 31, 2014</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	6,672.91
3401.3 - Capital Grants	<u>1,004.00</u>	<u>15,343.00</u>
Total HUD PHA Grants	1,004.00	22,015.91
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>1,004.00</u>	<u>22,015.91</u>
Operating Expenses		
Administration		
4110 - Administrative Salaries	0.00	5,727.16
4182 - Employee Benefits - Admin	0.00	438.12
4190.5 - Other Sundry-Misc.	<u>0.00</u>	<u>507.63</u>
Total Administration	0.00	6,672.91
Ordinary Maint. & Operation		
4430.02 - Heating & Cooling Contracts	<u>0.00</u>	<u>1,585.00</u>
Total Ordinary Maint & Oper	0.00	1,585.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>8,257.91</u>
Net Income/(Loss)	<u>1,004.00</u>	<u>13,758.00</u>

REDACTED PER FEDERAL PRIVACY ACT

**Manistee Housing Commission
Capital Fund 501-12
INCOME STATEMENT
For the 1 Month and 7 Months Ended July 31, 2014**

	1 Month Ended	7 Months Ended
1012	<u>July 31, 2014</u>	<u>July 31, 2014</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	20,000.00
3401.3 - Capital Grants	13,599.68	13,599.68
Total HUD PHA Grants	13,599.68	33,599.68
Nonrental Income		
Total Nonrental Income	0.00	0.00
Total Operating Income	13,599.68	33,599.68
Operating Expenses		
Administration		
4110 - Administrative Salaries	0.00	18,579.00
4182 - Employee Benefits - Admin	0.00	1,421.00
Total Administration	0.00	20,000.00
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	20,000.00
Net Income/(Loss)	13,599.68	13,599.68

REDACTED PER FEDERAL PRIVACY ACT

**Manistee Housing Commission
Capital Fund 501-13
INCOME STATEMENT
For the 1 Month and 7 Months Ended July 31, 2014**

1013	1 Month Ended <u>July 31, 2014</u>	7 Months Ended <u>July 31, 2014</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	5,229.27	5,229.27
3401.3 - Capital Grants	<u>0.00</u>	<u>2,244.00</u>
Total HUD PHA Grants	5,229.27	7,473.27
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>5,229.27</u>	<u>7,473.27</u>
Operating Expenses		
Administration		
4190.3 - Admin Service Contracts	<u>3,022.27</u>	<u>3,022.27</u>
Total Administration	3,022.27	3,022.27
Ordinary Maint. & Operation		
Total Ordinary Maint & Oper	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>3,022.27</u>	<u>3,022.27</u>
Net Income/(Loss)	<u>2,207.00</u>	<u>4,451.00</u>

REDACTED PER FEDERAL PRIVACY ACT

Manistee Housing Commission
Capital Fund 501-10

Program ID:	1 Month	7 Months		
	Ended	Ended		
MI33P078501-10	July 31, 2014	July 31, 2014	BUDGET	OVER/UNDER
1510				

Administration				
1406 - Operations	\$ 0.00	\$ 40,000.00	\$ 40,000.00	\$ 0.00
1408 - Management Improvements	0.00	24,000.00	24,000.00	0.00
1410.05 - Salary & Benefits-Staff	<u>0.00</u>	<u>24,000.00</u>	<u>24,000.00</u>	<u>0.00</u>
Total Administration	0.00	88,000.00	88,000.00	0.00
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	<u>0.00</u>	<u>11,566.33</u>	<u>0.00</u>	<u>(11,566.33)</u>
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	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
Total Site Improvements	0.00	0.00	10,000.00	10,000.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	68,461.05	104,219.00	35,757.95
1460.23 - Modernize Boiler Systems	0.00	24,544.00	0.00	(24,544.00)
1460.99 - Dwelling Structures-Soft Costs	<u>0.00</u>	<u>7,513.95</u>	<u>0.00</u>	<u>(7,513.95)</u>
Total Dwelling Structures	0.00	100,519.00	104,219.00	3,700.00
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	<u>0.00</u>	<u>8,000.00</u>	<u>8,000.00</u>	<u>0.00</u>
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	<u>1,390.00</u>	<u>17,385.00</u>	<u>0.00</u>	<u>(17,385.00)</u>
Total Demolition	1,390.00	17,385.00	12,500.00	(4,885.00)
Development Activities				
Total Development Activities	0.00	0.00	0.00	0.00
Total Capital Funds Expended	<u>1,390.00</u>	<u>237,604.00</u>	<u>242,719.00</u>	<u>5,115.00</u>
1600 - CFP Funding	<u>0.00</u>	<u>242,719.00</u>	<u>242,719.00</u>	<u>0.00</u>
Over/(Under) Funding	\$ <u>1,390.00</u>	\$ <u>(5,115.00)</u>	\$ <u>0.00</u>	\$ <u>5,115.00</u>

Manistee Housing Commission
Capital Fund 501-11

Program ID:	1 Month Ended July 31, 2014	7 Months Ended July 31, 2014	BUDGET	OVER/UNDER
MI33P078501-11 **1511**				
Administration				
1406 - Operations	\$ 0.00	\$ 40,000.00	\$ 40,000.00	\$ 0.00
1408 - Management Improvements	1,004.00	16,999.79	25,000.00	8,000.21
1410 - Administration	0.00	24,000.00	24,000.00	0.00
Total Administration	<u>1,004.00</u>	<u>80,999.79</u>	<u>89,000.00</u>	<u>8,000.21</u>
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	<u>0.00</u>	<u>6,072.28</u>	<u>10,000.00</u>	<u>3,927.72</u>
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	8,178.32	105,179.00	97,000.68
1460.99 - Dwelling Structures-Soft Costs	0.00	12,760.00	0.00	(12,760.00)
Total Dwelling Structures	<u>0.00</u>	<u>20,938.32</u>	<u>105,179.00</u>	<u>84,240.68</u>
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	<u>1,004.00</u>	<u>108,010.39</u>	<u>204,179.00</u>	<u>96,168.61</u>
1600 - CFP Funding	<u>1,004.00</u>	<u>111,425.39</u>	<u>204,179.00</u>	<u>92,753.61</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ (3,415.00)</u>	<u>\$ 0.00</u>	<u>\$ 3,415.00</u>

Manistee Housing Commission
Capital Fund 501-12

Program ID:	1 Month Ended July 31, 2014	7 Months Ended July 31, 2014	BUDGET	OVER/UNDER
MI33P078501-12 **1512**				
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Administration				
1406 - Operations	\$ 0.00	\$ 40,000.00	\$ 40,000.00	\$ 0.00
1408 - Management Improvements	8,699.68	14,769.68	20,000.00	5,230.32
1410 - Administration	0.00	20,000.00	20,000.00	0.00
Total Administration	<u>8,699.68</u>	<u>74,769.68</u>	<u>80,000.00</u>	<u>5,230.32</u>
A & E				
1430 - A & E Fees	3,430.00	3,430.00	10,000.00	6,570.00
1430.99 - A & E Fees - Soft Costs	0.00	2,061.25	0.00	(2,061.25)
Total A & E Fees	<u>3,430.00</u>	<u>5,491.25</u>	<u>10,000.00</u>	<u>4,508.75</u>
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	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
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	<u>12,129.68</u>	<u>80,260.93</u>	<u>191,849.00</u>	<u>111,588.07</u>
1600 - CFP Funding	<u>13,599.68</u>	<u>81,730.93</u>	<u>191,849.00</u>	<u>110,118.07</u>
Over/(Under) Funding	<u>\$ (1,470.00)</u>	<u>\$ (1,470.00)</u>	<u>\$ 0.00</u>	<u>\$ 1,470.00</u>

Manistee Housing Commission
Capital Fund 501-13

Program ID:	1 Month Ended July 31, 2014	7 Months Ended July 31, 2014	BUDGET	OVER/UNDER
MI33P078501-13 **1513**				
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Administration				
1406 - Operations	\$ 0.00	\$ 0.00	\$ 39,637.40	\$ 39,637.40
1408 - Management Improvements	3,022.27	3,022.27	20,000.00	16,977.73
1410 - Administration	0.00	0.00	19,818.70	19,818.70
Total Administration	<u>3,022.27</u>	<u>3,022.27</u>	<u>79,456.10</u>	<u>76,433.83</u>
A & E				
1430 - A & E Fees	0.00	9,384.00	10,543.90	1,159.90
Total A & E Fees	<u>0.00</u>	<u>9,384.00</u>	<u>10,543.90</u>	<u>1,159.90</u>
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				
1460.1 - Equipment Upgrade-Harborview	0.00	0.00	80,179.00	80,179.00
1460.2 - Unit Modernization-HA Wide	0.00	0.00	28,008.00	28,008.00
Total Dwelling Structures	<u>0.00</u>	<u>0.00</u>	<u>108,187.00</u>	<u>108,187.00</u>
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	<u>3,022.27</u>	<u>12,406.27</u>	<u>198,187.00</u>	<u>185,780.73</u>
1600 - CFP Funding	<u>5,229.27</u>	<u>14,613.27</u>	<u>198,187.00</u>	<u>183,573.73</u>
Over/(Under) Funding	<u>\$ (2,207.00)</u>	<u>\$ (2,207.00)</u>	<u>\$ 0.00</u>	<u>\$ 2,207.00</u>

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

Date	Reference	T	Account	Description	Amount	Reference Total
07/01/14	6064	V	10011690	Void Check	0.00	
07/01/14	6065	V	10014221	██████████	100.00	100.00
07/01/14	6066	V	10014221	██████████	100.00	100.00
07/01/14	6067	V	10014221	██████████	200.00	200.00
07/01/14	6068		10014190.3	The Nelrod Company	199.00	199.00
07/01/14	6069	V	10014221	██████████	100.00	100.00
07/01/14	6070	V	10012131	Oswego Comm. Bank	1,263.93	
07/01/14	6070	V	10014580	Oswego Comm. Bank	6,335.30	
07/01/14	6070	V	10017510	Oswego Comm. Bank	1,263.93	
07/01/14	6070	V	10017590	Oswego Comm. Bank	(1,263.93)	7,599.23
07/01/14	6071	V	10014221	██████████	100.00	100.00
07/01/14	6072	V	10014221	██████████	200.00	200.00
07/01/14	6073	V	10014221	██████████	100.00	100.00
07/01/14	6074	V	10014185	AT & T	989.32	989.32
07/01/14	6075	V	10014185	AT & T Mobility	939.58	939.58
07/01/14	6076	V	10014185	Charter Business	123.19	
07/01/14	6076	V	10014230	Charter Business	4,233.76	4,356.95
07/01/14	6077	V	10014310	City of Manistee	4,006.21	4,006.21
07/01/14	6078	V	10014320	Consumers Energy	7,826.31	7,826.31
07/01/14	6079		10014430.02	Custom Sheet Metal & Heating	239.64	239.64
07/01/14	6080	V	10014330	DTE Energy	212.27	212.27
07/01/14	6081		10014430.08	Forbes Sanitation & Excavation Inc.	475.00	475.00
07/01/14	6082	V	10014430.06	Haglund's Floor Covering	1,325.00	1,325.00
07/01/14	6083		10014190.2	MIDEAL	180.00	180.00
07/01/14	6084		10014190.1	PNC Bank	275.88	
07/01/14	6084		10014190.4	PNC Bank	180.58	
07/01/14	6084		10014190.5	PNC Bank	137.35	593.81
07/01/14	6085		10014190.5	Reserve Account	700.00	700.00
07/01/14	6086	V	10014430.04	Schindler Elevator Corp.	1,082.50	1,082.50
07/01/14	6087	V	10014430.07	Top Line Electric	750.06	750.06
07/01/14	6088		10014150	Dale Priester	1,000.00	1,000.00
07/03/14	6089		10011122	██████████	337.00	
07/03/14	6089		10012114	██████████	183.00	520.00
07/03/14	6090		10012114	██████████	142.00	142.00
07/03/14	6091		10011122.1	██████████	22.82	22.82

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

Date	Reference	T	Account	Description	Amount	Reference Total
07/15/14	6092		10011122		26.00	
07/15/14	6092		10012114		408.00	434.00
07/16/14	6093	V	10014431	Allied Waste Services	1,138.40	1,138.40
07/16/14	6094	V	10014510	AmTrust North America Inc	714.00	714.00
07/16/14	6095	V	10014190.3	Applied Imaging	368.21	368.21
07/16/14	6096		10014420	Cadillac Plumbing-Heating & Electric	453.52	453.52
07/16/14	6097		10014190.3	City of Manistee	600.00	600.00
07/16/14	6098	V	10014170	Daniel D. Laskey Co., PC	71.00	71.00
07/16/14	6099	V	10014170	H.A.A.S., Inc.	667.44	667.44
07/16/14	6100	V	10014190.3	Kushner & Company	52.11	52.11
07/16/14	6101	V	10014420	Ludington Glass & Paint	1,100.00	1,100.00
07/16/14	6102	V	10012119.2	Manistee Hsg Commission	632.00	632.00
07/16/14	6103	V	10014190.3	Next IT	347.00	347.00
07/16/14	6104	V	10014420	Olson Lumber Company	259.00	259.00
07/16/14	6105		10011690	Siemens Industry Inc	6,490.00	6,490.00
07/16/14	6106	V	10014420	Wahr Hardware	740.82	740.82
07/16/14	6107	V	10014420	Ace Hardware	55.15	55.15
07/22/14	6108	V	10014185	AT & T Long Distance	39.80	39.80
07/22/14	6109		10012137	City of Manistee	39,251.20	39,251.20
07/22/14	6110	V	10014320	Consumers Energy	13.21	13.21
07/22/14	6111	V	10014330	DTE Energy	1,335.27	1,335.27
07/22/14	6112	V	10014420	Fastenal Company	542.80	542.80
07/22/14	6113	V	10014420	Grand Rental Station	59.97	59.97
07/22/14	6114	V	10014420	HD Supply Facilities Mtce	147.84	147.84
07/22/14	6115	V	10014190.5	The PI Company	95.00	95.00
07/22/14	6116	V	10014190.3	Pitney Bowes	404.40	404.40
07/30/14	6117		10011400	M.C. Smith Associates	3,430.00	
07/30/14	6117		15121430	M.C. Smith Associates	3,430.00	
07/30/14	6117		15129800	M.C. Smith Associates	(3,430.00)	3,430.00
07/30/14	6118		10011400	Next IT	9,703.68	
07/30/14	6118		10134190.3	Next IT	3,022.27	
07/30/14	6118		15111408	Next IT	1,004.00	
07/30/14	6118		15119800	Next IT	(1,004.00)	
07/30/14	6118		15121408	Next IT	8,699.68	
07/30/14	6118		15129800	Next IT	(8,699.68)	
07/30/14	6118		15131408	Next IT	3,022.27	
07/30/14	6118		15139800	Next IT	(3,022.27)	12,725.95

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

Date	Reference	T	Account	Description	Amount	Reference Total
07/30/14	6119	V	10014420	Blarney Castle Fleet	269.41	269.41
07/30/14	6120	V	10014430.06	Haglund's Floor Covering	1,855.00	1,855.00
07/30/14	6121	V	10011400.8	HD Supply Facilities Mtce	3,794.50	
07/30/14	6121	V	10017520	HD Supply Facilities Mtce	3,794.50	
07/30/14	6121	V	10017590	HD Supply Facilities Mtce	(3,794.50)	3,794.50
07/30/14	6122	V	10014130	Mika Meyers Beckett & Jones PLC	2,220.98	2,220.98
07/30/14	6123	V	10014190.3	Next IT	164.50	164.50
07/30/14	6124		10104430.12	Nordlund & Associates, Inc.	1,390.00	
07/30/14	6124		15101485.99	Nordlund & Associates, Inc.	1,390.00	
07/30/14	6124		15109800	Nordlund & Associates, Inc.	(1,390.00)	1,390.00
07/30/14	6125		10014190.3	PNC Bank	88.28	
07/30/14	6125		10014190.5	PNC Bank	757.25	845.53
07/30/14	6126	V	10014182	Principal Financial Group	363.12	
07/30/14	6126	V	10014433	Principal Financial Group	521.16	884.28
07/30/14	6127	V	10011290	Priority Health	6,622.02	6,622.02
07/30/14	6128	V	10014182	VSP	60.99	
07/30/14	6128	V	10014433	VSP	87.13	148.12
07/31/14	MI078		10011111.2	Checks 6064 - 6128	(124,422.13)	(124,422.13)
				Transaction Balance		<u>0.00</u>
Total Debits				Total Credits		
	<u>147,026.51</u>			<u>147,026.51</u>	A/C Hash Total	<u>952539761.140</u>
Number of Transactions		90				

REDACTED PER FEDERAL PRIVACY ACT

**Manistee Housing Commission
Cash Receipts Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
07/31/14	152		10011111.2	July Cash Receipts	63,907.10	
07/31/14	152		10011122	July TAR Collections	(59,603.80)	
07/31/14	152		10011122.1	Collection Loss Recovery	(61.88)	
07/31/14	152		10012114	Tenant Security Deposit Pymts	(1,184.50)	
07/31/14	152		10012119.2	July Cash Receipts	(632.00)	
07/31/14	152		10013690.1	Refund - Tyco	(522.24)	
07/31/14	152		10013690.4	Laundry Income	(1,706.63)	
07/31/14	152		10013690.6	Fraud Recovery - Wisniewski	(196.05)	
07/31/14	152		20011122	July TAR Collections	(632.00)	
07/31/14	152		20011129.4	July Cash Receipts	632.00	
07/31/14	153		10011111.2	Operating Subsidy	9,950.50	
07/31/14	153		10013401.2	Operating Subsidy	(9,950.50)	
07/31/14	154		10011111.2	Operating Subsidy	25,482.00	
07/31/14	154		10013401.2	Operating Subsidy	(25,482.00)	
07/31/14	155		10011111.2	NOW Interest	0.19	
07/31/14	155		10013610	NOW Interest	(0.19)	
07/31/14	156		10011111.2	REPO Interest	99.13	
07/31/14	156		10013610	REPO Interest	(99.13)	
07/31/14	157		10011111.3	HRA Interest	0.49	
07/31/14	157		10013610	HRA Interest	(0.49)	
07/31/14	158		10011111.4	Money Market Savings Interest	4.50	
07/31/14	158		10013610	Money Market Savings Interest	(4.50)	
07/31/14	159		10011111.2	501-11 CFP Grant	1,004.00	
07/31/14	159		10113401.3	501-11 CFP Grant	(1,004.00)	
07/31/14	159		15111600	501-11 CFP Grant	1,004.00	
07/31/14	159		15111699	501-11 CFP Grant	(1,004.00)	
07/31/14	160		10011111.2	501-12 CFP Grant	13,599.68	
07/31/14	160		10123401.3	501-12 CFP Grant	(13,599.68)	
07/31/14	160		15121600	501-12 CFP Grant	13,599.68	
07/31/14	160		15121699	501-12 CFP Grant	(13,599.68)	
07/31/14	161		10011111.2	501-13 CFP Grant	5,229.27	
07/31/14	161		10133401.1	501-13 CFP Grant	(5,229.27)	
07/31/14	161		15131600	501-13 CFP Grant	5,229.27	
07/31/14	161		15131699	501-13 CFP Grant	(5,229.27)	
					Transaction Balance	<u>0.00</u>

Total Debits 139,741.81Total Credits 139,741.81A/C Hash Total 391402255.200

Number of Transactions 34

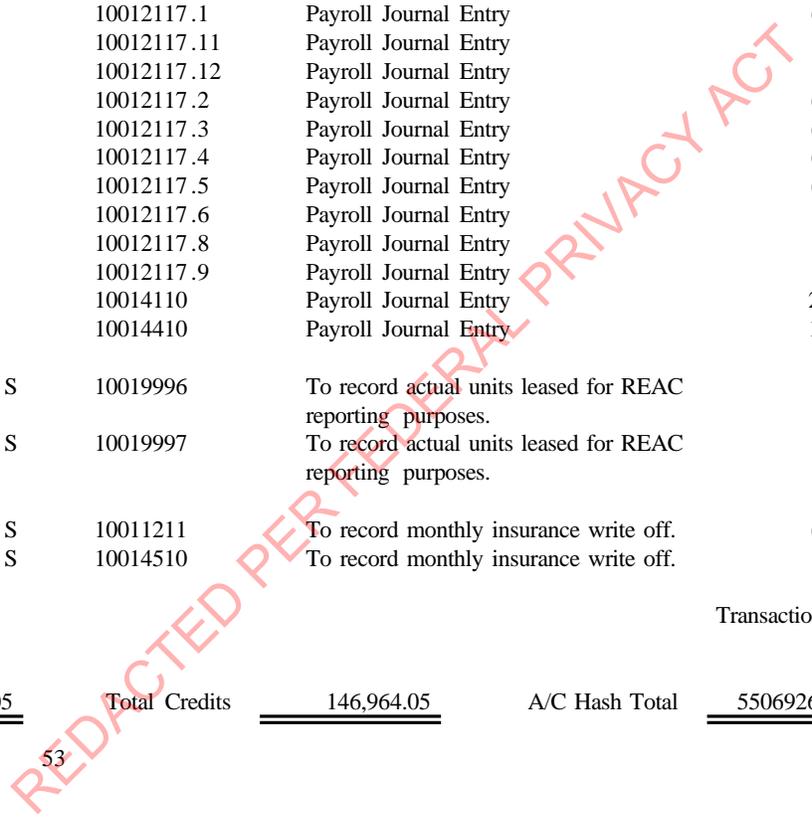
Date	Reference	T	Account	Description	Amount	Reference Total
07/31/14	364		10011111.3	To record HRA transactions per July 2014 bank statement.	(564.82)	
07/31/14	364		10012117.12	To record HRA transactions per July 2014 bank statement.	564.82	
07/31/14	365		10011290	To reclassify CK 6058 dated 06/30/2014.	(6,650.76)	
07/31/14	365		10012117.4	To reclassify CK 6058 dated 06/30/2014.	1,028.34	
07/31/14	365		10014182	To reclassify CK 6058 dated 06/30/2014.	2,444.80	
07/31/14	365		10014433	To reclassify CK 6058 dated 06/30/2014.	3,177.62	
07/31/14	366		10012119.2	To reclassify CK 2493 dated 04/07/2014.	(1,000.00)	
07/31/14	366		10014150	To reclassify CK 2493 dated 04/07/2014.	1,000.00	
07/31/14	366		20011129.4	To reclassify CK 2493 dated 04/07/2014.	1,000.00	
07/31/14	366		20014150	To reclassify CK 2493 dated 04/07/2014.	(1,000.00)	
07/31/14	367		10011129	To record repayment agreement per CMHC.	3,403.29	
07/31/14	367		10013690.1	To record repayment agreement per CMHC.	(3,403.29)	
07/31/14	368		10011111.2	To record charges to tenants per July 2014 MSO.	(725.00)	
07/31/14	368		10011122	To record charges to tenants per July 2014 MSO.	57,394.58	
07/31/14	368		10013110	To record charges to tenants per July 2014 MSO.	(50,454.00)	
07/31/14	368		10013120	To record charges to tenants per July 2014 MSO.	(687.60)	
07/31/14	368		10013689	To record charges to tenants per July 2014 MSO.	(4,062.00)	
07/31/14	368		10013690	To record charges to tenants per July 2014 MSO.	(1,465.98)	
07/31/14	369		10011122	To record transfers of security deposits to A/R per July 2014 MSO.	(1,138.00)	
07/31/14	369		10012114	To record transfers of security deposits to A/R per July 2014 MSO.	1,138.00	
07/31/14	370		10011111.2	To record MiSDU debits per July 2014 bank statement.	(53.10)	
07/31/14	370		10012117.8	To record MiSDU debits per July 2014 bank statement.	53.10	
07/31/14	371		10011111.2	To record IRS USATAXPYMT(s) per July 2014 bank statement.	(7,755.81)	
07/31/14	371		10012117.1	To record IRS USATAXPYMT(s) per July 2014 bank statement.	1,981.50	
07/31/14	371		10012117.11	To record IRS USATAXPYMT(s) per July 2014 bank statement.	463.43	
07/31/14	371		10012117.2	To record IRS USATAXPYMT(s) per July 2014 bank statement.	2,866.00	
07/31/14	371		10014182	To record IRS USATAXPYMT(s) per July 2014 bank statement.	1,563.12	
07/31/14	371		10014433	To record IRS USATAXPYMT(s) per July 2014 bank statement.	881.76	
07/31/14	372		10011111.2	To record MERS debit per July 2014 bank statement.	(1,265.74)	
07/31/14	372		10012117.5	To record MERS debit per July 2014 bank statement.	1,265.74	
07/31/14	A1	S	10019998	To record unit months for PUM calculation.	214.00	

**Manistee Housing Commission
Journal Entry Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
07/31/14	A1	S	10019999	To record unit months for PUM calculation.	(214.00)	
07/31/14	A2	S	10012137	To record estimated monthly PILOT expense.	(3,120.00)	
07/31/14	A2	S	10014520	To record estimated monthly PILOT expense.	3,120.00	
07/31/14	A3	S	10011400.95	To record estimated monthly depreciation expense.	(24,460.00)	
07/31/14	A3	S	10014800	To record estimated monthly depreciation expense.	24,460.00	
07/31/14	PAY2014		10011111.2	Payroll Journal Entry	(23,380.92)	
07/31/14	PAY2014		10012117.1	Payroll Journal Entry	(1,981.50)	
07/31/14	PAY2014		10012117.11	Payroll Journal Entry	(463.43)	
07/31/14	PAY2014		10012117.12	Payroll Journal Entry	(474.99)	
07/31/14	PAY2014		10012117.2	Payroll Journal Entry	(2,866.00)	
07/31/14	PAY2014		10012117.3	Payroll Journal Entry	(1,199.79)	
07/31/14	PAY2014		10012117.4	Payroll Journal Entry	(1,028.34)	
07/31/14	PAY2014		10012117.5	Payroll Journal Entry	(1,900.98)	
07/31/14	PAY2014		10012117.6	Payroll Journal Entry	(3.00)	
07/31/14	PAY2014		10012117.8	Payroll Journal Entry	(53.10)	
07/31/14	PAY2014		10012117.9	Payroll Journal Entry	(111.21)	
07/31/14	PAY2014		10014110	Payroll Journal Entry	21,249.26	
07/31/14	PAY2014		10014410	Payroll Journal Entry	12,214.00	
07/31/14	RT1	S	10019996	To record actual units leased for REAC reporting purposes.	213.00	
07/31/14	RT1	S	10019997	To record actual units leased for REAC reporting purposes.	(213.00)	
07/31/14	RT2	S	10011211	To record monthly insurance write off.	(5,267.69)	
07/31/14	RT2	S	10014510	To record monthly insurance write off.	5,267.69	
					Transaction Balance	<u>0.00</u>

Total Debits 146,964.05 Total Credits 146,964.05 A/C Hash Total 550692606.210

Number of Transactions 53



**Manistee Housing Commission
Payroll Disbursements Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
07/02/14	12779		10014182	Unemployment Agency	484.43	
07/02/14	12779		10014433	Unemployment Agency	430.59	915.02
07/02/14	12788	V	10012117.6	United Steel Workers	3.00	3.00
07/02/14	12789	V	10011111.3	West Shore Bank	158.33	158.33
07/16/14	12798	V	10012117.9	United Steel Workers	111.21	111.21
07/16/14	12799	V	10011111.3	West Shore Bank	158.33	158.33
07/30/14	12809	V	10011111.3	West Shore Bank	158.33	158.33
07/31/14	MI078		10011111.2	July 2014 Payroll Disbursements	(1,504.22)	<u>(1,504.22)</u>
				Transaction Balance		<u><u>0.00</u></u>
Total Debits	<u>1,504.22</u>		Total Credits	<u>1,504.22</u>	A/C Hash Total	<u>80097295.600</u>
Number of Transactions		8				

REDACTED PER FEDERAL PRIVACY ACT

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

Ref.	Date	G/L Account	Description	Debit	Credit
Payroll Checks					
89.07	07/31/14	10011111.2	NOW Account		23,380.92
89.07	07/31/14	10012117.1	Social Security Withheld		1,981.50
89.07	07/31/14	10012117.10	United Way		0.00
89.07	07/31/14	10012117.11	Medicare Withheld		463.43
89.07	07/31/14	10012117.12	FSA Withheld		474.99
89.07	07/31/14	10012117.2	Federal Income Tax Withl		2,866.00
89.07	07/31/14	10012117.3	State Income Tax Withhel		1,199.79
89.07	07/31/14	10012117.4	125 Medical Withheld		1,028.34
89.07	07/31/14	10012117.5	Pension Withheld		1,900.98
89.07	07/31/14	10012117.6	PAC Withheld		3.00
89.07	07/31/14	10012117.8	Friend of Court Withheld		53.10
89.07	07/31/14	10012117.9	Union Dues Withheld		111.21
89.07	07/31/14	10012119	Accounts Payable - Other		0.00
89.07	07/31/14	10014110	Administrative Salaries	21,249.26	
89.07	07/31/14	10014410	Labor, Maintenance	12,214.00	
15 Journal Entries			Total	<u>33,463.26</u>	<u>33,463.26</u>

REDACTED PER FEDERAL PRIVACY ACT

**Manistee Housing Commission
Payroll Journal**

Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount
Anthony - Anthony Mastrapasqua Check #12780 07/02/14						
Salaried Wages	0.0000	1,040.00	FICA-SS	61.61	Union Dues	16.68
			FICA-Med	14.41	Union PAC (1)	1.00
			Federal W/H	45.00	125 Medical	46.22
			State W/H	39.58	Mers	62.40
TOTALS	<u>0.0000</u>	<u>1,040.00</u>		<u>160.60</u>		<u>126.30</u>
Number of Periods: 1					NET PAY:	753.10
Company Expenses:		FICA-SS: 61.61	FICA-Med: 14.41	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Anthony - Anthony Mastrapasqua Check #12790 07/16/14						
Salaried Wages	0.0000	1,040.00	FICA-SS	61.62	Union Dues	16.68
			FICA-Med	14.41	Union PAC (1)	0.00
			Federal W/H	45.00	125 Medical	46.22
			State W/H	39.58	Mers	62.40
TOTALS	<u>0.0000</u>	<u>1,040.00</u>		<u>160.61</u>		<u>125.30</u>
Number of Periods: 1					NET PAY:	754.09
Company Expenses:		FICA-SS: 61.61	FICA-Med: 14.41	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Anthony - Anthony Mastrapasqua Check #12800 07/30/14						
Salaried Wages	0.0000	1,040.00	FICA-SS	61.61	Union Dues	0.00
			FICA-Med	14.41	Union PAC (1)	0.00
			Federal W/H	45.00	125 Medical	46.22
			State W/H	39.58	Mers	62.40
TOTALS	<u>0.0000</u>	<u>1,040.00</u>		<u>160.60</u>		<u>108.62</u>
Number of Periods: 1					NET PAY:	770.78
Company Expenses:		FICA-SS: 61.61	FICA-Med: 14.41	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Beverly - Beverly A. Pahoski Check #12785 07/02/14						
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	<u>0.0000</u>	<u>1,080.00</u>		<u>246.92</u>		<u>105.54</u>
Number of Periods: 1					NET PAY:	727.54
Company Expenses:		FICA-SS: 64.43	FICA-Med: 15.07	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Beverly - Beverly A. Pahoski Check #12795 07/16/14						
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	<u>0.0000</u>	<u>1,080.00</u>		<u>246.91</u>		<u>105.54</u>
Number of Periods: 1					NET PAY:	727.55
Company Expenses:		FICA-SS: 64.43	FICA-Med: 15.07	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Beverly - Beverly A. Pahoski Check #12805 07/30/14						
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	<u>0.0000</u>	<u>1,080.00</u>		<u>246.91</u>		<u>105.54</u>
Number of Periods: 1					NET PAY:	727.55
Company Expenses:		FICA-SS: 64.43	FICA-Med: 15.07	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
Beverly - Beverly A. Pahoski Check #12806 07/30/14						
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	<u>0.0000</u>	<u>100.00</u>		<u>22.65</u>		<u>6.00</u>
Number of Periods: 1					NET PAY:	71.35
Company Expenses:		FICA-SS: 6.20	FICA-Med: 1.45	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Clinton - Clinton E. Copus II Check #12782 07/02/14						
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	<u>0.0000</u>	<u>3,086.54</u>		<u>614.83</u>		<u>324.00</u>
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			
Clinton - Clinton E. Copus II Check #12792 07/16/14						
Salaried Wages	0.0000	3,086.54	FICA-SS	182.75	Mers	185.19
			FICA-Med	42.75	FSA	92.59
			Federal W/H	285.00	125 Medical	46.22
			State W/H	104.33		
TOTALS	<u>0.0000</u>	<u>3,086.54</u>		<u>614.83</u>		<u>324.00</u>
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			
Clinton - Clinton E. Copus II Check #12802 07/30/14						
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	<u>0.0000</u>	<u>3,086.54</u>		<u>614.83</u>		<u>324.00</u>
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 #12781 07/02/14						
Salaried Wages	0.0000	1,335.00	FICA-SS	79.90	Union Dues	21.12
			FICA-Med	18.69	Union PAC (1)	1.00
			Federal W/H	75.00	Child Support	17.70
			State W/H	44.83	125 Medical	46.22
					Mers	80.10
TOTALS	<u>0.0000</u>	<u>1,335.00</u>		<u>218.42</u>		<u>166.14</u>
Number of Periods: 1					NET PAY:	950.44
Company Expenses:		FICA-SS: 79.90	FICA-Med: 18.69	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Kevin - Kevin Helminiak Check #12791 07/16/14						
Salaried Wages	0.0000	1,440.00	FICA-SS	86.42	Union Dues	22.76
			FICA-Med	20.21	Union PAC (1)	0.00
			Federal W/H	90.00	Child Support	17.70
			State W/H	49.03	125 Medical	46.22
					Mers	86.40
TOTALS	<u>0.0000</u>	<u>1,440.00</u>		<u>245.66</u>		<u>173.08</u>
Number of Periods: 1					NET PAY:	1,021.26
Company Expenses:		FICA-SS: 86.41	FICA-Med: 20.21	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
Kevin - Kevin Helminiak Check #12801 07/30/14						
Salaried Wages	0.0000	1,380.00	FICA-SS	82.69	Union Dues	0.00
			FICA-Med	19.34	Union PAC (1)	0.00
			Federal W/H	81.00	Child Support	17.70
			State W/H	46.63	125 Medical	46.22
					Mers	82.80
TOTALS	0.0000	1,380.00		229.66		146.72
Number of Periods: 1					NET PAY:	1,003.62
Company Expenses:		FICA-SS: 82.69	FICA-Med: 19.34	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Lorna - Lorna J. Perski Check #12784 07/02/14						
Salaried Wages	0.0000	1,877.88	FICA-SS	113.57	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		455.65		158.89
Number of Periods: 1					NET PAY:	1,263.34
Company Expenses:		FICA-SS: 113.56	FICA-Med: 26.56	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Lorna - Lorna J. Perski Check #12794 07/16/14						
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		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Lorna - Lorna J. Perski Check #12804 07/30/14						
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		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Monica - Monica Otis Check #12787 07/02/14						
Salaried Wages	0.0000	936.00	FICA-SS	55.17	Mers	56.16
			FICA-Med	12.90	125 Medical	46.22
			Federal W/H	95.00		
			State W/H	35.43		
TOTALS	0.0000	936.00		198.50		102.38
Number of Periods: 1					NET PAY:	635.12
Company Expenses:		FICA-SS: 55.17	FICA-Med: 12.90	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Monica - Monica Otis Check #12797 07/16/14						
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: 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
Monica - Monica Otis Check #12808 07/30/14						
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: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Robert - Robert Krolczyk Check #12786 07/02/14						
Salaried Wages	0.0000	1,079.00	FICA-SS	58.42	Mers	64.74
			FICA-Med	13.66	Union PAC (1)	1.00
			Federal W/H	40.00	Union Dues	17.29
			State W/H	30.76	FSA	25.00
					125 Medical	111.68
TOTALS	<u>0.0000</u>	<u>1,079.00</u>		<u>142.84</u>		<u>219.71</u>
Number of Periods: 1					NET PAY:	716.45
Company Expenses:		FICA-SS: 58.43	FICA-Med: 13.66	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Robert - Robert Krolczyk Check #12796 07/16/14						
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		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Robert - Robert Krolczyk Check #12807 07/30/14						
Salaried Wages	0.0000	1,040.00	FICA-SS	56.00	Mers	62.40
			FICA-Med	13.10	Union PAC (1)	0.00
			Federal W/H	36.00	Union Dues	0.00
			State W/H	29.20	FSA	25.00
					125 Medical	111.68
TOTALS	<u>0.0000</u>	<u>1,040.00</u>		<u>134.30</u>		<u>199.08</u>
Number of Periods: 1					NET PAY:	706.62
Company Expenses:		FICA-SS: 56.00	FICA-Med: 13.10	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Rochelle - Rochelle Pierce Check #12783 07/02/14						
Salaried Wages	0.0000	620.00	FICA-SS	38.44	Mers	0.00
			FICA-Med	8.99	Union PAC (1)	0.00
			Federal W/H	40.00	Union Dues	0.00
			State W/H	19.81		
TOTALS	<u>0.0000</u>	<u>620.00</u>		<u>107.24</u>		<u>0.00</u>
Number of Periods: 1					NET PAY:	512.76
Company Expenses:		FICA-SS: 38.44	FICA-Med: 8.99	FUTA: 0.00		
		MI SUTA-Base Rate: 63.86	MI SUTA-Obligation A: 13.95			

**Manistee Housing Commission
Payroll Journal**

Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount
Rochelle - Rochelle Pierce Check #12793 07/16/14						
Salaried Wages	0.0000	600.00	FICA-SS	37.20	Mers	0.00
			FICA-Med	8.70	Union PAC (1)	0.00
			Federal W/H	37.00	Union Dues	0.00
			State W/H	18.96		
TOTALS	<u>0.0000</u>	<u>600.00</u>		<u>101.86</u>		<u>0.00</u>
Number of Periods: 1					NET PAY:	498.14
Company Expenses:		FICA-SS: 37.20	FICA-Med: 8.70	FUTA: 0.00		
		MI SUTA-Base Rate: 61.80	MI SUTA-Obligation A: 13.50			
Rochelle - Rochelle Pierce Check #12803 07/30/14						
Salaried Wages	0.0000	560.00	FICA-SS	34.72	Mers	0.00
			FICA-Med	8.12	Union PAC (1)	0.00
			Federal W/H	32.00	Union Dues	0.00
			State W/H	17.26		
TOTALS	<u>0.0000</u>	<u>560.00</u>		<u>92.10</u>		<u>0.00</u>
Number of Periods: 1					NET PAY:	467.90
Company Expenses:		FICA-SS: 34.72	FICA-Med: 8.12	FUTA: 0.00		
		MI SUTA-Base Rate: 57.68	MI SUTA-Obligation A: 12.60			

REDACTED PER FEDERAL PRIVACY ACT

**Manistee Housing Commission
Payroll Journal**

Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount
Company Totals	Number of Checks: 25					
Salaried Wages	0.0000	33,463.26	FICA-SS	1,981.50	Mers	1,900.98
			FICA-Med	463.43	United Way(2)	0.00
			Federal W/H	2,866.00	FSA	474.99
			State W/H	1,199.79	125 Medical	1,028.34
					Union Dues	111.21
					Union PAC (1)	3.00
					Child Support	53.10
TOTALS	<u>0.0000</u>	<u>33,463.26</u>		<u>6,510.72</u>		<u>3,571.62</u>
					NET PAY:	23,380.92
Company Expenses:		FICA-SS: 1,981.46	FICA-Med: 463.42	FUTA: 0.00		
		MI SUTA-Base Rate: 183.34	MI SUTA-Obligation A: 40.05			

REDACTED PER FEDERAL PRIVACY ACT

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10011111.2 NOW Account				461,138.67		
07/31/14	152		July Cash Receipts		63,907.10	
07/31/14	153		Operating Subsidy		9,950.50	
07/31/14	154		Operating Subsidy		25,482.00	
07/31/14	155		NOW Interest		0.19	
07/31/14	156		REPO Interest		99.13	
07/31/14	159		501-11 CFP Grant		1,004.00	
07/31/14	160		501-12 CFP Grant		13,599.68	
07/31/14	161		501-13 CFP Grant		5,229.27	
07/31/14	368		To record charges to tenants per July 2014 MSO.		(725.00)	
07/31/14	370		To record MiSDU debits per July 2014 bank statement.		(53.10)	
07/31/14	371		To record IRS USATAXPYMT(s) per July 2014 bank statement.		(7,755.81)	
07/31/14	372		To record MERS debit per July 2014 bank statement.		(1,265.74)	
07/31/14	MI078		Checks 6064 - 6128		(124,422.13)	
07/31/14	MI078		July 2014 Payroll Disbursements		(1,504.22)	
07/31/14	PAY2014		Payroll Journal Entry		(23,380.92)	
					<u>(39,835.05)</u>	<u>421,303.62</u>
10011111.3 HRA Account				11,925.75		
07/31/14	157		HRA Interest		0.49	
07/31/14	364		To record HRA transactions per July 2014 bank statement.		(564.82)	
07/02/14	12789	V	West Shore Bank		158.33	
07/16/14	12799	V	West Shore Bank		158.33	
07/30/14	12809	V	West Shore Bank		158.33	
					<u>(89.34)</u>	<u>11,836.41</u>
10011111.4 Money Market Savings				53,014.09		
07/31/14	158		Money Market Savings Interest		4.50	
					<u>4.50</u>	<u>53,018.59</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				13,455.40		
07/31/14	152		July TAR Collections		(59,603.80)	
07/31/14	368		To record charges to tenants per July 2014 MSO.		57,394.58	
07/31/14	369		To record transfers of security deposits to A/R per July 2014 MSO.		(1,138.00)	
07/03/14	6089		██████████		337.00	
07/15/14	6092		██████████		26.00	
					<u>(2,984.22)</u>	<u>10,471.18</u>
10011122.1 Allowance for Doubtful Accounts				(2,633.48)		
07/31/14	152		Collection Loss Recovery		(61.88)	
07/03/14	6091		██████████		22.82	
					<u>(39.06)</u>	<u>(2,672.54)</u>
10011129 Accounts Receivable-Other				0.00		
07/31/14	367		To record repayment agreement per CMHC.		3,403.29	

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10011129		Accounts Receivable-Other (cont.)			
					<u>3,403.29</u>	<u>3,403.29</u>
	10011211		Prepaid Insurance	10,981.70		
07/31/14	RT2	S	To record monthly insurance write off.		<u>(5,267.69)</u>	
					<u>(5,267.69)</u>	<u>5,714.01</u>
	10011290		Other Prepaid Expenses	6,650.76		
07/31/14	365		To reclassify CK 6058 dated 06/30/2014.		<u>(6,650.76)</u>	
07/30/14	6127	V	Priority Health		<u>6,622.02</u>	
					<u>(28.74)</u>	<u>6,622.02</u>
	10011400		Construction in Progress-CFP	35,079.30		
07/30/14	6117		M.C. Smith Associates		<u>3,430.00</u>	
07/30/14	6118		Next IT		<u>9,703.68</u>	
					<u>13,133.68</u>	<u>48,212.98</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		
07/30/14	6121	V	HD Supply Facilities Mtce		<u>3,794.50</u>	
					<u>3,794.50</u>	<u>244,824.19</u>
	10011400.9		Furn., Equip., Mach.-Admin	505,041.93		
					<u>0.00</u>	<u>505,041.93</u>
	10011400.95		Accumulated Depreciation-ALL	(7,494,831.05)		
07/31/14	A3	S	To record estimated monthly depreciation expense.		<u>(24,460.00)</u>	
					<u>(24,460.00)</u>	<u>(7,519,291.05)</u>
	10011690		Undistributed Debits	720.00		
07/01/14	6064	V	Void Check		<u>0.00</u>	
07/16/14	6105		Siemens Industry Inc		<u>6,490.00</u>	
					<u>6,490.00</u>	<u>7,210.00</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10012111 Vendors and Contractors				(42,793.60)		
					<u>0.00</u>	<u>(42,793.60)</u>
10012114 Tenant Security Deposits				(59,797.30)		
07/31/14	152		Tenant Security Deposit Pymts		(1,184.50)	
07/31/14	369		To record transfers of security deposits to A/R per July 2014 MSO.		1,138.00	
07/03/14	6089		██████████		183.00	
07/03/14	6090		██████████		142.00	
07/15/14	6092		██████████		408.00	
					<u>686.50</u>	<u>(59,110.80)</u>
10012117.1 Social Security Withheld				0.00		
07/31/14	371		To record IRS USATAXPYMT(s) per July 2014 bank statement.		1,981.50	
07/31/14	PAY2014		Payroll Journal Entry		<u>(1,981.50)</u>	
					<u>0.00</u>	<u>0.00</u>
10012117.11 Medicare Withheld				0.00		
07/31/14	371		To record IRS USATAXPYMT(s) per July 2014 bank statement.		463.43	
07/31/14	PAY2014		Payroll Journal Entry		<u>(463.43)</u>	
					<u>0.00</u>	<u>0.00</u>
10012117.12 FSA Withheld				(1,756.31)		
07/31/14	364		To record HRA transactions per July 2014 bank statement.		564.82	
07/31/14	PAY2014		Payroll Journal Entry		<u>(474.99)</u>	
					<u>89.83</u>	<u>(1,666.48)</u>
10012117.2 Federal Income Tax Withheld				0.00		
07/31/14	371		To record IRS USATAXPYMT(s) per July 2014 bank statement.		2,866.00	
07/31/14	PAY2014		Payroll Journal Entry		<u>(2,866.00)</u>	
					<u>0.00</u>	<u>0.00</u>
10012117.3 State Income Tax Withheld				(800.86)		
07/31/14	PAY2014		Payroll Journal Entry		<u>(1,199.79)</u>	
					<u>(1,199.79)</u>	<u>(2,000.65)</u>
10012117.4 125 Medical Withheld				0.00		
07/31/14	365		To reclassify CK 6058 dated 06/30/2014.		1,028.34	
07/31/14	PAY2014		Payroll Journal Entry		<u>(1,028.34)</u>	
					<u>0.00</u>	<u>0.00</u>
10012117.5 Pension Withheld				(1,284.34)		
07/31/14	372		To record MERS debit per July 2014 bank statement.		1,265.74	
07/31/14	PAY2014		Payroll Journal Entry		<u>(1,900.98)</u>	
					<u>(635.24)</u>	<u>(1,919.58)</u>
10012117.6 PAC Withheld				0.00		
07/02/14	12788	V	United Steel Workers		3.00	

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10012117.6 PAC Withheld (cont.)						
07/31/14	PAY2014		Payroll Journal Entry		(3.00)	
					<u>0.00</u>	<u>0.00</u>
10012117.8 Friend of Court Withheld				0.00		
07/31/14	370		To record MiSDU debits per July 2014 bank statement.		53.10	
07/31/14	PAY2014		Payroll Journal Entry		(53.10)	
					<u>0.00</u>	<u>0.00</u>
10012117.9 Union Dues Withheld				0.00		
07/16/14	12798	V	United Steel Workers		111.21	
07/31/14	PAY2014		Payroll Journal Entry		(111.21)	
					<u>0.00</u>	<u>0.00</u>
10012119.2 Interfund Payable - DVG				(1,748.00)		
07/31/14	152		July Cash Receipts		(632.00)	
07/31/14	366		To reclassify CK 2493 dated 04/07/2014.		(1,000.00)	
07/16/14	6102	V	Manistee Hsg Commission		632.00	
					<u>(1,000.00)</u>	<u>(2,748.00)</u>
10012131 EPC Loan - Current				(9,056.16)		
07/01/14	6070	V	Oswego Comm. Bank		1,263.93	
					<u>1,263.93</u>	<u>(7,792.23)</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				(57,971.20)		
07/22/14	6109		City of Manistee		39,251.20	
07/31/14	A2	S	To record estimated monthly PILOT expense.		(3,120.00)	
					<u>36,131.20</u>	<u>(21,840.00)</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)		

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10012820		HUD Operating Reserve - Memo (cont.)		<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	(299,075.19)		
07/31/14	368		To record charges to tenants per July 2014 MSO.		<u>(50,454.00)</u>	
					<u>(50,454.00)</u>	<u>(349,529.19)</u>
	10013120		Excess Utilities	(3,681.09)		
07/31/14	368		To record charges to tenants per July 2014 MSO.		<u>(687.60)</u>	
					<u>(687.60)</u>	<u>(4,368.69)</u>
	10013401.1		Operating Grants	(40,000.00)	<u>0.00</u>	<u>(40,000.00)</u>
	10013401.2		Operating Subsidy	(213,999.50)		
07/31/14	153		Operating Subsidy		<u>(9,950.50)</u>	
07/31/14	154		Operating Subsidy		<u>(25,482.00)</u>	
					<u>(35,432.50)</u>	<u>(249,432.00)</u>
	10013610		Interest Income-Gen. Fund	(638.18)		
07/31/14	155		NOW Interest		<u>(0.19)</u>	
07/31/14	156		REPO Interest		<u>(99.13)</u>	
07/31/14	157		HRA Interest		<u>(0.49)</u>	
07/31/14	158		Money Market Savings Interest		<u>(4.50)</u>	
					<u>(104.31)</u>	<u>(742.49)</u>
	10013689		Tenant Income - Cable TV	(24,845.59)		
07/31/14	368		To record charges to tenants per July 2014 MSO.		<u>(4,062.00)</u>	
					<u>(4,062.00)</u>	<u>(28,907.59)</u>
	10013690		Tenant Income	(14,612.50)		
07/31/14	368		To record charges to tenants per July 2014 MSO.		<u>(1,465.98)</u>	
					<u>(1,465.98)</u>	<u>(16,078.48)</u>
	10013690.1		Non-Tenant Income	(532.45)		
07/31/14	152		Refund - Tyco		<u>(522.24)</u>	
07/31/14	367		To record repayment agreement per CMHC.		<u>(3,403.29)</u>	
					<u>(3,925.53)</u>	<u>(4,457.98)</u>
	10013690.4		Laundry Income	(4,758.01)		
07/31/14	152		Laundry Income		<u>(1,706.63)</u>	
					<u>(1,706.63)</u>	<u>(6,464.64)</u>
	10013690.6		Fraud Recovery Revenue	(1,360.35)		
07/31/14	152		Fraud Recovery - Wisniewski		<u>(196.05)</u>	
					<u>(196.05)</u>	<u>(1,556.40)</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014110 Administrative Salaries				68,495.30		
07/31/14	PAY2014		Payroll Journal Entry		21,249.26	
					<u>21,249.26</u>	<u>89,744.56</u>
10014130 Legal Expense				13,453.05		
07/30/14	6122	V	Mika Meyers Beckett & Jones PLC		2,220.98	
					<u>2,220.98</u>	<u>15,674.03</u>
10014150 Travel Expense				(2,000.00)		
07/31/14	366		To reclassify CK 2493 dated 04/07/2014.		1,000.00	
07/01/14	6088		Dale Priester		1,000.00	
					<u>2,000.00</u>	<u>0.00</u>
10014170 Accounting Fees				4,985.09		
07/16/14	6098	V	Daniel D. Laskey Co., PC		71.00	
07/16/14	6099	V	H.A.A.S., Inc.		667.44	
					<u>738.44</u>	<u>5,723.53</u>
10014182 Employee Benefits - Admin				30,640.85		
07/31/14	365		To reclassify CK 6058 dated 06/30/2014.		2,444.80	
07/31/14	371		To record IRS USATAXPYMT(s) per July 2014 bank statement.		1,563.12	
07/30/14	6126	V	Principal Financial Group		363.12	
07/30/14	6128	V	VSP		60.99	
07/02/14	12779		Unemployment Agency		484.43	
					<u>4,916.46</u>	<u>35,557.31</u>
10014185 Telephone				13,477.90		
07/01/14	6074	V	AT & T		989.32	
07/01/14	6075	V	AT & T Mobility		939.58	
07/01/14	6076	V	Charter Business		123.19	
07/22/14	6108	V	AT & T Long Distance		39.80	
					<u>2,091.89</u>	<u>15,569.79</u>
10014190.1 Publications				1,299.00		
07/01/14	6084		PNC Bank		275.88	
					<u>275.88</u>	<u>1,574.88</u>
10014190.2 Membership Dues and Fees				699.00		
07/01/14	6083		MIDEAL		180.00	
					<u>180.00</u>	<u>879.00</u>
10014190.3 Admin Service Contracts				12,850.35		
07/01/14	6068		The Nelrod Company		199.00	
07/16/14	6095	V	Applied Imaging		368.21	
07/16/14	6097		City of Manistee		600.00	
07/16/14	6100	V	Kushner & Company		52.11	
07/16/14	6103	V	Next IT		347.00	
07/22/14	6116	V	Pitney Bowes		404.40	
07/30/14	6123	V	Next IT		164.50	
07/30/14	6125		PNC Bank		88.28	
					<u>2,223.50</u>	<u>15,073.85</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014190.4 Office Supplies				4,744.74		
07/01/14	6084		PNC Bank		180.58	
					<u>180.58</u>	<u>4,925.32</u>
10014190.5 Other Sundry-Misc.				7,358.48		
07/01/14	6084		PNC Bank		137.35	
07/01/14	6085		Reserve Account		700.00	
07/22/14	6115	V	The PI Company		95.00	
07/30/14	6125		PNC Bank		757.25	
					<u>1,689.60</u>	<u>9,048.08</u>
10014220 Rec., Pub., & Other Services				137.99		
					<u>0.00</u>	<u>137.99</u>
10014221 Resident Employee Stipend				5,250.00		
07/01/14	6065	V	[REDACTED]		100.00	
07/01/14	6066	V	[REDACTED]		100.00	
07/01/14	6067	V	[REDACTED]		200.00	
07/01/14	6069	V	[REDACTED]		100.00	
07/01/14	6071	V	[REDACTED]		100.00	
07/01/14	6072	V	[REDACTED]		200.00	
07/01/14	6073	V	[REDACTED]		100.00	
					<u>900.00</u>	<u>6,150.00</u>
10014230 Contract Costs-Cable & Other				24,901.57		
07/01/14	6076	V	Charter Business		4,233.76	
					<u>4,233.76</u>	<u>29,135.33</u>
10014310 Water & Sewer				23,061.24		
07/01/14	6077	V	City of Manistee		4,006.21	
					<u>4,006.21</u>	<u>27,067.45</u>
10014320 Electricity				62,843.49		
07/01/14	6078	V	Consumers Energy		7,826.31	
07/22/14	6110	V	Consumers Energy		13.21	
					<u>7,839.52</u>	<u>70,683.01</u>
10014330 Gas				25,466.99		
07/01/14	6080	V	DTE Energy		212.27	
07/22/14	6111	V	DTE Energy		1,335.27	
					<u>1,547.54</u>	<u>27,014.53</u>
10014410 Labor, Maintenance				49,148.76		
07/31/14	PAY2014		Payroll Journal Entry		12,214.00	
					<u>12,214.00</u>	<u>61,362.76</u>
10014420 Materials				29,882.94		
07/16/14	6096		Cadillac Plumbing-Heating & Electric		453.52	
07/16/14	6101	V	Ludington Glass & Paint		1,100.00	
07/16/14	6104	V	Olson Lumber Company		259.00	
07/16/14	6106	V	Wahr Hardware		740.82	

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014420 Materials (cont.)						
07/16/14	6107	V	Ace Hardware		55.15	
07/22/14	6112	V	Fastenal Company		542.80	
07/22/14	6113	V	Grand Rental Station		59.97	
07/22/14	6114	V	HD Supply Facilities Mtce		147.84	
07/30/14	6119	V	Blarney Castle Fleet		269.41	
					<u>3,628.51</u>	<u>33,511.45</u>
10014430.02 Heating & Cooling Contracts				18,350.15		
07/01/14	6079		Custom Sheet Metal & Heating		239.64	
					<u>239.64</u>	<u>18,589.79</u>
10014430.03 Snow Removal Contracts				19,053.75		
					<u>0.00</u>	<u>19,053.75</u>
10014430.04 Elevator Contracts				10,686.57		
07/01/14	6086	V	Schindler Elevator Corp.		1,082.50	
					<u>1,082.50</u>	<u>11,769.07</u>
10014430.05 Landscape & Grounds Contracts				565.00		
					<u>0.00</u>	<u>565.00</u>
10014430.06 Unit Turnaround Contracts				10,288.00		
07/01/14	6082	V	Haglund's Floor Covering		1,325.00	
07/30/14	6120	V	Haglund's Floor Covering		1,855.00	
					<u>3,180.00</u>	<u>13,468.00</u>
10014430.07 Electrical Contracts				5,249.28		
07/01/14	6087	V	Top Line Electric		750.06	
					<u>750.06</u>	<u>5,999.34</u>
10014430.08 Plumbing Contracts				1,782.94		
07/01/14	6081		Forbes Sanitation & Excavation Inc.		475.00	
					<u>475.00</u>	<u>2,257.94</u>
10014430.09 Extermination Contracts				1,606.00		
					<u>0.00</u>	<u>1,606.00</u>
10014430.11 Routine Maintenance Contracts				6,878.24		
					<u>0.00</u>	<u>6,878.24</u>
10014430.12 Miscellaneous Contracts				15,126.19		
					<u>0.00</u>	<u>15,126.19</u>
10014431 Garbage Removal				6,974.57		
07/16/14	6093	V	Allied Waste Services		1,138.40	
					<u>1,138.40</u>	<u>8,112.97</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>
10014433 Employee Benefits - Maint.				32,649.27		
07/31/14	365		To reclassify CK 6058 dated 06/30/2014.		3,177.62	
07/31/14	371		To record IRS USATAXPYMT(s) per July 2014 bank statement.		881.76	
07/30/14	6126	V	Principal Financial Group		521.16	
07/30/14	6128	V	VSP		87.13	
07/02/14	12779		Unemployment Agency		430.59	
					<u>5,098.26</u>	<u>37,747.53</u>
10014434 Employee Benefits-Retirees				300.00		
					<u>0.00</u>	<u>300.00</u>
10014510 Insurance				35,540.84		
07/16/14	6094	V	AmTrust North America Inc		714.00	
07/31/14	RT2	S	To record monthly insurance write off.		5,267.69	
					<u>5,981.69</u>	<u>41,522.53</u>
10014520 Payment in Lieu of Taxes				18,720.00		
07/31/14	A2	S	To record estimated monthly PILOT expense.		3,120.00	
					<u>3,120.00</u>	<u>21,840.00</u>
10014580 Interest Expense				38,151.33		
07/01/14	6070	V	Oswego Comm. Bank		6,335.30	
					<u>6,335.30</u>	<u>44,486.63</u>
10014800 Depreciation - Current Year				146,760.00		
07/31/14	A3	S	To record estimated monthly depreciation expense.		24,460.00	
					<u>24,460.00</u>	<u>171,220.00</u>
10016010 Prior Year Adj. - Affecting RR				(105.96)		
					<u>0.00</u>	<u>(105.96)</u>
10017510 Principal Payments - EPC				7,444.05		
07/01/14	6070	V	Oswego Comm. Bank		1,263.93	
					<u>1,263.93</u>	<u>8,707.98</u>
10017520 Replacement of Equipment				0.00		
07/30/14	6121	V	HD Supply Facilities Mtce		3,794.50	
					<u>3,794.50</u>	<u>3,794.50</u>
10017540 Betterments and Additions				4,998.99		
					<u>0.00</u>	<u>4,998.99</u>
10017590 Operating Expenditures-Contra				(12,443.04)		
07/01/14	6070	V	Oswego Comm. Bank		(1,263.93)	
07/30/14	6121	V	HD Supply Facilities Mtce		(3,794.50)	
					<u>(5,058.43)</u>	<u>(17,501.47)</u>
10019996 Actual Unit Months for REAC submission				1,282.00		

**Manistee Housing Commission
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Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10019996 Actual Unit Months for REAC submission (cont.)						
07/31/14	RT1	S	To record actual units leased for REAC reporting purposes.		213.00	
					<u>213.00</u>	<u>1,495.00</u>
10019997 Actual Unit Months - Contra				(1,282.00)		
07/31/14	RT1	S	To record actual units leased for REAC reporting purposes.		(213.00)	
					<u>(213.00)</u>	<u>(1,495.00)</u>
10019998 Unit Months - Memorandum				1,284.00		
07/31/14	A1	S	To record unit months for PUM calculation.		214.00	
					<u>214.00</u>	<u>1,498.00</u>
10019999 Unit Months - Contra				(1,284.00)		
07/31/14	A1	S	To record unit months for PUM calculation.		(214.00)	
					<u>(214.00)</u>	<u>(1,498.00)</u>
10103401.1 Operating Grants				(1,160.48)		
					<u>0.00</u>	<u>(1,160.48)</u>
10103401.3 Capital Grants				(33,496.30)		
					<u>0.00</u>	<u>(33,496.30)</u>
10104430.12 Miscellaneous Contracts				4,655.48		
07/30/14	6124		Nordlund & Associates, Inc.		1,390.00	
					<u>1,390.00</u>	<u>6,045.48</u>
10113401.1 Operating Grants				(6,672.91)		
					<u>0.00</u>	<u>(6,672.91)</u>
10113401.3 Capital Grants				(14,339.00)		
07/31/14	159		501-11 CFP Grant		(1,004.00)	
					<u>(1,004.00)</u>	<u>(15,343.00)</u>
10114110 Administrative Salaries				5,727.16		
					<u>0.00</u>	<u>5,727.16</u>
10114182 Employee Benefits - Admin				438.12		
					<u>0.00</u>	<u>438.12</u>
10114190.5 Other Sundry-Misc.				507.63		
					<u>0.00</u>	<u>507.63</u>
10114430.02 Heating & Cooling Contracts				1,585.00		
					<u>0.00</u>	<u>1,585.00</u>
10123401.1 Operating Grants				(20,000.00)		
					<u>0.00</u>	<u>(20,000.00)</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10123401.3		Capital Grants	0.00		
07/31/14	160		501-12 CFP Grant		<u>(13,599.68)</u>	<u>(13,599.68)</u>
					<u>(13,599.68)</u>	<u>(13,599.68)</u>
	10124110		Administrative Salaries	18,579.00		
					<u>0.00</u>	<u>18,579.00</u>
	10124182		Employee Benefits - Admin	1,421.00		
					<u>0.00</u>	<u>1,421.00</u>
	10133401.1		Operating Grants	0.00		
07/31/14	161		501-13 CFP Grant		<u>(5,229.27)</u>	<u>(5,229.27)</u>
					<u>(5,229.27)</u>	<u>(5,229.27)</u>
	10133401.3		Capital Grants	(2,244.00)		
					<u>0.00</u>	<u>(2,244.00)</u>
	10134190.3		Administrative Service Contracts	0.00		
07/30/14	6118		Next IT		<u>3,022.27</u>	<u>3,022.27</u>
					<u>3,022.27</u>	<u>3,022.27</u>
	15101406		Operations	40,000.00		
					<u>0.00</u>	<u>40,000.00</u>
	15101408		Management Improvements	24,000.00		
					<u>0.00</u>	<u>24,000.00</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	68,461.05		
					<u>0.00</u>	<u>68,461.05</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		

REDACTED PER FEDERAL PRIVACY ACT

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	15101475		Nondwelling Equipment (cont.)		0.00	8,000.00
	15101485.99		Demolition-Soft Costs	15,995.00		
07/30/14	6124		Nordlund & Associates, Inc.		1,390.00	
					1,390.00	17,385.00
	15101600		CFP Funding	242,719.00		
					0.00	242,719.00
	15101699		CFP Funding - Contra	(242,719.00)		
					0.00	(242,719.00)
	15109800		CFP Cost - Contra	(236,214.00)		
07/30/14	6124		Nordlund & Associates, Inc.		(1,390.00)	
					(1,390.00)	(237,604.00)
	15111406		Operations	40,000.00		
					0.00	40,000.00
	15111408		Management Improvements	15,995.79		
07/30/14	6118		Next IT		1,004.00	
					1,004.00	16,999.79
	15111410		Administration	24,000.00		
					0.00	24,000.00
	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	8,178.32		
					0.00	8,178.32
	15111460.99		Dwelling Structures-Soft Costs	12,760.00		
					0.00	12,760.00
	15111600		CFP Funding	110,421.39		
07/31/14	159		501-11 CFP Grant		1,004.00	
					1,004.00	111,425.39
	15111699		CFP Funding - Contra	(110,421.39)		
07/31/14	159		501-11 CFP Grant		(1,004.00)	
					(1,004.00)	(111,425.39)

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	15119800		CFP Cost - Contra	(107,006.39)		
07/30/14	6118		Next IT		(1,004.00)	
					<u>(1,004.00)</u>	<u>(108,010.39)</u>
	15121406		Operations	40,000.00		
					<u>0.00</u>	<u>40,000.00</u>
	15121408		Management Improvements	6,070.00		
07/30/14	6118		Next IT		8,699.68	
					<u>8,699.68</u>	<u>14,769.68</u>
	15121410		Administration	20,000.00		
					<u>0.00</u>	<u>20,000.00</u>
	15121430		A & E Fees	0.00		
07/30/14	6117		M.C. Smith Associates		3,430.00	
					<u>3,430.00</u>	<u>3,430.00</u>
	15121430.99		A & E Fees - Soft Costs	2,061.25		
					<u>0.00</u>	<u>2,061.25</u>
	15121600		CFP Funding	68,131.25		
07/31/14	160		501-12 CFP Grant		13,599.68	
					<u>13,599.68</u>	<u>81,730.93</u>
	15121699		CFP Funding - Contra	(68,131.25)		
07/31/14	160		501-12 CFP Grant		(13,599.68)	
					<u>(13,599.68)</u>	<u>(81,730.93)</u>
	15129800		CFP Cost - Contra	(68,131.25)		
07/30/14	6117		M.C. Smith Associates		(3,430.00)	
07/30/14	6118		Next IT		(8,699.68)	
					<u>(12,129.68)</u>	<u>(80,260.93)</u>
	15131408		Management Improvements	0.00		
07/30/14	6118		Next IT		3,022.27	
					<u>3,022.27</u>	<u>3,022.27</u>
	15131430		A & E Fees	9,384.00		
					<u>0.00</u>	<u>9,384.00</u>
	15131600		CFP Funding	9,384.00		
07/31/14	161		501-13 CFP Grant		5,229.27	
					<u>5,229.27</u>	<u>14,613.27</u>
	15131699		CFP Funding - Contra	(9,384.00)		
07/31/14	161		501-13 CFP Grant		(5,229.27)	
					<u>(5,229.27)</u>	<u>(14,613.27)</u>

Manistee Housing Commission
General Ledger

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	15139800		CFP Cost - Contra	(9,384.00)		
07/30/14	6118		Next IT		(3,022.27)	
					<u>(3,022.27)</u>	<u>(12,406.27)</u>
Current Profit/(Loss)			<u>(10,541.70)</u>	YTD Profit/(Loss)		<u>(107,312.45)</u>
Number of Transactions			181	The General Ledger is in balance		<u>0.00</u>

REDACTED PER FEDERAL PRIVACY ACT

Manistee Housing Commission
Bank Reconciliation Transmittal

Account Number: 851620
Statement Ending date: 07/31/14
Checkbook Name: Public Housing Checking

General Ledger

Balance per General Ledger (Account 10011111.2) at 07/01/14	461,138.67
Activity for the month:	
Total Debits (Deposits and Credit Memos)	119,271.87
Total Credits (Checks and Debit Memos)	-159,106.92
Unreconciled General Ledger Balance at 07/31/14	<u>421,303.62</u>
Adjustments and Other Bank Items	0.00
Reconciled General Ledger Balance at 07/31/14	<u><u>421,303.62</u></u>

Bank

Balance per Bank Statement at 07/31/14	472,119.57
Total Additions (Deposits and Credit Memos in transit)	25,548.12
Total Subtractions (Checks and Debit Memos in transit)	-76,364.07
Total Bank Errors	0.00
Bank Balance Adjusted at 07/31/14	<u><u>421,303.62</u></u>

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/14
Statement Ending date: 07/31/14
Checkbook Name: Public Housing Checking

Statement Summary

Beginning Balance				481,451.33
Deposits and Credit Memos				
153	07/31/14	10013401.2	Operating Subsidy	9,950.50
154	07/31/14	10013401.2	Operating Subsidy	25,482.00
155	07/31/14	10013610	NOW Interest	0.19
156	07/31/14	10013610	REPO Interest	99.13
152	07/31/14	10011122	July Cash Receipts	58,191.93
			Total	<u>93,723.75</u>

Checks and Debit Memos

368	07/31/14	10011122	To record charges to tenants per July 2014 MSO.	(725.00)
370	07/31/14	10012117.8	To record MiSDU debits per July 2014 bank statement.	(53.10)
371	07/31/14	10012117.1	To record IRS USATAXPYMT(s) per July 2014 bank statement.	(7,755.81)
372	07/31/14	10012117.5	To record MERS debit per July 2014 bank statement.	(1,265.74)
6031	06/11/14	10012119.2	Manistee Hsg Commission	(632.00)
6049	06/25/14	10011211	American Bankers Insurance Company	(1,074.00)
6050	06/25/14	10014185	AT & T Long Distance	(48.36)
6051	06/25/14	10014420	Blarney Castle Fleet Program	(386.81)
6052	06/25/14	10014420	Grand Rental Station	(78.92)
6053	06/25/14	10014420	HD Supply Facilities Mtce	(128.02)
6054	06/25/14	10014431	Manistee Landfill	(101.29)
6055	06/25/14	10014130	Mika Meyers Beckett & Jones PLC	(1,564.95)
6056	06/25/14	10014190.3	Pitney Bowes	(405.96)
6057	06/25/14	10014182	Principal Financial Group	(884.28)
6058	06/25/14	10011290	Priority Health	(6,650.76)
6059	06/25/14	10014420	State Industrial Products	(549.00)
6060	06/25/14	10014433	Sun Life Financial	(578.11)
6061	06/25/14	10104430.12	Swidorski Bros. Excavating LLC	(4,385.00)
6062	06/25/14	10014430.07	Top Line Electric	(2,207.00)
6063	06/25/14	10014182	VSP	(148.12)
6065	07/01/14	10014221	██████████	(100.00)
6066	07/01/14	10014221	██████████	(100.00)
6067	07/01/14	10014221	██████████	(200.00)
6068	07/01/14	10014190.3	The Nelrod Company	(199.00)
6069	07/01/14	10014221	██████████	(100.00)
6070	07/01/14	10012131	Oswego Comm. Bank	(7,599.23)
6071	07/01/14	10014221	██████████	(100.00)
6072	07/01/14	10014221	██████████	(200.00)
6073	07/01/14	10014221	██████████	(100.00)
6074	07/01/14	10014185	AT & T	(989.32)
6075	07/01/14	10014185	AT & T Mobility	(939.58)
6076	07/01/14	10014185	Charter Business	(4,356.95)
6077	07/01/14	10014310	City of Manistee	(4,006.21)
6078	07/01/14	10014320	Consumers Energy	(7,826.31)
6079	07/01/14	10014430.02	Custom Sheet Metal & Heating	(239.64)
6080	07/01/14	10014330	DTE Energy	(212.27)
6081	07/01/14	10014430.08	Forbes Sanitation & Excavation Inc.	(475.00)
6082	07/01/14	10014430.06	Haglund's Floor Covering	(1,325.00)
6083	07/01/14	10014190.2	MIDEAL	(180.00)
6084	07/01/14	10014190.1	PNC Bank	(593.81)
6085	07/01/14	10014190.5	Reserve Account	(700.00)
6086	07/01/14	10014430.04	Schindler Elevator Corp.	(1,082.50)
6087	07/01/14	10014430.07	Top Line Electric	(750.06)
6088	07/01/14	10014150	Dale Priestner	(1,000.00)
6089	07/03/14	10012114	██████████	(520.00)
6091	07/03/14	10011122.1	██████████	(22.82)
6093	07/16/14	10014431	Allied Waste Services	(1,138.40)
6094	07/16/14	10014510	AmTrust North America Inc	(714.00)
6095	07/16/14	10014190.3	Applied Imaging	(368.21)
6096	07/16/14	10014420	Cadillac Plumbing-Heating & Electric	(453.52)
6098	07/16/14	10014170	Daniel D. Laskey Co., PC	(71.00)
6099	07/16/14	10014170	H.A.A.S., Inc.	(667.44)
6100	07/16/14	10014190.3	Kushner & Company	(52.11)

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/14
Statement Ending date: 07/31/14
Checkbook Name: Public Housing Checking

6101	07/16/14	10014420	Ludington Glass & Paint	(1,100.00)
6103	07/16/14	10014190.3	Next IT	(347.00)
6104	07/16/14	10014420	Olson Lumber Company	(259.00)
6105	07/16/14	10011690	Siemens Industry Inc	(6,490.00)
6106	07/16/14	10014420	Wahr Hardware	(740.82)
6107	07/16/14	10014420	Ace Hardware	(55.15)
6108	07/22/14	10014185	AT & T Long Distance	(39.80)
6110	07/22/14	10014320	Consumers Energy	(13.21)
6111	07/22/14	10014330	DTE Energy	(1,335.27)
6112	07/22/14	10014420	Fastenal Company	(542.80)
6113	07/22/14	10014420	Grand Rental Station	(59.97)
6115	07/22/14	10014190.5	The PI Company	(95.00)
6116	07/22/14	10014190.3	Pitney Bowes	(404.40)
12779	07/02/14	10014182	Unemployment Agency	(915.02)
12780	07/02/14	10014410	Anthony Mastrapasqua	(753.10)
12781	07/02/14	10014410	Kevin Helminiak	(950.44)
12782	07/02/14	10014110	Clinton E. Copus II	(2,147.71)
12783	07/02/14	10014410	Rochelle Pierce	(512.76)
12784	07/02/14	10014110	Lorna J. Perski	(1,263.34)
12785	07/02/14	10014110	Beverly A. Pahoski	(727.54)
12786	07/02/14	10014410	Robert Krolczyk	(716.45)
12787	07/02/14	10014110	Monica Otis	(635.12)
12788	07/02/14	10012117.6	United Steel Workers	(3.00)
12789	07/02/14	10011111.3	West Shore Bank	(158.33)
12790	07/16/14	10014410	Anthony Mastrapasqua	(754.09)
12791	07/16/14	10014410	Kevin Helminiak	(1,021.26)
12792	07/16/14	10014110	Clinton E. Copus II	(2,147.71)
12793	07/16/14	10014410	Rochelle Pierce	(498.14)
12794	07/16/14	10014110	Lorna J. Perski	(1,263.35)
12795	07/16/14	10014110	Beverly A. Pahoski	(727.55)
12796	07/16/14	10014410	Robert Krolczyk	(689.93)
12797	07/16/14	10014110	Monica Otis	(706.77)
12798	07/16/14	10012117.9	United Steel Workers	(111.21)
12800	07/30/14	10014410	Anthony Mastrapasqua	(770.78)
12801	07/30/14	10014410	Kevin Helminiak	(1,003.62)
12802	07/30/14	10014110	Clinton E. Copus II	(2,147.71)
12803	07/30/14	10014410	Rochelle Pierce	(467.90)
12804	07/30/14	10014110	Lorna J. Perski	(1,263.35)
12805	07/30/14	10014110	Beverly A. Pahoski	(727.55)
12806	07/30/14	10014110	Beverly A. Pahoski	(71.35)
12807	07/30/14	10014410	Robert Krolczyk	(706.62)
12808	07/30/14	10014110	Monica Otis	(706.78)
			Total	<u>(103,055.51)</u>

Ending Balance 472,119.57

Bank Summary

Ending Bank Balance 472,119.57

Deposits and Credit Memos in transit

159	07/31/14	10113401.3	501-11 CFP Grant	1,004.00
160	07/31/14	10123401.3	501-12 CFP Grant	13,599.68
161	07/31/14	10133401.1	501-13 CFP Grant	5,229.27
152	07/31/14	10011122	July Cash Receipts	<u>5,715.17</u>
			Total	<u>25,548.12</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
6090	07/03/14	10012114	██████████	142.00

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/14
Statement Ending date: 07/31/14
Checkbook Name: Public Housing Checking

6092	07/15/14	10011122	██████████	434.00
6097	07/16/14	10014190.3	City of Manistee	600.00
6102	07/16/14	10012119.2	Manistee Hsg Commission	632.00
6109	07/22/14	10012137	City of Manistee	39,251.20
6114	07/22/14	10014420	HD Supply Facilities Mtce	147.84
6117	07/30/14	10011400	M.C. Smith Associates	3,430.00
6118	07/30/14	10011400	Next IT	12,725.95
6119	07/30/14	10014420	Blarney Castle Fleet	269.41
6120	07/30/14	10014430.06	Haglund's Floor Covering	1,855.00
6121	07/30/14	10011400.8	HD Supply Facilities Mtce	3,794.50
6122	07/30/14	10014130	Mika Meyers Beckett & Jones PLC	2,220.98
6123	07/30/14	10014190.3	Next IT	164.50
6124	07/30/14	10104430.12	Nordlund & Associates, Inc.	1,390.00
6125	07/30/14	10014190.3	PNC Bank	845.53
6126	07/30/14	10014182	Principal Financial Group	884.28
6127	07/30/14	10011290	Priority Health	6,622.02
6128	07/30/14	10014182	VSP	148.12
12777	06/18/14	10012117.9	United Steel Workers	112.18
12799	07/16/14	10011111.3	West Shore Bank	158.33
12809	07/30/14	10011111.3	West Shore Bank	158.33
			Total	<u>(76,364.07)</u>

Ending Balance 421,303.62

Book Summary

G/L account: 10011111.2
G/L journal: Journal Entry
G/L period: 07/31/14

Total Adjustments: 0.00

Ending Balance 421,303.62

**Manistee Housing Commission
Bank Reconciliation Transmittal**

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Page 1

Account Number:
Statement Ending date: 07/31/14
Checkbook Name: HRA Account

General Ledger

Balance per General Ledger (Account 10011111.3) at 07/01/14	11,925.75
Activity for the month:	
Total Debits (Deposits and Credit Memos)	475.48
Total Credits (Checks and Debit Memos)	<u>-564.82</u>
Unreconciled General Ledger Balance at 07/31/14	<u>11,836.41</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 07/31/14	<u><u>11,836.41</u></u>

Bank

Balance per Bank Statement at 07/31/14	11,519.75
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 07/31/14	<u><u>11,836.41</u></u>

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/14
Statement Ending date: 07/31/14
Checkbook Name: HRA Account

Statement Summary

Beginning Balance				11,925.75
Deposits and Credit Memos				
12789	07/02/14		West Shore Bank	158.33
157	07/31/14	10013610	HRA Interest	0.49
			Total	<u>158.82</u>
Checks and Debit Memos				
364	07/31/14	10012117.12	To record HRA transactions per July 2014 bank statement.	(564.82)
			Total	<u>(564.82)</u>
Ending Balance				<u><u>11,519.75</u></u>

Bank Summary

Ending Bank Balance				11,519.75
Deposits and Credit Memos in transit				
12799	07/16/14		West Shore Bank	158.33
12809	07/30/14		West Shore Bank	158.33
			Total	<u>316.66</u>
Ending Balance				<u><u>11,836.41</u></u>

Book Summary

G/L account: 10011111.3
G/L journal: Journal Entry
G/L period: 07/31/14

Total Adjustments:				<u>0.00</u>
Ending Balance				<u><u>11,836.41</u></u>

Manistee Housing Commission
Bank Reconciliation Transmittal

Account Number: 558567
Statement Ending date: 07/31/14
Checkbook Name: Money Market Savings

General Ledger

Balance per General Ledger (Account 10011111.4) at 07/01/14	53,014.09
Activity for the month:	
Total Debits (Deposits and Credit Memos)	4.50
Total Credits (Checks and Debit Memos)	-0.00
Unreconciled General Ledger Balance at 07/31/14	<u>53,018.59</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 07/31/14	<u><u>53,018.59</u></u>

Bank

Balance per Bank Statement at 07/31/14	53,018.59
Total Additions (Deposits and Credit Memos in transit)	0.00
Total Subtractions (Checks and Debit Memos in transit)	-0.00
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 07/31/14	<u><u>53,018.59</u></u>

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/14
Statement Ending date: 07/31/14
Checkbook Name: Money Market Savings

Statement Summary

Beginning Balance					53,014.09
Deposits and Credit Memos					
158	07/31/14	10013610	Money Market Savings Interest		<u>4.50</u>
			Total		<u>4.50</u>
Ending Balance					<u><u>53,018.59</u></u>

Bank Summary

Ending Bank Balance					<u>53,018.59</u>
Ending Balance					<u><u>53,018.59</u></u>

Book Summary

G/L account: 10011111.4
G/L journal: Journal Entry
G/L period: 07/31/14

Total Adjustments:					<u>0.00</u>
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Ending Balance					<u><u>53,018.59</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 July 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.

REDACTED PER FEDERAL PRIVACY ACT

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

ASSETS

CURRENT ASSETS

Cash

1111 - Cash - MSHDA \$ 77,171.72

Total Cash 77,171.72

Receivables

1129.3 - Accounts Receivable - DVG 1,748.00

1129.4 - Interfund Receivable - P/H 1,000.00

Total Receivables 2,748.00

Investments

Total Investments 0.00

Prepaid Expenses & Other Assets

Total Prepaid Expenses & Other Assets 0.00

Total Current Assets 79,919.72

CAPITAL ASSETS

Land, Structures & Equipment

1400.7 - Buildings 364,363.29

1400.98 - Accumulated Depreciation-DVG (62,037.09)

Total Land, Structures & Equipment 302,326.20

TOTAL CAPITAL ASSETS 302,326.20

TOTAL ASSETS \$ 382,245.92

REDACTED PER FEDERAL PRIVACY ACT

**Manistee Housing Commission
Domestic Violence Grant
BALANCE SHEET
As of July 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 - Forgivable 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>1,610.60</u>
Total Unreserved Fund Balance	(119,626.88)

TOTAL EQUITY (119,626.88)

TOTAL LIABILITIES/EQUITY \$ 382,245.92

REDACTED PER FEDERAL PRIVACY ACT

**Manistee Housing Commission
Domestic Violence Grant
INCOME STATEMENT
For the 1 Month and 7 Months Ended July 31, 2014**

	1 Month Ended	7 Months Ended
	<u>July 31, 2014</u>	<u>July 31, 2014</u>
Operating Income		
3110 - Dwelling Rental	1,232.00	8,624.00
3690 - Tenant Income	<u>0.00</u>	<u>14.99</u>
Total Operating Income	1,232.00	8,638.99
Operating Expenses		
Administration		
4150 - Travel Expense	(1,000.00)	254.13
4170 - Accounting Fees	124.80	936.10
4190.5 - Other Sundry-Misc.	<u>2.00</u>	<u>63.16</u>
Total Administration	(873.20)	1,253.39
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>5,775.00</u>
Total Depreciation Expense	825.00	5,775.00
Capital Expenditures		
Total Capital Expenditures	0.00	0.00
Total Operating Expenses	<u>(48.20)</u>	<u>7,028.39</u>
Net Income/(Loss)	<u>2,105.20</u>	<u>7,385.60</u>

REDACTED PER FEDERAL PRIVACY ACT

**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>
07/01/14	2498	20014170	H.A.A.S., Inc.	124.80	124.80
07/31/14	MI078	20011111	Check 2498	(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>40025281.000</u>
Number of Transactions	2				

REDACTED PER FEDERAL PRIVACY ACT

Manistee Housing Commission
Cash Receipts - DVG Journal

Date	Reference	Account	Description	Amount	Reference Total
07/31/14	112	20011111	July Cash Receipts	600.00	
07/31/14	112	20011122	July TAR Collections	(600.00)	
07/31/14	113	20011111	Interfund Reimbursement - P/H	632.00	
07/31/14	113	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			

REDACTED PER FEDERAL PRIVACY ACT

<u>Date</u>	<u>Reference</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
07/31/14	312	20011122	To record charges to tenants per July 2014 MSO.	1,232.00	
07/31/14	312	20013110	To record charges to tenants per July 2014 MSO.	(1,232.00)	
07/31/14	313	20011111	To record service fee per July 2014 bank statement.	(2.00)	
07/31/14	313	20014190.5	To record service fee per July 2014 bank statement.	2.00	
07/31/14	A1	20011400.98	To record estimated depreciation expense.	(825.00)	
07/31/14	A1	20014800	To record estimated depreciation expense.	825.00	
07/31/14	RT1	20019996	To record units leased.	3.00	
07/31/14	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			

REDACTED PER FEDERAL PRIVACY ACT

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
20011111 Cash - MSHDA				76,066.52		
07/31/14	112		July Cash Receipts		600.00	
07/31/14	113		Interfund Reimbursement - P/H		632.00	
07/31/14	313		To record service fee per July 2014 bank statement.		(2.00)	
07/31/14	MI078		Check 2498		(124.80)	
					<u>1,105.20</u>	<u>77,171.72</u>
20011122 Tenants Accounts Receivable				0.00		
07/31/14	112		July TAR Collections		(600.00)	
07/31/14	152		July TAR Collections		(632.00)	
07/31/14	312		To record charges to tenants per July 2014 MSO.		1,232.00	
					<u>0.00</u>	<u>0.00</u>
20011129.3 Interfund - Due From				1,748.00		
					<u>0.00</u>	<u>1,748.00</u>
20011129.4 Interfund Receivable - P/H				0.00		
07/31/14	113		Interfund Reimbursement - P/H		(632.00)	
07/31/14	152		July Cash Receipts		632.00	
07/31/14	366		To reclassify CK 2493 dated 04/07/2014.		1,000.00	
					<u>1,000.00</u>	<u>1,000.00</u>
20011400.7 Buildings				364,363.29		
					<u>0.00</u>	<u>364,363.29</u>
20011400.98 Accumulated Depreciation-DVG				(61,212.09)		
07/31/14	A1 S		To record estimated depreciation expense.		(825.00)	
					<u>(825.00)</u>	<u>(62,037.09)</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				(7,392.00)		
07/31/14	312		To record charges to tenants per July 2014 MSO.		(1,232.00)	
					<u>(1,232.00)</u>	<u>(8,624.00)</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	20013690		Tenant Income	(14.99)	<u>0.00</u>	<u>(14.99)</u>
	20014150		Travel Expense	1,254.13	<u>(1,000.00)</u>	<u>254.13</u>
07/31/14	366		To reclassify CK 2493 dated 04/07/2014.		<u>(1,000.00)</u>	
	20014170		Accounting Fees	811.30	<u>124.80</u>	<u>936.10</u>
07/01/14	2498	V	H.A.A.S., Inc.		<u>124.80</u>	
	20014190.5		Other Sundry-Misc.	61.16	<u>2.00</u>	<u>63.16</u>
07/31/14	313		To record service fee per July 2014 bank statement.		<u>2.00</u>	
	20014800		Depreciation - Current Year	4,950.00	<u>825.00</u>	<u>5,775.00</u>
07/31/14	A1	S	To record estimated depreciation expense.		<u>825.00</u>	
	20019996		Actual Unit Months for REAC Submission	18.00	<u>3.00</u>	<u>21.00</u>
07/31/14	RT1	S	To record units leased.		<u>3.00</u>	
	20019997		Actual Unit Months - Contra	(18.00)	<u>(3.00)</u>	<u>(21.00)</u>
07/31/14	RT1	S	To record units leased.		<u>(3.00)</u>	
Current Profit/(Loss)					<u>1,280.20</u>	
			YTD Profit/(Loss)			<u>1,610.60</u>
Number of Transactions						18
			The General Ledger is in balance			<u>0.00</u>

REDACTED PER FEDERAL PRIVACY ACT

**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number:
Statement Ending date: 07/31/14
Checkbook Name: DVG Checking

General Ledger

Balance per General Ledger (Account 20011111) at 07/01/14	76,066.52
Activity for the month:	
Total Debits (Deposits and Credit Memos)	1,232.00
Total Credits (Checks and Debit Memos)	<u>-126.80</u>
Unreconciled General Ledger Balance at 07/31/14	<u>77,171.72</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 07/31/14	<u><u>77,171.72</u></u>

Bank

Balance per Bank Statement at 07/31/14	76,539.72
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 07/31/14	<u><u>77,171.72</u></u>

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/14
Statement Ending date: 07/31/14
Checkbook Name: DVG Checking

Statement Summary

Beginning Balance				75,434.52
Deposits and Credit Memos				
111	06/30/14	20011129.4	Interfund Reimbursement - P/H	632.00
112	07/31/14	20011122	July Cash Receipts	600.00
			Total	<u>1,232.00</u>
Checks and Debit Memos				
313	07/31/14	20014190.5	To record service fee per July 2014 bank statement.	(2.00)
2498	07/01/14	20014170	H.A.A.S., Inc.	(124.80)
			Total	<u>(126.80)</u>
Ending Balance				<u><u>76,539.72</u></u>

Bank Summary

Ending Bank Balance				76,539.72
Deposits and Credit Memos in transit				
113	07/31/14	20011129.4	Interfund Reimbursement - P/H	632.00
			Total	<u>632.00</u>
Ending Balance				<u><u>77,171.72</u></u>

Book Summary

G/L account: 20011111				
G/L journal: Journal Entry - DVG				
G/L period: 07/31/14				
			Total Adjustments:	<u>0.00</u>
Ending Balance				<u><u>77,171.72</u></u>

City of Manistee Housing Commission

Security Deposit Reconciliation

For the Month Ending July 31, 2014

Prepared August 5, 2014 by Bookkeeper

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
Beginning PH Balance				\$ 53,451.30
Increases to PH				
Wiegand, Carol	7/3/2014	New Tenant	\$ 254.00	\$ 254.00
Pete, Jennifer	7/9/2014	New Tenant	\$ 219.00	\$ 473.00
Brown, Alphonso	7/10/2014	New Tenant	\$ 215.00	\$ 688.00
Lewis, Nancy	7/11/2014	New Tenant	\$ 50.00	\$ 738.00
Edgington, Richard	7/15/2014	New Tenant	\$ 388.00	\$ 1,126.00
Driggs, Katherine	7/16/2014	New Tenant	\$ 50.00	\$ 1,176.00
Swidorski, Debra	7/18/2014	New Tenant	\$ 50.00	\$ 1,226.00
Cross, Robert	7/25/2014	New Tenant	\$ 283.00	\$ 1,509.00
Cook, Kristen	7/29/2014	New Tenant	\$ 107.00	\$ 1,616.00
Total Increases to PH			\$ 1,616.00	\$ 1,616.00
Decreases to PH				
Daigh, Austin	7/3/2014	Transfer Against Owed	\$ (212.00)	\$ (212.00)
Clements, Sarah	7/2/2014	Transfer Against Owed	\$ (61.00)	\$ (273.00)
Clements, Sarah	7/2/2014	Refund of Deposit	\$ (142.00)	\$ (415.00)
Buerger, Gary	7/25/2014	Transfer Against Owed	\$ (233.00)	\$ (648.00)
Porter, Michael	7/25/2014	Transfer Against Owed	\$ (464.00)	\$ (1,112.00)
Banicki, James	7/25/2014	Transfer Against Owed	\$ (168.00)	\$ (1,280.00)
Knowles, Niki	7/3/2014	Refund of Deposit	\$ (183.00)	\$ (1,463.00)
Janicki, Laura	7/14/2014	Refund of Deposit	\$ (408.00)	\$ (1,871.00)
Total Decreases to PH			\$ (1,871.00)	\$ (1,871.00)
Net Increase (Decrease) to PH			\$ (255.00)	\$ (255.00)
Ending PH Balance			\$ (255.00)	\$ 53,196.30
Beginning DVG Balance				\$ 1,748.00
Increases to DVG				
N/A			\$ -	\$ -
Total Increases to DVG			\$ -	\$ -
Decreases to DVG				
N/A			\$ -	\$ -
Total Decreases to DVG			\$ -	\$ -
Net Increase (Decrease) to DVG			\$ -	\$ -
Ending DVG Balance			\$ -	\$ 1,748.00
Combined Ending Balance				\$ 54,944.30