

CITY OF MANISTEE HOUSING COMMISSION

Tuesday, December 12, 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 November 28, 2017 3

b. Financial Reports

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

- 1) Public Housing Financial Statements *
 - a) October 31, 2017 6
- 2) Domestic Violence Grant Program *

a) October 31, 2017	45
3) Security Deposits Reconciliation *	
a) October 31, 2017	57
c. Resolutions	
<i>Resolutions placed on the Consent Agenda concern matters of compliance with U.S. Department of Housing and Urban Development [HUD] and federal law that require the adoption of a policy or provision of a public housing benefit. The contents of these Resolutions, items of compliance, policy and regulation are not debatable but are required to maintain regulatory compliance.</i>	
1) None	
6. Old Business	
a. None	
7. New Business	
a. Resolution 2017-15: Adoption of the 2018 Public Housing Operating Budget	58
b. Resolution 2017-16: Adoption of the 2018 Domestic Violence Grant Operating Budget	63
c. Resolution 2017-17 Write Off of Doubtful Accounts December 2017	66
8. Review of the Executive Director Summary	68
9. Other Staff Reports	
<i>At this time other CMHC staff may make a presentation to the Commissioners or the Commissioners may make inquiry of a CMHC staff member.</i>	
10. Committee Reports	
<i>At this time CMHC standing committees may make a report to the Commissioners as needed.</i>	
11. Communications	
<i>None received</i>	
12. Public Comment	
<i>This is an opportunity for citizens to comment on Housing Commission affairs. Citizens in attendance may be recognized by the Commission President. Citizen comments are not limited to agenda items but should be directed to Housing Commission services, activities or areas of involvement. The City of Manistee Housing Commission Public Comment Policy limits each individual to a three (3) minute statement. The City of Manistee Housing Commission will receive public comments at this time and will respond at a later date if the Housing Commission determines a response is appropriate.</i>	
13. Commissioner Report/Comment	
14. Adjournment	
15. Next Meeting[s]	
a. Commission Monthly Meeting	
Tuesday, January 23, 2018, 4:00 PM	
Location - Harborview Apartments Community Room	



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

**Meeting Minutes
November 28, 2017
Regular Meeting**

Meeting Start Time: 4:02 P.M.

Roll Call:

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

Housing Commission Staff Present:

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

Others Present:

- None

Public Comment on Agenda Related Items:

- None

Amendments to the Agenda:

- None

DRAFT

Consent Agenda:

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

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

Old Business:

- None

New Business:

- Executive Director, Clinton McKinven-Copus presented the 2018 draft budgets for the public housing program and the Domestic Violence Grant program. The Commissioners discussed the drafts of both budgets and will be prepared to approve at the December 12 meeting.

Executive Director's Report:

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

Other Staff Reports:

- None

Finances:

- Approved with Consent Agenda

Committee Reports:

- None

Communications:

- None received

Public Comment:

- Sue Chandler reported information on pest management at Century Terrace and at least two dryers not working in the laundry room.

DRAFT

Commissioner Report/Comments:

- None

Meeting Adjourned

Adjournment Time: 4:33 PM			Motion By: Doug Parkes		Second By: Cheryl Kuenzer	
Commissioner	Yes	No	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Dale Priester
President

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

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

To the Board of Directors
And Management

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

Enclosed are the following reports for the month ending October 31, 2017. These reports have been compiled in accordance with Generally Accepted Accounting Principles.

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

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

Respectfully Submitted:

Housing Authority Accounting Specialists, Inc.

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PER FEDERAL PRIVACY ACT
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OF CURRENT AND PAST PROGRAM PARTICIPANTS
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**Manistee Housing Commission
Low Rent Public Housing
BALANCE SHEET
As of October 31, 2017**

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$ 234,110.48
1111.3 - HRA Account	11,062.66
1111.4 - Money Market Savings	48,757.61
1117 - Petty Cash Fund	250.00
1118 - Change Fund	<u>50.00</u>

Total Cash 294,230.75

Receivables

1122 - Tenants Accounts Receivable	20,083.77
1122.1 - Allowance for Doubtful Accounts	(6,022.31)
1129 - Accounts Receivable-Other	<u>8.00</u>

Total Receivables 14,069.46

Investments

Total Investments 0.00

Prepaid Expenses & Other Assets

1211 - Prepaid Insurance	13,975.93
1690 - Undistributed Debits	<u>12,163.10</u>

Total Prepaid Expenses & Other Assets 26,139.03

Total Current Assets 334,439.24

Non Current Assets - Other

1701 - Deferred Outflows	<u>45,876.96</u>
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Total Non Current Assets - Other 45,876.96

CAPITAL ASSETS

Land, Structures & Equipment

1400 - Construction in Progress-CFP	43,455.11
1400.6 - Land	360,271.62
1400.61 - Land Improvements	89,807.07
1400.7 - Buildings	4,657,515.77
1400.71 - Building Improvements	5,358,094.21
1400.72 - Non-dwelling Structures	7,050.00
1400.8 - Furn., Equip., Mach.-Dwellings	254,688.30
1400.9 - Furn., Equip., Mach.-Admin	561,955.72
1400.95 - Accumulated Depreciation-ALL	<u>(8,420,217.45)</u>

Total Land, Structures & Equipment 2,912,620.35

TOTAL CAPITAL ASSETS 2,912,620.35

TOTAL ASSETS \$ 3,292,936.55

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

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 30,009.32
2114 - Tenant Security Deposits	44,164.00
2117.12 - FSA Withheld	1,367.38
2117.13 - MERS HCSP Withheld	180.00
2117.5 - Pension Withheld	1,270.76
2119 - Accounts Payable - Other	301.16
2119.2 - Interfund Payable - DVG	<u>935.90</u>
Total Accounts Payable	78,228.52

Accrued Liabilities

2131 - EPC Loan - Current	5,700.06
2133 - Capital Lease - 2016 F250 - Current	787.41
2135 - Accrued Wages/Payroll Taxes Payable	5,336.86
2135.1 - Accrued Comp. Absences-Current	20,564.84
2137 - Payments in Lieu of Taxes	<u>32,900.00</u>
Total Accrued Liabilities	65,289.17

Total Current Liabilities

143,517.69

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	<u>17,020.14</u>
Total Non Current Liabilities	1,132,578.80

Deferred Credits

Total Deferred Credits

0.00

TOTAL LIABILITIES/DEFERRED CREDITS

1,276,096.49

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	(285,851.12)
Current Year Profit(Loss) - 501-16 CFP	3,381.36
Current Year Profit(Loss) - 501-17 CFP	<u>(416.89)</u>
Total Unreserved Fund Balance	2,016,840.06

TOTAL EQUITY

2,016,840.06

TOTAL LIABILITIES/EQUITY

\$ 3,292,936.55

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**Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 10 Months Ended October 31, 2017**

Units 214	1 Month Ended <u>October 31, 2017</u>	10 Months <u>October 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Revenue				
Tenant Revenue				
3110 - Dwelling Rental Revenue	40,074.00	399,755.00	530,000.00	130,245.00
3120 - Tenant Revenue - Excess Utilities	1,047.36	7,189.95	10,000.00	2,810.05
3689 - Tenant Revenue - Cable TV	4,932.00	48,041.35	60,915.00	12,873.65
3690 - Tenant Revenue - Other	<u>2,570.50</u>	<u>31,194.24</u>	<u>30,000.00</u>	<u>(1,194.24)</u>
Total Tenant Revenue	<u>48,623.86</u>	<u>486,180.54</u>	<u>630,915.00</u>	<u>144,734.46</u>
HUD PHA Grant Revenue				
3401.1 - Operating Grants	0.00	42,399.00	40,000.00	(2,399.00)
3401.2 - Operating Subsidy	<u>41,257.00</u>	<u>408,233.00</u>	<u>490,000.00</u>	<u>81,767.00</u>
Total HUD PHA Grant Revenue	<u>41,257.00</u>	<u>450,632.00</u>	<u>530,000.00</u>	<u>79,368.00</u>
Other Revenue				
3610 - Interest Income	61.61	654.94	1,140.00	485.06
3690.1 - Other Revenue	0.00	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	906.81	9,282.44	10,200.00	917.56
3690.6 - Fraud Recovery Revenue	4,674.30	4,674.30	1,700.00	(2,974.30)
3690.7 - Management Fee - DVG	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
Total Other Revenue	<u>5,642.72</u>	<u>23,620.64</u>	<u>26,040.00</u>	<u>2,419.36</u>
Total Operating Revenue	<u>95,523.58</u>	<u>960,433.18</u>	<u>1,186,955.00</u>	<u>226,521.82</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Wages	14,317.93	144,664.07	161,909.00	17,244.93
4130 - Legal Expense	916.71	15,440.66	24,000.00	8,559.34
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	7,611.30	9,500.00	1,888.70
4171 - Auditing	0.00	0.00	8,500.00	8,500.00
4182 - Employee Benefits - Admin	6,268.75	63,864.31	78,580.00	14,715.69
4185 - Telephone	2,080.31	20,038.01	19,200.00	(838.01)
4190.1 - Publications	0.00	1,444.00	1,400.00	(44.00)
4190.2 - Membership Dues and Fees	182.62	1,721.38	4,500.00	2,778.62
4190.3 - Admin Service Contracts	3,370.72	48,115.03	33,500.00	(14,615.03)
4190.4 - Office Supplies	499.33	6,323.31	9,600.00	3,276.69
4190.5 - Other Sundry-Misc.	<u>773.13</u>	<u>14,396.64</u>	<u>15,000.00</u>	<u>603.36</u>
Total Administration	<u>29,096.38</u>	<u>327,905.38</u>	<u>372,689.00</u>	<u>44,783.62</u>
Tenant Services				
4220 - Rec., Pub., & Other Services	0.00	0.00	5,200.00	5,200.00
4221 - Resident Employee Stipend	0.00	7,246.99	10,800.00	3,553.01
4230 - Contract Costs-Cable & Other	<u>5,482.11</u>	<u>54,558.75</u>	<u>60,915.00</u>	<u>6,356.25</u>
Total Tenant Services	<u>5,482.11</u>	<u>61,805.74</u>	<u>76,915.00</u>	<u>15,109.26</u>

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**Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 10 Months Ended October 31, 2017**

Units	1 Month Ended	10 Months	<u>BUDGET</u>	<u>*OVER/UNDER</u>
214	<u>October 31, 2017</u>	<u>October 31, 2017</u>		
Utilities				
4310 - Water & Sewer	4,800.86	49,362.43	57,800.00	8,437.57
4320 - Electricity	6,894.91	84,650.13	92,000.00	7,349.87
4330 - Gas	<u>3,902.77</u>	<u>23,380.33</u>	<u>25,800.00</u>	<u>2,419.67</u>
Total Utilities	15,598.54	157,392.89	175,600.00	18,207.11
Maintenance				
4410 - Maintenance Wages	7,953.66	85,718.37	97,693.00	11,974.63
4420 - Materials	345.74	36,318.29	54,000.00	17,681.71
4430.01 - Garbage Removal	1,874.25	16,301.09	16,800.00	498.91
4430.02 - Heating & Cooling Contracts	2,366.49	14,594.62	18,000.00	3,405.38
4430.03 - Snow Removal Contracts	0.00	0.00	2,500.00	2,500.00
4430.04 - Elevator Contracts	1,040.00	14,736.85	7,000.00	(7,736.85)
4430.05 - Landscape & Grounds Contracts	0.00	350.00	1,500.00	1,150.00
4430.06 - Unit Turnaround Contracts	(6,830.00)	8,314.00	19,000.00	10,686.00
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	7,890.00	31,633.00	6,000.00	(25,633.00)
4430.11 - Routine Maintenance Contracts	(222.00)	3,107.86	7,000.00	3,892.14
4430.12 - Miscellaneous Contracts	0.00	9,556.54	11,000.00	1,443.46
4433 - Employee Benefits - Maint.	4,614.90	56,895.93	69,492.00	12,596.07
4440 - Staff Training-Maintenance	0.00	0.00	2,000.00	2,000.00
4441 - Staff Travel-Maintenance	<u>0.00</u>	<u>35.64</u>	<u>2,000.00</u>	<u>1,964.36</u>
Total Maintenance	19,033.04	279,869.61	327,985.00	48,115.39
Protective Services				
4480 - Security Contract Costs	<u>0.00</u>	<u>0.00</u>	<u>3,500.00</u>	<u>3,500.00</u>
Total Protective Services	0.00	0.00	3,500.00	3,500.00
General Expense				
4510 - Insurance	7,220.08	67,167.63	81,000.00	13,832.37
4520 - Payment in Lieu of Taxes	3,290.00	32,900.00	39,480.00	6,580.00
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	<u>90.23</u>	<u>60,768.67</u>	<u>71,567.00</u>	<u>10,798.33</u>
Total General Expense	10,600.31	170,800.93	227,547.00	56,746.07
Total Routine Expense	79,810.38	997,774.55	1,184,236.00	186,461.45
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	<u>79,810.38</u>	<u>997,774.55</u>	<u>1,184,236.00</u>	<u>186,461.45</u>

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**Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 10 Months Ended October 31, 2017**

Units	1 Month Ended	10 Months	<u>BUDGET</u>	<u>*OVER/UNDER</u>
214	<u>October 31, 2017</u>	<u>October 31, 2017</u>		
Operating Income (Loss)	15,713.20	(37,341.37)	2,719.00	40,060.37
Depreciation Expense				
4800 - Depreciation - Current Year	24,750.00	247,500.00	0.00	(247,500.00)
Total Depreciation Expense	24,750.00	247,500.00	0.00	(247,500.00)
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	0.00	25,544.67	31,245.00	5,700.33
7511 - Principal Payments - F150	390.80	3,822.34	0.00	(3,822.34)
7520 - Replacement of Equipment	(4,151.00)	4,835.60	5,000.00	164.40
7530 - Cash Proceeds-Sale of Equipment	0.00	(487.00)	0.00	487.00
7540 - Betterments and Additions	(13,615.00)	10,116.90	0.00	(10,116.90)
7590 - Operating Expenditures-Contra	17,375.20	(43,832.51)	(36,245.00)	7,587.51
Total Capital Expenditures	0.00	0.00	0.00	0.00
HUD Net Income (Loss)	<u>33,479.20</u>	<u>(77,319.50)</u>	<u>(33,526.00)</u>	43,793.50
GAAP Net Income (Loss)	<u>(9,036.80)</u>	<u>(285,851.12)</u>	<u>2,719.00</u>	
Occupancy Percentage				
9996 - Unit Months Leased	194.00	1,951.00		
9998 - Unit Months Available	214.00	2,140.00		
Total Occupancy Percentage	<u>90.65%</u>	<u>91.17%</u>		
UNP as of:October 31, 2017		273,168.04		

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**Manistee Housing Commission
Capital Fund 501-16
Statement of Revenue & Expense
For the 1 Month and 10 Months Ended October 31, 2017**

1016	1 Month Ended <u>October 31, 2017</u>	10 Months Ended <u>October 31, 2017</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	15,354.01
3401.3 - Capital Grants	<u>0.00</u>	<u>22,521.00</u>
Total HUD PHA Grants	0.00	37,875.01
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>37,875.01</u>
Operating Expenses		
Administration		
4150 - Travel Expense	0.00	1,313.81
4190.3 - Admin Service Contracts	<u>0.00</u>	<u>4,322.76</u>
Total Administration	0.00	5,636.57
Ordinary Maint. & Operation		
4420 - Materials	5,033.64	5,033.64
4430.06 - Unit Turnaround Contracts	7,205.00	7,205.00
4430.11 - Routine Maintenance Contra	386.00	386.00
4430.12 - Miscellaneous Contracts	<u>(474.00)</u>	<u>16,232.44</u>
Total Ordinary Maint & Oper	12,150.64	28,857.08
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>12,150.64</u>	<u>34,493.65</u>
Net Income/(Loss)	<u>(12,150.64)</u>	<u>3,381.36</u>

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See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-17
Statement of Revenue & Expense
For the 1 Month and 10 Months Ended October 31, 2017**

	1 Month Ended	10 Months Ended
1017	<u>October 31, 2017</u>	<u>October 31, 2017</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	205.30
3401.3 - Capital Grants	<u>0.00</u>	<u>1,292.11</u>
Total HUD PHA Grants	0.00	1,497.41
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>1,497.41</u>
Operating Expenses		
Administration		
4190.3 - Admin Service Contracts	<u>1,235.00</u>	<u>1,440.30</u>
Total Administration	1,235.00	1,440.30
Ordinary Maint. & Operation		
4430.12 - Miscellaneous Contracts	<u>474.00</u>	<u>474.00</u>
Total Ordinary Maint & Oper	474.00	474.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>1,709.00</u>	<u>1,914.30</u>
Net Income/(Loss)	<u>(1,709.00)</u>	<u>(416.89)</u>

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See Accountants' Compilation Report

Manistee Housing Commission
Capital Fund 501-16

Program ID:	1 Month Ended	CUMULATIVE	BUDGET	OVER/UNDER
MI33P078501-16 **1516**	October 31, 2017	October 31, 2017		
Administration				
1406 - Operations	\$ 0.00	\$ 29,680.00	\$ 29,680.00	\$ 0.00
1408 - Management Improvements	0.00	21,200.00	21,200.00	0.00
1410 - Administration	0.00	21,200.00	21,200.00	0.00
Total Administration	0.00	72,080.00	72,080.00	0.00
A & E				
1430 - A & E Fees	6,515.00	15,000.11	15,000.00	(0.11)
Total A & E Fees	6,515.00	15,000.11	15,000.00	(0.11)
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	12,140.00	45,933.34	109,918.00	63,984.66
1460.99 - Dwelling Structures-Soft Costs	5,635.64	27,154.50	0.00	(27,154.50)
Total Dwelling Structures	17,775.64	73,087.84	109,918.00	36,830.16
Dwelling Equipment				
1465 - Dwelling Equipment	6,027.00	6,027.00	0.00	(6,027.00)
Total Dwelling Equipment	6,027.00	6,027.00	0.00	(6,027.00)
Nondwelling Structures				
1470 - Nondwelling Structures	1,475.00	1,475.00	0.00	(1,475.00)
Total Nondwelling Structures	1,475.00	1,475.00	0.00	(1,475.00)
Nondwelling Equipment				
1475 - Nondwelling Equipment	0.00	15,000.00	15,000.00	0.00
Total Nondwelling Equip.	0.00	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	31,792.64	182,669.95	211,998.00	29,328.05
1600 - CFP Funding	0.00	143,888.31	211,998.00	68,109.69
Over/(Under) Funding	\$ 31,792.64	\$ 38,781.64	\$ 0.00	\$ (38,781.64)

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Manistee Housing Commission
Capital Fund 501-17

Program ID:	1 Month Ended	CUMULATIVE	BUDGET	OVER/UNDER
MI28P078501-17 **1517**	October 31, 2017	October 31, 2017		
Administration				
1406 - Operations	\$ 0.00	\$ 42,399.00	\$ 42,399.00	\$ 0.00
1408 - Management Improvements	0.00	1,497.41	25,439.76	23,942.35
1410 - Administration	0.00	0.00	21,199.00	21,199.00
Total Administration	<u>0.00</u>	<u>43,896.41</u>	<u>89,037.76</u>	<u>45,141.35</u>
A & E				
1430 - A & E Fees	<u>1,709.00</u>	<u>1,709.00</u>	<u>15,000.00</u>	<u>13,291.00</u>
Total A & E Fees	<u>1,709.00</u>	<u>1,709.00</u>	<u>15,000.00</u>	<u>13,291.00</u>
Site Acquisition				
Total Site Acquisition	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460 - Dwelling Structures	<u>0.00</u>	<u>0.00</u>	<u>112,490.24</u>	<u>112,490.24</u>
Total Dwelling Structures	<u>0.00</u>	<u>0.00</u>	<u>112,490.24</u>	<u>112,490.24</u>
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equip.	0.00	0.00	0.00	0.00
Demolition				
Total Demolition	0.00	0.00	0.00	0.00
Development Activities				
Total Development Activities	0.00	0.00	0.00	0.00
Total Capital Funds Expended	<u>1,709.00</u>	<u>45,605.41</u>	<u>216,528.00</u>	<u>170,922.59</u>
1600 - CFP Funding	<u>0.00</u>	<u>43,896.41</u>	<u>216,528.00</u>	<u>172,631.59</u>
Over/(Under) Funding	<u>\$ 1,709.00</u>	<u>\$ 1,709.00</u>	<u>\$ 0.00</u>	<u>\$ (1,709.00)</u>

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

Date	Reference	T	Account	Description	Amount	Reference Total
10/05/17	8784	V	10014185	AT & T Mobility	960.54	960.54
10/05/17	8785	V	10014190.3	CDM Mobile Shredding, Inc	45.00	45.00
10/05/17	8786	V	10014185	Charter Business	123.19	
10/05/17	8786	V	10014230	Charter Business	5,482.11	5,605.30
10/05/17	8787	V	10014310	City of Manistee	4,800.86	4,800.86
10/05/17	8788	V	10014320	Consumers Energy	2,057.50	2,057.50
10/05/17	8789	V	10014430.02	Custom Sheet Metal & Heating	1,209.20	1,209.20
10/05/17	8790	V	10012133	Ford Credit	390.80	
10/05/17	8790	V	10014580	Ford Credit	90.23	
10/05/17	8790	V	10017511	Ford Credit	390.80	
10/05/17	8790	V	10017590	Ford Credit	(390.80)	481.03
10/05/17	8791	V	10014430.09	Griffin Pest Solutions	4,900.00	4,900.00
10/05/17	8792	V	10014430.06	Haglund's Floor Covering	75.00	75.00
10/05/17	8793	V	10014170	H.A.A.S., Inc.	686.88	686.88
10/05/17	8794	V	10014430.01	Manistee Landfill	164.29	164.29
10/05/17	8795	V	10014190.5	McCardel Water Conditioning	39.00	39.00
10/05/17	8796		10014430.04	Michigan Dept. of Licensing & Regulatory Affairs	1,040.00	1,040.00
10/05/17	8797	V	10014190.3	Next IT	1,881.29	1,881.29
10/05/17	8798		10014190.5	PNC Bank	254.70	254.70
10/05/17	8799	V	10014190.4	Staples	277.33	277.33
10/05/17	8800	V	10014420	State Industrial Products	896.20	896.20
10/16/17	8801	V	10014430.01	Allied Waste Services	1,709.96	1,709.96
10/16/17	8802	V	10014185	AT & T	899.33	899.33
10/16/17	8803	V	10014185	AT & T Long Distance	97.25	97.25
10/16/17	8804	V	10014420	Blarney Castle Fleet Program	139.73	139.73
10/16/17	8805	V	10014430.11	Crystal Lock & Supply	164.00	164.00
10/16/17	8806		10014190.3	Digital River, Inc.	1,525.38	1,525.38
10/16/17	8807	V	10014420	Fastenal Company	1,214.13	1,214.13
10/16/17	8808		10011400	Gunberg's Appliances, Inc.	1,876.00	
10/16/17	8808		15161465	Gunberg's Appliances, Inc.	1,876.00	
10/16/17	8808		15169800	Gunberg's Appliances, Inc.	(1,876.00)	1,876.00
10/16/17	8809	V	10014420	HD Supply Facilities Mtce	283.99	283.99
10/16/17	8810	V	10014190.4	Jackpine Business Centers	222.00	222.00
10/16/17	8811	V	10014190.3	Kushner & Company	50.00	50.00

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

Date	Reference	T	Account	Description	Amount	Reference Total
10/16/17	8812		10014430.06	Manistee Cleaning Services	300.00	300.00
10/16/17	8813	V	10012119.2	Manistee Hsg Commission	432.00	432.00
10/16/17	8814		10014190.2	NCRC NAHRO	75.00	75.00
10/16/17	8815	V	10014190.3	The Nelrod Company	597.00	597.00
10/16/17	8816	V	10014190.5	The Pioneer Group	244.08	244.08
10/16/17	8817		10012114	██████████	58.00	58.00
10/16/17	8818		10012114	██████████	102.50	102.50
10/16/17	8819	V	10014420	Wahr Hardware	73.47	73.47
10/20/17	8820	V	10014510	AmTrust North America Inc	642.00	642.00
10/20/17	8821	V	10014430.02	Custom Sheet Metal & Heating	1,157.29	1,157.29
10/20/17	8822	V	10014330	DTE Energy	3,902.77	3,902.77
10/20/17	8823	V	10014430.09	Griffin Pest Solutions	2,990.00	2,990.00
10/20/17	8824	V	10014130	Mika Meyers Beckett & Jones PLC	916.71	916.71
10/20/17	8825	V	10014420	Olson Lumber Company	2,365.11	2,365.11
10/20/17	8826	V	10014190.2	PHADA	415.00	415.00
10/20/17	8827	V	10014190.5	The PI Company	235.35	235.35
10/20/17	8828	V	10014190.3	Pitney Bowes	404.40	404.40
10/20/17	8829	V	10014420	Sherwin-Williams Co.	406.75	406.75
10/20/17	8830	V	10014182	Sun Life Financial	392.57	
10/20/17	8830	V	10014433	Sun Life Financial	234.69	627.26
10/20/17	8831	V	10014182	VSP	142.44	
10/20/17	8831	V	10014433	VSP	121.44	263.88
10/20/17	8832	V	10014320	Consumers Energy	4,837.41	4,837.41
10/20/17	8833		10012114	██████████	433.00	433.00
10/31/17	MI078		10011111.2	Cash Disbursements	(55,034.87)	(55,034.87)
				Transaction Balance		<u>0.00</u>

Total Debits 57,301.67 Total Credits 57,301.67 A/C Hash Total 601136246.910
 Number of Transactions 59

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

Date	Reference	T	Account	Description	Amount	Reference Total
10/31/17	138		10011111.2	October Cash Receipts	57,405.07	
10/31/17	138		10011122	October TAR Collections	(48,094.07)	
10/31/17	138		10011122.1	October Bad Debt Collections	(950.44)	
10/31/17	138		10011129	Reimbursement - Priester	(992.07)	
10/31/17	138		10012114	October Security Deposit Collections	(1,480.00)	
10/31/17	138		10013690.4	Laundry Revenue	(906.81)	
10/31/17	138		10013690.6	Fraud Recovery - Wisniewski	(4,674.30)	
10/31/17	138		10014190.2	Reimbursement for Duplicate Dues - NAHRO	(307.38)	
10/31/17	139		10011111.2	Operating Subsidy	40,600.00	
10/31/17	139		10013401.2	Operating Subsidy	(40,600.00)	
10/31/17	140		10011111.2	Operating Subsidy (2016/2017)	657.00	
10/31/17	140		10013401.2	Operating Subsidy (2016/2017)	(657.00)	
10/31/17	141		10011111.2	NOW/Sweep Interest Income	57.13	
10/31/17	141		10011111.3	HRA Interest Income	0.47	
10/31/17	141		10011111.4	MM Savings Interest Income	4.01	
10/31/17	141		10013610	Interest Income	(61.61)	
				Transaction Balance		<u>0.00</u>
Total Debits				Total Credits		
	<u>98,723.68</u>			<u>98,723.68</u>	<u>A/C Hash Total</u>	<u>160194138.200</u>
Number of Transactions		16				

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Date	Reference	T	Account	Description	Amount	Reference Total
10/31/17	378		10011111.2	To record charges to tenants per Oct 2017 Statement of Operations.	(601.79)	
10/31/17	378		10011122	To record charges to tenants per Oct 2017 Statement of Operations.	49,225.65	
10/31/17	378		10013110	To record charges to tenants per Oct 2017 Statement of Operations.	(40,074.00)	
10/31/17	378		10013120	To record charges to tenants per Oct 2017 Statement of Operations.	(1,047.36)	
10/31/17	378		10013689	To record charges to tenants per Oct 2017 Statement of Operations.	(4,932.00)	
10/31/17	378		10013690	To record charges to tenants per Oct 2017 Statement of Operations.	(2,570.50)	
10/31/17	379		10011122	To record transfers of security deposits to A/R per Oct 2017 Statement of Operations.	(1,437.50)	
10/31/17	379		10012114	To record transfers of security deposits to A/R per Oct 2017 Statement of Operations.	1,437.50	
10/31/17	380		10011111.3	To record HRA transactions per Oct 2017 bank statement.	(201.24)	
10/31/17	380		10012117.12	To record HRA transactions per Oct 2017 bank statement.	201.24	
10/31/17	381		10011111.2	To record MERS contributions per Oct 2017 bank statement.	(2,163.36)	
10/31/17	381		10011701	To record MERS contributions per Oct 2017 bank statement.	886.00	
10/31/17	381		10012117.5	To record MERS contributions per Oct 2017 bank statement.	1,277.36	
10/31/17	382		10011111.2	To record October 2017 payroll transactions.	(20,826.04)	
10/31/17	382		10012117.12	To record October 2017 payroll transactions.	(380.00)	
10/31/17	382		10012117.13	To record October 2017 payroll transactions.	(180.00)	
10/31/17	382		10012117.4	To record October 2017 payroll transactions.	(1,478.60)	
10/31/17	382		10012117.5	To record October 2017 payroll transactions.	(1,270.76)	
10/31/17	382		10012117.6	To record October 2017 payroll transactions.	(3.00)	
10/31/17	382		10012117.9	To record October 2017 payroll transactions.	(125.61)	
10/31/17	382		10014110	To record October 2017 payroll transactions.	14,317.93	
10/31/17	382		10014182	To record October 2017 payroll transactions.	1,338.56	
10/31/17	382		10014190.3	To record October 2017 payroll transactions.	102.65	
10/31/17	382		10014410	To record October 2017 payroll transactions.	7,953.66	
10/31/17	382		10014433	To record October 2017 payroll transactions.	551.21	
10/31/17	383		10011111.2	To record SHWF debit for payment of health insurance per Oct 2017 bank statement.	(9,581.34)	
10/31/17	383		10012117.4	To record SHWF debit for payment of health insurance per Oct 2017 bank statement.	1,478.60	

Date	Reference	T	Account	Description	Amount	Reference Total
10/31/17	383		10014182	To record SHWF debit for payment of health insurance per Oct 2017 bank statement.	4,395.18	
10/31/17	383		10014433	To record SHWF debit for payment of health insurance per Oct 2017 bank statement.	3,707.56	
10/31/17	384		10011400	To reclassify expenses to the 2016 CFP per Executive Director.	17,766.00	
10/31/17	384		10011400.71	To reclassify expenses to the 2016 CFP per Executive Director.	(12,140.00)	
10/31/17	384		10011400.72	To reclassify expenses to the 2016 CFP per Executive Director.	(1,475.00)	
10/31/17	384		10011400.8	To reclassify expenses to the 2016 CFP per Executive Director.	(4,151.00)	
10/31/17	384		10014420	To reclassify expenses to the 2016 CFP per Executive Director.	(5,033.64)	
10/31/17	384		10014430.06	To reclassify expenses to the 2016 CFP per Executive Director.	(7,205.00)	
10/31/17	384		10014430.11	To reclassify expenses to the 2016 CFP per Executive Director.	(386.00)	
10/31/17	384		10017520	To reclassify expenses to the 2016 CFP per Executive Director.	(4,151.00)	
10/31/17	384		10017540	To reclassify expenses to the 2016 CFP per Executive Director.	(13,615.00)	
10/31/17	384		10017590	To reclassify expenses to the 2016 CFP per Executive Director.	17,766.00	
10/31/17	384		10164420	To reclassify expenses to the 2016 CFP per Executive Director.	5,033.64	
10/31/17	384		10164430.06	To reclassify expenses to the 2016 CFP per Executive Director.	7,205.00	
10/31/17	384		10164430.11	To reclassify expenses to the 2016 CFP per Executive Director.	386.00	
10/31/17	384		15161460	To reclassify expenses to the 2016 CFP per Executive Director.	12,140.00	
10/31/17	384		15161460.99	To reclassify expenses to the 2016 CFP per Executive Director.	12,624.64	
10/31/17	384		15161465	To reclassify expenses to the 2016 CFP per Executive Director.	4,151.00	
10/31/17	384		15161470	To reclassify expenses to the 2016 CFP per Executive Director.	1,475.00	
10/31/17	384		15169800	To reclassify expenses to the 2016 CFP per Executive Director.	(30,390.64)	
10/31/17	385		10014190.3	To reclassify CFP expenses.	(1,235.00)	
10/31/17	385		10164430.12	To reclassify CFP expenses.	(474.00)	
10/31/17	385		10174190.3	To reclassify CFP expenses.	1,235.00	
10/31/17	385		10174430.12	To reclassify CFP expenses.	474.00	
10/31/17	385		15161430	To reclassify CFP expenses.	6,515.00	
10/31/17	385		15161460.99	To reclassify CFP expenses.	(6,989.00)	
10/31/17	385		15169800	To reclassify CFP expenses.	474.00	
10/31/17	385		15171430	To reclassify CFP expenses.	1,709.00	
10/31/17	385		15179800	To reclassify CFP expenses.	(1,709.00)	
10/31/17	386		10011111.2	To record November checks that cleared the bank in October.	(12,163.10)	
10/31/17	386		10011690	To record November checks that cleared the bank in October.	12,163.10	
10/31/17	A1	S	10019998	To record unit months available.	214.00	
10/31/17	A1	S	10019999	To record unit months available.	(214.00)	
10/31/17	A2	S	10012137	To record estimated monthly PILOT		

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

Date	Reference	T	Account	Description	Amount	Reference Total
				expense.	(3,290.00)	
10/31/17	A2	S	10014520	To record estimated monthly PILOT expense.	3,290.00	
10/31/17	A3	S	10011400.95	To record estimated monthly depreciation expense.	(24,750.00)	
10/31/17	A3	S	10014800	To record estimated monthly depreciation expense.	24,750.00	
10/31/17	RT1	S	10019996	To record units leased.	194.00	
10/31/17	RT1	S	10019997	To record units leased.	(194.00)	
10/31/17	RT2	S	10011211	To record monthly insurance write off.	(6,578.08)	
10/31/17	RT2	S	10014510	To record monthly insurance write off.	6,578.08	
				Transaction Balance		<u>0.00</u>
Total Debits				Total Credits		A/C Hash Total
					<u>223,016.56</u>	<u>223,016.56</u>
						<u>733367221.610</u>
Number of Transactions		68				

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**Manistee Housing Commission
Payroll Vendor Disbursements Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
10/04/17	13187		10011690	See JE 382	0.00	
10/04/17	13188	V	10011111.3	CMHC - West Shore FSA	190.00	190.00
10/04/17	13189	V	10012117.6	United Steel Workers	3.00	3.00
10/04/17	13190	V	10012117.9	United Steel Workers	63.89	63.89
10/18/17	13191	V	10011111.3	CMHC - West Shore FSA	190.00	190.00
10/18/17	13192	V	10012117.9	United Steel Workers	61.72	61.72
10/31/17	MI078		10011111.2	Cash Disbursements	(508.61)	(508.61)
					Transaction Balance	<u>0.00</u>
Total Debits				Total Credits	<u>508.61</u>	A/C Hash Total <u>70081377.200</u>
					<u>508.61</u>	
Number of Transactions		7				

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**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10011111.2 NOW Account				236,270.39		
10/31/17	138		October Cash Receipts		57,405.07	
10/31/17	139		Operating Subsidy		40,600.00	
10/31/17	140		Operating Subsidy (2016/2017)		657.00	
10/31/17	141		NOW/Sweep Interest Income		57.13	
10/31/17	378		To record charges to tenants per Oct 2017 Statement of Operations.		(601.79)	
10/31/17	381		To record MERS contributions per Oct 2017 bank statement.		(2,163.36)	
10/31/17	382		To record October 2017 payroll transactions.		(20,826.04)	
10/31/17	383		To record SHWF debit for payment of health insurance per Oct 2017 bank statement.		(9,581.34)	
10/31/17	386		To record November checks that cleared the bank in October.		(12,163.10)	
10/31/17	MI078		Cash Disbursements		(55,034.87)	
10/31/17	MI078		Cash Disbursements		(508.61)	
					<u>(2,159.91)</u>	<u>234,110.48</u>
10011111.3 HRA Account				10,883.43		
10/31/17	141		HRA Interest Income		0.47	
10/31/17	380		To record HRA transactions per Oct 2017 bank statement.		(201.24)	
10/04/17	13188	V	CMHC - West Shore FSA		190.00	
10/18/17	13191	V	CMHC - West Shore FSA		190.00	
					<u>179.23</u>	<u>11,062.66</u>
10011111.4 Money Market Savings				48,753.60		
10/31/17	141		MM Savings Interest Income		4.01	
					<u>4.01</u>	<u>48,757.61</u>
10011117 Petty Cash Fund				250.00		
					<u>0.00</u>	<u>250.00</u>
10011118 Change Fund				50.00		
					<u>0.00</u>	<u>50.00</u>
10011122 Tenants Accounts Receivable				20,389.69		
10/31/17	138		October TAR Collections		(48,094.07)	
10/31/17	378		To record charges to tenants per Oct 2017 Statement of Operations.		49,225.65	
10/31/17	379		To record transfers of security deposits to A/R per Oct 2017 Statement of Operations.		(1,437.50)	
					<u>(305.92)</u>	<u>20,083.77</u>
10011122.1 Allowance for Doubtful Accounts				(5,071.87)		
10/31/17	138		October Bad Debt Collections		(950.44)	
					<u>(950.44)</u>	<u>(6,022.31)</u>
10011129 Accounts Receivable-Other				1,000.07		
10/31/17	138		Reimbursement - Priester		(992.07)	
					<u>(992.07)</u>	<u>8.00</u>
10011211 Prepaid Insurance				20,554.01		
10/31/17	RT2	S	To record monthly insurance write off.		(6,578.08)	
					<u>(6,578.08)</u>	<u>13,975.93</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10011400		Construction in Progress-CFP	23,813.11		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		17,766.00	
10/16/17	8808		Gunberg's Appliances, Inc.		1,876.00	
					<u>19,642.00</u>	<u>43,455.11</u>
	10011400.6		Land	360,271.62		
					<u>0.00</u>	<u>360,271.62</u>
	10011400.61		Land Improvements	89,807.07		
					<u>0.00</u>	<u>89,807.07</u>
	10011400.7		Buildings	4,657,515.77		
					<u>0.00</u>	<u>4,657,515.77</u>
	10011400.71		Building Improvements	5,370,234.21		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		(12,140.00)	
					<u>(12,140.00)</u>	<u>5,358,094.21</u>
	10011400.72		Non-dwelling Structures	8,525.00		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		(1,475.00)	
					<u>(1,475.00)</u>	<u>7,050.00</u>
	10011400.8		Furn., Equip., Mach.-Dwellings	258,839.30		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		(4,151.00)	
					<u>(4,151.00)</u>	<u>254,688.30</u>
	10011400.9		Furn., Equip., Mach.-Admin	561,955.72		
					<u>0.00</u>	<u>561,955.72</u>
	10011400.95		Accumulated Depreciation-ALL	(8,395,467.45)		
10/31/17	A3 S		To record estimated monthly depreciation expense.		(24,750.00)	
					<u>(24,750.00)</u>	<u>(8,420,217.45)</u>
	10011690		Undistributed Debits	0.00		
10/31/17	386		To record November checks that cleared the bank in October.		12,163.10	
10/04/17	13187		See JE 382		0.00	
					<u>12,163.10</u>	<u>12,163.10</u>
	10011701		Deferred Outflows	44,990.96		
10/31/17	381		To record MERS contributions per Oct 2017 bank statement.		886.00	
					<u>886.00</u>	<u>45,876.96</u>
	10012111		Vendors and Contractors	(30,009.32)		
					<u>0.00</u>	<u>(30,009.32)</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10012114 Tenant Security Deposits				(44,715.00)		
10/31/17	138		October Security Deposit Collections		(1,480.00)	
10/31/17	379		To record transfers of security deposits to A/R per Oct 2017 Statement of Operations.		1,437.50	
10/16/17	8817		██████████		58.00	
10/16/17	8818		██████████		102.50	
10/20/17	8833		██████████		433.00	
					<u>551.00</u>	<u>(44,164.00)</u>
10012117.12 FSA Withheld				(1,188.62)		
10/31/17	380		To record HRA transactions per Oct 2017 bank statement.		201.24	
10/31/17	382		To record October 2017 payroll transactions.		(380.00)	
					<u>(178.76)</u>	<u>(1,367.38)</u>
10012117.13 MERS HCSP Withheld				0.00		
10/31/17	382		To record October 2017 payroll transactions.		(180.00)	
					<u>(180.00)</u>	<u>(180.00)</u>
10012117.4 125 Medical Withheld				0.00		
10/31/17	382		To record October 2017 payroll transactions.		(1,478.60)	
10/31/17	383		To record SHWF debit for payment of health insurance per Oct 2017 bank statement.		1,478.60	
					<u>0.00</u>	<u>0.00</u>
10012117.5 Pension Withheld				(1,277.36)		
10/31/17	381		To record MERS contributions per Oct 2017 bank statement.		1,277.36	
10/31/17	382		To record October 2017 payroll transactions.		(1,270.76)	
					<u>6.60</u>	<u>(1,270.76)</u>
10012117.6 PAC Withheld				0.00		
10/31/17	382		To record October 2017 payroll transactions.		(3.00)	
10/04/17	13189	V	United Steel Workers		3.00	
					<u>0.00</u>	<u>0.00</u>
10012117.9 Union Dues Withheld				0.00		
10/31/17	382		To record October 2017 payroll transactions.		(125.61)	
10/04/17	13190	V	United Steel Workers		63.89	
10/18/17	13192	V	United Steel Workers		61.72	
					<u>0.00</u>	<u>0.00</u>
10012119 Accounts Payable - Other				(301.16)		
					<u>0.00</u>	<u>(301.16)</u>
10012119.2 Interfund Payble - DVG				(1,367.90)		
10/16/17	8813	V	Manistee Hsg Commission		432.00	
					<u>432.00</u>	<u>(935.90)</u>
10012131 EPC Loan - Current				(5,700.06)		
					<u>0.00</u>	<u>(5,700.06)</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10012132		EPC Loan - Noncurrent	(1,101,127.74)	0.00	(1,101,127.74)
10/05/17	10012133	8790 V	Capital Lease - 2016 F250 - Current Ford Credit	(1,178.21)	390.80	(787.41)
	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)
10/31/17	10012137	A2 S	Payments in Lieu of Taxes To record estimated monthly PILOT expense.	(29,610.00)	(3,290.00)	(32,900.00)
	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
10/31/17	10013110	378	Dwelling Rental Revenue To record charges to tenants per Oct 2017 Statement of Operations.	(359,681.00)	(40,074.00)	(399,755.00)
10/31/17	10013120	378	Tenant Revenue - Excess Utilities To record charges to tenants per Oct 2017 Statement of Operations.	(6,142.59)	(1,047.36)	(7,189.95)

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10013401.1		Operating Grants	(42,399.00)		
					<u>0.00</u>	<u>(42,399.00)</u>
	10013401.2		Operating Subsidy	(366,976.00)		
10/31/17	139		Operating Subsidy		(40,600.00)	
10/31/17	140		Operating Subsidy (2016/2017)		(657.00)	
					<u>(41,257.00)</u>	<u>(408,233.00)</u>
	10013610		Interest Income	(593.33)		
10/31/17	141		Interest Income		(61.61)	
					<u>(61.61)</u>	<u>(654.94)</u>
	10013689		Tenant Revenue - Cable TV	(43,109.35)		
10/31/17	378		To record charges to tenants per Oct 2017 Statement of Operations.		(4,932.00)	
					<u>(4,932.00)</u>	<u>(48,041.35)</u>
	10013690		Tenant Revenue - Other	(28,623.74)		
10/31/17	378		To record charges to tenants per Oct 2017 Statement of Operations.		(2,570.50)	
					<u>(2,570.50)</u>	<u>(31,194.24)</u>
	10013690.1		Other Revenue	(50.75)		
					<u>0.00</u>	<u>(50.75)</u>
	10013690.2		Gain/Loss-Sale of Fixed Assets	1,041.79		
					<u>0.00</u>	<u>1,041.79</u>
	10013690.4		Laundry Revenue	(8,375.63)		
10/31/17	138		Laundry Revenue		(906.81)	
					<u>(906.81)</u>	<u>(9,282.44)</u>
	10013690.6		Fraud Recovery Revenue	0.00		
10/31/17	138		Fraud Recovery - Wisniewski		(4,674.30)	
					<u>(4,674.30)</u>	<u>(4,674.30)</u>
	10013690.7		Management Fee - DVG	(10,000.00)		
					<u>0.00</u>	<u>(10,000.00)</u>
	10014110		Administrative Wages	130,346.14		
10/31/17	382		To record October 2017 payroll transactions.		14,317.93	
					<u>14,317.93</u>	<u>144,664.07</u>
	10014130		Legal Expense	14,523.95		
10/20/17	8824	V	Mika Meyers Beckett & Jones PLC		916.71	
					<u>916.71</u>	<u>15,440.66</u>
	10014150		Travel Expense	4,286.67		

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014150 Travel Expense (cont.)					0.00	4,286.67
10014170 Accounting Fees				6,924.42		
10/05/17	8793	V	H.A.A.S., Inc.		686.88	
					686.88	7,611.30
10014182 Employee Benefits - Admin				57,595.56		
10/31/17	382		To record October 2017 payroll transactions.		1,338.56	
10/31/17	383		To record SHWF debit for payment of health insurance per Oct 2017 bank statement.		4,395.18	
10/20/17	8830	V	Sun Life Financial		392.57	
10/20/17	8831	V	VSP		142.44	
					6,268.75	63,864.31
10014185 Telephone				17,957.70		
10/05/17	8784	V	AT & T Mobility		960.54	
10/05/17	8786	V	Charter Business		123.19	
10/16/17	8802	V	AT & T		899.33	
10/16/17	8803	V	AT & T Long Distance		97.25	
					2,080.31	20,038.01
10014190.1 Publications				1,444.00		
					0.00	1,444.00
10014190.2 Membership Dues and Fees				1,538.76		
10/31/17	138		Reimbursement for Duplicate Dues - NAHRO		(307.38)	
10/16/17	8814		NCRC NAHRO		75.00	
10/20/17	8826	V	PHADA		415.00	
					182.62	1,721.38
10014190.3 Admin Service Contracts				44,744.31		
10/31/17	382		To record October 2017 payroll transactions.		102.65	
10/31/17	385		To reclassify CFP expenses.		(1,235.00)	
10/05/17	8785	V	CDM Mobile Shredding, Inc		45.00	
10/05/17	8797	V	Next IT		1,881.29	
10/16/17	8806		Digital River, Inc.		1,525.38	
10/16/17	8811	V	Kushner & Company		50.00	
10/16/17	8815	V	The Nelrod Company		597.00	
10/20/17	8828	V	Pitney Bowes		404.40	
					3,370.72	48,115.03
10014190.4 Office Supplies				5,823.98		
10/05/17	8799	V	Staples		277.33	
10/16/17	8810	V	Jackpine Business Centers		222.00	
					499.33	6,323.31
10014190.5 Other Sundry-Misc.				13,623.51		
10/05/17	8795	V	McCardel Water Conditioning		39.00	
10/05/17	8798		PNC Bank		254.70	
10/16/17	8816	V	The Pioneer Group		244.08	
10/20/17	8827	V	The PI Company		235.35	

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014190.5 Other Sundry-Misc. (cont.)					<u>773.13</u>	<u>14,396.64</u>
	10014221		Resident Employee Stipend	7,246.99	<u>0.00</u>	<u>7,246.99</u>
	10014230		Contract Costs-Cable & Other	49,076.64		
10/05/17	8786	V	Charter Business		<u>5,482.11</u>	
					<u>5,482.11</u>	<u>54,558.75</u>
	10014310		Water & Sewer	44,561.57		
10/05/17	8787	V	City of Manistee		<u>4,800.86</u>	
					<u>4,800.86</u>	<u>49,362.43</u>
	10014320		Electricity	77,755.22		
10/05/17	8788	V	Consumers Energy		2,057.50	
10/20/17	8832	V	Consumers Energy		<u>4,837.41</u>	
					<u>6,894.91</u>	<u>84,650.13</u>
	10014330		Gas	19,477.56		
10/20/17	8822	V	DTE Energy		<u>3,902.77</u>	
					<u>3,902.77</u>	<u>23,380.33</u>
	10014410		Maintenance Wages	77,764.71		
10/31/17	382		To record October 2017 payroll transactions.		<u>7,953.66</u>	
					<u>7,953.66</u>	<u>85,718.37</u>
	10014420		Materials	35,972.55		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		(5,033.64)	
10/05/17	8800	V	State Industrial Products		896.20	
10/16/17	8804	V	Blarney Castle Fleet Program		139.73	
10/16/17	8807	V	Fastenal Company		1,214.13	
10/16/17	8809	V	HD Supply Facilities Mtce		283.99	
10/16/17	8819	V	Wahr Hardware		73.47	
10/20/17	8825	V	Olson Lumber Company		2,365.11	
10/20/17	8829	V	Sherwin-Williams Co.		<u>406.75</u>	
					<u>345.74</u>	<u>36,318.29</u>
	10014430.01		Garbage Removal	14,426.84		
10/05/17	8794	V	Manistee Landfill		164.29	
10/16/17	8801	V	Allied Waste Services		<u>1,709.96</u>	
					<u>1,874.25</u>	<u>16,301.09</u>
	10014430.02		Heating & Cooling Contracts	12,228.13		
10/05/17	8789	V	Custom Sheet Metal & Heating		1,209.20	
10/20/17	8821	V	Custom Sheet Metal & Heating		<u>1,157.29</u>	
					<u>2,366.49</u>	<u>14,594.62</u>
	10014430.04		Elevator Contracts	13,696.85		

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014430.04 Elevator Contracts (cont.)						
10/05/17	8796		Michigan Dept. of Licensing & Regulatory Affairs		1,040.00	
					<u>1,040.00</u>	<u>14,736.85</u>
10014430.05 Landscape & Grounds Contracts				350.00		
					<u>0.00</u>	<u>350.00</u>
10014430.06 Unit Turnaround Contracts				15,144.00		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		(7,205.00)	
10/05/17	8792	V	Haglund's Floor Covering		75.00	
10/16/17	8812		Manistee Cleaning Services		300.00	
					<u>(6,830.00)</u>	<u>8,314.00</u>
10014430.07 Electrical Contracts				1,457.42		
					<u>0.00</u>	<u>1,457.42</u>
10014430.08 Plumbing Contracts				850.00		
					<u>0.00</u>	<u>850.00</u>
10014430.09 Extermination Contracts				23,743.00		
10/05/17	8791	V	Griffin Pest Solutions		4,900.00	
10/20/17	8823	V	Griffin Pest Solutions		2,990.00	
					<u>7,890.00</u>	<u>31,633.00</u>
10014430.11 Routine Maintenance Contracts				3,329.86		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		(386.00)	
10/16/17	8805	V	Crystal Lock & Supply		164.00	
					<u>(222.00)</u>	<u>3,107.86</u>
10014430.12 Miscellaneous Contracts				9,556.54		
					<u>0.00</u>	<u>9,556.54</u>
10014433 Employee Benefits - Maint.				52,281.03		
10/31/17	382		To record October 2017 payroll transactions.		551.21	
10/31/17	383		To record SHWF debit for payment of health insurance per Oct 2017 bank statement.		3,707.56	
10/20/17	8830	V	Sun Life Financial		234.69	
10/20/17	8831	V	VSP		121.44	
					<u>4,614.90</u>	<u>56,895.93</u>
10014441 Staff Travel-Maintenance				35.64		
					<u>0.00</u>	<u>35.64</u>
10014510 Insurance				59,947.55		
10/20/17	8820	V	AmTrust North America Inc		642.00	
10/31/17	RT2	S	To record monthly insurance write off.		6,578.08	
					<u>7,220.08</u>	<u>67,167.63</u>

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10014520		Payment in Lieu of Taxes	29,610.00		
10/31/17	A2	S	To record estimated monthly PILOT expense.		3,290.00	
					<u>3,290.00</u>	<u>32,900.00</u>
	10014570		Collection Losses	9,964.63		
					<u>0.00</u>	<u>9,964.63</u>
	10014580		Interest Expense	60,678.44		
10/05/17	8790	V	Ford Credit		90.23	
					<u>90.23</u>	<u>60,768.67</u>
	10014800		Depreciation - Current Year	222,750.00		
10/31/17	A3	S	To record estimated monthly depreciation expense.		24,750.00	
					<u>24,750.00</u>	<u>247,500.00</u>
	10016010		Prior Year Adj. - Affecting RR	1,009.75		
					<u>0.00</u>	<u>1,009.75</u>
	10017510		Principal Payments - EPC	25,544.67		
					<u>0.00</u>	<u>25,544.67</u>
	10017511		Principal Payments - F150	3,431.54		
10/05/17	8790	V	Ford Credit		390.80	
					<u>390.80</u>	<u>3,822.34</u>
	10017520		Replacement of Equipment	8,986.60		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		(4,151.00)	
					<u>(4,151.00)</u>	<u>4,835.60</u>
	10017530		Cash Proceeds-Sale of Equipment	(487.00)		
					<u>0.00</u>	<u>(487.00)</u>
	10017540		Betterments and Additions	23,731.90		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		(13,615.00)	
					<u>(13,615.00)</u>	<u>10,116.90</u>
	10017590		Operating Expenditures-Contra	(61,207.71)		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		17,766.00	
10/05/17	8790	V	Ford Credit		(390.80)	
					<u>17,375.20</u>	<u>(43,832.51)</u>
	10019996		Unit Months Leased	1,757.00		
10/31/17	RT1	S	To record units leased.		194.00	
					<u>194.00</u>	<u>1,951.00</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10019997		Unit Months Leased - Contra	(1,757.00)		
10/31/17	RT1	S	To record units leased.		(194.00)	
					<u>(194.00)</u>	<u>(1,951.00)</u>
	10019998		Unit Months Available	1,926.00		
10/31/17	A1	S	To record unit months available.		214.00	
					<u>214.00</u>	<u>2,140.00</u>
	10019999		Unit Months Available - Contra	(1,926.00)		
10/31/17	A1	S	To record unit months available.		(214.00)	
					<u>(214.00)</u>	<u>(2,140.00)</u>
	10163401.1		Operating Grants	(15,354.01)		
					<u>0.00</u>	<u>(15,354.01)</u>
	10163401.3		Capital Grants	(22,521.00)		
					<u>0.00</u>	<u>(22,521.00)</u>
	10164150		Travel Expense	1,313.81		
					<u>0.00</u>	<u>1,313.81</u>
	10164190.3		Administrative Service Contracts	4,322.76		
					<u>0.00</u>	<u>4,322.76</u>
	10164420		Materials	0.00		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		5,033.64	
					<u>5,033.64</u>	<u>5,033.64</u>
	10164430.06		Unit Turnaround Contracts	0.00		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		7,205.00	
					<u>7,205.00</u>	<u>7,205.00</u>
	10164430.11		Routine Maintenance Contracts	0.00		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		386.00	
					<u>386.00</u>	<u>386.00</u>
	10164430.12		Miscellaneous Contract Costs	16,706.44		
10/31/17	385		To reclassify CFP expenses.		(474.00)	
					<u>(474.00)</u>	<u>16,232.44</u>
	10173401.1		Operating Grants	(205.30)		
					<u>0.00</u>	<u>(205.30)</u>
	10173401.3		Capital Grants	(1,292.11)		
					<u>0.00</u>	<u>(1,292.11)</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10174190.3		Administrative Service Contracts	205.30		
10/31/17	385		To reclassify CFP expenses.		1,235.00	
					<u>1,235.00</u>	<u>1,440.30</u>
	10174430.12		Miscellaneous Contracts	0.00		
10/31/17	385		To reclassify CFP expenses.		474.00	
					<u>474.00</u>	<u>474.00</u>
	15161406		Operations	29,680.00		
					<u>0.00</u>	<u>29,680.00</u>
	15161408		Management Improvements	21,200.00		
					<u>0.00</u>	<u>21,200.00</u>
	15161410		Administration	21,200.00		
					<u>0.00</u>	<u>21,200.00</u>
	15161430		A & E Fees	8,485.11		
10/31/17	385		To reclassify CFP expenses.		6,515.00	
					<u>6,515.00</u>	<u>15,000.11</u>
	15161460		Dwelling Structures	33,793.34		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		12,140.00	
					<u>12,140.00</u>	<u>45,933.34</u>
	15161460.99		Dwelling Structures - Soft Costs	21,518.86		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		12,624.64	
10/31/17	385		To reclassify CFP expenses.		(6,989.00)	
					<u>5,635.64</u>	<u>27,154.50</u>
	15161465		Dwelling Equipment	0.00		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		4,151.00	
10/16/17	8808		Gunberg's Appliances, Inc.		1,876.00	
					<u>6,027.00</u>	<u>6,027.00</u>
	15161470		Nondwelling Structures	0.00		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		1,475.00	
					<u>1,475.00</u>	<u>1,475.00</u>
	15161475		Non-dwelling Equipment	15,000.00		
					<u>0.00</u>	<u>15,000.00</u>
	15161600		CFP Funding	143,888.31		
					<u>0.00</u>	<u>143,888.31</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
15161699 CFP Funding - Contra				(143,888.31)	<u>0.00</u>	<u>(143,888.31)</u>
15169800 CFP Cost - Contra				(150,877.31)		
10/31/17	384		To reclassify expenses to the 2016 CFP per Executive Director.		(30,390.64)	
10/31/17	385		To reclassify CFP expenses.		474.00	
10/16/17	8808		Gunberg's Appliances, Inc.		<u>(1,876.00)</u>	
					<u>(31,792.64)</u>	<u>(182,669.95)</u>
15171406 Operations				42,399.00	<u>0.00</u>	<u>42,399.00</u>
15171408 Management Improvements				1,497.41	<u>0.00</u>	<u>1,497.41</u>
15171430 A & E Fees				0.00		
10/31/17	385		To reclassify CFP expenses.		<u>1,709.00</u>	
					<u>1,709.00</u>	<u>1,709.00</u>
15171600 CFP Funding				43,896.41	<u>0.00</u>	<u>43,896.41</u>
15171699 CFP Funding - Contra				(43,896.41)	<u>0.00</u>	<u>(43,896.41)</u>
15179800 CFP Cost - Contra				(43,896.41)		
10/31/17	385		To reclassify CFP expenses.		<u>(1,709.00)</u>	
					<u>(1,709.00)</u>	<u>(45,605.41)</u>
Current Profit/(Loss)			YTD Profit/(Loss)			
		<u>(22,896.44)</u>		<u>(282,886.65)</u>		
Number of Transactions		150	The General Ledger is in balance			<u>0.00</u>

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**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number: 851620
Statement Ending date: 10/31/17
Checkbook Name: Public Housing Checking

General Ledger

Balance per General Ledger (Account 10011111.2) at 10/01/17	236,270.39
Activity for the month:	
Total Debits (Deposits and Credit Memos)	98,719.20
Total Credits (Checks and Debit Memos)	<u>-100,879.11</u>
Unreconciled General Ledger Balance at 10/31/17	<u>234,110.48</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 10/31/17	<u><u>234,110.48</u></u>

Bank

Balance per Bank Statement at 10/31/17	242,084.91
Total Additions (Deposits and Credit Memos in transit)	440.00
Total Subtractions (Checks and Debit Memos in transit)	-8,414.43
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 10/31/17	<u><u>234,110.48</u></u>

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**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 10/01/17
Statement Ending date: 10/31/17
Checkbook Name: Public Housing Checking

Statement Summary

Beginning Balance				214,572.91
Deposits and Credit Memos				
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
139	10/31/17	10013401.2	Operating Subsidy	40,600.00
140	10/31/17	10013401.2	Operating Subsidy (2016/2017)	657.00
141	10/31/17	10011111.3	NOW/Sweep Interest Income	57.13
138	10/31/17	10011122	October Cash Receipts	56,965.07
			Total	<u>143,540.61</u>

Checks and Debit Memos

378	10/31/17	10011122	To record charges to tenants per Oct 2017 Statement of Operations.	(601.79)
381	10/31/17	10011701	To record MERS contributions per Oct 2017 bank statement.	(2,163.36)
382	10/31/17	10014110	To record October 2017 payroll transactions.	(20,826.04)
383	10/31/17	10012117.4	To record SHWF debit for payment of health insurance per Oct 201	(9,581.34)
386	10/31/17	10011690	To record November checks that cleared the bank in October.	(12,163.10)
8561	06/13/17	10014190.2	NAHRO	(307.38)
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	██████████	(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	██████████	(100.00)
8779	09/27/17	10014221	██████████	(100.00)
8780	09/27/17	10014221	██████████	(50.00)
8781	09/27/17	10014221	██████████	(200.00)
8782	09/27/17	10012117.13	Alerus Retirement Solutions	(20.00)
8783	09/27/17	10012117.13	Alerus Retirement Solutions	(140.00)
8784	10/05/17	10014185	AT & T Mobility	(960.54)
8785	10/05/17	10014190.3	CDM Mobile Shredding, Inc	(45.00)
8786	10/05/17	10014230	Charter Business	(5,605.30)
8787	10/05/17	10014310	City of Manistee	(4,800.86)
8788	10/05/17	10014320	Consumers Energy	(2,057.50)
8789	10/05/17	10014430.02	Custom Sheet Metal & Heating	(1,209.20)
8790	10/05/17	10012133	Ford Credit	(481.03)
8791	10/05/17	10014430.09	Griffin Pest Solutions	(4,900.00)
8792	10/05/17	10014430.06	Haglund's Floor Covering	(75.00)
8793	10/05/17	10014170	H.A.A.S., Inc.	(686.88)
8794	10/05/17	10014430.01	Manistee Landfill	(164.29)
8795	10/05/17	10014190.5	McCardel Water Conditioning	(39.00)
8796	10/05/17	10014430.04	Michigan Dept. of Licensing & Regulatory Affairs	(1,040.00)
8797	10/05/17	10014190.3	Next IT	(1,881.29)
8798	10/05/17	10014190.5	PNC Bank	(254.70)
8799	10/05/17	10014190.4	Staples	(277.33)
8800	10/05/17	10014420	State Industrial Products	(896.20)
8801	10/16/17	10014430.01	Allied Waste Services	(1,709.96)
8802	10/16/17	10014185	AT & T	(899.33)
8803	10/16/17	10014185	AT & T Long Distance	(97.25)
8804	10/16/17	10014420	Blarney Castle Fleet Program	(139.73)
8805	10/16/17	10014430.11	Crystal Lock & Supply	(164.00)

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 10/01/17
Statement Ending date: 10/31/17
Checkbook Name: Public Housing Checking

8806	10/16/17	10014190.3	Digital River, Inc.	(1,525.38)
8807	10/16/17	10014420	Fastenal Company	(1,214.13)
8808	10/16/17	10011400	Gunberg's Appliances, Inc.	(1,876.00)
8809	10/16/17	10014420	HD Supply Facilities Mtce	(283.99)
8810	10/16/17	10014190.4	Jackpine Business Centers	(222.00)
8811	10/16/17	10014190.3	Kushner & Company	(50.00)
8812	10/16/17	10014430.06	Manistee Cleaning Services	(300.00)
8813	10/16/17	10012119.2	Manistee Hsg Commission	(432.00)
8815	10/16/17	10014190.3	The Nelrod Company	(597.00)
8816	10/16/17	10014190.5	The Pioneer Group	(244.08)
8817	10/16/17	10012114	██████████	(58.00)
8818	10/16/17	10012114	██████████	(102.50)
8819	10/16/17	10014420	Wahr Hardware	(73.47)
8820	10/20/17	10014510	AmTrust North America Inc	(642.00)
8821	10/20/17	10014430.02	Custom Sheet Metal & Heating	(1,157.29)
8823	10/20/17	10014430.09	Griffin Pest Solutions	(2,990.00)
8825	10/20/17	10014420	Olson Lumber Company	(2,365.11)
8831	10/20/17	10014182	VSP	(263.88)
8832	10/20/17	10014320	Consumers Energy	(4,837.41)
8833	10/20/17	10012114	██████████	(433.00)
13184	09/06/17	10012117.9	United Steel Workers	(63.88)
13185	09/20/17	10011111.3	CMHC - West Shore FSA	(190.00)
13186	09/20/17	10012117.9	United Steel Workers	(66.83)
13188	10/04/17	10011111.3	CMHC - West Shore FSA	(190.00)
			Total	<u>(116,028.61)</u>

Ending Balance 242,084.91

Bank Summary

Ending Bank Balance 242,084.91

Deposits and Credit Memos in transit

138	10/31/17	10011122	October Cash Receipts	440.00
			Total	<u>440.00</u>

Checks and Debit Memos in transit

8056	11/02/16	10012114	██████████	202.00
8075	11/02/16	10012114	██████████	84.00
8386	04/03/17	10012114	██████████	4.50
8491	05/11/17	10014430.11	Northern Fire & Safety	469.00
8509	06/01/17	10012114	██████████	183.08
8611	07/20/17	10012114	██████████	76.00
8625	07/20/17	10012114	██████████	91.00
8814	10/16/17	10014190.2	NCRC NAHRO	75.00
8822	10/20/17	10014330	DTE Energy	3,902.77
8824	10/20/17	10014130	Mika Meyers Beckett & Jones PLC	916.71
8826	10/20/17	10014190.2	PHADA	415.00
8827	10/20/17	10014190.5	The PI Company	235.35
8828	10/20/17	10014190.3	Pitney Bowes	404.40
8829	10/20/17	10014420	Sherwin-Williams Co.	406.75
8830	10/20/17	10014182	Sun Life Financial	627.26
13150	03/08/17	10012117.6	United Steel Workers	3.00
13189	10/04/17	10012117.6	United Steel Workers	3.00
13190	10/04/17	10012117.9	United Steel Workers	63.89
13191	10/18/17	10011111.3	CMHC - West Shore FSA	190.00
13192	10/18/17	10012117.9	United Steel Workers	61.72
			Total	<u><u>(8,414.43)</u></u>

Ending Balance 234,110.48

Book Summary

G/L account: 10011111.2
G/L journal: Journal Entry - PH
G/L period: 10/31/17

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 10/01/17
Statement Ending date: 10/31/17
Checkbook Name: Public Housing Checking

Total Adjustments:

0.00

Ending Balance

234,110.48

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**Manistee Housing Commission
Bank Reconciliation Transmittal**

1334
Page 1

Account Number:
Statement Ending date: 10/31/17
Checkbook Name: HRA Account

General Ledger

Balance per General Ledger (Account 10011111.3) at 10/01/17	10,883.43
Activity for the month:	
Total Debits (Deposits and Credit Memos)	380.47
Total Credits (Checks and Debit Memos)	<u>-201.24</u>
Unreconciled General Ledger Balance at 10/31/17	<u>11,062.66</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 10/31/17	<u><u>11,062.66</u></u>

Bank

Balance per Bank Statement at 10/31/17	10,872.66
Total Additions (Deposits and Credit Memos in transit)	190.00
Total Subtractions (Checks and Debit Memos in transit)	-0.00
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 10/31/17	<u><u>11,062.66</u></u>

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**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 10/01/17
Statement Ending date: 10/31/17
Checkbook Name: HRA Account

Statement Summary

Beginning Balance				10,693.43
Deposits and Credit Memos				
13185	09/20/17		CMHC - West Shore FSA	190.00
13188	10/04/17		CMHC - West Shore FSA	190.00
141	10/31/17	10011111.2	NOW/Sweep Interest Income	0.47
			Total	<u>380.47</u>
Checks and Debit Memos				
380	10/31/17	10012117.12	To record HRA transactions per Oct 2017 bank statement.	(201.24)
			Total	<u>(201.24)</u>
Ending Balance				<u><u>10,872.66</u></u>

Bank Summary

Ending Bank Balance				10,872.66
Deposits and Credit Memos in transit				
13191	10/18/17		CMHC - West Shore FSA	190.00
			Total	<u>190.00</u>
Ending Balance				<u><u>11,062.66</u></u>

Book Summary

G/L account: 10011111.3				
G/L journal: Journal Entry - PH				
G/L period: 10/31/17				
			Total Adjustments:	<u>0.00</u>
Ending Balance				<u><u>11,062.66</u></u>

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**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number: 558567
Statement Ending date: 10/31/17
Checkbook Name: Money Market Savings

General Ledger

Balance per General Ledger (Account 10011111.4) at 10/01/17	48,753.60
Activity for the month:	
Total Debits (Deposits and Credit Memos)	4.01
Total Credits (Checks and Debit Memos)	-0.00
Unreconciled General Ledger Balance at 10/31/17	<u>48,757.61</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 10/31/17	<u><u>48,757.61</u></u>

Bank

Balance per Bank Statement at 10/31/17	48,757.61
Total Additions (Deposits and Credit Memos in transit)	0.00
Total Subtractions (Checks and Debit Memos in transit)	-0.00
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 10/31/17	<u><u>48,757.61</u></u>

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**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 10/01/17
Statement Ending date: 10/31/17
Checkbook Name: Money Market Savings

Statement Summary

Beginning Balance		48,753.60
Deposits and Credit Memos		
141	10/31/17	10011111.2 NOW/Sweep Interest Income
		Total
		<u>4.01</u>
		<u>4.01</u>
Ending Balance		<u><u>48,757.61</u></u>

Bank Summary

Ending Bank Balance		<u>48,757.61</u>
Ending Balance		<u><u>48,757.61</u></u>

Book Summary

G/L account: 10011111.4
G/L journal: Journal Entry - PH
G/L period: 10/31/17

Total Adjustments: 0.00

Ending Balance 48,757.61

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

	1 Month Ended October 31, 2017	1 Month Ended October 31, 2016	10 Months Ended October 31, 2017	10 Months Ended October 31, 2016
Operating Income				
3110 - Dwelling Rental Revenue	\$ 40,074.00	\$ 42,491.00	\$ 399,755.00	\$ 440,337.00
3120 - Tenant Revenue - Excess Utiliti	1,047.36	595.41	7,189.95	7,476.00
3401.1 - Operating Grants	0.00	0.00	42,399.00	29,680.00
3401.2 - Operating Subsidy	41,257.00	39,275.00	408,233.00	396,153.00
3610 - Interest Income	61.61	83.61	654.94	920.63
3689 - Tenant Revenue - Cable TV	4,932.00	4,811.00	48,041.35	38,006.00
3690 - Tenant Revenue - Other	2,570.50	3,691.74	31,194.24	29,769.24
3690.1 - Other Revenue	0.00	0.00	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	906.81	1,499.88	9,282.44	8,955.97
3690.6 - Fraud Recovery Revenue	4,674.30	0.00	4,674.30	203.40
3690.7 - Management Fee - DVG	0.00	0.00	10,000.00	3,000.00
Total Operating Income	<u>95,523.58</u>	<u>92,447.64</u>	<u>960,433.18</u>	<u>962,586.72</u>
Operating Expenses				
Routine Expenses				
4110 - Administrative Wages	14,317.93	12,766.14	144,664.07	122,980.13
4111 - Admin Wage-Contracted	0.00	876.00	0.00	876.00
4130 - Legal Expense	916.71	1,646.36	15,440.66	16,000.35
4140 - Staff Training	0.00	600.00	0.00	1,147.00
4150 - Travel Expense	0.00	604.41	4,286.67	1,065.93
4170 - Accounting Fees	686.88	686.88	7,611.30	8,088.30
4182 - Employee Benefits - Admin	6,268.75	5,325.64	63,864.31	68,224.79
4185 - Telephone	2,080.31	1,811.95	20,038.01	16,610.06
4190.1 - Publications	0.00	0.00	1,444.00	1,299.00
4190.2 - Membership Dues and Fees	182.62	0.00	1,721.38	957.50
4190.3 - Admin Service Contracts	3,370.72	5,032.16	48,115.03	43,311.17
4190.4 - Office Supplies	499.33	1,595.32	6,323.31	7,822.48
4190.5 - Other Sundry-Misc.	773.13	1,156.76	14,396.64	13,274.95
4221 - Resident Employee Stipend	0.00	800.00	7,246.99	9,500.00
4230 - Contract Costs-Cable & Other	5,482.11	5,076.25	54,558.75	50,598.20
4310 - Water & Sewer	4,800.86	4,827.08	49,362.43	49,612.06
4320 - Electricity	6,894.91	7,077.48	84,650.13	84,458.91
4330 - Gas	3,902.77	1,231.10	23,380.33	22,309.51
4410 - Maintenance Wages	7,953.66	7,840.64	85,718.37	81,615.64
4420 - Materials	345.74	2,369.18	36,318.29	32,876.31
4430.01 - Garbage Removal	1,874.25	1,589.77	16,301.09	14,755.76
4430.02 - Heating & Cooling Contract	2,366.49	94.85	14,594.62	10,273.95
4430.03 - Snow Removal Contracts	0.00	0.00	0.00	100.00
4430.04 - Elevator Contracts	1,040.00	596.34	14,736.85	11,363.16
4430.05 - Landscape & Grounds Cont	0.00	0.00	350.00	2,150.00
4430.06 - Unit Turnaround Contracts	(6,830.00)	0.00	8,314.00	5,695.00
4430.07 - Electrical Contracts	0.00	57.45	1,457.42	2,571.69
4430.08 - Plumbing Contracts	0.00	0.00	850.00	5,090.59
4430.09 - Extermination Contracts	7,890.00	9,015.00	31,633.00	22,962.00

See Accountants' Compilation Report

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

	1 Month Ended October 31, 2017	1 Month Ended October 31, 2016	10 Months Ended October 31, 2017	10 Months Ended October 31, 2016
4430.11 - Routine Maintenance Contr	(222.00)	0.00	3,107.86	2,389.26
4430.12 - Miscellaneous Contracts	0.00	2,139.54	9,556.54	15,164.31
4433 - Employee Benefits - Maint.	4,614.90	5,470.98	56,895.93	59,626.47
4441 - Staff Travel-Maintenance	0.00	0.00	35.64	377.87
4510 - Insurance	7,220.08	6,765.34	67,167.63	62,482.38
4520 - Payment in Lieu of Taxes	3,290.00	3,290.00	32,900.00	32,900.00
4570 - Collection Losses	0.00	0.00	9,964.63	11,726.48
4580 - Interest Expense	<u>90.23</u>	<u>6,186.08</u>	<u>60,768.67</u>	<u>62,080.21</u>
Total Routine Expenses	<u><u>79,810.38</u></u>	<u><u>96,528.70</u></u>	<u><u>997,774.55</u></u>	<u><u>954,337.42</u></u>
Non-Routine Expenses				
Casualty Losses-Not Cap.				
Total Casualty Losses-Not Cap.	0.00	0.00	0.00	0.00
Total Operating Expenses	<u>79,810.38</u>	<u>96,528.70</u>	<u>997,774.55</u>	<u>954,337.42</u>
Operating Income (Loss)	<u><u>15,713.20</u></u>	<u><u>(4,081.06)</u></u>	<u><u>(37,341.37)</u></u>	<u><u>8,249.30</u></u>
Depreciation Expense				
4800 - Depreciation - Current Year	<u>24,750.00</u>	<u>22,370.00</u>	<u>247,500.00</u>	<u>223,700.00</u>
Total Depreciation Expense	24,750.00	22,370.00	247,500.00	223,700.00
Surplus Credits & Charges				
6010 - Prior Year Adj. - Affecting RR	<u>0.00</u>	<u>0.00</u>	<u>1,009.75</u>	<u>0.00</u>
Total Surplus Credits & Charges	0.00	0.00	1,009.75	0.00
Capital Expenditures				
7510 - Principal Payments - EPC	0.00	2,367.04	25,544.67	21,120.34
7511 - Principal Payments - F150	390.80	0.00	3,822.34	0.00
7520 - Replacement of Equipment	(4,151.00)	2,951.93	4,835.60	10,066.34
7530 - Cash Proceeds-Sale of Equipm	0.00	0.00	(487.00)	(8,630.00)
7540 - Betterments and Additions	(13,615.00)	0.00	10,116.90	38,175.17
7590 - Operating Expenditures-Contra	<u>17,375.20</u>	<u>(5,318.97)</u>	<u>(43,832.51)</u>	<u>(60,731.85)</u>
Total Capital Expenditures	0.00	0.00	0.00	0.00
HUD Net Income (Loss)	<u>\$ 33,479.20</u>	<u>\$ (9,400.03)</u>	<u>\$ (78,848.29)</u>	<u>\$ (61,112.55)</u>
GAAP Net Income (Loss)	<u>\$ (9,036.80)</u>	<u>\$ (26,451.06)</u>	<u>\$ (285,851.12)</u>	<u>\$ (215,450.70)</u>

See Accountants' Compilation Report

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

To the Board of Directors
And Management

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

Enclosed are the following reports for the month ending October 31, 2017. These reports have been compiled in accordance with Generally Accepted Accounting Principles.

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

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

Respectfully Submitted:

Housing Authority Accounting Specialists, Inc.

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

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

ASSETS

CURRENT ASSETS

Cash

1111 - Cash - MSHDA \$ 49,095.87

Total Cash 49,095.87

Receivables

1122 - Tenants Accounts Receivable 1,884.12

1129.4 - Interfund Receivable - P/H 935.90

Total Receivables 2,820.02

Investments

Total Investments 0.00

Prepaid Expenses & Other Assets

Total Prepaid Expenses & Other Assets 0.00

Total Current Assets 51,915.89

CAPITAL ASSETS

Land, Structures & Equipment

1400.7 - Buildings 373,231.29

1400.98 - Accumulated Depreciation-DVG (94,230.03)

Total Land, Structures & Equipment 279,001.26

TOTAL CAPITAL ASSETS 279,001.26

TOTAL ASSETS \$ 330,917.15

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
 ALL PERSONALLY IDENTIFYING INFORMATION HAS BEEN REDACTED

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

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

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

Accrued Liabilities

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

Total Current Liabilities 501,497.86

Non Current Liabilities

Total Non Current Liabilities 0.00

Deferred Credits

Total Deferred Credits 0.00

TOTAL LIABILITIES/DEFERRED CREDITS 501,497.86

EQUITY

Unreserved Fund Balance

2806 - Unrestricted Net Position	67,196.03
2806.4 - Invested in Capital Assets-DVG	(219,288.74)
Current Year Profit(Loss)	<u>(18,488.00)</u>
Total Unreserved Fund Balance	(170,580.71)

TOTAL EQUITY (170,580.71)

TOTAL LIABILITIES/EQUITY \$ 330,917.15

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

**Manistee Housing Commission
Domestic Violence Grant
Statement of Revenue & Expense
For the 1 Month and 10 Months Ended October 31, 2017**

	1 Month Ended	10 Months Ended
	<u>October 31, 2017</u>	<u>October 31, 2017</u>
Operating Income		
3110 - Dwelling Rental Revenue	1,292.00	8,548.00
3690 - Tenant Revenue - Other	0.00	143.50
3690.1 - Other Revenue	<u>0.00</u>	<u>3.88</u>
Total Operating Income	1,292.00	8,695.38
Operating Expenses		
Administration		
4170 - Accounting Fees	128.54	1,352.90
4172 - Management Fees	0.00	10,000.00
4190.5 - Other Sundry-Misc.	<u>0.00</u>	<u>26.00</u>
Total Administration	128.54	11,378.90
Ordinary Maint. & Operation		
4420 - Materials	0.00	2,854.17
4430.01 - Garbage Removal	0.00	43.62
4430.02 - Heating & Cooling Contracts	0.00	1,455.91
4430.06 - Unit Turnaround Contracts	0.00	150.00
4430.12 - Miscellaneous Contracts	<u>0.00</u>	<u>1,598.79</u>
Total Ordinary Maint. & Oper.	0.00	6,102.49
General Expense		
4590 - Other General Expense	<u>40.99</u>	<u>1,301.99</u>
Total General Expense	40.99	1,301.99
Depreciation Expense		
4800 - Depreciation - Current Year	<u>840.00</u>	<u>8,400.00</u>
Total Depreciation Expense	840.00	8,400.00
Capital Expenditures		
7540 - Betterments and Additions	0.00	6,690.00
7590 - Operating Expenditures-Contra	<u>0.00</u>	<u>(6,690.00)</u>
Total Capital Expenditures	0.00	0.00
Total Operating Expenses	<u>1,009.53</u>	<u>33,873.38</u>
Net Income/(Loss)	<u>1,122.47</u>	<u>(16,778.00)</u>

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

<u>Date</u>	<u>Reference</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
10/05/17	2649	20014590	City of Manistee	30.49	30.49
10/05/17	2650	20014170	H.A.A.S., Inc.	128.54	128.54
10/20/17	2651	20014590	DTE Energy	10.50	10.50
10/31/17	MI078	20011111	Cash Disbursements	(169.53)	<u>(169.53)</u>
				Transaction Balance	<u><u>0.00</u></u>

Total Debits 169.53 Total Credits 169.53 A/C Hash Total 80054461.000

Number of Transactions 4

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

Date	Reference	Account	Description	Amount	Reference Total
10/31/17	110	20011111	October Cash Receipts	1,284.00	
10/31/17	110	20011122	October TAR Collections	(852.00)	
10/31/17	110	20011129.4	Interfund Reimbursement - P/H	(432.00)	
				Transaction Balance	<u>0.00</u>

Total Debits 1,284.00 Total Credits 1,284.00 A/C Hash Total 6003362.400

Number of Transactions 3

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Date	Reference	Account	Description	Amount	Reference Total
10/31/17	512	20011122	To record charges to tenants per Oct 2017 Statement of Operations.	1,292.00	
10/31/17	512	20013110	To record charges to tenants per Oct 2017 Statement of Operations.	(1,292.00)	
10/31/17	A1	20011400.98	To record estimated depreciation expense.	(840.00)	
10/31/17	A1	20014800	To record estimated depreciation expense.	840.00	
10/31/17	RT1	20019996	To record units leased.	3.00	
10/31/17	RT1	20019997	To record units leased.	(3.00)	
				Transaction Balance	<u>0.00</u>

Total Debits 2,135.00 Total Credits 2,135.00 A/C Hash Total 120090425.980

Number of Transactions 6

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**Manistee Housing Commission
General Ledger**

<u>Date</u>	<u>Reference T</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Current Amount</u>	<u>YTD Balance</u>
		20011111 Cash - MSHDA	47,981.40		
10/31/17	110	October Cash Receipts		1,284.00	
10/31/17	MI078	Cash Disbursements		(169.53)	
				<u>1,114.47</u>	<u>49,095.87</u>
		20011122 Tenants Accounts Receivable	1,444.12		
10/31/17	110	October TAR Collections		(852.00)	
10/31/17	512	To record charges to tenants per Oct 2017 Statement of Operations.		1,292.00	
				<u>440.00</u>	<u>1,884.12</u>
		20011129.4 Interfund Receivable - P/H	1,367.90		
10/31/17	110	Interfund Reimbursement - P/H		(432.00)	
				<u>(432.00)</u>	<u>935.90</u>
		20011400.7 Buildings	373,231.29		
				<u>0.00</u>	<u>373,231.29</u>
		20011400.98 Accumulated Depreciation-DVG	(93,390.03)		
10/31/17	A1 S	To record estimated depreciation expense.		(840.00)	
				<u>(840.00)</u>	<u>(94,230.03)</u>
		20012111 Vendors & Contractors	(561.86)		
				<u>0.00</u>	<u>(561.86)</u>
		20012114 Tenant Security Deposits	(936.00)		
				<u>0.00</u>	<u>(936.00)</u>
		20012130 Forgiveable Note - MSHDA	(500,000.00)		
				<u>0.00</u>	<u>(500,000.00)</u>
		20012806 Unrestricted Net Assets	(67,196.03)		
				<u>0.00</u>	<u>(67,196.03)</u>
		20012806.4 Invested in Capital Assets-DVG	219,288.74		
				<u>0.00</u>	<u>219,288.74</u>
		20013110 Dwelling Rental	(7,256.00)		
10/31/17	512	To record charges to tenants per Oct 2017 Statement of Operations.		(1,292.00)	
				<u>(1,292.00)</u>	<u>(8,548.00)</u>
		20013690 Tenant Income	(143.50)		
				<u>0.00</u>	<u>(143.50)</u>
		20013690.1 Other Revenue	(3.88)		
				<u>0.00</u>	<u>(3.88)</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	20014170		Accounting Fees	1,224.36		
10/05/17	2650	V	H.A.A.S., Inc.		128.54	
					<u>128.54</u>	<u>1,352.90</u>
	20014172		Management Fees	10,000.00		
					<u>0.00</u>	<u>10,000.00</u>
	20014190.5		Other Sundry-Misc.	26.00		
					<u>0.00</u>	<u>26.00</u>
	20014420		Materials	2,854.17		
					<u>0.00</u>	<u>2,854.17</u>
	20014430.01		Garbage Removal	43.62		
					<u>0.00</u>	<u>43.62</u>
	20014430.02		Heating & Cooling Contracts	1,455.91		
					<u>0.00</u>	<u>1,455.91</u>
	20014430.06		Unit Turnaround Contracts	150.00		
					<u>0.00</u>	<u>150.00</u>
	20014430.12		Miscellaneous Contracts	1,598.79		
					<u>0.00</u>	<u>1,598.79</u>
	20014590		General Expense	1,261.00		
10/05/17	2649	V	City of Manistee		30.49	
10/20/17	2651	V	DTE Energy		10.50	
					<u>40.99</u>	<u>1,301.99</u>
	20014800		Depreciation - Current Year	7,560.00		
10/31/17	A1	S	To record estimated depreciation expense.		840.00	
					<u>840.00</u>	<u>8,400.00</u>
	20017540		Betterments and Additions	6,690.00		
					<u>0.00</u>	<u>6,690.00</u>
	20017590		Operating Expenditures-Contra	(6,690.00)		
					<u>0.00</u>	<u>(6,690.00)</u>
	20019996		Unit Months Leased	18.00		
10/31/17	RT1	S	To record units leased.		3.00	
					<u>3.00</u>	<u>21.00</u>
	20019997		Unit Months Leased - Contra	(18.00)		
10/31/17	RT1	S	To record units leased.		(3.00)	
					<u>(3.00)</u>	<u>(21.00)</u>

Manistee Housing Commission
General Ledger

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
Current	Profit/(Loss)		282.47	YTD Profit/(Loss)		(18,488.00)
Number of Transactions			13	The General Ledger is in balance		0.00

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**Manistee Housing Commission
Bank Reconciliation Transmittal**

1334
Page 1

Account Number:
Statement Ending date: 10/31/17
Checkbook Name: DVG Checking

General Ledger

Balance per General Ledger (Account 20011111) at 10/01/17	47,981.40
Activity for the month:	
Total Debits (Deposits and Credit Memos)	1,284.00
Total Credits (Checks and Debit Memos)	<u>-169.53</u>
Unreconciled General Ledger Balance at 10/31/17	<u>49,095.87</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 10/31/17	<u><u>49,095.87</u></u>

Bank

Balance per Bank Statement at 10/31/17	49,106.37
Total Additions (Deposits and Credit Memos in transit)	0.00
Total Subtractions (Checks and Debit Memos in transit)	-10.50
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 10/31/17	<u><u>49,095.87</u></u>

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**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 10/01/17
Statement Ending date: 10/31/17
Checkbook Name: DVG Checking

Statement Summary

Beginning Balance				48,004.62
Deposits and Credit Memos				
110	10/31/17	20011122	October Cash Receipts	1,284.00
			Total	<u>1,284.00</u>
Checks and Debit Memos				
2648	09/27/17	20014590	Consumers Energy	(23.22)
2649	10/05/17	20014590	City of Manistee	(30.49)
2650	10/05/17	20014170	H.A.A.S., Inc.	(128.54)
			Total	<u>(182.25)</u>
Ending Balance				<u><u>49,106.37</u></u>

Bank Summary

Ending Bank Balance				49,106.37
Checks and Debit Memos in transit				
2651	10/20/17	20014590	DTE Energy	10.50
			Total	<u>(10.50)</u>
Ending Balance				<u><u>49,095.87</u></u>

Book Summary

G/L account: 20011111
G/L journal: Journal Entry - DVG
G/L period: 10/31/17

Total Adjustments:				<u>0.00</u>
Ending Balance				<u><u>49,095.87</u></u>

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City of Manistee Housing Commission
Security Deposit Reconciliation

For the Month Ending October 31, 2017

Prepared November 8, 2017 by Financial Analyst

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
Beginning PH Balance				\$ 48,544.60
Increases to PH				
Fortier, Denise	10/2/2017	New Tenant	\$ 260.00	\$ 260.00
Roskopf, Cheryl	10/5/2017	New Tenant	\$ 211.00	\$ 471.00
Daigh, Austin	10/11/2017	New Tenant	\$ 221.00	\$ 692.00
Ross, Randi	10/16/2017	New Tenant	\$ 50.00	\$ 742.00
Kemp, Charles	10/24/2017	New Tenant	\$ 478.00	\$ 1,220.00
Taylor, James	10/26/2017	New Tenant	\$ 260.00	\$ 1,480.00
McNally, Ronald	10/27/2017	New Tenant	\$ 215.00	\$ 1,695.00
Holliday, Steffani	10/30/2017	New Tenant	\$ 218.00	\$ 1,913.00
Total Increases to PH			<u>\$ 1,913.00</u>	<u>\$ 1,913.00</u>
Decreases to PH				
Monshower, Tasha	10/13/2017	Transfer to Owed	\$ (108.50)	\$ (108.50)
Monshower, Tasha	10/13/2017	Refund of Sec Deposit	\$ (102.50)	\$ (211.00)
Weller, Timothy	10/23/2017	Transfer to Owed	\$ (378.00)	\$ (589.00)
Doehne, Dawn	10/23/2017	Refund of Sec Deposit	\$ (433.00)	\$ (1,022.00)
Schimke, Kevin	10/6/2017	Transfer to Owed	\$ (317.00)	\$ (1,339.00)
Johnson, Sally M.	10/6/2017	Refund of Sec Deposit	\$ (58.00)	\$ (1,397.00)
Johnson, Sally M.	10/6/2017	Transfer to Owed	\$ (192.00)	\$ (1,589.00)
Burdick, Tammy J.	10/6/2017	Transfer to Owed	\$ (231.00)	\$ (1,820.00)
Romero, Rosemary	10/6/2017	Transfer to Owed	\$ (211.00)	\$ (2,031.00)
Total Decreases to PH			<u>\$ (2,031.00)</u>	<u>\$ (2,031.00)</u>
Net Increase (Decrease) to PH			<u>\$ (118.00)</u>	<u>\$ (118.00)</u>
Ending PH Balance			\$ (118.00)	\$ 48,426.60
Beginning DVG Balance				
				\$ 935.90
Increases to DVG				
Howard, Kristen	10/2/2017	New Tenant	\$ 455.00	\$ 455.00
Total Increases to DVG			<u>\$ 455.00</u>	<u>\$ 455.00</u>
Decreases to DVG				
N/A			\$ -	\$ -
Total Decreases to DVG			<u>\$ -</u>	<u>\$ -</u>
Net Increase (Decrease) to DVG			<u>\$ 455.00</u>	<u>\$ 455.00</u>
Ending DVG Balance			\$ 455.00	\$ 1,390.90
Combined Ending Balance				<u>\$ 49,817.50</u>
Account Balance October 31, 2017				\$ 48,757.61
Difference				\$ 1,059.89
		Minus Prior Month Deposit Not Made Until Nov 3	--	\$ 726.90
		PH Owes SD Account		\$ 332.99

(From SD to PH)
From PH to SD



Phone: (231) 723-6201
 Fax: (231) 723-8900
 TDD/TTY: (800) 545-1833, ext. 870
manisteehousing@manisteehousing.com

Resolution 2017-15
Adoption of the 2018 Public Housing Operating Budget

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

WHEREAS, HUD requires the development and approval of an annual, fiscal year operating budget for the Public Housing Authority to be submitted to the Field Office, and

WHEREAS, the CMHC Fiscal Year is January 1 – December 31 each calendar year, and;

WHEREAS, the staff of CMHC and the Housing Authority Accounting Specialists, engaged by CMHC as the agency fee accountant has developed the operating budget for 2018;

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

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City of Manistee Housing Commission Board of Commissioners adopts, by this resolution, the 2018 Public Housing program fiscal year operating budget as prepared by Housing Authority Accounting Specialists.

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

RESOLUTION DECLARED

Passed Failed

CERTIFICATION

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 12th day of December 2017.

Dale Priester, President

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the the 12th day of December 2017.

Clinton McKinven-Copus, Executive Director

PENDING APPROVAL

PHA Board Resolution

Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB Approval No. 2577-0026

(exp 04/30/16)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

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

PHA Name: Manistee Housing Commission PHA Code: MI078

PHA Fiscal Year Beginning: 1/1/2018 Board Resolution Number: _____

Acting on behalf of the Board of commissioners of the above-named PHA as its Chairman, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

- | | Date |
|---|-------|
| <input checked="" type="checkbox"/> Operating Budget approved by Board resolution on: | _____ |
| Operating Budget submitted to HUD, if applicable, on: | _____ |
| Operating Budget revision approved by Board resolution on: | _____ |
| Operating Budget revision submitted to HUD, if applicable, on: | _____ |

I certify on behalf of the above-named PHA that:

1. All regulatory and statutory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(I)

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature	Date
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Operating Budget

Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No:		Fiscal year ending 12/31/18	No. of months (check one) <input checked="" type="checkbox"/> 12 months <input type="checkbox"/> other (specify) _____		Type of HUD assisted projects(s) 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership	
Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) Manistee Housing Commission						
Address (city, state, zip code) 237 Sixth Avenue Manistee, MI 49660						
ACC Number C-3077		PAS/LOCCS Project No. MI07800000118D			HUD Field Office Detroit, MI	
No. of Dwelling Units 214		No. of Unit Months Available 2568		No. of Projects 2		
				<input type="checkbox"/> Estimates <input checked="" type="checkbox"/> or Actual		
				PHA Budget Estimates 12/31/18		
FDS Line No.	Acct. No.	Description	Actuals Last Fiscal Yr. 2016 DOLLARS	Current Budget Year 2017 DOLLARS	PUM	Amount (to nearest \$10)
Operating Receipts						
70300	3110	Net Tenant Revenue	523,982	530,000	206.39	530,000
70400	3120	Tenant Revenue-Other (Excess Utilities)	9,196	10,000	3.89	10,000
70500	Total	Rental Income	533,178	540,000	210.28	540,000
70600	3401.1	HUD PHA Operating Grant-CFP Draw to Operations	29,680	40,000	16.51	42,399
70600	3401.2	HUD PHA Operating Grant-Operating Subsidy	478,086	490,000	191.59	492,000
70700	Total	Fee Revenue	507,766	530,000	208.10	534,399
70750	3610	Interest on General Fund Investments	1,087	1,140	0.43	1,100
71500	3190/3690	Other Revenue	111,140	115,815	48.23	123,850
70000	Total	Revenue	1,153,171	1,186,955	467.04	1,199,349
Operating Expenditures - Administration						
91100	4110	Administrative Salaries	155,260	161,909	67.31	172,848
91200	4171	Auditing Fees	8,750	8,500	3.41	8,760
91400	4190.6	Advertising and Marketing	-	-	-	-
91500	4182	Employee Benefits-Admin	94,527	78,580	30.37	78,000
91600	4190	Office Expenses	102,967	88,200	43.69	112,200
91700	4130	Legal Expense	16,646	24,000	5.84	15,000
91800	4150	Travel	1,252	2,000	0.70	1,800
91810	4170	Other (Accounting Fees)	9,462	9,500	3.74	9,600
91900	4172	Management Fee	-	-	-	-
91000	Total	Operating-Administrative	388,864	372,689	155.07	398,208
Tenant Services						
92100	4220	Rec., Publ. & Other Services	-	5,200	0.02	50
92200	4221	Resident Employee Stipend	11,100	10,800	3.04	7,800
92300	4230	Contract Costs - Cable & Other	60,779	60,915	25.70	66,000
92400			-	-	-	-
92500	Total	Tenant Services	71,879	76,915	28.76	73,850
Utilities						
93100	4310	Water	59,980	57,800	22.90	58,800
93200	4320	Electricity	94,882	92,000	38.16	98,000
93300	4340	Gas	27,869	25,800	11.21	28,800
93400	4340	Fuel	-	-	-	-
93500	4350	Labor	-	-	-	-
93600	4360	Sewer	-	-	-	-
93800	Total	Utilities Expense	182,731	175,600	72.27	185,600

Name of PHA/IHA Manistee Housing Commission			Fiscal Year Ending 12/31/18			
FDS Line No.	Acct. No.	Description	Actuals Last Fiscal Yr. 2016 DOLLARS	<input type="checkbox"/> Estimates <input checked="" type="checkbox"/> or Actual Current Budget Year 2017 DOLLARS	PHA Budget Estimates 12/31/18	
					PUM	Amount (to nearest \$10)
Ordinary Maintenance and Operation						
94100	4410	Labor	101,071	97,693	40.89	105,000
94200	4420	Materials	36,190	54,000	19.47	50,000
94300	4430	Contract Costs	104,895	102,800	41.51	106,600
94500	4433	Employee Benefits - Maintenance	78,357	69,492	27.10	69,600
94500	4434	Employee Benefits-Retirees	-	-	-	-
	4440	Staff Training - Maintenance	-	2,000	0.39	1,000
	4441	Staff Travel - Maintenance	378	2,000	0.39	1,000
94000	Total	Maintenance	320,891	327,985	129.75	333,200
Protective Services						
95100	4460	Labor	-	-	-	-
95200	4462	Contract Costs	-	-	-	-
95300	4480	Other	-	3,500	-	-
95500	4461	Employee Benefits-Protective Services	-	-	-	-
95000	Total	Protective Services	-	3,500	-	-
General Expense						
96100	4510	Total Insurance Premiums	77,467	81,000	31.54	81,000
96300	4520	Payments in Lieu of Taxes	32,867	39,480	12.80	32,867
96200	4540	Employee Benefit Contribution	-	-	-	-
96210	4550	Compensated Absences	1,140	5,500	0.47	1,200
96400	4570	Bad Debt-Tenant Rents	14,077	30,000	6.54	16,800
96720	4580	Interest on Notes Payable - EPC	74,302	71,567	27.37	70,280
96000	Total	Other General Expenses	199,853	227,547	78.72	202,147
96900	Total	Operating Expenses	1,164,218	1,184,236	464.57	1,193,005
97000	Excess	Operating Revenue over Operating Expenses	(11,047)	2,719	2.47	6,344
Nonroutine Expenditures						
97100	4610	Extraordinary Maintenance	-	-	-	-
97200	4620	Casualty Losses-Non Capitalized	-	-	-	-
90000	Total	Expenses	1,164,218	1,184,236	464.57	1,193,005
Prior Year Adjustments						
11040	6010	Prior Year Adjust. Affecting Operating Reserve	-	-	-	-
Memo Expenditures						
11020	7510	Required Annual Principal Payments	25,892	31,245	16.34	41,970
11630	7520	Furniture & Equipment-Dwelling Purchases	6,319	5,000	1.95	5,000
11640	7540	Furniture & Equipment-Admin Purchases	38,923	-	-	-
11620	7540	Building/Site Improvements	3,000	-	-	-
10000	Net	Change in Operating Reserve	(85,181)	(33,526)	(15.82)	(40,626)

Unrestricted Net Assets		PHA/IHA Estimates
Provision for and Estimated or Actual Unrestricted Net Assets at Fiscal Year End		
Unrestricted Net Assets at End of Previous Fiscal Year-Actual for FYE (date)		12/31/2016 411,709
<input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	Change in Unrestricted Net Assets - Current Budget year (check one)	12/31/2017 (33,526)
	Unrestricted Net Assets at End of Current Budget year (check one)	12/31/2017 378,183
Net Change in Unrestricted Net Assets-Requested Budget year Estimated for FYE		12/31/2018 (40,626)
Unrestricted Net Assets at End of Requested Budget Year Estimated for FYE		12/31/2018 337,557



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manisteehousing@manisteehousing.com

Resolution 2017-16
Adoption of the 2018 Domestic Violence Grant Operating Budget

WHEREAS, the City of Manistee Housing Commission [CMHC], operates a grant program that provides permanent housing to low-income victims of domestic violence, commonly referred to as the DVG Grant; and

WHEREAS, the DVG Grant was awarded to the CMHC by the Michigan State Housing and Development Authority [MSHDA], and

WHEREAS, MSHDA oversees the grant’s implementation at awardee sites, including requiring the development of an annual, fiscal year, operating budget, and;

WHEREAS, the CMHC fiscal year is January 1 – December 31, and;

WHEREAS, the staff of CMHC and the Housing Authority Accounting Specialists, engaged by CMHC as the agency fee accountant has developed the operating budget for 2018;

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

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City of Manistee Housing Commission Board of Commissioners adopts, by this resolution, the 2018 fiscal year Domestic Violence Grant operating budget as prepared by Housing Authority Accounting Specialists.

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

RESOLUTION DECLARED

Passed Failed

CERTIFICATION

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 12th day of December 2017.

Dale Priester, President

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the the 12th day of December 2017.

Clinton McKinven-Copus, Executive Director

PENDING APPROVAL

Domestic Violence Grant
2018 Operating Budget

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



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Resolution 2017—17
Write Off of Doubtful Accounts December 2017

WHEREAS, it is the intention of the City of Manistee Housing Commission (the “CMHC”) to fully collect all rent and related charges assessed to residents, and

WHEREAS, the City of Manistee Housing Commission has made every reasonable attempt to collect on the accounts listed in this resolution,

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

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City of Manistee Housing Commission Board of Commissioners authorize that the following accounts and said amounts owed be written off:

Name	Owed	Reason	Action Taken
	\$ 385.00	Moved Out	Sent to collections/recorded in EIV
	\$ 1060.60	Deceased	Sent to collections/recorded in EIV
	\$ 757.60	Deceased	Sent to collections/recorded in EIV
	\$ 623.71	Moved Out Under Evict	Sent to collections/recorded in EIV
	\$ 88.00	Abandoned Unit	Sent to collections/recorded in EIV
	\$ 1,536.10	Moved Out Under Evict	Sent to collections/recorded in EIV
	\$ 144.20	Moved Out Under Evict	Sent to collections/recorded in EIV
	\$ 699.00	Abandoned Unit	Sent to collections/recorded in EIV
	\$ 851.10	Moved Out Under Evict	Sent to collections/recorded in EIV
	\$ 1,004.60	Moved Out Under Evict	Sent to collections/recorded in EIV
	\$ 865.09	Moved Out Under Evict	Sent to collections/recorded in EIV
	\$ 390.00	Abandoned Unit	Sent to collections/recorded in EIV
	\$ 2,295.76	Moved Out Under Evict	Sent to collections/recorded in EIV
	\$ 58.79	Moved Out Under Evict	Sent to collections/recorded in EIV
	\$ 1,521.00	Moved Out Under Evict	Sent to collections/recorded in EIV
	\$ 371.92	Moved Out Under Evict	Sent to collections/recorded in EIV
	\$ 1,875.62	Moved Out Under Evict	Sent to collections
TOTAL	\$14,528.09		

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

RESOLUTION DECLARED

Passed Failed

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Dale Priester, President

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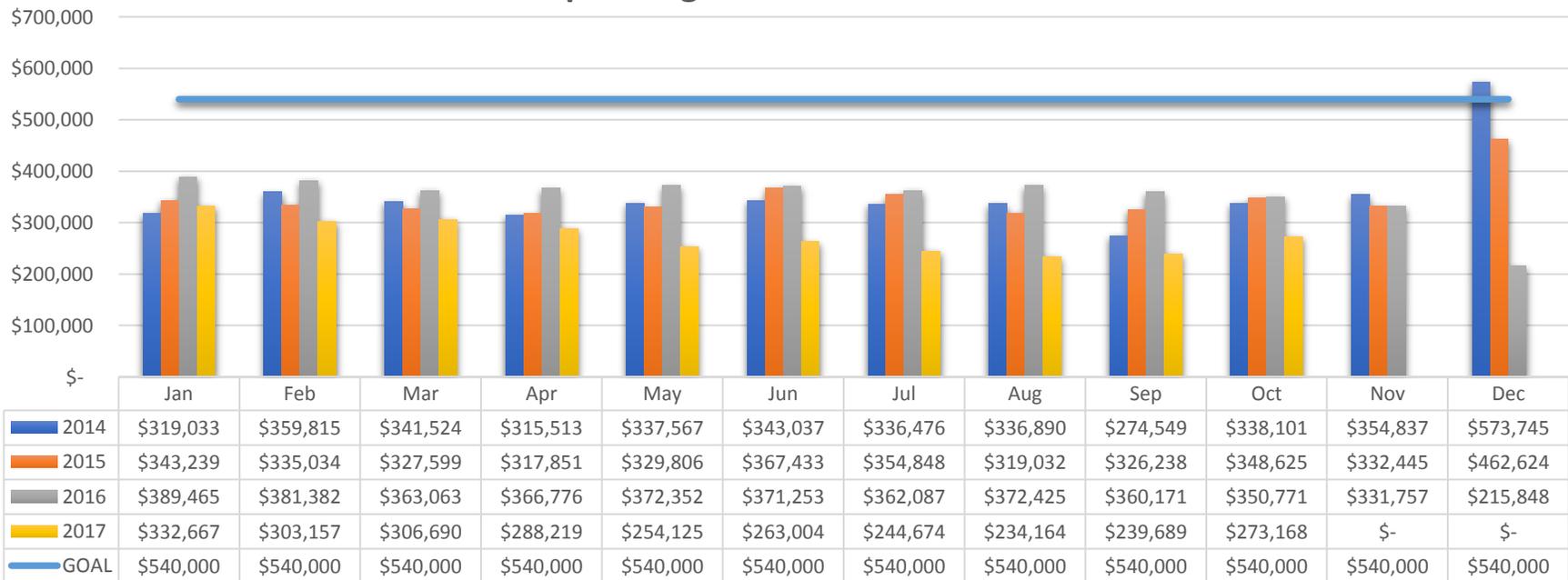
Clinton McKinven-Copus, Executive Director

**DOCUMENT REDACTED IN COMPLIANCE WITH THE FEDERAL PRIVACY ACT:
PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM
PARTICIPANTS HAS BEEN REDACTED**

CMHC Performance Dashboards

Public Housing Financial Dashboards

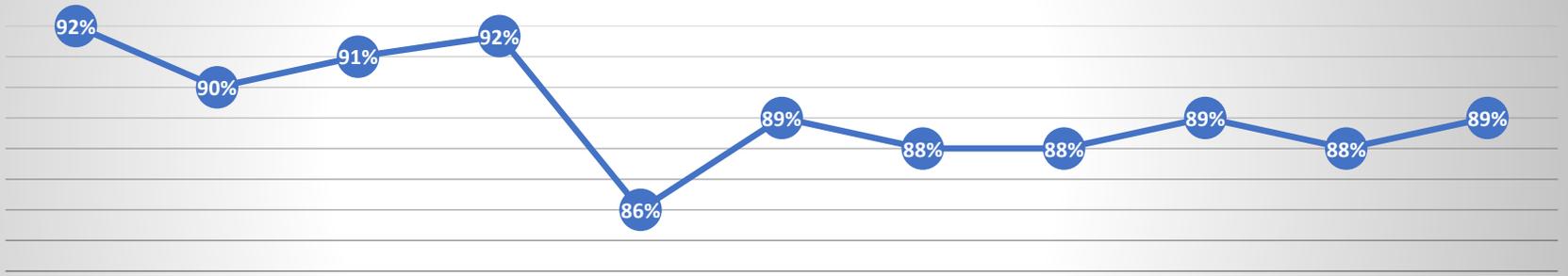
Operating Reserves Over Time



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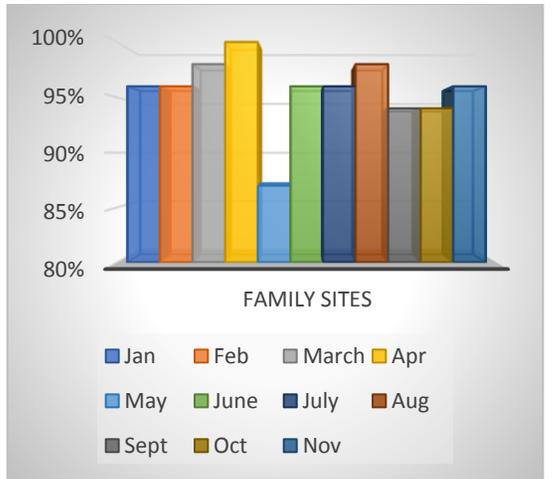
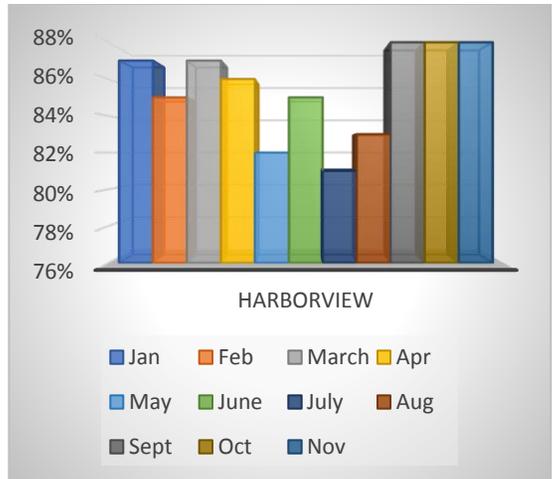
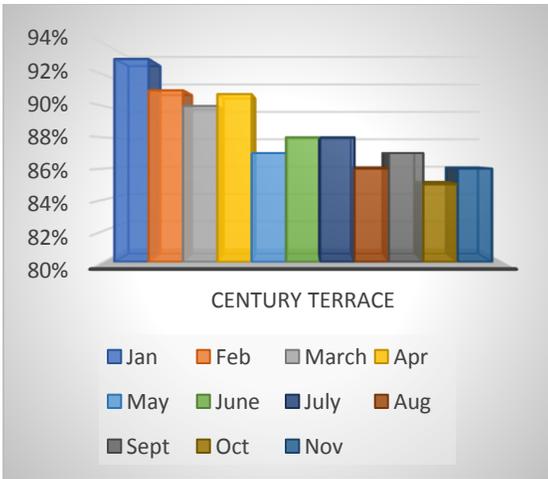
Public Housing Occupancy Dashboards

All Property Occupancy Percentage 2017 -- Thru October 2017

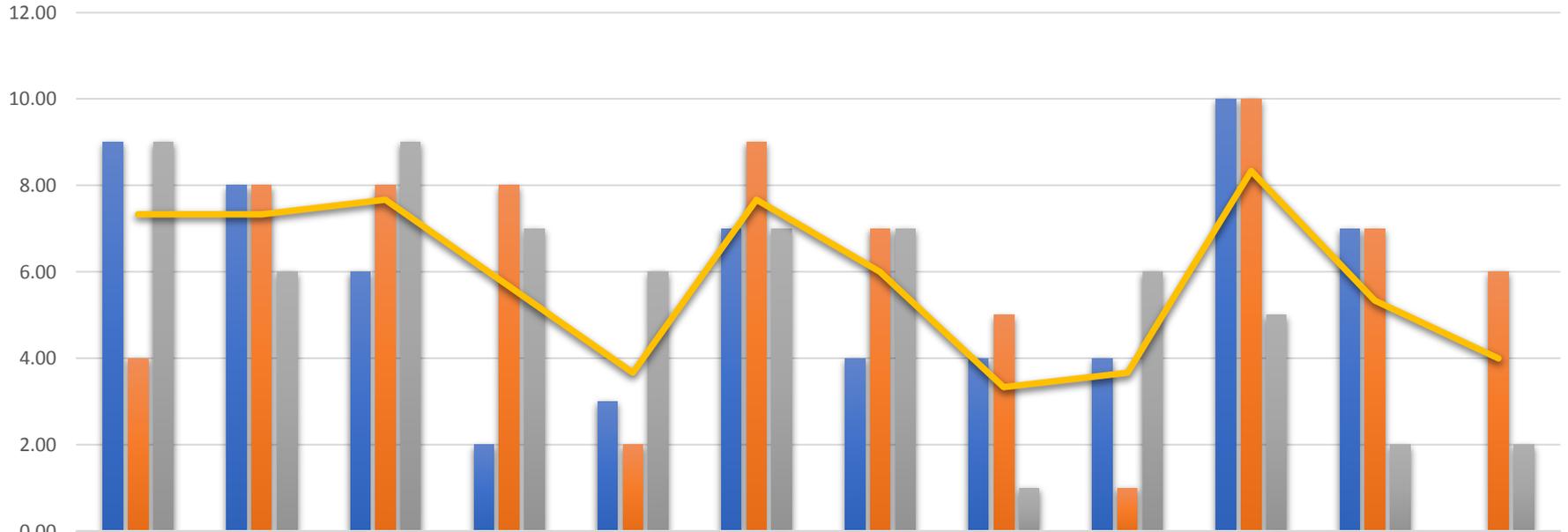


	Jan	Feb	March	Apr	May	June	July	Aug	Sept	Oct	Nov
PHA Wide	92%	90%	91%	92%	86%	89%	88%	88%	89%	88%	89%

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PHA Units Turned by Month Thru November 2017



	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	10.00	7.00	
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	8.33	5.33	4.00

2017 2016 2015 Average

Public Housing Work Order Dashboards – Will Return in January 2018

Resolutions for Consideration

Resolution No.	Consent Agenda	Resolution Name	Attachments	Discussion & Recommendation
2017-15	No	Adoption of the 2018 Public Housing Operating Budget	<ul style="list-style-type: none"> 2018 Public Housing Program Operating Budget 	<ul style="list-style-type: none"> Public Housing Authorities are required to prepare an operating budget for their program before the start of each fiscal year. Approved budgets must be submitted to the Detroit Field Office. The 2018 Public Housing Operating Budget was reviewed during the November 28, 2017 Commission meeting. Recommendation – Adoption
2017-16	No	Adoption of the 2018 Domestic Violence Grant Program Operating Budget	<ul style="list-style-type: none"> 2018 DVG Operating Budget 	<ul style="list-style-type: none"> The Domestic Violence Grant Program [DVG] is overseen by the Michigan State Housing Development Authority [MSHDA] to provide permanent housing to victims of domestic violence. MSHDA requires the development and submission of an operating budget prior to the start of each fiscal year. The 2018 DVG Operating Budget was reviewed during the November 28, 2017 Commission meeting. Recommendation – Adoption
2017-17	No	Write Off of Doubtful Accounts December 2017	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> Recommendation – Adoption

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