

# CITY OF MANISTEE HOUSING COMMISSION

Tuesday, September 26, 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) Regular Meeting Minutes August 22, 2017 3

#### 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) July 31, 2017 6
- 2) Domestic Violence Grant Program \*  
a) July 31, 2017 42
- 3) Security Deposits Reconciliation \*

**c. Resolutions**

*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.*

- 1) Resolution 2017-12 Flat Rent Schedule for 2018
- 2) Resolution 2017-13 Passbook Savings Rate

**5. Old Business**

- a. None

**6. New Business**

- a. Resolution 2017-12 Flat Rent Schedule for 2018 \* 55
- b. Resolution 2017-13 Passbook Savings Rate \* 59

**7. Review of the Executive Director Summary 61**

**8. Other Staff Reports**

*At this time other CMHC staff may make a presentation to the Commissioners or the Commissioners may make inquiry of a CMHC staff member.*

**9. Committee Reports**

*At this time CMHC standing committees may make a report to the Commissioners as needed.*

**10. Communications**

*None received*

**11. Public Comment**

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

**12. Commissioner Report/Comment**

**13. Adjournment**

**14. Next Meeting[s]**

- a. Public Hearing: Annual Plan  
 Commission Meeting: Approval of Annual Plan and any other business that may come before us  
 Tuesday, October 10, 4:00 PM  
 Location - Harborview Apartments Community Room



# City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Meeting Minutes  
[INSERT DATE]  
[INSERT MEETING TYPE]

**Meeting Start Time:** 4:04 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 type="checkbox"/>            | <input checked="" 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,<br>Executive Director/Commission Secretary | <input checked="" type="checkbox"/> |
| Lindsay McIntyre,<br>Program Director                              | <input checked="" type="checkbox"/> |
| Cindy Scott,<br>Financial Analyst/Procurement Assistant            | <input checked="" type="checkbox"/> |
| Kevin Helminiak,<br>Maintenance Dept. Crew Leader                  | <input checked="" type="checkbox"/> |

**Others Present:**

- None

**Public Comment on Agenda Related Items:**

- None

**Amendments to the Agenda:**

- None

# DRAFT

**Consent Agenda:**

- A. Approval of Minutes
- B. Financial Reports
- C. Resolutions

| Consent Agenda   |                                     |                          |                          |                                     | Motion By:<br>Sheryl Kuenzer | Second By:<br>Krista McDouball  |
|------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|------------------------------|---|
| Commissioner     | Yes                                 | No                       | Abstain                  | Absent<br>Excused                   | Absent Non-Excused           | <input checked="" type="checkbox"/> Approved<br><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 type="checkbox"/> | <input checked="" 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

**New Business:**

- None

**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

**Public Comment:**

- Several residents brought to the attention of the Commissioners items which were discussed at the meeting.

**Commissioner Report/Comments:**

- None

# DRAFT

## Meeting Adjourned

| Adjournment<br>Time: 4:34 PM |                                     |                          | Motion By:<br>Sheryl Kuenzer        |                          | Second By:<br>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><br><br><input type="checkbox"/> <b>Not Approved</b> |  |
| Doug Parkes                  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" 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

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 July 31, 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 July 31, 2017**

**ASSETS**

**CURRENT ASSETS**

**Cash**

|                               |               |
|-------------------------------|---------------|
| 1111.2 - NOW Account          | \$ 252,337.28 |
| 1111.3 - HRA Account          | 10,770.79     |
| 1111.4 - Money Market Savings | 48,745.31     |
| 1117 - Petty Cash Fund        | 250.00        |
| 1118 - Change Fund            | <u>50.00</u>  |

**Total Cash** 312,153.38

**Receivables**

|  |               |
|--|---------------|
| 1122 - Tenants Accounts Receivable       | 12,920.27     |
| 1122.1 - Allowance for Doubtful Accounts | (4,808.49)    |
| 1129.3 - Accounts Receivable - DVG       | <u>539.90</u> |

**Total Receivables** 8,651.68

**Investments**

**Total Investments** 0.00

**Prepaid Expenses & Other Assets**

|                             |               |
|-----------------------------|---------------|
| 1211 - Prepaid Insurance    | 14,262.02     |
| 1690 - Undistributed Debits | <u>268.00</u> |

**Total Prepaid Expenses & Other Assets** 14,530.02

**Total Current Assets** 335,335.08

**Non Current Assets - Other**

|                          |                  |
|--------------------------|------------------|
| 1701 - Deferred Outflows | <u>44,045.83</u> |
|--------------------------|------------------|

**Total Non Current Assets - Other** 44,045.83

**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     | 560,699.78            |
| 1400.95 - Accumulated Depreciation-ALL  | <u>(8,349,465.56)</u> |

**Total Land, Structures & Equipment** 2,955,585.09

**TOTAL CAPITAL ASSETS** 2,955,585.09

**TOTAL ASSETS** \$ 3,334,966.00

**Manistee Housing Commission  
Low Rent Public Housing  
BALANCE SHEET  
As of July 31, 2017**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

|                                  |                 |
|----------------------------------|-----------------|
| 2111 - Vendors and Contractors   | \$ 30,009.32    |
| 2114 - Tenant Security Deposits  | 45,289.00       |
| 2117.12 - FSA Withheld           | 1,076.86        |
| 2117.5 - Pension Withheld        | 1,267.06        |
| 2119.2 - Interfund Payable - DVG | <u>2,935.90</u> |

**Total Accounts Payable**

80,578.14

**Accrued Liabilities**

|  |                  |
|--|------------------|
| 2131 - EPC Loan - Current                  | 14,137.30        |
| 2133 - Capital Lease - 2016 F250 - Current | 1,954.03         |
| 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>23,030.00</u> |

**Total Accrued Liabilities**

65,290.01

**Total Current Liabilities**

145,868.15

**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**

1,278,590.82

**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        | (238,362.53)      |
| Current Year Profit(Loss) - 501-16 CFP | <u>(4,989.00)</u> |

**Total Unreserved Fund Balance**

2,056,375.18

**TOTAL EQUITY**

2,056,375.18

**TOTAL LIABILITIES/EQUITY**

\$ 3,334,966.00

**Manistee Housing Commission  
Low Rent Public Housing  
Statement of Revenue & Expense  
For the 1 Month and 7 Months Ended July 31, 2017**

| Units                                    | 1 Month Ended        | 7 Months             | BUDGET              | *OVER/UNDER       |
|--|----------------------|----------------------|---------------------|-------------------|
| 214                                      | <u>July 31, 2017</u> | <u>July 31, 2017</u> |                     |                   |
| <b>Operating Revenue</b>                 |                      |                      |                     |                   |
| <b>Tenant Revenue</b>                    |                      |                      |                     |                   |
| 3110 - Dwelling Rental Revenue           | 38,485.00            | 280,742.00           | 530,000.00          | 249,258.00        |
| 3120 - Tenant Revenue - Excess Utilities | 530.00               | 4,578.36             | 10,000.00           | 5,421.64          |
| 3689 - Tenant Revenue - Cable TV         | 4,860.00             | 33,386.35            | 60,915.00           | 27,528.65         |
| 3690 - Tenant Revenue - Other            | <u>1,591.99</u>      | <u>18,968.94</u>     | <u>30,000.00</u>    | <u>11,031.06</u>  |
| <b>Total Tenant Revenue</b>              | <u>45,466.99</u>     | <u>337,675.65</u>    | <u>630,915.00</u>   | <u>293,239.35</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>39,276.00</u>     | <u>284,043.00</u>    | <u>490,000.00</u>   | <u>205,957.00</u> |
| <b>Total HUD PHA Grant Revenue</b>       | <u>39,276.00</u>     | <u>284,043.00</u>    | <u>530,000.00</u>   | <u>245,957.00</u> |
| <b>Other Revenue</b>                     |                      |                      |                     |                   |
| 3610 - Interest Income                   | 59.52                | 484.40               | 1,140.00            | 655.60            |
| 3690.1 - Other Revenue                   | 0.00                 | 36.25                | 3,000.00            | 2,963.75          |
| 3690.4 - Laundry Revenue                 | 1,107.92             | 6,618.60             | 10,200.00           | 3,581.40          |
| 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>1,167.44</u>      | <u>17,139.25</u>     | <u>26,040.00</u>    | <u>8,907.75</u>   |
| <b>Total Operating Revenue</b>           | <u>85,910.43</u>     | <u>638,857.90</u>    | <u>1,186,955.00</u> | <u>548,097.10</u> |
| <b>Operating Expenses</b>                |                      |                      |                     |                   |
| <b>Routine Expense</b>                   |                      |                      |                     |                   |
| <b>Administration</b>                    |                      |                      |                     |                   |
| 4110 - Administrative Wages              | 13,852.81            | 101,088.90           | 161,909.00          | 60,820.10         |
| 4130 - Legal Expense                     | 2,080.65             | 10,121.00            | 24,000.00           | 13,879.00         |
| 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               | 5,550.66             | 9,500.00            | 3,949.34          |
| 4171 - Auditing                          | 0.00                 | 0.00                 | 8,500.00            | 8,500.00          |
| 4182 - Employee Benefits - Admin         | 5,704.06             | 42,970.88            | 78,580.00           | 35,609.12         |
| 4185 - Telephone                         | 1,987.90             | 13,372.29            | 19,200.00           | 5,827.71          |
| 4190.1 - Publications                    | 145.00               | 1,444.00             | 1,400.00            | (44.00)           |
| 4190.2 - Membership Dues and Fees        | 0.00                 | 1,186.38             | 4,500.00            | 3,313.62          |
| 4190.3 - Admin Service Contracts         | 3,941.67             | 37,219.56            | 33,500.00           | (3,719.56)        |
| 4190.4 - Office Supplies                 | 492.54               | 4,942.46             | 9,600.00            | 4,657.54          |
| 4190.5 - Other Sundry-Misc.              | <u>2,150.75</u>      | <u>10,317.48</u>     | <u>15,000.00</u>    | <u>4,682.52</u>   |
| <b>Total Administration</b>              | <u>31,042.26</u>     | <u>232,500.28</u>    | <u>372,689.00</u>   | <u>140,188.72</u> |
| <b>Tenant Services</b>                   |                      |                      |                     |                   |
| 4220 - Rec., Pub., & Other Services      | 0.00                 | 0.00                 | 5,200.00            | 5,200.00          |
| 4221 - Resident Employee Stipend         | 956.67               | 4,696.99             | 10,800.00           | 6,103.01          |
| 4230 - Contract Costs-Cable & Other      | <u>5,481.82</u>      | <u>38,111.98</u>     | <u>60,915.00</u>    | <u>22,803.02</u>  |
| <b>Total Tenant Services</b>             | <u>6,438.49</u>      | <u>42,808.97</u>     | <u>76,915.00</u>    | <u>34,106.03</u>  |

**Manistee Housing Commission  
Low Rent Public Housing  
Statement of Revenue & Expense  
For the 1 Month and 7 Months Ended July 31, 2017**

| Units                                   | 1 Month Ended        | 7 Months             | <u>BUDGET</u>       | <u>*OVER/UNDER</u> |
|---|----------------------|----------------------|---------------------|--------------------|
| 214                                     | <u>July 31, 2017</u> | <u>July 31, 2017</u> |                     |                    |
| <b>Utilities</b>                        |                      |                      |                     |                    |
| 4310 - Water & Sewer                    | 5,486.40             | 34,465.14            | 57,800.00           | 23,334.86          |
| 4320 - Electricity                      | 6,770.68             | 58,483.40            | 92,000.00           | 33,516.60          |
| 4330 - Gas                              | <u>989.48</u>        | <u>17,392.29</u>     | <u>25,800.00</u>    | <u>8,407.71</u>    |
| <b>Total Utilities</b>                  | 13,246.56            | 110,340.83           | 175,600.00          | 65,259.17          |
| <b>Maintenance</b>                      |                      |                      |                     |                    |
| 4410 - Maintenance Wages                | 8,010.31             | 61,707.26            | 97,693.00           | 35,985.74          |
| 4420 - Materials                        | 2,668.66             | 31,200.73            | 54,000.00           | 22,799.27          |
| 4430.01 - Garbage Removal               | 1,542.86             | 10,563.60            | 16,800.00           | 6,236.40           |
| 4430.02 - Heating & Cooling Contracts   | 0.00                 | 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            | 0.00                 | 5,725.00             | 7,000.00            | 1,275.00           |
| 4430.05 - Landscape & Grounds Contracts | 0.00                 | 350.00               | 1,500.00            | 1,150.00           |
| 4430.06 - Unit Turnaround Contracts     | 0.00                 | 8,619.00             | 19,000.00           | 10,381.00          |
| 4430.07 - Electrical Contracts          | 0.00                 | 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       | 1,890.00             | 14,057.00            | 6,000.00            | (8,057.00)         |
| 4430.11 - Routine Maintenance Contracts | 674.50               | 2,695.60             | 7,000.00            | 4,304.40           |
| 4430.12 - Miscellaneous Contracts       | 207.67               | 5,285.39             | 11,000.00           | 5,714.61           |
| 4433 - Employee Benefits - Maint.       | 5,282.43             | 40,959.74            | 69,492.00           | 28,532.26          |
| 4440 - Staff Training-Maintenance       | 0.00                 | 0.00                 | 2,000.00            | 2,000.00           |
| 4441 - Staff Travel-Maintenance         | <u>35.64</u>         | <u>35.64</u>         | <u>2,000.00</u>     | <u>1,964.36</u>    |
| <b>Total Maintenance</b>                | 20,312.07            | 195,105.04           | 327,985.00          | 132,879.96         |
| <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                        | 6,668.24             | 46,511.54            | 81,000.00           | 34,488.46          |
| 4520 - Payment in Lieu of Taxes         | 3,290.00             | 23,030.00            | 39,480.00           | 16,450.00          |
| 4550 - Compensated Absences             | 0.00                 | 0.00                 | 5,500.00            | 5,500.00           |
| 4570 - Collection Losses                | 9,964.63             | 9,964.63             | 30,000.00           | 20,035.37          |
| 4580 - Interest Expense                 | <u>6,055.11</u>      | <u>42,699.39</u>     | <u>71,567.00</u>    | <u>28,867.61</u>   |
| <b>Total General Expense</b>            | 25,977.98            | 122,205.56           | 227,547.00          | 105,341.44         |
| <b>Total Routine Expense</b>            | 97,017.36            | 702,960.68           | 1,184,236.00        | 481,275.32         |
| <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>97,017.36</u>     | <u>702,960.68</u>    | <u>1,184,236.00</u> | <u>481,275.32</u>  |

**Manistee Housing Commission  
Low Rent Public Housing  
Statement of Revenue & Expense  
For the 1 Month and 7 Months Ended July 31, 2017**

| Units                                      | 1 Month Ended        | 7 Months             | <u>BUDGET</u>      | <u>*OVER/UNDER</u> |
|--|----------------------|----------------------|--------------------|--------------------|
| 214  | <u>July 31, 2017</u> | <u>July 31, 2017</u> |                    |                    |
| <b>Operating Income (Loss)</b>             | (11,106.93)          | (64,102.78)          | 2,719.00           | 66,821.78          |
| <b>Depreciation Expense</b>                |                      |                      |                    |                    |
| 4800 - Depreciation - Current Year         | 24,750.00            | 173,250.00           | 0.00               | (173,250.00)       |
| <b>Total Depreciation Expense</b>          | 24,750.00            | 173,250.00           | 0.00               | (173,250.00)       |
| <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            | 2,483.07             | 17,107.43            | 31,245.00          | 14,137.57          |
| 7511 - Principal Payments - F150           | 385.04               | 2,655.72             | 0.00               | (2,655.72)         |
| 7520 - Replacement of Equipment            | 0.00                 | 8,986.60             | 5,000.00           | (3,986.60)         |
| 7540 - Betterments and Additions           | 4,739.96             | 14,606.96            | 0.00               | (14,606.96)        |
| 7590 - Operating Expenditures-Contr        | (7,608.07)           | (43,356.71)          | (36,245.00)        | 7,111.71           |
| <b>Total Capital Expenditures</b>          | 0.00                 | 0.00                 | 0.00               | 0.00               |
| <b>HUD Net Income (Loss)</b>               | <u>(18,329.96)</u>   | <u>(105,813.52)</u>  | <u>(33,526.00)</u> | 72,287.52          |
| <b>GAAP Net Income (Loss)</b>              | <u>(35,856.93)</u>   | <u>(238,362.53)</u>  | <u>2,719.00</u>    |                    |
| <b>Occupancy Percentage</b>                |                      |                      |                    |                    |
| 9996 - Unit Months Leased                  | 195.00               | 1,377.00             |                    |                    |
| 9998 - Unit Months Available               | 214.00               | 1,498.00             |                    |                    |
| <b>Total Occupancy Percentage</b>          | <u>91.12%</u>        | <u>91.92%</u>        |                    |                    |
| <b>UNP as of: July 31, 2017</b>            |                      | <b>244,674.02</b>    |                    |                    |

**Manistee Housing Commission  
Capital Fund 501-16  
Statement of Revenue & Expense  
For the 1 Month and 7 Months Ended July 31, 2017**

|  | 1 Month Ended        | 7 Months Ended       |
|--|----------------------|----------------------|
| *1016*                                 | <u>July 31, 2017</u> | <u>July 31, 2017</u> |
| <b>Revenues - HUD PHA Grants</b>       |                      |                      |
| 3401.1 - Operating Grants              | 0.00                 | 9,058.61             |
| 3401.3 - Capital Grants                | <u>0.00</u>          | <u>2,000.00</u>      |
| <b>Total HUD PHA Grants</b>            | 0.00                 | 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>0.00</u>          | <u>11,058.61</u>     |
| <b>Operating Expenses</b>              |                      |                      |
| <b>Administration</b>                  |                      |                      |
| 4150 - Travel Expense                  | <u>0.00</u>          | <u>1,313.81</u>      |
| <b>Total Administration</b>            | 0.00                 | 1,313.81             |
| <b>Ordinary Maint. &amp; Operation</b> |                      |                      |
| 4430.12 - Miscellaneous Contracts      | <u>6,989.00</u>      | <u>14,733.80</u>     |
| <b>Total Ordinary Maint &amp; Oper</b> | 6,989.00             | 14,733.80            |
| <b>Depreciation Expense</b>            |                      |                      |
| <b>Total Depreciation Expense</b>      | 0.00                 | 0.00                 |
| <b>Total Operating Expenses</b>        | <u>6,989.00</u>      | <u>16,047.61</u>     |
| <b>Net Income/(Loss)</b>               | <u>(6,989.00)</u>    | <u>(4,989.00)</u>    |

See Accountants' Compilation Report

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

| Program ID:                              | 1 Month<br>Ended<br>July 31, 2017 | CUMULATIVE<br>July 31, 2017 | BUDGET       | OVER/UNDER    |
|--|-----------------------------------|-----------------------------|--------------|---------------|
| MI33P078501-16<br>**1516**               |                                   |                             |              |               |
| <hr/>                                    |                                   |                             |              |               |
| <b>Administration</b>                    |                                   |                             |              |               |
| 1406 - Operations                        | \$ 0.00                           | \$ 29,680.00                | \$ 29,680.00 | \$ 0.00       |
| 1408 - Management Improvements           | 0.00                              | 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>              | 0.00                              | 69,122.24                   | 72,080.00    | 2,957.76      |
| <b>A &amp; E</b>                         |                                   |                             |              |               |
| 1430 - A & E Fees                        | 0.00                              | 7,120.11                    | 15,000.00    | 7,879.89      |
| <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 | 6,989.00                          | 21,518.86                   | 0.00         | (21,518.86)   |
| <b>Total Dwelling Structures</b>         | 6,989.00                          | 47,818.56                   | 109,918.00   | 62,099.44     |
| <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             | 0.00                              | 0.00                        | 15,000.00    | 15,000.00     |
| <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>      | 6,989.00                          | 124,060.91                  | 211,998.00   | 87,937.09     |
| <b>1600 - CFP Funding</b>                | 0.00                              | 117,071.91                  | 211,998.00   | 94,926.09     |
| <b>Over/(Under) Funding</b>              | \$ 6,989.00                       | \$ 6,989.00                 | \$ 0.00      | \$ (6,989.00) |

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

| Date     | Reference | T | Account     | Description                  | Amount     | Reference Total |
|----------|-----------|---|-------------|------------------------------|------------|-----------------|
| 07/01/17 | 8577      | V | 10014185    | AT & T                       | 174.29     | 174.29          |
| 07/01/17 | 8578      | V | 10014420    | Blarney Castle Fleet Program | 74.64      | 74.64           |
| 07/01/17 | 8579      | V | 10012131    | Byline Bank                  | 2,483.07   |                 |
| 07/01/17 | 8579      | V | 10014580    | Byline Bank                  | 5,959.12   |                 |
| 07/01/17 | 8579      | V | 10017510    | Byline Bank                  | 2,483.07   |                 |
| 07/01/17 | 8579      | V | 10017590    | Byline Bank                  | (2,483.07) | 8,442.19        |
| 07/01/17 | 8580      | V | 10014320    | Consumers Energy             | 114.27     | 114.27          |
| 07/01/17 | 8581      | V | 10014330    | DTE Energy                   | 385.19     | 385.19          |
| 07/01/17 | 8582      | V | 10012133    | Ford Credit                  | 385.04     |                 |
| 07/01/17 | 8582      | V | 10014580    | Ford Credit                  | 95.99      |                 |
| 07/01/17 | 8582      | V | 10017511    | Ford Credit                  | 385.04     |                 |
| 07/01/17 | 8582      | V | 10017590    | Ford Credit                  | (385.04)   | 481.03          |
| 07/01/17 | 8583      | V | 10014190.3  | Pitney Bowes                 | 405.96     | 405.96          |
| 07/01/17 | 8584      |   | 10014190.1  | PNC Bank                     | 145.00     |                 |
| 07/01/17 | 8584      |   | 10014190.5  | PNC Bank                     | 605.36     | 750.36          |
| 07/01/17 | 8585      | V | 10014182    | Principal Financial Group    | 592.62     |                 |
| 07/01/17 | 8585      | V | 10014433    | Principal Financial Group    | 671.42     | 1,264.04        |
| 07/01/17 | 8586      | V | 10014190.4  | Staples                      | 182.80     | 182.80          |
| 07/01/17 | 8587      |   | 10014190.3  | U.S. Bank Equipment Finance  | 857.87     | 857.87          |
| 07/01/17 | 8588      |   | 10014221    | ██████████                   | 56.67      | 56.67           |
| 07/01/17 | 8589      | V | 10014221    | ██████████                   | 100.00     | 100.00          |
| 07/01/17 | 8590      | V | 10014221    | ██████████                   | 200.00     | 200.00          |
| 07/01/17 | 8591      | V | 10014221    | ██████████                   | 200.00     | 200.00          |
| 07/01/17 | 8592      | V | 10014221    | ██████████                   | 200.00     | 200.00          |
| 07/01/17 | 8593      |   | 10014221    | ██████████                   | 200.00     | 200.00          |
| 07/12/17 | 8594      |   | 10011122    | Consumers Energy             | 443.30     | 443.30          |
| 07/12/17 | 8595      |   | 10011129    | Dale Priester                | 1,322.77   | 1,322.77        |
| 07/12/17 | 8596      |   | 10012114    | ██████████                   | 176.01     | 176.01          |
| 07/12/17 | 8597      |   | 10012114    | ██████████                   | 104.00     | 104.00          |
| 07/20/17 | 8598      | V | 10014430.01 | Allied Waste Services        | 1,410.63   | 1,410.63        |
| 07/20/17 | 8599      |   | 10014430.12 | Amor Sign Studios            | 207.67     | 207.67          |
| 07/20/17 | 8600      | V | 10014510    | AmTrust North America Inc    | 631.00     | 631.00          |
| 07/20/17 | 8601      | V | 10014185    | AT & T Mobile                | 960.94     | 960.94          |
| 07/20/17 | 8602      | V | 10014190.3  | CDM Mobile Shredding, Inc    | 45.00      | 45.00           |
| 07/20/17 | 8603      | V | 10014185    | Charter Business             | 123.19     |                 |
| 07/20/17 | 8603      | V | 10014230    | Charter Business             | 5,481.82   | 5,605.01        |

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

| Date     | Reference | T | Account     | Description                      | Amount     | Reference Total |
|----------|-----------|---|-------------|----------------------------------|------------|-----------------|
| 07/20/17 | 8604      | V | 10014310    | City of Manistee                 | 5,486.40   | 5,486.40        |
| 07/20/17 | 8605      |   | 10014190.3  | City of Manistee                 | 600.00     | 600.00          |
| 07/20/17 | 8606      | V | 10014320    | Consumers Energy                 | 6,656.41   | 6,656.41        |
| 07/20/17 | 8607      |   | 10011122    | Consumers Energy                 | 141.00     | 141.00          |
| 07/20/17 | 8608      | V | 10014430.11 | Crystal Lock & Supply            | 205.50     | 205.50          |
| 07/20/17 | 8609      |   | 10012114    | ██████████                       | 303.01     | 303.01          |
| 07/20/17 | 8610      | V | 10014330    | DTE Energy                       | 604.29     | 604.29          |
| 07/20/17 | 8611      |   | 10012114    | ██████████                       | 76.00      | 76.00           |
| 07/20/17 | 8612      | V | 10014420    | Fastenal Company                 | 1,555.58   | 1,555.58        |
| 07/20/17 | 8613      | V | 10011690    | Void Check                       | 0.00       |                 |
| 07/20/17 | 8614      | V | 10014430.09 | Griffin Pest Solutions           | 1,890.00   | 1,890.00        |
| 07/20/17 | 8615      | V | 10014190.4  | Housing Data Systems             | 221.00     | 221.00          |
| 07/20/17 | 8616      | V | 10014170    | H.A.A.S., Inc.                   | 686.88     | 686.88          |
| 07/20/17 | 8617      |   | 10011211    | Housing Insurance Services, Inc. | 7,174.00   | 7,174.00        |
| 07/20/17 | 8618      | V | 10014190.3  | Kushner & Company                | 50.00      | 50.00           |
| 07/20/17 | 8619      | V | 10014430.01 | Manistee Landfill                | 132.23     | 132.23          |
| 07/20/17 | 8620      | V | 10014190.5  | McCardel Water Conditioning      | 8.00       | 8.00            |
| 07/20/17 | 8621      | V | 10014190.3  | Next IT                          | 1,882.29   | 1,882.29        |
| 07/20/17 | 8622      |   | 10014430.11 | Northern Fire & Safety           | 469.00     | 469.00          |
| 07/20/17 | 8623      | V | 10014420    | Olson Lumber Company             | 280.89     | 280.89          |
| 07/20/17 | 8624      | V | 10014190.5  | The PI Company                   | 252.10     | 252.10          |
| 07/20/17 | 8625      |   | 10012114    | ██████████                       | 91.00      | 91.00           |
| 07/20/17 | 8626      |   | 10011400.9  | Seymour's Sales & Service LLC    | 4,739.96   |                 |
| 07/20/17 | 8626      |   | 10014420    | Seymour's Sales & Service LLC    | 20.85      |                 |
| 07/20/17 | 8626      |   | 10017540    | Seymour's Sales & Service LLC    | 4,739.96   |                 |
| 07/20/17 | 8626      |   | 10017590    | Seymour's Sales & Service LLC    | (4,739.96) | 4,760.81        |
| 07/20/17 | 8627      |   | 10164430.12 | Siemens                          | 6,989.00   |                 |
| 07/20/17 | 8627      |   | 15161460.99 | Siemens                          | 6,989.00   |                 |
| 07/20/17 | 8627      |   | 15169800    | Siemens                          | (6,989.00) | 6,989.00        |
| 07/20/17 | 8628      | V | 10014182    | Sun Life Financial               | 376.60     |                 |
| 07/20/17 | 8628      | V | 10014433    | Sun Life Financial               | 226.48     | 603.08          |
| 07/20/17 | 8629      | V | 10014182    | VSP                              | 112.31     |                 |
| 07/20/17 | 8629      | V | 10014433    | VSP                              | 121.44     | 233.75          |
| 07/26/17 | 8630      | V | 10014185    | AT & T                           | 729.48     | 729.48          |
| 07/26/17 | 8631      |   | 10014441    | Kevin Helminiak                  | 35.64      | 35.64           |

Manistee Housing Commission  
Cash Disbursements - PH Journal

| Date     | Reference | T | Account    | Description                     | Amount      | Reference Total |
|----------|-----------|---|------------|---------------------------------|-------------|-----------------|
| 07/26/17 | 8632      | V | 10014130   | Mika Meyers Beckett & Jones PLC | 2,080.65    | 2,080.65        |
| 07/26/17 | 8633      | V | 10014190.5 | Next IT                         | 250.42      | 250.42          |
| 07/26/17 | 8634      |   | 10014190.4 | PNC Bank                        | 88.74       |                 |
| 07/26/17 | 8634      |   | 10014190.5 | PNC Bank                        | 334.87      | 423.61          |
| 07/26/17 | 8635      | V | 10014190.5 | Reserve Account                 | 700.00      | 700.00          |
| 07/26/17 | 8636      | V | 10014420   | State Industrial Products       | 1,119.90    | 1,119.90        |
| 07/26/17 | 8637      |   | 10014420   | Swidorski Bros Excavating LLC   | 168.00      | 168.00          |
| 07/31/17 | MI078     |   | 10011111.2 | Cash Disbursements              | (71,855.56) | (71,855.56)     |
|          |           |   |            | Transaction Balance             |             | <u>0.00</u>     |

Total Debits 86,452.63      Total Credits 86,452.63      A/C Hash Total 801564950.760

Number of Transactions      79

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

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

| Date                   | Reference | T | Account          | Description                                   | Amount      | Reference Total            |                                     |
|------------------------|-----------|---|------------------|---|-------------|----------------------------|-------------------------------------|
| 07/31/17               | 124       |   | 10011111.2       | July Cash Receipts                            | 49,088.93   |                            |                                     |
| 07/31/17               | 124       |   | 10011122         | July TAR Collections                          | (42,276.94) |                            |                                     |
| 07/31/17               | 124       |   | 10011129         | Refund of Overpayment - American Bankers Ins. | (1,633.00)  |                            |                                     |
| 07/31/17               | 124       |   | 10011129         | Travel Reimbursement - Priester               | (1,322.77)  |                            |                                     |
| 07/31/17               | 124       |   | 10012114         | July Security Deposit Collections             | (1,737.00)  |                            |                                     |
| 07/31/17               | 124       |   | 10012119.2       | Interfund Reimbursement - DVG                 | (1,000.00)  |                            |                                     |
| 07/31/17               | 124       |   | 10013690.4       | Laundry Revenue                               | (1,107.92)  |                            |                                     |
| 07/31/17               | 124       |   | 10014420         | Refund - Sherwin Williams                     | (11.30)     |                            |                                     |
| 07/31/17               | 125       |   | 10011111.2       | Operating Subsidy                             | 39,276.00   |                            |                                     |
| 07/31/17               | 125       |   | 10013401.2       | Operating Subsidy                             | (39,276.00) |                            |                                     |
| 07/31/17               | 126       |   | 10011111.2       | NOW Interest                                  | 0.21        |                            |                                     |
| 07/31/17               | 126       |   | 10011111.2       | Sweep Interest                                | 54.98       |                            |                                     |
| 07/31/17               | 126       |   | 10011111.3       | HRA Interest                                  | 0.42        |                            |                                     |
| 07/31/17               | 126       |   | 10011111.4       | MM Savings Interest                           | 3.91        |                            |                                     |
| 07/31/17               | 126       |   | 10013610         | NOW Interest                                  | (59.52)     |                            |                                     |
|                        |           |   |                  |   |             | <u>Transaction Balance</u> | <u>0.00</u>                         |
| Total Debits           |           |   | <u>88,424.45</u> | Total Credits                                 |             | <u>88,424.45</u>           | A/C Hash Total <u>150179402.300</u> |
| Number of Transactions |           |   | 15               |   |             |                            |                                     |

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

| Date     | Reference | T | Account     | Description  | Amount      | Reference Total |
|----------|-----------|---|-------------|--|-------------|-----------------|
| 07/31/17 | 351       |   | 10011111.2  | To record charges to tenants per July 2017 Statement of Operations.                      | (265.00)    |                 |
| 07/31/17 | 351       |   | 10011122    | To record charges to tenants per July 2017 Statement of Operations.                      | 45,731.99   |                 |
| 07/31/17 | 351       |   | 10013110    | To record charges to tenants per July 2017 Statement of Operations.                      | (38,485.00) |                 |
| 07/31/17 | 351       |   | 10013120    | To record charges to tenants per July 2017 Statement of Operations.                      | (530.00)    |                 |
| 07/31/17 | 351       |   | 10013689    | To record charges to tenants per July 2017 Statement of Operations.                      | (4,860.00)  |                 |
| 07/31/17 | 351       |   | 10013690    | To record charges to tenants per July 2017 Statement of Operations.                      | (1,591.99)  |                 |
| 07/31/17 | 352       |   | 10011122    | To record transfers of security deposits to A/R per July 2017 Statement of Operations.   | (665.99)    |                 |
| 07/31/17 | 352       |   | 10012114    | To record transfers of security deposits to A/R per July 2017 Statement of Operations.   | 665.99      |                 |
| 07/31/17 | 353       |   | 10011122    | To record write off of doubtful accounts per board resolution #2017-08 dated 07/25/2017. | (9,964.63)  |                 |
| 07/31/17 | 353       |   | 10014570    | To record write off of doubtful accounts per board resolution #2017-08 dated 07/25/2017. | 9,964.63    |                 |
| 07/31/17 | 354       |   | 10011129    | To reclassify CK 8564 dated 06/26/17.  | 1,633.00    |                 |
| 07/31/17 | 354       |   | 10011211    | To reclassify CK 8564 dated 06/26/17.  | (1,633.00)  |                 |
| 07/31/17 | 355       |   | 10011111.2  | To record CK 1005 dated 07/13/17 written from MM Savings account.                        | 463.70      |                 |
| 07/31/17 | 355       |   | 10011111.4  | To record CK 1005 dated 07/13/17 written from MM Savings account.                        | (463.70)    |                 |
| 07/31/17 | 356       |   | 10011111.3  | To record HRA transactions per July 2017 bank statement.                                 | (163.30)    |                 |
| 07/31/17 | 356       |   | 10012117.12 | To record HRA transactions per July 2017 bank statement.                                 | 163.30      |                 |
| 07/31/17 | 357       |   | 10011111.2  | To record MERS contributions per July 2017 bank statement.                               | (1,331.67)  |                 |
| 07/31/17 | 357       |   | 10011701    | To record MERS contributions per July 2017 bank statement.                               | 59.37       |                 |
| 07/31/17 | 357       |   | 10012117.5  | To record MERS contributions per July 2017 bank statement.                               | 1,272.30    |                 |
| 07/31/17 | 358       |   | 10011111.2  | To record SHWF debit for payment of health insurance per July 2017 bank statement.       | (8,386.67)  |                 |
| 07/31/17 | 358       |   | 10012117.4  | To record SHWF debit for payment of health insurance per July 2017 bank statement.       | 1,218.84    |                 |
| 07/31/17 | 358       |   | 10014182    | To record SHWF debit for payment of health insurance per July 2017 bank statement.       | 3,460.27    |                 |
| 07/31/17 | 358       |   | 10014433    | To record SHWF debit for payment of health insurance per July 2017 bank statement.       | 3,707.56    |                 |
| 07/31/17 | 359       |   | 10011111.2  | To record July 2017 payroll transactions.  | (20,686.13) |                 |
| 07/31/17 | 359       |   | 10012117.12 | To record July 2017 payroll transactions.  | (380.00)    |                 |
| 07/31/17 | 359       |   | 10012117.4  | To record July 2017 payroll transactions.  | (1,218.84)  |                 |

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

| Date                   | Reference         | T             | Account           | Description   | Amount               | Reference Total |
|------------------------|-------------------|---------------|-------------------|---|----------------------|-----------------|
| 07/31/17               | 359               |               | 10012117.5        | To record July 2017 payroll transactions.                         | (1,267.06)           |                 |
| 07/31/17               | 359               |               | 10012117.6        | To record July 2017 payroll transactions.                         | (3.00)               |                 |
| 07/31/17               | 359               |               | 10012117.9        | To record July 2017 payroll transactions.                         | (126.43)             |                 |
| 07/31/17               | 359               |               | 10014110          | To record July 2017 payroll transactions.                         | 13,852.81            |                 |
| 07/31/17               | 359               |               | 10014182          | To record July 2017 payroll transactions.                         | 1,162.26             |                 |
| 07/31/17               | 359               |               | 10014190.3        | To record July 2017 payroll transactions.                         | 100.55               |                 |
| 07/31/17               | 359               |               | 10014410          | To record July 2017 payroll transactions.                         | 8,010.31             |                 |
| 07/31/17               | 359               |               | 10014433          | To record July 2017 payroll transactions.                         | 555.53               |                 |
| 07/31/17               | 360               |               | 10011129.3        | To correct partial posting of CK 8562 per CMHC.                   | 539.90               |                 |
| 07/31/17               | 360               |               | 10014420          | To correct partial posting of CK 8562 per CMHC.                   | (539.90)             |                 |
| 07/31/17               | 360               |               | 20012119.3        | To correct partial posting of CK 8562 per CMHC.                   | (539.90)             |                 |
| 07/31/17               | 360               |               | 20014420          | To correct partial posting of CK 8562 per CMHC.                   | 539.90               |                 |
| 07/31/17               | 361               |               | 10011111.2        | To record CK 8647 dated 08/01/2017 that cleared the bank in July. | (268.00)             |                 |
| 07/31/17               | 361               |               | 10011690          | To record CK 8647 dated 08/01/2017 that cleared the bank in July. | 268.00               |                 |
| 07/31/17               | A1                | S             | 10019998          | To record unit months available.                                  | 214.00               |                 |
| 07/31/17               | A1                | S             | 10019999          | To record unit months available.                                  | (214.00)             |                 |
| 07/31/17               | A2                | S             | 10012137          | To record estimated monthly PILOT expense.                        | (3,290.00)           |                 |
| 07/31/17               | A2                | S             | 10014520          | To record estimated monthly PILOT expense.                        | 3,290.00             |                 |
| 07/31/17               | A3                | S             | 10011400.95       | To record estimated monthly depreciation expense.                 | (24,750.00)          |                 |
| 07/31/17               | A3                | S             | 10014800          | To record estimated monthly depreciation expense.                 | 24,750.00            |                 |
| 07/31/17               | RT1               | S             | 10019996          | To record units leased.   | 195.00               |                 |
| 07/31/17               | RT1               | S             | 10019997          | To record units leased.   | (195.00)             |                 |
| 07/31/17               | RT2               | S             | 10011211          | To record monthly insurance write off.                            | (6,037.24)           |                 |
| 07/31/17               | RT2               | S             | 10014510          | To record monthly insurance write off.                            | 6,037.24             |                 |
|                        |                   |               |                   | Transaction Balance   |                      | <u>0.00</u>     |
| Total Debits           | <u>127,856.45</u> | Total Credits | <u>127,856.45</u> | A/C Hash Total  | <u>520655817.290</u> |                 |
| Number of Transactions | 50                |               |                   |   |                      |                 |

**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<br/>Total</b> |
|-------------|------------------|----------|----------------|-----------------------|---------------------|----------------------------|
| 07/12/17    | 13171            | V        | 10011111.3     | CMHC - West Shore FSA | 190.00              | 190.00                     |
| 07/12/17    | 13172            | V        | 10012117.6     | United Steel Workers  | 3.00                | 3.00                       |
| 07/12/17    | 13173            | V        | 10012117.9     | United Steel Workers  | 62.29               | 62.29                      |
| 07/26/17    | 13174            | V        | 10011111.3     | CMHC - West Shore FSA | 190.00              | 190.00                     |
| 07/26/17    | 13175            | V        | 10012117.9     | United Steel Workers  | 64.14               | 64.14                      |
| 07/31/17    | MI078            |          | 10011111.2     | Cash Disbursements    | (509.43)            | <u>(509.43)</u>            |
|             |                  |          |                |                       | Transaction Balance | <u><u>0.00</u></u>         |

Total Debits 509.43      Total Credits 509.43      A/C Hash Total 60069687.200

Number of Transactions      6

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

| Date  | Reference | T | Description  | Beginning Balance | Current Amount     | YTD Balance       |
|---|-----------|---|--|-------------------|--------------------|-------------------|
| <b>10011111.2 NOW Account</b>                     |           |   |  | 266,755.92        |                    |                   |
| 07/31/17  | 124       |   | July Cash Receipts   |                   | 49,088.93          |                   |
| 07/31/17  | 125       |   | Operating Subsidy  |                   | 39,276.00          |                   |
| 07/31/17  | 126       |   | NOW Interest   |                   | 0.21               |                   |
| 07/31/17  | 126       |   | Sweep Interest   |                   | 54.98              |                   |
| 07/31/17  | 351       |   | To record charges to tenants per July 2017 Statement of Operations.                      |                   | (265.00)           |                   |
| 07/31/17  | 355       |   | To record CK 1005 dated 07/13/17 written from MM Savings account.                        |                   | 463.70             |                   |
| 07/31/17  | 357       |   | To record MERS contributions per July 2017 bank statement.                               |                   | (1,331.67)         |                   |
| 07/31/17  | 358       |   | To record SHWF debit for payment of health insurance per July 2017 bank statement.       |                   | (8,386.67)         |                   |
| 07/31/17  | 359       |   | To record July 2017 payroll transactions.  |                   | (20,686.13)        |                   |
| 07/31/17  | 361       |   | To record CK 8647 dated 08/01/2017 that cleared the bank in July.                        |                   | (268.00)           |                   |
| 07/31/17  | MI078     |   | Cash Disbursements   |                   | (71,855.56)        |                   |
| 07/31/17  | MI078     |   | Cash Disbursements   |                   | (509.43)           |                   |
|   |           |   |  |                   | <u>(14,418.64)</u> | <u>252,337.28</u> |
| <b>10011111.3 HRA Account</b>                     |           |   |  | 10,553.67         |                    |                   |
| 07/31/17  | 126       |   | HRA Interest   |                   | 0.42               |                   |
| 07/31/17  | 356       |   | To record HRA transactions per July 2017 bank statement.                                 |                   | (163.30)           |                   |
| 07/12/17  | 13171     | V | CMHC - West Shore FSA  |                   | 190.00             |                   |
| 07/26/17  | 13174     | V | CMHC - West Shore FSA  |                   | 190.00             |                   |
|   |           |   |  |                   | <u>217.12</u>      | <u>10,770.79</u>  |
| <b>10011111.4 Money Market Savings</b>            |           |   |  | 49,205.10         |                    |                   |
| 07/31/17  | 126       |   | MM Savings Interest  |                   | 3.91               |                   |
| 07/31/17  | 355       |   | To record CK 1005 dated 07/13/17 written from MM Savings account.                        |                   | (463.70)           |                   |
|   |           |   |  |                   | <u>(459.79)</u>    | <u>48,745.31</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>       |           |   |  | 19,511.54         |                    |                   |
| 07/31/17  | 124       |   | July TAR Collections   |                   | (42,276.94)        |                   |
| 07/31/17  | 351       |   | To record charges to tenants per July 2017 Statement of Operations.                      |                   | 45,731.99          |                   |
| 07/31/17  | 352       |   | To record transfers of security deposits to A/R per July 2017 Statement of Operations.   |                   | (665.99)           |                   |
| 07/31/17  | 353       |   | To record write off of doubtful accounts per board resolution #2017-08 dated 07/25/2017. |                   | (9,964.63)         |                   |
| 07/12/17  | 8594      |   | Consumers Energy   |                   | 443.30             |                   |
| 07/20/17  | 8607      |   | Consumers Energy   |                   | 141.00             |                   |
|   |           |   |  |                   | <u>(6,591.27)</u>  | <u>12,920.27</u>  |
| <b>10011122.1 Allowance for Doubtful Accounts</b> |           |   |  | (4,808.49)        |                    |                   |
|   |           |   |  |                   | <u>0.00</u>        | <u>(4,808.49)</u> |

**Manistee Housing Commission  
General Ledger**

| Date     | Reference          | T                               | Description   | Beginning Balance | Current Amount     | YTD Balance           |
|----------|--------------------|---------------------------------|---|-------------------|--------------------|-----------------------|
|          | <b>10011129</b>    | <b>Accounts</b>                 | <b>Receivable-Other</b>                                     | 0.00              |                    |                       |
| 07/31/17 | 124                |                                 | Refund of Overpayment - American Bankers Ins.               |                   | (1,633.00)         |                       |
| 07/31/17 | 124                |                                 | Travel Reimbursement - Priester                             |                   | (1,322.77)         |                       |
| 07/31/17 | 354                |                                 | To reclassify CK 8564 dated 06/26/17.                       |                   | 1,633.00           |                       |
| 07/12/17 | 8595               |                                 | Dale Priester   |                   | 1,322.77           |                       |
|          |                    |                                 |   |                   | <u>0.00</u>        | <u>0.00</u>           |
|          | <b>10011129.3</b>  | <b>Accounts</b>                 | <b>Receivable - DVG</b>                                     | 0.00              |                    |                       |
| 07/31/17 | 360                |                                 | To correct partial posting of CK 8562 per CMHC.             |                   | 539.90             |                       |
|          |                    |                                 |   |                   | <u>539.90</u>      | <u>539.90</u>         |
|          | <b>10011211</b>    | <b>Prepaid</b>                  | <b>Insurance</b>  | 14,758.26         |                    |                       |
| 07/31/17 | 354                |                                 | To reclassify CK 8564 dated 06/26/17.                       |                   | (1,633.00)         |                       |
| 07/20/17 | 8617               |                                 | Housing Insurance Services, Inc.                            |                   | 7,174.00           |                       |
| 07/31/17 | RT2 S              |                                 | To record monthly insurance write off.                      |                   | (6,037.24)         |                       |
|          |                    |                                 |   |                   | <u>(496.24)</u>    | <u>14,262.02</u>      |
|          | <b>10011400</b>    | <b>Construction in Progress</b> | <b>CFP</b>  | 2,000.00          |                    |                       |
|          |                    |                                 |   |                   | <u>0.00</u>        | <u>2,000.00</u>       |
|          | <b>10011400.6</b>  | <b>Land</b>                     |   | 360,271.62        |                    |                       |
|          |                    |                                 |   |                   | <u>0.00</u>        | <u>360,271.62</u>     |
|          | <b>10011400.61</b> | <b>Land</b>                     | <b>Improvements</b>   | 89,807.07         |                    |                       |
|          |                    |                                 |   |                   | <u>0.00</u>        | <u>89,807.07</u>      |
|          | <b>10011400.7</b>  | <b>Buildings</b>                |   | 4,657,515.77      |                    |                       |
|          |                    |                                 |   |                   | <u>0.00</u>        | <u>4,657,515.77</u>   |
|          | <b>10011400.71</b> | <b>Building</b>                 | <b>Improvements</b>   | 5,365,404.21      |                    |                       |
|          |                    |                                 |   |                   | <u>0.00</u>        | <u>5,365,404.21</u>   |
|          | <b>10011400.72</b> | <b>Non-dwelling</b>             | <b>Structures</b>   | 8,525.00          |                    |                       |
|          |                    |                                 |   |                   | <u>0.00</u>        | <u>8,525.00</u>       |
|          | <b>10011400.8</b>  | <b>Furn., Equip.,</b>           | <b>Mach.-Dwellings</b>                                      | 260,827.20        |                    |                       |
|          |                    |                                 |   |                   | <u>0.00</u>        | <u>260,827.20</u>     |
|          | <b>10011400.9</b>  | <b>Furn., Equip.,</b>           | <b>Mach.-Admin</b>  | 555,959.82        |                    |                       |
| 07/20/17 | 8626               |                                 | Seymour's Sales & Service LLC                               |                   | 4,739.96           |                       |
|          |                    |                                 |   |                   | <u>4,739.96</u>    | <u>560,699.78</u>     |
|          | <b>10011400.95</b> | <b>Accumulated</b>              | <b>Depreciation-ALL</b>                                     | (8,324,715.56)    |                    |                       |
| 07/31/17 | A3 S               |                                 | To record estimated monthly depreciation expense.           |                   | (24,750.00)        |                       |
|          |                    |                                 |   |                   | <u>(24,750.00)</u> | <u>(8,349,465.56)</u> |
|          | <b>10011690</b>    | <b>Undistributed</b>            | <b>Debits</b>   | 0.00              |                    |                       |
| 07/31/17 | 361                |                                 | To record CK 8647 dated 08/01/2017 that cleared the bank in |                   |                    |                       |

**Manistee Housing Commission  
General Ledger**

| Date   | Reference | T | Description  | Beginning Balance | Current Amount  | YTD Balance        |
|--|-----------|---|--|-------------------|-----------------|--------------------|
| <b>10011690 Undistributed Debits (cont.)</b> |           |   |  |                   |                 |                    |
|  |           |   | July.  |                   | 268.00          |                    |
| 07/20/17                                     | 8613      | V | Void Check   |                   | 0.00            |                    |
|  |           |   |  |                   | <u>268.00</u>   | <u>268.00</u>      |
| <b>10011701 Deferred Outflows</b>            |           |   |  | 43,986.46         |                 |                    |
| 07/31/17                                     | 357       |   | To record MERS contributions per July 2017 bank statement.                             |                   | 59.37           |                    |
|  |           |   |  |                   | <u>59.37</u>    | <u>44,045.83</u>   |
| <b>10012111 Vendors and Contractors</b>      |           |   |  | (30,009.32)       |                 |                    |
|  |           |   |  |                   | <u>0.00</u>     | <u>(30,009.32)</u> |
| <b>10012114 Tenant Security Deposits</b>     |           |   |  | (44,968.01)       |                 |                    |
| 07/31/17                                     | 124       |   | July Security Deposit Collections  |                   | (1,737.00)      |                    |
| 07/31/17                                     | 352       |   | To record transfers of security deposits to A/R per July 2017 Statement of Operations. |                   | 665.99          |                    |
| 07/12/17                                     | 8596      |   | [REDACTED]   |                   | 176.01          |                    |
| 07/12/17                                     | 8597      |   | [REDACTED]   |                   | 104.00          |                    |
| 07/20/17                                     | 8609      |   | [REDACTED]   |                   | 303.01          |                    |
| 07/20/17                                     | 8611      |   | [REDACTED]   |                   | 76.00           |                    |
| 07/20/17                                     | 8625      |   | [REDACTED]   |                   | 91.00           |                    |
|  |           |   |  |                   | <u>(320.99)</u> | <u>(45,289.00)</u> |
| <b>10012117.12 FSA Withheld</b>              |           |   |  | (860.16)          |                 |                    |
| 07/31/17                                     | 356       |   | To record HRA transactions per July 2017 bank statement.                               |                   | 163.30          |                    |
| 07/31/17                                     | 359       |   | To record July 2017 payroll transactions.  |                   | (380.00)        |                    |
|  |           |   |  |                   | <u>(216.70)</u> | <u>(1,076.86)</u>  |
| <b>10012117.4 125 Medical Withheld</b>       |           |   |  | 0.00              |                 |                    |
| 07/31/17                                     | 358       |   | To record SHWF debit for payment of health insurance per July 2017 bank statement.     |                   | 1,218.84        |                    |
| 07/31/17                                     | 359       |   | To record July 2017 payroll transactions.  |                   | (1,218.84)      |                    |
|  |           |   |  |                   | <u>0.00</u>     | <u>0.00</u>        |
| <b>10012117.5 Pension Withheld</b>           |           |   |  | (1,272.30)        |                 |                    |
| 07/31/17                                     | 357       |   | To record MERS contributions per July 2017 bank statement.                             |                   | 1,272.30        |                    |
| 07/31/17                                     | 359       |   | To record July 2017 payroll transactions.  |                   | (1,267.06)      |                    |
|  |           |   |  |                   | <u>5.24</u>     | <u>(1,267.06)</u>  |
| <b>10012117.6 PAC Withheld</b>               |           |   |  | 0.00              |                 |                    |
| 07/31/17                                     | 359       |   | To record July 2017 payroll transactions.  |                   | (3.00)          |                    |
| 07/12/17                                     | 13172     | V | United Steel Workers   |                   | 3.00            |                    |
|  |           |   |  |                   | <u>0.00</u>     | <u>0.00</u>        |
| <b>10012117.9 Union Dues Withheld</b>        |           |   |  | 0.00              |                 |                    |
| 07/31/17                                     | 359       |   | To record July 2017 payroll transactions.  |                   | (126.43)        |                    |
| 07/12/17                                     | 13173     | V | United Steel Workers   |                   | 62.29           |                    |
| 07/26/17                                     | 13175     | V | United Steel Workers   |                   | 64.14           |                    |
|  |           |   |  |                   | <u>0.00</u>     | <u>0.00</u>        |
| <b>10012119.2 Interfund Payable - DVG</b>    |           |   |  | (1,935.90)        |                 |                    |

**Manistee Housing Commission  
General Ledger**

| Date  | Reference | T | Description                                | Beginning Balance | Current Amount    | YTD Balance           |
|---|-----------|---|--|-------------------|-------------------|-----------------------|
| <b>10012119.2 Interfund Payable - DVG (cont.)</b>       |           |   |  |                   |                   |                       |
| 07/31/17  | 124       |   | Interfund Reimbursement - DVG              |                   | (1,000.00)        |                       |
|   |           |   |  |                   | <u>(1,000.00)</u> | <u>(2,935.90)</u>     |
| <b>10012131 EPC Loan - Current</b>                      |           |   |  | (16,620.37)       |                   |                       |
| 07/01/17  | 8579      | V | Byline Bank                                |                   | 2,483.07          |                       |
|   |           |   |  |                   | <u>2,483.07</u>   | <u>(14,137.30)</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>     |           |   |  | (2,339.07)        |                   |                       |
| 07/01/17  | 8582      | V | Ford Credit                                |                   | 385.04            |                       |
|   |           |   |  |                   | <u>385.04</u>     | <u>(1,954.03)</u>     |
| <b>10012135 Accrued Salaries and Wages</b>              |           |   |  | (5,336.86)        |                   |                       |
|   |           |   |  |                   | <u>0.00</u>       | <u>(5,336.86)</u>     |
| <b>10012135.1 Accrued Comp. Absences-Current</b>        |           |   |  | (20,831.82)       |                   |                       |
|   |           |   |  |                   | <u>0.00</u>       | <u>(20,831.82)</u>    |
| <b>10012135.3 Accrued Comp. Absences-Non Current</b>    |           |   |  | (6,996.79)        |                   |                       |
|   |           |   |  |                   | <u>0.00</u>       | <u>(6,996.79)</u>     |
| <b>10012137 Payments in Lieu of Taxes</b>               |           |   |  | (19,740.00)       |                   |                       |
| 07/31/17  | A2        | S | To record estimated monthly PILOT expense. |                   | (3,290.00)        |                       |
|   |           |   |  |                   | <u>(3,290.00)</u> | <u>(23,030.00)</u>    |
| <b>10012138 Net Pension Liability</b>                   |           |   |  | (7,578.00)        |                   |                       |
|   |           |   |  |                   | <u>0.00</u>       | <u>(7,578.00)</u>     |
| <b>10012139 Capital Lease - 2016 F250 - Non Current</b> |           |   |  | (17,020.14)       |                   |                       |
|   |           |   |  |                   | <u>0.00</u>       | <u>(17,020.14)</u>    |
| <b>10012806 Unrestricted Net Position</b>               |           |   |  | (350,487.54)      |                   |                       |
|   |           |   |  |                   | <u>0.00</u>       | <u>(350,487.54)</u>   |
| <b>10012806.1 Invested in Capital Assets</b>            |           |   |  | (1,949,239.17)    |                   |                       |
|   |           |   |  |                   | <u>0.00</u>       | <u>(1,949,239.17)</u> |
| <b>10012820 HUD Operating Reserve - Memo</b>            |           |   |  | (350,487.54)      |                   |                       |
|   |           |   |  |                   | <u>0.00</u>       | <u>(350,487.54)</u>   |
| <b>10012820.1 HUD Operating Reserve-Contra</b>          |           |   |  | 350,487.54        |                   |                       |
|   |           |   |  |                   | <u>0.00</u>       | <u>350,487.54</u>     |

**Manistee Housing Commission  
General Ledger**

| Date     | Reference         | T | Description   | Beginning Balance | Current Amount     | YTD Balance         |
|----------|-------------------|---|---|-------------------|--------------------|---------------------|
|          | <b>10013110</b>   |   | <b>Dwelling Rental Revenue</b>                                      | (242,257.00)      |                    |                     |
| 07/31/17 | 351               |   | To record charges to tenants per July 2017 Statement of Operations. |                   | (38,485.00)        |                     |
|          |                   |   |   |                   | <u>(38,485.00)</u> | <u>(280,742.00)</u> |
|          | <b>10013120</b>   |   | <b>Tenant Revenue - Excess Utilities</b>                            | (4,048.36)        |                    |                     |
| 07/31/17 | 351               |   | To record charges to tenants per July 2017 Statement of Operations. |                   | (530.00)           |                     |
|          |                   |   |   |                   | <u>(530.00)</u>    | <u>(4,578.36)</u>   |
|          | <b>10013401.2</b> |   | <b>Operating Subsidy</b>  | (244,767.00)      |                    |                     |
| 07/31/17 | 125               |   | Operating Subsidy   |                   | (39,276.00)        |                     |
|          |                   |   |   |                   | <u>(39,276.00)</u> | <u>(284,043.00)</u> |
|          | <b>10013610</b>   |   | <b>Interest Income</b>  | (424.88)          |                    |                     |
| 07/31/17 | 126               |   | NOW Interest  |                   | (59.52)            |                     |
|          |                   |   |   |                   | <u>(59.52)</u>     | <u>(484.40)</u>     |
|          | <b>10013689</b>   |   | <b>Tenant Revenue - Cable TV</b>                                    | (28,526.35)       |                    |                     |
| 07/31/17 | 351               |   | To record charges to tenants per July 2017 Statement of Operations. |                   | (4,860.00)         |                     |
|          |                   |   |   |                   | <u>(4,860.00)</u>  | <u>(33,386.35)</u>  |
|          | <b>10013690</b>   |   | <b>Tenant Revenue - Other</b>                                       | (17,376.95)       |                    |                     |
| 07/31/17 | 351               |   | To record charges to tenants per July 2017 Statement of Operations. |                   | (1,591.99)         |                     |
|          |                   |   |   |                   | <u>(1,591.99)</u>  | <u>(18,968.94)</u>  |
|          | <b>10013690.1</b> |   | <b>Other Revenue</b>  | (36.25)           |                    |                     |
|          |                   |   |   |                   | <u>0.00</u>        | <u>(36.25)</u>      |
|          | <b>10013690.4</b> |   | <b>Laundry Revenue</b>  | (5,510.68)        |                    |                     |
| 07/31/17 | 124               |   | Laundry Revenue   |                   | (1,107.92)         |                     |
|          |                   |   |   |                   | <u>(1,107.92)</u>  | <u>(6,618.60)</u>   |
|          | <b>10013690.7</b> |   | <b>Management Fee - DVG</b>   | (10,000.00)       |                    |                     |
|          |                   |   |   |                   | <u>0.00</u>        | <u>(10,000.00)</u>  |
|          | <b>10014110</b>   |   | <b>Administrative Wages</b>   | 87,236.09         |                    |                     |
| 07/31/17 | 359               |   | To record July 2017 payroll transactions.                           |                   | 13,852.81          |                     |
|          |                   |   |   |                   | <u>13,852.81</u>   | <u>101,088.90</u>   |
|          | <b>10014130</b>   |   | <b>Legal Expense</b>  | 8,040.35          |                    |                     |
| 07/26/17 | 8632              | V | Mika Meyers Beckett & Jones PLC                                     |                   | 2,080.65           |                     |
|          |                   |   |   |                   | <u>2,080.65</u>    | <u>10,121.00</u>    |
|          | <b>10014150</b>   |   | <b>Travel Expense</b>   | 4,286.67          |                    |                     |
|          |                   |   |   |                   | <u>0.00</u>        | <u>4,286.67</u>     |

**Manistee Housing Commission  
General Ledger**

| Date                                       | Reference | T | Description  | Beginning Balance | Current Amount  | YTD Balance      |
|--|-----------|---|--|-------------------|-----------------|------------------|
| <b>10014170 Accounting Fees</b>            |           |   |  | 4,863.78          |                 |                  |
| 07/20/17                                   | 8616      | V | H.A.A.S., Inc.   |                   | 686.88          |                  |
|  |           |   |  |                   | <u>686.88</u>   | <u>5,550.66</u>  |
| <b>10014182 Employee Benefits - Admin</b>  |           |   |  | 37,266.82         |                 |                  |
| 07/31/17                                   | 358       |   | To record SHWF debit for payment of health insurance per July 2017 bank statement. |                   | 3,460.27        |                  |
| 07/31/17                                   | 359       |   | To record July 2017 payroll transactions.  |                   | 1,162.26        |                  |
| 07/01/17                                   | 8585      | V | Principal Financial Group  |                   | 592.62          |                  |
| 07/20/17                                   | 8628      | V | Sun Life Financial   |                   | 376.60          |                  |
| 07/20/17                                   | 8629      | V | VSP  |                   | 112.31          |                  |
|  |           |   |  |                   | <u>5,704.06</u> | <u>42,970.88</u> |
| <b>10014185 Telephone</b>                  |           |   |  | 11,384.39         |                 |                  |
| 07/01/17                                   | 8577      | V | AT & T   |                   | 174.29          |                  |
| 07/20/17                                   | 8601      | V | AT & T Mobile  |                   | 960.94          |                  |
| 07/20/17                                   | 8603      | V | Charter Business   |                   | 123.19          |                  |
| 07/26/17                                   | 8630      | V | AT & T   |                   | 729.48          |                  |
|  |           |   |  |                   | <u>1,987.90</u> | <u>13,372.29</u> |
| <b>10014190.1 Publications</b>             |           |   |  | 1,299.00          |                 |                  |
| 07/01/17                                   | 8584      |   | PNC Bank   |                   | 145.00          |                  |
|  |           |   |  |                   | <u>145.00</u>   | <u>1,444.00</u>  |
| <b>10014190.2 Membership Dues and Fees</b> |           |   |  | 1,186.38          |                 |                  |
|  |           |   |  |                   | <u>0.00</u>     | <u>1,186.38</u>  |
| <b>10014190.3 Admin Service Contracts</b>  |           |   |  | 33,277.89         |                 |                  |
| 07/31/17                                   | 359       |   | To record July 2017 payroll transactions.  |                   | 100.55          |                  |
| 07/01/17                                   | 8583      | V | Pitney Bowes   |                   | 405.96          |                  |
| 07/01/17                                   | 8587      |   | U.S. Bank Equipment Finance  |                   | 857.87          |                  |
| 07/20/17                                   | 8602      | V | CDM Mobile Shredding, Inc  |                   | 45.00           |                  |
| 07/20/17                                   | 8605      |   | City of Manistee   |                   | 600.00          |                  |
| 07/20/17                                   | 8618      | V | Kushner & Company  |                   | 50.00           |                  |
| 07/20/17                                   | 8621      | V | Next IT  |                   | 1,882.29        |                  |
|  |           |   |  |                   | <u>3,941.67</u> | <u>37,219.56</u> |
| <b>10014190.4 Office Supplies</b>          |           |   |  | 4,449.92          |                 |                  |
| 07/01/17                                   | 8586      | V | Staples  |                   | 182.80          |                  |
| 07/20/17                                   | 8615      | V | Housing Data Systems   |                   | 221.00          |                  |
| 07/26/17                                   | 8634      |   | PNC Bank   |                   | 88.74           |                  |
|  |           |   |  |                   | <u>492.54</u>   | <u>4,942.46</u>  |
| <b>10014190.5 Other Sundry-Misc.</b>       |           |   |  | 8,166.73          |                 |                  |
| 07/01/17                                   | 8584      |   | PNC Bank   |                   | 605.36          |                  |
| 07/20/17                                   | 8620      | V | McCardel Water Conditioning  |                   | 8.00            |                  |
| 07/20/17                                   | 8624      | V | The PI Company   |                   | 252.10          |                  |
| 07/26/17                                   | 8633      | V | Next IT  |                   | 250.42          |                  |
| 07/26/17                                   | 8634      |   | PNC Bank   |                   | 334.87          |                  |
| 07/26/17                                   | 8635      | V | Reserve Account  |                   | 700.00          |                  |
|  |           |   |  |                   | <u>2,150.75</u> | <u>10,317.48</u> |

**Manistee Housing Commission  
General Ledger**

| Date   | Reference | T | Description                                     | Beginning Balance | Current Amount  | YTD Balance      |
|--|-----------|---|---|-------------------|-----------------|------------------|
| <b>10014221 Resident Employee Stipend</b>          |           |   |   | 3,740.32          |                 |                  |
| 07/01/17   | 8588      |   |   |                   | 56.67           |                  |
| 07/01/17   | 8589      | V |   |                   | 100.00          |                  |
| 07/01/17   | 8590      | V |   |                   | 200.00          |                  |
| 07/01/17   | 8591      | V |   |                   | 200.00          |                  |
| 07/01/17   | 8592      | V |   |                   | 200.00          |                  |
| 07/01/17   | 8593      |   |   |                   | 200.00          |                  |
|  |           |   |   |                   | <u>956.67</u>   | <u>4,696.99</u>  |
| <b>10014230 Contract Costs-Cable &amp; Other</b>   |           |   |   | 32,630.16         |                 |                  |
| 07/20/17   | 8603      | V | Charter Business                                |                   | 5,481.82        |                  |
|  |           |   |   |                   | <u>5,481.82</u> | <u>38,111.98</u> |
| <b>10014310 Water &amp; Sewer</b>                  |           |   |   | 28,978.74         |                 |                  |
| 07/20/17   | 8604      | V | City of Manistee                                |                   | 5,486.40        |                  |
|  |           |   |   |                   | <u>5,486.40</u> | <u>34,465.14</u> |
| <b>10014320 Electricity</b>                        |           |   |   | 51,712.72         |                 |                  |
| 07/01/17   | 8580      | V | Consumers Energy                                |                   | 114.27          |                  |
| 07/20/17   | 8606      | V | Consumers Energy                                |                   | 6,656.41        |                  |
|  |           |   |   |                   | <u>6,770.68</u> | <u>58,483.40</u> |
| <b>10014330 Gas</b>                                |           |   |   | 16,402.81         |                 |                  |
| 07/01/17   | 8581      | V | DTE Energy                                      |                   | 385.19          |                  |
| 07/20/17   | 8610      | V | DTE Energy                                      |                   | 604.29          |                  |
|  |           |   |   |                   | <u>989.48</u>   | <u>17,392.29</u> |
| <b>10014410 Maintenance Wages</b>                  |           |   |   | 53,696.95         |                 |                  |
| 07/31/17   | 359       |   | To record July 2017 payroll transactions.       |                   | 8,010.31        |                  |
|  |           |   |   |                   | <u>8,010.31</u> | <u>61,707.26</u> |
| <b>10014420 Materials</b>                          |           |   |   | 28,532.07         |                 |                  |
| 07/31/17   | 124       |   | Refund - Sherwin Williams                       |                   | (11.30)         |                  |
| 07/31/17   | 360       |   | To correct partial posting of CK 8562 per CMHC. |                   | (539.90)        |                  |
| 07/01/17   | 8578      | V | Blarney Castle Fleet Program                    |                   | 74.64           |                  |
| 07/20/17   | 8612      | V | Fastenal Company                                |                   | 1,555.58        |                  |
| 07/20/17   | 8623      | V | Olson Lumber Company                            |                   | 280.89          |                  |
| 07/20/17   | 8626      |   | Seymour's Sales & Service LLC                   |                   | 20.85           |                  |
| 07/26/17   | 8636      | V | State Industrial Products                       |                   | 1,119.90        |                  |
| 07/26/17   | 8637      |   | Swidorski Bros Excavating LLC                   |                   | 168.00          |                  |
|  |           |   |   |                   | <u>2,668.66</u> | <u>31,200.73</u> |
| <b>10014430.01 Garbage Removal</b>                 |           |   |   | 9,020.74          |                 |                  |
| 07/20/17   | 8598      | V | Allied Waste Services                           |                   | 1,410.63        |                  |
| 07/20/17   | 8619      | V | Manistee Landfill                               |                   | 132.23          |                  |
|  |           |   |   |                   | <u>1,542.86</u> | <u>10,563.60</u> |
| <b>10014430.02 Heating &amp; Cooling Contracts</b> |           |   |   | 11,973.66         |                 |                  |
|  |           |   |   |                   | <u>0.00</u>     | <u>11,973.66</u> |
| <b>10014430.04 Elevator Contracts</b>              |           |   |   | 5,725.00          |                 |                  |

**Manistee Housing Commission  
General Ledger**

| Date   | Reference | T | Description  | Beginning Balance | Current Amount | YTD Balance |
|--|-----------|---|--|-------------------|----------------|-------------|
| <b>10014430.04 Elevator Contracts (cont.)</b>        |           |   |  |                   | 0.00           | 5,725.00    |
| <b>10014430.05 Landscape &amp; Grounds Contracts</b> |           |   |  | 350.00            | 0.00           | 350.00      |
| <b>10014430.06 Unit Turnaround Contracts</b>         |           |   |  | 8,619.00          | 0.00           | 8,619.00    |
| <b>10014430.07 Electrical Contracts</b>              |           |   |  | 1,457.42          | 0.00           | 1,457.42    |
| <b>10014430.08 Plumbing Contracts</b>                |           |   |  | 475.00            | 0.00           | 475.00      |
| <b>10014430.09 Extermination Contracts</b>           |           |   |  | 12,167.00         |                |             |
| 07/20/17   | 8614      | V | Griffin Pest Solutions   |                   | 1,890.00       |             |
|  |           |   |  |                   | 1,890.00       | 14,057.00   |
| <b>10014430.11 Routine Maintenance Contracts</b>     |           |   |  | 2,021.10          |                |             |
| 07/20/17   | 8608      | V | Crystal Lock & Supply  |                   | 205.50         |             |
| 07/20/17   | 8622      |   | Northern Fire & Safety   |                   | 469.00         |             |
|  |           |   |  |                   | 674.50         | 2,695.60    |
| <b>10014430.12 Miscellaneous Contracts</b>           |           |   |  | 5,077.72          |                |             |
| 07/20/17   | 8599      |   | Amor Sign Studios  |                   | 207.67         |             |
|  |           |   |  |                   | 207.67         | 5,285.39    |
| <b>10014433 Employee Benefits - Maint.</b>           |           |   |  | 35,677.31         |                |             |
| 07/31/17   | 358       |   | To record SHWF debit for payment of health insurance per July 2017 bank statement. |                   | 3,707.56       |             |
| 07/31/17   | 359       |   | To record July 2017 payroll transactions.  |                   | 555.53         |             |
| 07/01/17   | 8585      | V | Principal Financial Group  |                   | 671.42         |             |
| 07/20/17   | 8628      | V | Sun Life Financial   |                   | 226.48         |             |
| 07/20/17   | 8629      | V | VSP  |                   | 121.44         |             |
|  |           |   |  |                   | 5,282.43       | 40,959.74   |
| <b>10014441 Staff Travel-Maintenance</b>             |           |   |  | 0.00              |                |             |
| 07/26/17   | 8631      |   | Kevin Helminiak  |                   | 35.64          |             |
|  |           |   |  |                   | 35.64          | 35.64       |
| <b>10014510 Insurance</b>                            |           |   |  | 39,843.30         |                |             |
| 07/20/17   | 8600      | V | AmTrust North America Inc  |                   | 631.00         |             |
| 07/31/17   | RT2       | S | To record monthly insurance write off.   |                   | 6,037.24       |             |
|  |           |   |  |                   | 6,668.24       | 46,511.54   |
| <b>10014520 Payment in Lieu of Taxes</b>             |           |   |  | 19,740.00         |                |             |
| 07/31/17   | A2        | S | To record estimated monthly PILOT expense.   |                   | 3,290.00       |             |
|  |           |   |  |                   | 3,290.00       | 23,030.00   |

| Date     | Reference       | T | Description  | Beginning Balance | Current Amount    | YTD Balance        |
|----------|-----------------|---|--|-------------------|-------------------|--------------------|
|          | <b>10014570</b> |   | <b>Collection Losses</b>   | 0.00              |                   |                    |
| 07/31/17 | 353             |   | To record write off of doubtful accounts per board resolution #2017-08 dated 07/25/2017. |                   | 9,964.63          |                    |
|          |                 |   |  |                   | <u>9,964.63</u>   | <u>9,964.63</u>    |
|          | <b>10014580</b> |   | <b>Interest Expense</b>  | 36,644.28         |                   |                    |
| 07/01/17 | 8579            | V | Byline Bank  |                   | 5,959.12          |                    |
| 07/01/17 | 8582            | V | Ford Credit  |                   | 95.99             |                    |
|          |                 |   |  |                   | <u>6,055.11</u>   | <u>42,699.39</u>   |
|          | <b>10014800</b> |   | <b>Depreciation - Current Year</b>   | 148,500.00        |                   |                    |
| 07/31/17 | A3              | S | To record estimated monthly depreciation expense.  |                   | 24,750.00         |                    |
|          |                 |   |  |                   | <u>24,750.00</u>  | <u>173,250.00</u>  |
|          | <b>10016010</b> |   | <b>Prior Year Adj. - Affecting RR</b>  | 1,009.75          |                   |                    |
|          |                 |   |  |                   | <u>0.00</u>       | <u>1,009.75</u>    |
|          | <b>10017510</b> |   | <b>Principal Payments - EPC</b>  | 14,624.36         |                   |                    |
| 07/01/17 | 8579            | V | Byline Bank  |                   | 2,483.07          |                    |
|          |                 |   |  |                   | <u>2,483.07</u>   | <u>17,107.43</u>   |
|          | <b>10017511</b> |   | <b>Principal Payments - F150</b>   | 2,270.68          |                   |                    |
| 07/01/17 | 8582            | V | Ford Credit  |                   | 385.04            |                    |
|          |                 |   |  |                   | <u>385.04</u>     | <u>2,655.72</u>    |
|          | <b>10017520</b> |   | <b>Replacement of Equipment</b>  | 8,986.60          |                   |                    |
|          |                 |   |  |                   | <u>0.00</u>       | <u>8,986.60</u>    |
|          | <b>10017540</b> |   | <b>Betterments and Additions</b>   | 9,867.00          |                   |                    |
| 07/20/17 | 8626            |   | Seymour's Sales & Service LLC  |                   | 4,739.96          |                    |
|          |                 |   |  |                   | <u>4,739.96</u>   | <u>14,606.96</u>   |
|          | <b>10017590</b> |   | <b>Operating Expenditures-Contra</b>   | (35,748.64)       |                   |                    |
| 07/01/17 | 8579            | V | Byline Bank  |                   | (2,483.07)        |                    |
| 07/01/17 | 8582            | V | Ford Credit  |                   | (385.04)          |                    |
| 07/20/17 | 8626            |   | Seymour's Sales & Service LLC  |                   | (4,739.96)        |                    |
|          |                 |   |  |                   | <u>(7,608.07)</u> | <u>(43,356.71)</u> |
|          | <b>10019996</b> |   | <b>Unit Months Leased</b>  | 1,182.00          |                   |                    |
| 07/31/17 | RT1             | S | To record units leased.  |                   | 195.00            |                    |
|          |                 |   |  |                   | <u>195.00</u>     | <u>1,377.00</u>    |
|          | <b>10019997</b> |   | <b>Unit Months Leased - Contra</b>   | (1,182.00)        |                   |                    |
| 07/31/17 | RT1             | S | To record units leased.  |                   | (195.00)          |                    |
|          |                 |   |  |                   | <u>(195.00)</u>   | <u>(1,377.00)</u>  |
|          | <b>10019998</b> |   | <b>Unit Months Available</b>   | 1,284.00          |                   |                    |
| 07/31/17 | A1              | S | To record unit months available.   |                   | 214.00            |                    |
|          |                 |   |  |                   | <u>214.00</u>     | <u>1,498.00</u>    |

**Manistee Housing Commission  
General Ledger**

| Date     | Reference          | T | Description                             | Beginning Balance | Current Amount    | YTD Balance         |
|----------|--------------------|---|---|-------------------|-------------------|---------------------|
|          | <b>10019999</b>    |   | <b>Unit Months Available - Contra</b>   | (1,284.00)        |                   |                     |
| 07/31/17 | A1                 | S | To record unit months available.        |                   | (214.00)          |                     |
|          |                    |   |   |                   | <u>(214.00)</u>   | <u>(1,498.00)</u>   |
|          | <b>10163401.1</b>  |   | <b>Operating Grants</b>                 | (9,058.61)        | 0.00              | (9,058.61)          |
|          | <b>10163401.3</b>  |   | <b>Capital Grants</b>                   | (2,000.00)        | 0.00              | (2,000.00)          |
|          | <b>10164150</b>    |   | <b>Travel Expense</b>                   | 1,313.81          | 0.00              | 1,313.81            |
|          | <b>10164430.12</b> |   | <b>Miscellaneous Contract Costs</b>     | 7,744.80          |                   |                     |
| 07/20/17 | 8627               |   | Siemens                                 |                   | 6,989.00          |                     |
|          |                    |   |   |                   | <u>6,989.00</u>   | <u>14,733.80</u>    |
|          | <b>15161406</b>    |   | <b>Operations</b>                       | 29,680.00         | 0.00              | 29,680.00           |
|          | <b>15161408</b>    |   | <b>Management Improvements</b>          | 18,242.24         | 0.00              | 18,242.24           |
|          | <b>15161410</b>    |   | <b>Administration</b>                   | 21,200.00         | 0.00              | 21,200.00           |
|          | <b>15161430</b>    |   | <b>A &amp; E Fees</b>                   | 7,120.11          | 0.00              | 7,120.11            |
|          | <b>15161460</b>    |   | <b>Dwelling Structures</b>              | 26,299.70         | 0.00              | 26,299.70           |
|          | <b>15161460.99</b> |   | <b>Dwelling Structures - Soft Costs</b> | 14,529.86         |                   |                     |
| 07/20/17 | 8627               |   | Siemens                                 |                   | 6,989.00          |                     |
|          |                    |   |   |                   | <u>6,989.00</u>   | <u>21,518.86</u>    |
|          | <b>15161600</b>    |   | <b>CFP Funding</b>                      | 117,071.91        | 0.00              | 117,071.91          |
|          | <b>15161699</b>    |   | <b>CFP Funding - Contra</b>             | (117,071.91)      | 0.00              | (117,071.91)        |
|          | <b>15169800</b>    |   | <b>CFP Cost - Contra</b>                | (117,071.91)      |                   |                     |
| 07/20/17 | 8627               |   | Siemens                                 |                   | (6,989.00)        |                     |
|          |                    |   |   |                   | <u>(6,989.00)</u> | <u>(124,060.91)</u> |

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

Manistee Housing Commission  
General Ledger

| Date                   | Reference     | T | Description | Beginning Balance                | Current Amount | YTD Balance  |
|------------------------|---------------|---|-------------|----------------------------------|----------------|--------------|
| Current                | Profit/(Loss) |   | (42,845.93) | YTD Profit/(Loss)                |                | (243,351.53) |
| Number of Transactions |               |   | 148         | The General Ledger is in balance |                | 0.00         |

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**Manistee Housing Commission  
Bank Reconciliation Transmittal**

Account Number: 851620  
Statement Ending date: 07/31/17  
Checkbook Name: Public Housing Checking

**General Ledger**

|   |                          |
|---|--------------------------|
| Balance per General Ledger (Account 10011111.2) at 07/01/17 | 266,755.92               |
| Activity for the month:                                     |                          |
| Total Debits (Deposits and Credit Memos)                    | 88,883.82                |
| Total Credits (Checks and Debit Memos)                      | -103,302.46              |
| Unreconciled General Ledger Balance at 07/31/17             | <u>252,337.28</u>        |
| Adjustments and Other Bank Items                            | 0.00                     |
| Reconciled General Ledger Balance at 07/31/17               | <u><u>252,337.28</u></u> |

**Bank**

|  |                          |
|--|--------------------------|
| Balance per Bank Statement at 07/31/17                 | 309,163.14               |
| Total Additions (Deposits and Credit Memos in transit) | 463.70                   |
| Total Subtractions (Checks and Debit Memos in transit) | -57,289.56               |
| Total Bank Errors                                      | 0.00                     |
| Bank Balance Adjusted at 07/31/17                      | <u><u>252,337.28</u></u> |

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HAS BEEN REDACTED

**Manistee Housing Commission  
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/17  
Statement Ending date: 07/31/17  
Checkbook Name: Public Housing Checking

**Statement Summary**

|                           |          |            |                    |                  |
|---------------------------|----------|------------|--------------------|------------------|
| Beginning Balance         |          |            |                    | 277,081.95       |
| Deposits and Credit Memos |          |            |                    |                  |
| 118                       | 06/30/17 | 10011122   | June Cash Receipts | 310.00           |
| 121                       | 06/30/17 | 10163401.1 | 501-16 CFP Grant   | 7,744.80         |
| 124                       | 07/31/17 | 10011122   | July Cash Receipts | 49,088.93        |
| 125                       | 07/31/17 | 10013401.2 | Operating Subsidy  | 39,276.00        |
| 126                       | 07/31/17 | 10011111.3 | NOW Interest       | 55.19            |
|                           |          |            | Total              | <u>96,474.92</u> |

Checks and Debit Memos

|       |          |             |   |                    |
|-------|----------|-------------|---|--------------------|
| 351   | 07/31/17 | 10011122    | To record charges to tenants per July 2017 Statement of Operations. | (265.00)           |
| 357   | 07/31/17 | 10011701    | To record MERS contributions per July 2017 bank statement.          | (1,331.67)         |
| 358   | 07/31/17 | 10012117.4  | To record SHWF debit for payment of health insurance per July 201   | (8,386.67)         |
| 359   | 07/31/17 | 10014110    | To record July 2017 payroll transactions.                           | (20,686.13)        |
| 361   | 07/31/17 | 10011690    | To record CK 8647 dated 08/01/2017 that cleared the bank in July.   | (268.00)           |
| 8387  | 04/03/17 | 10012114    | ██████████  | (86.50)            |
| 8538  | 06/07/17 | 10011122    | Consumers Energy  | (234.73)           |
| 8560  | 06/13/17 | 10011400.72 | Millrock Storage Buildings  | (1,475.00)         |
| 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)         |
| 8577  | 07/01/17 | 10014185    | AT & T  | (174.29)           |
| 8578  | 07/01/17 | 10014420    | Blarney Castle Fleet Program  | (74.64)            |
| 8579  | 07/01/17 | 10012131    | Byline Bank   | (8,442.19)         |
| 8580  | 07/01/17 | 10014320    | Consumers Energy  | (114.27)           |
| 8581  | 07/01/17 | 10014330    | DTE Energy  | (385.19)           |
| 8582  | 07/01/17 | 10012133    | Ford Credit   | (481.03)           |
| 8583  | 07/01/17 | 10014190.3  | Pitney Bowes  | (405.96)           |
| 8584  | 07/01/17 | 10014190.1  | PNC Bank  | (750.36)           |
| 8585  | 07/01/17 | 10014182    | Principal Financial Group   | (1,264.04)         |
| 8586  | 07/01/17 | 10014190.4  | Staples   | (182.80)           |
| 8587  | 07/01/17 | 10014190.3  | U.S. Bank Equipment Finance   | (857.87)           |
| 8588  | 07/01/17 | 10014221    | ██████████  | (56.67)            |
| 8589  | 07/01/17 | 10014221    | ██████████  | (100.00)           |
| 8590  | 07/01/17 | 10014221    | ██████████  | (200.00)           |
| 8591  | 07/01/17 | 10014221    | ██████████  | (200.00)           |
| 8592  | 07/01/17 | 10014221    | ██████████  | (200.00)           |
| 8593  | 07/01/17 | 10014221    | ██████████  | (200.00)           |
| 8594  | 07/12/17 | 10011122    | Consumers Energy  | (443.30)           |
| 8595  | 07/12/17 | 10011129    | Dale Priester   | (1,322.77)         |
| 8596  | 07/12/17 | 10012114    | ██████████  | (176.01)           |
| 8597  | 07/12/17 | 10012114    | ██████████  | (104.00)           |
| 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)            |
| 13171 | 07/12/17 | 10011111.3  | CMHC - West Shore FSA   | (190.00)           |
| 13172 | 07/12/17 | 10012117.6  | United Steel Workers  | (3.00)             |
|       |          |             | Total   | <u>(64,393.73)</u> |

|                |  |  |  |                          |
|----------------|--|--|--|--------------------------|
| Ending Balance |  |  |  | <u><u>309,163.14</u></u> |
|----------------|--|--|--|--------------------------|

**Bank Summary**

**Manistee Housing Commission  
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/17  
Statement Ending date: 07/31/17  
Checkbook Name: Public Housing Checking

|                                      |          |             |  |                          |
|--------------------------------------|----------|-------------|--|--------------------------|
| Ending Bank Balance                  |          |             |  | 309,163.14               |
| Deposits and Credit Memos in transit |          |             |  |                          |
| 355                                  | 07/31/17 | 10011111.4  | To record CK 1005 dated 07/13/17 written from MM Savings accou | 463.70                   |
|                                      |          |             | Total  | <u>463.70</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                     |
| 8491                                 | 05/11/17 | 10014430.11 | Northern Fire & Safety   | 469.00                   |
| 8509                                 | 06/01/17 | 10012114    | ██████████   | 183.08                   |
| 8561                                 | 06/13/17 | 10014190.2  | NAHRO  | 307.38                   |
| 8598                                 | 07/20/17 | 10014430.01 | Allied Waste Services  | 1,410.63                 |
| 8599                                 | 07/20/17 | 10014430.12 | Amor Sign Studios  | 207.67                   |
| 8600                                 | 07/20/17 | 10014510    | AmTrust North America Inc                                      | 631.00                   |
| 8601                                 | 07/20/17 | 10014185    | AT & T Mobile  | 960.94                   |
| 8602                                 | 07/20/17 | 10014190.3  | CDM Mobile Shredding, Inc                                      | 45.00                    |
| 8603                                 | 07/20/17 | 10014185    | Charter Business   | 5,605.01                 |
| 8604                                 | 07/20/17 | 10014310    | City of Manistee   | 5,486.40                 |
| 8605                                 | 07/20/17 | 10014190.3  | City of Manistee   | 600.00                   |
| 8606                                 | 07/20/17 | 10014320    | Consumers Energy   | 6,656.41                 |
| 8607                                 | 07/20/17 | 10011122    | Consumers Energy   | 141.00                   |
| 8608                                 | 07/20/17 | 10014430.11 | Crystal Lock & Supply  | 205.50                   |
| 8609                                 | 07/20/17 | 10012114    | ██████████   | 303.01                   |
| 8610                                 | 07/20/17 | 10014330    | DTE Energy   | 604.29                   |
| 8611                                 | 07/20/17 | 10012114    | ██████████   | 76.00                    |
| 8612                                 | 07/20/17 | 10014420    | Fastenal Company   | 1,555.58                 |
| 8614                                 | 07/20/17 | 10014430.09 | Griffin Pest Solutions   | 1,890.00                 |
| 8615                                 | 07/20/17 | 10014190.4  | Housing Data Systems   | 221.00                   |
| 8616                                 | 07/20/17 | 10014170    | H.A.A.S., Inc.   | 686.88                   |
| 8617                                 | 07/20/17 | 10011211    | Housing Insurance Services, Inc.                               | 7,174.00                 |
| 8618                                 | 07/20/17 | 10014190.3  | Kushner & Company  | 50.00                    |
| 8619                                 | 07/20/17 | 10014430.01 | Manistee Landfill  | 132.23                   |
| 8620                                 | 07/20/17 | 10014190.5  | McCardel Water Conditioning                                    | 8.00                     |
| 8621                                 | 07/20/17 | 10014190.3  | Next IT  | 1,882.29                 |
| 8622                                 | 07/20/17 | 10014430.11 | Northern Fire & Safety   | 469.00                   |
| 8623                                 | 07/20/17 | 10014420    | Olson Lumber Company   | 280.89                   |
| 8624                                 | 07/20/17 | 10014190.5  | The PI Company   | 252.10                   |
| 8625                                 | 07/20/17 | 10012114    | ██████████   | 91.00                    |
| 8626                                 | 07/20/17 | 10011400.9  | Seymour's Sales & Service LLC                                  | 4,760.81                 |
| 8627                                 | 07/20/17 | 10164430.12 | Siemens  | 6,989.00                 |
| 8628                                 | 07/20/17 | 10014182    | Sun Life Financial   | 603.08                   |
| 8629                                 | 07/20/17 | 10014182    | VSP  | 233.75                   |
| 8630                                 | 07/26/17 | 10014185    | AT & T   | 729.48                   |
| 8631                                 | 07/26/17 | 10014441    | Kevin Helminiak  | 35.64                    |
| 8632                                 | 07/26/17 | 10014130    | Mika Meyers Beckett & Jones PLC                                | 2,080.65                 |
| 8633                                 | 07/26/17 | 10014190.5  | Next IT  | 250.42                   |
| 8634                                 | 07/26/17 | 10014190.4  | PNC Bank   | 423.61                   |
| 8635                                 | 07/26/17 | 10014190.5  | Reserve Account  | 700.00                   |
| 8636                                 | 07/26/17 | 10014420    | State Industrial Products                                      | 1,119.90                 |
| 8637                                 | 07/26/17 | 10014420    | Swidorski Bros Excavating LLC                                  | 168.00                   |
| 13150                                | 03/08/17 | 10012117.6  | United Steel Workers   | 3.00                     |
| 13173                                | 07/12/17 | 10012117.9  | United Steel Workers   | 62.29                    |
| 13174                                | 07/26/17 | 10011111.3  | CMHC - West Shore FSA  | 190.00                   |
| 13175                                | 07/26/17 | 10012117.9  | United Steel Workers   | 64.14                    |
|                                      |          |             | Total  | <u>(57,289.56)</u>       |
| Ending Balance                       |          |             |  | <u><u>252,337.28</u></u> |

**Book Summary**

G/L account: 10011111.2  
G/L journal: Journal Entry - PH  
G/L period: 07/31/17

**Manistee Housing Commission  
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/17  
Statement Ending date: 07/31/17  
Checkbook Name: Public Housing Checking

Total Adjustments: 0.00

Ending Balance 252,337.28

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OF CURRENT AND PAST PROGRAM PARTICIPANTS  
HAS BEEN REDACTED

**Manistee Housing Commission  
Bank Reconciliation Transmittal**

Account Number:  
Statement Ending date: 07/31/17  
Checkbook Name: HRA Account

**General Ledger**

|   |                         |
|---|-------------------------|
| Balance per General Ledger (Account 10011111.3) at 07/01/17 | 10,553.67               |
| Activity for the month:                                     |                         |
| Total Debits (Deposits and Credit Memos)                    | 380.42                  |
| Total Credits (Checks and Debit Memos)                      | <u>-163.30</u>          |
| Unreconciled General Ledger Balance at 07/31/17             | <u>10,770.79</u>        |
| Adjustments and Other Bank Items                            | <u>0.00</u>             |
| Reconciled General Ledger Balance at 07/31/17               | <u><u>10,770.79</u></u> |

**Bank**

|  |                         |
|--|-------------------------|
| Balance per Bank Statement at 07/31/17                 | 10,580.79               |
| Total Additions (Deposits and Credit Memos in transit) | 190.00                  |
| Total Subtractions (Checks and Debit Memos in transit) | -0.00                   |
| Total Bank Errors                                      | <u>0.00</u>             |
| Bank Balance Adjusted at 07/31/17                      | <u><u>10,770.79</u></u> |

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OF CURRENT AND PAST PROGRAM PARTICIPANTS  
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**Manistee Housing Commission  
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/17  
Statement Ending date: 07/31/17  
Checkbook Name: HRA Account

**Statement Summary**

|                           |          |             |  |                         |
|---------------------------|----------|-------------|--|-------------------------|
| Beginning Balance         |          |             |  | 10,553.67               |
| Deposits and Credit Memos |          |             |  |                         |
| 13171                     | 07/12/17 |             | CMHC - West Shore FSA                                    | 190.00                  |
| 126                       | 07/31/17 | 10011111.2  | NOW Interest   | 0.42                    |
|                           |          |             | Total  | <u>190.42</u>           |
| Checks and Debit Memos    |          |             |  |                         |
| 356                       | 07/31/17 | 10012117.12 | To record HRA transactions per July 2017 bank statement. | (163.30)                |
|                           |          |             | Total  | <u>(163.30)</u>         |
| Ending Balance            |          |             |  | <u><u>10,580.79</u></u> |

**Bank Summary**

|                                      |          |  |                       |                         |
|--------------------------------------|----------|--|-----------------------|-------------------------|
| Ending Bank Balance                  |          |  |                       | 10,580.79               |
| Deposits and Credit Memos in transit |          |  |                       |                         |
| 13174                                | 07/26/17 |  | CMHC - West Shore FSA | 190.00                  |
|                                      |          |  | Total                 | <u>190.00</u>           |
| Ending Balance                       |          |  |                       | <u><u>10,770.79</u></u> |

**Book Summary**

|                                 |  |  |                    |                         |
|---------------------------------|--|--|--------------------|-------------------------|
| G/L account: 10011111.3         |  |  |                    |                         |
| G/L journal: Journal Entry - PH |  |  |                    |                         |
| G/L period: 07/31/17            |  |  |                    |                         |
|                                 |  |  | Total Adjustments: | <u>0.00</u>             |
| Ending Balance                  |  |  |                    | <u><u>10,770.79</u></u> |

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**Manistee Housing Commission  
Bank Reconciliation Transmittal**

Account Number: 558567  
Statement Ending date: 07/31/17  
Checkbook Name: Money Market Savings

**General Ledger**

|   |                         |
|---|-------------------------|
| Balance per General Ledger (Account 10011111.4) at 07/01/17 | 49,205.10               |
| Activity for the month:                                     |                         |
| Total Debits (Deposits and Credit Memos)                    | 3.91                    |
| Total Credits (Checks and Debit Memos)                      | <u>-463.70</u>          |
| Unreconciled General Ledger Balance at 07/31/17             | <u>48,745.31</u>        |
| Adjustments and Other Bank Items                            | <u>0.00</u>             |
| Reconciled General Ledger Balance at 07/31/17               | <u><u>48,745.31</u></u> |

**Bank**

|  |                         |
|--|-------------------------|
| Balance per Bank Statement at 07/31/17                 | 49,209.01               |
| Total Additions (Deposits and Credit Memos in transit) | 0.00                    |
| Total Subtractions (Checks and Debit Memos in transit) | -463.70                 |
| Total Bank Errors                                      | <u>0.00</u>             |
| Bank Balance Adjusted at 07/31/17                      | <u><u>48,745.31</u></u> |

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**Manistee Housing Commission  
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/17  
Statement Ending date: 07/31/17  
Checkbook Name: Money Market Savings

**Statement Summary**

|                           |                                  |                         |
|---------------------------|----------------------------------|-------------------------|
| Beginning Balance         |                                  | 49,205.10               |
| Deposits and Credit Memos |                                  |                         |
| 126                       | 07/31/17 10011111.2 NOW Interest | 3.91                    |
|                           | Total                            | <u>3.91</u>             |
| Ending Balance            |                                  | <u><u>49,209.01</u></u> |

**Bank Summary**

|                                   |  |                         |
|-----------------------------------|--|-------------------------|
| Ending Bank Balance               |  | 49,209.01               |
| Checks and Debit Memos in transit |  |                         |
| 355                               | 07/31/17 10011111.2 To record CK 1005 dated 07/13/17 written from MM Savings accou | 463.70                  |
|                                   | Total  | <u>(463.70)</u>         |
| Ending Balance                    |  | <u><u>48,745.31</u></u> |

**Book Summary**

|                                 |                    |                         |
|---------------------------------|--------------------|-------------------------|
| G/L account: 10011111.4         |                    |                         |
| G/L journal: Journal Entry - PH |                    |                         |
| G/L period: 07/31/17            |                    |                         |
|                                 | Total Adjustments: | <u>0.00</u>             |
| Ending Balance                  |                    | <u><u>48,745.31</u></u> |

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

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

|  | 1 Month Ended<br>July 31, 2017 | 1 Month Ended<br>July 31, 2016 | 7 Months Ended<br>July 31, 2017 | 7 Months Ended<br>July 31, 2016 |
|--|--------------------------------|--------------------------------|---------------------------------|---------------------------------|
| <b>Operating Income</b>                |                                |                                |                                 |                                 |
| 3110 - Dwelling Rental Revenue         | \$ 38,485.00                   | \$ 44,058.00                   | \$ 280,742.00                   | \$ 310,020.00                   |
| 3120 - Tenant Revenue - Excess Utiliti | 530.00                         | 858.61                         | 4,578.36                        | 5,811.76                        |
| 3401.1 - Operating Grants              | 0.00                           | 0.00                           | 0.00                            | 29,680.00                       |
| 3401.2 - Operating Subsidy             | 39,276.00                      | 39,676.00                      | 284,043.00                      | 277,442.00                      |
| 3610 - Interest Income                 | 59.52                          | 98.27                          | 484.40                          | 652.85                          |
| 3689 - Tenant Revenue - Cable TV       | 4,860.00                       | 3,657.00                       | 33,386.35                       | 24,180.00                       |
| 3690 - Tenant Revenue - Other          | 1,591.99                       | 910.49                         | 18,968.94                       | 19,190.67                       |
| 3690.1 - Other Revenue                 | 0.00                           | 15.00                          | 36.25                           | 212.10                          |
| 3690.2 - Gain/Loss-Sale of Fixed Ass   | 0.00                           | 0.00                           | 0.00                            | 8,455.00                        |
| 3690.4 - Laundry Revenue               | 1,107.92                       | 3,007.48                       | 6,618.60                        | 6,528.41                        |
| 3690.6 - Fraud Recovery Revenue        | 0.00                           | 0.00                           | 0.00                            | 203.40                          |
| 3690.7 - Management Fee - DVG          | <u>0.00</u>                    | <u>0.00</u>                    | <u>10,000.00</u>                | <u>3,000.00</u>                 |
| <b>Total Operating Income</b>          | <u>85,910.43</u>               | <u>92,280.85</u>               | <u>638,857.90</u>               | <u>685,376.19</u>               |
| <b>Operating Expenses</b>              |                                |                                |                                 |                                 |
| <b>Routine Expenses</b>                |                                |                                |                                 |                                 |
| 4110 - Administrative Wages            | 13,852.81                      | 12,867.88                      | 101,088.90                      | 85,312.72                       |
| 4130 - Legal Expense                   | 2,080.65                       | 2,723.91                       | 10,121.00                       | 12,612.65                       |
| 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                         | 5,550.66                        | 5,753.16                        |
| 4182 - Employee Benefits - Admin       | 5,704.06                       | 4,091.21                       | 42,970.88                       | 52,296.12                       |
| 4185 - Telephone                       | 1,987.90                       | 1,621.19                       | 13,372.29                       | 11,403.40                       |
| 4190.1 - Publications                  | 145.00                         | 0.00                           | 1,444.00                        | 1,299.00                        |
| 4190.2 - Membership Dues and Fees      | 0.00                           | 0.00                           | 1,186.38                        | 552.50                          |
| 4190.3 - Admin Service Contracts       | 3,941.67                       | 3,728.80                       | 37,219.56                       | 30,121.18                       |
| 4190.4 - Office Supplies               | 492.54                         | 1,072.32                       | 4,942.46                        | 4,602.76                        |
| 4190.5 - Other Sundry-Misc.            | 2,150.75                       | 3,348.39                       | 10,317.48                       | 11,004.88                       |
| 4221 - Resident Employee Stipend       | 956.67                         | 1,000.00                       | 4,696.99                        | 6,900.00                        |
| 4230 - Contract Costs-Cable & Other    | 5,481.82                       | 5,076.25                       | 38,111.98                       | 35,369.45                       |
| 4310 - Water & Sewer                   | 5,486.40                       | 5,425.27                       | 34,465.14                       | 34,044.79                       |
| 4320 - Electricity                     | 6,770.68                       | 6,800.56                       | 58,483.40                       | 58,984.15                       |
| 4330 - Gas                             | 989.48                         | 1,258.51                       | 17,392.29                       | 19,010.31                       |
| 4410 - Maintenance Wages               | 8,010.31                       | 7,534.60                       | 61,707.26                       | 58,301.80                       |
| 4420 - Materials                       | 2,668.66                       | 1,443.54                       | 31,200.73                       | 23,010.60                       |
| 4430.01 - Garbage Removal              | 1,542.86                       | 0.00                           | 10,563.60                       | 0.00                            |
| 4430.02 - Heating & Cooling Contract   | 0.00                           | 0.00                           | 11,973.66                       | 9,996.62                        |
| 4430.03 - Snow Removal Contracts       | 0.00                           | 0.00                           | 0.00                            | 100.00                          |
| 4430.04 - Elevator Contracts           | 0.00                           | 596.34                         | 5,725.00                        | 4,981.23                        |
| 4430.05 - Landscape & Grounds Cont     | 0.00                           | 0.00                           | 350.00                          | 350.00                          |
| 4430.06 - Unit Turnaround Contracts    | 0.00                           | 0.00                           | 8,619.00                        | 5,695.00                        |
| 4430.07 - Electrical Contracts         | 0.00                           | 191.63                         | 1,457.42                        | 1,626.07                        |
| 4430.08 - Plumbing Contracts           | 0.00                           | 0.00                           | 475.00                          | 3,969.14                        |
| 4430.09 - Extermination Contracts      | 1,890.00                       | 2,372.00                       | 14,057.00                       | 11,243.00                       |
| 4430.11 - Routine Maintenance Contr    | 674.50                         | 0.00                           | 2,695.60                        | 2,346.50                        |
| 4430.12 - Miscellaneous Contracts      | 207.67                         | 241.00                         | 5,285.39                        | 11,680.95                       |

See Accountants' Compilation Report

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

|  | 1 Month Ended<br>July 31, 2017 | 1 Month Ended<br>July 31, 2016 | 7 Months Ended<br>July 31, 2017 | 7 Months Ended<br>July 31, 2016 |
|--|--------------------------------|--------------------------------|---------------------------------|---------------------------------|
| 4431 - Garbage Removal                     | 0.00                           | 3,869.38                       | 0.00                            | 10,384.51                       |
| 4433 - Employee Benefits - Maint.          | 5,282.43                       | 5,408.73                       | 40,959.74                       | 43,229.45                       |
| 4441 - Staff Travel-Maintenance            | 35.64                          | 0.00                           | 35.64                           | 377.87                          |
| 4510 - Insurance                           | 6,668.24                       | 6,560.68                       | 46,511.54                       | 43,032.47                       |
| 4520 - Payment in Lieu of Taxes            | 3,290.00                       | 3,290.00                       | 23,030.00                       | 23,030.00                       |
| 4570 - Collection Losses                   | 9,964.63                       | 11,726.48                      | 9,964.63                        | 11,726.48                       |
| 4580 - Interest Expense                    | <u>6,055.11</u>                | <u>6,470.96</u>                | <u>42,699.39</u>                | <u>43,362.55</u>                |
| <b>Total Routine Expenses</b>              | <u>97,017.36</u>               | <u>99,406.51</u>               | <u>702,960.68</u>               | <u>678,326.15</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>97,017.36</u>               | <u>99,406.51</u>               | <u>702,960.68</u>               | <u>678,326.15</u>               |
| <b>Operating Income (Loss)</b>             | <u>(11,106.93)</u>             | <u>(7,125.66)</u>              | <u>(64,102.78)</u>              | <u>7,050.04</u>                 |
| <b>Depreciation Expense</b>                |                                |                                |                                 |                                 |
| 4800 - Depreciation - Current Year         | <u>24,750.00</u>               | <u>22,370.00</u>               | <u>173,250.00</u>               | <u>156,590.00</u>               |
| <b>Total Depreciation Expense</b>          | 24,750.00                      | 22,370.00                      | 173,250.00                      | 156,590.00                      |
| <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            | 2,483.07                       | 2,040.29                       | 17,107.43                       | 14,056.80                       |
| 7511 - Principal Payments - F150           | 385.04                         | 0.00                           | 2,655.72                        | 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           | 4,739.96                       | 0.00                           | 14,606.96                       | 37,833.18                       |
| 7590 - Operating Expenditures-Contra       | <u>(7,608.07)</u>              | <u>(2,040.29)</u>              | <u>(43,356.71)</u>              | <u>(48,216.98)</u>              |
| <b>Total Capital Expenditures</b>          | 0.00                           | 0.00                           | 0.00                            | 0.00                            |
| <b>HUD Net Income (Loss)</b>               | <u>\$ (18,329.96)</u>          | <u>\$ (9,165.95)</u>           | <u>\$ (105,813.52)</u>          | <u>\$ (49,621.94)</u>           |
| <b>GAAP Net Income (Loss)</b>              | <u>\$ (35,856.93)</u>          | <u>\$ (29,495.66)</u>          | <u>\$ (238,362.53)</u>          | <u>\$ (149,539.96)</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 July 31, 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  
Domestic Violence Grant  
BALANCE SHEET  
As of July 31, 2017**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111 - Cash - MSHDA \$ 50,642.63

**Total Cash** 50,642.63

**Receivables**

1122 - Tenants Accounts Receivable 1,202.12

1129.4 - Interfund Receivable - P/H 2,935.90

**Total Receivables** 4,138.02

**Investments**

**Total Investments** 0.00

**Prepaid Expenses & Other Assets**

**Total Prepaid Expenses & Other Assets** 0.00

**Total Current Assets** 54,780.65

**CAPITAL ASSETS**

**Land, Structures & Equipment**

1400.7 - Buildings 370,741.29

1400.98 - Accumulated Depreciation-DVG (91,710.03)

**Total Land, Structures & Equipment** 279,031.26

**TOTAL CAPITAL ASSETS** 279,031.26

**TOTAL ASSETS** \$ 333,811.91

DO NOT REDACT  
PER FLA. PRIVACY ACT  
ALL PERSONALLY IDENTIFYING INFORMATION  
OF CURRENT AND PAST PROGRAM PARTICIPANTS  
HAS BEEN PROTECTED

**Manistee Housing Commission  
Domestic Violence Grant  
BALANCE SHEET  
As of July 31, 2017**

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

**Accounts Payable**

|                                 |               |
|---------------------------------|---------------|
| 2111 - Vendors and Contractors  | \$ 561.86     |
| 2114 - Tenant Security Deposits | 936.00        |
| 2119.3 - Accounts Payable - P/H | <u>539.90</u> |

**Total Accounts Payable** 2,037.76

**Accrued Liabilities**

|                                 |                   |
|---------------------------------|-------------------|
| 2130 - Forgiveable Note - MSHDA | <u>500,000.00</u> |
|---------------------------------|-------------------|

**Total Accrued Liabilities** 500,000.00

**Total Current Liabilities** 502,037.76

**Non Current Liabilities**

**Total Non Current Liabilities** 0.00

**Deferred Credits**

**Total Deferred Credits** 0.00

**TOTAL LIABILITIES/DEFERRED CREDITS** 502,037.76

**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>(16,133.14)</u> |

**Total Unreserved Fund Balance** (168,225.85)

**TOTAL EQUITY** (168,225.85)

**TOTAL LIABILITIES/EQUITY** \$ 333,811.91

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. ALL PERSONAL AND PAST PROGRAM PARTICIPANTS OF CURRENT AND PAST PROGRAM HAS BEEN REDACTED.

**Manistee Housing Commission  
Domestic Violence Grant  
Statement of Revenue & Expense  
For the 1 Month and 7 Months Ended July 31, 2017**

|  | <b>1 Month Ended</b>        | <b>7 Months Ended</b>       |
|--|-----------------------------|-----------------------------|
|  | <u><b>July 31, 2017</b></u> | <u><b>July 31, 2017</b></u> |
| <b>Operating Income</b>                  |                             |                             |
| 3110 - Dwelling Rental Revenue           | 757.00                      | 5,742.00                    |
| 3690 - Tenant Revenue - Other            | <u>0.00</u>                 | <u>143.50</u>               |
| <b>Total Operating Income</b>            | <b>757.00</b>               | <b>5,885.50</b>             |
| <b>Operating Expenses</b>                |                             |                             |
| <b>Administration</b>                    |                             |                             |
| 4170 - Accounting Fees                   | 128.54                      | 967.28                      |
| 4172 - Management Fees                   | <u>0.00</u>                 | <u>10,000.00</u>            |
| <b>Total Administration</b>              | <b>128.54</b>               | <b>10,967.28</b>            |
| <b>Ordinary Maint. &amp; Operation</b>   |                             |                             |
| 4420 - Materials                         | 1,090.24                    | 1,131.21                    |
| 4430.01 - Garbage Removal                | 43.62                       | 43.62                       |
| 4430.02 - Heating & Cooling Contracts    | 0.00                        | 1,270.91                    |
| 4430.06 - Unit Turnaround Contracts      | 0.00                        | 150.00                      |
| 4430.12 - Miscellaneous Contracts        | <u>260.23</u>               | <u>1,598.79</u>             |
| <b>Total Ordinary Maint. &amp; Oper.</b> | <b>1,394.09</b>             | <b>4,194.53</b>             |
| <b>General Expense</b>                   |                             |                             |
| 4590 - Other General Expense             | <u>126.34</u>               | <u>976.83</u>               |
| <b>Total General Expense</b>             | <b>126.34</b>               | <b>976.83</b>               |
| <b>Depreciation Expense</b>              |                             |                             |
| 4800 - Depreciation - Current Year       | <u>840.00</u>               | <u>5,880.00</u>             |
| <b>Total Depreciation Expense</b>        | <b>840.00</b>               | <b>5,880.00</b>             |
| <b>Capital Expenditures</b>              |                             |                             |
| 7540 - Betterments and Additions         | 0.00                        | 4,200.00                    |
| 7590 - Operating Expenditures-Contr      | <u>0.00</u>                 | <u>(4,200.00)</u>           |
| <b>Total Capital Expenditures</b>        | <b>0.00</b>                 | <b>0.00</b>                 |
| <b>Total Operating Expenses</b>          | <u><b>2,488.97</b></u>      | <u><b>26,218.64</b></u>     |
| <b>Net Income/(Loss)</b>                 | <u><b>(891.97)</b></u>      | <u><b>(14,453.14)</b></u>   |

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

| <u>Date</u> | <u>Reference</u> | <u>Account</u> | <u>Description</u>                 | <u>Amount</u>       | <u>Reference Total</u> |
|-------------|------------------|----------------|------------------------------------|---------------------|------------------------|
| 07/20/17    | 2631             | 20014170       | H.A.A.S., Inc.                     | 128.54              | 128.54                 |
| 07/20/17    | 2632             | 20014590       | City of Manistee                   | 28.15               | 28.15                  |
| 07/20/17    | 2633             | 20014590       | DTE Energy                         | 11.60               | 11.60                  |
| 07/20/17    | 2634             | 20014430.12    | Grand Rental Station               | 260.23              | 260.23                 |
| 07/26/17    | 2635             | 20014430.01    | Manistee County Landfill           | 43.62               | 43.62                  |
| 07/26/17    | 2636             | 20014590       | Consumers Energy                   | 86.59               | 86.59                  |
| 07/26/17    | 2637             | 20014420       | Cadillac Plumbing & Heating Supply | 550.34              | 550.34                 |
| 07/31/17    | MI078            | 20011111       | Cash Disbursements                 | (1,109.07)          | (1,109.07)             |
|             |                  |                |                                    | Transaction Balance | <u>0.00</u>            |

Total Debits 1,109.07      Total Credits 1,109.07      A/C Hash Total 160112331.130

Number of Transactions      8

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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> |
|------------------------|------------------|----------------|----------------------|---------------------|------------------------|
| 07/31/17               | 106              | 20011111       | July Cash Receipts   | 852.00              |                        |
| 07/31/17               | 106              | 20011122       | July 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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| <u>Date</u> | <u>Reference</u> | <u>Account</u> | <u>Description</u>  | <u>Amount</u>       | <u>Reference Total</u> |
|-------------|------------------|----------------|---|---------------------|------------------------|
| 07/31/17    | 508              | 20011122       | To record charges to tenants per July 2017 Statement of Operations. | 757.00              |                        |
| 07/31/17    | 508              | 20013110       | To record charges to tenants per July 2017 Statement of Operations. | (757.00)            |                        |
| 07/31/17    | A1               | 20011400.98    | To record estimated depreciation expense.                           | (840.00)            |                        |
| 07/31/17    | A1               | 20014800       | To record estimated depreciation expense.                           | 840.00              |                        |
| 07/31/17    | RT1              | 20019996       | To record units leased.   | 2.00                |                        |
| 07/31/17    | 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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 OF CURRENT AND PAST PROGRAM PARTICIPANTS  
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**Manistee Housing Commission  
General Ledger**

| Date     | Reference          | T | Description   | Beginning Balance | Current Amount  | YTD Balance         |
|----------|--------------------|---|---|-------------------|-----------------|---------------------|
|          | <b>20011111</b>    |   | <b>Cash - MSHDA</b>   | 50,899.70         |                 |                     |
| 07/31/17 | 106                |   | July Cash Receipts  |                   | 852.00          |                     |
| 07/31/17 | MI078              |   | Cash Disbursements  |                   | (1,109.07)      |                     |
|          |                    |   |   |                   | <u>(257.07)</u> | <u>50,642.63</u>    |
|          | <b>20011122</b>    |   | <b>Tenants Accounts Receivable</b>                                  | 1,297.12          |                 |                     |
| 07/31/17 | 106                |   | July TAR Collections  |                   | (852.00)        |                     |
| 07/31/17 | 508                |   | To record charges to tenants per July 2017 Statement of Operations. |                   | 757.00          |                     |
|          |                    |   |   |                   | <u>(95.00)</u>  | <u>1,202.12</u>     |
|          | <b>20011129.4</b>  |   | <b>Interfund Receivable - P/H</b>                                   | 2,935.90          |                 |                     |
|          |                    |   |   |                   | <u>0.00</u>     | <u>2,935.90</u>     |
|          | <b>20011400.7</b>  |   | <b>Buildings</b>  | 370,741.29        |                 |                     |
|          |                    |   |   |                   | <u>0.00</u>     | <u>370,741.29</u>   |
|          | <b>20011400.98</b> |   | <b>Accumulated Depreciation-DVG</b>                                 | (90,870.03)       |                 |                     |
| 07/31/17 | A1 S               |   | To record estimated depreciation expense.                           |                   | (840.00)        |                     |
|          |                    |   |   |                   | <u>(840.00)</u> | <u>(91,710.03)</u>  |
|          | <b>20012111</b>    |   | <b>Vendors &amp; Contractors</b>                                    | (561.86)          |                 |                     |
|          |                    |   |   |                   | <u>0.00</u>     | <u>(561.86)</u>     |
|          | <b>20012114</b>    |   | <b>Tenant Security Deposits</b>                                     | (936.00)          |                 |                     |
|          |                    |   |   |                   | <u>0.00</u>     | <u>(936.00)</u>     |
|          | <b>20012119.3</b>  |   | <b>Accounts Payable - P/H</b>                                       | 0.00              |                 |                     |
| 07/31/17 | 360                |   | To correct partial posting of CK 8562 per CMHC.                     |                   | (539.90)        |                     |
|          |                    |   |   |                   | <u>(539.90)</u> | <u>(539.90)</u>     |
|          | <b>20012130</b>    |   | <b>Forgiveable Note - MSHDA</b>                                     | (500,000.00)      |                 |                     |
|          |                    |   |   |                   | <u>0.00</u>     | <u>(500,000.00)</u> |
|          | <b>20012806</b>    |   | <b>Unrestricted Net Assets</b>                                      | (67,196.03)       |                 |                     |
|          |                    |   |   |                   | <u>0.00</u>     | <u>(67,196.03)</u>  |
|          | <b>20012806.4</b>  |   | <b>Invested in Capital Assets-DVG</b>                               | 219,288.74        |                 |                     |
|          |                    |   |   |                   | <u>0.00</u>     | <u>219,288.74</u>   |
|          | <b>20013110</b>    |   | <b>Dwelling Rental</b>  | (4,985.00)        |                 |                     |
| 07/31/17 | 508                |   | To record charges to tenants per July 2017 Statement of Operations. |                   | (757.00)        |                     |
|          |                    |   |   |                   | <u>(757.00)</u> | <u>(5,742.00)</u>   |
|          | <b>20013690</b>    |   | <b>Tenant Income</b>  | (143.50)          |                 |                     |
|          |                    |   |   |                   | <u>0.00</u>     | <u>(143.50)</u>     |

**Manistee Housing Commission  
General Ledger**

| Date     | Reference          | T | Description                                     | Beginning Balance | Current Amount  | YTD Balance       |
|----------|--------------------|---|---|-------------------|-----------------|-------------------|
|          | <b>20014170</b>    |   | <b>Accounting Fees</b>                          | 838.74            |                 |                   |
| 07/20/17 | 2631               | V | H.A.A.S., Inc.                                  |                   | 128.54          |                   |
|          |                    |   |   |                   | <u>128.54</u>   | <u>967.28</u>     |
|          | <b>20014172</b>    |   | <b>Management Fees</b>                          | 10,000.00         |                 |                   |
|          |                    |   |   |                   | <u>0.00</u>     | <u>10,000.00</u>  |
|          | <b>20014420</b>    |   | <b>Materials</b>                                | 40.97             |                 |                   |
| 07/31/17 | 360                |   | To correct partial posting of CK 8562 per CMHC. |                   | 539.90          |                   |
| 07/26/17 | 2637               |   | Cadillac Plumbing & Heating Supply              |                   | 550.34          |                   |
|          |                    |   |   |                   | <u>1,090.24</u> | <u>1,131.21</u>   |
|          | <b>20014430.01</b> |   | <b>Garbage Removal</b>                          | 0.00              |                 |                   |
| 07/26/17 | 2635               |   | Manistee County Landfill                        |                   | 43.62           |                   |
|          |                    |   |   |                   | <u>43.62</u>    | <u>43.62</u>      |
|          | <b>20014430.02</b> |   | <b>Heating &amp; Cooling Contracts</b>          | 1,270.91          |                 |                   |
|          |                    |   |   |                   | <u>0.00</u>     | <u>1,270.91</u>   |
|          | <b>20014430.06</b> |   | <b>Unit Turnaround Contracts</b>                | 150.00            |                 |                   |
|          |                    |   |   |                   | <u>0.00</u>     | <u>150.00</u>     |
|          | <b>20014430.12</b> |   | <b>Miscellaneous Contracts</b>                  | 1,338.56          |                 |                   |
| 07/20/17 | 2634               |   | Grand Rental Station                            |                   | 260.23          |                   |
|          |                    |   |   |                   | <u>260.23</u>   | <u>1,598.79</u>   |
|          | <b>20014590</b>    |   | <b>General Expense</b>                          | 850.49            |                 |                   |
| 07/20/17 | 2632               | V | City of Manistee                                |                   | 28.15           |                   |
| 07/20/17 | 2633               | V | DTE Energy                                      |                   | 11.60           |                   |
| 07/26/17 | 2636               | V | Consumers Energy                                |                   | 86.59           |                   |
|          |                    |   |   |                   | <u>126.34</u>   | <u>976.83</u>     |
|          | <b>20014800</b>    |   | <b>Depreciation - Current Year</b>              | 5,040.00          |                 |                   |
| 07/31/17 | A1                 | S | To record estimated depreciation expense.       |                   | 840.00          |                   |
|          |                    |   |   |                   | <u>840.00</u>   | <u>5,880.00</u>   |
|          | <b>20017540</b>    |   | <b>Betterments and Additions</b>                | 4,200.00          |                 |                   |
|          |                    |   |   |                   | <u>0.00</u>     | <u>4,200.00</u>   |
|          | <b>20017590</b>    |   | <b>Operating Expenditures-Contra</b>            | (4,200.00)        |                 |                   |
|          |                    |   |   |                   | <u>0.00</u>     | <u>(4,200.00)</u> |
|          | <b>20019996</b>    |   | <b>Unit Months Leased</b>                       | 12.00             |                 |                   |
| 07/31/17 | RT1                | S | To record units leased.                         |                   | 2.00            |                   |
|          |                    |   |   |                   | <u>2.00</u>     | <u>14.00</u>      |
|          | <b>20019997</b>    |   | <b>Unit Months Leased - Contra</b>              | (12.00)           |                 |                   |
| 07/31/17 | RT1                | S | To record units leased.                         |                   | (2.00)          |                   |

Manistee Housing Commission  
General Ledger

| Date                   | Reference | T | Description                         | Beginning Balance | Current Amount    | YTD Balance                                  |
|------------------------|-----------|---|-------------------------------------|-------------------|-------------------|--|
|                        | 20019997  |   | Unit Months Leased - Contra (cont.) |                   | <u>(2.00)</u>     | <u>(14.00)</u>                               |
| Current Profit/(Loss)  |           |   |                                     |                   | <u>(1,731.97)</u> | YTD Profit/(Loss) <u>(16,133.14)</u>         |
| Number of Transactions |           |   | 18                                  |                   |                   | The General Ledger is in balance <u>0.00</u> |

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**Manistee Housing Commission  
Bank Reconciliation Transmittal**

Account Number:  
Statement Ending date: 07/31/17  
Checkbook Name: DVG Checking

**General Ledger**

|   |                         |
|---|-------------------------|
| Balance per General Ledger (Account 20011111) at 07/01/17 | 50,899.70               |
| Activity for the month:                                   |                         |
| Total Debits (Deposits and Credit Memos)                  | 852.00                  |
| Total Credits (Checks and Debit Memos)                    | <u>-1,109.07</u>        |
| Unreconciled General Ledger Balance at 07/31/17           | <u>50,642.63</u>        |
| Adjustments and Other Bank Items                          | <u>0.00</u>             |
| Reconciled General Ledger Balance at 07/31/17             | <u><u>50,642.63</u></u> |

**Bank**

|  |                         |
|--|-------------------------|
| Balance per Bank Statement at 07/31/17                 | 51,751.70               |
| Total Additions (Deposits and Credit Memos in transit) | 0.00                    |
| Total Subtractions (Checks and Debit Memos in transit) | -1,109.07               |
| Total Bank Errors                                      | <u>0.00</u>             |
| Bank Balance Adjusted at 07/31/17                      | <u><u>50,642.63</u></u> |

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**Manistee Housing Commission  
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/17  
Statement Ending date: 07/31/17  
Checkbook Name: DVG Checking

**Statement Summary**

|                           |          |            |                             |                         |
|---------------------------|----------|------------|-----------------------------|-------------------------|
| Beginning Balance         |          |            |                             | 52,373.56               |
| Deposits and Credit Memos |          |            |                             |                         |
| 106                       | 07/31/17 | 20011122   | July Cash Receipts          | 852.00                  |
|                           |          |            | Total                       | <u>852.00</u>           |
| Checks and Debit Memos    |          |            |                             |                         |
| 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>(1,473.86)</u>       |
| Ending Balance            |          |            |                             | <u><u>51,751.70</u></u> |

**Bank Summary**

|                                   |          |             |                                    |                         |
|-----------------------------------|----------|-------------|------------------------------------|-------------------------|
| Ending Bank Balance               |          |             |                                    | 51,751.70               |
| Checks and Debit Memos in transit |          |             |                                    |                         |
| 2631                              | 07/20/17 | 20014170    | H.A.A.S., Inc.                     | 128.54                  |
| 2632                              | 07/20/17 | 20014590    | City of Manistee                   | 28.15                   |
| 2633                              | 07/20/17 | 20014590    | DTE Energy                         | 11.60                   |
| 2634                              | 07/20/17 | 20014430.12 | Grand Rental Station               | 260.23                  |
| 2635                              | 07/26/17 | 20014430.01 | Manistee County Landfill           | 43.62                   |
| 2636                              | 07/26/17 | 20014590    | Consumers Energy                   | 86.59                   |
| 2637                              | 07/26/17 | 20014420    | Cadillac Plumbing & Heating Supply | 550.34                  |
|                                   |          |             | Total                              | <u>(1,109.07)</u>       |
| Ending Balance                    |          |             |                                    | <u><u>50,642.63</u></u> |

**Book Summary**

G/L account: 20011111  
G/L journal: Journal Entry - DVG  
G/L period: 07/31/17

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

|                |                         |
|----------------|-------------------------|
| Ending Balance | <u><u>50,642.63</u></u> |
|----------------|-------------------------|

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

**City of Manistee Housing Commission**

Security Deposit Reconciliation

For the Month Ending July 31, 2017

Prepared August 1, 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>    |             |                       |               | \$ 47,805.50        |
| <b>Increases to PH</b>         |             |                       |               |                     |
| [REDACTED]                     | 7/6/2017    | New Tenant            | \$ 409.00     | \$ 409.00           |
| [REDACTED]                     | 7/7/2017    | New Tenant            | \$ 409.00     | \$ 818.00           |
| [REDACTED]                     | 7/14/2017   | New Tenant            | \$ 365.00     | \$ 1,183.00         |
| [REDACTED]                     | 7/18/2017   | New Tenant            | \$ 305.00     | \$ 1,488.00         |
| [REDACTED]                     | 7/21/2017   | New Tenant            | \$ 356.00     | \$ 1,844.00         |
| [REDACTED]                     | 7/31/2017   | New Tenant            | \$ 260.00     | \$ 2,104.00         |
| Total Increases to PH          |             |                       | \$ 2,104.00   | \$ 2,104.00         |
| <b>Decreases to PH</b>         |             |                       |               |                     |
| [REDACTED]                     | 7/19/2017   | Transfer Against Owed | \$ (209.00)   | \$ (209.00)         |
| [REDACTED]                     | 7/19/2017   | Transfer Against Owed | \$ (123.00)   | \$ (332.00)         |
| [REDACTED]                     | 7/19/2017   | Refund of Deposit     | \$ (91.00)    | \$ (423.00)         |
| [REDACTED]                     | 7/19/2017   | Transfer Against Owed | \$ (8.99)     | \$ (431.99)         |
| [REDACTED]                     | 7/19/2017   | Refund of Deposit     | \$ (303.01)   | \$ (735.00)         |
| [REDACTED]                     | 7/19/2017   | Transfer Against Owed | \$ (325.00)   | \$ (1,060.00)       |
| [REDACTED]                     | 7/19/2017   | Refund of Deposit     | \$ (76.00)    | \$ (1,136.00)       |
| Total Decreases to PH          |             |                       | \$ (1,136.00) | \$ (1,136.00)       |
| Net Increase (Decrease) to PH  |             |                       | \$ 968.00     | \$ 968.00           |
| <b>Ending PH Balance</b>       |             |                       | \$ 968.00     | \$ 48,773.50        |
| <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> |             |                       |               | <b>\$ 49,709.40</b> |

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

**Resolution 2017-12**  
**Flat Rent Schedule January 1, 2018 – December 31, 2018**

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

**WHEREAS**, Housing Agencies are required to review and update the Flat Rent Schedule to ensure that Flat Rents are no less than 80 percent of the fair market rent [FMR]

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

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the City of Manistee Housing Commission, in accordance with HUD regulations, sets Flat Rents for the period of January 1, 2018 – December 31, 2018, as documented in the flat rent schedule for that period. The revised flat rent schedule shall be effective January 1, 2018 and implemented at the family’s next annual rent option or reexamination.

| <b>Record of Voting</b> |                          |                          |                          |                          |
|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Commissioner</b>     | <b>Approve</b>           | <b>Against</b>           | <b>Abstain</b>           | <b>Absent</b>            |
| Dale Priester           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Doug Parkes             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sheryl Kuenzer          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Krista McDougall        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**RESOLUTION DECLARED**

Passed     Failed

**CERTIFICATION**

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 26<sup>th</sup> day of September 2017.

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

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 26<sup>th</sup> day of September 2017.

\_\_\_\_\_  
Clinton McKinven-Copus, Executive Director

PENDING APPROVAL

**City of Manistee Housing Commission  
 Flat Rent Schedule  
 Effective: January 1, 2018 – December 31, 2018**

**All Properties:**

| 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom |
|-----------|-----------|-----------|-----------|
| \$426.40  | \$560.80  | \$760.80  | \$764.00  |

Tenants who choose Flat Rent instead of income-based rent also qualify for a utility allowance for tenant paid utilities. Flat Rent shall be reduced by the appropriate utility allowance [please refer to the current CMHC utility allowance schedule] for qualifying tenants.

**Approving Resolution 2017-12**

PENDING APPROVAL

## City of Manistee Housing Commission Flat Rent Schedule Comparison 2017 to 2018

**All Properties:**

| Year                    | 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom |
|-------------------------|-----------|-----------|-----------|-----------|
| 2017 Flat Rent          | \$409.00  | \$544.00  | \$744.00  | \$750.00  |
| 2018 Flat Rent Proposed | \$426.40  | \$560.80  | \$760.80  | \$764.00  |
| Percentage of Change    | 4%        | 3%        | 2%        | 2%        |
| Fair Market Rent 2018   | \$533.00  | \$681.00  | \$931.00  | \$939.00  |

Tenants who choose Flat Rent instead of income-based rent also qualify for a utility allowance for tenant paid utilities. Flat Rent shall be reduced by the appropriate utility allowance [please refer to the current CMHC utility allowance schedule] for qualifying tenants.

**Resolution 2017-13**  
**Passbook Savings Rate December 1, 2017 – November 30, 2018**

**WHEREAS**, the City of Manistee Housing Commission, a Public Housing Authority (PHA) of the U.S. Department of Housing and Urban Development (HUD), is required by Public and Indian Housing (PIH) Notice 2012-29 to annually set the Passbook Savings Rate used to determine income earned on investments held by eligible program participants [residents]; and

**WHEREAS**, PIH 2012-29 establishes that a PHA’s establishment of the Passbook Savings Rate is considered within “Safe Harbor” when based on the Savings National Rate as calculated by the Federal Deposit Insurance Corporation (FDIC), and

**WHEREAS**, the National Savings Rate calculated by the FDIC and updated on September 18, 2017, is 0.06;

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

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the City of Manistee Housing Commission,

- sets the December 1, 2017, thru November 30, 2018, Passbook Savings Rate at 0.06, and
- approves the use of the Passbook Savings Rate, as herein set, for use in the calculation of income for eligible program participants [residents] of the Housing Commission

| <b>Record of Voting</b> |                          |                          |                          |                          |
|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Commissioner</b>     | <b>Approve</b>           | <b>Against</b>           | <b>Abstain</b>           | <b>Absent</b>            |
| Dale Priester           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Doug Parkes             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sheryl Kuenzer          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Krista McDougall        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**RESOLUTION DECLARED**

Passed       Failed

**CERTIFICATION**

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 26<sup>th</sup> day of September, 2017.

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

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 26<sup>th</sup> day of September, 2017.

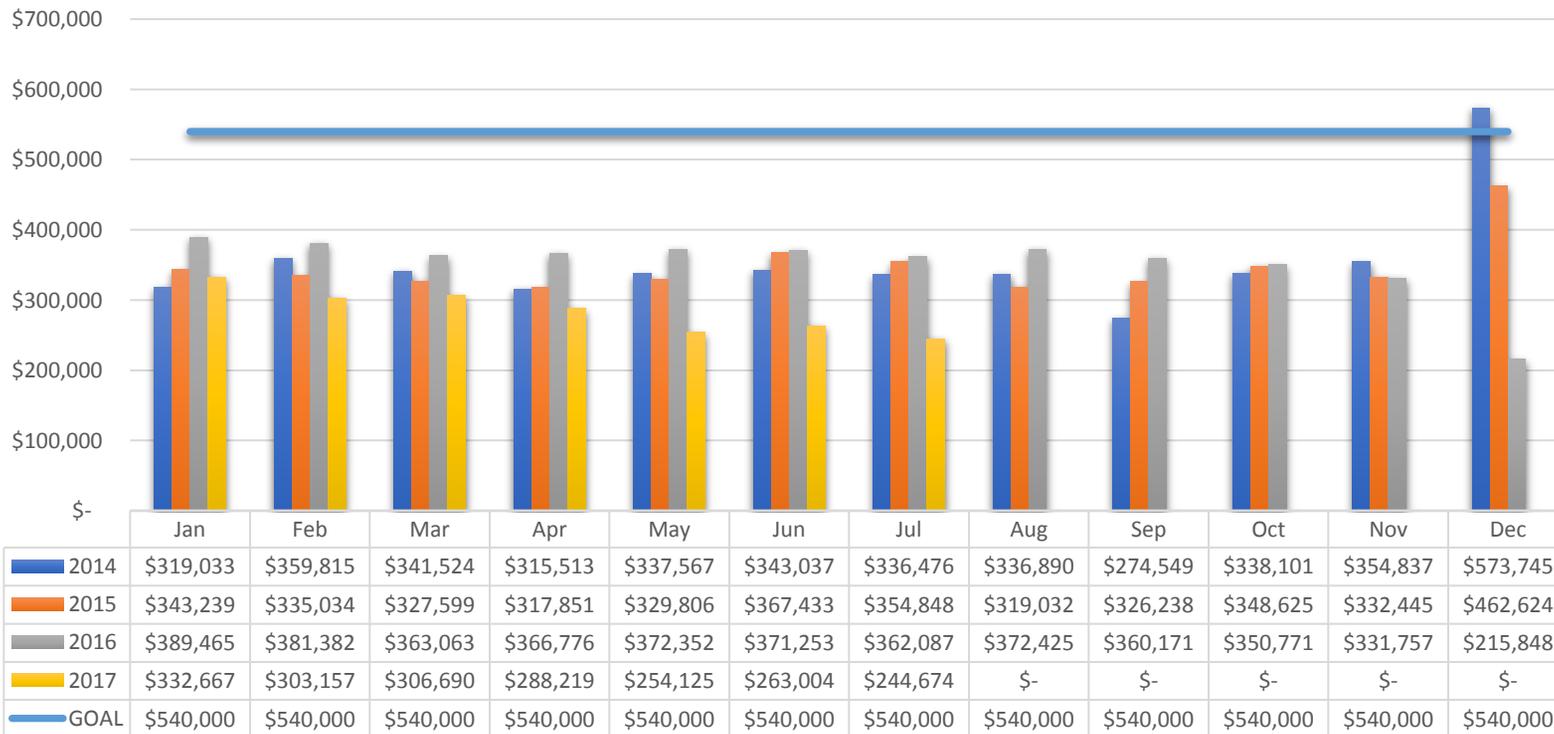
\_\_\_\_\_  
Clinton McKinven-Copus, Executive Director

PENDING APPROVAL

**CMHC Performance Dashboards**

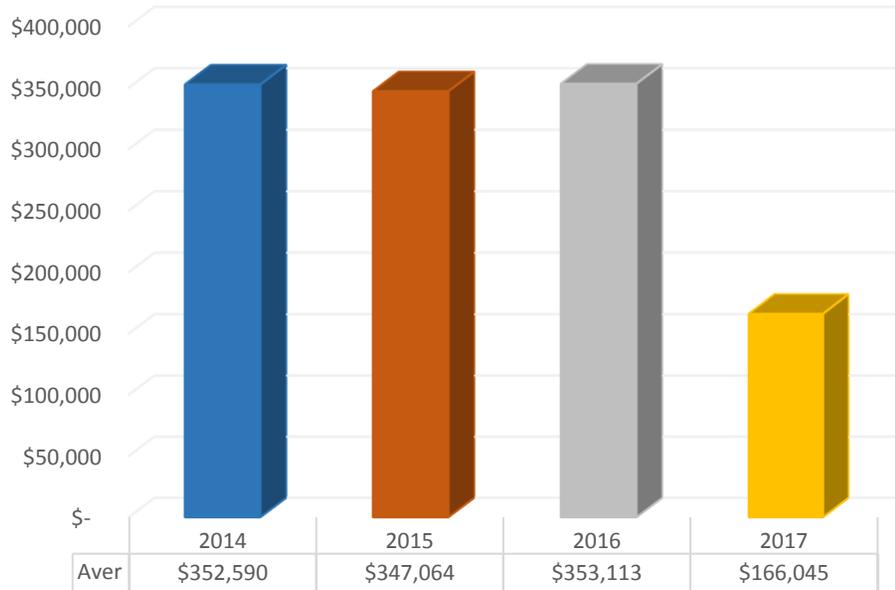
*Public Housing Financial Dashboards*

**Operating Reserves Over Time**



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## FYE RESERVE AVERAGE OVER TIME



## The Cost of Pest Management

The costs of containment, with the intention of eradication, of pests [insects and bugs] in the CMHC properties, is anything but contained. Thus far in 2017, CMHC has spent a total of \$25,366.00 on pest management. That's \$2,818.00 per month. The base plan of our pest management service ensures that each unit of Century Terrace and Harborview, along with the community rooms, are inspected and treated four times each year. When an infestation of fleas or cockroaches is found between treatments, our service plan covers treatment of the infestation with no additional charge.

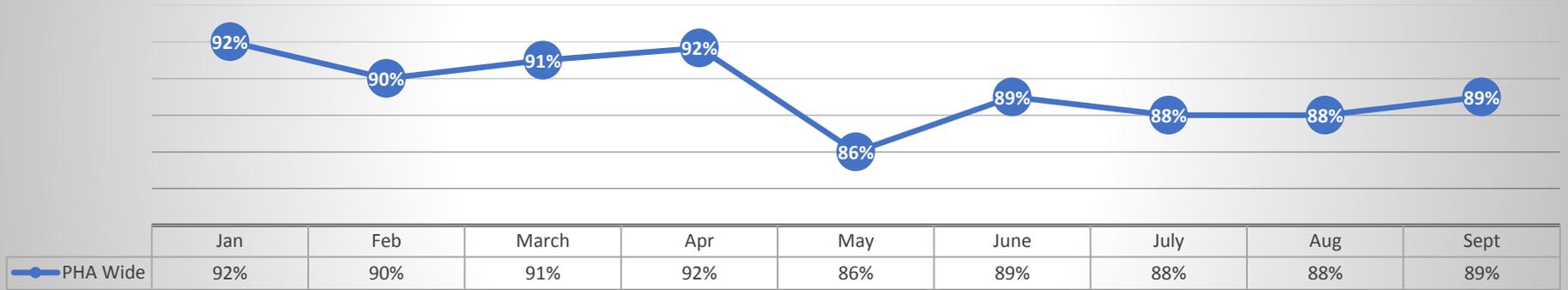
It's the bed bugs. Of our total expenditure on pest management of \$25,366.00 through September 20, 2017, \$12,235.00 is for the treatment of bed bugs. Nearly half of our pest management costs have been for the treatment and removal of bed bugs.

CMHC is on target to spend at least \$33,816.00 on total pest management services. If we continue with the current level of bed bug infestations, we will spend \$16,908.00 on the treatment and removal of bed bugs alone.

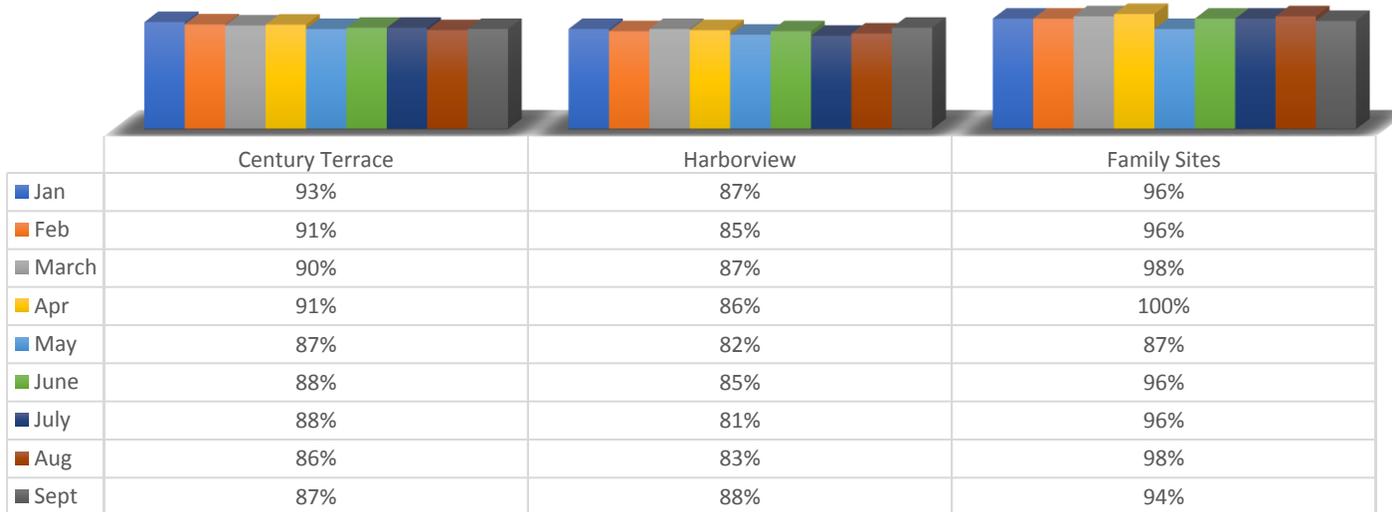
CMHC provides residents with information on how they can help keep pests out of their homes. Pest management requires not only preventative treatment and the targeted treatment of infestations, it requires the participation of our residents. CMHC is thankful for the residents who work hard to keep their homes unwelcoming to pests.

## Public Housing Occupancy Dashboards

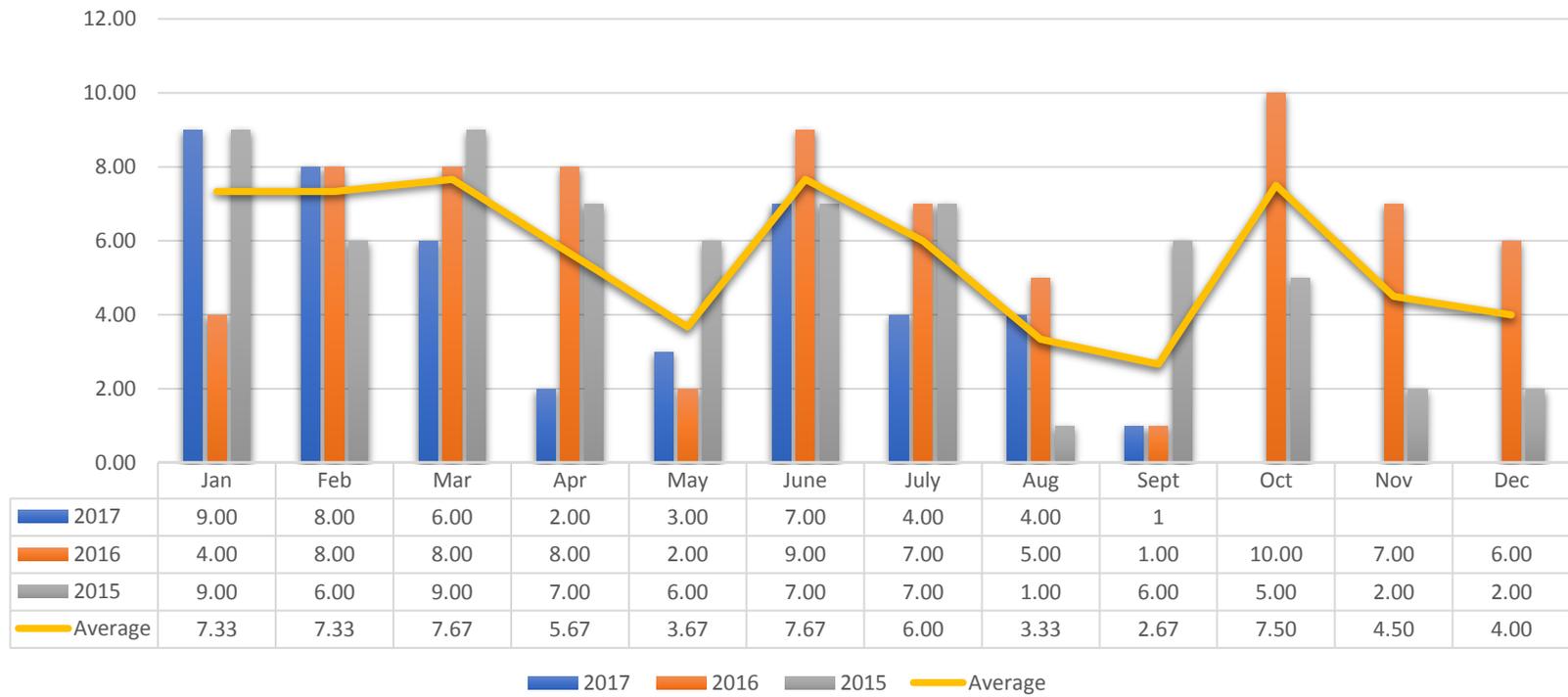
### All Property Occupancy Percentage 2017 -- Thru September 18, 2017



### 2017 Occupancy Percentage by Property Thru September 18, 2017



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

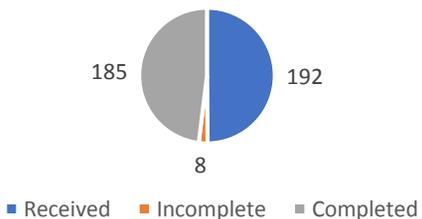


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**Public Housing Work Order Dashboards – Updated Thru August**

**Total Work Orders**

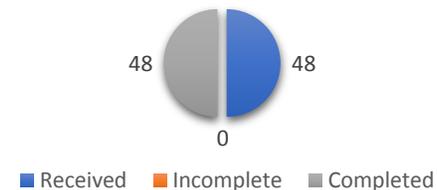
*Third Quarter*



**Emergency Work Orders**

**24 Hour Completion**

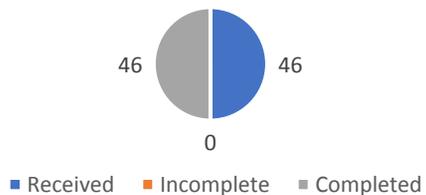
*Third Quarter*



**Urgent Work Orders**

**1-3 Days Completion**

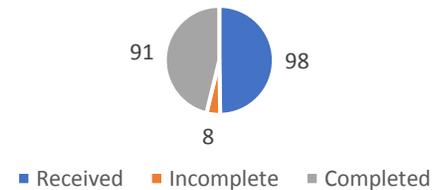
*Third Quarter*



**General Work Orders**

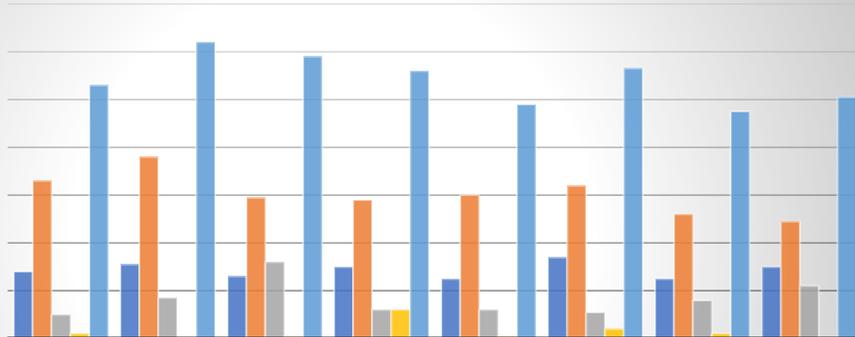
**2-20 Day Completion**

*Third Quarter*



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## Work Orders by Property 2017



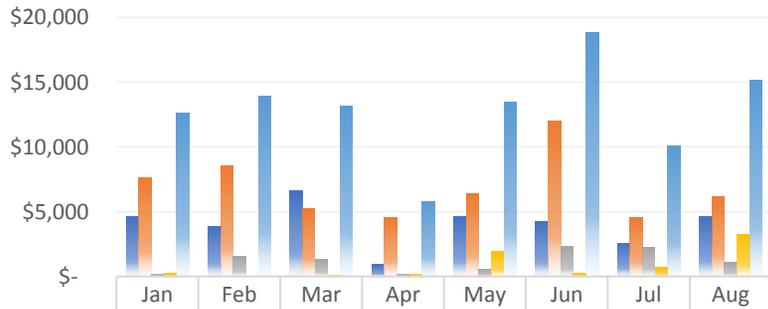
|                 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|
| Harborview      | 28  | 31  | 26  | 30  | 25  | 34  | 25  | 30  |
| Century Terrace | 66  | 76  | 59  | 58  | 60  | 64  | 52  | 49  |
| Scattered Sites | 10  | 17  | 32  | 12  | 12  | 11  | 16  | 22  |
| DVG Program     | 2   | 0   | 1   | 12  | 1   | 4   | 2   | 0   |
| Total           | 106 | 124 | 118 | 112 | 98  | 113 | 95  | 101 |

## Completed Work Order Costs 2017



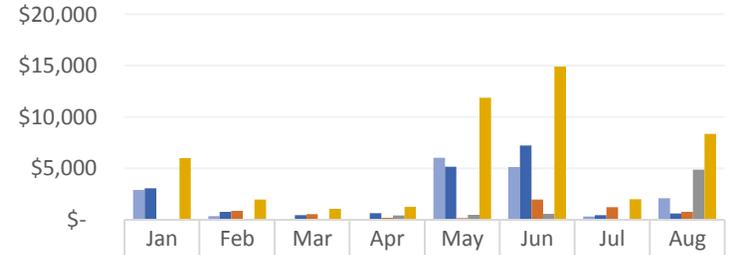
|                 | Jan      | Feb      | Mar      | Apr     | May      | Jun      | Jul      | Aug      |
|-----------------|----------|----------|----------|---------|----------|----------|----------|----------|
| Harborview      | \$7,517  | \$4,207  | \$6,684  | \$927   | \$10,648 | \$9,429  | \$2,913  | \$6,745  |
| Century Terrace | \$10,682 | \$9,295  | \$5,683  | \$5,199 | \$11,555 | \$19,259 | \$4,985  | \$6,771  |
| Scattered Sites | \$165    | \$2,400  | \$1,836  | \$341   | \$749    | \$4,251  | \$3,483  | \$1,897  |
| DVG Program     | \$270    | \$-      | \$60     | \$559   | \$2,422  | \$848    | \$690    | \$8,135  |
| Total           | \$18,633 | \$15,901 | \$14,264 | \$7,026 | \$25,375 | \$33,788 | \$12,071 | \$23,548 |

### COMPLETED WORK ORDER LABOR COSTS 2017



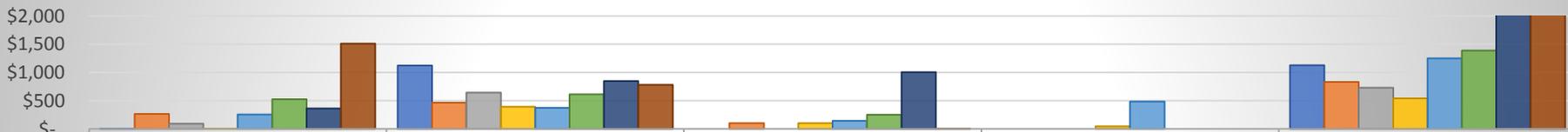
|                 | Jan     | Feb     | Mar     | Apr     | May     | Jun     | Jul     | Aug     |
|-----------------|---------|---------|---------|---------|---------|---------|---------|---------|
| Harborview      | \$4,598 | \$3,870 | \$6,608 | \$923   | \$4,598 | \$4,283 | \$2,588 | \$4,650 |
| Century Terrace | \$7,628 | \$8,520 | \$5,228 | \$4,565 | \$6,383 | \$12,03 | \$4,538 | \$6,173 |
| Scattered Sites | \$150   | \$1,530 | \$1,298 | \$135   | \$585   | \$2,288 | \$2,273 | \$1,118 |
| DVG Program     | \$270   | \$-     | \$60    | \$143   | \$1,928 | \$263   | \$690   | \$3,255 |
| Total           | \$12,64 | \$13,92 | \$13,19 | \$5,765 | \$13,49 | \$18,87 | \$10,08 | \$15,19 |

### COMPLETED WORK ORDERS MATERIAL COSTS 2017



|                 | Jan     | Feb     | Mar     | Apr     | May     | Jun     | Jul     | Aug     |
|-----------------|---------|---------|---------|---------|---------|---------|---------|---------|
| Harborview      | \$2,919 | \$337   | \$77    | \$4     | \$6,051 | \$5,147 | \$326   | \$2,095 |
| Century Terrace | \$3,054 | \$775   | \$456   | \$631   | \$5,173 | \$7,220 | \$448   | \$599   |
| Scattered Sites | \$15    | \$870   | \$539   | \$206   | \$164   | \$1,963 | \$1,210 | \$780   |
| DVG Program     | \$-     | \$-     | \$-     | \$417   | \$495   | \$585   | \$-     | \$4,880 |
| Total           | \$5,988 | \$1,981 | \$1,071 | \$1,258 | \$11,88 | \$14,91 | \$1,984 | \$8,353 |

### Completed Work Order Costs Charged to Tenant 2017



|     | Harborview | Century Terrace | Scattered Sites | DVG Program | Total   |
|-----|------------|-----------------|-----------------|-------------|---------|
| Jan | \$4        | \$1,122         | \$-             | \$-         | \$1,126 |
| Feb | \$267      | \$462           | \$100           | \$-         | \$829   |
| Mar | \$90       | \$641           | \$-             | \$-         | \$731   |
| Apr | \$2        | \$394           | \$99            | \$44        | \$539   |
| May | \$252      | \$373           | \$143           | \$482       | \$1,250 |
| Jun | \$524      | \$613           | \$250           | \$-         | \$1,387 |
| Jul | \$360      | \$843           | \$1,002         | \$-         | \$2,205 |
| Aug | \$1,508    | \$779           | \$3             | \$-         | \$2,290 |

## Items of Business Before the Commissioners

### *Resolutions for Consideration*

| Resolution No. | Consent Agenda | Resolution Name         | Attachments   | Discussion & Recommendation   |
|----------------|----------------|-------------------------|---|---|
| 2017-12        | Yes            | Flat Rent Schedule 2018 | <ul style="list-style-type: none"> <li>Attachment 1 – Flat Rent Schedule for 2018 Proposed Rates</li> <li>Attachment 2 – Flat Rent Schedule Comparison 2017-2018</li> </ul> | <ul style="list-style-type: none"> <li>HUD requires us to set the Flat Rent Schedule on an annual basis. Program Participants may choose between an income-based monthly rent or a flat rent. Flat rents are set at 80% of the fair market rent for each bedroom size. HUD annually establishes the fair market rent for each county in the country.</li> <li>I have placed this resolution on the consent agenda because the determination of the Flat Rent Schedule is based on a formula established by HUD.</li> <li>Recommendation – Adoption</li> </ul> |
| 2017-13        | Yes            | Passbook Savings Rate   | <ul style="list-style-type: none"> <li>None</li> </ul>  | <ul style="list-style-type: none"> <li>HUD requires us to set the Passbook Savings Rate on an annual basis. The Savings Rate we are to use is the Savings National Rate as set by the Federal Deposit Insurance Corporation [FDIC].</li> <li>I have placed this resolution on the consent agenda because the determination of the Passbook Savings Rate is set by regulation.</li> <li>Recommendation – Adoption</li> </ul>   |