

# CITY OF MANISTEE HOUSING COMMISSION

Tuesday, August 22, 2017

**Community Room - Harborview**

4:00 PM

## AGENDA

### 1. Call to Order/Roll Call

#### a. General Notice:

*The staff of CMHC carefully reviews each item attached to the agenda for errors and omissions, and though the review is thorough, there still remains the chance for an error or omission to occur. Please bring to the attention of the Executive Director any errors or omissions you may find.*

*Thank you*

### 2. Amendments to Agenda

### 3. 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.*

### 4. 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 come before the Commissioners as stated on the agenda.*

*Consent Agenda items include:*

#### a. Approval of Minutes

- 1) Annual Meeting Minutes July 25, 2017 3
- 2) Regular Meeting Minutes July 25, 2017 7

#### b. Financial Reports

*Financial documents are redacted in compliance with the requirements of the Federal Privacy Act. All personally identifying information of current and past program participants has been redacted.*

- 1) Public Housing Financial Statements \*
  - a) Internal Report: June 30, 2017 Account Analysis 11
  - b) June 30, 2017 13
- 2) Domestic Violence Grant Program \*

a) June 30, 2017	49
3) Security Deposits Reconciliation *	
a) June 30, 2017	60
<b>c. Resolutions</b>	
<i>Resolutions placed on the Consent Agenda concern matters of compliance with U.S. Department of Housing and Urban Development [HUD] and federal law that require the adoption of a policy or provision of a public housing benefit. The contents of these Resolutions, items of compliance, policy and regulation are not debatable but are required to maintain regulatory compliance.</i>	
<b>5. Old Business</b>	
a. <i>None</i>	
<b>6. New Business</b>	
a. <i>None</i>	
<b>7. Review of the Executive Director Summary</b>	61
<b>8. Other Staff Reports</b>	
<i>At this time other CMHC staff may make a presentation to the Commissioners or the Commissioners may make inquiry of a CMHC staff member.</i>	
<b>9. Committee Reports</b>	
<i>At this time CMHC standing committees may make a report to the Commissioners as needed.</i>	
<b>10. Communications</b>	
<i>None received</i>	
<b>11. Public Comment</b>	
<i>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.</i>	
<b>12. Commissioner Report/Comment</b>	
<b>13. Adjournment</b>	
<b>14. Next Meeting[s]</b>	
a. Regular Monthly Meeting	
Tuesday, September 26, 4:00 PM	
Location - Harborview Apartments Community Room	



**City of Manistee  
Housing Commission**  
273 6th Avenue • Manistee, Michigan 49660

**Meeting Minutes  
July 25, 2017  
Annual Meeting 2017**

**Meeting Start Time:** 4:00 P.M.

**Roll Call:**

Commissioner	Present	Absent Excused	Absent Non-Excused
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Housing Commission Staff Present:**

Staff Member	Present
Clinton McKinven-Copus, Executive Director/Commission Secretary	<input checked="" type="checkbox"/>
Lindsay McIntyre, Program Director	<input checked="" type="checkbox"/>
Monica Otis, Financial Analyst/Procurement Assistant	<input checked="" type="checkbox"/>
Kevin Helminiak, Maintenance Dept. Crew Leader	<input checked="" type="checkbox"/>

**Elections of Officers:**

The 2017 Annual Meeting of the City of Manistee Housing Commission was called to order by Clinton McKinven-Copus, the Executive Director/Secretary of the Commission at 4:00 PM. Upon opening the meeting, Mr. McKinven-Copus called for nominations for the President of the Board.

Nominations for the position of Board President:

- Doug Parkes nominated Dale Priester
- Sheryl Kuenzer seconded the nomination

Mr. McKinven-Copus ask Mr. Priester if he would accept the nomination; Mr. Priester affirmed that he would. Mr. McKinven-Copus asked if there were additional nominations for the position of Board President. No additional nominations were offered. Mr. McKinven-Copus called a roll-call vote for the nomination of Mr. Priester as Commission President.

# DRAFT

Officer Election	Title: President				Motion By: Doug Parkes	Second By: Sheryl Kuenzer
Commissioner	Yes	No	Abstain	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Dale Priester	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Mr. McKinven-Copus turned the leadership of the meeting over to newly elected President Priester. President Priester called for nominations for the position of Vice-President.

Nominations for the position of Vice-President:

- Sheryl Kuenzer nominated Doug Parkes
- Krista McDougall seconded the nomination

President Priester asked Mr. Parkes if he would accept the nomination; Mr. Parkes affirmed that he would. President Priester asked if there were additional nominations for the position of Board Vice-President. No additional nominations were offered. Mr. McKinven-Copus called a roll-call vote for the nomination of Mr. Parkes as Commission Vice-President.

Officer Election	Title: Vice-President				Motion By: Sheryl Kuenzer	Second By: Krista McDougall
Commissioner	Yes	No	Abstain	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Nominations for the position of Treasurer:

- Sheryl Kuenzer nominated Krista McDougall
- Doug Parkes seconded the nomination

President Priester asked Ms. McDougall if she would accept the nomination; Ms. McDougall affirmed that she would. President Priester asked if there were additional nominations for the position of Board Treasurer. No additional nominations were offered. Mr. McKinven-Copus called a roll-call vote for the nomination of Ms. McDougall as Commission Treasurer.

# DRAFT

Officer Election	Title: Treasurer				Motion By: Sheryl Kuenzer	Second By: Doug Parkes
Commissioner	Yes	No	Abstain	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Krista McDougall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Following the election of Officers, President Priester made the following appointments:

- Audit Committee
  - Chair [per By-laws] Commission Treasurer
  - Commission General Counsel
  - Commission Vice-President
- Personnel Committee
  - Doug Parkes
  - Commission General Counsel

**New Business:**

Resolution# A.M. 2017-01	Title: Establishment of Regular Meetings				Motion By: Doug Parkes	Second By: Sheryl Kuenzer
Commissioner	Yes	No	Abstain	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# DRAFT

## Meeting Adjourned

Adjournment Time: 4:06					Motion By: Sheryl Kuenzer	Second By: Doug Parkes
Commissioner	Yes	No	Abstain	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> Approved
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Not Approved
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Dale Priester  
President

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



# City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Meeting Minutes  
July 25, 2017  
Regular Meeting

**Meeting Start Time:** 4:07 P.M.

**Roll Call:**

Commissioner	Present	Absent Excused	Absent Non-Excused
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Housing Commission Staff Present:**

Staff Member	Present
Clinton McKinven-Copus, Executive Director/Commission Secretary	<input checked="" type="checkbox"/>
Lindsay McIntyre, Program Director	<input checked="" type="checkbox"/>
Monica Otis, Financial Analyst/Procurement Assistant	<input checked="" type="checkbox"/>
Kevin Helminiak, Maintenance Dept. Crew Leader	<input checked="" type="checkbox"/>

**Others Present:**

- None

**Public Comment on Agenda Related Items:**

- None

**Amendments to the Agenda:**

- Moved Resolution 2017-09: Adoption of Utility Allowances 2017 to Consent Agenda

# DRAFT

**Consent Agenda:**

- A. Approval of Minutes
  - i. Regular Meeting: March 28, 2017
- B. Financial Reports
  - i. Public Housing Financial Statements
    - i. Internal Report: January – May 2017 Account Analysis
    - ii. February 28, 2017
    - iii. March 31, 2017
    - iv. April 30, 2017
    - v. May 31, 2017
  - ii. Domestic Violence Grant Program
    - i. February 28, 2017
    - ii. March 31, 2017
    - iii. April 30, 2017
    - iv. May 31, 2017
  - iii. Security Deposit Reconciliation
    - i. February 28, 2017
    - ii. March 31, 2017
    - iii. April 30, 2017
    - iv. May 31, 2017
- C. Resolutions
  - i. Resolution 2017-06: Adoption of the Resident Occupancy and Transfer Rights Under VAWA
  - ii. Resolution 2017-08: July Write Off of Bad Debt
  - iii. Resolution 2017-09: Adoption of Utility Allowances 2017

Consent Agenda					Motion By: Doug Parkes	Second By: Krista McDougall
Commissioner	Yes	No	Abstain	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Old Business:**

- None

# DRAFT

**New Business:**

Resolution 2017-07		Title: Adoption of Investment Plan for 100% Funding of the MERS Retirement Plan for Employees				Motion By: Doug Parkes	Second By: Sheryl Kuenzer
Commissioner	Yes	No	Abstain	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Resolution 2017-10		Title: Adoption of 457 Supplemental Retirement Program Resolution				Motion By: Doug Parkes	Second By: Krista McDougall
Commissioner	Yes	No	Abstain	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Resolution 2017-11		Title: Adoption of MERS Health Care Savings Program Participation				Motion By: Doug Parkes	Second By: Sheryl Kuenzer
Commissioner	Yes	No	Abstain	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Executive Director's Report:**

- Executive Director, Clinton McKinven-Copus reviewed the prepared report.

**Other Staff Reports:**

- None

**Finances:**

- Approved with Consent Agenda

**Committee Reports:**

- None

**Communications:**

- None received

# DRAFT

**Public Comment:**

- Several residents brought to the attention of the Commissioners items that were of a work order nature. The Commissioners remanded the items to Executive Director, Clinton McKinven-Copus to resolve.

**Commissioner Report/Comments:**

- None

**Meeting Adjourned**

Adjournment Time: 4:50 PM		Motion By: Sheryl Kuenzer			Second By: Krista McDougall	
Commissioner	Yes	No	Absent Excused	Absent Non-Excused		
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Approved</b>  <input type="checkbox"/> <b>Not Approved</b>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

\_\_\_\_\_  
Dale Priester  
President

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

## FY 2017 One Page

Total Units: 214	Monthly	June	YTD Actual
<b>Operating Revenue</b>			
<b>Tenant Revenue</b>			
3110 - Dwelling Rental Revenue	\$ 44,166.67	\$ 38,630.00	\$ 242,257.00
3120 - Tenant Revenue - Excess Utilities	\$ 833.33	\$ 532.98	\$ 4,048.36
3689 - Tenant Revenue - Cable TV	\$ 5,076.25	\$ 4,920.00	\$ 28,526.35
3690 - Tenant Revenue - Other	\$ 2,500.00	\$ 7,409.89	\$ 17,376.95
<b>Total Tenant Revenue</b>	<b>\$ 52,576.25</b>	<b>\$ 51,492.87</b>	<b>\$ 292,208.66</b>
<b>HUD PHA Grant Revenue</b>			
3401.1 - Operating Grants	\$ 3,333.33	-	-
3401.2 - Operating Subsidy	\$ 40,833.33	\$ 58,128.00	\$ 244,767.00
<b>Total HUD PHA Grant Revenue</b>	<b>\$ 44,166.67</b>	<b>\$ 58,128.00</b>	<b>\$ 244,767.00</b>
<b>Other Revenue</b>	<b>\$ 2,170.00</b>	<b>\$ 644.73</b>	<b>\$ 15,971.81</b>
<b>Total Operating Income</b>	<b>\$ 98,912.92</b>	<b>\$ 110,265.60</b>	<b>\$ 552,947.47</b>
<b>Operating Expenses</b>			
<b>Routine Expenses</b>			
<b>Administration</b>	\$ 31,057.42	\$ 31,156.59	\$ 201,458.02
<i>Unusual Administration</i>	-	-	-
<b>Total Administration</b>	<b>\$ 31,057.42</b>	<b>\$ 31,156.59</b>	<b>\$ 201,458.02</b>
<b>Tenant Services</b>	\$ 6,409.58	\$ 5,981.59	\$ 36,370.48
<i>Unusual Tenant Services</i>	-	-	-
<b>Total Tenant Services</b>	<b>\$ 6,409.58</b>	<b>\$ 5,981.59</b>	<b>\$ 36,370.48</b>
<b>Utilities</b>	\$ 14,633.33	\$ 12,499.49	\$ 97,094.27
<i>Unusual Utilities</i>	-	-	-
<b>Total Utilities</b>	<b>\$ 14,633.33</b>	<b>\$ 12,499.49</b>	<b>\$ 97,094.27</b>
<b>Maintenance</b>	\$ 27,332.08	\$ 32,408.32	\$ 174,792.97
<i>Unusual Maintenance</i>	-	-	-
<b>Total Maintenance</b>	<b>\$ 27,332.08</b>	<b>\$ 32,408.32</b>	<b>\$ 174,792.97</b>
<b>Protective Services</b>	\$ 291.67	-	-
<i>Unusual Protective Services</i>	-	-	-
<b>Total Protective Services</b>	<b>\$ 291.67</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Expenses</b>	\$ 18,962.25	\$ 15,395.84	\$ 96,227.58
<i>Unusual General Expenses</i>	-	-	-
<b>Total General Expenses</b>	<b>\$ 18,962.25</b>	<b>\$ 15,395.84</b>	<b>\$ 96,227.58</b>
<b>Total Routine Expense</b>	<b>\$ 98,686.33</b>	<b>\$ 97,441.83</b>	<b>\$ 605,943.32</b>
<b>Non-Routine Expenses</b>			
<b>Extraordinary Maintenance</b>	-	-	-
<b>Total Casualty Losses</b>	-	-	-
<b>Total Non-Routine Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Operating Expenses</b>	<b>\$ 98,686.33</b>	<b>\$ 97,441.83</b>	<b>\$ 605,943.32</b>
<b>Operating Income (Loss)</b>	<b>\$ 226.58</b>	<b>\$ 12,823.77</b>	<b>\$ (52,995.85)</b>
<b>Total Depreciation Expense</b>	-	\$ 24,750.00	\$ 148,500.00
<b>Surplus Credits &amp; Charges</b>	-	-	\$ 1,009.75
<b>Capital Expenditures</b>	-	-	-
<b>HUD Net Income (Loss)</b>	\$ (2,793.83)	\$ 8,878.86	\$ (87,483.56)
<b>GAAP Net Income (Loss)</b>	\$ 226.58	\$ (11,926.23)	\$ (202,505.60)

<b>Unusual Expense Detail:</b>		
<b>Ordinary Maint. &amp; Operation</b>		
4420 - Materials	\$ 1,895.75	Unit Upgrade
4430.02 - Heating & Cooling Contracts	\$ 2,606.00	HV Boiler Repair
4430.04 - Elevator Contracts	\$ 1,789.11	Service Call while out of contract
4430.09 - Extermination Contracts	\$ 1,459.00	Continued Pest Control
4430.12 - Miscellaneous Contracts	\$ 1,592.24	CT Roof Leak
<b>Total Ordinary Maintenance &amp; Operations</b>	<b>\$ 4,501.75</b>	
<b>Total Unusual Expenses:</b>	<b>\$ 4,501.75</b>	

Housing Authority Acct Specialists, Inc.  
PO Box 545  
Sparta, WI 54656  
608-269-6490

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 June 30, 2017. 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.

DOCUMENT REDACTED  
PER FEDERAL PRIVACY ACT  
ALL PERSONALLY IDENTIFIABLE INFORMATION  
OF CURRENT AND PAST PROGRAM PARTICIPANTS  
HAS BEEN REDACTED

**Manistee Housing Commission  
Low Rent Public Housing  
BALANCE SHEET  
As of June 30, 2017**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.2 - NOW Account	\$ 266,755.92
1111.3 - HRA Account	10,553.67
1111.4 - Money Market Savings	49,205.10
1117 - Petty Cash Fund	250.00
1118 - Change Fund	<u>50.00</u>

**Total Cash** 326,814.69

**Receivables**

1122 - Tenants Accounts Receivable	19,511.54
1122.1 - Allowance for Doubtful Accounts	<u>(4,808.49)</u>

**Total Receivables** 14,703.05

**Investments**

**Total Investments** 0.00

**Prepaid Expenses & Other Assets**

1211 - Prepaid Insurance	<u>14,758.26</u>
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**Total Prepaid Expenses & Other Assets** 14,758.26

**Total Current Assets** 356,276.00

**Non Current Assets - Other**

1701 - Deferred Outflows	<u>43,986.46</u>
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**Total Non Current Assets - Other** 43,986.46

**CAPITAL ASSETS**

**Land, Structures & Equipment**

1400 - Construction in Progress-CFP	2,000.00
1400.6 - Land	360,271.62
1400.61 - Land Improvements	89,807.07
1400.7 - Buildings	4,657,515.77
1400.71 - Building Improvements	5,365,404.21
1400.72 - Non-dwelling Structures	8,525.00
1400.8 - Furn., Equip., Mach.-Dwellings	260,827.20
1400.9 - Furn., Equip., Mach.-Admin	555,959.82
1400.95 - Accumulated Depreciation-ALL	<u>(8,324,715.56)</u>

**Total Land, Structures & Equipment** 2,975,595.13

**TOTAL CAPITAL ASSETS** 2,975,595.13

**TOTAL ASSETS** \$ 3,375,857.59

**Manistee Housing Commission  
Low Rent Public Housing  
BALANCE SHEET  
As of June 30, 2017**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

2111 - Vendors and Contractors	\$ 30,009.32
2114 - Tenant Security Deposits	44,968.01
2117.12 - FSA Withheld	860.16
2117.5 - Pension Withheld	1,272.30
2119.2 - Interfund Payable - DVG	<u>1,935.90</u>

**Total Accounts Payable**

79,045.69

**Accrued Liabilities**

2131 - EPC Loan - Current	16,620.37
2133 - Capital Lease - 2016 F250 - Current	2,339.07
2135 - Accrued Wages/Payroll Taxes Payable	5,336.86
2135.1 - Accrued Comp. Absences-Current	20,831.82
2137 - Payments in Lieu of Taxes	<u>19,740.00</u>

**Total Accrued Liabilities**

64,868.12

**Total Current Liabilities**

143,913.81

**Non Current Liabilities**

2132 - EPC Loan - Noncurrent	1,101,127.74
2135.3 - Accrued Comp. Absences-Non Current	6,996.79
2138 - Net Pension Liability	7,578.00
2139 - Capital Lease - 2016 F250 - Non Current	<u>17,020.14</u>

**Total Non Current Liabilities**

1,132,722.67

**Deferred Credits**

**Total Deferred Credits**

0.00

**TOTAL LIABILITIES/DEFERRED CREDITS**

1,276,636.48

**EQUITY**

**Unreserved Fund Balance**

2806 - Unrestricted Net Position	350,487.54
2806.1 - Invested in Capital Assets	1,949,239.17
2820 - HUD Operating Reserve - Memo	350,487.54
2820.1 - HUD Operating Reserve-Contra	(350,487.54)
Current Year Profit(Loss) - P/H	(202,505.60)
Current Year Profit(Loss) - 501-16 CFP	<u>2,000.00</u>

**Total Unreserved Fund Balance**

2,099,221.11

**TOTAL EQUITY**

2,099,221.11

**TOTAL LIABILITIES/EQUITY**

\$ 3,375,857.59

**Manistee Housing Commission  
Low Rent Public Housing  
Statement of Revenue & Expense  
For the 1 Month and 6 Months Ended June 30, 2017**

Units	1 Month Ended	6 Months	BUDGET	*OVER/UNDER
214	<u>June 30, 2017</u>	<u>June 30, 2017</u>		
<b>Operating Revenue</b>				
<b>Tenant Revenue</b>				
3110 - Dwelling Rental Revenue	38,630.00	242,257.00	530,000.00	287,743.00
3120 - Tenant Revenue - Excess Utilities	532.98	4,048.36	10,000.00	5,951.64
3689 - Tenant Revenue - Cable TV	4,920.00	28,526.35	60,915.00	32,388.65
3690 - Tenant Revenue - Other	<u>7,409.89</u>	<u>17,376.95</u>	<u>30,000.00</u>	<u>12,623.05</u>
<b>Total Tenant Revenue</b>	<u>51,492.87</u>	<u>292,208.66</u>	<u>630,915.00</u>	<u>338,706.34</u>
<b>HUD PHA Grant Revenue</b>				
3401.1 - Operating Grants	0.00	0.00	40,000.00	40,000.00
3401.2 - Operating Subsidy	<u>58,128.00</u>	<u>244,767.00</u>	<u>490,000.00</u>	<u>245,233.00</u>
<b>Total HUD PHA Grant Revenue</b>	<u>58,128.00</u>	<u>244,767.00</u>	<u>530,000.00</u>	<u>285,233.00</u>
<b>Other Revenue</b>				
3610 - Interest Income	62.77	424.88	1,140.00	715.12
3690.1 - Other Revenue	0.00	36.25	3,000.00	2,963.75
3690.4 - Laundry Revenue	581.96	5,510.68	10,200.00	4,689.32
3690.6 - Fraud Recovery Revenue	0.00	0.00	1,700.00	1,700.00
3690.7 - Management Fee - DVG	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
<b>Total Other Revenue</b>	<u>644.73</u>	<u>15,971.81</u>	<u>26,040.00</u>	<u>10,068.19</u>
<b>Total Operating Revenue</b>	<u>110,265.60</u>	<u>552,947.47</u>	<u>1,186,955.00</u>	<u>634,007.53</u>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Wages	13,931.68	87,236.09	161,909.00	74,672.91
4130 - Legal Expense	1,665.20	8,040.35	24,000.00	15,959.65
4140 - Staff Training	0.00	0.00	5,000.00	5,000.00
4150 - Travel Expense	0.00	4,286.67	2,000.00	(2,286.67)
4170 - Accounting Fees	686.88	4,863.78	9,500.00	4,636.22
4171 - Auditing	0.00	0.00	8,500.00	8,500.00
4182 - Employee Benefits - Admin	5,723.35	37,266.82	78,580.00	41,313.18
4185 - Telephone	1,997.38	11,384.39	19,200.00	7,815.61
4190.1 - Publications	0.00	1,299.00	1,400.00	101.00
4190.2 - Membership Dues and Fees	307.38	1,186.38	4,500.00	3,313.62
4190.3 - Admin Service Contracts	4,662.86	33,277.89	33,500.00	222.11
4190.4 - Office Supplies	1,066.56	4,449.92	9,600.00	5,150.08
4190.5 - Other Sundry-Misc.	<u>1,115.30</u>	<u>8,166.73</u>	<u>15,000.00</u>	<u>6,833.27</u>
<b>Total Administration</b>	<u>31,156.59</u>	<u>201,458.02</u>	<u>372,689.00</u>	<u>171,230.98</u>
<b>Tenant Services</b>				
4220 - Rec., Pub., & Other Services	0.00	0.00	5,200.00	5,200.00
4221 - Resident Employee Stipend	500.00	3,740.32	10,800.00	7,059.68
4230 - Contract Costs-Cable & Other	<u>5,481.59</u>	<u>32,630.16</u>	<u>60,915.00</u>	<u>28,284.84</u>
<b>Total Tenant Services</b>	<u>5,981.59</u>	<u>36,370.48</u>	<u>76,915.00</u>	<u>40,544.52</u>

**Manistee Housing Commission  
Low Rent Public Housing  
Statement of Revenue & Expense  
For the 1 Month and 6 Months Ended June 30, 2017**

Units	1 Month Ended	6 Months	<u>BUDGET</u>	<u>*OVER/UNDER</u>
214	<u>June 30, 2017</u>	<u>June 30, 2017</u>		
<b>Utilities</b>				
4310 - Water & Sewer	3,989.65	28,978.74	57,800.00	28,821.26
4320 - Electricity	6,927.11	51,712.72	92,000.00	40,287.28
4330 - Gas	<u>1,582.73</u>	<u>16,402.81</u>	<u>25,800.00</u>	<u>9,397.19</u>
<b>Total Utilities</b>	12,499.49	97,094.27	175,600.00	78,505.73
<b>Maintenance</b>				
4410 - Maintenance Wages	8,040.18	53,696.95	97,693.00	43,996.05
4420 - Materials	5,846.18	28,532.07	54,000.00	25,467.93
4430.01 - Garbage Removal	1,661.42	9,020.74	16,800.00	7,779.26
4430.02 - Heating & Cooling Contracts	2,606.04	11,973.66	18,000.00	6,026.34
4430.03 - Snow Removal Contracts	0.00	0.00	2,500.00	2,500.00
4430.04 - Elevator Contracts	1,789.11	5,725.00	7,000.00	1,275.00
4430.05 - Landscape & Grounds Contracts	350.00	350.00	1,500.00	1,150.00
4430.06 - Unit Turnaround Contracts	1,929.00	8,619.00	19,000.00	10,381.00
4430.07 - Electrical Contracts	204.67	1,457.42	5,600.00	4,142.58
4430.08 - Plumbing Contracts	0.00	475.00	8,400.00	7,925.00
4430.09 - Extermination Contracts	1,459.00	12,167.00	6,000.00	(6,167.00)
4430.11 - Routine Maintenance Contracts	0.00	2,021.10	7,000.00	4,978.90
4430.12 - Miscellaneous Contracts	3,238.04	5,077.72	11,000.00	5,922.28
4433 - Employee Benefits - Maint.	5,284.68	35,677.31	69,492.00	33,814.69
4440 - Staff Training-Maintenance	0.00	0.00	2,000.00	2,000.00
4441 - Staff Travel-Maintenance	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>
<b>Total Maintenance</b>	32,408.32	174,792.97	327,985.00	153,192.03
<b>Protective Services</b>				
4480 - Security Contract Costs	<u>0.00</u>	<u>0.00</u>	<u>3,500.00</u>	<u>3,500.00</u>
<b>Total Protective Services</b>	0.00	0.00	3,500.00	3,500.00
<b>General Expense</b>				
4510 - Insurance	6,035.67	39,843.30	81,000.00	41,156.70
4520 - Payment in Lieu of Taxes	3,290.00	19,740.00	39,480.00	19,740.00
4550 - Compensated Absences	0.00	0.00	5,500.00	5,500.00
4570 - Collection Losses	0.00	0.00	30,000.00	30,000.00
4580 - Interest Expense	<u>6,070.17</u>	<u>36,644.28</u>	<u>71,567.00</u>	<u>34,922.72</u>
<b>Total General Expense</b>	15,395.84	96,227.58	227,547.00	131,319.42
<b>Total Routine Expense</b>	97,441.83	605,943.32	1,184,236.00	578,292.68
<b>Non-Routine Expense</b>				
<b>Extraordinary Maintenance</b>				
<b>Total Extraordinary Maint</b>	0.00	0.00	0.00	0.00
<b>Casualty Losses-Not Cap.</b>				
<b>Total Casualty Losses</b>	0.00	0.00	0.00	0.00
<b>Total Non-Routine Expense</b>	0.00	0.00	0.00	0.00
<b>Total Operating Expenses</b>	<u>97,441.83</u>	<u>605,943.32</u>	<u>1,184,236.00</u>	<u>578,292.68</u>

**Manistee Housing Commission  
Low Rent Public Housing  
Statement of Revenue & Expense  
For the 1 Month and 6 Months Ended June 30, 2017**

Units	1 Month Ended	6 Months	<u>BUDGET</u>	<u>*OVER/UNDER</u>
214	<u>June 30, 2017</u>	<u>June 30, 2017</u>		
<b>Operating Income (Loss)</b>	12,823.77	(52,995.85)	2,719.00	55,714.85
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	24,750.00	148,500.00	0.00	(148,500.00)
<b>Total Depreciation Expense</b>	24,750.00	148,500.00	0.00	(148,500.00)
<b>Surplus Credits &amp; Charges</b>				
6010 - Prior Year Adj. - Affecting RR	0.00	1,009.75	0.00	(1,009.75)
<b>Total Surplus Credits &amp; Charges</b>	0.00	1,009.75	0.00	(1,009.75)
<b>Capital Expenditures</b>				
7510 - Principal Payments - EPC	2,469.91	14,624.36	31,245.00	16,620.64
7511 - Principal Payments - F150	383.14	2,270.68	0.00	(2,270.68)
7520 - Replacement of Equipment	0.00	8,986.60	5,000.00	(3,986.60)
7540 - Betterments and Additions	1,475.00	9,867.00	0.00	(9,867.00)
7590 - Operating Expenditures-Contr	(4,328.05)	(35,748.64)	(36,245.00)	(496.36)
<b>Total Capital Expenditures</b>	0.00	0.00	0.00	0.00
<b>HUD Net Income (Loss)</b>	<u>8,878.86</u>	<u>(87,483.56)</u>	<u>(33,526.00)</u>	53,957.56
<b>GAAP Net Income (Loss)</b>	<u>(11,926.23)</u>	<u>(202,505.60)</u>	<u>2,719.00</u>	
<b>Occupancy Percentage</b>				
9996 - Unit Months Leased	193.00	1,182.00		
9998 - Unit Months Available	214.00	1,284.00		
<b>Total Occupancy Percentage</b>	<u>90.19%</u>	<u>92.06%</u>		
<b>UNP as of: June 30, 2017</b>		<b>263,003.98</b>		

**Manistee Housing Commission  
Capital Fund 501-16  
Statement of Revenue & Expense  
For the 1 Month and 6 Months Ended June 30, 2017**

	1 Month Ended	6 Months Ended
*1016*	<u>June 30, 2017</u>	<u>June 30, 2017</u>
<b>Revenues - HUD PHA Grants</b>		
3401.1 - Operating Grants	9,058.61	9,058.61
3401.3 - Capital Grants	<u>0.00</u>	<u>2,000.00</u>
<b>Total HUD PHA Grants</b>	9,058.61	11,058.61
<b>Nonrental Income</b>		
<b>Total Nonrental Income</b>	<u>0.00</u>	<u>0.00</u>
<b>Total Operating Income</b>	<u>9,058.61</u>	<u>11,058.61</u>
<b>Operating Expenses</b>		
<b>Administration</b>		
4150 - Travel Expense	<u>1,313.81</u>	<u>1,313.81</u>
<b>Total Administration</b>	1,313.81	1,313.81
<b>Ordinary Maint. &amp; Operation</b>		
4430.12 - Miscellaneous Contracts	<u>7,744.80</u>	<u>7,744.80</u>
<b>Total Ordinary Maint &amp; Oper</b>	7,744.80	7,744.80
<b>Depreciation Expense</b>		
<b>Total Depreciation Expense</b>	0.00	0.00
<b>Total Operating Expenses</b>	<u>9,058.61</u>	<u>9,058.61</u>
<b>Net Income/(Loss)</b>	<u>0.00</u>	<u>2,000.00</u>

See Accountants' Compilation Report

**Manistee Housing Commission**  
Capital Fund 501-16

Program ID:	1 Month Ended June 30, 2017	CUMULATIVE June 30, 2017	BUDGET	OVER/UNDER
MI33P078501-16 **1516**				
<hr/>				
<b>Administration</b>				
1406 - Operations	\$ 0.00	\$ 29,680.00	\$ 29,680.00	\$ 0.00
1408 - Management Improvements	1,313.81	18,242.24	21,200.00	2,957.76
1410 - Administration	0.00	21,200.00	21,200.00	0.00
<b>Total Administration</b>	<u>1,313.81</u>	<u>69,122.24</u>	<u>72,080.00</u>	<u>2,957.76</u>
<b>A &amp; E</b>				
1430 - A & E Fees	<u>0.00</u>	<u>7,120.11</u>	<u>15,000.00</u>	<u>7,879.89</u>
<b>Total A &amp; E Fees</b>	0.00	7,120.11	15,000.00	7,879.89
<b>Site Acquisition</b>				
<b>Total Site Acquisition</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
1460 - Dwelling Structures	0.00	26,299.70	109,918.00	83,618.30
1460.99 - Dwelling Structures-Soft Costs	<u>7,744.80</u>	<u>14,529.86</u>	<u>0.00</u>	<u>(14,529.86)</u>
<b>Total Dwelling Structures</b>	7,744.80	40,829.56	109,918.00	69,088.44
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Equipment</b>				
1475 - Nondwelling Equipment	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>
<b>Total Nondwelling Equip.</b>	0.00	0.00	15,000.00	15,000.00
<b>Demolition</b>				
<b>Total Demolition</b>	0.00	0.00	0.00	0.00
<b>Development Activities</b>				
<b>Total Development Activities</b>	0.00	0.00	0.00	0.00
<b>Total Capital Funds Expended</b>	<u>9,058.61</u>	<u>117,071.91</u>	<u>211,998.00</u>	<u>94,926.09</u>
<b>1600 - CFP Funding</b>	<u>9,058.61</u>	<u>117,071.91</u>	<u>211,998.00</u>	<u>94,926.09</u>
<b>Over/(Under) Funding</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

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

Date	Reference	T	Account	Description	Amount	Reference Total
06/01/17	8502	V	10012131	Byline Bank	2,469.91	
06/01/17	8502	V	10014580	Byline Bank	5,972.28	
06/01/17	8502	V	10017510	Byline Bank	2,469.91	
06/01/17	8502	V	10017590	Byline Bank	(2,469.91)	8,442.19
06/01/17	8503	V	10014221	██████████	100.00	100.00
06/01/17	8504	V	10014221	██████████	200.00	200.00
06/01/17	8505		10014221	██████████	200.00	200.00
06/01/17	8506	V	10014190.3	The Nelrod Company	199.00	199.00
06/01/17	8507		10011690	CK 8507 in May	0.00	
06/01/17	8508		10012114	██████████	251.00	251.00
06/01/17	8509		10012114	██████████	183.08	183.08
06/01/17	8510		10012114	██████████	196.00	196.00
06/01/17	8511		10012114	██████████	255.00	255.00
06/01/17	8512		10011122	██████████	71.00	
06/01/17	8512		10012114	██████████	357.00	428.00
06/01/17	8513		10011211	American Bankers Insurance Co.	1,633.00	1,633.00
06/01/17	8514	V	10014185	AT & T Long Distance	158.33	158.33
06/01/17	8515	V	10014420	Blarney Castle Fleet Program	55.73	55.73
06/01/17	8516		10014430.12	Bob's Roofing Company, Inc.	1,592.24	1,592.24
06/01/17	8517	V	10014320	Consumers Energy	5,258.20	5,258.20
06/01/17	8518		10014430.02	Custom Sheet Metal & Heating	916.28	916.28
06/01/17	8519	V	10014330	DTE Energy	825.88	825.88
06/01/17	8520	V	10012133	Ford Credit	383.14	
06/01/17	8520	V	10014580	Ford Credit	97.89	
06/01/17	8520	V	10017511	Ford Credit	383.14	
06/01/17	8520	V	10017590	Ford Credit	(383.14)	481.03
06/01/17	8521		10014430.06	Haglund's Floor Covering	1,929.00	1,929.00
06/01/17	8522	V	10014420	HD Supply Facilities Mtce	79.79	79.79
06/01/17	8523		10164150	Krista McDougall	628.45	
06/01/17	8523		15161408	Krista McDougall	628.45	
06/01/17	8523		15169800	Krista McDougall	(628.45)	628.45
06/01/17	8524		10164150	Monica Otis	685.36	
06/01/17	8524		15161408	Monica Otis	685.36	
06/01/17	8524		15169800	Monica Otis	(685.36)	685.36
06/01/17	8525	V	10014190.3	Pitney Bowes	385.93	385.93
06/01/17	8526	V	10014190.5	Reserve Account	500.00	500.00
06/01/17	8527	V	10014182	Principal Financial Group	592.62	
06/01/17	8527	V	10014433	Principal Financial Group	671.42	1,264.04

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

Date	Reference	T	Account	Description	Amount	Reference Total
06/01/17	8528	V	10014430.04	Schindler Elevator Corp.	1,789.11	1,789.11
06/01/17	8529		10014430.12	SimplexGrinnell	531.00	531.00
06/01/17	8530	V	10014190.4	Staples	991.61	991.61
06/01/17	8531	V	10014420	State Industrial Products	484.50	484.50
06/01/17	8532		10014190.3	U.S. Bank Equipment Finance	716.19	716.19
06/07/17	8533	V	10014185	AT & T	757.13	757.13
06/07/17	8534	V	10014185	AT & T Mobile	958.73	958.73
06/07/17	8535	V	10014185	Charter Business	123.19	
06/07/17	8535	V	10014230	Charter Business	5,481.59	5,604.78
06/07/17	8536	V	10014310	City of Manistee	3,989.65	3,989.65
06/07/17	8537	V	10014320	Consumers Energy	1,668.91	1,668.91
06/07/17	8538		10011122	Consumers Energy	234.73	234.73
06/07/17	8539		10014430.02	Custom Sheet Metal & Heating	1,689.76	1,689.76
06/07/17	8540		10011122	DTE Energy	94.34	94.34
06/07/17	8541	V	10014420	Fastenal Company	736.12	736.12
06/07/17	8542	V	10014430.12	Grand Rental Station	97.26	97.26
06/07/17	8543	V	10014430.09	Griffin Pest Solutions	1,028.00	1,028.00
06/07/17	8544	V	10014190.3	Housing Data Systems	200.00	200.00
06/07/17	8545	V	10014420	Jackpine Business Centers	985.00	985.00
06/07/17	8546	V	10014430.01	Manistee Landfill	156.35	156.35
06/07/17	8547	V	10014190.5	McCardel Water Conditioning	38.00	38.00
06/07/17	8548	V	10014190.3	Next IT	1,893.29	1,893.29
06/07/17	8549	V	10014190.5	The PI Company	303.65	303.65
06/07/17	8550		10014190.5	Poster Compliance Center	69.00	69.00
06/13/17	8551	V	10014430.01	Allied Waste Services	1,505.07	1,505.07
06/13/17	8552		10011211	American Bankers Insurance Co.	1,520.00	1,520.00
06/13/17	8553		10014420	Cadillac Plumbing & Heating Supply Co., Inc.	129.96	129.96
06/13/17	8554	V	10014190.3	CDM Mobile Shredding, Inc	45.00	45.00
06/13/17	8555	V	10014330	DTE Energy	756.85	756.85
06/13/17	8556	V	10014190.5	Equifax	14.45	14.45
06/13/17	8557	V	10014430.09	Griffin Pest Solutions	431.00	431.00

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

Date	Reference	T	Account	Description	Amount	Reference Total
06/13/17	8558		10014430.05	Jason Thompson Landscape & Design	350.00	350.00
06/13/17	8559	V	10014190.3	Kushner & Company	50.00	50.00
06/13/17	8560		10011400.72	Millrock Storage Buildings	1,475.00	
06/13/17	8560		10017540	Millrock Storage Buildings	1,475.00	
06/13/17	8560		10017590	Millrock Storage Buildings	(1,475.00)	1,475.00
06/13/17	8561	V	10014190.2	NAHRO	307.38	307.38
06/13/17	8562	V	10014420	Olson Lumber Company	2,535.84	2,535.84
06/13/17	8563	V	10014420	Wahr Hardware	789.47	789.47
06/26/17	8564		10011211	American Bankers Insurance Co.	1,633.00	1,633.00
06/26/17	8565		10164430.12	Graham Motor & Generator Service	3,294.80	
06/26/17	8565		15161460.99	Graham Motor & Generator Service	3,294.80	
06/26/17	8565		15169800	Graham Motor & Generator Service	(3,294.80)	3,294.80
06/26/17	8566	V	10014420	Grand Rental Station	49.77	49.77
06/26/17	8567	V	10014170	H.A.A.S., Inc.	686.88	686.88
06/26/17	8568	V	10014190.4	Jackpine Business Centers	74.95	74.95
06/26/17	8569		10014430.12	Linke's Body Shop, Inc.	1,017.54	1,017.54
06/26/17	8570	V	10014130	Mika Meyers Beckett & Jones PLC	1,665.20	1,665.20
06/26/17	8571	V	10014190.5	The PI Company	215.20	215.20
06/26/17	8572	V	10014182	Sun Life Financial	376.60	
06/26/17	8572	V	10014433	Sun Life Financial	226.48	603.08
06/26/17	8573		10164430.12	Swidorski Bros. Excavating LLC	4,450.00	
06/26/17	8573		15161460.99	Swidorski Bros. Excavating LLC	4,450.00	
06/26/17	8573		15169800	Swidorski Bros. Excavating LLC	(4,450.00)	4,450.00
06/26/17	8574	V	10014430.07	Top Line Electric	204.67	204.67
06/26/17	8575	V	10014182	VSP	112.31	
06/26/17	8575	V	10014433	VSP	121.44	233.75
06/26/17	8576		10014190.3	Wrike	1,072.90	1,072.90
06/30/17	MI078		10011111.2	Cash Disbursements	(76,976.40)	<u>(76,976.40)</u>
				Transaction Balance		<u><u>0.00</u></u>

Total Debits 90,363.06

Total Credits 90,363.06

A/C Hash Total 1013175049.480

Number of Transactions 97

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

Date	Reference	T	Account	Description	Amount	Reference Total
06/30/17	118		10011111.2	June Cash Receipts	48,186.24	
06/30/17	118		10011122	June TAR Collections	(46,872.28)	
06/30/17	118		10012114	June Security Deposit Collections	(732.00)	
06/30/17	118		10013690.4	Laundry Revenue	(581.96)	
06/30/17	119		10011111.2	501-16 CFP Grant	1,313.81	
06/30/17	119		10163401.1	501-16 CFP Grant	(1,313.81)	
06/30/17	119		15161600	501-16 CFP Grant	1,313.81	
06/30/17	119		15161699	501-16 CFP Grant	(1,313.81)	
06/30/17	120		10011111.2	Operating Subsidy	58,128.00	
06/30/17	120		10013401.2	Operating Subsidy	(58,128.00)	
06/30/17	121		10011111.2	501-16 CFP Grant	7,744.80	
06/30/17	121		10163401.1	501-16 CFP Grant	(7,744.80)	
06/30/17	121		15161600	501-16 CFP Grant	7,744.80	
06/30/17	121		15161699	501-16 CFP Grant	(7,744.80)	
06/30/17	122		10011111.2	Sweep Interest	57.78	
06/30/17	122		10011111.2	Now Interest	0.22	
06/30/17	122		10011111.3	HRA Interest	0.45	
06/30/17	122		10011111.4	MM Savings Interest	4.32	
06/30/17	122		10013610	Interest Income	(62.77)	
06/30/17	123		10011111.2	Refund - Service Charge	25.00	
06/30/17	123		10014190.5	Refund - Service Charge	(25.00)	
					Transaction Balance	<u>0.00</u>
Total Debits	<u>124,519.23</u>		Total Credits	<u>124,519.23</u>	A/C Hash Total	<u>231151529.400</u>
Number of Transactions		21				

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<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
06/30/17	345		10011122	To record charges to tenants per June 2017 Statement of Operations.	51,492.87	
06/30/17	345		10013110	To record charges to tenants per June 2017 Statement of Operations.	(38,630.00)	
06/30/17	345		10013120	To record charges to tenants per June 2017 Statement of Operations.	(532.98)	
06/30/17	345		10013689	To record charges to tenants per June 2017 Statement of Operations.	(4,920.00)	
06/30/17	345		10013690	To record charges to tenants per June 2017 Statement of Operations.	(7,409.89)	
06/30/17	346		10011122	To record transfers of security deposits to A/R per June 2017 Statement of Operations.	(847.99)	
06/30/17	346		10012114	To record transfers of security deposits to A/R per June 2017 Statement of Operations.	847.99	
06/30/17	347		10011111.3	To record HRA transactions per June 2017 bank statement.	(75.00)	
06/30/17	347		10012117.12	To record HRA transactions per June 2017 bank statement.	75.00	
06/30/17	348		10011111.2	To record SHWF debit for payment of health insurance per June 2017 bank statement.	(8,386.67)	
06/30/17	348		10012117.4	To record SHWF debit for payment of health insurance per June 2017 bank statement.	1,218.84	
06/30/17	348		10014182	To record SHWF debit for payment of health insurance per June 2017 bank statement.	3,460.27	
06/30/17	348		10014433	To record SHWF debit for payment of health insurance per June 2017 bank statement.	3,707.56	
06/30/17	349		10011111.2	To record MERS contributions per June 2017 bank statement.	(1,988.84)	
06/30/17	349		10011701	To record MERS contributions per June 2017 bank statement.	88.67	
06/30/17	349		10012117.5	To record MERS contributions per June 2017 bank statement.	1,900.17	
06/30/17	350		10011111.2	To record June 2017 payroll transactions per MyPay reports & bank statement.	(20,810.70)	
06/30/17	350		10012117.12	To record June 2017 payroll transactions per MyPay reports & bank statement.	(380.00)	
06/30/17	350		10012117.4	To record June 2017 payroll transactions per MyPay reports & bank statement.	(1,218.84)	
06/30/17	350		10012117.5	To record June 2017 payroll transactions per MyPay reports & bank statement.	(1,272.30)	
06/30/17	350		10012117.6	To record June 2017 payroll transactions per MyPay reports & bank statement.	(3.00)	
06/30/17	350		10012117.9	To record June 2017 payroll transactions per MyPay reports & bank statement.	(126.90)	
06/30/17	350		10014110	To record June 2017 payroll transactions per MyPay reports & bank statement.	13,931.68	
06/30/17	350		10014182	To record June 2017 payroll transactions per MyPay reports & bank statement.	1,181.55	
06/30/17	350		10014190.3	To record June 2017 payroll transactions per MyPay reports & bank statement.	100.55	
06/30/17	350		10014410	To record June 2017 payroll transactions per MyPay reports & bank statement.	8,040.18	

**Manistee Housing Commission  
Journal Entry - PH Journal**

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
06/30/17	350		10014433	To record June 2017 payroll transactions per MyPay reports & bank statement.	557.78	
06/30/17	A1	S	10019998	To record unit months available.	214.00	
06/30/17	A1	S	10019999	To record unit months available.	(214.00)	
06/30/17	A2	S	10012137	To record estimated monthly PILOT expense.	(3,290.00)	
06/30/17	A2	S	10014520	To record estimated monthly PILOT expense.	3,290.00	
06/30/17	A3	S	10011400.95	To record estimated monthly depreciation expense.	(24,750.00)	
06/30/17	A3	S	10014800	To record estimated monthly depreciation expense.	24,750.00	
06/30/17	RT1	S	10019996	To record units leased.	193.00	
06/30/17	RT1	S	10019997	To record units leased.	(193.00)	
06/30/17	RT2	S	10011211	To record monthly insurance write off.	(6,035.67)	
06/30/17	RT2	S	10014510	To record monthly insurance write off.	6,035.67	
					Transaction Balance	<u>0.00</u>
Total Debits				Total Credits	<u>121,085.78</u>	A/C Hash Total <u>370499561.690</u>
Number of Transactions						37

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**Manistee Housing Commission  
Payroll Vendor Disbursements Journal**

<b>Date</b>	<b>Reference</b>	<b>T</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>	<b>Reference Total</b>
06/14/17	13166	V	10011111.3	CMHC - West Shore FSA	190.00	190.00
06/14/17	13167	V	10012117.6	United Steel Workers	3.00	3.00
06/14/17	13168	V	10012117.9	United Steel Workers	66.55	66.55
06/28/17	13169	V	10011111.3	CMHC - West Shore FSA	190.00	190.00
06/28/17	13170	V	10012117.9	United Steel Workers	60.35	60.35
06/30/17	MI078		10011111.2	Cash Disbursements	(509.90)	<u>(509.90)</u>
					Transaction Balance	<u><u>0.00</u></u>

Total Debits 509.90      Total Credits 509.90      A/C Hash Total 60069687.200

Number of Transactions      6

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OF CURRENT AND PAST PROGRAM PARTICIPANTS  
HAS BEEN REDACTED

**Manistee Housing Commission  
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
<b>1001111.2 NOW Account</b>				259,972.58		
06/30/17	118		June Cash Receipts		48,186.24	
06/30/17	119		501-16 CFP Grant		1,313.81	
06/30/17	120		Operating Subsidy		58,128.00	
06/30/17	121		501-16 CFP Grant		7,744.80	
06/30/17	122		Now Interest		0.22	
06/30/17	122		Sweep Interest		57.78	
06/30/17	123		Refund - Service Charge		25.00	
06/30/17	348		To record SHWF debit for payment of health insurance per June 2017 bank statement.		(8,386.67)	
06/30/17	349		To record MERS contributions per June 2017 bank statement.		(1,988.84)	
06/30/17	350		To record June 2017 payroll transactions per MyPay reports & bank statement.		(20,810.70)	
06/30/17	MI078		Cash Disbursements		(76,976.40)	
06/30/17	MI078		Cash Disbursements		(509.90)	
					<u>6,783.34</u>	<u>266,755.92</u>
<b>1001111.3 HRA Account</b>				10,248.22		
06/30/17	122		HRA Interest		0.45	
06/30/17	347		To record HRA transactions per June 2017 bank statement.		(75.00)	
06/14/17	13166	V	CMHC - West Shore FSA		190.00	
06/28/17	13169	V	CMHC - West Shore FSA		190.00	
					<u>305.45</u>	<u>10,553.67</u>
<b>1001111.4 Money Market Savings</b>				49,200.78		
06/30/17	122		MM Savings Interest		4.32	
					<u>4.32</u>	<u>49,205.10</u>
<b>10011117 Petty Cash Fund</b>				250.00		
					<u>0.00</u>	<u>250.00</u>
<b>10011118 Change Fund</b>				50.00		
					<u>0.00</u>	<u>50.00</u>
<b>10011122 Tenants Accounts Receivable</b>				15,338.87		
06/30/17	118		June TAR Collections		(46,872.28)	
06/30/17	345		To record charges to tenants per June 2017 Statement of Operations.		51,492.87	
06/30/17	346		To record transfers of security deposits to A/R per June 2017 Statement of Operations.		(847.99)	
06/01/17	8512		Steven Klein		71.00	
06/07/17	8538		Consumers Energy		234.73	
06/07/17	8540		DTE Energy		94.34	
					<u>4,172.67</u>	<u>19,511.54</u>
<b>10011122.1 Allowance for Doubtful Accounts</b>				(4,808.49)		
					<u>0.00</u>	<u>(4,808.49)</u>
<b>10011211 Prepaid Insurance</b>				16,007.93		
06/01/17	8513		American Bankers Insurance Co.		1,633.00	
06/13/17	8552		American Bankers Insurance Co.		1,520.00	
06/26/17	8564		American Bankers Insurance Co.		1,633.00	
06/30/17	RT2	S	To record monthly insurance write off.		(6,035.67)	

**Manistee Housing Commission  
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10011211		Prepaid Insurance (cont.)		<u>(1,249.67)</u>	<u>14,758.26</u>
	10011400		Construction in Progress-CFP	2,000.00	<u>0.00</u>	<u>2,000.00</u>
	10011400.6		Land	360,271.62	<u>0.00</u>	<u>360,271.62</u>
	10011400.61		Land Improvements	89,807.07	<u>0.00</u>	<u>89,807.07</u>
	10011400.7		Buildings	4,657,515.77	<u>0.00</u>	<u>4,657,515.77</u>
	10011400.71		Building Improvements	5,365,404.21	<u>0.00</u>	<u>5,365,404.21</u>
	10011400.72		Non-dwelling Structures	7,050.00		
06/13/17	8560		Millrock Storage Buildings		<u>1,475.00</u>	
					<u>1,475.00</u>	<u>8,525.00</u>
	10011400.8		Furn., Equip., Mach.-Dwellings	260,827.20	<u>0.00</u>	<u>260,827.20</u>
	10011400.9		Furn., Equip., Mach.-Admin	555,959.82	<u>0.00</u>	<u>555,959.82</u>
	10011400.95		Accumulated Depreciation-ALL	(8,299,965.56)		
06/30/17	A3 S		To record estimated monthly depreciation expense.		<u>(24,750.00)</u>	
					<u>(24,750.00)</u>	<u>(8,324,715.56)</u>
	10011690		Undistributed Debits	0.00		
06/01/17	8507		CK 8507 in May		<u>0.00</u>	
					<u>0.00</u>	<u>0.00</u>
	10011701		Deferred Outflows	43,897.79		
06/30/17	349		To record MERS contributions per June 2017 bank statement.		<u>88.67</u>	
					<u>88.67</u>	<u>43,986.46</u>
	10012111		Vendors and Contractors	(30,009.32)	<u>0.00</u>	<u>(30,009.32)</u>
	10012114		Tenant Security Deposits	(46,326.08)		
06/30/17	118		June Security Deposit Collections		<u>(732.00)</u>	
06/30/17	346		To record transfers of security deposits to A/R per June 2017 Statement of Operations.		<u>847.99</u>	

**Manistee Housing Commission  
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
<b>10012114 Tenant Security Deposits (cont.)</b>						
06/01/17	8508				251.00	
06/01/17	8509				183.08	
06/01/17	8510				196.00	
06/01/17	8511				255.00	
06/01/17	8512				357.00	
					<u>1,358.07</u>	<u>(44,968.01)</u>
<b>10012117.12 FSA Withheld</b>				(555.16)		
06/30/17	347		To record HRA transactions per June 2017 bank statement.		75.00	
06/30/17	350		To record June 2017 payroll transactions per MyPay reports & bank statement.		(380.00)	
					<u>(305.00)</u>	<u>(860.16)</u>
<b>10012117.4 125 Medical Withheld</b>				0.00		
06/30/17	348		To record SHWF debit for payment of health insurance per June 2017 bank statement.		1,218.84	
06/30/17	350		To record June 2017 payroll transactions per MyPay reports & bank statement.		(1,218.84)	
					<u>0.00</u>	<u>0.00</u>
<b>10012117.5 Pension Withheld</b>				(1,900.17)		
06/30/17	349		To record MERS contributions per June 2017 bank statement.		1,900.17	
06/30/17	350		To record June 2017 payroll transactions per MyPay reports & bank statement.		(1,272.30)	
					<u>627.87</u>	<u>(1,272.30)</u>
<b>10012117.6 PAC Withheld</b>				0.00		
06/30/17	350		To record June 2017 payroll transactions per MyPay reports & bank statement.		(3.00)	
06/14/17	13167	V	United Steel Workers		3.00	
					<u>0.00</u>	<u>0.00</u>
<b>10012117.9 Union Dues Withheld</b>				0.00		
06/30/17	350		To record June 2017 payroll transactions per MyPay reports & bank statement.		(126.90)	
06/14/17	13168	V	United Steel Workers		66.55	
06/28/17	13170	V	United Steel Workers		60.35	
					<u>0.00</u>	<u>0.00</u>
<b>10012119.2 Interfund Payble - DVG</b>				(1,935.90)		
					<u>0.00</u>	<u>(1,935.90)</u>
<b>10012131 EPC Loan - Current</b>				(19,090.28)		
06/01/17	8502	V	Byline Bank		2,469.91	
					<u>2,469.91</u>	<u>(16,620.37)</u>
<b>10012132 EPC Loan - Noncurrent</b>				(1,101,127.74)		
					<u>0.00</u>	<u>(1,101,127.74)</u>
<b>10012133 Capital Lease - 2016 F250 - Current</b>				(2,722.21)		

**Manistee Housing Commission  
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
<b>10012133 Capital Lease - 2016 F250 - Current (cont.)</b>						
06/01/17	8520	V	Ford Credit		383.14	
					<u>383.14</u>	<u>(2,339.07)</u>
<b>10012135 Accrued Salaries and Wages</b>						
				(5,336.86)	0.00	(5,336.86)
<b>10012135.1 Accrued Comp. Absences-Current</b>						
				(20,831.82)	0.00	(20,831.82)
<b>10012135.3 Accrued Comp. Absences-Non Current</b>						
				(6,996.79)	0.00	(6,996.79)
<b>10012137 Payments in Lieu of Taxes</b>						
06/30/17	A2	S	To record estimated monthly PILOT expense.	(16,450.00)	(3,290.00)	
					<u>(3,290.00)</u>	<u>(19,740.00)</u>
<b>10012138 Net Pension Liability</b>						
				(7,578.00)	0.00	(7,578.00)
<b>10012139 Capital Lease - 2016 F250 - Non Current</b>						
				(17,020.14)	0.00	(17,020.14)
<b>10012806 Unrestricted Net Position</b>						
				(350,487.54)	0.00	(350,487.54)
<b>10012806.1 Invested in Capital Assets</b>						
				(1,949,239.17)	0.00	(1,949,239.17)
<b>10012820 HUD Operating Reserve - Memo</b>						
				(350,487.54)	0.00	(350,487.54)
<b>10012820.1 HUD Operating Reserve-Contra</b>						
				350,487.54	0.00	350,487.54
<b>10013110 Dwelling Rental Revenue</b>						
06/30/17	345		To record charges to tenants per June 2017 Statement of Operations.	(203,627.00)	(38,630.00)	
					<u>(38,630.00)</u>	<u>(242,257.00)</u>
<b>10013120 Tenant Revenue - Excess Utilities</b>						
06/30/17	345		To record charges to tenants per June 2017 Statement of Operations.	(3,515.38)	(532.98)	
					<u>(532.98)</u>	<u>(4,048.36)</u>
<b>10013401.2 Operating Subsidy</b>						
06/30/17	120		Operating Subsidy	(186,639.00)	(58,128.00)	

Date	Reference T	Description	Beginning Balance	Current Amount	YTD Balance
<b>10013401.2 Operating Subsidy (cont.)</b>				<u>(58,128.00)</u>	<u>(244,767.00)</u>
<b>10013610 Interest Income</b>			(362.11)		
06/30/17	122	Interest Income		<u>(62.77)</u>	
				<u>(62.77)</u>	<u>(424.88)</u>
<b>10013689 Tenant Revenue - Cable TV</b>			(23,606.35)		
06/30/17	345	To record charges to tenants per June 2017 Statement of Operations.		<u>(4,920.00)</u>	
				<u>(4,920.00)</u>	<u>(28,526.35)</u>
<b>10013690 Tenant Revenue - Other</b>			(9,967.06)		
06/30/17	345	To record charges to tenants per June 2017 Statement of Operations.		<u>(7,409.89)</u>	
				<u>(7,409.89)</u>	<u>(17,376.95)</u>
<b>10013690.1 Other Revenue</b>			(36.25)		
				<u>0.00</u>	<u>(36.25)</u>
<b>10013690.4 Laundry Revenue</b>			(4,928.72)		
06/30/17	118	Laundry Revenue		<u>(581.96)</u>	
				<u>(581.96)</u>	<u>(5,510.68)</u>
<b>10013690.7 Management Fee - DVG</b>			(10,000.00)		
				<u>0.00</u>	<u>(10,000.00)</u>
<b>10014110 Administrative Wages</b>			73,304.41		
06/30/17	350	To record June 2017 payroll transactions per MyPay reports & bank statement.		<u>13,931.68</u>	
				<u>13,931.68</u>	<u>87,236.09</u>
<b>10014130 Legal Expense</b>			6,375.15		
06/26/17	8570 V	Mika Meyers Beckett & Jones PLC		<u>1,665.20</u>	
				<u>1,665.20</u>	<u>8,040.35</u>
<b>10014150 Travel Expense</b>			4,286.67		
				<u>0.00</u>	<u>4,286.67</u>
<b>10014170 Accounting Fees</b>			4,176.90		
06/26/17	8567 V	H.A.A.S., Inc.		<u>686.88</u>	
				<u>686.88</u>	<u>4,863.78</u>
<b>10014182 Employee Benefits - Admin</b>			31,543.47		
06/30/17	348	To record SHWF debit for payment of health insurance per June 2017 bank statement.		<u>3,460.27</u>	
06/30/17	350	To record June 2017 payroll transactions per MyPay reports & bank statement.		<u>1,181.55</u>	
06/01/17	8527 V	Principal Financial Group		<u>592.62</u>	

**Manistee Housing Commission  
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
<b>10014182 Employee Benefits - Admin (cont.)</b>						
06/26/17	8572	V	Sun Life Financial		376.60	
06/26/17	8575	V	VSP		112.31	
					<u>5,723.35</u>	<u>37,266.82</u>
<b>10014185 Telephone</b>				9,387.01		
06/01/17	8514	V	AT & T Long Distance		158.33	
06/07/17	8533	V	AT & T		757.13	
06/07/17	8534	V	AT & T Mobile		958.73	
06/07/17	8535	V	Charter Business		123.19	
					<u>1,997.38</u>	<u>11,384.39</u>
<b>10014190.1 Publications</b>				1,299.00		
					<u>0.00</u>	<u>1,299.00</u>
<b>10014190.2 Membership Dues and Fees</b>				879.00		
06/13/17	8561	V	NAHRO		307.38	
					<u>307.38</u>	<u>1,186.38</u>
<b>10014190.3 Admin Service Contracts</b>				28,615.03		
06/30/17	350		To record June 2017 payroll transactions per MyPay reports & bank statement.		100.55	
06/01/17	8506	V	The Nelrod Company		199.00	
06/01/17	8525	V	Pitney Bowes		385.93	
06/01/17	8532		U.S. Bank Equipment Finance		716.19	
06/07/17	8544	V	Housing Data Systems		200.00	
06/07/17	8548	V	Next IT		1,893.29	
06/13/17	8554	V	CDM Mobile Shredding, Inc		45.00	
06/13/17	8559	V	Kushner & Company		50.00	
06/26/17	8576		Wrike		1,072.90	
					<u>4,662.86</u>	<u>33,277.89</u>
<b>10014190.4 Office Supplies</b>				3,383.36		
06/01/17	8530	V	Staples		991.61	
06/26/17	8568	V	Jackpine Business Centers		74.95	
					<u>1,066.56</u>	<u>4,449.92</u>
<b>10014190.5 Other Sundry-Misc.</b>				7,051.43		
06/30/17	123		Refund - Service Charge		(25.00)	
06/01/17	8526	V	Reserve Account		500.00	
06/07/17	8547	V	McCardel Water Conditioning		38.00	
06/07/17	8549	V	The PI Company		303.65	
06/07/17	8550		Poster Compliance Center		69.00	
06/13/17	8556	V	Equifax		14.45	
06/26/17	8571	V	The PI Company		215.20	
					<u>1,115.30</u>	<u>8,166.73</u>
<b>10014221 Resident Employee Stipend</b>				3,240.32		
06/01/17	8503	V	██████████		100.00	
06/01/17	8504	V	██████████		200.00	
06/01/17	8505	V	██████████		200.00	
					<u>500.00</u>	<u>3,740.32</u>

**Manistee Housing Commission  
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
<b>10014230 Contract Costs-Cable &amp; Other</b>				27,148.57		
06/07/17	8535	V	Charter Business		5,481.59	
					<u>5,481.59</u>	<u>32,630.16</u>
<b>10014310 Water &amp; Sewer</b>				24,989.09		
06/07/17	8536	V	City of Manistee		3,989.65	
					<u>3,989.65</u>	<u>28,978.74</u>
<b>10014320 Electricity</b>				44,785.61		
06/01/17	8517	V	Consumers Energy		5,258.20	
06/07/17	8537	V	Consumers Energy		1,668.91	
					<u>6,927.11</u>	<u>51,712.72</u>
<b>10014330 Gas</b>				14,820.08		
06/01/17	8519	V	DTE Energy		825.88	
06/13/17	8555	V	DTE Energy		756.85	
					<u>1,582.73</u>	<u>16,402.81</u>
<b>10014410 Maintenance Wages</b>				45,656.77		
06/30/17	350		To record June 2017 payroll transactions per MyPay reports & bank statement.		8,040.18	
					<u>8,040.18</u>	<u>53,696.95</u>
<b>10014420 Materials</b>				22,685.89		
06/01/17	8515	V	Blarney Castle Fleet Program		55.73	
06/01/17	8522	V	HD Supply Facilities Mtce		79.79	
06/01/17	8531	V	State Industrial Products		484.50	
06/07/17	8541	V	Fastenal Company		736.12	
06/07/17	8545	V	Jackpine Business Centers		985.00	
06/13/17	8553		Cadillac Plumbing & Heating Supply Co., Inc.		129.96	
06/13/17	8562	V	Olson Lumber Company		2,535.84	
06/13/17	8563	V	Wahr Hardware		789.47	
06/26/17	8566	V	Grand Rental Station		49.77	
					<u>5,846.18</u>	<u>28,532.07</u>
<b>10014430.01 Garbage Removal</b>				7,359.32		
06/07/17	8546	V	Manistee Landfill		156.35	
06/13/17	8551	V	Allied Waste Services		1,505.07	
					<u>1,661.42</u>	<u>9,020.74</u>
<b>10014430.02 Heating &amp; Cooling Contracts</b>				9,367.62		
06/01/17	8518		Custom Sheet Metal & Heating		916.28	
06/07/17	8539		Custom Sheet Metal & Heating		1,689.76	
					<u>2,606.04</u>	<u>11,973.66</u>
<b>10014430.04 Elevator Contracts</b>				3,935.89		
06/01/17	8528	V	Schindler Elevator Corp.		1,789.11	
					<u>1,789.11</u>	<u>5,725.00</u>
<b>10014430.05 Landscape &amp; Grounds Contracts</b>				0.00		
06/13/17	8558		Jason Thompson Landscape & Design		350.00	

**Manistee Housing Commission  
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
<b>10014430.05 Landscape &amp; Grounds Contracts (cont.)</b>						
					350.00	350.00
<b>10014430.06 Unit Turnaround Contracts</b>				6,690.00		
06/01/17	8521	V	Haglund's Floor Covering		1,929.00	
					1,929.00	8,619.00
<b>10014430.07 Electrical Contracts</b>				1,252.75		
06/26/17	8574	V	Top Line Electric		204.67	
					204.67	1,457.42
<b>10014430.08 Plumbing Contracts</b>				475.00		
					0.00	475.00
<b>10014430.09 Extermination Contracts</b>				10,708.00		
06/07/17	8543	V	Griffin Pest Solutions		1,028.00	
06/13/17	8557	V	Griffin Pest Solutions		431.00	
					1,459.00	12,167.00
<b>10014430.11 Routine Maintenance Contracts</b>				2,021.10		
					0.00	2,021.10
<b>10014430.12 Miscellaneous Contracts</b>				1,839.68		
06/01/17	8516		Bob's Roofing Company, Inc.		1,592.24	
06/01/17	8529		SimplexGrinnell		531.00	
06/07/17	8542	V	Grand Rental Station		97.26	
06/26/17	8569		Linke's Body Shop, Inc.		1,017.54	
					3,238.04	5,077.72
<b>10014433 Employee Benefits - Maint.</b>				30,392.63		
06/30/17	348		To record SHWF debit for payment of health insurance per June 2017 bank statement.		3,707.56	
06/30/17	350		To record June 2017 payroll transactions per MyPay reports & bank statement.		557.78	
06/01/17	8527	V	Principal Financial Group		671.42	
06/26/17	8572	V	Sun Life Financial		226.48	
06/26/17	8575	V	VSP		121.44	
					5,284.68	35,677.31
<b>10014510 Insurance</b>				33,807.63		
06/30/17	RT2	S	To record monthly insurance write off.		6,035.67	
					6,035.67	39,843.30
<b>10014520 Payment in Lieu of Taxes</b>				16,450.00		
06/30/17	A2	S	To record estimated monthly PILOT expense.		3,290.00	
					3,290.00	19,740.00
<b>10014580 Interest Expense</b>				30,574.11		
06/01/17	8502	V	Byline Bank		5,972.28	
06/01/17	8520	V	Ford Credit		97.89	

**Manistee Housing Commission  
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
<b>10014580 Interest Expense (cont.)</b>					<u>6,070.17</u>	<u>36,644.28</u>
<b>10014800 Depreciation - Current Year</b>				123,750.00		
06/30/17	A3	S	To record estimated monthly depreciation expense.		<u>24,750.00</u>	
					<u>24,750.00</u>	<u>148,500.00</u>
<b>10016010 Prior Year Adj. - Affecting RR</b>				1,009.75		
					<u>0.00</u>	<u>1,009.75</u>
<b>10017510 Principal Payments - EPC</b>				12,154.45		
06/01/17	8502	V	Byline Bank		<u>2,469.91</u>	
					<u>2,469.91</u>	<u>14,624.36</u>
<b>10017511 Principal Payments - F150</b>				1,887.54		
06/01/17	8520	V	Ford Credit		<u>383.14</u>	
					<u>383.14</u>	<u>2,270.68</u>
<b>10017520 Replacement of Equipment</b>				8,986.60		
					<u>0.00</u>	<u>8,986.60</u>
<b>10017540 Betterments and Additions</b>				8,392.00		
06/13/17	8560		Millrock Storage Buildings		<u>1,475.00</u>	
					<u>1,475.00</u>	<u>9,867.00</u>
<b>10017590 Operating Expenditures-Contra</b>				(31,420.59)		
06/01/17	8502	V	Byline Bank		(2,469.91)	
06/01/17	8520	V	Ford Credit		(383.14)	
06/13/17	8560		Millrock Storage Buildings		<u>(1,475.00)</u>	
					<u>(4,328.05)</u>	<u>(35,748.64)</u>
<b>10019996 Unit Months Leased</b>				989.00		
06/30/17	RT1	S	To record units leased.		<u>193.00</u>	
					<u>193.00</u>	<u>1,182.00</u>
<b>10019997 Unit Months Leased - Contra</b>				(989.00)		
06/30/17	RT1	S	To record units leased.		<u>(193.00)</u>	
					<u>(193.00)</u>	<u>(1,182.00)</u>
<b>10019998 Unit Months Available</b>				1,070.00		
06/30/17	A1	S	To record unit months available.		<u>214.00</u>	
					<u>214.00</u>	<u>1,284.00</u>
<b>10019999 Unit Months Available - Contra</b>				(1,070.00)		
06/30/17	A1	S	To record unit months available.		<u>(214.00)</u>	
					<u>(214.00)</u>	<u>(1,284.00)</u>
<b>10163401.1 Operating Grants</b>				0.00		

**Manistee Housing Commission  
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
<b>10163401.1 Operating Grants (cont.)</b>						
06/30/17	119		501-16 CFP Grant		(1,313.81)	
06/30/17	121		501-16 CFP Grant		(7,744.80)	
					<u>(9,058.61)</u>	<u>(9,058.61)</u>
<b>10163401.3 Capital Grants</b>				(2,000.00)		
					<u>0.00</u>	<u>(2,000.00)</u>
<b>10164150 Travel Expense</b>				0.00		
06/01/17	8523		Krista McDougall		628.45	
06/01/17	8524		Monica Otis		685.36	
					<u>1,313.81</u>	<u>1,313.81</u>
<b>10164430.12 Miscellaneous Contract Costs</b>				0.00		
06/26/17	8565		Graham Motor & Generator Service		3,294.80	
06/26/17	8573		Swidorski Bros. Excavating LLC		4,450.00	
					<u>7,744.80</u>	<u>7,744.80</u>
<b>15161406 Operations</b>				29,680.00		
					<u>0.00</u>	<u>29,680.00</u>
<b>15161408 Management Improvements</b>				16,928.43		
06/01/17	8523		Krista McDougall		628.45	
06/01/17	8524		Monica Otis		685.36	
					<u>1,313.81</u>	<u>18,242.24</u>
<b>15161410 Administration</b>				21,200.00		
					<u>0.00</u>	<u>21,200.00</u>
<b>15161430 A &amp; E Fees</b>				7,120.11		
					<u>0.00</u>	<u>7,120.11</u>
<b>15161460 Dwelling Structures</b>				26,299.70		
					<u>0.00</u>	<u>26,299.70</u>
<b>15161460.99 Dwelling Structures - Soft Costs</b>				6,785.06		
06/26/17	8565		Graham Motor & Generator Service		3,294.80	
06/26/17	8573		Swidorski Bros. Excavating LLC		4,450.00	
					<u>7,744.80</u>	<u>14,529.86</u>
<b>15161600 CFP Funding</b>				108,013.30		
06/30/17	119		501-16 CFP Grant		1,313.81	
06/30/17	121		501-16 CFP Grant		7,744.80	
					<u>9,058.61</u>	<u>117,071.91</u>
<b>15161699 CFP Funding - Contra</b>				(108,013.30)		
06/30/17	119		501-16 CFP Grant		(1,313.81)	
06/30/17	121		501-16 CFP Grant		(7,744.80)	
					<u>(9,058.61)</u>	<u>(117,071.91)</u>

Manistee Housing Commission  
General Ledger

Date	Reference T	Description	Beginning Balance	Current Amount	YTD Balance
	<b>15169800</b>	<b>CFP Cost - Contra</b>	(108,013.30)		
06/01/17	8523	Krista McDougall		(628.45)	
06/01/17	8524	Monica Otis		(685.36)	
06/26/17	8565	Graham Motor & Generator Service		(3,294.80)	
06/26/17	8573	Swidorski Bros. Excavating LLC		(4,450.00)	
				<u>(9,058.61)</u>	<u>(117,071.91)</u>
Current Profit/(Loss)		<u>(11,926.23)</u>	YTD Profit/(Loss)		<u>(200,505.60)</u>
Number of Transactions		161	The General Ledger is in balance		<u>0.00</u>

DOCUMENT REDACTED  
 PER FEDERAL PRIVACY ACT  
 ALL PERSONALLY IDENTIFYING INFORMATION  
 OF CURRENT AND PAST PROGRAM PARTICIPANTS  
 HAS BEEN REDACTED

**Manistee Housing Commission  
Bank Reconciliation Transmittal**

Account Number: 851620  
Statement Ending date: 06/30/17  
Checkbook Name: Public Housing Checking

**General Ledger**

Balance per General Ledger (Account 10011111.2) at 06/01/17	259,972.58
Activity for the month:	
Total Debits (Deposits and Credit Memos)	115,455.85
Total Credits (Checks and Debit Memos)	<u>-108,672.51</u>
Unreconciled General Ledger Balance at 06/30/17	<u>266,755.92</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/17	<u><u>266,755.92</u></u>

**Bank**

Balance per Bank Statement at 06/30/17	277,081.95
Total Additions (Deposits and Credit Memos in transit)	8,054.80
Total Subtractions (Checks and Debit Memos in transit)	-18,380.83
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 06/30/17	<u><u>266,755.92</u></u>

DOCUMENT REDACTED  
PER FEDERAL PRIVACY ACT  
ALL PERSONALLY IDENTIFYING INFORMATION  
OF CURRENT AND PAST PROGRAM PARTICIPANTS  
HAS BEEN REDACTED

**Manistee Housing Commission  
Bank Reconciliation Worksheet**

Statement Beginning date: 06/01/17  
Statement Ending date: 06/30/17  
Checkbook Name: Public Housing Checking

**Statement Summary**

Beginning Balance				268,794.50
Deposits and Credit Memos				
119	06/30/17	10163401.1	501-16 CFP Grant	1,313.81
120	06/30/17	10013401.2	Operating Subsidy	58,128.00
122	06/30/17	10011111.3	Now Interest	58.00
123	06/30/17	10014190.5	Refund - Service Charge	25.00
114	05/31/17	10011122	May Cash Receipts	2,292.00
114	05/31/17	10011122	May Cash Receipts	973.00
114	05/31/17	10011122	May Cash Receipts	1,891.56
118	06/30/17	10011122	June Cash Receipts	47,876.24
			Total	<u>112,557.61</u>

Checks and Debit Memos

348	06/30/17	10012117.4	To record SHWF debit for payment of health insurance per June 20	(8,386.67)
349	06/30/17	10012117.5	To record MERS contributions per June 2017 bank statement.	(1,988.84)
350	06/30/17	10014110	To record June 2017 payroll transactions per MyPay reports & bank	(20,810.70)
8283	02/07/17	10014190.5	Petty Cash	(117.01)
8488	05/11/17	10014170	H.A.A.S., Inc.	(1,711.26)
8493	05/25/17	10014190.3	AscomNorth	(538.00)
8494	05/25/17	10014420	Cadillac Plumbing & Heating Supply Co., Inc.	(577.89)
8495	05/25/17	10014430.02	Custom Sheet Metal & Heating	(1,117.65)
8496	05/25/17	10011400.8	Gunberg's Appliances	(4,452.00)
8497	05/25/17	10014420	HD Supply Facilities Mtce	(275.98)
8498	05/25/17	10014130	Mika Meyers Beckett & Jones PLC	(1,636.10)
8499	05/25/17	10014182	Sun Life Financial	(1,045.08)
8500	05/25/17	10014182	VSP	(233.75)
8501	05/25/17	10014420	Wahr Hardware	(718.55)
8502	06/01/17	10012131	Byline Bank	(8,442.19)
8503	06/01/17	10014221	██████████	(100.00)
8504	06/01/17	10014221	██████████	(200.00)
8505	06/01/17	10014221	██████████	(200.00)
8506	06/01/17	10014190.3	The Nelrod Company	(199.00)
8507	05/25/17	10014221	██████████	(200.00)
8508	06/01/17	10012114	██████████	(251.00)
8510	06/01/17	10012114	██████████	(196.00)
8511	06/01/17	10012114	██████████	(255.00)
8512	06/01/17	10012114	██████████	(428.00)
8513	06/01/17	10011211	American Bankers Insurance Co.	(1,633.00)
8514	06/01/17	10014185	AT & T Long Distance	(158.33)
8515	06/01/17	10014420	Blarney Castle Fleet Program	(55.73)
8516	06/01/17	10014430.12	Bob's Roofing Company, Inc.	(1,592.24)
8517	06/01/17	10014320	Consumers Energy	(5,258.20)
8518	06/01/17	10014430.02	Custom Sheet Metal & Heating	(916.28)
8519	06/01/17	10014330	DTE Energy	(825.88)
8520	06/01/17	10012133	Ford Credit	(481.03)
8521	06/01/17	10014430.06	Haglund's Floor Covering	(1,929.00)
8522	06/01/17	10014420	HD Supply Facilities Mtce	(79.79)
8523	06/01/17	10164150	Krista McDougall	(628.45)
8524	06/01/17	10164150	Monica Otis	(685.36)
8525	06/01/17	10014190.3	Pitney Bowes	(385.93)
8526	06/01/17	10014190.5	Reserve Account	(500.00)
8527	06/01/17	10014182	Principal Financial Group	(1,264.04)
8528	06/01/17	10014430.04	Schindler Elevator Corp.	(1,789.11)
8529	06/01/17	10014430.12	SimplexGrinnell	(531.00)
8530	06/01/17	10014190.4	Staples	(991.61)
8531	06/01/17	10014420	State Industrial Products	(484.50)
8532	06/01/17	10014190.3	U.S. Bank Equipment Finance	(716.19)
8533	06/07/17	10014185	AT & T	(757.13)
8534	06/07/17	10014185	AT & T Mobile	(958.73)
8535	06/07/17	10014185	Charter Business	(5,604.78)
8536	06/07/17	10014310	City of Manistee	(3,989.65)
8537	06/07/17	10014320	Consumers Energy	(1,668.91)
8539	06/07/17	10014430.02	Custom Sheet Metal & Heating	(1,689.76)

**Manistee Housing Commission  
Bank Reconciliation Worksheet**

Statement Beginning date: 06/01/17  
Statement Ending date: 06/30/17  
Checkbook Name: Public Housing Checking

8540	06/07/17	10011122	DTE Energy	(94.34)
8541	06/07/17	10014420	Fastenal Company	(736.12)
8542	06/07/17	10014430.12	Grand Rental Station	(97.26)
8543	06/07/17	10014430.09	Griffin Pest Solutions	(1,028.00)
8544	06/07/17	10014190.3	Housing Data Systems	(200.00)
8545	06/07/17	10014420	Jackpine Business Centers	(985.00)
8546	06/07/17	10014430.01	Manistee Landfill	(156.35)
8547	06/07/17	10014190.5	McCardel Water Conditioning	(38.00)
8548	06/07/17	10014190.3	Next IT	(1,893.29)
8549	06/07/17	10014190.5	The PI Company	(303.65)
8550	06/07/17	10014190.5	Poster Compliance Center	(69.00)
8551	06/13/17	10014430.01	Allied Waste Services	(1,505.07)
8552	06/13/17	10011211	American Bankers Insurance Co.	(1,520.00)
8553	06/13/17	10014420	Cadillac Plumbing & Heating Supply Co., Inc.	(129.96)
8554	06/13/17	10014190.3	CDM Mobile Shredding, Inc	(45.00)
8555	06/13/17	10014330	DTE Energy	(756.85)
8556	06/13/17	10014190.5	Equifax	(14.45)
8557	06/13/17	10014430.09	Griffin Pest Solutions	(431.00)
8558	06/13/17	10014430.05	Jason Thompson Landscape & Design	(350.00)
8559	06/13/17	10014190.3	Kushner & Company	(50.00)
8562	06/13/17	10014420	Olson Lumber Company	(2,535.84)
8563	06/13/17	10014420	Wahr Hardware	(789.47)
13162	05/03/17	10012117.9	United Steel Workers	(65.77)
13163	05/17/17	10011111.3	CMHC - West Shore FSA	(190.00)
13164	05/17/17	10012117.9	United Steel Workers	(60.44)
13165	05/31/17	10011111.3	CMHC - West Shore FSA	(190.00)
13166	06/14/17	10011111.3	CMHC - West Shore FSA	(190.00)
13169	06/28/17	10011111.3	CMHC - West Shore FSA	(190.00)
			Total	<u>(104,270.16)</u>

Ending Balance 277,081.95

**Bank Summary**

Ending Bank Balance	277,081.95
Deposits and Credit Memos in transit	
121      06/30/17    10163401.1    501-16 CFP Grant	7,744.80
118      06/30/17    10011122      June Cash Receipts	310.00
	<u>8,054.80</u>

Checks and Debit Memos in transit	
8056      11/02/16    10012114    ██████████	202.00
8075      11/02/16    10012114    ██████████	84.00
8386      04/03/17    10012114    ██████████	4.50
8387      04/03/17    10012114    ██████████	86.50
8491      05/11/17    10014430.11    Northern Fire & Safety	469.00
8509      06/01/17    10012114    ██████████	183.08
8538      06/07/17    10011122      Consumers Energy	234.73
8560      06/13/17    10011400.72    Millrock Storage Buildings	1,475.00
8561      06/13/17    10014190.2    NAHRO	307.38
8564      06/26/17    10011211      American Bankers Insurance Co.	1,633.00
8565      06/26/17    10164430.12    Graham Motor & Generator Service	3,294.80
8566      06/26/17    10014420      Grand Rental Station	49.77
8567      06/26/17    10014170      H.A.A.S., Inc.	686.88
8568      06/26/17    10014190.4    Jackpine Business Centers	74.95
8569      06/26/17    10014430.12    Linke's Body Shop, Inc.	1,017.54
8570      06/26/17    10014130      Mika Meyers Beckett & Jones PLC	1,665.20
8571      06/26/17    10014190.5    The PI Company	215.20
8572      06/26/17    10014182      Sun Life Financial	603.08
8573      06/26/17    10164430.12    Swidorski Bros. Excavating LLC	4,450.00
8574      06/26/17    10014430.07    Top Line Electric	204.67
8575      06/26/17    10014182      VSP	233.75
8576      06/26/17    10014190.3    Wrike	1,072.90
13150      03/08/17    10012117.6    United Steel Workers	3.00

Manistee Housing Commission  
Bank Reconciliation Worksheet

Statement Beginning date: 06/01/17  
Statement Ending date: 06/30/17  
Checkbook Name: Public Housing Checking

13167	06/14/17	10012117.6	United Steel Workers	3.00
13168	06/14/17	10012117.9	United Steel Workers	66.55
13170	06/28/17	10012117.9	United Steel Workers	60.35
Total				<u>(18,380.83)</u>

Ending Balance 266,755.92

**Book Summary**

G/L account: 10011111.2  
G/L journal: Journal Entry - PH  
G/L period: 06/30/17

Total Adjustments: 0.00

Ending Balance 266,755.92

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**Manistee Housing Commission  
Bank Reconciliation Transmittal**

Account Number:  
Statement Ending date: 06/30/17  
Checkbook Name: HRA Account

**General Ledger**

Balance per General Ledger (Account 10011111.3) at 06/01/17	10,248.22
Activity for the month:	
Total Debits (Deposits and Credit Memos)	380.45
Total Credits (Checks and Debit Memos)	<u>-75.00</u>
Unreconciled General Ledger Balance at 06/30/17	<u>10,553.67</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/17	<u><u>10,553.67</u></u>

**Bank**

Balance per Bank Statement at 06/30/17	10,553.67
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 06/30/17	<u><u>10,553.67</u></u>

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**Manistee Housing Commission  
Bank Reconciliation Worksheet**

Statement Beginning date: 06/01/17  
Statement Ending date: 06/30/17  
Checkbook Name: HRA Account

**Statement Summary**

Beginning Balance				9,868.22
Deposits and Credit Memos				
13163	05/17/17		CMHC - West Shore FSA	190.00
13165	05/31/17		CMHC - West Shore FSA	190.00
13166	06/14/17		CMHC - West Shore FSA	190.00
13169	06/28/17		CMHC - West Shore FSA	190.00
122	06/30/17	10011111.2	Now Interest	0.45
			Total	<u>760.45</u>
Checks and Debit Memos				
347	06/30/17	10012117.12	To record HRA transactions per June 2017 bank statement.	(75.00)
			Total	<u>(75.00)</u>
Ending Balance				<u><u>10,553.67</u></u>

**Bank Summary**

Ending Bank Balance	<u>10,553.67</u>
Ending Balance	<u><u>10,553.67</u></u>

**Book Summary**

G/L account: 10011111.3	
G/L journal: Journal Entry - PH	
G/L period: 06/30/17	
Total Adjustments:	<u><u>0.00</u></u>
Ending Balance	<u><u>10,553.67</u></u>

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**Manistee Housing Commission  
Bank Reconciliation Transmittal**

Account Number: 558567  
Statement Ending date: 06/30/17  
Checkbook Name: Money Market Savings

**General Ledger**

Balance per General Ledger (Account 10011111.4) at 06/01/17	49,200.78
Activity for the month:	
Total Debits (Deposits and Credit Memos)	4.32
Total Credits (Checks and Debit Memos)	-0.00
Unreconciled General Ledger Balance at 06/30/17	<u>49,205.10</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/17	<u><u>49,205.10</u></u>

**Bank**

Balance per Bank Statement at 06/30/17	49,205.10
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 06/30/17	<u><u>49,205.10</u></u>

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**Manistee Housing Commission  
Bank Reconciliation Worksheet**

Statement Beginning date: 06/01/17  
Statement Ending date: 06/30/17  
Checkbook Name: Money Market Savings

**Statement Summary**

Beginning Balance		49,200.78	
Deposits and Credit Memos			
122	06/30/17	10011111.2 Now Interest	4.32
		Total	<u>4.32</u>
Ending Balance		<u><u>49,205.10</u></u>	

**Bank Summary**

Ending Bank Balance	<u>49,205.10</u>
Ending Balance	<u><u>49,205.10</u></u>

**Book Summary**

G/L account: 10011111.4  
G/L journal: Journal Entry - PH  
G/L period: 06/30/17

Total Adjustments: 0.00

Ending Balance 49,205.10

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**Manistee Housing Commission  
Public Housing  
Statement of Revenue & Expense**

	1 Month Ended June 30, 2017	1 Month Ended June 30, 2016	6 Months Ended June 30, 2017	6 Months Ended June 30, 2016
<b>Operating Income</b>				
3110 - Dwelling Rental Revenue	\$ 38,630.00	\$ 44,114.00	\$ 242,257.00	\$ 265,962.00
3120 - Tenant Revenue - Excess Utiliti	532.98	763.32	4,048.36	4,953.15
3401.1 - Operating Grants	0.00	0.00	0.00	29,680.00
3401.2 - Operating Subsidy	58,128.00	43,244.50	244,767.00	237,766.00
3610 - Interest Income	62.77	94.29	424.88	554.58
3689 - Tenant Revenue - Cable TV	4,920.00	3,626.00	28,526.35	20,523.00
3690 - Tenant Revenue - Other	7,409.89	2,460.92	17,376.95	18,280.18
3690.1 - Other Revenue	0.00	0.00	36.25	197.10
3690.2 - Gain/Loss-Sale of Fixed Ass	0.00	0.00	0.00	8,455.00
3690.4 - Laundry Revenue	581.96	0.00	5,510.68	3,520.93
3690.6 - Fraud Recovery Revenue	0.00	0.00	0.00	203.40
3690.7 - Management Fee - DVG	0.00	0.00	10,000.00	3,000.00
<b>Total Operating Income</b>	<u>110,265.60</u>	<u>94,303.03</u>	<u>552,947.47</u>	<u>593,095.34</u>
<b>Operating Expenses</b>				
<b>Routine Expenses</b>				
4110 - Administrative Wages	13,931.68	20,870.33	87,236.09	72,444.84
4130 - Legal Expense	1,665.20	0.00	8,040.35	9,888.74
4140 - Staff Training	0.00	0.00	0.00	547.00
4150 - Travel Expense	0.00	0.00	4,286.67	67.84
4170 - Accounting Fees	686.88	686.88	4,863.78	5,066.28
4182 - Employee Benefits - Admin	5,723.35	6,831.72	37,266.82	48,204.91
4185 - Telephone	1,997.38	1,647.89	11,384.39	9,782.21
4190.1 - Publications	0.00	0.00	1,299.00	1,299.00
4190.2 - Membership Dues and Fees	307.38	372.50	1,186.38	552.50
4190.3 - Admin Service Contracts	4,662.86	1,687.96	33,277.89	26,392.38
4190.4 - Office Supplies	1,066.56	0.00	4,449.92	3,530.44
4190.5 - Other Sundry-Misc.	1,115.30	352.80	8,166.73	7,656.49
4221 - Resident Employee Stipend	500.00	1,000.00	3,740.32	5,900.00
4230 - Contract Costs-Cable & Other	5,481.59	5,076.25	32,630.16	30,293.20
4310 - Water & Sewer	3,989.65	4,273.75	28,978.74	28,619.52
4320 - Electricity	6,927.11	6,880.58	51,712.72	52,183.59
4330 - Gas	1,582.73	1,701.05	16,402.81	17,751.80
4410 - Maintenance Wages	8,040.18	11,170.61	53,696.95	50,767.20
4420 - Materials	5,846.18	5,747.21	28,532.07	21,567.06
4430.01 - Garbage Removal	1,661.42	0.00	9,020.74	0.00
4430.02 - Heating & Cooling Contract	2,606.04	1,192.30	11,973.66	9,996.62
4430.03 - Snow Removal Contracts	0.00	0.00	0.00	100.00
4430.04 - Elevator Contracts	1,789.11	576.34	5,725.00	4,384.89
4430.05 - Landscape & Grounds Cont	350.00	350.00	350.00	350.00
4430.06 - Unit Turnaround Contracts	1,929.00	0.00	8,619.00	5,695.00
4430.07 - Electrical Contracts	204.67	151.50	1,457.42	1,434.44
4430.08 - Plumbing Contracts	0.00	1,651.04	475.00	3,969.14
4430.09 - Extermination Contracts	1,459.00	550.00	12,167.00	8,871.00
4430.11 - Routine Maintenance Contr	0.00	0.00	2,021.10	2,346.50
4430.12 - Miscellaneous Contracts	3,238.04	0.00	5,077.72	11,439.95

See Accountants' Compilation Report

**Manistee Housing Commission  
Public Housing  
Statement of Revenue & Expense**

	1 Month Ended June 30, 2017	1 Month Ended June 30, 2016	6 Months Ended June 30, 2017	6 Months Ended June 30, 2016
4431 - Garbage Removal	0.00	0.00	0.00	6,515.13
4433 - Employee Benefits - Maint.	5,284.68	5,319.88	35,677.31	37,820.72
4441 - Staff Travel-Maintenance	0.00	0.00	0.00	377.87
4510 - Insurance	6,035.67	5,870.33	39,843.30	36,471.79
4520 - Payment in Lieu of Taxes	3,290.00	3,290.00	19,740.00	19,740.00
4580 - Interest Expense	<u>6,070.17</u>	<u>6,121.88</u>	<u>36,644.28</u>	<u>36,891.59</u>
<b>Total Routine Expenses</b>	<u>97,441.83</u>	<u>93,372.80</u>	<u>605,943.32</u>	<u>578,919.64</u>
<b>Non-Routine Expenses</b>				
<b>Casualty Losses-Not Cap.</b>				
<b>Total Casualty Losses-Not Cap.</b>	0.00	0.00	0.00	0.00
<b>Total Operating Expenses</b>	<u>97,441.83</u>	<u>93,372.80</u>	<u>605,943.32</u>	<u>578,919.64</u>
<b>Operating Income (Loss)</b>	<u>12,823.77</u>	<u>930.23</u>	<u>(52,995.85)</u>	<u>14,175.70</u>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	<u>24,750.00</u>	<u>22,370.00</u>	<u>148,500.00</u>	<u>134,220.00</u>
<b>Total Depreciation Expense</b>	24,750.00	22,370.00	148,500.00	134,220.00
<b>Surplus Credits &amp; Charges</b>				
6010 - Prior Year Adj. - Affecting RR	<u>0.00</u>	<u>0.00</u>	<u>1,009.75</u>	<u>0.00</u>
<b>Total Surplus Credits &amp; Charges</b>	0.00	0.00	1,009.75	0.00
<b>Capital Expenditures</b>				
7510 - Principal Payments - EPC	2,469.91	2,029.47	14,624.36	12,016.51
7511 - Principal Payments - F150	383.14	0.00	2,270.68	0.00
7520 - Replacement of Equipment	0.00	0.00	8,986.60	4,782.00
7530 - Cash Proceeds-Sale of Equipm	0.00	0.00	0.00	(8,455.00)
7540 - Betterments and Additions	1,475.00	0.00	9,867.00	37,833.18
7590 - Operating Expenditures-Contra	<u>(4,328.05)</u>	<u>(2,029.47)</u>	<u>(35,748.64)</u>	<u>(46,176.69)</u>
<b>Total Capital Expenditures</b>	0.00	0.00	0.00	0.00
<b>HUD Net Income (Loss)</b>	<u>\$ 8,878.86</u>	<u>\$ (1,099.24)</u>	<u>\$ (87,483.56)</u>	<u>\$ (40,455.99)</u>
<b>GAAP Net Income (Loss)</b>	<u>\$ (11,926.23)</u>	<u>\$ (21,439.77)</u>	<u>\$ (202,505.60)</u>	<u>\$ (120,044.30)</u>

See Accountants' Compilation Report

Housing Authority Acct Specialists, Inc.  
PO Box 545  
Sparta, WI 54656  
608-269-6490

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 June 30, 2017. 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.

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**Manistee Housing Commission  
Domestic Violence Grant  
BALANCE SHEET  
As of June 30, 2017**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111 - Cash - MSHDA \$ 50,899.70

**Total Cash** 50,899.70

**Receivables**

1122 - Tenants Accounts Receivable 1,297.12

1129.4 - Interfund Receivable - P/H 2,935.90

**Total Receivables** 4,233.02

**Investments**

**Total Investments** 0.00

**Prepaid Expenses & Other Assets**

**Total Prepaid Expenses & Other Assets** 0.00

**Total Current Assets** 55,132.72

**CAPITAL ASSETS**

**Land, Structures & Equipment**

1400.7 - Buildings 370,741.29

1400.98 - Accumulated Depreciation-DVG (90,870.03)

**Total Land, Structures & Equipment** 279,871.26

**TOTAL CAPITAL ASSETS** 279,871.26

**TOTAL ASSETS** \$ 335,003.98

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**Manistee Housing Commission  
Domestic Violence Grant  
BALANCE SHEET  
As of June 30, 2017**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

2111 - Vendors and Contractors	\$ 561.86
2114 - Tenant Security Deposits	<u>936.00</u>
<b>Total Accounts Payable</b>	<b>1,497.86</b>

**Accrued Liabilities**

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

**Total Current Liabilities** 501,497.86

**Non Current Liabilities**

**Total Non Current Liabilities** 0.00

**Deferred Credits**

**Total Deferred Credits** 0.00

**TOTAL LIABILITIES/DEFERRED CREDITS** 501,497.86

**EQUITY**

**Unreserved Fund Balance**

2806 - Unrestricted Net Position	67,196.03
2806.4 - Invested in Capital Assets-DVG	(219,288.74)
Current Year Profit(Loss)	<u>(14,401.17)</u>
<b>Total Unreserved Fund Balance</b>	<b>(166,493.88)</b>

**TOTAL EQUITY** (166,493.88)

**TOTAL LIABILITIES/EQUITY** \$ 335,003.98

ALL PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS HAS BEEN REDACTED

**Manistee Housing Commission  
Domestic Violence Grant  
Statement of Revenue & Expense  
For the 1 Month and 6 Months Ended June 30, 2017**

	1 Month Ended	6 Months Ended
	<u>June 30, 2017</u>	<u>June 30, 2017</u>
<b>Operating Income</b>		
3110 - Dwelling Rental Revenue	757.00	4,985.00
3690 - Tenant Revenue - Other	<u>0.00</u>	<u>143.50</u>
<b>Total Operating Income</b>	757.00	5,128.50
<b>Operating Expenses</b>		
<b>Administration</b>		
4170 - Accounting Fees	453.12	838.74
4172 - Management Fees	<u>0.00</u>	<u>10,000.00</u>
<b>Total Administration</b>	453.12	10,838.74
<b>Ordinary Maint. &amp; Operation</b>		
4420 - Materials	40.97	40.97
4430.02 - Heating & Cooling Contracts	0.00	1,270.91
4430.06 - Unit Turnaround Contracts	0.00	150.00
4430.12 - Miscellaneous Contracts	<u>0.00</u>	<u>1,338.56</u>
<b>Total Ordinary Maint. &amp; Oper.</b>	40.97	2,800.44
<b>General Expense</b>		
4590 - Other General Expense	<u>155.24</u>	<u>850.49</u>
<b>Total General Expense</b>	155.24	850.49
<b>Depreciation Expense</b>		
4800 - Depreciation - Current Year	<u>840.00</u>	<u>5,040.00</u>
<b>Total Depreciation Expense</b>	840.00	5,040.00
<b>Capital Expenditures</b>		
7540 - Betterments and Additions	0.00	4,200.00
7590 - Operating Expenditures-Contra	<u>0.00</u>	<u>(4,200.00)</u>
<b>Total Capital Expenditures</b>	0.00	0.00
<b>Total Operating Expenses</b>	<u>1,489.33</u>	<u>23,729.67</u>
<b>Net Income/(Loss)</b>	<u>107.67</u>	<u>(13,561.17)</u>

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

<b>Date</b>	<b>Reference</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>	<b>Reference Total</b>
06/01/17	2623	20014590	DTE Energy	74.48	74.48
06/01/17	2624	20014590	Consumers Energy	21.70	21.70
06/01/17	2625	20014590	City of Manistee	25.54	25.54
06/13/17	2626	20014420	Wahr Hardware, Inc.	40.97	40.97
06/13/17	2627	20014590	DTE Energy	12.78	12.78
06/27/17	2628	20011129.4	Manistee Housing Commission	1,000.00	1,000.00
06/27/17	2629	20014590	Consumers Energy	20.74	20.74
06/27/17	2630	20014170	H.A.A.S., Inc.	453.12	453.12
06/30/17	MI078	20011111	Cash Disbursements	(1,649.33)	<u>(1,649.33)</u>
			Transaction Balance		<u><u>0.00</u></u>

Total Debits 1,649.33      Total Credits 1,649.33      A/C Hash Total 180123780.400

Number of Transactions      9

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

<b>Date</b>	<b>Reference</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>	<b>Reference Total</b>
06/30/17	105	20011111	May Cash Receipts	852.00	
06/30/17	105	20011122	May TAR Collections	(852.00)	
				Transaction Balance	<u>0.00</u>
Total Debits		<u>852.00</u>	Total Credits		<u>852.00</u>
			A/C Hash Total		<u>40022233.000</u>
Number of Transactions		2			

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Date	Reference	Account	Description	Amount	Reference Total
06/30/17	507	20011122	To record charges to tenants per June 2017 Statement of Operations.	757.00	
06/30/17	507	20013110	To record charges to tenants per June 2017 Statement of Operations.	(757.00)	
06/30/17	A1	20011400.98	To record estimated depreciation expense.	(840.00)	
06/30/17	A1	20014800	To record estimated depreciation expense.	840.00	
06/30/17	RT1	20019996	To record units leased.	2.00	
06/30/17	RT1	20019997	To record units leased.	(2.00)	
				Transaction Balance	<u>0.00</u>

Total Debits 1,599.00      Total Credits 1,599.00      A/C Hash Total 120090425.980

Number of Transactions      6

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**Manistee Housing Commission  
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
<b>20011111 Cash - MSHDA</b>				51,697.03		
06/30/17	105		May Cash Receipts		852.00	
06/30/17	MI078		Cash Disbursements		(1,649.33)	
					<u>(797.33)</u>	<u>50,899.70</u>
<b>20011122 Tenants Accounts Receivable</b>				1,392.12		
06/30/17	105		May TAR Collections		(852.00)	
06/30/17	507		To record charges to tenants per June 2017 Statement of Operations.		757.00	
					<u>(95.00)</u>	<u>1,297.12</u>
<b>20011129.4 Interfund Receivable - P/H</b>				1,935.90		
06/27/17	2628		Manistee Housing Commission		1,000.00	
					<u>1,000.00</u>	<u>2,935.90</u>
<b>20011400.7 Buildings</b>				370,741.29		
					<u>0.00</u>	<u>370,741.29</u>
<b>20011400.98 Accumulated Depreciation-DVG</b>				(90,030.03)		
06/30/17	A1 S		To record estimated depreciation expense.		(840.00)	
					<u>(840.00)</u>	<u>(90,870.03)</u>
<b>20012111 Vendors &amp; Contractors</b>				(561.86)		
					<u>0.00</u>	<u>(561.86)</u>
<b>20012114 Tenant Security Deposits</b>				(936.00)		
					<u>0.00</u>	<u>(936.00)</u>
<b>20012130 Forgiveable Note - MSHDA</b>				(500,000.00)		
					<u>0.00</u>	<u>(500,000.00)</u>
<b>20012806 Unrestricted Net Assets</b>				(67,196.03)		
					<u>0.00</u>	<u>(67,196.03)</u>
<b>20012806.4 Invested in Capital Assets-DVG</b>				219,288.74		
					<u>0.00</u>	<u>219,288.74</u>
<b>20013110 Dwelling Rental</b>				(4,228.00)		
06/30/17	507		To record charges to tenants per June 2017 Statement of Operations.		(757.00)	
					<u>(757.00)</u>	<u>(4,985.00)</u>
<b>20013690 Tenant Income</b>				(143.50)		
					<u>0.00</u>	<u>(143.50)</u>
<b>20014170 Accounting Fees</b>				385.62		
06/27/17	2630 V		H.A.A.S., Inc.		453.12	
					<u>453.12</u>	<u>838.74</u>

**Manistee Housing Commission  
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
<b>20014172 Management Fees</b>				10,000.00		
					<u>0.00</u>	<u>10,000.00</u>
<b>20014420 Materials</b>				0.00		
06/13/17	2626	V	Wahr Hardware, Inc.		40.97	
					<u>40.97</u>	<u>40.97</u>
<b>20014430.02 Heating &amp; Cooling Contracts</b>				1,270.91		
					<u>0.00</u>	<u>1,270.91</u>
<b>20014430.06 Unit Turnaround Contracts</b>				150.00		
					<u>0.00</u>	<u>150.00</u>
<b>20014430.12 Miscellaneous Contracts</b>				1,338.56		
					<u>0.00</u>	<u>1,338.56</u>
<b>20014590 General Expense</b>				695.25		
06/01/17	2623	V	DTE Energy		74.48	
06/01/17	2624	V	Consumers Energy		21.70	
06/01/17	2625	V	City of Manistee		25.54	
06/13/17	2627	V	DTE Energy		12.78	
06/27/17	2629	V	Consumers Energy		20.74	
					<u>155.24</u>	<u>850.49</u>
<b>20014800 Depreciation - Current Year</b>				4,200.00		
06/30/17	A1	S	To record estimated depreciation expense.		840.00	
					<u>840.00</u>	<u>5,040.00</u>
<b>20017540 Betterments and Additions</b>				4,200.00		
					<u>0.00</u>	<u>4,200.00</u>
<b>20017590 Operating Expenditures-Contra</b>				(4,200.00)		
					<u>0.00</u>	<u>(4,200.00)</u>
<b>20019996 Unit Months Leased</b>				10.00		
06/30/17	RT1	S	To record units leased.		2.00	
					<u>2.00</u>	<u>12.00</u>
<b>20019997 Unit Months Leased - Contra</b>				(10.00)		
06/30/17	RT1	S	To record units leased.		(2.00)	
					<u>(2.00)</u>	<u>(12.00)</u>
Current Profit/(Loss)					<u>(732.33)</u>	YTD Profit/(Loss)
						<u>(14,401.17)</u>
Number of Transactions			17			
				The General Ledger is in balance		<u>0.00</u>

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ALL PERSONALLY IDENTIFYING INFORMATION  
OF CURRENT AND PAST PROGRAM PARTICIPANTS  
HAS BEEN REDACTED

**Manistee Housing Commission  
Bank Reconciliation Transmittal**

Account Number:  
Statement Ending date: 06/30/17  
Checkbook Name: DVG Checking

**General Ledger**

Balance per General Ledger (Account 20011111) at 06/01/17	51,697.03
Activity for the month:	
Total Debits (Deposits and Credit Memos)	852.00
Total Credits (Checks and Debit Memos)	<u>-1,649.33</u>
Unreconciled General Ledger Balance at 06/30/17	<u>50,899.70</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/17	<u><u>50,899.70</u></u>

**Bank**

Balance per Bank Statement at 06/30/17	52,373.56
Total Additions (Deposits and Credit Memos in transit)	0.00
Total Subtractions (Checks and Debit Memos in transit)	-1,473.86
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 06/30/17	<u><u>50,899.70</u></u>

**Manistee Housing Commission  
Bank Reconciliation Worksheet**

Statement Beginning date: 06/01/17  
 Statement Ending date: 06/30/17  
 Checkbook Name: DVG Checking

**Statement Summary**

Beginning Balance				51,697.03
Deposits and Credit Memos				
105	06/30/17	20011122	May Cash Receipts	852.00
			Total	<u>852.00</u>
Checks and Debit Memos				
2623	06/01/17	20014590	DTE Energy	(74.48)
2624	06/01/17	20014590	Consumers Energy	(21.70)
2625	06/01/17	20014590	City of Manistee	(25.54)
2626	06/13/17	20014420	Wahr Hardware, Inc.	(40.97)
2627	06/13/17	20014590	DTE Energy	(12.78)
			Total	<u><u>(175.47)</u></u>
Ending Balance				<u><u>52,373.56</u></u>

**Bank Summary**

Ending Bank Balance				52,373.56
Checks and Debit Memos in transit				
2628	06/27/17	20011129.4	Manistee Housing Commission	1,000.00
2629	06/27/17	20014590	Consumers Energy	20.74
2630	06/27/17	20014170	H.A.A.S., Inc.	453.12
			Total	<u><u>(1,473.86)</u></u>
Ending Balance				<u><u>50,899.70</u></u>

**Book Summary**

G/L account: 20011111  
 G/L journal: Journal Entry - DVG  
 G/L period: 06/30/17

Total Adjustments:	<u><u>0.00</u></u>
--------------------	--------------------

Ending Balance	<u><u>50,899.70</u></u>
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**City of Manistee Housing Commission**

Security Deposit Reconciliation

For the Month Ending June 30, 2017

Prepared July 10, 2017 by Financial Analyst

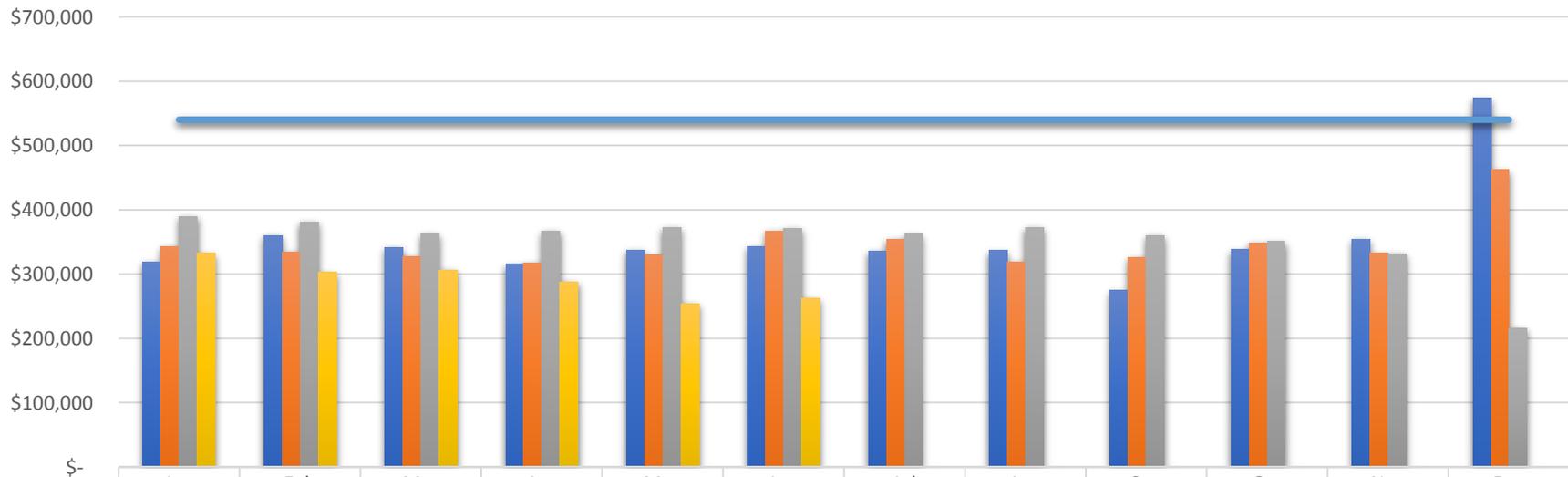
<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning PH Balance</b>				\$ 48,201.50
<b>Increases to PH</b>				
[REDACTED]	6/1/2017	New Tenant	\$ 211.00	\$ 211.00
[REDACTED]	6/5/2017	New Tenant	\$ 260.00	\$ 471.00
[REDACTED]	6/7/2017	New Tenant	\$ 211.00	\$ 682.00
[REDACTED]	6/27/2017	New Tenant	\$ 50.00	\$ 732.00
Total Increases to PH			\$ 732.00	\$ 732.00
<b>Decreases to PH</b>				
[REDACTED]	6/8/2017	Transfer Against Owed	\$ (273.00)	\$ (273.00)
[REDACTED]	6/20/2017	Transfer Against Owed	\$ (380.00)	\$ (653.00)
[REDACTED]	6/22/2017	Transfer Against Owed	\$ (111.00)	\$ (764.00)
[REDACTED]	6/22/2017	Refund of Deposit	\$ (104.00)	\$ (868.00)
[REDACTED]	6/22/2017	Transfer Against Owed	\$ (83.99)	\$ (951.99)
[REDACTED]	6/22/2017	Refund of Deposit	\$ (176.01)	\$ (1,128.00)
Total Decreases to PH			\$ (1,128.00)	\$ (1,128.00)
Net Increase (Decrease) to PH			\$ (396.00)	\$ (396.00)
<b>Ending PH Balance</b>			\$ (396.00)	\$ 47,805.50
<b>Beginning DVG Balance</b>				
				\$ 935.90
<b>Increases to DVG</b>				
N/A			\$ -	\$ -
Total Increases to DVG			\$ -	\$ -
<b>Decreases to DVG</b>				
N/A			\$ -	\$ -
Total Decreases to DVG			\$ -	\$ -
Net Increase (Decrease) to DVG			\$ -	\$ -
<b>Ending DVG Balance</b>			\$ -	\$ 935.90
<b>Combined Ending Balance</b>				<u>\$ 48,741.40</u>

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**CMHC Performance Dashboards**

*Public Housing Financial Dashboards*

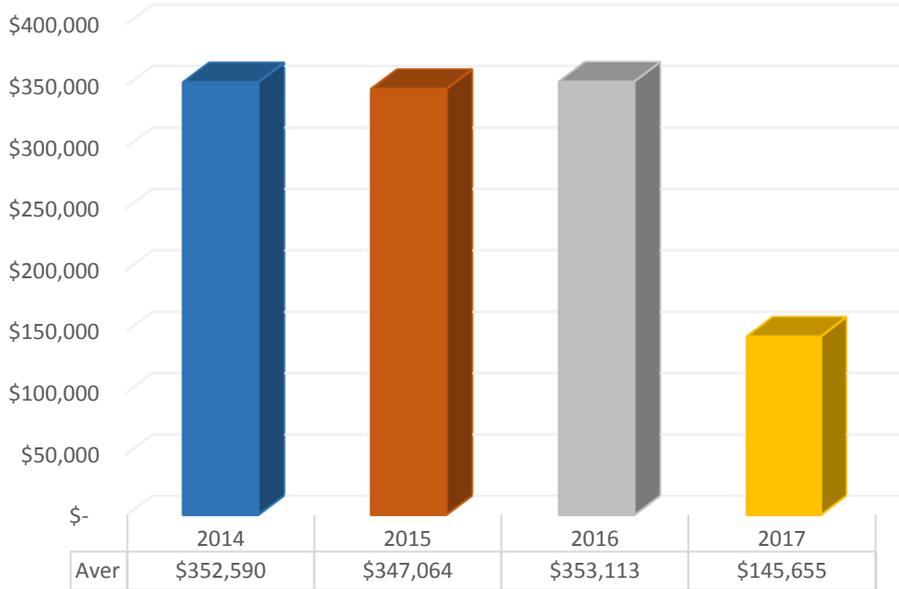
**Operating Reserves Over Time**



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	\$319,033	\$359,815	\$341,524	\$315,513	\$337,567	\$343,037	\$336,476	\$336,890	\$274,549	\$338,101	\$354,837	\$573,745
2015	\$343,239	\$335,034	\$327,599	\$317,851	\$329,806	\$367,433	\$354,848	\$319,032	\$326,238	\$348,625	\$332,445	\$462,624
2016	\$389,465	\$381,382	\$363,063	\$366,776	\$372,352	\$371,253	\$362,087	\$372,425	\$360,171	\$350,771	\$331,757	\$215,848
2017	\$332,667	\$303,157	\$306,690	\$288,219	\$254,125	\$263,004	\$-	\$-	\$-	\$-	\$-	\$-
GOAL	\$540,000	\$540,000	\$540,000	\$540,000	\$540,000	\$540,000	\$540,000	\$540,000	\$540,000	\$540,000	\$540,000	\$540,000

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## FYE RESERVE AVERAGE OVER TIME



## Current Reserve Status Information June 2017

Our reserve level increased by \$8, 879.00 in June. It is anticipated that the reserve level will continue to increase for the remaining months of the year. However, the increase will be delayed until CMHC receives the operating funds from the Capital Fund Program for 2017 that has just been announced. As soon as those funds are available we will draw them down from HUD.

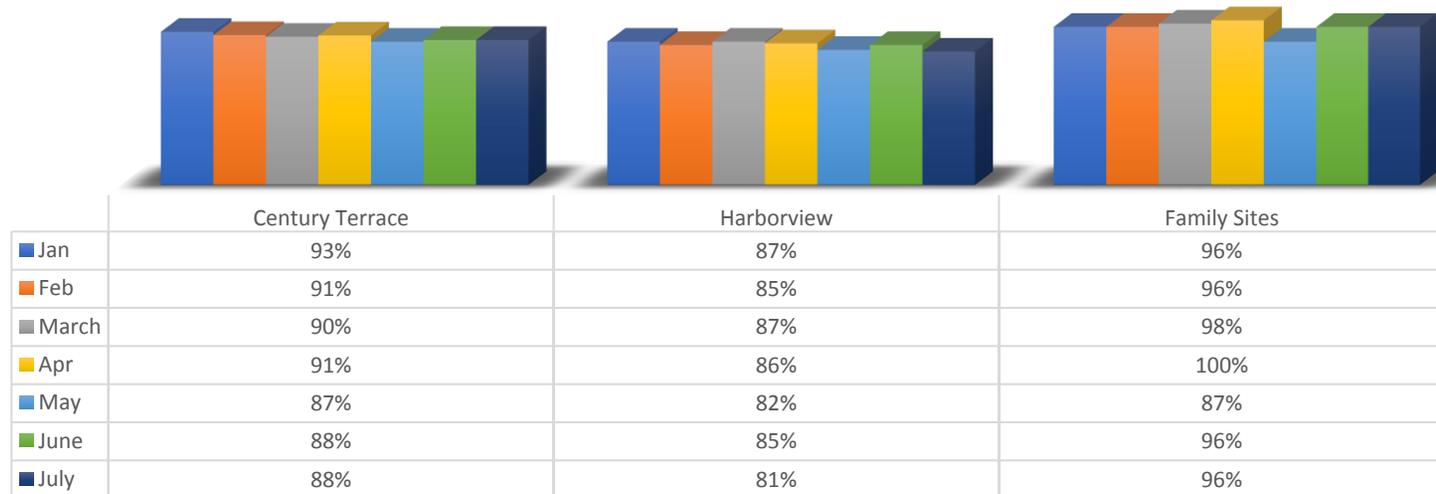
## Public Housing Occupancy Dashboards

*Please note the Occupancy Dashboards reflect the data available on July 17, 2017; current data is not available at this time.*

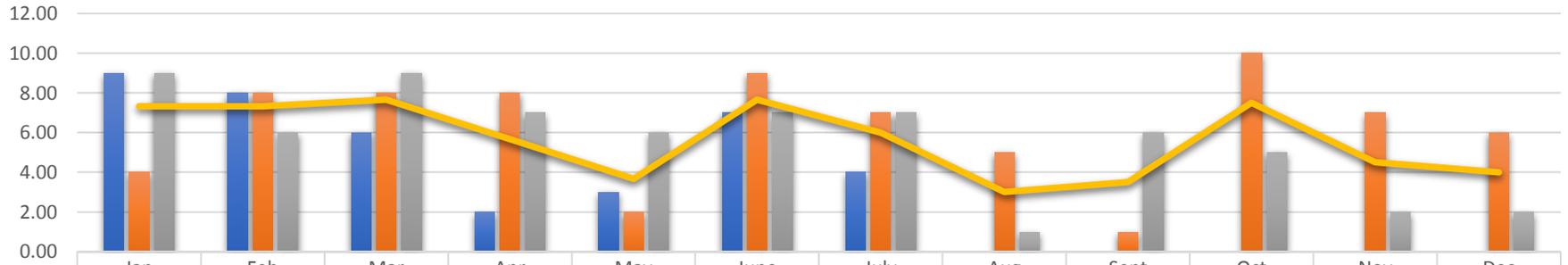
### All Property Occupancy Percentage 2017 -- Thru July 17, 2017



### 2017 Occupancy Percentage by Property Thru July 17, 2017



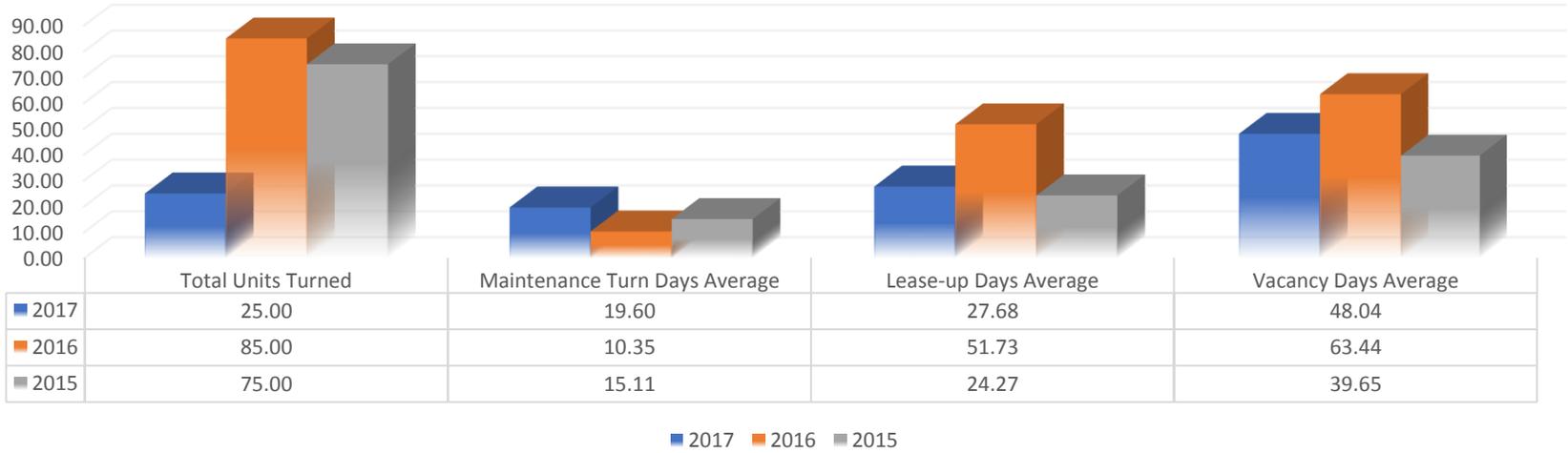
### PHA Units Turned by Month -- July 2017



2017	9.00	8.00	6.00	2.00	3.00	7.00	4.00					
2016	4.00	8.00	8.00	8.00	2.00	9.00	7.00	5.00	1.00	10.00	7.00	6.00
2015	9.00	6.00	9.00	7.00	6.00	7.00	7.00	1.00	6.00	5.00	2.00	2.00
Average	7.33	7.33	7.67	5.67	3.67	7.67	6.00	3.00	3.50	7.50	4.50	4.00

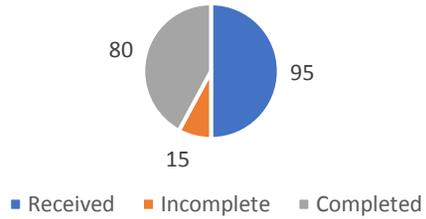
■ 2017   
 ■ 2016   
 ■ 2015   
 — Average

**PUBLIC HOUSING UNIT TURN TIME AVERAGES -- THRU JULY, 2017**

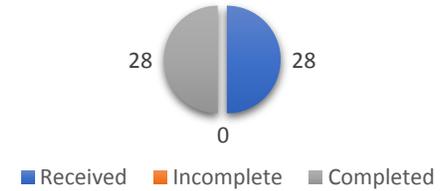


## Public Housing Work Order Dashboards

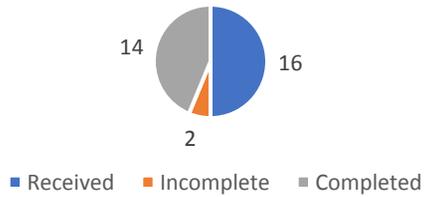
**Total Work Orders**  
*Third Quarter*



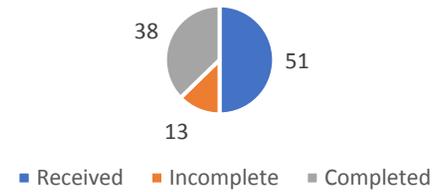
**Emergency Work Orders**  
**24 Hour Completion**  
*Third Quarter*



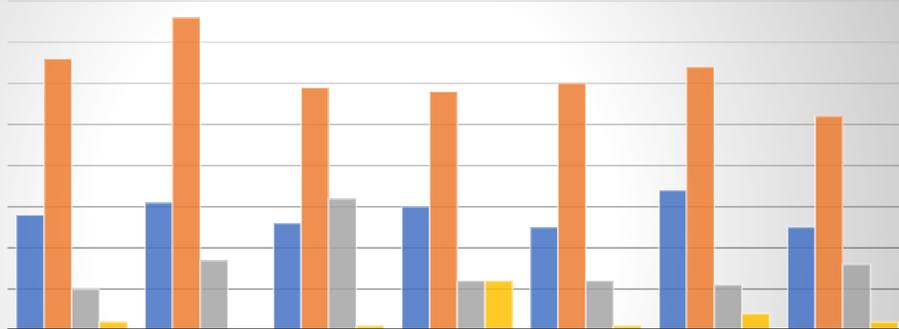
**Urgent Work Orders**  
**1-3 Days Completion**  
*Third Quarter*



**General Work Orders**  
**2-20 Day Completion**  
*Third Quarter*



### Work Orders by Property 2017



	Jan	Feb	Mar	Apr	May	Jun	Jul
Harborview	28	31	26	30	25	34	25
Century Terrace	66	76	59	58	60	64	52
Scattered Sites	10	17	32	12	12	11	16
DVG Program	2	0	1	12	1	4	2

### Completed Work Order Costs 2017



	Jan	Feb	Mar	Apr	May	Jun	Jul
Harborview	\$7,517	\$4,207	\$6,684	\$927	\$10,648	\$9,429	\$2,913
Century Terrace	\$10,682	\$9,295	\$5,683	\$5,199	\$11,555	\$19,259	\$4,985
Scattered Sites	\$165	\$2,400	\$1,836	\$341	\$749	\$4,251	\$3,483
DVG Program	\$270	\$-	\$60	\$559	\$2,422	\$848	\$690
<b>Total</b>	<b>\$18,633</b>	<b>\$15,901</b>	<b>\$14,264</b>	<b>\$7,026</b>	<b>\$25,375</b>	<b>\$33,788</b>	<b>\$12,071</b>

### COMPLETED WORK ORDER LABOR COSTS 2017



### COMPLETED WORK ORDERS MATERIAL COSTS 2017



### Completed Work Order Costs Charged to Tenant 2017



**Items of Business Before the Commissioners**

*Resolutions for Consideration*

*There are no resolutions or action items at this time.*

Resolution No.	Resolution Name	Attachments	Discussion & Recommendation

**General Information and Communications**

*Nothing to report at this time.*