CITY OF MANISTEE HOUSING COMMISSION

Tuesday, November 28, 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. **Welcome and introduction of new Commissioner**

   Kelly Tomaszewski

3. **Amendments to Agenda**
4. **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.

5. **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 October 10, 2017 4
   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) September 30, 2017 7
      2) Domestic Violence Grant Program *

a) September 30, 2017 47

3) Security Deposits Reconciliation *

a) September 30, 2017 59

The report includes the results of an internal audit and corrective actions taken.

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) *None*

6. **Old Business**

a. *None*

7. **New Business**

a. Presentation of the 2018 Budgets

At this time the drafts of the 2018 operating budgets will be presented by staff. No action will be taken. The budgets will be presented at the December Commission meeting for adoption.

1) Public Housing Program Operating Budget 2018 65

2) Domestic Violence Grant Program Operating Budget 2018 69

8. **Review of the Executive Director Summary** 70

9. **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.

10. **Committee Reports**

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

11. **Communications**

None received

12. **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.

13. **Commissioner Report/Comment**

14. **Adjournment**
15. **Next Meeting[s]**
    a. Commission Monthly Meeting
       Tuesday, December 12, 4:00 PM
       Location - Harborview Apartments Community Room

Meeting Minutes
October 10, 2017
Regular Meeting & Public Hearing

Meeting Start Time: 4:11 P.M.

Roll Call:

Commissioner	Present	Absent Excused	Absent Non-Excused
Dale Priester	☒	☐	☐
Doug Parkes	☐	☒	☐
Sheryl Kuenzer	☒	☐	☐
Krista McDougall	☒	☐	☐

Housing Commission Staff Present:

Staff Member	Present
Clinton McKinven-Copus, Executive Director/Commission Secretary	☒
Lindsay McIntyre, Program Director	☒
Cindy Scott, Financial Analyst/Procurement Assistant	☐
Kevin Helminiak, Maintenance Dept. Crew Leader	☒

Public Hearing on the 2018 Public Housing Annual Plan:
Clinton McKinven-Copus reported that during the public comment period of August 15 thru September 29, 2017 no comments were received.

President Priester opened the floor for public comments during the Public Hearing. No comments were offered by members of the public present.

Others Present:
- None

Public Comment on Agenda Related Items:
- None

Amendments to the Agenda:
- None

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Consent Agenda:

A. Approval of Minutes
   i. Regular Meeting Minutes, September 26, 2017
B. Financial Reports
   i. For the period of August 1-31, 2017
C. Resolutions
   i. None

Consent Agenda					Motion By: Sheryl Kuenzer	Second By: Krista McDougall
Commissioner	**Yes**	**No**	**Abstain**	**Absent Excused**	**Absent Non-Excused**	☒ **Approved**
Dale Priester	☒	☐	☐	☐	☐	☐ **Not Approved**
Doug Parkes	☐	☐	☐	☒	☐	
Sheryl Kuenzer	☒	☐	☐	☐	☐	
Krista McDougall	☒	☐	☐	☐	☐	

Old Business:

- None

New Business:

Resolution 2017-14	Title: Adoption of the 2018 Annual Plan				Motion By: Krista McDougall	Second By: Sheryl Kuenzer
Commissioner	**Yes**	**No**	**Abstain**	**Absent Excused**	**Absent Non-Excused**	☒ **Approved**
Dale Priester	☒	☐	☐	☐	☐	☐ **Not Approved**
Doug Parkes	☐	☐	☐	☒	☐	
Sheryl Kuenzer	☒	☐	☐	☐	☐	
Krista McDougall	☒	☐	☐	☐	☐	

Executive Director's Report:

- Clinton McKinven-Copus reported that WASH Laundry LLC continues its attempt to change the posted scope of work for the bid and to refuse to sign the required contract. The Commissioners will be informed of progress made.

Other Staff Reports:

- None

Finances:

- Approved with Consent Agenda

Committee Reports:

- None

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Communications:

- None received

Public Comment:

- None

Commissioner Report/Comments:

- None

Meeting Adjourned

Adjournment **Time: 4:24 PM**			**Motion By:** **Sheryl Kuenzer**	**Second By:** **Krista McDougall**	
Commissioner	**Yes**	**No**	**Absent Excused**	**Absent Non-Excused**	
Dale Priester	☒	☐	☐	☐	☒ **Approved**
Doug Parkes	☐	☐	☒	☐	
Sheryl Kuenzer	☒	☐	☐	☐	☐ **Not Approved**
Krista McDougall	☒	☐	☐	☐	

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 September 30, 2017. These reports have been compiled in accordance with Generally Accepted Accounting Principles.

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

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

Respectfully Submitted:

Housing Authority Accounting Specialists, Inc.

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

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

ASSETS

CURRENT ASSETS		
Cash		
1111.2 - NOW Account	$	236,270.39
1111.3 - HRA Account		10,883.43
1111.4 - Money Market Savings		48,753.60
1117 - Petty Cash Fund		250.00
1118 - Change Fund		50.00
Total Cash		296,207.42
Receivables		
1122 - Tenants Accounts Receivable		20,389.69
1122.1 - Allowance for Doubtful Accounts		(5,071.87)
1129 - Accounts Receivable-Other		1,000.07
Total Receivables		16,317.89
Investments		
Total Investments		0.00
Prepaid Expenses & Other Assets		
1211 - Prepaid Insurance		20,554.01
Total Prepaid Expenses & Other Assets		20,554.01
Total Current Assets		333,079.32
Non Current Assets - Other		
1701 - Deferred Outflows		44,990.96
Total Non Current Assets - Other		44,990.96
CAPITAL ASSETS		
Land, Structures & Equipment		
1400 - Construction in Progress-CFP		23,813.11
1400.6 - Land		360,271.62
1400.61 - Land Improvements		89,807.07
1400.7 - Buildings		4,657,515.77
1400.71 - Building Improvements		5,370,234.21
1400.72 - Non-dwelling Structures		8,525.00
1400.8 - Furn., Equip., Mach.-Dwellings		258,839.30
1400.9 - Furn., Equip., Mach.-Admin		561,955.72
1400.95 - Accumulated Depreciation-ALL		(8,395,467.45)
Total Land, Structures & Equipment		2,935,494.35
TOTAL CAPITAL ASSETS		2,935,494.35
TOTAL ASSETS	$	3,313,564.63

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

LIABILITIES AND EQUITY

CURRENT LIABILITIES		
Accounts Payable		
2111 - Vendors and Contractors	$	30,009.32
2114 - Tenant Security Deposits		44,715.00
2117.12 - FSA Withheld		1,188.62
2117.5 - Pension Withheld		1,277.36
2119 - Accounts Payable - Other		301.16
2119.2 - Interfund Payable - DVG		1,367.90
Total Accounts Payable		78,859.36
Accrued Liabilities		
2131 - EPC Loan - Current		5,700.06
2133 - Capital Lease - 2016 F250 - Current		1,178.21
2135 - Accrued Wages/Payroll Taxes Payable		5,336.86
2135.1 - Accrued Comp. Absences-Current		20,564.84
2137 - Payments in Lieu of Taxes		29,610.00
Total Accrued Liabilities		62,389.97
Total Current Liabilities		141,249.33
Non Current Liabilities		
2132 - EPC Loan - Noncurrent		1,101,127.74
2135.3 - Accrued Comp. Absences-Non Current		6,852.92
2138 - Net Pension Liability		7,578.00
2139 - Capital Lease - 2016 F250 - Non Current		17,020.14
Total Non Current Liabilites		1,132,578.80
Deferred Credits		
Total Deferred Credits		0.00
TOTAL LIABILITIES/DEFERRED CREDITS		1,273,828.13
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		(276,814.32)
Current Year Profit(Loss) - 501-16 CFP		15,532.00
Current Year Profit(Loss) - 501-17 CFP		1,292.11
Total Unreserved Fund Balance		2,039,736.50
TOTAL EQUITY		2,039,736.50
TOTAL LIABILITIES/EQUITY	$	3,313,564.63

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 9 Months Ended September 30, 2017

Units	1 Month Ended	9 Months		
214	September 30, 2017	September 30, 2017	BUDGET	*OVER/UNDER
Operating Revenue				
Tenant Revenue				
3110 - Dwelling Rental Revenue	39,497.00	359,681.00	530,000.00	170,319.00
3120 - Tenant Revenue - Excess Utilities	533.97	6,142.59	10,000.00	3,857.41
3689 - Tenant Revenue - Cable TV	4,860.00	43,109.35	60,915.00	17,805.65
3690 - Tenant Revenue - Other	5,654.38	28,623.74	30,000.00	1,376.26
Total Tenant Revenue	50,545.35	437,556.68	630,915.00	193,358.32
HUD PHA Grant Revenue				
3401.1 - Operating Grants	42,399.00	42,399.00	40,000.00	(2,399.00)
3401.2 - Operating Subsidy	41,466.50	366,976.00	490,000.00	123,024.00
Total HUD PHA Grant Revenue	83,865.50	409,375.00	530,000.00	120,625.00
Other Revenue				
3610 - Interest Income	50.50	593.33	1,140.00	546.67
3690.1 - Other Revenue	14.50	50.75	3,000.00	2,949.25
3690.2 - Gain/Loss-Sale of Fixed Assets	0.00	(1,041.79)	0.00	1,041.79
3690.4 - Laundry Revenue	822.10	8,375.63	10,200.00	1,824.37
3690.6 - Fraud Recovery Revenue	0.00	0.00	1,700.00	1,700.00
3690.7 - Management Fee - DVG	0.00	10,000.00	10,000.00	0.00
Total Other Revenue	887.10	17,977.92	26,040.00	8,062.08
Total Operating Revenue	135,297.95	864,909.60	1,186,955.00	322,045.40
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Wages	13,834.81	130,346.14	161,909.00	31,562.86
4130 - Legal Expense	4,402.95	14,523.95	24,000.00	9,476.05
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	6,924.42	9,500.00	2,575.58
4171 - Auditing	0.00	0.00	8,500.00	8,500.00
4182 - Employee Benefits - Admin	8,744.18	57,595.56	78,580.00	20,984.44
4185 - Telephone	2,552.66	17,957.70	19,200.00	1,242.30
4190.1 - Publications	0.00	1,444.00	1,400.00	(44.00)
4190.2 - Membership Dues and Fees	352.38	1,538.76	4,500.00	2,961.24
4190.3 - Admin Service Contracts	4,044.29	44,744.31	33,500.00	(11,244.31)
4190.4 - Office Supplies	278.37	5,823.98	9,600.00	3,776.02
4190.5 - Other Sundry-Misc.	2,510.48	13,623.51	15,000.00	1,376.49
Total Administration	37,407.00	298,809.00	372,689.00	73,880.00
Tenant Services				
4220 - Rec., Pub., & Other Services	0.00	0.00	5,200.00	5,200.00
4221 - Resident Employee Stipend	1,550.00	7,246.99	10,800.00	3,553.01
4230 - Contract Costs-Cable & Other	5,482.33	49,076.64	60,915.00	11,838.36
Total Tenant Services	7,032.33	56,323.63	76,915.00	20,591.37

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 9 Months Ended September 30, 2017

Units	1 Month Ended	9 Months		
214	September 30, 2017	September 30, 2017	BUDGET	*OVER/UNDER
Utilities				
4310 - Water & Sewer	5,398.48	44,561.57	57,800.00	13,238.43
4320 - Electricity	12,442.17	77,755.22	92,000.00	14,244.78
4330 - Gas	1,301.82	19,477.56	25,800.00	6,322.44
Total Utilities	19,142.47	141,794.35	175,600.00	33,805.65
Maintenance				
4410 - Maintenance Wages	8,285.33	77,764.71	97,693.00	19,928.29
4420 - Materials	3,411.01	35,972.55	54,000.00	18,027.45
4430.01 - Garbage Removal	2,391.63	14,426.84	16,800.00	2,373.16
4430.02 - Heating & Cooling Contracts	254.47	12,228.13	18,000.00	5,771.87
4430.03 - Snow Removal Contracts	0.00	0.00	2,500.00	2,500.00
4430.04 - Elevator Contracts	7,581.85	13,696.85	7,000.00	(6,696.85)
4430.05 - Landscape & Grounds Contracts	0.00	350.00	1,500.00	1,150.00
4430.06 - Unit Turnaround Contracts	1,720.00	15,144.00	19,000.00	3,856.00
4430.07 - Electrical Contracts	0.00	1,457.42	5,600.00	4,142.58
4430.08 - Plumbing Contracts	0.00	850.00	8,400.00	7,550.00
4430.09 - Extermination Contracts	8,553.00	23,743.00	6,000.00	(17,743.00)
4430.11 - Routine Maintenance Contracts	248.26	3,329.86	7,000.00	3,670.14
4430.12 - Miscellaneous Contracts	900.00	9,556.54	11,000.00	1,443.46
4433 - Employee Benefits - Maint.	6,048.88	52,281.03	69,492.00	17,210.97
4440 - Staff Training-Maintenance	0.00	0.00	2,000.00	2,000.00
4441 - Staff Travel-Maintenance	0.00	35.64	2,000.00	1,964.36
Total Maintenance	39,394.43	260,836.57	327,985.00	67,148.43
Protective Services				
4480 - Security Contract Costs	0.00	0.00	3,500.00	3,500.00
Total Protective Services	0.00	0.00	3,500.00	3,500.00
General Expense				
4510 - Insurance	7,220.08	59,947.55	81,000.00	21,052.45
4520 - Payment in Lieu of Taxes	3,290.00	29,610.00	39,480.00	9,870.00
4550 - Compensated Absences	0.00	0.00	5,500.00	5,500.00
4570 - Collection Losses	0.00	9,964.63	30,000.00	20,035.37
4580 - Interest Expense	11,939.09	60,678.44	71,567.00	10,888.56
Total General Expense	22,449.17	160,200.62	227,547.00	67,346.38
Total Routine Expense	125,425.40	917,964.17	1,184,236.00	266,271.83
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maint	0.00	0.00	0.00	0.00
Casualty Losses-Not Cap.				
Total Casualty Losses	0.00	0.00	0.00	0.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00
Total Operating Expenses	125,425.40	917,964.17	1,184,236.00	266,271.83

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 9 Months Ended September 30, 2017

Units	1 Month Ended	9 Months		
214	September 30, 2017	September 30, 2017	BUDGET	*OVER/UNDER
Operating Income (Loss)	9,872.55	(53,054.57)	2,719.00	55,773.57
Depreciation Expense				
4800 - Depreciation - Current Year	24,750.00	222,750.00	0.00	(222,750.00)
Total Depreciation Expense	24,750.00	222,750.00	0.00	(222,750.00)
Surplus Credits & Charges				
6010 - Prior Year Adj. - Affecting RR	0.00	1,009.75	0.00	(1,009.75)
Total Surplus Credits & Charges	0.00	1,009.75	0.00	(1,009.75)
Capital Expenditures				
7510 - Principal Payments - EPC	5,639.77	25,544.67	31,245.00	5,700.33
7511 - Principal Payments - F150	388.87	3,431.54	0.00	(3,431.54)
7520 - Replacement of Equipment	0.00	8,986.60	5,000.00	(3,986.60)
7530 - Cash Proceeds-Sale of Equipment	0.00	(487.00)	0.00	487.00
7540 - Betterments and Additions	(1,292.11)	23,731.90	0.00	(23,731.90)
7590 - Operating Expenditures-Contra	(4,736.53)	(61,207.71)	(36,245.00)	24,962.71
Total Capital Expenditures	0.00	0.00	0.00	0.00
HUD Net Income (Loss)	5,524.89	(110,798.70)	(33,526.00)	77,272.70
GAAP Net Income (Loss)	(14,877.45)	(276,814.32)	2,719.00	
Occupancy Percentage				
9996 - Unit Months Leased	189.00	1,757.00		
9998 - Unit Months Available	214.00	1,926.00		
Total Occupancy Percentage	88.32%	91.23%		

UNP as of:September 30, 2017 239,688.84

Manistee Housing Commission
Capital Fund 501-16
Statement of Revenue & Expense
For the 1 Month and 9 Months Ended September 30, 2017

1016	1 Month Ended September 30, 2017	9 Months Ended September 30, 2017
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	4,322.76	15,354.01
3401.3 - Capital Grants	20,521.00	22,521.00
Total HUD PHA Grants	24,843.76	37,875.01
Nonrental Income		
Total Nonrental Income	0.00	0.00
Total Operating Income	24,843.76	37,875.01
Operating Expenses		
Administration		
4150 - Travel Expense	0.00	1,313.81
4190.3 - Admin Service Contracts	4,322.76	4,322.76
Total Administration	4,322.76	5,636.57
Ordinary Maint. & Operation		
4430.12 - Miscellaneous Contracts	0.00	16,706.44
Total Ordinary Maint. & Oper	0.00	16,706.44
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	4,322.76	22,343.01
Net Income/(Loss)	20,521.00	15,532.00

See Accountants' Compilation Report

Manistee Housing Commission
Capital Fund 501-17
Statement of Revenue & Expense
For the 1 Month and 9 Months Ended September 30, 2017

1017	1 Month Ended September 30, 2017	9 Months Ended September 30, 2017
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	205.30	205.30
3401.3 - Capital Grants	1,292.11	1,292.11
Total HUD PHA Grants	1,497.41	1,497.41
Nonrental Income		
Total Nonrental Income	0.00	0.00
Total Operating Income	1,497.41	1,497.41
Operating Expenses		
Administration		
4190.3 - Admin Service Contracts	205.30	205.30
Total Administration	205.30	205.30
Ordinary Maint. & Operation		
Total Ordinary Maint. & Oper	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	205.30	205.30
Net Income/(Loss)	1,292.11	1,292.11

See Accountants' Compilation Report

Manistee Housing Commission
Capital Fund 501-16

Program ID: MI33P078501-16 **1516**	1 Month Ended September 30, 2017	CUMULATIVE September 30, 2017	BUDGET	OVER/UNDER
Administration				
1406 - Operations	$ 0.00	$ 29,680.00	$ 29,680.00	$ 0.00
1408 - Management Improvements	2,957.76	21,200.00	21,200.00	0.00
1410 - Administration	0.00	21,200.00	21,200.00	0.00
Total Administration	2,957.76	72,080.00	72,080.00	0.00
A & E				
1430 - A & E Fees	1,365.00	8,485.11	15,000.00	6,514.89
Total A & E Fees	1,365.00	8,485.11	15,000.00	6,514.89
Site Acquisition				
Total Site Acquisition	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460 - Dwelling Structures	5,521.00	33,793.34	109,918.00	76,124.66
1460.99 - Dwelling Structures-Soft Costs	0.00	21,518.86	0.00	(21,518.86)
Total Dwelling Structures	5,521.00	55,312.20	109,918.00	54,605.80
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
1475 - Nondwelling Equipment	15,000.00	15,000.00	15,000.00	0.00
Total Nondwelling Equip.	15,000.00	15,000.00	15,000.00	0.00
Demolition				
Total Demolition	0.00	0.00	0.00	0.00
Development Activities				
Total Development Activities	0.00	0.00	0.00	0.00
Total Capital Funds Expended	24,843.76	150,877.31	211,998.00	61,120.69
1600 - CFP Funding	24,843.76	143,888.31	211,998.00	68,109.69
Over/(Under) Funding	$ 0.00	$ 6,989.00	$ 0.00	$ (6,989.00)

Manistee Housing Commission
Capital Fund 501-17

Program ID: MI28P078501-17 **1517**	1 Month Ended September 30, 2017	CUMULATIVE September 30, 2017	BUDGET	OVER/UNDER
Administration				
1406 - Operations	$ 42,399.00	$ 42,399.00	$ 42,399.00	$ 0.00
1408 - Management Improvements	1,497.41	1,497.41	25,439.76	23,942.35
1410 - Administration	0.00	0.00	21,199.00	21,199.00
Total Administration	43,896.41	43,896.41	89,037.76	45,141.35
A & E				
1430 - A & E Fees	0.00	0.00	15,000.00	15,000.00
Total A & E Fees	0.00	0.00	15,000.00	15,000.00
Site Acquisition				
Total Site Acquisition	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	0.00	112,490.24	112,490.24
Total Dwelling Structures	0.00	0.00	112,490.24	112,490.24
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equip.	0.00	0.00	0.00	0.00
Demolition				
Total Demolition	0.00	0.00	0.00	0.00
Development Activities				
Total Development Activities	0.00	0.00	0.00	0.00
Total Capital Funds Expended	43,896.41	43,896.41	216,528.00	172,631.59
1600 - CFP Funding	43,896.41	43,896.41	216,528.00	172,631.59
Over/(Under) Funding	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Date	Reference	T	Account	Description	Amount	Reference Total
09/01/17	8700	V	10014185	AT & T Long Distance	96.82	96.82
09/01/17	8701	V	10014320	Consumers Energy	5,193.54	5,193.54
09/01/17	8702		10014430.02	Custom Sheet Metal & Heating	254.47	254.47
09/01/17	8703	V	10014330	DTE Energy	360.27	360.27
09/01/17	8704	V	10014420	Fastenal Company	39.27	39.27
09/01/17	8705	V	10012133	Ford Credit	388.87	
09/01/17	8705	V	10014580	Ford Credit	92.16	
09/01/17	8705	V	10017511	Ford Credit	388.87	
09/01/17	8705	V	10017590	Ford Credit	(388.87)	481.03
09/01/17	8706	V	10014420	Glass Specialties, Inc.	36.00	36.00
09/01/17	8707	V	10014420	HD Supply Facilities Mtce	331.99	331.99
09/01/17	8708	V	10014130	Mika Meyers Beckett & Jones PLC	1,937.80	1,937.80
09/01/17	8709	V	10014182	Principal Financial Group	536.52	
09/01/17	8709	V	10014433	Principal Financial Group	704.32	1,240.84
09/01/17	8710	V	10014190.4	Staples	278.37	278.37
09/01/17	8711		10014190.3	U.S. Bank Equipment Finance	707.73	707.73
09/01/17	8712		10014221	Brian Woodhouse	100.00	100.00
09/01/17	8713	V	10014221	[redacted]	100.00	100.00
09/01/17	8714	V	10014221	[redacted]	200.00	200.00
09/01/17	8715		10014221	[redacted]	200.00	200.00
09/01/17	8716		10014221	[redacted]	200.00	200.00
09/01/17	8717		10014221	[redacted]	200.00	200.00
09/01/17	8718	V	10014185	AT & T Mobile	960.54	960.54
09/01/17	8719	V	10012119	Byline Bank	(301.16)	
09/01/17	8719	V	10012131	Byline Bank	2,812.39	
09/01/17	8719	V	10014580	Byline Bank	5,930.96	
09/01/17	8719	V	10017510	Byline Bank	2,812.39	
09/01/17	8719	V	10017590	Byline Bank	(2,812.39)	8,442.19
09/01/17	8720	V	10014310	City of Manistee	5,398.48	5,398.48
09/01/17	8721	V	10014320	Consumers Energy	2,112.73	2,112.73
09/01/17	8722	V	10014190.3	Housing Data Systems	135.00	135.00
09/01/17	8723		10014190.5	PNC Bank	1,116.33	1,116.33
09/01/17	8724	V	10014430.04	Schindler Elevator Corp.(5/1/17 - 12/31/17 - HV)	3,768.00	
09/01/17	8724	V	10014430.04	Schindler Elevator Corp.(6/1/17 - 12/31/17 - CT)	3,297.00	7,065.00
09/01/17	8725		10012114	[redacted]	244.50	244.50

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
09/07/17	8726	V	10014190.3	CDM Mobile Shredding, Inc	45.00	45.00
09/07/17	8727	V	10014185	Charter Business	123.19	
09/07/17	8727	V	10014230	Charter Business	5,482.33	5,605.52
09/07/17	8728	V	10014170	H.A.A.S., Inc.	686.88	686.88
09/07/17	8729	V	10014190.3	Kushner & Company	50.00	50.00
09/07/17	8730	V	10014190.3	Next IT	1,889.04	1,889.04
09/07/17	8731	V	10014190.5	The Pioneer Group	238.75	238.75
09/13/17	8732	V	10014430.01	Allied Waste Services	1,817.53	1,817.53
09/13/17	8733	V	10014510	AmTrust North America Inc	642.00	642.00
09/13/17	8734	V	10014185	AT & T	1,177.90	1,177.90
09/13/17	8735	V	10014185	AT & T Long Distance	194.21	194.21
09/13/17	8736		10011122	[redacted]	218.50	218.50
09/13/17	8737		10014420	Cadillac Plumbing & Heating Supply Co., Inc.	108.68	108.68
09/13/17	8738	V	10014430.09	Griffin Pest Solutions	8,178.00	8,178.00
09/13/17	8739	V	10014430.06	Haglund's Floor Covering	1,720.00	
09/13/17	8739	V	10014430.12	Haglund's Floor Covering	900.00	2,620.00
09/13/17	8740	V	10014420	Ludington Paint & Glass	1,299.65	1,299.65
09/13/17	8741	V	10014430.01	Manistee Landfill	176.35	176.35
09/13/17	8742		10014190.5	Petty Cash	53.75	53.75
09/13/17	8743	V	10014420	Sunrise Supplies	507.55	507.55
09/13/17	8744		10164190.3	TASB	2,957.76	
09/13/17	8744		10174190.3	TASB	42.24	
09/13/17	8744		15161408	TASB	2,957.76	
09/13/17	8744		15169800	TASB	(2,957.76)	
09/13/17	8744		15171408	TASB	42.24	
09/13/17	8744		15179800	TASB	(42.24)	3,000.00
09/13/17	8745		10011400	Top LIne Electric LLC	20,521.00	
09/13/17	8745		15161460	Top LIne Electric LLC	5,521.00	
09/13/17	8745		15161475	Top LIne Electric LLC	15,000.00	
09/13/17	8745		15169800	Top LIne Electric LLC	(20,521.00)	20,521.00
09/13/17	8746	V	10014430.01	Allied Waste Services	397.75	397.75
09/13/17	8747	V	10012117.13	Alerus Retirement Solutions	130.00	130.00
09/15/17	8748	V	10014221	[redacted]	50.00	50.00
09/15/17	8749	V	10014221	[redacted]	50.00	50.00
09/20/17	8750	V	10014420	Blarney Castle Fleet Program	187.34	187.34
09/20/17	8751		10014420	City of Manistee	12.75	12.75

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Date	Reference	T	Account	Description	Amount	Reference Total
09/20/17	8752	V	10014320	Consumers Energy	9.99	9.99
09/20/17	8753	V	10014430.11	Crystal Lock & Supply	156.00	156.00
09/20/17	8754		10164190.3	HAPA	1,365.00	
09/20/17	8754		15161430	HAPA	1,365.00	
09/20/17	8754		15169800	HAPA	(1,365.00)	1,365.00
09/20/17	8755	V	10014130	Mika Meyers Beckett & Jones PLC	2,465.15	2,465.15
09/20/17	8756		10014190.2	Michigan NAHRO	45.00	45.00
09/20/17	8757	V	10014190.2	NAHRO	307.38	307.38
09/20/17	8758	V	10014420	Olson Lumber Company	192.96	192.96
09/20/17	8759	V	10014190.5	The PI Company	265.20	265.20
09/20/17	8760	V	10014190.3	Pitney Bowes	405.96	405.96
09/20/17	8761	V	10014430.04	Schindler Elevator Corp.	516.85	516.85
09/20/17	8762	V	10014182	Sun Life Financial	392.57	
09/20/17	8762	V	10014433	Sun Life Financial	234.69	627.26
09/20/17	8763	V	10014182	VSP	142.44	
09/20/17	8763	V	10014433	VSP	121.44	263.88
09/20/17	8764		10011129	Dale Priester	1,000.07	1,000.07
09/27/17	8765		10014430.09	A Plus Wildlife Removal, LLC	375.00	375.00
09/27/17	8766		10014420	Absolute Safety, Inc.	28.95	28.95
09/27/17	8767		10014420	Amor Sign Studios	231.00	231.00
09/27/17	8768	V	10012131	Byline Bank	2,827.38	
09/27/17	8768	V	10014580	Byline Bank	5,915.97	
09/27/17	8768	V	10017510	Byline Bank	2,827.38	
09/27/17	8768	V	10017590	Byline Bank	(2,827.38)	8,743.35
09/27/17	8769	V	10014320	Consumers Energy	5,125.91	5,125.91
09/27/17	8770	V	10014330	DTE Energy	941.55	941.55
09/27/17	8771	V	10014190.5	Equifax	136.45	136.45
09/27/17	8772	V	10014420	HD Supply Facilities Mtce	434.87	434.87
09/27/17	8773		10012114	[redacted]	84.00	84.00
09/27/17	8774		10014430.11	Manistee Ford	92.26	92.26
09/27/17	8775	V	10014190.5	Reserve Account	700.00	700.00
09/27/17	8776	V	10014182	Principal Financial Group	536.52	
09/27/17	8776	V	10014433	Principal Financial Group	704.32	1,240.84
09/27/17	8777	V	10014190.3	US Bank Equipment Finance	873.07	873.07
09/27/17	8778	V	10014221	[redacted]	100.00	100.00
09/27/17	8779	V	10014221	[redacted]	100.00	100.00

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Date	Reference	T	Account	Description	Amount	Reference Total
09/27/17	8780	V	10014221	[redacted]	50.00	50.00
09/27/17	8781	V	10014221	[redacted]	200.00	200.00
09/27/17	8782	V	10012117.13	Alerus Retirement Solutions	20.00	20.00
09/27/17	8783	V	10012117.13	Alerus Retirement Solutions	140.00	140.00
09/30/17	MI078		10011111.2	Cash Disbursements	(114,529.00)	(114,529.00)
					Transaction Balance	0.00

Total Debits 145,744.80 Total Credits 145,744.80 A/C Hash Total 1168426982.140

Number of Transactions 112

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
09/30/17	132		10011111.2	September Cash Receipts	46,432.38	
09/30/17	132		10011122	September TAR Collections	(43,507.31)	
09/30/17	132		10011122.1	Great Lakes Collection Agency	(113.57)	
09/30/17	132		10011129.3	Interfund Reimbursement - DVG	(539.90)	
09/30/17	132		10012114	September Security Deposit Collections	(1,003.00)	
09/30/17	132		10012119.2	September Cash Receipts	(432.00)	
09/30/17	132		10013690.1	Reimbursement of Jury Duty Pay - Helminiak	(14.50)	
09/30/17	132		10013690.4	Laundry Revenue	(822.10)	
09/30/17	132		20011122	September TAR Collections	(432.00)	
09/30/17	132		20011129.4	September Cash Receipts	432.00	
09/30/17	133		10011111.2	Operating Subsidy	41,466.50	
09/30/17	133		10013401.2	Operating Subsidy	(41,466.50)	
09/30/17	134		10011111.2	501-16 CFP Grant	23,478.76	
09/30/17	134		10163401.1	501-16 CFP Grant	(2,957.76)	
09/30/17	134		10163401.3	501-16 CFP Grant	(20,521.00)	
09/30/17	134		15161600	501-16 CFP Grant	23,478.76	
09/30/17	134		15161699	501-16 CFP Grant	(23,478.76)	
09/30/17	135		10011111.2	NOW/Sweep Interest Income	45.93	
09/30/17	135		10011111.3	HRA Interest Income	0.43	
09/30/17	135		10011111.4	MM Savings Interest Income	4.14	
09/30/17	135		10013610	Interest Income	(50.50)	
09/30/17	136		10011111.2	501-16 CFP Grant	1,365.00	
09/30/17	136		10163401.1	501-16 CFP Grant	(1,365.00)	
09/30/17	136		15161600	501-16 CFP Grant	1,365.00	
09/30/17	136		15161699	501-16 CFP Grant	(1,365.00)	
09/30/17	137		10011111.2	501-17 CFP Grant	43,896.41	
09/30/17	137		10013401.1	501-17 CFP Grant	(42,399.00)	
09/30/17	137		10173401.1	501-17 CFP Grant	(205.30)	
09/30/17	137		10173401.3	501-17 CFP Grant	(1,292.11)	
09/30/17	137		15171406	501-17 CFP Grant	42,399.00	
09/30/17	137		15171600	501-17 CFP Grant	43,896.41	
09/30/17	137		15171699	501-17 CFP Grant	(43,896.41)	
09/30/17	137		15179800	501-17 CFP Grant	(42,399.00)	
					Transaction Balance	0.00

Total Debits 268,260.72 Total Credits 268,260.72 A/C Hash Total 392414649.600

Number of Transactions 33

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

Date	Reference	T	Account	Description	Amount	Reference Total
09/30/17	370		10011111.2	To record charges to tenants per Sept 2017 Statement of Operations.	(552.79)	
09/30/17	370		10011122	To record charges to tenants per Sept 2017 Statement of Operations.	51,098.14	
09/30/17	370		10013110	To record charges to tenants per Sept 2017 Statement of Operations.	(39,497.00)	
09/30/17	370		10013120	To record charges to tenants per Sept 2017 Statement of Operations.	(533.97)	
09/30/17	370		10013689	To record charges to tenants per Sept 2017 Statement of Operations.	(4,860.00)	
09/30/17	370		10013690	To record charges to tenants per Sept 2017 Statement of Operations.	(5,654.38)	
09/30/17	371		10011122	To record transfers of security deposits to A/R per Sept 2017 Statement of Operations.	(1,349.00)	
09/30/17	371		10012114	To record transfers of security deposits to A/R per Sept 2017 Statement of Operations.	1,349.00	
09/30/17	372		10011111.2	To void CK 8660 dated 08/01/2017 per CMHC.	253.50	
09/30/17	372		10011122	To void CK 8660 dated 08/01/2017 per CMHC.	(32.50)	
09/30/17	372		10012114	To void CK 8660 dated 08/01/2017 per CMHC.	(221.00)	
09/30/17	373		10011111.3	To record HRA transactions per Sept 2017 bank statement.	(28.50)	
09/30/17	373		10012117.12	To record HRA transactions per Sept 2017 bank statement.	28.50	
09/30/17	374		10011400	To reclassify portion of CK 8695 dated 08/17/2017.	1,292.11	
09/30/17	374		10011400.9	To reclassify portion of CK 8695 dated 08/17/2017.	(1,292.11)	
09/30/17	374		10014190.3	To reclassify portion of CK 8695 dated 08/17/2017.	(163.06)	
09/30/17	374		10017540	To reclassify portion of CK 8695 dated 08/17/2017.	(1,292.11)	
09/30/17	374		10017590	To reclassify portion of CK 8695 dated 08/17/2017.	1,292.11	
09/30/17	374		10174190.3	To reclassify portion of CK 8695 dated 08/17/2017.	163.06	
09/30/17	374		15171408	To reclassify portion of CK 8695 dated 08/17/2017.	1,455.17	
09/30/17	374		15179800	To reclassify portion of CK 8695 dated 08/17/2017.	(1,455.17)	
09/30/17	375		10011111.2	To record MERS contributions per Sept 2017 bank statement.	(2,256.84)	
09/30/17	375		10011701	To record MERS contributions per Sept 2017 bank statement.	886.00	
09/30/17	375		10012117.5	To record MERS contributions per Sept 2017 bank statement.	1,370.84	
09/30/17	376		10011111.2	To record Sept 2017 payroll transactions.	(20,644.46)	
09/30/17	376		10012117.12	To record Sept 2017 payroll transactions.	(380.00)	
09/30/17	376		10012117.13	To record Sept 2017 payroll transactions.	(160.00)	
09/30/17	376		10012117.4	To record Sept 2017 payroll transactions.	(1,478.60)	
09/30/17	376		10012117.5	To record Sept 2017 payroll transactions.	(1,277.36)	
09/30/17	376		10012117.6	To record Sept 2017 payroll transactions.	(3.00)	
09/30/17	376		10012117.9	To record Sept 2017 payroll transactions.	(130.71)	

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Date	Reference	T	Account	Description	Amount	Reference Total
09/30/17	376		10014110	To record Sept 2017 payroll transactions.	13,834.81	
09/30/17	376		10014182	To record Sept 2017 payroll transactions.	1,275.89	
09/30/17	376		10014190.3	To record Sept 2017 payroll transactions.	101.55	
09/30/17	376		10014410	To record Sept 2017 payroll transactions.	8,285.33	
09/30/17	376		10014433	To record Sept 2017 payroll transactions.	576.55	
09/30/17	377		10011111.2	To record SHWF debit for payment of health insurance per Sept 2017 bank statement.	(11,323.04)	
09/30/17	377		10012117.4	To record SHWF debit for payment of health insurance per Sept 2017 bank statement.	1,755.24	
09/30/17	377		10014182	To record SHWF debit for payment of health insurance per Sept 2017 bank statement.	5,860.24	
09/30/17	377		10014433	To record SHWF debit for payment of health insurance per Sept 2017 bank statement.	3,707.56	
09/30/17	A1	S	10019998	To record unit months available.	214.00	
09/30/17	A1	S	10019999	To record unit months available.	(214.00)	
09/30/17	A2	S	10012137	To record estimated monthly PILOT expense.	(3,290.00)	
09/30/17	A2	S	10014520	To record estimated monthly PILOT expense.	3,290.00	
09/30/17	A3	S	10011400.95	To record estimated monthly depreciation expense.	(24,750.00)	
09/30/17	A3	S	10014800	To record estimated monthly depreciation expense.	24,750.00	
09/30/17	RT1	S	10019996	To record units leased.	189.00	
09/30/17	RT1	S	10019997	To record units leased.	(189.00)	
09/30/17	RT2	S	10011211	To record monthly insurance write off.	(6,578.08)	
09/30/17	RT2	S	10014510	To record monthly insurance write off.	6,578.08	
				Transaction Balance		0.00

Total Debits 129,606.68 Total Credits 129,606.68 A/C Hash Total 511154656.720

Number of Transactions 50

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
09/06/17	13182	V	10011111.3	CMHC - West Shore FSA	190.00	190.00
09/06/17	13183	V	10012117.6	United Steel Workers	3.00	3.00
09/06/17	13184	V	10012117.9	United Steel Workers	63.88	63.88
09/20/17	13185	V	10011111.3	CMHC - West Shore FSA	190.00	190.00
09/20/17	13186	V	10012117.9	United Steel Workers	66.83	66.83
09/30/17	MI078		10011111.2	Cash Disbursements	(513.71)	(513.71)
					Transaction Balance	0.00

Total Debits 513.71 Total Credits 513.71 A/C Hash Total 60069687.200

Number of Transactions 6

DOCUMENT REDACTED
PER FEDERAL PRIVACY ACT
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OF CURRENT AND PAST PROGRAM PARTICIPANTS
HAS BEEN REDACTED

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10011111.2	**NOW Account**			229,151.75		
09/30/17	132		September Cash Receipts		46,432.38	
09/30/17	133		Operating Subsidy		41,466.50	
09/30/17	134		501-16 CFP Grant		23,478.76	
09/30/17	135		NOW/Sweep Interest Income		45.93	
09/30/17	136		501-16 CFP Grant		1,365.00	
09/30/17	137		501-17 CFP Grant		43,896.41	
09/30/17	370		To record charges to tenants per Sept 2017 Statement of Operations.		(552.79)	
09/30/17	372		To void CK 8660 dated 08/01/2017 per CMHC.		253.50	
09/30/17	375		To record MERS contributions per Sept 2017 bank statement.		(2,256.84)	
09/30/17	376		To record Sept 2017 payroll transactions.		(20,644.46)	
09/30/17	377		To record SHWF debit for payment of health insurance per Sept 2017 bank statement.		(11,323.04)	
09/30/17	MI078		Cash Disbursements		(114,529.00)	
09/30/17	MI078		Cash Disbursements		(513.71)	
					7,118.64	236,270.39
10011111.3	**HRA Account**			10,531.50		
09/30/17	135		HRA Interest Income		0.43	
09/30/17	373		To record HRA transactions per Sept 2017 bank statement.		(28.50)	
09/06/17	13182	V	CMHC - West Shore FSA		190.00	
09/20/17	13185	V	CMHC - West Shore FSA		190.00	
					351.93	10,883.43
10011111.4	**Money Market Savings**			48,749.46		
09/30/17	135		MM Savings Interest Income		4.14	
					4.14	48,753.60
10011117	**Petty Cash Fund**			250.00		
					0.00	250.00
10011118	**Change Fund**			50.00		
					0.00	50.00
10011122	**Tenants Accounts Receivable**			13,961.86		
09/30/17	132		September TAR Collections		(43,507.31)	
09/30/17	370		To record charges to tenants per Sept 2017 Statement of Operations.		51,098.14	
09/30/17	371		To record transfers of security deposits to A/R per Sept 2017 Statement of Operations.		(1,349.00)	
09/30/17	372		To void CK 8660 dated 08/01/2017 per CMHC.		(32.50)	
09/13/17	8736		[redacted]		218.50	
					6,427.83	20,389.69
10011122.1	**Allowance for Doubtful Accounts**			(4,958.30)		
09/30/17	132		Great Lakes Collection Agency		(113.57)	
					(113.57)	(5,071.87)
10011129	**Accounts Receivable-Other**			0.00		
09/20/17	8764		Dale Priester		1,000.07	
					1,000.07	1,000.07

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Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10011129.3	**Accounts Receivable - DVG**			539.90		
09/30/17	132		Interfund Reimbursement - DVG		(539.90)	
					(539.90)	0.00
10011211	**Prepaid Insurance**			27,132.09		
09/30/17	RT2	S	To record monthly insurance write off.		(6,578.08)	
					(6,578.08)	20,554.01
10011400	**Construction in Progress-CFP**			2,000.00		
09/30/17	374		To reclassify portion of CK 8695 dated 08/17/2017.		1,292.11	
09/13/17	8745		Top LIne Electric LLC		20,521.00	
					21,813.11	23,813.11
10011400.6	**Land**			360,271.62		
					0.00	360,271.62
10011400.61	**Land Improvements**			89,807.07		
					0.00	89,807.07
10011400.7	**Buildings**			4,657,515.77		
					0.00	4,657,515.77
10011400.71	**Building Improvements**			5,370,234.21		
					0.00	5,370,234.21
10011400.72	**Non-dwelling Structures**			8,525.00		
					0.00	8,525.00
10011400.8	**Furn., Equip., Mach.-Dwellings**			258,839.30		
					0.00	258,839.30
10011400.9	**Furn., Equip., Mach.-Admin**			563,247.83		
09/30/17	374		To reclassify portion of CK 8695 dated 08/17/2017.		(1,292.11)	
					(1,292.11)	561,955.72
10011400.95	**Accumulated Depreciation-ALL**			(8,370,717.45)		
09/30/17	A3	S	To record estimated monthly depreciation expense.		(24,750.00)	
					(24,750.00)	(8,395,467.45)
10011701	**Deferred Outflows**			44,104.96		
09/30/17	375		To record MERS contributions per Sept 2017 bank statement.		886.00	
					886.00	44,990.96
10012111	**Vendors and Contractors**			(30,009.32)		
					0.00	(30,009.32)
10012114	**Tenant Security Deposits**			(45,168.50)		

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Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10012114			**Tenant Security Deposits (cont.)**			
09/30/17	132		September Security Deposit Collections		(1,003.00)	
09/30/17	371		To record transfers of security deposits to A/R per Sept 2017 Statement of Operations.		1,349.00	
09/30/17	372		To void CK 8660 dated 08/01/2017 per CMHC.		(221.00)	
09/01/17	8725		[redacted]		244.50	
09/27/17	8773		[redacted]		84.00	
					453.50	(44,715.00)
10012117.12			**FSA Withheld**	(837.12)		
09/30/17	373		To record HRA transactions per Sept 2017 bank statement.		28.50	
09/30/17	376		To record Sept 2017 payroll transactions.		(380.00)	
					(351.50)	(1,188.62)
10012117.13			**MERS HCSP Withheld**	(130.00)		
09/30/17	376		To record Sept 2017 payroll transactions.		(160.00)	
09/13/17	8747	V	Alerus Retirement Solutions		130.00	
09/27/17	8782	V	Alerus Retirement Solutions		20.00	
09/27/17	8783	V	Alerus Retirement Solutions		140.00	
					130.00	0.00
10012117.4			**125 Medical Withheld**	(276.64)		
09/30/17	376		To record Sept 2017 payroll transactions.		(1,478.60)	
09/30/17	377		To record SHWF debit for payment of health insurance per Sept 2017 bank statement.		1,755.24	
					276.64	0.00
10012117.5			**Pension Withheld**	(1,370.84)		
09/30/17	375		To record MERS contributions per Sept 2017 bank statement.		1,370.84	
09/30/17	376		To record Sept 2017 payroll transactions.		(1,277.36)	
					93.48	(1,277.36)
10012117.6			**PAC Withheld**	0.00		
09/30/17	376		To record Sept 2017 payroll transactions.		(3.00)	
09/06/17	13183	V	United Steel Workers		3.00	
					0.00	0.00
10012117.9			**Union Dues Withheld**	0.00		
09/30/17	376		To record Sept 2017 payroll transactions.		(130.71)	
09/06/17	13184	V	United Steel Workers		63.88	
09/20/17	13186	V	United Steel Workers		66.83	
					0.00	0.00
10012119			**Accounts Payable - Other**	0.00		
09/01/17	8719	V	Byline Bank		(301.16)	
					(301.16)	(301.16)
10012119.2			**Interfund Payble - DVG**	(935.90)		
09/30/17	132		September Cash Receipts		(432.00)	
					(432.00)	(1,367.90)

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Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10012131			**EPC Loan - Current**	(11,339.83)		
09/01/17	8719	V	Byline Bank		2,812.39	
09/27/17	8768	V	Byline Bank		2,827.38	
					5,639.77	(5,700.06)
10012132			**EPC Loan - Noncurrent**	(1,101,127.74)		
					0.00	(1,101,127.74)
10012133			**Capital Lease - 2016 F250 - Current**	(1,567.08)		
09/01/17	8705	V	Ford Credit		388.87	
					388.87	(1,178.21)
10012135			**Accrued Salaries and Wages**	(5,336.86)		
					0.00	(5,336.86)
10012135.1			**Accrued Comp. Absences-Current**	(20,564.84)		
					0.00	(20,564.84)
10012135.3			**Accrued Comp. Absences-Non Current**	(6,852.92)		
					0.00	(6,852.92)
10012137			**Payments in Lieu of Taxes**	(26,320.00)		
09/30/17	A2	S	To record estimated monthly PILOT expense.		(3,290.00)	
					(3,290.00)	(29,610.00)
10012138			**Net Pension Liability**	(7,578.00)		
					0.00	(7,578.00)
10012139			**Capital Lease - 2016 F250 - Non Current**	(17,020.14)		
					0.00	(17,020.14)
10012806			**Unrestricted Net Position**	(350,487.54)		
					0.00	(350,487.54)
10012806.1			**Invested in Capital Assets**	(1,949,239.17)		
					0.00	(1,949,239.17)
10012820			**HUD Operating Reserve - Memo**	(350,487.54)		
					0.00	(350,487.54)
10012820.1			**HUD Operating Reserve-Contra**	350,487.54		
					0.00	350,487.54
10013110			**Dwelling Rental Revenue**	(320,184.00)		
09/30/17	370		To record charges to tenants per Sept 2017 Statement of Operations.		(39,497.00)	
					(39,497.00)	(359,681.00)

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Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10013120			**Tenant Revenue - Excess Utilities**	(5,608.62)		
09/30/17	370		To record charges to tenants per Sept 2017 Statement of Operations.		(533.97)	
					(533.97)	(6,142.59)
10013401.1			**Operating Grants**	0.00		
09/30/17	137		501-17 CFP Grant		(42,399.00)	
					(42,399.00)	(42,399.00)
10013401.2			**Operating Subsidy**	(325,509.50)		
09/30/17	133		Operating Subsidy		(41,466.50)	
					(41,466.50)	(366,976.00)
10013610			**Interest Income**	(542.83)		
09/30/17	135		Interest Income		(50.50)	
					(50.50)	(593.33)
10013689			**Tenant Revenue - Cable TV**	(38,249.35)		
09/30/17	370		To record charges to tenants per Sept 2017 Statement of Operations.		(4,860.00)	
					(4,860.00)	(43,109.35)
10013690			**Tenant Revenue - Other**	(22,969.36)		
09/30/17	370		To record charges to tenants per Sept 2017 Statement of Operations.		(5,654.38)	
					(5,654.38)	(28,623.74)
10013690.1			**Other Revenue**	(36.25)		
09/30/17	132		Reimbursement of Jury Duty Pay - Helminiak		(14.50)	
					(14.50)	(50.75)
10013690.2			**Gain/Loss-Sale of Fixed Assets**	1,041.79		
					0.00	1,041.79
10013690.4			**Laundry Revenue**	(7,553.53)		
09/30/17	132		Laundry Revenue		(822.10)	
					(822.10)	(8,375.63)
10013690.7			**Management Fee - DVG**	(10,000.00)		
					0.00	(10,000.00)
10014110			**Administrative Wages**	116,511.33		
09/30/17	376		To record Sept 2017 payroll transactions.		13,834.81	
					13,834.81	130,346.14
10014130			**Legal Expense**	10,121.00		
09/01/17	8708	V	Mika Meyers Beckett & Jones PLC		1,937.80	
09/20/17	8755	V	Mika Meyers Beckett & Jones PLC		2,465.15	
					4,402.95	14,523.95

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Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014150			**Travel Expense**	4,286.67		
					0.00	4,286.67
10014170			**Accounting Fees**	6,237.54		
09/07/17	8728	V	H.A.A.S., Inc.		686.88	
					686.88	6,924.42
10014182			**Employee Benefits - Admin**	48,851.38		
09/30/17	376		To record Sept 2017 payroll transactions.		1,275.89	
09/30/17	377		To record SHWF debit for payment of health insurance per Sept 2017 bank statement.		5,860.24	
09/01/17	8709	V	Principal Financial Group		536.52	
09/20/17	8762	V	Sun Life Financial		392.57	
09/20/17	8763	V	VSP		142.44	
09/27/17	8776	V	Principal Financial Group		536.52	
					8,744.18	57,595.56
10014185			**Telephone**	15,405.04		
09/01/17	8700	V	AT & T Long Distance		96.82	
09/01/17	8718	V	AT & T Mobile		960.54	
09/07/17	8727	V	Charter Business		123.19	
09/13/17	8734	V	AT & T		1,177.90	
09/13/17	8735	V	AT & T Long Distance		194.21	
					2,552.66	17,957.70
10014190.1			**Publications**	1,444.00		
					0.00	1,444.00
10014190.2			**Membership Dues and Fees**	1,186.38		
09/20/17	8756		Michigan NAHRO		45.00	
09/20/17	8757	V	NAHRO		307.38	
					352.38	1,538.76
10014190.3			**Admin Service Contracts**	40,700.02		
09/30/17	374		To reclassify portion of CK 8695 dated 08/17/2017.		(163.06)	
09/30/17	376		To record Sept 2017 payroll transactions.		101.55	
09/01/17	8711		U.S. Bank Equipment Finance		707.73	
09/01/17	8722	V	Housing Data Systems		135.00	
09/07/17	8726	V	CDM Mobile Shredding, Inc		45.00	
09/07/17	8729	V	Kushner & Company		50.00	
09/07/17	8730	V	Next IT		1,889.04	
09/20/17	8760	V	Pitney Bowes		405.96	
09/27/17	8777	V	US Bank Equipment Finance		873.07	
					4,044.29	44,744.31
10014190.4			**Office Supplies**	5,545.61		
09/01/17	8710	V	Staples		278.37	
					278.37	5,823.98
10014190.5			**Other Sundry-Misc.**	11,113.03		
09/01/17	8723		PNC Bank		1,116.33	
09/07/17	8731	V	The Pioneer Group		238.75	

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Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014190.5 Other Sundry-Misc. (cont.)						
09/13/17	8742		Petty Cash		53.75	
09/20/17	8759	V	The PI Company		265.20	
09/27/17	8771	V	Equifax		136.45	
09/27/17	8775	V	Reserve Account		700.00	
					2,510.48	13,623.51
10014221 Resident Employee Stipend				5,696.99		
09/01/17	8712		[redacted]		100.00	
09/01/17	8713	V	[redacted]		100.00	
09/01/17	8714	V	[redacted]		200.00	
09/01/17	8715		[redacted]		200.00	
09/01/17	8716		[redacted]		200.00	
09/01/17	8717		[redacted]		200.00	
09/15/17	8748	V	[redacted]		50.00	
09/15/17	8749	V	[redacted]		50.00	
09/27/17	8778	V	[redacted]		100.00	
09/27/17	8779	V	[redacted]		100.00	
09/27/17	8780	V	[redacted]		50.00	
09/27/17	8781	V	[redacted]		200.00	
					1,550.00	7,246.99
10014230 Contract Costs-Cable & Other				43,594.31		
09/07/17	8727	V	Charter Business		5,482.33	
					5,482.33	49,076.64
10014310 Water & Sewer				39,163.09		
09/01/17	8720	V	City of Manistee		5,398.48	
					5,398.48	44,561.57
10014320 Electricity				65,313.05		
09/01/17	8701	V	Consumers Energy		5,193.54	
09/01/17	8721	V	Consumers Energy		2,112.73	
09/20/17	8752	V	Consumers Energy		9.99	
09/27/17	8769	V	Consumers Energy		5,125.91	
					12,442.17	77,755.22
10014330 Gas				18,175.74		
09/01/17	8703	V	DTE Energy		360.27	
09/27/17	8770	V	DTE Energy		941.55	
					1,301.82	19,477.56
10014410 Maintenance Wages				69,479.38		
09/30/17	376		To record Sept 2017 payroll transactions.		8,285.33	
					8,285.33	77,764.71
10014420 Materials				32,561.54		
09/01/17	8704	V	Fastenal Company		39.27	
09/01/17	8706	V	Glass Specialties, Inc.		36.00	
09/01/17	8707	V	HD Supply Facilities Mtce		331.99	
09/13/17	8737		Cadillac Plumbing & Heating Supply Co., Inc.		108.68	
09/13/17	8740	V	Ludington Paint & Glass		1,299.65	
09/13/17	8743	V	Sunrise Supplies		507.55	

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Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014420	**Materials (cont.)**					
09/20/17	8750	V	Blarney Castle Fleet Program		187.34	
09/20/17	8751		City of Manistee		12.75	
09/20/17	8758	V	Olson Lumber Company		192.96	
09/27/17	8766		Absolute Safety, Inc.		28.95	
09/27/17	8767		Amor Sign Studios		231.00	
09/27/17	8772	V	HD Supply Facilities Mtce		434.87	
					3,411.01	35,972.55
10014430.01	**Garbage Removal**			12,035.21		
09/13/17	8732	V	Allied Waste Services		1,817.53	
09/13/17	8741	V	Manistee Landfill		176.35	
09/13/17	8746	V	Allied Waste Services		397.75	
					2,391.63	14,426.84
10014430.02	**Heating & Cooling Contracts**			11,973.66		
09/01/17	8702		Custom Sheet Metal & Heating		254.47	
					254.47	12,228.13
10014430.04	**Elevator Contracts**			6,115.00		
09/01/17	8724	V	Schindler Elevator Corp.(6/1/17 - 12/31/17 - CT)		3,297.00	
09/01/17	8724	V	Schindler Elevator Corp.(5/1/17 - 12/31/17 - HV)		3,768.00	
09/20/17	8761	V	Schindler Elevator Corp.		516.85	
					7,581.85	13,696.85
10014430.05	**Landscape & Grounds Contracts**			350.00		
					0.00	350.00
10014430.06	**Unit Turnaround Contracts**			13,424.00		
09/13/17	8739	V	Haglund's Floor Covering		1,720.00	
					1,720.00	15,144.00
10014430.07	**Electrical Contracts**			1,457.42		
					0.00	1,457.42
10014430.08	**Plumbing Contracts**			850.00		
					0.00	850.00
10014430.09	**Extermination Contracts**			15,190.00		
09/13/17	8738	V	Griffin Pest Solutions		8,178.00	
09/27/17	8765		A Plus Wildlife Removal, LLC		375.00	
					8,553.00	23,743.00
10014430.11	**Routine Maintenance Contracts**			3,081.60		
09/20/17	8753	V	Crystal Lock & Supply		156.00	
09/27/17	8774		Manistee Ford		92.26	
					248.26	3,329.86
10014430.12	**Miscellaneous Contracts**			8,656.54		
09/13/17	8739	V	Haglund's Floor Covering		900.00	

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10014430.12			**Miscellaneous Contracts (cont.)**			
					900.00	9,556.54
10014433			**Employee Benefits - Maint.**	46,232.15		
09/30/17	376		To record Sept 2017 payroll transactions.		576.55	
09/30/17	377		To record SHWF debit for payment of health insurance per Sept 2017 bank statement.		3,707.56	
09/01/17	8709	V	Principal Financial Group		704.32	
09/20/17	8762	V	Sun Life Financial		234.69	
09/20/17	8763	V	VSP		121.44	
09/27/17	8776	V	Principal Financial Group		704.32	
					6,048.88	52,281.03
10014441			**Staff Travel-Maintenance**	35.64		
					0.00	35.64
10014510			**Insurance**	52,727.47		
09/13/17	8733	V	AmTrust North America Inc		642.00	
09/30/17	RT2	S	To record monthly insurance write off.		6,578.08	
					7,220.08	59,947.55
10014520			**Payment in Lieu of Taxes**	26,320.00		
09/30/17	A2	S	To record estimated monthly PILOT expense.		3,290.00	
					3,290.00	29,610.00
10014570			**Collection Losses**	9,964.63		
					0.00	9,964.63
10014580			**Interest Expense**	48,739.35		
09/01/17	8705	V	Ford Credit		92.16	
09/01/17	8719	V	Byline Bank		5,930.96	
09/27/17	8768	V	Byline Bank		5,915.97	
					11,939.09	60,678.44
10014800			**Depreciation - Current Year**	198,000.00		
09/30/17	A3	S	To record estimated monthly depreciation expense.		24,750.00	
					24,750.00	222,750.00
10016010			**Prior Year Adj. - Affecting RR**	1,009.75		
					0.00	1,009.75
10017510			**Principal Payments - EPC**	19,904.90		
09/01/17	8719	V	Byline Bank		2,812.39	
09/27/17	8768	V	Byline Bank		2,827.38	
					5,639.77	25,544.67
10017511			**Principal Payments - F150**	3,042.67		
09/01/17	8705	V	Ford Credit		388.87	
					388.87	3,431.54

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Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10017520			**Replacement of Equipment**	8,986.60		
					0.00	8,986.60
10017530			**Cash Proceeds-Sale of Equipment**	(487.00)		
					0.00	(487.00)
10017540			**Betterments and Additions**	25,024.01		
09/30/17	374		To reclassify portion of CK 8695 dated 08/17/2017.		(1,292.11)	
					(1,292.11)	23,731.90
10017590			**Operating Expenditures-Contra**	(56,471.18)		
09/30/17	374		To reclassify portion of CK 8695 dated 08/17/2017.		1,292.11	
09/01/17	8705	V	Ford Credit		(388.87)	
09/01/17	8719	V	Byline Bank		(2,812.39)	
09/27/17	8768	V	Byline Bank		(2,827.38)	
					(4,736.53)	(61,207.71)
10019996			**Unit Months Leased**	1,568.00		
09/30/17	RT1	S	To record units leased.		189.00	
					189.00	1,757.00
10019997			**Unit Months Leased - Contra**	(1,568.00)		
09/30/17	RT1	S	To record units leased.		(189.00)	
					(189.00)	(1,757.00)
10019998			**Unit Months Available**	1,712.00		
09/30/17	A1	S	To record unit months available.		214.00	
					214.00	1,926.00
10019999			**Unit Months Available - Contra**	(1,712.00)		
09/30/17	A1	S	To record unit months available.		(214.00)	
					(214.00)	(1,926.00)
10163401.1			**Operating Grants**	(11,031.25)		
09/30/17	134		501-16 CFP Grant		(2,957.76)	
09/30/17	136		501-16 CFP Grant		(1,365.00)	
					(4,322.76)	(15,354.01)
10163401.3			**Capital Grants**	(2,000.00)		
09/30/17	134		501-16 CFP Grant		(20,521.00)	
					(20,521.00)	(22,521.00)
10164150			**Travel Expense**	1,313.81		
					0.00	1,313.81
10164190.3			**Administrative Service Contracts**	0.00		
09/13/17	8744		TASB		2,957.76	
09/20/17	8754		HAPA		1,365.00	
					4,322.76	4,322.76

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
10164430.12			**Miscellaneous Contract Costs**	16,706.44		
					0.00	16,706.44
10173401.1			**Operating Grants**	0.00		
09/30/17	137		501-17 CFP Grant		(205.30)	
					(205.30)	(205.30)
10173401.3			**Capital Grants**	0.00		
09/30/17	137		501-17 CFP Grant		(1,292.11)	
					(1,292.11)	(1,292.11)
10174190.3			**Administrative Service Contracts**	0.00		
09/30/17	374		To reclassify portion of CK 8695 dated 08/17/2017.		163.06	
09/13/17	8744		TASB		42.24	
					205.30	205.30
15161406			**Operations**	29,680.00		
					0.00	29,680.00
15161408			**Management Improvements**	18,242.24		
09/13/17	8744		TASB		2,957.76	
					2,957.76	21,200.00
15161410			**Administration**	21,200.00		
					0.00	21,200.00
15161430			**A & E Fees**	7,120.11		
09/20/17	8754		HAPA		1,365.00	
					1,365.00	8,485.11
15161460			**Dwelling Structures**	28,272.34		
09/13/17	8745		Top LIne Electric LLC		5,521.00	
					5,521.00	33,793.34
15161460.99			**Dwelling Structures - Soft Costs**	21,518.86		
					0.00	21,518.86
15161475			**Non-dwelling Equipment**	0.00		
09/13/17	8745		Top LIne Electric LLC		15,000.00	
					15,000.00	15,000.00
15161600			**CFP Funding**	119,044.55		
09/30/17	134		501-16 CFP Grant		23,478.76	
09/30/17	136		501-16 CFP Grant		1,365.00	
					24,843.76	143,888.31
15161699			**CFP Funding - Contra**	(119,044.55)		
09/30/17	134		501-16 CFP Grant		(23,478.76)	

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Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
15161699			**CFP Funding - Contra (cont.)**			
09/30/17	136		501-16 CFP Grant		(1,365.00)	
					(24,843.76)	(143,888.31)
15169800			**CFP Cost - Contra**	(126,033.55)		
09/13/17	8744		TASB		(2,957.76)	
09/13/17	8745		Top LIne Electric LLC		(20,521.00)	
09/20/17	8754		HAPA		(1,365.00)	
					(24,843.76)	(150,877.31)
15171406			**Operations**	0.00		
09/30/17	137		501-17 CFP Grant		42,399.00	
					42,399.00	42,399.00
15171408			**Management Improvements**	0.00		
09/30/17	374		To reclassify portion of CK 8695 dated 08/17/2017.		1,455.17	
09/13/17	8744		TASB		42.24	
					1,497.41	1,497.41
15171600			**CFP Funding**	0.00		
09/30/17	137		501-17 CFP Grant		43,896.41	
					43,896.41	43,896.41
15171699			**CFP Funding - Contra**	0.00		
09/30/17	137		501-17 CFP Grant		(43,896.41)	
					(43,896.41)	(43,896.41)
15179800			**CFP Cost - Contra**	0.00		
09/30/17	137		501-17 CFP Grant		(42,399.00)	
09/30/17	374		To reclassify portion of CK 8695 dated 08/17/2017.		(1,455.17)	
09/13/17	8744		TASB		(42.24)	
					(43,896.41)	(43,896.41)

Current Profit/(Loss) 6,935.66 YTD Profit/(Loss) (259,990.21)

Number of Transactions 199

The General Ledger is in balance 0.00

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Manistee Housing Commission
Bank Reconciliation Transmittal

Account Number: 851620
Statement Ending date: 09/30/17
Checkbook Name: Public Housing Checking

General Ledger

Balance per General Ledger (Account 10011111.2) at 09/01/17	229,151.75
Activity for the month:	
Total Debits (Deposits and Credit Memos)	156,938.48
Total Credits (Checks and Debit Memos)	-149,819.84
Unreconciled General Ledger Balance at 09/30/17	236,270.39
Adjustments and Other Bank Items	0.00
Reconciled General Ledger Balance at 09/30/17	236,270.39

Bank

Balance per Bank Statement at 09/30/17	214,572.91
Total Additions (Deposits and Credit Memos in transit)	45,261.41
Total Subtractions (Checks and Debit Memos in transit)	-23,563.93
Total Bank Errors	0.00
Bank Balance Adjusted at 09/30/17	236,270.39

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Manistee Housing Commission
Bank Reconciliation Worksheet

Statement Beginning date: 09/01/17
Statement Ending date: 09/30/17
Checkbook Name: Public Housing Checking

Statement Summary

Beginning Balance				228,909.16
Deposits and Credit Memos				
127	08/31/17	10011122	August Cash Receipts	2,605.93
132	09/30/17	10011122	September Cash Receipts	46,432.38
133	09/30/17	10013401.2	Operating Subsidy	41,466.50
134	09/30/17	10163401.1	501-16 CFP Grant	23,478.76
135	09/30/17	10011111.3	NOW/Sweep Interest Income	45.93
372	09/30/17	10011122	To void CK 8660 dated 08/01/2017 per CMHC.	253.50
			Total	114,283.00
Checks and Debit Memos				
370	09/30/17	10011122	To record charges to tenants per Sept 2017 Statement of Operations.	(552.79)
375	09/30/17	10012117.5	To record MERS contributions per Sept 2017 bank statement.	(2,256.84)
376	09/30/17	10014110	To record Sept 2017 payroll transactions.	(20,644.46)
377	09/30/17	10012117.4	To record SHWF debit for payment of health insurance per Sept 201	(11,323.04)
8660	08/01/17	10011122	Austin Daigh	(253.50)
8681	08/08/17	10014170	H.A.A.S., Inc.	(686.88)
8700	09/01/17	10014185	AT & T Long Distance	(96.82)
8701	09/01/17	10014320	Consumers Energy	(5,193.54)
8702	09/01/17	10014430.02	Custom Sheet Metal & Heating	(254.47)
8703	09/01/17	10014330	DTE Energy	(360.27)
8704	09/01/17	10014420	Fastenal Company	(39.27)
8705	09/01/17	10012133	Ford Credit	(481.03)
8706	09/01/17	10014420	Glass Specialties, Inc.	(36.00)
8707	09/01/17	10014420	HD Supply Facilities Mtce	(331.99)
8708	09/01/17	10014130	Mika Meyers Beckett & Jones PLC	(1,937.80)
8709	09/01/17	10014182	Principal Financial Group	(1,240.84)
8710	09/01/17	10014190.4	Staples	(278.37)
8711	09/01/17	10014190.3	U.S. Bank Equipment Finance	(707.73)
8712	09/01/17	10014221	[redacted]	(100.00)
8713	09/01/17	10014221	[redacted]	(100.00)
8714	09/01/17	10014221	[redacted]	(200.00)
8715	09/01/17	10014221	[redacted]	(200.00)
8716	09/01/17	10014221	[redacted]	(200.00)
8717	09/01/17	10014221	[redacted]	(200.00)
8718	09/01/17	10014185	AT & T Mobile	(960.54)
8719	09/01/17	10012131	Byline Bank	(8,442.19)
8720	09/01/17	10014310	City of Manistee	(5,398.48)
8721	09/01/17	10014320	Consumers Energy	(2,112.73)
8722	09/01/17	10014190.3	Housing Data Systems	(135.00)
8723	09/01/17	10014190.5	PNC Bank	(1,116.33)
8724	09/01/17	10014430.04	Schindler Elevator Corp.(6/1/17 - 12/31/17 - CT)	(7,065.00)
8725	09/01/17	10012114	[redacted]	(244.50)
8726	09/07/17	10014190.3	CDM Mobile Shredding, Inc	(45.00)
8727	09/07/17	10014185	Charter Business	(5,605.52)
8728	09/07/17	10014170	H.A.A.S., Inc.	(686.88)
8729	09/07/17	10014190.3	Kushner & Company	(50.00)
8730	09/07/17	10014190.3	Next IT	(1,889.04)
8731	09/07/17	10014190.5	The Pioneer Group	(238.75)
8732	09/13/17	10014430.01	Allied Waste Services	(1,817.53)
8733	09/13/17	10014510	AmTrust North America Inc	(642.00)
8734	09/13/17	10014185	AT & T	(1,177.90)
8735	09/13/17	10014185	AT & T Long Distance	(194.21)
8736	09/13/17	10011122	[redacted]	(218.50)
8737	09/13/17	10014420	Cadillac Plumbing & Heating Supply Co., Inc.	(108.68)
8738	09/13/17	10014430.09	Griffin Pest Solutions	(8,178.00)
8739	09/13/17	10014430.06	Haglund's Floor Covering	(2,620.00)
8740	09/13/17	10014420	Ludington Paint & Glass	(1,299.65)
8741	09/13/17	10014430.01	Manistee Landfill	(176.35)
8742	09/13/17	10014190.5	Petty Cash	(53.75)
8743	09/13/17	10014420	Sunrise Supplies	(507.55)
8744	09/13/17	10164190.3	TASB	(3,000.00)
8745	09/13/17	10011400	Top LIne Electric LLC	(20,521.00)

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8746	09/13/17	10014430.01	Allied Waste Services	(397.75)
8747	09/13/17	10012117.13	Alerus Retirement Solutions	(130.00)
8748	09/15/17	10014221	[redacted]	(50.00)
8749	09/15/17	10014221	[redacted]	(50.00)
8750	09/20/17	10014420	Blarney Castle Fleet Program	(187.34)
8752	09/20/17	10014320	Consumers Energy	(9.99)
8755	09/20/17	10014130	Mika Meyers Beckett & Jones PLC	(2,465.15)
8757	09/20/17	10014190.2	NAHRO	(307.38)
8758	09/20/17	10014420	Olson Lumber Company	(192.96)
8759	09/20/17	10014190.5	The PI Company	(265.20)
8760	09/20/17	10014190.3	Pitney Bowes	(405.96)
8761	09/20/17	10014430.04	Schindler Elevator Corp.	(516.85)
8763	09/20/17	10014182	VSP	(263.88)
8764	09/20/17	10011129	Dale Priester	(1,000.07)
13179	08/09/17	10012117.6	United Steel Workers	(3.00)
13182	09/06/17	10011111.3	CMHC - West Shore FSA	(190.00)
13183	09/06/17	10012117.6	United Steel Workers	(3.00)
			Total	(128,619.25)

Ending Balance 214,572.91

Bank Summary

Ending Bank Balance				214,572.91
Deposits and Credit Memos in transit				
136	09/30/17	10163401.1	501-16 CFP Grant	1,365.00
137	09/30/17	10013401.1	501-17 CFP Grant	43,896.41
			Total	45,261.41
Checks and Debit Memos in transit				
8056	11/02/16	10012114	[redacted]	202.00
8075	11/02/16	10012114	[redacted]	84.00
8386	04/03/17	10012114	[redacted]	4.50
8491	05/11/17	10014430.11	Northern Fire & Safety	469.00
8509	06/01/17	10012114	[redacted]	183.08
8561	06/13/17	10014190.2	NAHRO	307.38
8611	07/20/17	10012114	[redacted]	76.00
8625	07/20/17	10012114	[redacted]	91.00
8751	09/20/17	10014420	City of Manistee	12.75
8753	09/20/17	10014430.11	Crystal Lock & Supply	156.00
8754	09/20/17	10164190.3	HAPA	1,365.00
8756	09/20/17	10014190.2	Michigan NAHRO	45.00
8762	09/20/17	10014182	Sun Life Financial	627.26
8765	09/27/17	10014430.09	A Plus Wildlife Removal, LLC	375.00
8766	09/27/17	10014420	Absolute Safety, Inc.	28.95
8767	09/27/17	10014420	Amor Sign Studios	231.00
8768	09/27/17	10012131	Byline Bank	8,743.35
8769	09/27/17	10014320	Consumers Energy	5,125.91
8770	09/27/17	10014330	DTE Energy	941.55
8771	09/27/17	10014190.5	Equifax	136.45
8772	09/27/17	10014420	HD Supply Facilities Mtce	434.87
8773	09/27/17	10012114	[redacted]	84.00
8774	09/27/17	10014430.11	Manistee Ford	92.26
8775	09/27/17	10014190.5	Reserve Account	700.00
8776	09/27/17	10014182	Principal Financial Group	1,240.84
8777	09/27/17	10014190.3	US Bank Equipment Finance	873.07
8778	09/27/17	10014221	[redacted]	100.00
8779	09/27/17	10014221	[redacted]	100.00
8780	09/27/17	10014221	[redacted]	50.00
8781	09/27/17	10014221	[redacted]	200.00
8782	09/27/17	10012117.13	Alerus Retirement Solutions	20.00
8783	09/27/17	10012117.13	Alerus Retirement Solutions	140.00
13150	03/08/17	10012117.6	United Steel Workers	3.00
13184	09/06/17	10012117.9	United Steel Workers	63.88

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Statement Beginning date: 09/01/17
Statement Ending date: 09/30/17
Checkbook Name: Public Housing Checking

13185	09/20/17	10011111.3	CMHC - West Shore FSA	190.00
13186	09/20/17	10012117.9	United Steel Workers	66.83
			Total	(23,563.93)

Ending Balance 236,270.39

Book Summary
G/L account: 10011111.2
G/L journal: Journal Entry - PH
G/L period: 09/30/17

Total Adjustments: 0.00

Ending Balance 236,270.39

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Manistee Housing Commission
Bank Reconciliation Transmittal

Account Number:
Statement Ending date: 09/30/17
Checkbook Name: HRA Account

General Ledger

Balance per General Ledger (Account 10011111.3) at 09/01/17	10,531.50
Activity for the month:	
Total Debits (Deposits and Credit Memos)	380.43
Total Credits (Checks and Debit Memos)	-28.50
Unreconciled General Ledger Balance at 09/30/17	10,883.43
Adjustments and Other Bank Items	0.00
Reconciled General Ledger Balance at 09/30/17	10,883.43

Bank

Balance per Bank Statement at 09/30/17	10,693.43
Total Additions (Deposits and Credit Memos in transit)	190.00
Total Subtractions (Checks and Debit Memos in transit)	-0.00
Total Bank Errors	0.00
Bank Balance Adjusted at 09/30/17	10,883.43

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Manistee Housing Commission
Bank Reconciliation Worksheet

Statement Beginning date: 09/01/17
Statement Ending date: 09/30/17
Checkbook Name: HRA Account

Statement Summary

Beginning Balance				10,531.50
Deposits and Credit Memos				
13182	09/06/17		CMHC - West Shore FSA	190.00
135	09/30/17	10011111.2	NOW/Sweep Interest Income	0.43
			Total	190.43
Checks and Debit Memos				
373	09/30/17	10012117.12	To record HRA transactions per Sept 2017 bank statement.	(28.50)
			Total	(28.50)
Ending Balance				10,693.43

Bank Summary

Ending Bank Balance			10,693.43
Deposits and Credit Memos in transit			
13185	09/20/17	CMHC - West Shore FSA	190.00
		Total	190.00
Ending Balance			10,883.43

Book Summary

G/L account: 10011111.3
G/L journal: Journal Entry - PH
G/L period: 09/30/17

Total Adjustments:	0.00
Ending Balance	10,883.43

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Manistee Housing Commission
Bank Reconciliation Transmittal

Account Number: 558567
Statement Ending date: 09/30/17
Checkbook Name: Money Market Savings

General Ledger

Balance per General Ledger (Account 10011111.4) at 09/01/17	48,749.46
Activity for the month:	
Total Debits (Deposits and Credit Memos)	4.14
Total Credits (Checks and Debit Memos)	-0.00
Unreconciled General Ledger Balance at 09/30/17	48,753.60
Adjustments and Other Bank Items	0.00
Reconciled General Ledger Balance at 09/30/17	48,753.60

Bank

Balance per Bank Statement at 09/30/17	48,753.60
Total Additions (Deposits and Credit Memos in transit)	0.00
Total Subtractions (Checks and Debit Memos in transit)	-0.00
Total Bank Errors	0.00
Bank Balance Adjusted at 09/30/17	48,753.60

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Manistee Housing Commission
Bank Reconciliation Worksheet

Statement Beginning date: 09/01/17
Statement Ending date: 09/30/17
Checkbook Name: Money Market Savings

Statement Summary

Beginning Balance				48,749.46
Deposits and Credit Memos				
135	09/30/17	10011111.2	NOW/Sweep Interest Income	4.14
			Total	4.14
Ending Balance				48,753.60

Bank Summary

Ending Bank Balance	48,753.60
Ending Balance	48,753.60

Book Summary

G/L account: 10011111.4
G/L journal: Journal Entry - PH
G/L period: 09/30/17

Total Adjustments:	0.00
Ending Balance	48,753.60

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Manistee Housing Commission
Public Housing
Statement of Revenue & Expense

	1 Month Ended September 30, 2017	1 Month Ended September 30, 2016	9 Months Ended September 30, 2017	9 Months Ended September 30, 2016
Operating Income				
3110 - Dwelling Rental Revenue	$ 39,497.00	$ 44,046.00	$ 359,681.00	$ 397,846.00
3120 - Tenant Revenue - Excess Utiliti	533.97	678.31	6,142.59	6,880.59
3401.1 - Operating Grants	42,399.00	0.00	42,399.00	29,680.00
3401.2 - Operating Subsidy	41,466.50	39,760.00	366,976.00	356,878.00
3610 - Interest Income	50.50	91.24	593.33	837.02
3689 - Tenant Revenue - Cable TV	4,860.00	5,127.00	43,109.35	33,195.00
3690 - Tenant Revenue - Other	5,654.38	2,121.01	28,623.74	26,077.50
3690.1 - Other Revenue	14.50	1,747.79	50.75	1,959.89
3690.2 - Gain/Loss-Sale of Fixed Ass	0.00	0.00	(1,041.79)	8,455.00
3690.3 - Gain/(Loss)-Disposal of Fixe	0.00	0.00	0.00	(2,329.41)
3690.4 - Laundry Revenue	822.10	0.00	8,375.63	7,456.09
3690.6 - Fraud Recovery Revenue	0.00	0.00	0.00	203.40
3690.7 - Management Fee - DVG	0.00	0.00	10,000.00	3,000.00
Total Operating Income	135,297.95	93,571.35	864,909.60	870,139.08
Operating Expenses				
Routine Expenses				
4110 - Administrative Wages	13,834.81	12,548.38	130,346.14	110,213.99
4130 - Legal Expense	4,402.95	914.86	14,523.95	14,353.99
4140 - Staff Training	0.00	0.00	0.00	547.00
4150 - Travel Expense	0.00	393.68	4,286.67	461.52
4170 - Accounting Fees	686.88	754.38	6,924.42	7,401.42
4182 - Employee Benefits - Admin	8,744.18	5,901.62	57,595.56	62,899.15
4185 - Telephone	2,552.66	1,720.48	17,957.70	14,798.11
4190.1 - Publications	0.00	0.00	1,444.00	1,299.00
4190.2 - Membership Dues and Fees	352.38	0.00	1,538.76	957.50
4190.3 - Admin Service Contracts	4,044.29	5,909.86	44,744.31	38,279.01
4190.4 - Office Supplies	278.37	1,034.53	5,823.98	6,227.16
4190.5 - Other Sundry-Misc.	2,510.48	1,672.47	13,623.51	12,118.19
4221 - Resident Employee Stipend	1,550.00	800.00	7,246.99	8,700.00
4230 - Contract Costs-Cable & Other	5,482.33	5,076.25	49,076.64	45,521.95
4310 - Water & Sewer	5,398.48	5,201.29	44,561.57	44,784.98
4320 - Electricity	12,442.17	11,842.97	77,755.22	77,381.43
4330 - Gas	1,301.82	1,258.47	19,477.56	21,078.41
4410 - Maintenance Wages	8,285.33	7,938.60	77,764.71	73,775.00
4420 - Materials	3,411.01	5,202.29	35,972.55	30,507.13
4430.01 - Garbage Removal	2,391.63	1,418.52	14,426.84	13,165.99
4430.02 - Heating & Cooling Contract	254.47	182.48	12,228.13	10,179.10
4430.03 - Snow Removal Contracts	0.00	0.00	0.00	100.00
4430.04 - Elevator Contracts	7,581.85	3,837.74	13,696.85	10,766.82
4430.05 - Landscape & Grounds Cont	0.00	1,800.00	350.00	2,150.00
4430.06 - Unit Turnaround Contracts	1,720.00	0.00	15,144.00	5,695.00
4430.07 - Electrical Contracts	0.00	413.44	1,457.42	2,514.24
4430.08 - Plumbing Contracts	0.00	266.45	850.00	5,090.59
4430.09 - Extermination Contracts	8,553.00	1,352.00	23,743.00	13,947.00
4430.11 - Routine Maintenance Contr	248.26	42.76	3,329.86	2,389.26

See Accountants' Compilation Report

Manistee Housing Commission
Public Housing
Statement of Revenue & Expense

	1 Month Ended September 30, 2017	1 Month Ended September 30, 2016	9 Months Ended September 30, 2017	9 Months Ended September 30, 2016
4430.12 - Miscellaneous Contracts	900.00	1,136.15	9,556.54	13,024.77
4433 - Employee Benefits - Maint.	6,048.88	6,149.90	52,281.03	54,155.49
4441 - Staff Travel-Maintenance	0.00	0.00	35.64	377.87
4510 - Insurance	7,220.08	6,765.34	59,947.55	55,717.04
4520 - Payment in Lieu of Taxes	3,290.00	3,290.00	29,610.00	29,610.00
4570 - Collection Losses	0.00	0.00	9,964.63	11,726.48
4580 - Interest Expense	11,939.09	6,313.22	60,678.44	55,894.13
Total Routine Expenses	125,425.40	101,138.13	917,964.17	857,808.72
Non-Routine Expenses				
Casualty Losses-Not Cap.				
Total Casualty Losses-Not Cap.	0.00	0.00	0.00	0.00
Total Operating Expenses	125,425.40	101,138.13	917,964.17	857,808.72
Operating Income (Loss)	9,872.55	(7,566.78)	(53,054.57)	12,330.36
Depreciation Expense				
4800 - Depreciation - Current Year	24,750.00	22,370.00	222,750.00	201,330.00
Total Depreciation Expense	24,750.00	22,370.00	222,750.00	201,330.00
Surplus Credits & Charges				
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	1,009.75	0.00
Total Surplus Credits & Charges	0.00	0.00	1,009.75	0.00
Capital Expenditures				
7510 - Principal Payments - EPC	5,639.77	2,354.49	25,544.67	18,753.30
7511 - Principal Payments - F150	388.87	0.00	3,431.54	0.00
7520 - Replacement of Equipment	0.00	2,332.41	8,986.60	7,114.41
7530 - Cash Proceeds-Sale of Equipm	0.00	0.00	(487.00)	(8,630.00)
7540 - Betterments and Additions	(1,292.11)	0.00	23,731.90	38,175.17
7590 - Operating Expenditures-Contra	(4,736.53)	(4,686.90)	(61,207.71)	(55,412.88)
Total Capital Expenditures	0.00	0.00	0.00	0.00
HUD Net Income (Loss)	$ 5,524.89	$ (12,253.68)	$ (112,327.49)	$ (51,712.52)
GAAP Net Income (Loss)	$ (14,877.45)	$ (29,936.78)	$ (276,814.32)	$ (188,999.64)

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 September 30, 2017. These reports have been compiled in accordance with Generally Accepted Accounting Principles.

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

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

Respectfully Submitted:

Housing Authority Accounting Specialists, Inc.

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

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

ASSETS

CURRENT ASSETS		
Cash		
1111 - Cash - MSHDA	$	47,981.40
Total Cash		47,981.40
Receivables		
1122 - Tenants Accounts Receivable		1,444.12
1129.4 - Interfund Receivable - P/H		1,367.90
Total Receivables		2,812.02
Investments		
Total Investments		0.00
Prepaid Expenses & Other Assets		
Total Prepaid Expenses & Other Assets		0.00
Total Current Assets		50,793.42
CAPITAL ASSETS		
Land, Structures & Equipment		
1400.7 - Buildings		373,231.29
1400.98 - Accumulated Depreciation-DVG		(93,390.03)
Total Land, Structures & Equipment		279,841.26
TOTAL CAPITAL ASSETS		279,841.26
TOTAL ASSETS	$	330,634.68

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

LIABILITIES AND EQUITY

CURRENT LIABILITIES		
Accounts Payable		
2111 - Vendors and Contractors	$	561.86
2114 - Tenant Security Deposits		936.00
Total Accounts Payable		1,497.86
Accrued Liabilities		
2130 - Forgiveable Note - MSHDA		500,000.00
Total Accrued Liabilities		500,000.00
Total Current Liabilities		501,497.86
Non Current Liabilities		
Total Non Current Liabilites		0.00
Deferred Credits		
Total Deferred Credits		0.00
TOTAL LIABILITIES/DEFERRED CREDITS		501,497.86
EQUITY		
Unreserved Fund Balance		
2806 - Unrestricted Net Position		67,196.03
2806.4 - Invested in Capital Assets-DVG		(219,288.74)
Current Year Profit(Loss)		(18,770.47)
Total Unreserved Fund Balance		(170,863.18)
TOTAL EQUITY		(170,863.18)
TOTAL LIABILITIES/EQUITY	$	330,634.68

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Manistee Housing Commission
Domestic Violence Grant
Statement of Revenue & Expense
For the 1 Month and 9 Months Ended September 30, 2017

	1 Month Ended September 30, 2017	9 Months Ended September 30, 2017
Operating Income		
3110 - Dwelling Rental Revenue	757.00	7,256.00
3690 - Tenant Revenue - Other	0.00	143.50
3690.1 - Other Revenue	3.88	3.88
Total Operating Income	760.88	7,403.38
Operating Expenses		
Administration		
4170 - Accounting Fees	128.54	1,224.36
4172 - Management Fees	0.00	10,000.00
4190.5 - Other Sundry-Misc.	26.00	26.00
Total Administration	154.54	11,250.36
Ordinary Maint. & Operation		
4420 - Materials	760.60	2,854.17
4430.01 - Garbage Removal	0.00	43.62
4430.02 - Heating & Cooling Contracts	185.00	1,455.91
4430.06 - Unit Turnaround Contracts	0.00	150.00
4430.12 - Miscellaneous Contracts	0.00	1,598.79
Total Ordinary Maint. & Oper.	945.60	6,102.49
General Expense		
4590 - Other General Expense	25.56	1,261.00
Total General Expense	25.56	1,261.00
Depreciation Expense		
4800 - Depreciation - Current Year	840.00	7,560.00
Total Depreciation Expense	840.00	7,560.00
Capital Expenditures		
7540 - Betterments and Additions	2,490.00	6,690.00
7590 - Operating Expenditures-Contra	(2,490.00)	(6,690.00)
Total Capital Expenditures	0.00	0.00
Total Operating Expenses	4,455.70	32,863.85
Net Income/(Loss)	(2,854.82)	(17,900.47)

ALL PERSONAL IDENTIFYING INFORMATION HAS BEEN REDACTED
OF CURRENT AND PAST PROGRAM PARTICIPANTS
PER THE PRIVACY ACT

Manistee Housing Commission
Cash Disbursements-DVG Journal

Date	Reference	Account	Description	Amount	Reference Total
08/28/17	2643	20012119.3	Manistee Housing Commission	539.90	539.90
09/01/17	2644	20014590	City of Manistee	2.34	2.34
09/07/17	2645	20014170	H.A.A.S., Inc.	128.54	128.54
09/13/17	2646	20011400.7	Premier Heating & Cooling Co.	2,490.00	
09/13/17	2646	20014420	Premier Heating & Cooling Co.	650.00	
09/13/17	2646	20014430.02	Premier Heating & Cooling Co.	185.00	
09/13/17	2646	20017540	Premier Heating & Cooling Co.	2,490.00	
09/13/17	2646	20017590	Premier Heating & Cooling Co.	(2,490.00)	3,325.00
09/20/17	2647	20014420	Olson Lumber	110.60	110.60
09/27/17	2648	20014590	Consumers Energy	23.22	23.22
09/30/17	MI078	20011111	Cash Disbursements	(4,129.60)	(4,129.60)
				Transaction Balance	0.00

Total Debits 6,619.60 Total Credits 6,619.60 A/C Hash Total 220156381.020

Number of Transactions 11

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Date	Reference	Account	Description	Amount	Reference Total
09/30/17	108	20011111	September Cash Receipts	420.00	
09/30/17	108	20011122	September TAR Collections	(420.00)	
09/30/17	109	20011111	Refund - Consumers Energy	3.88	
09/30/17	109	20013690.1	Refund - Consumers Energy	(3.88)	
				Transaction Balance	0.00

Total Debits 423.88 Total Credits 423.88 A/C Hash Total 80047034.100

Number of Transactions 4

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Date	Reference	Account	Description	Amount	Reference Total
09/30/17	510	20011122	To record charges to tenants per Sept 2017 Statement of Operations.	757.00	
09/30/17	510	20013110	To record charges to tenants per Sept 2017 Statement of Operations.	(757.00)	
09/30/17	511	20011111	To record "Analysis Activity" charge per Sept 2017 bank statement.	(26.00)	
09/30/17	511	20014190.5	To record "Analysis Activity" charge per Sept 2017 bank statement.	26.00	
09/30/17	A1	20011400.98	To record estimated depreciation expense.	(840.00)	
09/30/17	A1	20014800	To record estimated depreciation expense.	840.00	
09/30/17	RT1	20019996	To record units leased.	2.00	
09/30/17	RT1	20019997	To record units leased.	(2.00)	
				Transaction Balance	0.00

Total Debits 1,625.00 Total Credits 1,625.00 A/C Hash Total 160115727.480

Number of Transactions 8

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Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
20011111	**Cash - MSHDA**			51,713.12		
09/30/17	108		September Cash Receipts		420.00	
09/30/17	109		Refund - Consumers Energy		3.88	
09/30/17	511		To record "Analysis Activity" charge per Sept 2017 bank statement.		(26.00)	
09/30/17	MI078		Cash Disbursements		(4,129.60)	
					(3,731.72)	47,981.40
20011122	**Tenants Accounts Receivable**			1,539.12		
09/30/17	108		September TAR Collections		(420.00)	
09/30/17	132		September TAR Collections		(432.00)	
09/30/17	510		To record charges to tenants per Sept 2017 Statement of Operations.		757.00	
					(95.00)	1,444.12
20011129.4	**Interfund Receivable - P/H**			935.90		
09/30/17	132		September Cash Receipts		432.00	
					432.00	1,367.90
20011400.7	**Buildings**			370,741.29		
09/13/17	2646		Premier Heating & Cooling Co.		2,490.00	
					2,490.00	373,231.29
20011400.98	**Accumulated Depreciation-DVG**			(92,550.03)		
09/30/17	A1	S	To record estimated depreciation expense.		(840.00)	
					(840.00)	(93,390.03)
20012111	**Vendors & Contractors**			(561.86)		
					0.00	(561.86)
20012114	**Tenant Security Deposits**			(936.00)		
					0.00	(936.00)
20012119.3	**Accounts Payable - P/H**			(539.90)		
08/28/17	2643		Manistee Housing Commission		539.90	
					539.90	0.00
20012130	**Forgiveable Note - MSHDA**			(500,000.00)		
					0.00	(500,000.00)
20012806	**Unrestricted Net Assets**			(67,196.03)		
					0.00	(67,196.03)
20012806.4	**Invested in Capital Assets-DVG**			219,288.74		
					0.00	219,288.74
20013110	**Dwelling Rental**			(6,499.00)		
09/30/17	510		To record charges to tenants per Sept 2017 Statement of Operations.		(757.00)	

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Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
20013110			**Dwelling Rental (cont.)**			
					(757.00)	(7,256.00)
20013690			**Tenant Income**	(143.50)		
					0.00	(143.50)
20013690.1			**Other Revenue**	0.00		
09/30/17	109		Refund - Consumers Energy		(3.88)	
					(3.88)	(3.88)
20014170			**Accounting Fees**	1,095.82		
09/07/17	2645	V	H.A.A.S., Inc.		128.54	
					128.54	1,224.36
20014172			**Management Fees**	10,000.00		
					0.00	10,000.00
20014190.5			**Other Sundry-Misc.**	0.00		
09/30/17	511		To record "Analysis Activity" charge per Sept 2017 bank statement.		26.00	
					26.00	26.00
20014420			**Materials**	2,093.57		
09/13/17	2646		Premier Heating & Cooling Co.		650.00	
09/20/17	2647		Olson Lumber		110.60	
					760.60	2,854.17
20014430.01			**Garbage Removal**	43.62		
					0.00	43.62
20014430.02			**Heating & Cooling Contracts**	1,270.91		
09/13/17	2646		Premier Heating & Cooling Co.		185.00	
					185.00	1,455.91
20014430.06			**Unit Turnaround Contracts**	150.00		
					0.00	150.00
20014430.12			**Miscellaneous Contracts**	1,598.79		
					0.00	1,598.79
20014590			**General Expense**	1,235.44		
09/01/17	2644	V	City of Manistee		2.34	
09/27/17	2648	V	Consumers Energy		23.22	
					25.56	1,261.00
20014800			**Depreciation - Current Year**	6,720.00		
09/30/17	A1	S	To record estimated depreciation expense.		840.00	
					840.00	7,560.00

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Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
20017540			**Betterments and Addittions**	4,200.00		
09/13/17	2646		Premier Heating & Cooling Co.		2,490.00	
					2,490.00	6,690.00
20017590			**Operating Expenditures-Contra**	(4,200.00)		
09/13/17	2646		Premier Heating & Cooling Co.		(2,490.00)	
					(2,490.00)	(6,690.00)
20019996			**Unit Months Leased**	16.00		
09/30/17	RT1	S	To record units leased.		2.00	
					2.00	18.00
20019997			**Unit Months Leased - Contra**	(16.00)		
09/30/17	RT1	S	To record units leased.		(2.00)	
					(2.00)	(18.00)

Current Profit/(Loss) (1,204.82) YTD Profit/(Loss) (18,770.47)

Number of Transactions 25

The General Ledger is in balance 0.00

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Manistee Housing Commission
Bank Reconciliation Transmittal

Account Number:
Statement Ending date: 09/30/17
Checkbook Name: DVG Checking

General Ledger

Balance per General Ledger (Account 20011111) at 09/01/17	51,713.12
Activity for the month:	
Total Debits (Deposits and Credit Memos)	423.88
Total Credits (Checks and Debit Memos)	-4,155.60
Unreconciled General Ledger Balance at 09/30/17	47,981.40
Adjustments and Other Bank Items	0.00
Reconciled General Ledger Balance at 09/30/17	47,981.40

Bank

Balance per Bank Statement at 09/30/17	48,004.62
Total Additions (Deposits and Credit Memos in transit)	0.00
Total Subtractions (Checks and Debit Memos in transit)	-23.22
Total Bank Errors	0.00
Bank Balance Adjusted at 09/30/17	47,981.40

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Manistee Housing Commission
Bank Reconciliation Worksheet

Statement Beginning date: 09/01/17
Statement Ending date: 09/30/17
Checkbook Name: DVG Checking

Statement Summary

Beginning Balance				51,841.66
Deposits and Credit Memos				
108	09/30/17	20011122	September Cash Receipts	420.00
109	09/30/17	20013690.1	Refund - Consumers Energy	3.88
			Total	423.88
Checks and Debit Memos				
511	09/30/17	20014190.5	To record "Analysis Activity" charge per Sept 2017 bank statement.	(26.00)
2640	08/08/17	20014170	H.A.A.S., Inc.	(128.54)
2643	08/28/17	20012119.3	Manistee Housing Commission	(539.90)
2644	09/01/17	20014590	City of Manistee	(2.34)
2645	09/07/17	20014170	H.A.A.S., Inc.	(128.54)
2646	09/13/17	20011400.7	Premier Heating & Cooling Co.	(3,325.00)
2647	09/20/17	20014420	Olson Lumber	(110.60)
			Total	(4,260.92)
Ending Balance				48,004.62

Bank Summary

Ending Bank Balance				48,004.62
Checks and Debit Memos in transit				
2648	09/27/17	20014590	Consumers Energy	23.22
			Total	(23.22)
Ending Balance				47,981.40

Book Summary

G/L account: 20011111
G/L journal: Journal Entry - DVG
G/L period: 09/30/17

Total Adjustments:	0.00
Ending Balance	47,981.40

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City of Manistee
Housing Commission
273 6th Avenue, Manistee, Michigan 49660
PROVIDING SAFE AFFORDABLE HOUSING

October 24, 2017

After reviewing and correcting the monthly security deposit reconciliations for the years 2014, 2015, 2016 and through September 2017, it is found that the Public Housing account owes the Security Deposit account $726.90.

Cindy Scott
Financial Analyst

Public Housing Authority of the United States Department of Housing and Urban Development
p: 231.723.6201 / f: 231.723.8900 / TDD/TTY: 800.545.1833 x870 / manisteehousing@manisteehousing.com

City of Manistee Housing Commission

Security Deposit Reconciliation

For the Month Ending December 31, 2014

Originally Prepared January 21, 2015 by Bookkeeper

Tenant Name	Date	Description	Amount	Balance
Beginning PH Balance				$ 51,936.50
Increases to PH				
[redacted]	12/5/2014	New Tenant	$ 212.00	$ 212.00
[redacted]	12/10/2014	New Tenant	$ 282.00	$ 494.00
[redacted]	12/11/2014	New Tenant	$ 211.00	$ 705.00
[redacted]	12/16/2014	New Tenant	$ 209.00	$ 914.00
[redacted]	12/18/2014	New Tenant	$ 262.00	$ 1,176.00
[redacted]	12/26/2014	New Tenant	$ 473.00	$ 1,649.00
Total Increases to PH			$ 1,649.00	$ 1,649.00
Decreases to PH				
[redacted]	12/3/2014	Transfer Against Owed	$ (17.00)	$ (17.00)
[redacted]	12/3/2014	Refund of Deposit	$ (48.00)	$ (73.00)
[redacted]	12/9/2014	Transfer Against Owed	$ (56.00)	$ (321.50)
[redacted]	12/9/2014	Refund of Deposit	$ (248.50)	$ (768.50)
[redacted]	12/9/2014	Refund of Deposit	$ (447.00)	$ (1,162.50)
[redacted]	12/9/2014	Refund of Deposit	$ (394.00)	$ (1,332.50)
[redacted]	12/9/2014	Refund of Deposit	$ (170.00)	$ (1,573.50)
[redacted]	12/9/2014	Refund of Deposit	$ (241.00)	$ (1,623.50)
[redacted]	12/9/2014	Loss of Security Deposit	$ (50.00)	$ (2,116.50)
[redacted]	12/18/2014	Loss of Security Deposit	$ (493.00)	$ (2,167.50)
[redacted]	12/18/2015	Transfer Against Owed	$ (51.00)	$ (2,314.50)
[redacted]	12/18/2015	Refund of Deposit	$ (147.00)	$ (4,677.00)
Total Decreases to PH			$ (2,362.50)	$ (4,677.00)
Net Increase (Decrease) to PH			$ (713.50)	$ (3,028.00)
Ending PH Balance			**$ (713.50)**	**$ 48,908.50**
Beginning DVG Balance				$ 1,748.00
Increases to DVG				
N/A			$ -	$ -
Total Increases to DVG			$ -	$ -
Decreases to DVG				
N/A			$ -	$ -
Total Decreases to DVG			$ -	$ -
Net Increase (Decrease) to DVG			$ -	$ -
Ending DVG Balance			**$ -**	**$ 1,748.00**
Combined Ending Balance				**$ 50,656.50**
Current Balance in Account				$ 53,756.78
Difference				**$ (3,100.28)**

(SD owes PH)

PH owes SD

Corrected October 2017

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City of Manistee Housing Commission

Security Deposit Reconciliation

For the Month Ending December 31, 2015

Originally Prepared January 4, 2015 by Bookkeeper

Tenant Name	Date	Description	Amount	Balance
Beginning PH Balance				$ 45,250.50
Increases to PH				
[redacted]	12/1/2015	New Tenant	$ 220.00	$ 220.00
[redacted]	12/10/2015	New Tenant	$ 188.00	$ 408.00
[redacted]	12/21/2015	New Tenant	$ 339.00	$ 747.00
[redacted]	12/22/2015	New Tenant	$ 360.00	$ 1,107.00
Total Increases to PH			$ 1,107.00	$ 1,107.00
Decreases to PH				
[redacted]	12/8/2015	Refund of Deposit	$ (204.00)	$ (204.00)
[redacted]	12/8/2015	Transfer Against Owed	$ (186.00)	$ (390.00)
[redacted]	12/8/2015	Refund of Deposit	$ (29.00)	$ (419.00)
[redacted]	12/8/2015	Loss of Security Deposit	$ (211.00)	$ (630.00)
Total Decreases to PH			$ (630.00)	$ (630.00)
Net Increase (Decrease) to PH			$ 477.00	$ 477.00
Ending PH Balance			**$ 477.00**	**$ 45,727.50**
Beginning DVG Balance				$ 1,166.00
Increases to DVG				
Topping, Amber			$ 419.90	$ 419.90
Total Increases to DVG			$ 419.90	$ 419.90
Decreases to DVG				
N/A			$ -	$ -
Total Decreases to DVG			$ -	$ -
Net Increase (Decrease) to DVG			$ 419.90	$ 419.90
Ending DVG Balance			**$ 419.90**	**$ 1,585.90**
Combined Ending Balance				**$ 47,313.40**
Current Balance in Account				$ 51,846.88
Difference				**$ (4,533.48)**
				(SD owes PH)
Corrected October 2017				**PH owes SD**

DOCUMENT REDACTED PER FEDERAL PRIVACY ACT 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 December 31, 2016

Originally Prepared January 3, 2017 by Financial Analyst

Tenant Name	Date	Description	Amount	Balance
Beginning PH Balance				$ 46,610.50
Increases to PH				
[redacted]	12/2/2016	New Tenant	$ 210.00	$ 210.00
[redacted]	12/12/2016	New Tenant	$ 362.00	$ 572.00
[redacted]	12/15/2016	New Tenant	$ 156.00	$ 728.00
[redacted]	12/28/2016	New Tenant	$ 296.00	$ 1,024.00
[redacted]	12/29/2016	New Tenant	$ 50.00	$ 1,074.00
Total Increases to PH			$ 1,074.00	$ 1,074.00
Decreases to PH				
[redacted]	12/5/2016	Transfer Against Owed	$ (50.00)	$ (50.00)
[redacted]	12/5/2016	Transfer Against Owed	$ (172.18)	$ (222.18)
[redacted]	12/5/2016	Refund of Deposit	$ (41.82)	$ (264.00)
[redacted]	12/9/2016	Transfer Against Owed	$ (81.50)	$ (345.50)
[redacted]	12/9/2016	Refund of Deposit	$ (87.50)	$ (433.00)
[redacted]	12/14/2016	Transfer Against Owed	$ (233.00)	$ (666.00)
[redacted]	12/16/2016	Transfer Against Owed	$ (313.00)	$ (979.00)
[redacted]	12/16/2016	Transfer Against Owed	$ (210.00)	$ (1,189.00)
Total Decreases to PH			$ (1,189.00)	$ (1,189.00)
Net Increase (Decrease) to PH			$ (115.00)	$ (115.00)
Ending PH Balance			**$ (115.00)**	**$ 46,495.50**
Beginning DVG Balance				$ 1,585.00
Increases to DVG				
N/A			$ -	$ -
Total Increases to DVG			$ -	$ -
Decreases to DVG				
N/A			$ -	$ -
Total Decreases to DVG			$ -	$ -
Net Increase (Decrease) to DVG			$ -	$ -
Ending DVG Balance			**$ -**	**$ 1,585.00**
Combined Ending Balance				**$ 48,080.50**
Account Balance December 31, 2016			$ 1,226.13	**$ 51,773.87**
Difference				$ (3,693.37)

Corrected October 2017

(SD owes PH)
PH owes SD

DOCUMENT REDACTED PER FEDERAL PRIVACY ACT 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 September 30, 2017
Prepared October 17, 2017 by Financial Analyst

Tenant Name	Date	Description	Amount	Balance
Beginning PH Balance				$ 48,753.60
Increases to PH				
[redacted]	9/6/2017	New Tenant	$ 215.00	$ 215.00
[redacted]	9/12/2017	New Tenant	$ 50.00	$ 265.00
[redacted]	9/15/2017	New Tenant	$ 420.00	$ 685.00
[redacted]	9/12/2017	New Tenant	$ 103.00	$ 788.00
[redacted]	9/19/2017	New Tenant	$ 215.00	$ 1,003.00
Total Increases to PH			$ 1,003.00	$ 1,003.00
Decreases to PH				
[redacted]	9/25/2017	Transfer to Owed	$ (149.00)	$ (149.00)
[redacted]	9/11/2017	Transfer to Owed	$ (245.00)	$ (394.00)
[redacted]	9/11/2017	Transfer to Owed	$ (209.00)	$ (603.00)
[redacted]	9/26/2017	Transfer to Owed	$ (83.00)	$ (686.00)
[redacted]	9/11/2017	Transfer to Owed	$ (192.00)	$ (878.00)
[redacted]	9/25/2017	Transfer to Owed	$ (179.00)	$ (1,057.00)
[redacted]	9/26/2017	Transfer to Owed	$ (71.00)	$ (1,128.00)
[redacted]	9/26/2017	Security Deposit Refund	$ (84.00)	$ (962.00)
Total Decreases to PH			$ (1,212.00)	$ (1,212.00)
Net Increase (Decrease) to PH			$ (209.00)	$ (209.00)
Ending PH Balance			**$ (209.00)**	**$ 48,544.60**
Beginning DVG Balance				$ 935.90
Increases to DVG				
N/A			$ -	$ -
Total Increases to DVG			$ -	$ -
Decreases to DVG				
N/A			$ -	$ -
Total Decreases to DVG			$ -	$ -
Net Increase (Decrease) to DVG			$ -	$ -
Ending DVG Balance			**$ -**	**$ 935.90**
Combined Ending Balance				**$ 49,480.50**
Account Balance September 30, 2017				**$ 48,753.60**
Difference				$ 726.90
				(From SD to PH)
				From PH to SD

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

FINAL DRAFT	2018 Annual	2017 Annual	2018/2017 Annual
Operating Income			
Rental Income			
3110-Dwelling Rental	$ 530,000	$ 530,000	$ -
3120-Excess Utilities	$ 10,000	$ 10,000	$ -
Total Rental Income	**$ 540,000**	**$ 540,000**	**$ -**
Revenues-HUD PHA Grants			
3401.1-Operating Grants	$ 42,399	$ 40,000	$ 2,399
3401.2-Operating Subsidy	$ 492,000	$ 490,000	$ 2,000
Total HUD PHA Grants	**$ 534,399**	**$ 530,000**	**$ 4,399**
Nonrental Income			
3610-Interest Income-Gen. Fund.	$ 1,100	$ 1,140	$ (40)
3689-Tenant Income-Cable TV	$ 60,000	$ 60,915	$ (915)
3690-Tenant Income	$ 34,500	$ 30,000	$ 4,500
3690.1-Non-Tenant Income	$ 3,000	$ 3,000	$ -
3690.4-Laundry Income	$ 11,350	$ 10,200	$ 1,150
3690.6-Fraud Recovery Revenue	$ 5,000	$ 1,700	$ 3,300
3690.9-Management Fee (DVG)	$ 10,000	$ 10,000	$ -
Total Nonrental Income	**$ 124,950**	**$ 116,955**	**$ 7,995**
Total Operating Income	**$ 1,199,349**	**$ 1,186,955**	**$ 12,394**
Operating Expenses			
Routine Expenses			
Administration			
4110-Administrative Salaries	$ 172,848	$ 161,909	$ 10,939
4130-Legal Expenses	$ 15,000	$ 24,000	$ (9,000)
4140-Staff Training	$ 2,400	$ 5,000	$ (2,600)
4150-Travel Expenses	$ 1,800	$ 2,000	$ (200)
4170-Accounting Fees	$ 9,600	$ 9,500	$ 100
4171-Auditing	$ 8,760	$ 8,500	$ 260
4182-Employee Benefits-Admin	$ 78,000	$ 78,580	$ (580)
4185-Telephone	$ 22,800	$ 19,200	$ 3,600
4190.1-Publications	$ 2,000	$ 1,400	$ 600
4190.2-Membership Dues and Fees	$ 1,800	$ 4,500	$ (2,700)
4190.3-Admin Service Contracts	$ 58,000	$ 33,500	$ 24,500
4190.4-Office Supplies	$ 8,400	$ 9,600	$ (1,200)
4190.5-Other Sundry-Misc	$ 16,800	$ 15,000	$ 1,800

Total Administration	**$ 398,208**	**$ 372,689**	**$ 25,519**
	2018 Annual	**2017 Annual**	**2018/2017 Annual**
Tenant Services			
4220-Rec., Pub., & Other Services	$ 50	$ 5,200	$ (5,150)
4221- Resident Employee Stipends	$ 7,800	$ 10,800	$ (3,000)
4230-Contract Costs: Cable & Other	$ 66,000	$ 60,915	$ 5,085
Total Tenant Services	**$ 73,850**	**$ 76,915**	**$ (3,065)**
Utilities			
4310-Water & Sewer	$ 58,800	$ 57,800	$ 1,000
4320-Electricity	$ 98,000	$ 92,000	$ 6,000
4330-Gas	$ 28,800	$ 25,800	$ 3,000
Total Utilities	**$ 185,600**	**$ 175,600**	$ 10,000
Ordinary Maint. & Operation			
4410-Labor, Maintenance	$ 105,000	$ 97,693	$ 7,307
4420-Materials	$ 50,000	$ 54,000	$ (4,000)
4430.02-Heating & Cooling Contracts	$ 18,000	$ 18,000	$ -
4430.03-Snow Removal Maintenance	$ 500	$ 2,500	$ (2,000)
4430.04-Elevator Contracts	$ 10,000	$ 7,000	$ 3,000
4430.05-Landscape & Grounds Maintenance	$ 1,000	$ 1,500	$ (500)
4430.06-Unit Turnaround Contracts	$ 20,000	$ 19,000	$ 1,000
4430.07-Electrical Contracts	$ 2,000	$ 5,600	$ (3,600)
4430.08-Plumbing Contracts	$ 1,500	$ 8,400	$ (6,900)
4430.09-Extermination Contracts	$ 20,000	$ 6,000	$ 14,000
4430.11-Routine Maintenance Contracts	$ 4,800	$ 7,000	$ (2,200)
4430.12-Miscellaneous Contracts	$ 10,800	$ 11,000	$ (200)
4431-Garbage Removal	$ 18,000	$ 16,800	$ 1,200
4433-Employee Benefits-Maintenance	$ 69,600	$ 69,492	$ 108
4440-Staff Training-Maintenance	$ 1,000	$ 2,000	$ (1,000)
4441-Staff Travel-Maintenance	$ 1,000	$ 2,000	$ (1,000)
Total Ordinary Maintenance & Operations	**$ 333,200**	**$ 327,985**	$ 5,215
Protective Services			
4480-Security Contract Costs	$ -	$ 3,500	$ (3,500)
Total Protective Services	**$ -**	**$ 3,500**	$ (3,500)

	2018 Annual	2017 Annual	2018/2017 Annual
General Expense			
4510-Insurance	$ 81,000	$ 81,000	$ -
4520-Payment in Lieu of Taxes	$ 32,867	$ 39,480	$ (6,613)
4550-Compensated Absences	$ 1,200	$ 5,500	$ (4,300)
4570-Collection Losses	$ 16,800	$ 30,000	$ (13,200)
4580-Interest Expense EPC	$ 70,280	$ 71,567	$ (1,287)
4950-Other General Expense	$ -	$ -	$ -
Total General Expenses	$ 202,147	**$ 227,547**	**$ (25,400)**
Total Routine Expense	**$ 1,193,005**	**$ 1,184,236**	**$ 8,769**
Non-Routine Expenses			
Extraordinary Maintenance	$ -	$ -	$ -
Total Extraordinary Maintenance	$ -	$ -	$ -
Casualty Losses-Not Cap.			
4620.2 Casualty Losses-Materials	$ -	$ -	$ -
4620.3 Casualty Losses-Contract Costs	$ -	$ -	$ -
4620.4 Insurance Proceeds	$ -	$ -	$ -
Total Casualty Losses	$ -	$ -	$ -
Total Non-Routine Expenses	**$ -**	**$ -**	**$ -**
Total Operating Expenses	**$ 1,193,005**	**$ 1,184,236**	**$ 8,769**
Operating Income (Loss)	**$ 6,344**	**$ 2,719**	**$ 3,625**
Depreciation Expenses			
4800-Depreciation-Current Year	$ -	$ -	$ -
Total Depreciation Expense	$ -	$ -	$ -
Surplus Credits & Charges			
6010-Prior Year Adj.-Affecting RR	$ -	$ -	$ -
Total Surplus Credits & Charges	$ -	$ -	$ -
Capital Expenditures			
7510-Principal Payments-EPC	$ 37,080	$ 31,245	$ 5,835

7511-Principal Payments-F150	$ 4,890	$ -	$ 4,890
7520-Replacement of Equipment	$ 5,000	$ 5,000	$ -
7540-Betterments and Additions	$ -	$ -	$ -

	2018 Annual	2017 Annual	2018/2017 Annual
7590-Operating Expenditures-Contra	$ (46,970)	$ (36,245)	$ (10,725)
Total Capital Expenditures	$ -	$ -	$ -

HUD Net Income (Loss)	**$ (40,626)**	**$ (33,526)**	**$ (7,100)**
GAAP Net Income (Loss)	**$ 6,344**	**$ 2,719**	**$ 3,625**

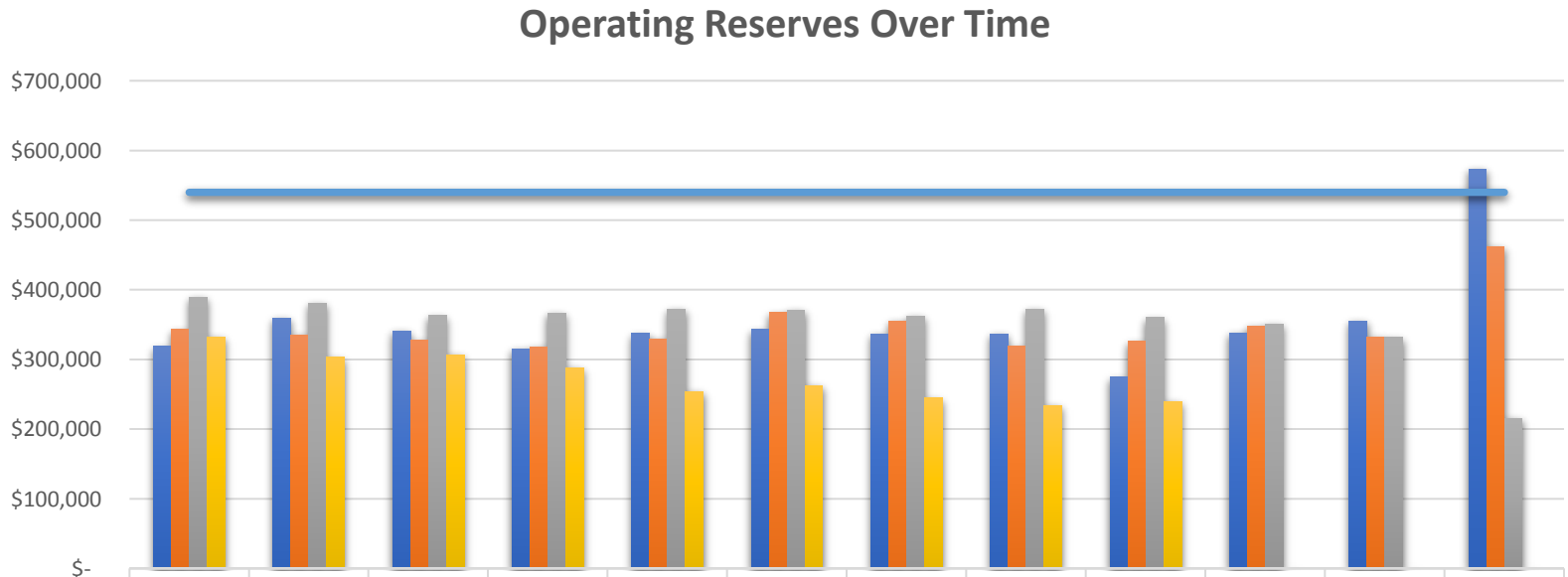
FINAL DRAFT	2018 Annual	2017 Annual	2018/2017 Annual
Operating Income			
3110-Dwelling Rental	$ 18,030	$ 18,030	$ -
3690-Tenant Income	$ 800	$ 500	$ 300
Total Operating Income	**$ 18,830**	**$ 18,530**	**$ 300**
Operating Expenses			
Administration			
4150-Travel Expense	$ -	$ -	$ -
4170-Accounting Fees	$ 1,600	$ 1,600	$ -
4172-Management Fees	$ 10,000	$ 10,000	$ -
4190.5-Other Sundry-Misc.	$ -	$ -	$ -
Total Administration	**$ 11,600**	**$ 11,600**	**$ -**
Ordinary Maint. & Operation			
4420-Materials	$ 3,000	$ 3,000	$ -
4430.02-Heating & Cooling Contracts	$ 500	$ -	$ 500
4430.06-Unit Turnaround Contracts	$ 150	$ -	$ 150
4430.12-Miscellaneous Contracts	$ 100	$ -	$ 100
Total Ordinary Maintenance & Operations	**$ 3,750**	**$ 3,000**	**$ 750**
General Expense			
4950-Other General Expense	$ 1,200	$ 1,200	$ -
Total General Expenses	**$ 1,200**	**$ 1,200**	**$ -**
Depreciation Expenses			
4800-Depreciation-Current Year	$ 9,900	$ 9,900	$ -
Total Depreciation Expense	**$ 9,900**	**$ 9,900**	**$ -**
Capital Expenditures			
Capital Expenditures	$ -	$ -	$ -
Capital Expenditures-Contra	$ -	$ -	$ -
Total Capital Expenditures	**$ -**	**$ -**	**$ -**
Total Operating Expenses	**$ 16,550**	**$ 15,800**	**$ 750**
Net Income (Loss)	**$ 2,280**	**$ 2,730**	**$ (450)**

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

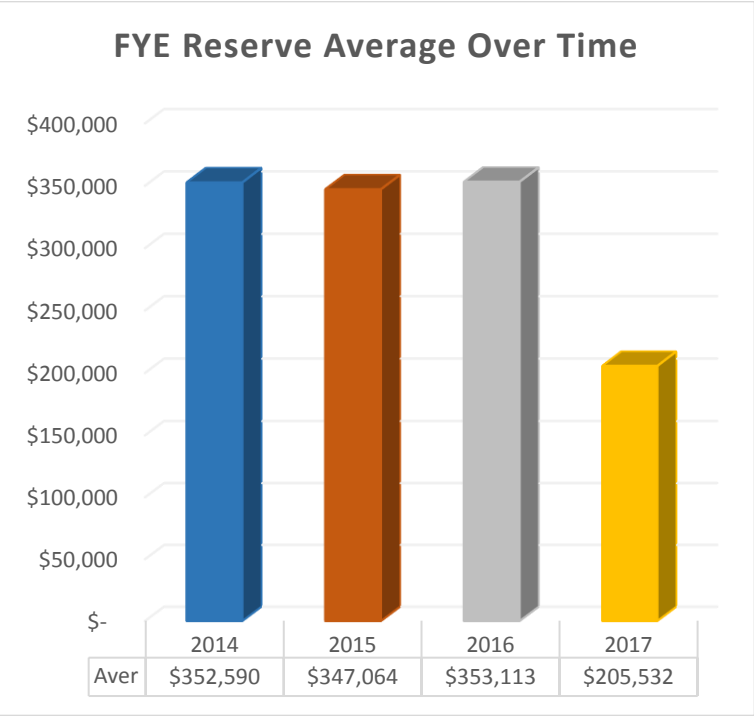
Report of the Executive Director
November 2017

CMHC Performance Dashboards

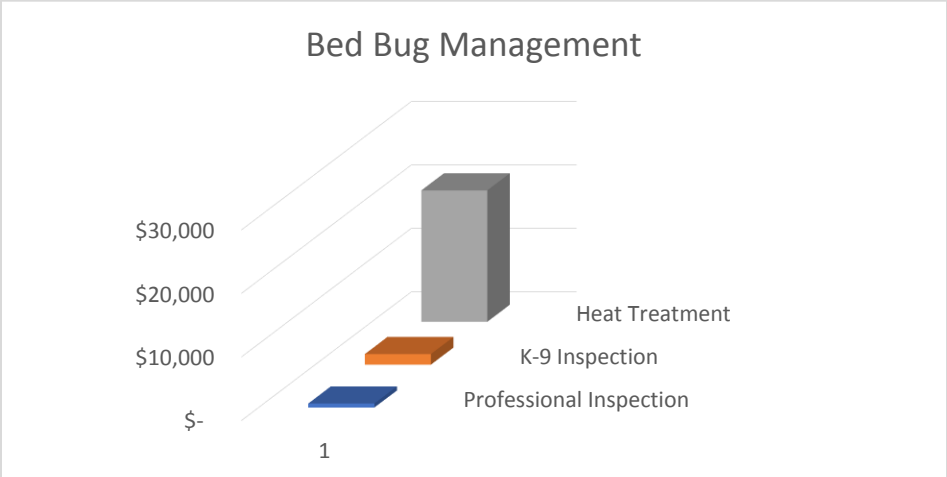
Public Housing Financial Dashboards



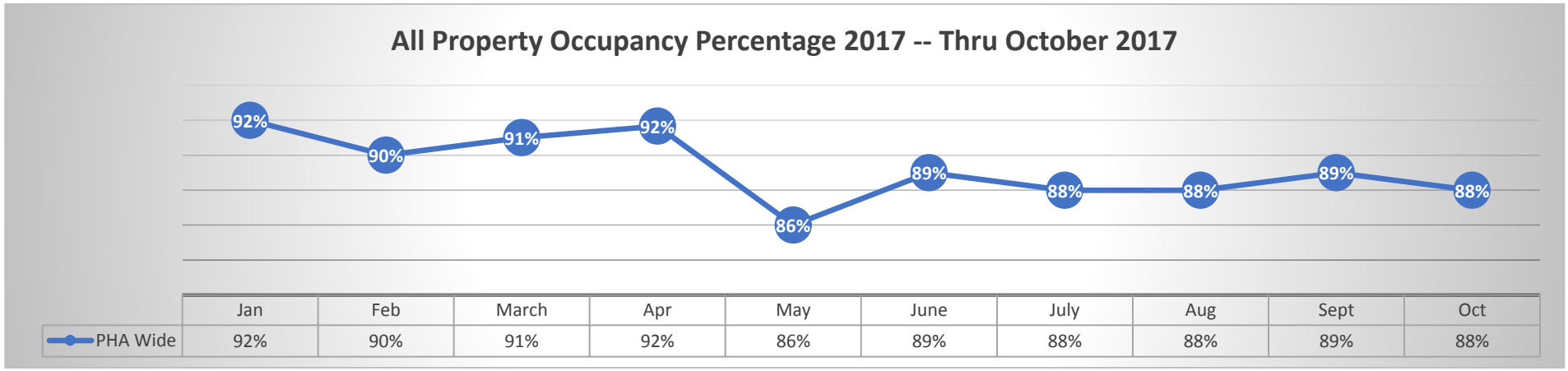
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	$319,033	$359,815	$341,524	$315,513	$337,567	$343,037	$336,476	$336,890	$274,549	$338,101	$354,837	$573,745
2015	$343,239	$335,034	$327,599	$317,851	$329,806	$367,433	$354,848	$319,032	$326,238	$348,625	$332,445	$462,624
2016	$389,465	$381,382	$363,063	$366,776	$372,352	$371,253	$362,087	$372,425	$360,171	$350,771	$331,757	$215,848
2017	$332,667	$303,157	$306,690	$288,219	$254,125	$263,004	$244,674	$234,164	$239,689	$-	$-	$-
GOAL	$540,000	$540,000	$540,000	$540,000	$540,000	$540,000	$540,000	$540,000	$540,000	$540,000	$540,000	$540,000

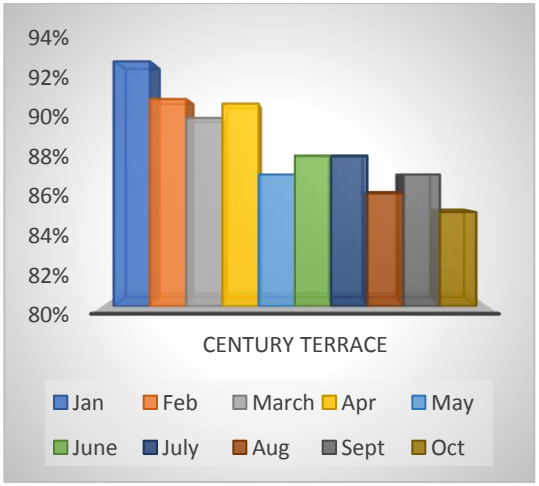

FYE Reserve Average Over Time
$400,000
$350,000
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$-
2014
2015
2016
2017
Aver
$352,590
$347,064
$353,113
$205,532

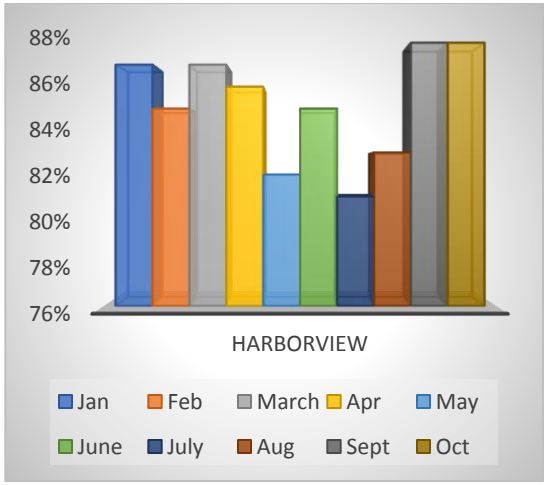
Pest Management Expenses 2017
$40,000
$35,000
$30,000
$25,000
$20,000
$15,000
$10,000
$5,000
$-
1
Total YTD
Bed Bug Management
Monthly Pest Management
Monthly Pest Management $14,590
Bed Bug Management $22,996
Total YTD $37,586

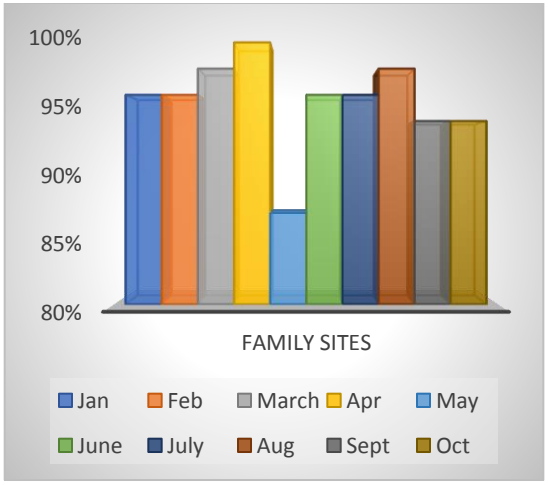

Bed Bug Management
$30,000
$20,000
$10,000
$-
1
Heat Treatment
K-9 Inspection
Professional Inspection

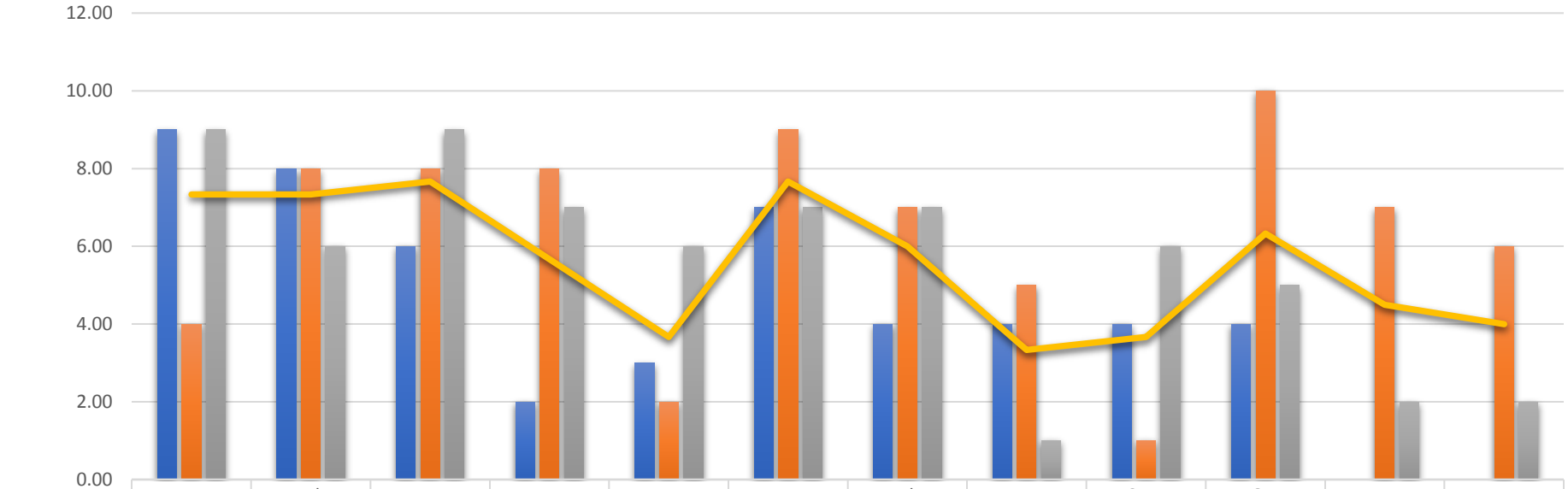
Public Housing Occupancy Dashboards









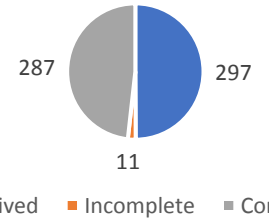


	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2017	9.00	8.00	6.00	2.00	3.00	7.00	4.00	4.00	4.00	4.00		
2016	4.00	8.00	8.00	8.00	2.00	9.00	7.00	5.00	1.00	10.00	7.00	6.00
2015	9.00	6.00	9.00	7.00	6.00	7.00	7.00	1.00	6.00	5.00	2.00	2.00
Average	7.33	7.33	7.67	5.67	3.67	7.67	6.00	3.33	3.67	6.33	4.50	4.00

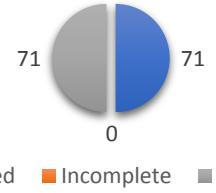
2017 2016 2015 Average

Public Housing Work Order Dashboards – Updated Thru August

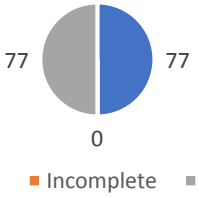
Total Work Orders
Third Quarter -- Completed



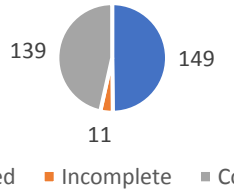
Emergency Work Orders
24 Hour Completion
Third Quarter -- Completed



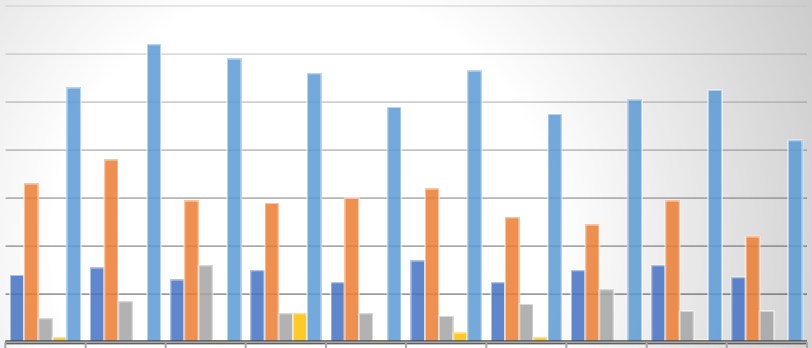
Urgent Work Orders
1-3 Days Completion
Third Quarter -- Completed



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

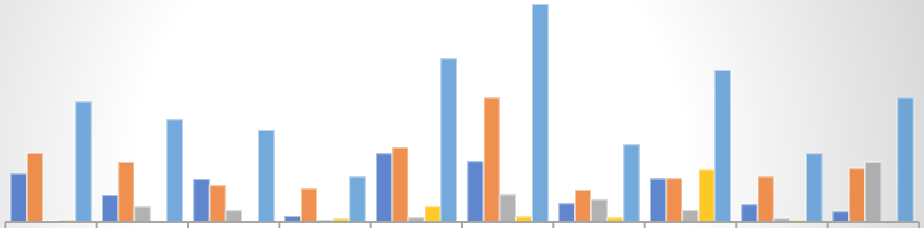


Work Orders by Property 2017

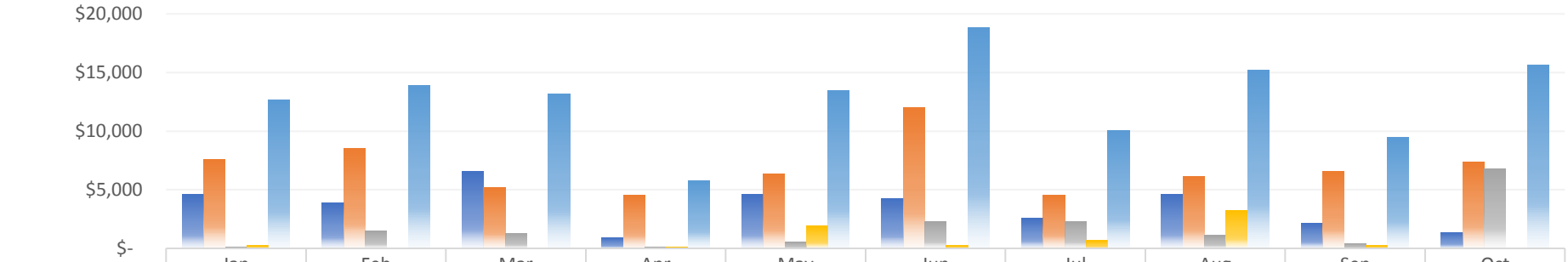


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Harborview	28	31	26	30	25	34	25	30	32	27
Century Terrace	66	76	59	58	60	64	52	49	59	44
Scattered Sites	10	17	32	12	12	11	16	22	13	13
DVG Program	2	0	1	12	1	4	2	0	1	0
Total	106	124	118	112	98	113	95	101	105	84

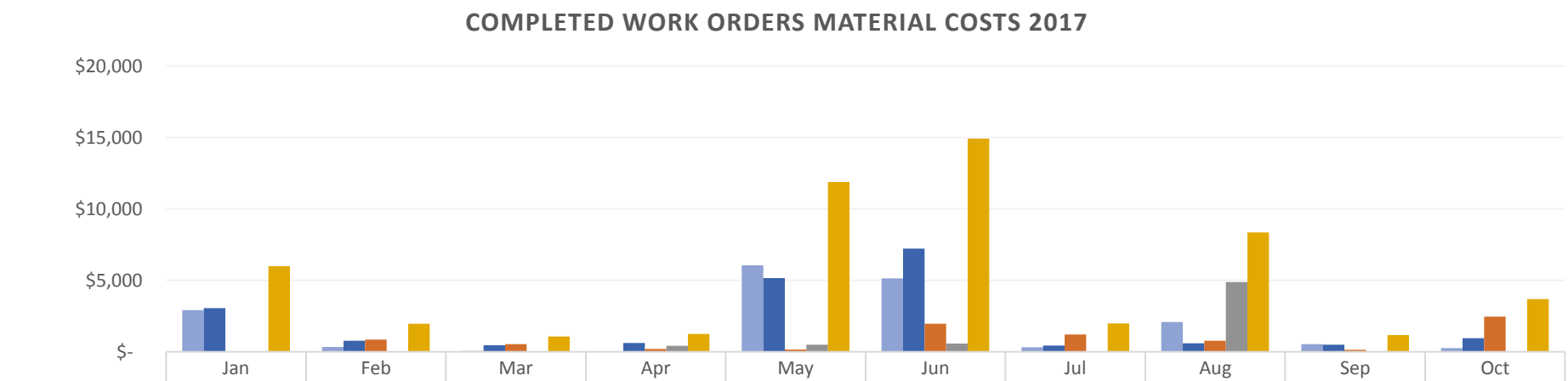
Completed Work Order Costs 2017



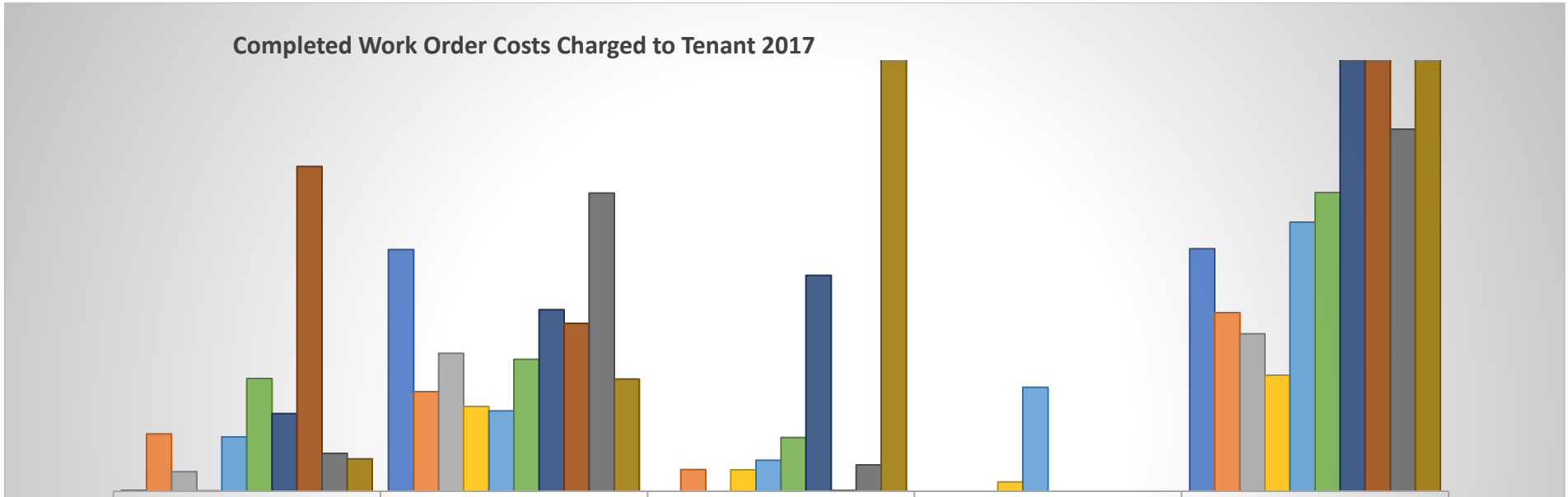
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Harborview	$7,517	$4,207	$6,684	$927	$10,648	$9,429	$2,913	$6,745	$2,737	$1,646
Century Terrace	$10,682	$9,295	$5,683	$5,199	$11,555	$19,259	$4,985	$6,771	$7,062	$8,326
Scattered Sites	$165	$2,400	$1,836	$341	$749	$4,251	$3,483	$1,897	$573	$9,305
DVG Program	$270	$-	$60	$559	$2,422	$848	$690	$8,135	$270	$-
Total	$18,633	$15,901	$14,264	$7,026	$25,375	$33,788	$12,071	$23,548	$10,642	$19,277



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Harborview	$4,598	$3,870	$6,608	$923	$4,598	$4,283	$2,588	$4,650	$2,190	$1,382
Century Terrace	$7,628	$8,520	$5,228	$4,565	$6,383	$12,039	$4,538	$6,173	$6,565	$7,410
Scattered Sites	$150	$1,530	$1,298	$135	$585	$2,288	$2,273	$1,118	$435	$6,833
DVG Program	$270	$-	$60	$143	$1,928	$263	$690	$3,255	$270	$-
Total	$12,645	$13,920	$13,193	$5,765	$13,493	$18,872	$10,088	$15,195	$9,460	$15,624



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Harborview	$2,919	$337	$77	$4	$6,051	$5,147	$326	$2,095	$547	$265
Century Terrace	$3,054	$775	$456	$631	$5,173	$7,220	$448	$599	$498	$952
Scattered Sites	$15	$870	$539	$206	$164	$1,963	$1,210	$780	$138	$2,472
DVG Program	$-	$-	$-	$417	$495	$585	$-	$4,880	$-	$-
Total	$5,988	$1,981	$1,071	$1,258	$11,882	$14,916	$1,984	$8,353	$1,183	$3,690



	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
Sep	$175	$1,385	$122	$-	$1,682
Oct	$150	$520	$2,804	$-	$3,475