



City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Regular Commission Meeting

Tuesday, June 25, 2019

Community Room – Harborview

Immediately Following Annual Meeting

1. Call to Order/Roll Call ¹
2. Amendments to Agenda
3. Public Comments on Agenda Related Items

At this time, citizens who wish to comment on agenda, related items may do so. The Commission President may recognize citizens in attendance who wish to comment. The City of Manistee Housing Commission Public Comment Policy limits each individual to a three [3] minute statement.

4. Consent Agenda

Agenda items marked with an [] 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**
 - i. Regular Meeting – May 28, 2019*

- 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.

- i. Public Housing Financial Statements*
 1. Public Housing Financial Statement April 30, 2019
 2. Public Housing Bank Reconciliation April 30, 2019
 3. Public Housing Current Year vs. Prior Year April 30, 2019
- ii. Domestic Violence Grant Program*
 1. Domestic Violence Grant Program Financial Statement April 30, 2019
 2. Domestic Violence Bank Reconciliation April 30, 2019
- iii. Security Deposits Reconciliation*
 1. Security Deposit Reconciliation April 30, 2019

¹ The Commission Secretary/Executive Director shall make a written record of Commissioner attendance.

c. Resolutions

Consent Agenda resolutions are matters of compliance with the U.S. Department of Housing and Urban Development or federal law that requires the adoption of a policy or provision of public housing benefits. The contents of these Resolutions, items of compliance, policy, and regulation are not debatable but are required to maintain regulatory compliance.

- i. *No Resolutions on Consent Agenda**

5. Old Business

- a. *None*

6. New Business

- a. *None*

7. RAD Conversion Project Update

CMHC is actively working with its RAD Conversion Project Partners to move forward with Phase I of the project. Phase I of the project is focused on the conversion of the public housing units, commonly known as our family and scattered sites.

At this time the Commissioners will receive a RAD Conversion Project update first from our Project Consultants, EJP Consulting Group, LLC, followed by our Project Developer, Hollander Development Corporation. At the conclusion of the presentation, Commissioners may address their questions and comments to the presenters.

Members of the public are asked to hold their questions and comments to the Public Comment section of the agenda

8. Reports and Communications

- a. Executive Director Report
 - i. *At this time the Executive Director may review or highlight an item or items from the Executive Director Report*
- b. Staff Reports
 - i. *At this time CMHC staff may report items to the Commissioners if there are reports to be made.*
- c. Commissioner Reports/Comments
 - i. *At this time Commissioners may report Committee or other items to the Commission. Individual Commissioners may also offer a report or comment.*
- d. Received Communications

9. Public Comment

- a. *At this time, citizens are provided an opportunity to comment on Housing Commission affairs. The Commission President may recognize citizens in attendance who wish to comment. 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.*

10. Adjournment

11. Announcements and Upcoming Meetings

- a. Regular Commission Meeting
July 30, 2019, 4:00 PM
Harborview Community Room



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

Meeting Minutes
May 28, 2019
Regular Meeting

Meeting Start Time: 4:06 P.M.

Roll Call:

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

Housing Commission Staff Present:

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

Others Present:

- Lora Laurain, Deputy City Clerk – Ms. Laurain performed the Oath of Office with the Commissioners present

Public Comment on Agenda Related Items:

- None

Amendments to the Agenda:

- Addition to New Business
 - Resolution 2019-04 Voiding of Outstanding Checks

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Consent Agenda:

- A. Approval of Minutes
 - i. Regular Meeting – March 12, 2019
- B. Financial Reports
 - i. Public Housing Financial Statements
 - i. Public Housing Financial Statement December 31, 2018
 - ii. Public Housing Bank Reconciliation December 31, 2018
 - iii. Public Housing Current Year vs. Prior Year December 31, 2018
 - iv. Public Housing Financial Statement January 31, 2019
 - v. Public Housing Bank Reconciliation January 31, 2019
 - vi. Public Housing Current Year vs. Prior Year January 31, 2019
 - vii. Public Housing Financial Statement February 28, 2019
 - viii. Public Housing Bank Reconciliation February 28, 2019
 - ix. Public Housing Current Year vs. Prior Year February 28, 2019
 - x. Public Housing Financial Statement March 31, 2019
 - xi. Public Housing Bank Reconciliation March 31, 2019
 - xii. Public Housing Current Year vs. Prior Year March 31, 2019
 - ii. Domestic Violence Grant Program
 - i. Domestic Violence Grant Program Financial Statement December 31, 2018
 - ii. Domestic Violence Grant Program Bank Reconciliation December 31, 2018
 - iii. Domestic Violence Grant Program Financial Statement January 31, 2019
 - iv. Domestic Violence Grant Program Bank Reconciliation January 31, 2019
 - v. Domestic Violence Grant Program Financial Statement February 28, 2019
 - vi. Domestic Violence Grant Program Bank Reconciliation February 28, 2019
 - vii. Domestic Violence Grant Program Financial Statement March 31, 2019
 - viii. Domestic Violence Grant Program Bank Reconciliation March 31, 2019
 - iii. Security Deposits Reconciliation
 - i. Security Deposit Reconciliation December 31, 2018
 - ii. Security Deposit Reconciliation January 31, 2019
 - iii. Security Deposit Reconciliation February 28, 2019
 - iv. Security Deposit Reconciliation March 31, 2019
- C. Resolutions
 - i. None

Consent Agenda		Motedioned By: Commissioner Bond			Second By: Commissioner Tomaszewski
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Old Business:

- None

New Business:

Resolution #	Title: Authorization to Lease a 2019-19 Heavy Duty Pick-up Truck	Motion By: Commissioner Tomaszewski			Second By: Commissioner Bond
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Resolution #	Title: Voiding of Outstanding Checks	Motion By: Commissioner Bond			Second By: Commissioner Tomaszewski
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Executive Director's Report:

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

Other Staff Reports:

- None

Finances:

- Approved with Consent Agenda

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Committee Reports:

- None

Communications:

- Received Communications
 - From Mr. Douglas Gordon, Director Office of Public Housing, Detroit Field Office concerning payment of City of Manistee Inspection fees.
 - Public Housing Assessment System [PHAS] Score FYE 2018

Public Comment:

- Ms. Mary O'Brien ask
 - When the TV in the community room will again be connected to cable TV? *Mr. McKinven-Copus explained the current billing issues CMHC is having with Charter and stated that once that issue is resolved, cable TV will be restored in the community room.*
 - Why the parking lot lights at Harborview were off over the weekend. *Mr. Kevin Helminiak described how a squirrel short the lighting system and it was now repaired.*

Commissioner Report/Comments:

- None

Meeting Adjourned

Adjournment Time: 4:30 PM			Motion By: Commissioner Bond		Second By: Commissioner Tomaszewski	
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Dale Priester
President

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

Housing Authority Acct Specialists, Inc.
PO Box 545
Sparta, WI 54656-0545
608-269-6490

To the Board of Commissioners
And Management:

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

Enclosed are the following reports for the month ending April 30, 2019. These reports have been compiled in accordance with Generally Accepted Accounting Principles (GAAP):

- 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 Acct Specialists, Inc.

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

**Manistee Housing Commission
Low Rent Public Housing
Balance Sheet
As of April 30, 2019**

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$	349,385.70
1111.3 - HRA Account		9,273.35
1111.4 - Money Market Savings		53,786.49
1117 - Petty Cash Fund		250.00
1118 - Change Fund		50.00
		412,745.54

Total Cash

Receivables

1122 - Tenants Accounts Receivable	9,187.31
1122.1 - Allowance for Doubtful Accounts-TAR	(4,109.41)
1129 - Accounts Receivable-Other	1,915.50
	6,993.40

Total Receivables

Other Current Assets

1211 - Prepaid Insurance	7,937.08
1690 - Undistributed Debits	3,052.29
	10,989.37

Total Other Current Assets

TOTAL CURRENT ASSETS 430,728.31

NONCURRENT ASSETS

Fixed Assets

1400.6 - Land	360,271.62
1400.61 - Land Improvements	89,807.07
1400.7 - Buildings	4,657,515.77
1400.71 - Building Improvements	5,433,574.21
1400.72 - Non-dwelling Structures	8,525.00
1400.8 - Furn., Equip., Mach.-Dwellings	268,877.30
1400.9 - Furn., Equip., Mach.-Admin	304,390.06
1400.95 - Accumulated Depreciation-ALL	(8,591,373.32)
	2,531,587.71

Total Fixed Assets

Other Noncurrent Assets

1701 - Deferred Outflows	14,943.96
	14,943.96

Total Other Noncurrent Assets

TOTAL NONCURRENT ASSETS 2,546,531.67

TOTAL ASSETS \$ 2,977,259.98

**Manistee Housing Commission
Low Rent Public Housing
Balance Sheet
As of April 30, 2019**

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2111 - Vendors and Contractors	\$	37,752.73
2114 - Tenant Security Deposits		49,517.00
2117.12 - FSA Withheld		(415.77)
2117.13 - MERS HCSP Withheld		120.00
2117.14 - AFLAC Pre-Tax		666.27
2117.15 - MERS 457		107.90
2117.16 - Roth 457		49.33
2117.4 - 125 Medical Withheld		631.40
2117.5 - Pension Withheld		1,956.40
2117.6 - PAC Withheld		3.00
2117.9 - Union Dues Withheld		64.78
2119.2 - Interfund Payable - DVG		935.90
2131 - EPC Loan - Current		29,793.69
2133 - Capital Lease - 2016 F250 - Current		3,494.61
2135 - Accrued Wages/Payroll Taxes Payable		7,165.09
2135.1 - Accrued Comp. Absences-Current		24,696.77
2137 - Payments in Lieu of Taxes		44,629.00
Total Current Liabilities		<u>201,168.10</u>

Noncurrent Liabilities

2132 - EPC Loan - Noncurrent	1,020,616.92
2135.3 - Accrued Comp. Absences-Non Current	13,536.18
2138 - Net Pension Liability	7,748.00
2139 - Capital Lease - 2016 F250 - Non Current	6,937.76
2701 - Deferred Inflows	10,600.00
Total Noncurrent Liabilities	<u>1,059,438.86</u>

TOTAL LIABILITIES

1,260,606.96

EQUITY

2806.1 - Invested in Capital Assets	<u>1,553,404.31</u>
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Unrestricted Net Assets

2806 - Unrestricted Net Position	231,428.67
2820.00 - HUD Operating Reserve - Memo	245,908.29
2820.01 - HUD Operating Reserve-Contra	(245,908.29)
Current Year Profit/Loss - Public Housing/CFP	(68,179.96)
Total Unrestricted Net Assets	<u>163,248.71</u>

TOTAL EQUITY

1,716,653.02

TOTAL LIABILITIES/EQUITY

\$ 2,977,259.98

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 4 Months Ended April 30, 2019

	1 Month Ended	4 Months Ended	<u>BUDGET</u>	<u>VARIANCE</u>
	<u>April 30, 2019</u>	<u>April 30, 2019</u>		
Operating Revenue				
Tenant Rental Revenue				
3110 - Dwelling Rental Revenue	\$ 50,392.00	\$ 199,527.00	\$ 535,000	\$ 335,473.00
3120 - Tenant Revenue - Excess Utilities	447.68	1,792.72	8,000	6,207.28
3689 - Tenant Revenue - Cable TV	0.00	5,410.00	11,952	6,542.00
3690 - Tenant Revenue - Other	1,620.04	11,394.53	34,500	23,105.47
Total Tenant Rental Revenue	<u>52,459.72</u>	<u>218,124.25</u>	<u>589,452</u>	<u>371,327.75</u>
HUD PHA Grant Revenue				
3401.1 - Operating Grants	0.00	0.00	65,986	65,986.00
3401.2 - Operating Subsidy	43,422.67	175,832.33	523,707	347,874.67
Total HUD PHA Grant Revenue	<u>43,422.67</u>	<u>175,832.33</u>	<u>589,693</u>	<u>413,860.67</u>
Other Revenue				
3610 - Interest Income	85.98	337.40	1,100	762.60
3690.1 - Other Revenue	0.00	0.00	3,000	3,000.00
3690.2 - Gain/Loss-Sale of Fixed Assets	7,250.00	7,250.00	0	(7,250.00)
3690.4 - Laundry Revenue	2,011.17	4,939.58	11,350	6,410.42
3690.6 - Fraud Recovery Revenue	206.18	824.72	2,000	1,175.28
3690.7 - Management Fee - DVG	833.00	3,332.00	10,000	6,668.00
Total Other Revenue	<u>10,386.33</u>	<u>16,683.70</u>	<u>27,450</u>	<u>10,766.30</u>
Total Operating Revenue	<u>106,268.72</u>	<u>410,640.28</u>	<u>1,206,595</u>	<u>795,954.72</u>
Operating Expenses				
Administration				
4110 - Administrative Wages	20,599.15	61,698.97	157,910	96,211.03
4130 - Legal Expense	648.47	1,901.36	15,000	13,098.64
4140 - Staff Training	0.00	0.00	1,200	1,200.00
4170 - Accounting Fees	1,024.38	3,085.02	9,600	6,514.98
4171 - Auditing	0.00	0.00	8,760	8,760.00
4182 - Employee Benefits - Admin	7,703.13	30,550.98	68,492	37,941.02
4185 - Telephone	2,239.90	6,665.82	17,200	10,534.18
4190.1 - Publications	175.00	175.00	1,400	1,225.00
4190.2 - Membership Dues and Fees	0.00	1,474.00	1,600	126.00
4190.3 - Admin Service Contracts	6,256.79	16,055.60	58,000	41,944.40
4190.4 - Office Supplies	1,080.60	3,483.52	8,400	4,916.48
4190.5 - Other Sundry-Misc.	204.61	996.98	16,800	15,803.02
Total Administration	<u>39,932.03</u>	<u>126,087.25</u>	<u>364,362</u>	<u>238,274.75</u>
Tenant Services				
4220 - Rec., Pub., & Other Services	0.00	0.00	50	50.00
4221 - Resident Employee Stipend	550.00	2,200.00	6,600	4,400.00
4230 - Contract Costs-Cable & Other	0.00	5,967.25	11,952	5,984.75
Total Tenant Services	<u>550.00</u>	<u>8,167.25</u>	<u>18,602</u>	<u>10,434.75</u>

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 4 Months Ended April 30, 2019

	1 Month Ended	4 Months Ended	BUDGET	VARIANCE
	<u>April 30, 2019</u>	<u>April 30, 2019</u>		
Utilities				
4310 - Water & Sewer	4,455.60	18,548.16	58,800	40,251.84
4320 - Electricity	11,355.45	44,988.93	111,000	66,011.07
4330 - Gas	3,930.22	13,859.84	35,000	21,140.16
Total Utilities	<u>19,741.27</u>	<u>77,396.93</u>	<u>204,800</u>	<u>127,403.07</u>
Ordinary Maint. & Operations				
4410 - Maintenance Wages	12,007.30	36,960.17	102,080	65,119.83
4420 - Materials	1,763.10	9,280.31	50,000	40,719.69
4430.01 - Garbage Removal	1,701.32	6,986.81	20,000	13,013.19
4430.02 - Heating & Cooling Contracts	0.00	3,250.19	18,000	14,749.81
4430.03 - Snow Removal Contracts	0.00	47.79	100	52.21
4430.04 - Elevator Contracts	0.00	12,327.96	15,000	2,672.04
4430.05 - Landscape & Grounds Contracts	0.00	700.00	5,000	4,300.00
4430.06 - Unit Turnaround Contracts	646.00	646.00	10,000	9,354.00
4430.07 - Electrical Contracts	0.00	1,043.17	2,500	1,456.83
4430.08 - Plumbing Contracts	175.00	400.00	3,000	2,600.00
4430.09 - Extermination Contracts	1,409.00	5,886.00	13,500	7,614.00
4430.11 - Routine Maintenance Contracts	0.00	35.00	4,800	4,765.00
4430.12 - Miscellaneous Contracts	100.00	2,164.25	8,000	5,835.75
4433 - Employee Benefits - Maint.	5,952.77	24,937.91	57,790	32,852.09
4440 - Staff Training-Maintenance	0.00	0.00	1,000	1,000.00
Total Ordinary Maint. & Oper	<u>23,754.49</u>	<u>104,665.56</u>	<u>310,770</u>	<u>206,104.44</u>
General Expense				
4510 - Insurance	7,705.60	30,217.40	91,100	60,882.60
4520 - Payment in Lieu of Taxes	2,740.00	10,960.00	32,867	21,907.00
4550 - Compensated Absences	0.00	0.00	1,200	1,200.00
4570 - Collection Losses	0.00	135.14	16,800	16,664.86
4580 - Interest Expense	5,672.29	22,810.71	66,845	44,034.29
Total General Expense	<u>16,117.89</u>	<u>64,123.25</u>	<u>208,812</u>	<u>144,688.75</u>
Total Routine Operating Expenses	100,095.68	380,440.24	1,107,346	726,905.76
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maintenance	0.00	0.00	0	0.00
Casualty Losses-Not Cap.				
Total Casualty Losses	0.00	0.00	0	0.00
Total Non-Routine Expenses	0.00	0.00	0	0.00
Total Operating Expenses	<u>100,095.68</u>	<u>380,440.24</u>	<u>1,107,346</u>	<u>726,905.76</u>
Operating Income (Loss)	<u>6,173.04</u>	<u>30,200.04</u>	<u>99,249</u>	<u>69,048.96</u>
Depreciation Expense				
4800 - Depreciation - Current Year	24,595.00	98,380.00	0	(98,380.00)
Total Depreciation Expense	<u>24,595.00</u>	<u>98,380.00</u>	<u>0</u>	<u>(98,380.00)</u>

**Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 4 Months Ended April 30, 2019**

	1 Month Ended	4 Months Ended	<u>BUDGET</u>	<u>VARIANCE</u>
	<u>April 30, 2019</u>	<u>April 30, 2019</u>		
Surplus Credits & Charges				
Total Surplus Credits & Charges	0.00	0.00	0	0.00
Capital Expenditures				
7510 - Principal Payments - EPC	3,436.75	13,638.04	43,432	29,793.96
7511 - Principal Payments - F150	427.18	1,696.13	5,191	3,494.87
7520 - Replacement of Equipment	0.00	0.00	5,000	5,000.00
7530 - Cash Proceeds-Sale of Equipment	(7,250.00)	(7,250.00)	0	7,250.00
7540 - Betterments and Additions	386.25	386.25	0	(386.25)
7590 - Operating Expenditures-Contra	2,999.82	(8,470.42)	(53,623)	(45,152.58)
Total Capital Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>
Other Financial Items				
Total Other Financial Items	0.00	0.00	0	0.00
HUD Net Income (Loss)	<u>\$ 1,922.86</u>	<u>\$ 14,479.62</u>	<u>\$ 45,626</u>	<u>\$ 31,146.38</u>
GAAP Net Income (Loss)	<u>\$ (18,421.96)</u>	<u>\$ (68,179.96)</u>		

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

**Manistee Housing Commission
Capital Fund 501-17
Statement of Revenue & Expense
For the 1 Month and 4 Months Ended April 30, 2019**

	1 Month Ended	4 Months Ended
1017	<u>April 30, 2019</u>	<u>April 30, 2019</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.1 - Operating Grants	3,385.00	6,023.50
Total HUD PHA GRANTS	3,385.00	6,023.50
Total Operating Income	3,385.00	6,023.50
Operating Expenses		
Administration		
4130 - Legal Expense	455.00	455.00
4190.3 - Admin Service Contracts	1,500.00	3,027.50
Total Administration	1,955.00	3,482.50
Ordinary Maint. & Operations		
4420 - Materials	1,430.00	1,430.00
4430.02 - Heating & Cooling Contracts	0.00	1,111.00
Total Ordinary Maint. & Oper	1,430.00	2,541.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	3,385.00	6,023.50
Net Income/(Loss)	0.00	0.00

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

**Manistee Housing Commission
Capital Fund 501-18
Statement of Revenue & Expense
For the 1 Month and 4 Months Ended April 30, 2019**

	1 Month Ended	4 Months Ended
1018	<u>April 30, 2019</u>	<u>April 30, 2019</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Total Operating Income	0.00	0.00
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	0.00	0.00
Net Income/(Loss)	0.00	0.00

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Manistee Housing Commission
Capital Fund 501-17

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-17 **1517**	April 30, 2019	April 30, 2019		
Administration				
1406 - Operations	\$ 0.00	\$ 42,399.00	\$ 42,399.00	\$ 0.00
1408 - Management Improvement	1,955.00	23,538.36	25,439.76	1,901.40
1410 - Administration	0.00	21,199.00	21,199.00	0.00
Total Administration	<u>1,955.00</u>	<u>87,136.36</u>	<u>89,037.76</u>	<u>1,901.40</u>
A & E				
1430 - A & E Fees	0.00	15,000.00	15,000.00	0.00
Total A & E Fees	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>
Site Improvements				
Total Site Improvements	0.00	0.00	0	0.00
Dwelling Structures				
1460 - Dwelling Structures	1,430.00	61,089.08	112,490.24	51,401.16
Total Dwelling Structures	<u>1,430.00</u>	<u>61,089.08</u>	<u>112,490.24</u>	<u>51,401.16</u>
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0	0.00
Total Capital Funds Expended	<u>\$ 3,385.00</u>	<u>\$ 163,225.44</u>	<u>\$ 216,528.00</u>	<u>\$ 53,302.56</u>
1600 - CFP Funding	<u>3,385.00</u>	<u>163,225.44</u>	<u>216,528.00</u>	<u>53,302.56</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

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Manistee Housing Commission
Capital Fund 501-18

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-18 **1518**	April 30, 2019	April 30, 2019		
Administration				
1406 - Operations	\$ 0.00	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	0.00	0.00	32,993.40	32,993.40
1410 - Administration	0.00	0.00	32,993.40	32,993.40
Total Administration	0.00	65,986.80	131,973.60	65,986.80
A & E				
Total A & E Fees	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
Total Dwelling Structures	0.00	0.00	0.00	0.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
General Capital Activity				
1480 - General Capital Activity	0.00	0.00	197,960.40	197,960.40
Total General Capital Activity	0.00	0.00	197,960.40	197,960.40
Total Capital Funds Expended	\$ 0.00	\$ 65,986.80	\$ 329,934.00	\$ 263,947.20
1600 - CFP Funding	0.00	65,986.80	329,934.00	263,947.20
Over/(Under) Funding	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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Manistee Housing Commission

Cash Disbursements Journal

April 1, 2019 - April 30, 2019

Date	Reference	Account	Description	Amount
04/01/19	9890	10011111.2	Alerus Retirement Solutions	(20.00)
04/01/19	9890	10012117.13	Alerus Retirement Solutions	20.00
04/01/19	9891	10011111.2	Alerus Retirement Solutions	(50.00)
04/01/19	9891	10012117.13	Alerus Retirement Solutions	50.00
04/01/19	9892	10011111.2	██████████	(50.00)
04/01/19	9892	10012114	██████████	50.00
04/01/19	9893	10011111.2	Consumers Energy	(100.40)
04/01/19	9893	10011122	Consumers Energy	100.40
04/01/19	9894	10011111.2	AmTrust North America Inc	(610.00)
04/01/19	9894	10014510	AmTrust North America Inc	610.00
04/01/19	9895	10011111.2	AT & T Mobile	(464.69)
04/01/19	9895	10014185	AT & T Mobile	464.69
04/01/19	9896	10011111.2	Byline Bank	(9,055.19)
04/01/19	9896	10012131	Byline Bank	3,436.75
04/01/19	9896	10014580	Byline Bank	5,618.44
04/01/19	9896	10017510	Byline Bank	3,436.75
04/01/19	9896	10017590	Byline Bank	(3,436.75)
04/01/19	9897	10011111.2	Cadillac Plgb. & Htg. Supply Co., Inc.	(125.86)
04/01/19	9897	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	125.86
04/01/19	9898	10011111.2	Consumers Energy	(9,463.07)
04/01/19	9898	10014320	Consumers Energy	9,463.07
04/01/19	9899	10011111.2	DTE Energy	(3,930.22)
04/01/19	9899	10014330	DTE Energy	3,930.22
04/01/19	9900	10011111.2	Forbes Sanitation and Excavation, Inc.	(175.00)
04/01/19	9900	10014430.08	Forbes Sanitation and Excavation, Inc.	175.00
04/01/19	9901	10011111.2	Ford Credit	(481.03)
04/01/19	9901	10012133	Ford Credit	427.18
04/01/19	9901	10014580	Ford Credit	53.85
04/01/19	9901	10017511	Ford Credit	427.18
04/01/19	9901	10017590	Ford Credit	(427.18)
04/01/19	9902	10011111.2	Jackpine Business Centers	(514.00)
04/01/19	9902	10014190.4	Jackpine Business Centers	514.00
04/01/19	9903	10011111.2	Manistee Ford	(100.00)
04/01/19	9903	10014430.12	Manistee Ford	100.00
04/01/19	9904	10011111.2	Mika Meyers PLC	(648.47)
04/01/19	9904	10014130	Mika Meyers PLC	648.47
04/01/19	9905	10011111.2	Principal Financial Group	(1,408.64)
04/01/19	9905	10014182	Principal Financial Group	804.78
04/01/19	9905	10014433	Principal Financial Group	603.86
04/01/19	9906	10011111.2	Staples	(643.50)
04/01/19	9906	10014190.4	Staples	522.27

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Manistee Housing Commission

Cash Disbursements Journal

April 1, 2019 - April 30, 2019

Date	Reference	Account	Description	Amount
04/01/19	9906	10014420	Staples	121.23
04/01/19	9907	10011111.2	Sun Life Financial	(633.62)
04/01/19	9907	10014182	Sun Life Financial	394.96
04/01/19	9907	10014433	Sun Life Financial	238.66
04/01/19	9908	10011111.2	Sunrise Supplies	(145.16)
04/01/19	9908	10014420	Sunrise Supplies	145.16
04/01/19	9909	10011111.2	Top Line Electric	(1,430.00)
04/01/19	9909	10174420	Top Line Electric	1,430.00
04/01/19	9909	15171460	Top Line Electric	1,430.00
04/01/19	9909	15179800	Top Line Electric	(1,430.00)
04/01/19	9910	10011111.2	US Bank Equipment Finance	(644.43)
04/01/19	9910	10014190.3	US Bank Equipment Finance	644.43
04/01/19	9911	10011111.2	VSP	(269.16)
04/01/19	9911	10014182	VSP	145.29
04/01/19	9911	10014433	VSP	123.87
04/01/19	9912	10011111.2	██████████	(100.00)
04/01/19	9912	10014221	██████████	100.00
04/01/19	9913	10011111.2	██████████	(200.00)
04/01/19	9913	10014221	██████████	200.00
04/01/19	9914	10011111.2	██████████	(50.00)
04/01/19	9914	10014221	██████████	50.00
04/01/19	9915	10011111.2	██████████	(200.00)
04/01/19	9915	10014221	██████████	200.00
04/03/19	13282	10011111.2	CMHC - West Shore FSA	(303.47)
04/03/19	13282	10011111.3	CMHC - West Shore FSA	303.47
04/03/19	13283	10011111.2	United Steel Workers of America	(3.00)
04/03/19	13283	10012117.6	United Steel Workers of America	3.00
04/03/19	13284	10011111.2	United Steel Workers of America	(61.02)
04/03/19	13284	10012117.9	United Steel Workers of America	61.02
04/10/19	9916	10011111.2	Cindy Scott	(20.35)
04/10/19	9916	10014190.5	Cindy Scott	20.35
04/10/19	9917	10011111.2	Alerus Retirement Solutions	(50.00)
04/10/19	9917	10012117.13	Alerus Retirement Solutions	50.00
04/10/19	9918	10011111.2	Alerus Retirement Solutions	(20.00)
04/10/19	9918	10012117.13	Alerus Retirement Solutions	20.00
04/10/19	9919	10011111.2	Manistee Housing Commission	(124.81)
04/10/19	9919	10011111.4	Manistee Housing Commission	124.81
04/10/19	9920	10011111.2	Consumers Energy	(144.38)
04/10/19	9920	10011122	Consumers Energy	144.38
04/10/19	9921	10011111.2	Ascomnorth, Inc.	(252.50)

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Manistee Housing Commission

Cash Disbursements Journal

April 1, 2019 - April 30, 2019

Date	Reference	Account	Description	Amount
04/10/19	9921	10014190.3	Ascomnorth, Inc.	252.50
04/10/19	9922	10011111.2	AT & T	(1,061.88)
04/10/19	9922	10014185	AT & T	1,061.88
04/10/19	9923	10011111.2	AT & T Long Distance	(598.14)
04/10/19	9923	10014185	AT & T Long Distance	598.14
04/10/19	9924	10011111.2	Cadillac Plgb. & Htg. Supply Co., Inc.	(223.22)
04/10/19	9924	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	223.22
04/10/19	9925	10011111.2	CDM Mobile Shredding, Inc.	(45.00)
04/10/19	9925	10014190.3	CDM Mobile Shredding, Inc.	45.00
04/10/19	9926	10011111.2	Charter Business	(115.19)
04/10/19	9926	10014185	Charter Business	115.19
04/10/19	9927	10011111.2	City of Manistee	(4,455.60)
04/10/19	9927	10014310	City of Manistee	4,455.60
04/10/19	9928	10011111.2	Consumers Energy	(1,892.38)
04/10/19	9928	10014320	Consumers Energy	1,892.38
04/10/19	9929	10011111.2	EPC Solutions, LLC	(1,500.00)
04/10/19	9929	10174190.3	EPC Solutions, LLC	1,500.00
04/10/19	9929	15171408	EPC Solutions, LLC	1,500.00
04/10/19	9929	15179800	EPC Solutions, LLC	(1,500.00)
04/10/19	9930	10011111.2	Griffin Pest Solutions	(1,409.00)
04/10/19	9930	10014430.09	Griffin Pest Solutions	1,409.00
04/10/19	9931	10011111.2	Haglund's Floor Covering	(646.00)
04/10/19	9931	10014430.06	Haglund's Floor Covering	646.00
04/10/19	9932	10011111.2	HDS, LLC	(2,901.00)
04/10/19	9932	10014190.3	HDS, LLC	2,901.00
04/10/19	9933	10011111.2	HD Supply Facilities Mtce	(575.67)
04/10/19	9933	10014420	HD Supply Facilities Mtce	575.67
04/10/19	9934	10011111.2	H.A.A.S., Inc.	(1,024.38)
04/10/19	9934	10014170	H.A.A.S., Inc.	1,024.38
04/10/19	9935	10011111.2	Kushner & Company	(100.00)
04/10/19	9935	10014190.3	Kushner & Company	100.00
04/10/19	9936	10011111.2	McCardel Water Conditioning	(32.50)
04/10/19	9936	10014190.5	McCardel Water Conditioning	32.50
04/10/19	9937	10011111.2	Nan McKay & Associates, Inc.	(175.00)
04/10/19	9937	10014190.1	Nan McKay & Associates, Inc.	175.00
04/10/19	9938	10011111.2	Next IT	(1,476.96)
04/10/19	9938	10014190.3	Next IT	1,476.96
04/10/19	9939	10011111.2	The PI Company	(43.80)
04/10/19	9939	10014190.5	The PI Company	43.80

Manistee Housing Commission

Cash Disbursements Journal

April 1, 2019 - April 30, 2019

Date	Reference	Account	Description	Amount
04/10/19	9940	10011111.2	Pitney Bowes	(404.40)
04/10/19	9940	10014190.3	Pitney Bowes	404.40
04/10/19	9941	10011111.2	PNC Bank	(818.54)
04/10/19	9941	10014190.3	PNC Bank	280.00
04/10/19	9941	10014190.4	PNC Bank	44.33
04/10/19	9941	10014190.5	PNC Bank	107.96
04/10/19	9941	10011400.9	PNC Bank	386.25
04/10/19	9941	10017540	PNC Bank	386.25
04/10/19	9941	10017590	PNC Bank	(386.25)
04/10/19	9942	10011111.2	Reno & Cavanaugh PLLC	(455.00)
04/10/19	9942	10174130	Reno & Cavanaugh PLLC	455.00
04/10/19	9942	15171408	Reno & Cavanaugh PLLC	455.00
04/10/19	9942	15179800	Reno & Cavanaugh PLLC	(455.00)
04/10/19	9943	10011111.2	Republic Services	(1,701.32)
04/10/19	9943	10014430.01	Republic Services	1,701.32
04/10/19	9944	10011111.2	Sherwin-Williams Co.	(366.03)
04/10/19	9944	10014420	Sherwin-Williams Co.	366.03
04/10/19	9945	10011111.2	Wahr Hardware, Inc.	(239.19)
04/10/19	9945	10014420	Wahr Hardware, Inc.	239.19
04/17/19	13285	10011111.2	CMHC - West Shore FSA	(303.47)
04/17/19	13285	10011111.3	CMHC - West Shore FSA	303.47
04/17/19	13286	10011111.2	United Steel Workers of America	(63.48)
04/17/19	13286	10012117.9	United Steel Workers of America	63.48
04/30/19	13287	10011111.2	CMHC - West Shore FSA	(303.47)
04/30/19	13287	10011111.3	CMHC - West Shore FSA	303.47
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

Cash Receipts Journal

April 1, 2019 - April 30, 2019

Date	Reference	Account	Description	Amount
04/30/19	115	10011111.2	April Cash Receipts	63,042.81
04/30/19	115	10011122	April TAR Collections	(52,250.84)
04/30/19	115	10011122.1	April Bad Debt Collections	(127.36)
04/30/19	115	10012114	April Security Deposit Collections	(331.00)
04/30/19	115	10011129.3	Reimbursement - DVG	(33.26)
04/30/19	115	10013690.7	Management Fee Income - DVG	(833.00)
04/30/19	115	10013690.4	Laundry Income	(2,011.17)
04/30/19	115	10013690.6	Restitution - Wisniewski	(206.18)
04/30/19	115	10013690.2	Sale of 2009 Ford F150	(7,250.00)
04/30/19	115	10011400.9	Sale of 2009 Ford F150	(22,358.44)
04/30/19	115	10011400.95	Sale of 2009 Ford F150	22,358.44
04/30/19	115	10017530	Sale of 2009 Ford F150	(7,250.00)
04/30/19	115	10017590	Sale of 2009 Ford F150	7,250.00
04/30/19	116	10011111.2	Operating Subsidy	43,422.67
04/30/19	116	10013401.2	Operating Subsidy	(43,422.67)
04/30/19	117	10011111.2	2017 CFP Grant	1,430.00
04/30/19	117	10173401.1	2017 CFP Grant	(1,430.00)
04/30/19	117	15171600	2017 CFP Grant	1,430.00
04/30/19	117	15171699	2017 CFP Grant	(1,430.00)
04/30/19	118	10011111.2	2017 CFP Grant	1,955.00
04/30/19	118	10173401.1	2017 CFP Grant	(1,955.00)
04/30/19	118	15171600	2017 CFP Grant	1,955.00
04/30/19	118	15171699	2017 CFP Grant	(1,955.00)
04/30/19	119	10011111.2	NOW/Sweep Interest	74.38
04/30/19	119	10011111.3	HRA Interest	0.56
04/30/19	119	10011111.4	MM Savings Interest	11.04
04/30/19	119	10013610	Interest Income - April	(85.98)
			Transaction Balance	<u>0.00</u>

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Manistee Housing Commission

Journal Entry Journal

April 1, 2019 - April 30, 2019

Date	Reference	Account	Description	Amount
04/01/19	311.1	10011690	To record April checks that cleared in March per bank statement.	(12,190.99)
04/01/19	311.1	10011111.2	To record April checks that cleared in March per bank statement.	12,190.99
04/30/19	312	10011122	To record charges to tenants per April 2019 Statement of Operations.	52,459.72
04/30/19	312	10013110	To record charges to tenants per April 2019 Statement of Operations.	(50,392.00)
04/30/19	312	10013120	To record charges to tenants per April 2019 Statement of Operations.	(447.68)
04/30/19	312	10013690	To record charges to tenants per April 2019 Statement of Operations.	(1,620.04)
04/30/19	313	10011122	To record transfers of security deposits to A/R per April 2019 Statement of Operations.	(732.00)
04/30/19	313	10012114	To record transfers of security deposits to A/R per April 2019 Statement of Operations.	732.00
04/30/19	314	10011690	To record May checks that cleared in April.	3,052.29
04/30/19	314	10011111.2	To record May checks that cleared in April.	(3,052.29)
04/30/19	PH1	10019998	To record units available.	214.00
04/30/19	PH1	10019999	To record units available.	(214.00)
04/30/19	PH2	10012137	To record estimated monthly PILOT expense.	(2,740.00)
04/30/19	PH2	10014520	To record estimated monthly PILOT expense.	2,740.00
04/30/19	PH3	10014800	To record estimated monthly depreciation expense.	24,595.00
04/30/19	PH3	10011400.95	To record estimated monthly depreciation expense.	(24,595.00)
04/30/19	RT1	10019996	To record units leased.	206.00
04/30/19	RT1	10019997	To record units leased.	(206.00)
04/30/19	RT2	10014510	To record monthly insurance write off.	7,095.60
04/30/19	RT2	10011211	To record monthly insurance write off.	(7,095.60)
04/30/19	RT3	10012117.12	To record HRA transactions per bank statement.	921.12
04/30/19	RT3	10011111.3	To record HRA transactions per bank statement.	(921.12)
04/30/19	RT4	10014110	To record payroll transactions per bank statement.	20,599.15
04/30/19	RT4	10014410	To record payroll transactions per bank statement.	12,007.30
04/30/19	RT4	10012117.4	To record payroll transactions per bank statement.	(1,894.20)
04/30/19	RT4	10012117.5	To record payroll transactions per bank statement.	(1,956.40)
04/30/19	RT4	10012117.6	To record payroll transactions per bank statement.	(6.00)
04/30/19	RT4	10012117.9	To record payroll transactions per bank statement.	(189.28)
04/30/19	RT4	10012117.12	To record payroll transactions per bank statement.	(910.41)
04/30/19	RT4	10012117.13	To record payroll transactions per bank statement.	(190.00)
04/30/19	RT4	10012117.14	To record payroll transactions per bank statement.	(666.27)
04/30/19	RT4	10012117.15	To record payroll transactions per bank statement.	(107.90)
04/30/19	RT4	10012117.16	To record payroll transactions per bank statement.	(49.33)
04/30/19	RT4	10014182	To record payroll transactions per bank statement.	1,740.59
04/30/19	RT4	10014433	To record payroll transactions per bank statement.	1,091.15
04/30/19	RT4	10014190.3	To record payroll transactions per bank statement.	152.50
04/30/19	RT4	10011111.2	To record payroll transactions per bank statement.	(29,620.90)
04/30/19	RT5	10012117.4	To record SHWF debit for payment of health insurance per bank statement.	1,262.80
04/30/19	RT5	10014182	To record SHWF debit for payment of health insurance per bank statement.	4,617.51

Manistee Housing Commission

Journal Entry Journal

April 1, 2019 - April 30, 2019

Date	Reference	Account	Description	Amount
04/30/19	RT5	10014433	To record SHWF debit for payment of health insurance per bank statement.	3,895.23
04/30/19	RT5	10011111.2	To record SHWF debit for payment of health insurance per bank statement.	(9,775.54)
04/30/19	RT6	10012117.5	To record MERS contribution per bank statement.	1,300.76
04/30/19	RT6	10011701	To record MERS contribution per bank statement.	701.00
04/30/19	RT6	10011111.2	To record MERS contribution per bank statement.	(2,001.76)
04/30/19	RT7	10012117.14	To record AFLAC debit per bank statement.	487.98
04/30/19	RT7	10011111.2	To record AFLAC debit per bank statement.	(487.98)
04/30/19	RT8	10012820.00	To record adjustment to Operating Reserve to reflect current month profit or loss.	(1,922.86)
04/30/19	RT8	10012820.01	To record adjustment to Operating Reserve to reflect current month profit or loss.	1,922.86
Transaction Balance				<u>0.00</u>

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

Manistee Housing Commission

General Ledger

April 1, 2019 - April 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011111.2	NOW	Account		327,630.91		
04/01/19	311.1	3	To record April checks that cleared in March per bank statement.		12,190.99	
04/01/19	9890	2	Alerus Retirement Solutions		(20.00)	
04/01/19	9891	2	Alerus Retirement Solutions		(50.00)	
04/01/19	9892	2	██████████		(50.00)	
04/01/19	9893	2	Consumers Energy		(100.40)	
04/01/19	9894	2	AmTrust North America Inc		(610.00)	
04/01/19	9895	2	AT & T Mobile		(464.69)	
04/01/19	9896	2	Byline Bank		(9,055.19)	
04/01/19	9897	2	Cadillac Plgb. & Htg. Supply Co., Inc.		(125.86)	
04/01/19	9898	2	Consumers Energy		(9,463.07)	
04/01/19	9899	2	DTE Energy		(3,930.22)	
04/01/19	9900	2	Forbes Sanitation and Excavation, Inc.		(175.00)	
04/01/19	9901	2	Ford Credit		(481.03)	
04/01/19	9902	2	Jackpine Business Centers		(514.00)	
04/01/19	9903	2	Manistee Ford		(100.00)	
04/01/19	9904	2	Mika Meyers PLC		(648.47)	
04/01/19	9905	2	Principal Financial Group		(1,408.64)	
04/01/19	9906	2	Staples		(643.50)	
04/01/19	9907	2	Sun Life Financial		(633.62)	
04/01/19	9908	2	Sunrise Supplies		(145.16)	
04/01/19	9909	2	Top Line Electric		(1,430.00)	
04/01/19	9910	2	US Bank Equipment Finance		(644.43)	
04/01/19	9911	2	VSP		(269.16)	
04/01/19	9912	2	██████████		(100.00)	
04/01/19	9913	2	██████████		(200.00)	
04/01/19	9914	2	██████████		(50.00)	
04/01/19	9915	2	██████████		(200.00)	
04/03/19	13282	2	CMHC - West Shore FSA		(303.47)	
04/03/19	13283	2	United Steel Workers of America		(3.00)	
04/03/19	13284	2	United Steel Workers of America		(61.02)	
04/10/19	9916	2	Cindy Scott		(20.35)	
04/10/19	9917	2	Alerus Retirement Solutions		(50.00)	
04/10/19	9918	2	Alerus Retirement Solutions		(20.00)	
04/10/19	9919	2	Manistee Housing Commission		(124.81)	
04/10/19	9920	2	Consumers Energy		(144.38)	
04/10/19	9921	2	Ascomnorth, Inc.		(252.50)	
04/10/19	9922	2	AT & T		(1,061.88)	
04/10/19	9923	2	AT & T Long Distance		(598.14)	
04/10/19	9924	2	Cadillac Plgb. & Htg. Supply Co., Inc.		(223.22)	
04/10/19	9925	2	CDM Mobile Shredding, Inc.		(45.00)	
04/10/19	9926	2	Charter Business		(115.19)	
04/10/19	9927	2	City of Manistee		(4,455.60)	
04/10/19	9928	2	Consumers Energy		(1,892.38)	
04/10/19	9929	2	EPC Solutions, LLC		(1,500.00)	
04/10/19	9930	2	Griffin Pest Solutions		(1,409.00)	
04/10/19	9931	2	Haglund's Floor Covering		(646.00)	
04/10/19	9932	2	HDS, LLC		(2,901.00)	
04/10/19	9933	2	HD Supply Facilities Mtce		(575.67)	
04/10/19	9934	2	H.A.A.S., Inc.		(1,024.38)	
04/10/19	9935	2	Kushner & Company		(100.00)	
04/10/19	9936	2	McCardel Water Conditioning		(32.50)	
04/10/19	9937	2	Nan McKay & Associates, Inc.		(175.00)	
04/10/19	9938	2	Next IT		(1,476.96)	
04/10/19	9939	2	The PI Company		(43.80)	
04/10/19	9940	2	Pitney Bowes		(404.40)	
04/10/19	9941	2	PNC Bank		(818.54)	

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. THIS DOCUMENT REDACTED IN ACCORDANCE WITH THE FEDERAL PRIVACY ACT AND HAS BEEN REDACTED TO PROTECT THE IDENTIFYING INFORMATION OF PARTICIPANTS.

Manistee Housing Commission

General Ledger

April 1, 2019 - April 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
04/10/19	9942	2	Reno & Cavanaugh PLLC		(455.00)	
04/10/19	9943	2	Republic Services		(1,701.32)	
04/10/19	9944	2	Sherwin-Williams Co.		(366.03)	
04/10/19	9945	2	Wahr Hardware, Inc.		(239.19)	
04/17/19	13285	2	CMHC - West Shore FSA		(303.47)	
04/17/19	13286	2	United Steel Workers of America		(63.48)	
04/30/19	115	1	April Cash Receipts		63,042.81	
04/30/19	116	1	Operating Subsidy		43,422.67	
04/30/19	117	1	2017 CFP Grant		1,430.00	
04/30/19	118	1	2017 CFP Grant		1,955.00	
04/30/19	119	1	NOW/Sweep Interest		74.38	
04/30/19	314	3	To record May checks that cleared in April.		(3,052.29)	
04/30/19	13287	2	CMHC - West Shore FSA		(303.47)	
04/30/19	RT4	3	To record payroll transactions per bank statement.		(29,620.90)	
04/30/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		(9,775.54)	
04/30/19	RT6	3	To record MERS contribution per bank statement.		(2,001.76)	
04/30/19	RT7	3	To record AFLAC debit per bank statement.		(487.98)	
			Totals for 10011111.2		<u>21,754.79</u>	<u>349,385.70</u>
10011111.3	HRA Account			9,283.50		
04/03/19	13282	2	CMHC - West Shore FSA		303.47	
04/17/19	13285	2	CMHC - West Shore FSA		303.47	
04/30/19	119	1	HRA Interest		0.56	
04/30/19	13287	2	CMHC - West Shore FSA		303.47	
04/30/19	RT3	3	To record HRA transactions per bank statement.		(921.12)	
			Totals for 10011111.3		<u>(10.15)</u>	<u>9,273.35</u>
10011111.4	Money Market Savings			53,650.64		
04/10/19	9919	2	Manistee Housing Commission		124.81	
04/30/19	119	1	MM Savings Interest		11.04	
			Totals for 10011111.4		<u>135.85</u>	<u>53,786.49</u>
10011117	Petty Cash Fund			250.00		
			Totals for 10011117		<u>0.00</u>	<u>250.00</u>
10011118	Change Fund			50.00		
			Totals for 10011118		<u>0.00</u>	<u>50.00</u>
10011122	Tenants Accounts Receivable			9,465.65		
04/01/19	9893	2	Consumers Energy		100.40	
04/10/19	9920	2	Consumers Energy		144.38	
04/30/19	115	1	April TAR Collections		(52,250.84)	
04/30/19	312	3	To record charges to tenants per April 2019 Statement of Operations.		52,459.72	
04/30/19	313	3	To record transfers of security deposits to A/R per April 2019 Statement of Operations.		(732.00)	
			Totals for 10011122		<u>(278.34)</u>	<u>9,187.31</u>
10011122.1	Allowance for Doubtful Accounts-TAR			(3,982.05)		
04/30/19	115	1	April Bad Debt Collections		(127.36)	
			Totals for 10011122.1		<u>(127.36)</u>	<u>(4,109.41)</u>
10011129	Accounts Receivable-Other			1,915.50		
			Totals for 10011129		<u>0.00</u>	<u>1,915.50</u>

Manistee Housing Commission

General Ledger

April 1, 2019 - April 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011129.3	Accounts Receivable - DVG			0.00		
04/10/19	2698	2	Manistee Housing Commission		33.26	
04/30/19	115	1	Reimbursement - DVG		(33.26)	
			Totals for 10011129.3		<u>0.00</u>	<u>0.00</u>
10011211	Prepaid Insurance			15,032.68		
04/30/19	RT2	3	To record monthly insurance write off.		(7,095.60)	
			Totals for 10011211		<u>(7,095.60)</u>	<u>7,937.08</u>
10011400.6	Land			360,271.62		
			Totals for 10011400.6		<u>0.00</u>	<u>360,271.62</u>
10011400.61	Land Improvements			89,807.07		
			Totals for 10011400.61		<u>0.00</u>	<u>89,807.07</u>
10011400.7	Buildings			4,657,515.77		
			Totals for 10011400.7		<u>0.00</u>	<u>4,657,515.77</u>
10011400.71	Building Improvements			5,433,574.21		
			Totals for 10011400.71		<u>0.00</u>	<u>5,433,574.21</u>
10011400.72	Non-dwelling Structures			8,525.00		
			Totals for 10011400.72		<u>0.00</u>	<u>8,525.00</u>
10011400.8	Furn., Equip., Mach.-Dwellings			268,877.30		
			Totals for 10011400.8		<u>0.00</u>	<u>268,877.30</u>
10011400.9	Furn., Equip., Mach.-Admin			326,362.25		
04/10/19	9941	2	PNC Bank		386.25	
04/30/19	115	1	Sale of 2009 Ford F150		(22,358.44)	
			Totals for 10011400.9		<u>(21,972.19)</u>	<u>304,390.06</u>
10011400.95	Accumulated Depreciation-ALL			(8,589,136.76)		
04/30/19	115	1	Sale of 2009 Ford F150		22,358.44	
04/30/19	PH3	3	To record estimated monthly depreciation expense.		(24,595.00)	
			Totals for 10011400.95		<u>(2,236.56)</u>	<u>(8,591,373.32)</u>
10011690	Undistributed Debits			12,190.99		
04/01/19	311.1	3	To record April checks that cleared in March per bank statement.		(12,190.99)	
04/30/19	314	3	To record May checks that cleared in April.		3,052.29	
			Totals for 10011690		<u>(9,138.70)</u>	<u>3,052.29</u>
10011701	Deferred Outflows			14,242.96		
04/30/19	RT6	3	To record MERS contribution per bank statement.		701.00	
			Totals for 10011701		<u>701.00</u>	<u>14,943.96</u>
10012111	Vendors and Contractors			(37,752.73)		
			Totals for 10012111		<u>0.00</u>	<u>(37,752.73)</u>
10012114	Tenant Security Deposits			(49,968.00)		
04/01/19	9892	2			50.00	
04/30/19	115	1	April Security Deposit Collections		(331.00)	
04/30/19	313	3	To record transfers of security deposits to A/R per April 2019 Statement of Operations.		732.00	

**Manistee Housing Commission
General Ledger**

April 1, 2019 - April 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 10012114					<u>451.00</u>	<u>(49,517.00)</u>
10012117.12	FSA Withheld			405.06		
04/30/19	RT3	3	To record HRA transactions per bank statement.		921.12	
04/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(910.41)</u>	
Totals for 10012117.12					<u>10.71</u>	<u>415.77</u>
10012117.13	MERS HCSP Withheld			(70.00)		
04/01/19	9890	2	Alerus Retirement Solutions		20.00	
04/01/19	9891	2	Alerus Retirement Solutions		50.00	
04/10/19	9917	2	Alerus Retirement Solutions		50.00	
04/10/19	9918	2	Alerus Retirement Solutions		20.00	
04/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(190.00)</u>	
Totals for 10012117.13					<u>(50.00)</u>	<u>(120.00)</u>
10012117.14	AFLAC Pre-Tax			(487.98)		
04/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(666.27)</u>	
04/30/19	RT7	3	To record AFLAC debit per bank statement.		487.98	
Totals for 10012117.14					<u>(178.29)</u>	<u>(666.27)</u>
10012117.15	MERS 457			0.00		
04/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(107.90)</u>	
Totals for 10012117.15					<u>(107.90)</u>	<u>(107.90)</u>
10012117.16	Roth 457			0.00		
04/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(49.33)</u>	
Totals for 10012117.16					<u>(49.33)</u>	<u>(49.33)</u>
10012117.4	125 Medical Withheld			0.00		
04/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(1,894.20)</u>	
04/30/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		<u>1,262.80</u>	
Totals for 10012117.4					<u>(631.40)</u>	<u>(631.40)</u>
10012117.5	Pension Withheld			(1,300.76)		
04/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(1,956.40)</u>	
04/30/19	RT6	3	To record MERS contribution per bank statement.		1,300.76	
Totals for 10012117.5					<u>(655.64)</u>	<u>(1,956.40)</u>
10012117.6	PAC Withheld			0.00		
04/03/19	13283	2	United Steel Workers of America		3.00	
04/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(6.00)</u>	
Totals for 10012117.6					<u>(3.00)</u>	<u>(3.00)</u>
10012117.9	Union Dues Withheld			0.00		
04/03/19	13284	2	United Steel Workers of America		61.02	
04/17/19	13286	2	United Steel Workers of America		63.48	
04/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(189.28)</u>	
Totals for 10012117.9					<u>(64.78)</u>	<u>(64.78)</u>

Manistee Housing Commission

General Ledger

April 1, 2019 - April 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10012119.2	Interfund Payable - DVG			(935.90)		
			Totals for 10012119.2		<u>0.00</u>	<u>(935.90)</u>
10012131	EPC Loan - Current			(33,230.44)		
04/01/19	9896	2	Byline Bank		<u>3,436.75</u>	
			Totals for 10012131		<u>3,436.75</u>	<u>(29,793.69)</u>
10012132	EPC Loan - Noncurrent			(1,020,616.92)		
			Totals for 10012132		<u>0.00</u>	<u>(1,020,616.92)</u>
10012133	Capital Lease - 2016 F250 - Current			(3,921.79)		
04/01/19	9901	2	Ford Credit		<u>427.18</u>	
			Totals for 10012133		<u>427.18</u>	<u>(3,494.61)</u>
10012135	Accrued Salaries and Wages			(7,165.09)		
			Totals for 10012135		<u>0.00</u>	<u>(7,165.09)</u>
10012135.1	Accrued Comp. Absences-Current			(24,696.77)		
			Totals for 10012135.1		<u>0.00</u>	<u>(24,696.77)</u>
10012135.3	Accrued Comp. Absences-Non Current			(13,536.18)		
			Totals for 10012135.3		<u>0.00</u>	<u>(13,536.18)</u>
10012137	Payments in Lieu of Taxes			(41,889.00)		
04/30/19	PH2	3	To record estimated monthly PILOT expense.		<u>(2,740.00)</u>	
			Totals for 10012137		<u>(2,740.00)</u>	<u>(44,629.00)</u>
10012138	Net Pension Liability			(7,748.00)		
			Totals for 10012138		<u>0.00</u>	<u>(7,748.00)</u>
10012139	Capital Lease - 2016 F250 - Non Current			(6,937.76)		
			Totals for 10012139		<u>0.00</u>	<u>(6,937.76)</u>
10012701	Deferred Inflows			(10,600.00)		
			Totals for 10012701		<u>0.00</u>	<u>(10,600.00)</u>
10012806	Unrestricted Net Position			(231,428.67)		
			Totals for 10012806		<u>0.00</u>	<u>(231,428.67)</u>
10012806.1	Invested in Capital Assets			(1,553,404.31)		
			Totals for 10012806.1		<u>0.00</u>	<u>(1,553,404.31)</u>
10012820.00	HUD Operating Reserve - Memo			(243,985.43)		
04/30/19	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>(1,922.86)</u>	
			Totals for 10012820.00		<u>(1,922.86)</u>	<u>(245,908.29)</u>
10012820.01	HUD Operating Reserve-Contra			243,985.43		
04/30/19	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>1,922.86</u>	
			Totals for 10012820.01		<u>1,922.86</u>	<u>245,908.29</u>
10013110	Dwelling Rental Revenue			(149,135.00)		
04/30/19	312	3	To record charges to tenants per April 2019 Statement of Operations.		<u>(50,392.00)</u>	
			Totals for 10013110		<u>(50,392.00)</u>	<u>(199,527.00)</u>

Manistee Housing Commission

General Ledger

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10013120	Tenant Revenue - Excess Utilities			(1,345.04)		
04/30/19	312	3	To record charges to tenants per April 2019 Statement of Operations.		(447.68)	
	Totals for 10013120				(447.68)	(1,792.72)
10013401.2	Operating Subsidy			(132,409.66)		
04/30/19	116	1	Operating Subsidy		(43,422.67)	
	Totals for 10013401.2				(43,422.67)	(175,832.33)
10013610	Interest Income			(251.42)		
04/30/19	119	1	Interest Income - April		(85.98)	
	Totals for 10013610				(85.98)	(337.40)
10013689	Tenant Revenue - Cable TV			(5,410.00)		
	Totals for 10013689				0.00	(5,410.00)
10013690	Tenant Revenue - Other			(9,774.49)		
04/30/19	312	3	To record charges to tenants per April 2019 Statement of Operations.		(1,620.04)	
	Totals for 10013690				(1,620.04)	(11,394.53)
10013690.2	Gain/Loss-Sale of Fixed Assets			0.00		
04/30/19	115	1	Sale of 2009 Ford F150		(7,250.00)	
	Totals for 10013690.2				(7,250.00)	(7,250.00)
10013690.4	Laundry Revenue			(2,928.41)		
04/30/19	115	1	Laundry Income		(2,011.17)	
	Totals for 10013690.4				(2,011.17)	(4,939.58)
10013690.6	Fraud Recovery Revenue			(618.54)		
04/30/19	115	1	Restitution - Wisniewski		(206.18)	
	Totals for 10013690.6				(206.18)	(824.72)
10013690.7	Management Fee - DVG			(2,499.00)		
04/30/19	115	1	Management Fee Income - DVG		(833.00)	
	Totals for 10013690.7				(833.00)	(3,332.00)
10014110	Administrative Wages			41,099.82		
04/30/19	RT4	3	To record payroll transactions per bank statement.		20,599.15	
	Totals for 10014110				20,599.15	61,698.97
10014130	Legal Expense			1,252.89		
04/01/19	9904	2	Mika Meyers PLC		648.47	
	Totals for 10014130				648.47	1,901.36
10014170	Accounting Fees			2,060.64		
04/10/19	9934	2	H.A.A.S., Inc.		1,024.38	
	Totals for 10014170				1,024.38	3,085.02
10014182	Employee Benefits - Admin			22,847.85		
04/01/19	9905	2	Principal Financial Group		804.78	
04/01/19	9907	2	Sun Life Financial		394.96	
04/01/19	9911	2	VSP		145.29	
04/30/19	RT4	3	To record payroll transactions per bank statement.		1,740.59	
04/30/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		4,617.51	
	Totals for 10014182				7,703.13	30,550.98

**Manistee Housing Commission
General Ledger**

April 1, 2019 - April 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10014185	Telephone			4,425.92		
04/01/19	9895	2	AT & T Mobile		464.69	
04/10/19	9922	2	AT & T		1,061.88	
04/10/19	9923	2	AT & T Long Distance		598.14	
04/10/19	9926	2	Charter Business		115.19	
			Totals for 10014185		<u>2,239.90</u>	<u>6,665.82</u>
10014190.1	Publications			0.00		
04/10/19	9937	2	Nan McKay & Associates, Inc.		175.00	
			Totals for 10014190.1		<u>175.00</u>	<u>175.00</u>
10014190.2	Membership Dues and Fees			1,474.00		
			Totals for 10014190.2		<u>0.00</u>	<u>1,474.00</u>
10014190.3	Admin Service Contracts			9,798.81		
04/01/19	9910	2	US Bank Equipment Finance		644.43	
04/10/19	9921	2	Ascomnorth, Inc.		252.50	
04/10/19	9925	2	CDM Mobile Shredding, Inc.		45.00	
04/10/19	9932	2	HDS, LLC		2,901.00	
04/10/19	9935	2	Kushner & Company		100.00	
04/10/19	9938	2	Next IT		1,476.96	
04/10/19	9940	2	Pitney Bowes		404.40	
04/10/19	9941	2	PNC Bank		280.00	
04/30/19	RT4	3	To record payroll transactions per bank statement.		152.50	
			Totals for 10014190.3		<u>6,256.79</u>	<u>16,055.60</u>
10014190.4	Office Supplies			2,402.92		
04/01/19	9902	2	Jackpine Business Centers		514.00	
04/01/19	9906	2	Staples		522.27	
04/10/19	9941	2	PNC Bank		44.33	
			Totals for 10014190.4		<u>1,080.60</u>	<u>3,483.52</u>
10014190.5	Other Sundry-Misc.			792.37		
04/10/19	9916	2	Cindy Scott		20.35	
04/10/19	9936	2	McCardel Water Conditioning		32.50	
04/10/19	9939	2	The PI Company		43.80	
04/10/19	9941	2	PNC Bank		107.96	
			Totals for 10014190.5		<u>204.61</u>	<u>996.98</u>
10014221	Resident Employee Stipend			1,650.00		
04/01/19	9912	2	[REDACTED]		100.00	
04/01/19	9913	2	[REDACTED]		200.00	
04/01/19	9914	2	[REDACTED]		50.00	
04/01/19	9915	2	[REDACTED]		200.00	
			Totals for 10014221		<u>550.00</u>	<u>2,200.00</u>
10014230	Contract Costs-Cable & Other			5,967.25		
			Totals for 10014230		<u>0.00</u>	<u>5,967.25</u>
10014310	Water & Sewer			14,092.56		
04/10/19	9927	2	City of Manistee		4,455.60	
			Totals for 10014310		<u>4,455.60</u>	<u>18,548.16</u>
10014320	Electricity			33,633.48		
04/01/19	9898	2	Consumers Energy		9,463.07	
04/10/19	9928	2	Consumers Energy		1,892.38	
			Totals for 10014320		<u>11,355.45</u>	<u>44,988.93</u>

Manistee Housing Commission

General Ledger

April 1, 2019 - April 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10014330	Gas			9,929.62		
04/01/19	9899	2	DTE Energy		3,930.22	
			Totals for 10014330		<u>3,930.22</u>	<u>13,859.84</u>
10014410	Maintenance Wages			24,952.87		
04/30/19	RT4	3	To record payroll transactions per bank statement.		12,007.30	
			Totals for 10014410		<u>12,007.30</u>	<u>36,960.17</u>
10014420	Materials			7,517.21		
04/01/19	9897	2	Cadillac Plgb. & Htg. Supply Co., Inc.		125.86	
04/01/19	9906	2	Staples		121.23	
04/01/19	9908	2	Sunrise Supplies		145.16	
04/10/19	2698	2	Manistee Housing Commission		(33.26)	
04/10/19	9924	2	Cadillac Plgb. & Htg. Supply Co., Inc.		223.22	
04/10/19	9933	2	HD Supply Facilities Mtce		575.67	
04/10/19	9944	2	Sherwin-Williams Co.		366.03	
04/10/19	9945	2	Wahr Hardware, Inc.		239.19	
			Totals for 10014420		<u>1,763.10</u>	<u>9,280.31</u>
10014430.01	Garbage Removal			5,285.49		
04/10/19	9943	2	Republic Services		1,701.32	
			Totals for 10014430.01		<u>1,701.32</u>	<u>6,986.81</u>
10014430.02	Heating & Cooling Contracts			3,250.19		
			Totals for 10014430.02		<u>0.00</u>	<u>3,250.19</u>
10014430.03	Snow Removal Contracts			47.79		
			Totals for 10014430.03		<u>0.00</u>	<u>47.79</u>
10014430.04	Elevator Contracts			12,327.96		
			Totals for 10014430.04		<u>0.00</u>	<u>12,327.96</u>
10014430.05	Landscape & Grounds Contracts			700.00		
			Totals for 10014430.05		<u>0.00</u>	<u>700.00</u>
10014430.06	Unit Turnaround Contracts			0.00		
04/10/19	9931	2	Haglund's Floor Covering		646.00	
			Totals for 10014430.06		<u>646.00</u>	<u>646.00</u>
10014430.07	Electrical Contracts			1,043.17		
			Totals for 10014430.07		<u>0.00</u>	<u>1,043.17</u>
10014430.08	Plumbing Contracts			225.00		
04/01/19	9900	2	Forbes Sanitation and Excavation, Inc.		175.00	
			Totals for 10014430.08		<u>175.00</u>	<u>400.00</u>
10014430.09	Extermination Contracts			4,477.00		
04/10/19	9930	2	Griffin Pest Solutions		1,409.00	
			Totals for 10014430.09		<u>1,409.00</u>	<u>5,886.00</u>
10014430.11	Routine Maintenance Contracts			35.00		
			Totals for 10014430.11		<u>0.00</u>	<u>35.00</u>
10014430.12	Miscellaneous Contracts			2,064.25		
04/01/19	9903	2	Manistee Ford		100.00	
			Totals for 10014430.12		<u>100.00</u>	<u>2,164.25</u>

Manistee Housing Commission

General Ledger

April 1, 2019 - April 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10014433	Employee Benefits - Maint.			18,985.14		
04/01/19	9905	2	Principal Financial Group		603.86	
04/01/19	9907	2	Sun Life Financial		238.66	
04/01/19	9911	2	VSP		123.87	
04/30/19	RT4	3	To record payroll transactions per bank statement.		1,091.15	
04/30/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		3,895.23	
			Totals for 10014433		<u>5,952.77</u>	<u>24,937.91</u>
10014510	Insurance			22,511.80		
04/01/19	9894	2	AmTrust North America Inc		610.00	
04/30/19	RT2	3	To record monthly insurance write off.		7,095.60	
			Totals for 10014510		<u>7,705.60</u>	<u>30,217.40</u>
10014520	Payment in Lieu of Taxes			8,220.00		
04/30/19	PH2	3	To record estimated monthly PILOT expense.		2,740.00	
			Totals for 10014520		<u>2,740.00</u>	<u>10,960.00</u>
10014570	Collection Losses			135.14		
			Totals for 10014570		<u>0.00</u>	<u>135.14</u>
10014580	Interest Expense			17,138.42		
04/01/19	9896	2	Byline Bank		5,618.44	
04/01/19	9901	2	Ford Credit		53.85	
			Totals for 10014580		<u>5,672.29</u>	<u>22,810.71</u>
10014800	Depreciation - Current Year			73,785.00		
04/30/19	PH3	3	To record estimated monthly depreciation expense.		24,595.00	
			Totals for 10014800		<u>24,595.00</u>	<u>98,380.00</u>
10017510	Principal Payments - EPC			10,201.29		
04/01/19	9896	2	Byline Bank		3,436.75	
			Totals for 10017510		<u>3,436.75</u>	<u>13,638.04</u>
10017511	Principal Payments - F150			1,268.95		
04/01/19	9901	2	Ford Credit		427.18	
			Totals for 10017511		<u>427.18</u>	<u>1,696.13</u>
10017530	Cash Proceeds-Sale of Equipment			0.00		
04/30/19	115	1	Sale of 2009 Ford F150		(7,250.00)	
			Totals for 10017530		<u>(7,250.00)</u>	<u>(7,250.00)</u>
10017540	Betterments and Additions			0.00		
04/10/19	9941	2	PNC Bank		386.25	
			Totals for 10017540		<u>386.25</u>	<u>386.25</u>
10017590	Operating Expenditures-Contra			(11,470.24)		
04/01/19	9896	2	Byline Bank		(3,436.75)	
04/01/19	9901	2	Ford Credit		(427.18)	
04/10/19	9941	2	PNC Bank		(386.25)	
04/30/19	115	1	Sale of 2009 Ford F150		7,250.00	
			Totals for 10017590		<u>2,999.82</u>	<u>(8,470.42)</u>
10019996	Unit Months Leased			620.00		
04/30/19	RT1	3	To record units leased.		206.00	

Manistee Housing Commission

General Ledger

April 1, 2019 - April 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 1001996					<u>206.00</u>	<u>826.00</u>
1001997	Unit Months Leased - Contra			(620.00)		
04/30/19	RT1	3	To record units leased.		<u>(206.00)</u>	
Totals for 1001997					<u>(206.00)</u>	<u>(826.00)</u>
1001998	Unit Months Available			642.00		
04/30/19	PH1	3	To record units available.		<u>214.00</u>	
Totals for 1001998					<u>214.00</u>	<u>856.00</u>
1001999	Unit Months Available - Contra			(642.00)		
04/30/19	PH1	3	To record units available.		<u>(214.00)</u>	
Totals for 1001999					<u>(214.00)</u>	<u>(856.00)</u>
10173401.1	Operating Grants			(2,638.50)		
04/30/19	117	1	2017 CFP Grant		<u>(1,430.00)</u>	
04/30/19	118	1	2017 CFP Grant		<u>(1,955.00)</u>	
Totals for 10173401.1					<u>(3,385.00)</u>	<u>(6,023.50)</u>
10174130	Legal Expense			0.00		
04/10/19	9942	2	Reno & Cavanaugh PLLC		<u>455.00</u>	
Totals for 10174130					<u>455.00</u>	<u>455.00</u>
10174190.3	Administrative Service Contracts			1,527.50		
04/10/19	9929	2	EPC Solutions, LLC		<u>1,500.00</u>	
Totals for 10174190.3					<u>1,500.00</u>	<u>3,027.50</u>
10174420	Materials			0.00		
04/01/19	9909	2	Top Line Electric		<u>1,430.00</u>	
Totals for 10174420					<u>1,430.00</u>	<u>1,430.00</u>
10174430.02	Heating & Cooling Contracts			1,111.00		
Totals for 10174430.02					<u>0.00</u>	<u>1,111.00</u>
15171406	Operations			42,399.00		
Totals for 15171406					<u>0.00</u>	<u>42,399.00</u>
15171408	Management Improvement			21,583.36		
04/10/19	9929	2	EPC Solutions, LLC		<u>1,500.00</u>	
04/10/19	9942	2	Reno & Cavanaugh PLLC		<u>455.00</u>	
Totals for 15171408					<u>1,955.00</u>	<u>23,538.36</u>
15171410	Administration			21,199.00		
Totals for 15171410					<u>0.00</u>	<u>21,199.00</u>
15171430	A & E Fees			15,000.00		
Totals for 15171430					<u>0.00</u>	<u>15,000.00</u>
15171460	Dwelling Structures			59,659.08		
04/01/19	9909	2	Top Line Electric		<u>1,430.00</u>	
Totals for 15171460					<u>1,430.00</u>	<u>61,089.08</u>
15171600	CFP Funding			159,840.44		
04/30/19	117	1	2017 CFP Grant		<u>1,430.00</u>	
04/30/19	118	1	2017 CFP Grant		<u>1,955.00</u>	
Totals for 15171600					<u>3,385.00</u>	<u>163,225.44</u>
15171699	CFP Funding - Contra			(159,840.44)		

Manistee Housing Commission

General Ledger

April 1, 2019 - April 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
04/30/19	117	1	2017 CFP Grant		(1,430.00)	
04/30/19	118	1	2017 CFP Grant		(1,955.00)	
Totals for 15171699					<u>(3,385.00)</u>	<u>(163,225.44)</u>
15179800	CFP Cost - Contra			(159,840.44)		
04/01/19	9909	2	Top Line Electric		(1,430.00)	
04/10/19	9929	2	EPC Solutions, LLC		(1,500.00)	
04/10/19	9942	2	Reno & Cavanaugh PLLC		(455.00)	
Totals for 15179800					<u>(3,385.00)</u>	<u>(163,225.44)</u>
15181406	Operations			65,986.80		
Totals for 15181406					<u>0.00</u>	<u>65,986.80</u>
15181600	CFP Funding			65,986.80		
Totals for 15181600					<u>0.00</u>	<u>65,986.80</u>
15181699	CFP Funding - Contra			(65,986.80)		
Totals for 15181699					<u>0.00</u>	<u>(65,986.80)</u>
15189800	CFP Cost - Contra			(65,986.80)		
Totals for 15189800					<u>0.00</u>	<u>(65,986.80)</u>
Report Total						<u>0.00</u>
Net Profit/(Loss)						
Current Period			(18,421.96)			
Year-to-Date			<u>(68,179.96)</u>			

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 OF CURRENT AND PAST PROGRAM PARTICIPANTS
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Manistee Housing Commission
Bank Account Reconciliation Transmittal

Public Housing Checking - 851620

April 1, 2019 - April 30, 2019

General Ledger

Balance per General Ledger (Account 10011111.2) at 04/01/19	327,630.91
Activity for the month:	
Total Debits (Deposits and Additions)	122,115.85
Total Credits (Checks and Payments)	<u>(100,361.06)</u>
Unadjusted General Ledger Balance at 04/30/19	349,385.70
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 04/30/19	<u><u>349,385.70</u></u>

Bank

Balance per Bank Statement at 04/30/19	350,231.53
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	(845.83)
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 04/30/19	<u><u>349,385.70</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Public Housing Checking
April 1, 2019 - April 30, 2019

Reference	Date	GL Account	Description	Amount	
Bank Statement Information					
				Beginning Bank Balance	329,813.54
Cleared Deposits & Additions					
115	04/30/19	Multiple	April Cash Receipts	63,042.81	
116	04/30/19	10013401.2	Operating Subsidy	43,422.67	
117	04/30/19	Multiple	2017 CFP Grant	1,430.00	
118	04/30/19	Multiple	2017 CFP Grant	1,955.00	
119	04/30/19	Multiple	NOW/Sweep Interest	74.38	
311.1	04/01/19		To record April checks that cleared in March per bank statement.	12,190.99	
				Total	122,115.85
				Statement Total	122,115.85
				Difference	0.00
Cleared Checks & Payments					
314	04/30/19		To record May checks that cleared in April.	3,052.29	
9318	06/05/18	10012114	██████████	45.00	
9862	03/15/19	10014430.11	Crystal Lock & Supply	35.00	
9865	03/15/19	10014430.08	Forbes Sanitation and Excavation, Inc.	225.00	
9870	03/15/19	10014170	H.A.A.S., Inc.	686.88	
9890	04/01/19	10012117.13	Alerus Retirement Solutions	20.00	
9891	04/01/19	10012117.13	Alerus Retirement Solutions	50.00	
9892	04/01/19	10012114	██████████	50.00	
9893	04/01/19	10011122	Consumers Energy	100.40	
9894	04/01/19	10014510	AmTrust North America Inc	610.00	
9895	04/01/19	10014185	AT & T Mobile	464.69	
9896	04/01/19	Multiple	Byline Bank	9,055.19	
9897	04/01/19	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	125.86	
9898	04/01/19	10014320	Consumers Energy	9,463.07	
9899	04/01/19	10014330	DTE Energy	3,930.22	
9900	04/01/19	10014430.08	Forbes Sanitation and Excavation, Inc.	175.00	
9901	04/01/19	Multiple	Ford Credit	481.03	
9902	04/01/19	10014190.4	Jackpine Business Centers	514.00	
9903	04/01/19	10014430.12	Manistee Ford	100.00	
9904	04/01/19	10014130	Mika Meyers PLC	648.47	
9905	04/01/19	Multiple	Principal Financial Group	1,408.64	
9906	04/01/19	Multiple	Staples	643.50	
9907	04/01/19	Multiple	Sun Life Financial	633.62	
9908	04/01/19	10014420	Sunrise Supplies	145.16	
9909	04/01/19	Multiple	Top Line Electric	1,430.00	
9910	04/01/19	10014190.3	US Bank Equipment Finance	644.43	
9911	04/01/19	Multiple	VSP	269.16	
9912	04/01/19	10014221	██████████	100.00	
9913	04/01/19	10014221	██████████	200.00	
9914	04/01/19	10014221	██████████	50.00	
9915	04/01/19	10014221	██████████	200.00	
9917	04/10/19	10012117.13	Alerus Retirement Solutions	50.00	
9918	04/10/19	10012117.13	Alerus Retirement Solutions	20.00	
9919	04/10/19	10011111.4	Manistee Housing Commission	124.81	
9920	04/10/19	10011122	Consumers Energy	144.38	
9921	04/10/19	10014190.3	Ascomnorth, Inc.	252.50	
9922	04/10/19	10014185	AT & T	1,061.88	
9923	04/10/19	10014185	AT & T Long Distance	598.14	
9924	04/10/19	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	223.22	
9925	04/10/19	10014190.3	CDM Mobile Shredding, Inc.	45.00	
9926	04/10/19	10014185	Charter Business	115.19	
9927	04/10/19	10014310	City of Manistee	4,455.60	
9928	04/10/19	10014320	Consumers Energy	1,892.38	
9929	04/10/19	Multiple	EPC Solutions, LLC	1,500.00	

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Public Housing Checking
April 1, 2019 - April 30, 2019

Reference	Date	GL Account	Description	Amount
9930	04/10/19	10014430.09	Griffin Pest Solutions	1,409.00
9931	04/10/19	10014430.06	Haglund's Floor Covering	646.00
9932	04/10/19	10014190.3	HDS, LLC	2,901.00
9933	04/10/19	10014420	HD Supply Facilities Mtce	575.67
9934	04/10/19	10014170	H.A.A.S., Inc.	1,024.38
9935	04/10/19	10014190.3	Kushner & Company	100.00
9936	04/10/19	Multiple	McCardel Water Conditioning	32.50
9937	04/10/19	10014190.1	Nan McKay & Associates, Inc.	175.00
9938	04/10/19	10014190.3	Next IT	1,476.96
9939	04/10/19	10014190.5	The PI Company	43.80
9940	04/10/19	10014190.3	Pitney Bowes	404.40
9941	04/10/19	Multiple	PNC Bank	818.54
9942	04/10/19	Multiple	Reno & Cavanaugh PLLC	455.00
9943	04/10/19	10014430.01	Republic Services	1,701.32
9944	04/10/19	10014420	Sherwin-Williams Co.	366.03
9945	04/10/19	10014420	Wahr Hardware, Inc.	239.19
13278	03/06/19	10012117.6	United Steel Workers of America	3.00
13279	03/06/19	10012117.9	United Steel Workers of America	61.90
13280	03/20/19	10011111.3	CMHC - West Shore FSA	303.47
13281	03/20/19	10012117.9	United Steel Workers of America	63.38
13282	04/03/19	10011111.3	CMHC - West Shore FSA	303.47
13284	04/03/19	10012117.9	United Steel Workers of America	61.02
13285	04/17/19	10011111.3	CMHC - West Shore FSA	303.47
13287	04/30/19	10011111.3	CMHC - West Shore FSA	303.47
RT4	04/30/19		To record payroll transactions per bank statement.	29,620.90
RT5	04/30/19		To record SHWF debit for payment of health insurance per bank statement.	9,775.54
RT6	04/30/19		To record MERS contribution per bank statement.	2,001.76
RT7	04/30/19		To record AFLAC debit per bank statement.	487.98
			Total	<u>101,697.86</u>
			Statement Total	<u>101,697.86</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>350,231.53</u></u>

Reconciled Bank Information

Ending Bank Balance 350,231.53

Open Deposits & Additions

Total 0.00

Open Checks & Payments

8983	01/04/18	10012114	██████████	284.00
9250	05/01/18	10012114	██████████	475.00
9916	04/10/19	10014190.5	Cindy Scott	20.35
13283	04/03/19	10012117.6	United Steel Workers of America	3.00
13286	04/17/19	10012117.9	United Steel Workers of America	63.48
			Total	<u>845.83</u>

Reconciled Bank Balance 349,385.70

Bank Account Reconciliation Summary

Bank Statement Information

Beginning Bank Balance	329,813.54
+ Cleared Deposits & Additions	122,115.85
- Cleared Checks & Payments	<u>101,697.86</u>
Ending Bank Balance	350,231.53

Reconciled Bank Information

Manistee Housing Commission
Bank Account Reconciliation Worksheet

Public Housing Checking
April 1, 2019 - April 30, 2019

Reference	Date	GL Account	Description	Amount
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	845.83
			Reconciled Bank Balance	<u>349,385.70</u>
General Ledger Information				
			Unadjusted General Ledger Balance	349,385.70
			+/- Total Adjustments	0.00
			Adjusted General Ledger Balance	<u>349,385.70</u>
			Unreconciled Amount	<u>0.00</u>

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**Manistee Housing Commission
Bank Account Reconciliation Transmittal**

HRA Account - 20016093
April 1, 2019 - April 30, 2019

General Ledger

Balance per General Ledger (Account 10011111.3) at 04/01/19	9,283.50
Activity for the month:	
Total Debits (Deposits and Additions)	910.97
Total Credits (Checks and Payments)	(921.12)
Unadjusted General Ledger Balance at 04/30/19	<u>9,273.35</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 04/30/19	<u><u>9,273.35</u></u>

Bank

Balance per Bank Statement at 04/30/19	9,273.35
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 04/30/19	<u><u>9,273.35</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

HRA Account
April 1, 2019 - April 30, 2019

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	8,980.03
Cleared Deposits & Additions				
119	04/30/19		NOW/Sweep Interest	0.56
13280	03/20/19		CMHC - West Shore FSA	303.47
13282	04/03/19		CMHC - West Shore FSA	303.47
13285	04/17/19		CMHC - West Shore FSA	303.47
13287	04/30/19		CMHC - West Shore FSA	303.47
			Total	<u>1,214.44</u>
			Statement Total	<u>1,214.44</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
RT3	04/30/19		To record HRA transactions per bank statement.	921.12
			Total	<u>921.12</u>
			Statement Total	<u>921.12</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>9,273.35</u></u>
Reconciled Bank Information				
			Ending Bank Balance	9,273.35
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>9,273.35</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	8,980.03
			+ Cleared Deposits & Additions	1,214.44
			- Cleared Checks & Payments	<u>921.12</u>
			Ending Bank Balance	9,273.35
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>9,273.35</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	9,273.35
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>9,273.35</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

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Manistee Housing Commission
Bank Account Reconciliation Transmittal

Money Market Savings - 558567

April 1, 2019 - April 30, 2019

General Ledger

Balance per General Ledger (Account 10011111.4) at 04/01/19	53,650.64
Activity for the month:	
Total Debits (Deposits and Additions)	135.85
Total Credits (Checks and Payments)	<u>0.00</u>
Unadjusted General Ledger Balance at 04/30/19	53,786.49
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 04/30/19	<u><u>53,786.49</u></u>

Bank

Balance per Bank Statement at 04/30/19	53,786.49
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 04/30/19	<u><u>53,786.49</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Money Market Savings
April 1, 2019 - April 30, 2019

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	53,650.64
Cleared Deposits & Additions				
119	04/30/19		NOW/Sweep Interest	11.04
9919	04/10/19		Manistee Housing Commission	124.81
			Total	<u>135.85</u>
			Statement Total	<u>135.85</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
			Total	0.00
			Statement Total	<u>0.00</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u>53,786.49</u>
Reconciled Bank Information				
			Ending Bank Balance	53,786.49
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u>53,786.49</u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	53,650.64
			+ Cleared Deposits & Additions	135.85
			- Cleared Checks & Payments	<u>0.00</u>
			Ending Bank Balance	53,786.49
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u>53,786.49</u>
General Ledger Information				
			Unadjusted General Ledger Balance	53,786.49
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u>53,786.49</u>
			Unreconciled Amount	<u>0.00</u>

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Manistee Housing Commission
Low Rent Public Housing
Comparative Statement of Revenue & Expense

	1 Month Ended April 30, 2019	1 Month Ended April 30, 2018	4 Months Ended April 30, 2019	4 Months Ended April 30, 2018
Operating Income				
3110 - Dwelling Rental Revenue	\$ 50,392.00	\$ 44,674.00	\$ 199,527.00	\$ 172,068.00
3120 - Tenant Revenue - Excess Utilities	447.68	526.38	1,792.72	1,995.50
3689 - Tenant Revenue - Cable TV	0.00	4,762.00	5,410.00	18,935.00
3690 - Tenant Revenue - Other	1,620.04	1,434.70	11,394.53	10,409.47
3401.2 - Operating Subsidy	43,422.67	62,661.00	175,832.33	182,942.00
3610 - Interest Income	85.98	54.00	337.40	213.41
3690.1 - Other Revenue	0.00	0.00	0.00	6.44
3690.2 - Gain/Loss-Sale of Fixed Assets	7,250.00	0.00	7,250.00	0.00
3690.4 - Laundry Revenue	2,011.17	762.94	4,939.58	3,572.49
3690.6 - Fraud Recovery Revenue	206.18	203.40	824.72	813.60
3690.7 - Management Fee - DVG	833.00	3,332.00	3,332.00	3,332.00
Total Operating Income	\$ 106,268.72	\$ 118,410.42	\$ 410,640.28	\$ 394,287.91
Operating Expenses				
Routine Expense				
4110 - Administrative Wages	\$ 20,599.15	\$ 13,981.68	\$ 61,698.97	\$ 57,339.61
4130 - Legal Expense	648.47	366.64	1,901.36	3,731.18
4170 - Accounting Fees	1,024.38	1,024.38	3,085.02	3,490.02
4182 - Employee Benefits - Admin	7,703.13	7,164.71	30,550.98	30,624.91
4185 - Telephone	2,239.90	1,176.80	6,665.82	7,859.76
4190.1 - Publications	175.00	175.00	175.00	175.00
4190.2 - Membership Dues and Fees	0.00	0.00	1,474.00	879.00
4190.3 - Admin Service Contracts	6,256.79	7,587.36	16,055.60	17,861.48
4190.4 - Office Supplies	1,080.60	290.74	3,483.52	3,310.96
4190.5 - Other Sundry-Misc.	204.61	1,478.36	996.98	5,429.32
4221 - Resident Employee Stipend	550.00	550.00	2,200.00	2,200.00
4230 - Contract Costs-Cable & Other	0.00	5,930.91	5,967.25	23,499.97
4310 - Water & Sewer	4,455.60	5,769.05	18,548.16	20,886.92
4320 - Electricity	11,355.45	10,659.37	44,988.93	44,569.95
4330 - Gas	3,930.22	3,450.03	13,859.84	15,460.24
4410 - Maintenance Wages	12,007.30	8,029.88	36,960.17	32,742.16
4420 - Materials	1,763.10	3,730.55	9,280.31	15,941.61
4430.01 - Garbage Removal	1,701.32	1,786.56	6,986.81	8,632.33
4430.02 - Heating & Cooling Contracts	0.00	0.00	3,250.19	6,711.49
4430.03 - Snow Removal Contracts	0.00	0.00	47.79	0.00
4430.04 - Elevator Contracts	0.00	0.00	12,327.96	13,975.00
4430.05 - Landscape & Grounds Contracts	0.00	0.00	700.00	0.00
4430.06 - Unit Turnaround Contracts	646.00	1,540.00	646.00	6,405.00
4430.07 - Electrical Contracts	0.00	202.09	1,043.17	402.09
4430.08 - Plumbing Contracts	175.00	3,737.00	400.00	4,665.22
4430.09 - Extermination Contracts	1,409.00	2,874.00	5,886.00	7,391.00
4430.11 - Routine Maintenance Contracts	0.00	0.00	35.00	1,653.00
4430.12 - Miscellaneous Contracts	100.00	42.76	2,164.25	1,245.25
4433 - Employee Benefits - Maint.	5,952.77	5,634.73	24,937.91	24,169.55
4440 - Staff Training-Maintenance	0.00	0.00	0.00	409.00
4510 - Insurance	7,705.60	6,578.08	30,217.40	28,855.32
4520 - Payment in Lieu of Taxes	2,740.00	2,740.00	10,960.00	10,960.00
4570 - Collection Losses	0.00	0.00	135.14	12,652.47

**Manistee Housing Commission
Low Rent Public Housing
Comparative Statement of Revenue & Expense**

	1 Month Ended April 30, 2019	1 Month Ended April 30, 2018	4 Months Ended April 30, 2019	4 Months Ended April 30, 2018
4580 - Interest Expense	<u>5,672.29</u>	<u>5,902.77</u>	<u>22,810.71</u>	<u>23,715.52</u>
Total Routine Expense	<u>\$ 100,095.68</u>	<u>\$ 102,403.45</u>	<u>\$ 380,440.24</u>	<u>\$ 437,844.33</u>

Manistee Housing Commission
Low Rent Public Housing
Comparative Statement of Revenue & Expense

	1 Month Ended April 30, 2019	1 Month Ended April 30, 2018	4 Months Ended April 30, 2019	4 Months Ended April 30, 2018
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maintenance	\$ 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>\$ 100,095.68</u>	<u>\$ 102,403.45</u>	<u>\$ 380,440.24</u>	<u>\$ 437,844.33</u>
Operating Income (Loss)	<u>\$ 6,173.04</u>	<u>\$ 16,006.97</u>	<u>\$ 30,200.04</u>	<u>\$ (43,556.42)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 24,595.00	\$ 25,210.00	\$ 98,380.00	\$ 100,840.00
Total Depreciation Expense	<u>\$ 24,595.00</u>	<u>\$ 25,210.00</u>	<u>\$ 98,380.00</u>	<u>\$ 100,840.00</u>
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Expenditures				
7510 - Principal Payments - EPC	\$ 3,436.75	\$ 2,919.04	\$ 13,638.04	\$ 11,583.60
7511 - Principal Payments - F150	427.18	402.57	1,696.13	1,598.40
7520 - Replacement of Equipment	0.00	0.00	0.00	1,748.00
7530 - Cash Proceeds-Sale of Equipment	(7,250.00)	0.00	(7,250.00)	0.00
7540 - Betterments and Additions	386.25	0.00	386.25	5,781.00
7590 - Operating Expenditures-Contra	<u>2,999.82</u>	<u>(3,321.61)</u>	<u>(8,470.42)</u>	<u>(20,711.00)</u>
Total Capital Expenditures	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
HUD Net Income (Loss)	<u><u>\$ 1,922.86</u></u>	<u><u>\$ 12,685.36</u></u>	<u><u>\$ 14,479.62</u></u>	<u><u>\$ (64,267.42)</u></u>

Housing Authority Acct Specialists, Inc.
PO Box 545
Sparta, WI 54656-0545
608-269-6490

To the Board of Commissioners
And Management:

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

Enclosed are the following reports for the month ending April 30, 2019. These reports have been compiled in accordance with Generally Accepted Accounting Principles (GAAP):

- 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 Acct Specialists, Inc.

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**Manistee Housing Commission
Domestic Violence Grant
Balance Sheet
As of April 30, 2019**

ASSETS

CURRENT ASSETS

Cash			
	1111 - Cash - MSHDA	\$	56,483.49
Total Cash			<u>56,483.49</u>

Receivables			
	1129.4 - Interfund Receivable - P/H		935.90
Total Receivables			<u>935.90</u>

Other Current Assets			
Total Other Current Assets			0.00

TOTAL CURRENT ASSETS	<u>57,419.39</u>
-----------------------------	------------------

Fixed Assets			
	1400.7 - Buildings		373,231.29
	1400.98 - Accumulated Depreciation-DVG		(110,589.59)
Total Fixed Assets			<u>262,641.70</u>

TOTAL ASSETS	<u>\$ 320,061.09</u>
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**Manistee Housing Commission
Domestic Violence Grant
Balance Sheet
As of April 30, 2019**

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2111 - Vendors and Contractors	\$	128.54
2114 - Tenant Security Deposits		<u>936.00</u>
Total Current Liabilities		1,064.54

Noncurrent Liabilities

2128 - Mortgage 1 - MSHDA (Forgivable)	166,000.00
2129 - Mortgage 2 - MSHDA (Forgivable)	160,000.00
2130 - Mortgage 3 - MSHDA (Forgivable)	<u>174,000.00</u>
Total Noncurrent Liabilities	500,000.00

TOTAL LIABILITIES

501,064.54

EQUITY

2806.4 - Invested in Capital Assets-DVG	<u>(233,778.30)</u>
---	---------------------

Unrestricted Net Assets

2806 - Unrestricted Net Position	56,093.83
Current Year Profit/(Loss)	<u>(3,318.98)</u>
Total Unrestricted Net Assets	52,774.85

TOTAL EQUITY

(181,003.45)

TOTAL LIABILITIES/EQUITY

\$ 320,061.09

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**Manistee Housing Commission
Domestic Violence Grant
Statement of Revenue & Expense
For the 1 Month and 4 Months Ended April 30, 2019**

	1 Month Ended	4 Months Ended
	<u>April 30, 2019</u>	<u>April 30, 2019</u>
Operating Revenue		
3110 - Dwelling Rental Revenue	\$ 1,020.00	\$ 4,529.00
3690 - Tenant Revenue - Other	0.00	50.00
Total Operating Revenue	<u>1,020.00</u>	<u>4,579.00</u>
Operating Expenses		
Administration		
4170 - Accounting Fees	196.04	581.66
4172 - Management Fees	833.00	3,332.00
Total Administration	<u>1,029.04</u>	<u>3,913.66</u>
Ordinary Maint. & Operations		
4420 - Materials	33.26	33.26
Total Ordinary Maint. & Oper	<u>33.26</u>	<u>33.26</u>
General Expense		
4590 - Other General Expense	150.28	371.06
Total General Expense	<u>150.28</u>	<u>371.06</u>
Total Routine Operating Expenses	1,212.58	4,317.98
Depreciation Expense		
4800 - Depreciation - Current Year	895.00	3,580.00
Total Depreciation Expense	<u>895.00</u>	<u>3,580.00</u>
Capital Expenditures		
Total Capital Expenditures	0.00	0.00
Net Income (Loss)	<u>\$ (192.58)</u>	<u>\$ 261.02</u>

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**Manistee Housing Commission
DVG Cash Disbursements Journal**

April 1, 2019 - April 30, 2019

Date	Reference	Account	Description	Amount
04/01/19	2693	20011111	DTE Energy	(84.07)
04/01/19	2693	20014590	DTE Energy	84.07
04/10/19	2694	20011111	City of Manistee	(36.48)
04/10/19	2694	20014590	City of Manistee	36.48
04/10/19	2695	20011111	Consumers Energy	(29.73)
04/10/19	2695	20014590	Consumers Energy	29.73
04/10/19	2696	20011111	H.A.A.S., Inc.	(196.04)
04/10/19	2696	20014170	H.A.A.S., Inc.	196.04
04/10/19	2697	20011111	Manistee Housing Commission	(833.00)
04/10/19	2697	20014172	Manistee Housing Commission	833.00
04/10/19	2698	20011111	Manistee Housing Commission	(33.26)
04/10/19	2698	20012119.3	Manistee Housing Commission	33.26
04/10/19	2698	20014420	Manistee Housing Commission	33.26
04/10/19	2698	10014420	Manistee Housing Commission	(33.26)
04/10/19	2698	10011129.3	Manistee Housing Commission	33.26
04/10/19	2698	20012119.3	Manistee Housing Commission	(33.26)
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

DVG Cash Receipts Journal

April 1, 2019 - April 30, 2019

Date	Reference	Account	Description	Amount
04/30/19	104	20011111	April Cash Receipts	1,020.00
04/30/19	104	20011122	April TAR Collections	(1,020.00)
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

DVG Journal Entry Journal

April 1, 2019 - April 30, 2019

Date	Reference	Account	Description	Amount
04/30/19	305	20011122	To record charges to tenants per April 2019 Statement of Operations.	1,020.00
04/30/19	305	20013110	To record charges to tenants per April 2019 Statement of Operations.	(1,020.00)
04/30/19	DVG1	20014800	To record estimated depreciation expense.	895.00
04/30/19	DVG1	20011400.98	To record estimated depreciation expense.	(895.00)
04/30/19	RT1	20019996	To record units leased.	2.00
04/30/19	RT1	20019997	To record units leased.	(2.00)
Transaction Balance				<u><u>0.00</u></u>

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Manistee Housing Commission

General Ledger

April 1, 2019 - April 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
20011111	Cash - MSHDA			56,676.07		
04/01/19	2693	2	DTE Energy		(84.07)	
04/10/19	2694	2	City of Manistee		(36.48)	
04/10/19	2695	2	Consumers Energy		(29.73)	
04/10/19	2696	2	H.A.A.S., Inc.		(196.04)	
04/10/19	2697	2	Manistee Housing Commission		(833.00)	
04/10/19	2698	2	Manistee Housing Commission		(33.26)	
04/30/19	104	1	April Cash Receipts		1,020.00	
			Totals for 20011111		(192.58)	56,483.49
20011122	Tenants Accounts Receivable			0.00		
04/30/19	104	1	April TAR Collections		(1,020.00)	
04/30/19	305	3	To record charges to tenants per April 2019 Statement of Operations.		1,020.00	
			Totals for 20011122		0.00	0.00
20011129.4	Interfund Receivable - P/H			935.90		
			Totals for 20011129.4		0.00	935.90
20011400.7	Buildings			373,231.29		
			Totals for 20011400.7		0.00	373,231.29
20011400.98	Accumulated Depreciation-DVG			(109,694.59)		
04/30/19	DVG1	3	To record estimated depreciation expense.		(895.00)	
			Totals for 20011400.98		(895.00)	(110,589.59)
20012111	Vendors & Contractors			(128.54)		
			Totals for 20012111		0.00	(128.54)
20012114	Tenant Security Deposits			(936.00)		
			Totals for 20012114		0.00	(936.00)
20012119.3	Accounts Payable - P/H			0.00		
04/10/19	2698	2	Manistee Housing Commission		33.26	
04/10/19	2698	2	Manistee Housing Commission		(33.26)	
			Totals for 20012119.3		0.00	0.00
20012128	Mortgage 1 - MSHDA (Forgivable)			(166,000.00)		
			Totals for 20012128		0.00	(166,000.00)
20012129	Mortgage 2 - MSHDA (Forgivable)			(160,000.00)		
			Totals for 20012129		0.00	(160,000.00)
20012130	Mortgage 3 - MSHDA (Forgivable)			(174,000.00)		
			Totals for 20012130		0.00	(174,000.00)
20012806	Unrestricted Net Assets			(56,093.83)		
			Totals for 20012806		0.00	(56,093.83)
20012806.4	Invested in Capital Assets-DVG			233,778.30		
			Totals for 20012806.4		0.00	233,778.30
20013110	Dwelling Rental			(3,509.00)		
04/30/19	305	3	To record charges to tenants per April 2019 Statement of Operations.		(1,020.00)	
			Totals for 20013110		(1,020.00)	(4,529.00)
20013690	Tenant Income			(50.00)		

Manistee Housing Commission

General Ledger

April 1, 2019 - April 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 20013690		<u>0.00</u>	<u>(50.00)</u>
20014170	Accounting Fees			385.62		
04/10/19	2696	2	H.A.A.S., Inc.		<u>196.04</u>	
			Totals for 20014170		<u>196.04</u>	<u>581.66</u>
20014172	Management Fees			2,499.00		
04/10/19	2697	2	Manistee Housing Commission		<u>833.00</u>	
			Totals for 20014172		<u>833.00</u>	<u>3,332.00</u>
20014420	Materials			0.00		
04/10/19	2698	2	Manistee Housing Commission		<u>33.26</u>	
			Totals for 20014420		<u>33.26</u>	<u>33.26</u>
20014590	General Expense			220.78		
04/01/19	2693	2	DTE Energy		84.07	
04/10/19	2694	2	City of Manistee		36.48	
04/10/19	2695	2	Consumers Energy		<u>29.73</u>	
			Totals for 20014590		<u>150.28</u>	<u>371.06</u>
20014800	Depreciation - Current Year			2,685.00		
04/30/19	DVG1	3	To record estimated depreciation expense.		<u>895.00</u>	
			Totals for 20014800		<u>895.00</u>	<u>3,580.00</u>
20019996	Unit Months Leased			6.00		
04/30/19	RT1	3	To record units leased.		<u>2.00</u>	
			Totals for 20019996		<u>2.00</u>	<u>8.00</u>
20019997	Unit Months Leased - Contra			(6.00)		
04/30/19	RT1	3	To record units leased.		<u>(2.00)</u>	
			Totals for 20019997		<u>(2.00)</u>	<u>(8.00)</u>
			Report Total			<u>0.00</u>
Net Profit/(Loss)						
Current Period			<u>(1,087.58)</u>			
Year-to-Date			<u>(3,318.98)</u>			

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

**Manistee Housing Commission
Bank Account Reconciliation Transmittal**

DVG Checking - 0610226573

April 1, 2019 - April 30, 2019

General Ledger

Balance per General Ledger (Account 20011111) at 04/01/19	56,676.07
Activity for the month:	
Total Debits (Deposits and Additions)	1,020.00
Total Credits (Checks and Payments)	(1,212.58)
Unadjusted General Ledger Balance at 04/30/19	<u>56,483.49</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 04/30/19	<u><u>56,483.49</u></u>

Bank

Balance per Bank Statement at 04/30/19	56,483.49
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 04/30/19	<u><u>56,483.49</u></u>

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HAS BEEN REDACTED

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

DVG Checking
April 1, 2019 - April 30, 2019

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	56,804.61
Cleared Deposits & Additions				
104	04/30/19	20011122	April Cash Receipts	1,020.00
			Total	<u>1,020.00</u>
			Statement Total	<u>1,020.00</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
2691	03/15/19	20014170	H.A.A.S., Inc.	128.54
2693	04/01/19	20014590	DTE Energy	84.07
2694	04/10/19	20014590	City of Manistee	36.48
2695	04/10/19	20014590	Consumers Energy	29.73
2696	04/10/19	20014170	H.A.A.S., Inc.	196.04
2697	04/10/19	20014172	Manistee Housing Commission	833.00
2698	04/10/19	Multiple	Manistee Housing Commission	33.26
			Total	<u>1,341.12</u>
			Statement Total	<u>1,341.12</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>56,483.49</u></u>
Reconciled Bank Information				
			Ending Bank Balance	56,483.49
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>56,483.49</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	56,804.61
			+ Cleared Deposits & Additions	1,020.00
			- Cleared Checks & Payments	<u>1,341.12</u>
			Ending Bank Balance	56,483.49
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>56,483.49</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	56,483.49
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>56,483.49</u></u>
Unreconciled Amount				
				<u><u>0.00</u></u>

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

City of Manistee Housing Commission

Security Deposit Reconciliation

For the Month Ending April 30, 2019

Prepared May 1, 2019 by Financial Analyst

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
Beginning PH Balance				\$ 53,946.60
Increases to PH				
				\$ -
██████████	4/5/2019	New Admission	\$ 331.00	\$ 331.00
				\$ 331.00
				\$ 331.00
Total Increases to PH			<u>\$ 331.00</u>	<u>\$ 331.00</u>
Decreases to PH				
██████████	4/2/2019	Transfer SD to Rent	\$ (186.00)	\$ (186.00)
██████████	4/10/2019	Transfer SD to Rent	\$ (409.00)	\$ (595.00)
██████████	4/2/2019	Transfer SD to Rent & Other	\$ (137.00)	\$ (732.00)
				\$ (732.00)
Total Decreases to PH			<u>\$ (732.00)</u>	<u>\$ (732.00)</u>
Net Increase (Decrease) to PH			<u>\$ (401.00)</u>	<u>\$ (401.00)</u>
Ending PH Balance				\$ 53,545.60
Beginning DVG Balance				\$ 935.90
Increases to DVG			\$ -	\$ -
Total Increases to DVG			<u>\$ -</u>	<u>\$ -</u>
Decreases to DVG			\$ -	\$ -
Total Decreases to DVG			<u>\$ -</u>	<u>\$ -</u>
Net Increase (Decrease) to DVG			<u>\$ -</u>	<u>\$ -</u>
Ending DVG Balance			<u>\$ -</u>	\$ 935.90
Combined Ending Balance				<u>\$ 54,481.50</u>
Account Balance April 30, 2019				\$ 53,786.49
Difference				\$ 695.01
				(From SD to PH)
				From PH to SD
				PH Owes SD \$695.01



June 11, 2019

Mr. Clinton McKinven-Copus, Executive Director
City of Manistee Public Housing Commission
273 6th Avenue
Manistee, MI 49660

RE: RAD Conversion Update, Phase I Family & Scattered Sites

Dear Mr. McKinven-Copus:

As requested, the EJP Team is providing an update on the US Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) conversion process related to the City of Manistee Housing Commission's (CMHC) public housing. Phase I of the RAD conversion includes the redevelopment of the 48 scattered site units located in houses and duplexes currently located along Vine Street, Park Avenue, Holly Court, Cypress Street, Jefferson Street, Concord Street, 6th Street, 10th Street, and 12th Street. Under the Phase I redevelopment, CMHC will seek HUD approval to transfer the RAD subsidy to a newly selected site and construct 48 RAD replacement units as part of a larger Low Income Housing Tax Credit (LIHTC) multi-family development.

CMHC has selected Hollander Development Corporation as its development partner for Phase I and they have separately addressed their progress on securing a development site and moving towards submission of a 9% LIHTC application in October 2019 to MSHDA. Concurrently with that process, CMHC, EJP, and Reno & Cavanaugh (CMHC's selected transaction counsel) have been working to ensure the HUD required RAD benchmarks are being met. This team has been meeting with CMHC's assigned HUD RAD Readiness Transaction Manager. As a result of these meetings and the 9% LIHTC application deadline, HUD has extended CMHC's RAD Financing Plan deadline to December 2019.

The RAD Financing Plan provides HUD with a comprehensive description of the real estate transaction including an overview of the project, its development team, sources of financing, uses of funds, relocation and other HUD cross cutting issues. The Financing Plan cannot be completed until there is a better sense of the overall development design, a LIHTC reservation has been received and investors and lenders are known, and a final sources/uses and operating pro forma are available. In the interim, CMHC and its team are working on other required items such as 1) holding a follow-up resident meeting to keep tenants up-to-date on prospective development plans and timelines, 2) creating a relocation plan, 3) contracting with Traverse City Housing Commission to act as the voucher administrator for the newly created RAD Section 8 vouchers and 4) beginning discussions with CMHC staff and its Board on the reuse of the vacated Phase I parcels.

Once a new site for redevelopment of the scattered sites is secured, the CMHC team will work with HUD's Office of Fair Housing and Equal Opportunity to submit a Site and Neighborhood Standards review package and receive approval for a RAD transfer of assistance from the original scattered sites to the new development parcel. CMHC will also need to complete an Environmental Review

for the proposed new construction, which will have to be reviewed and certified by the City of Manistee. These processes must be completed before the RAD Financing Plan is submitted. The CMHC team will also continue monthly progress calls with the HUD RAD Readiness Transaction Manager to ensure progress towards meeting the Financing Plan deadline. Once the Plan is submitted, HUD typically takes 30-60 days to issue a RAD Conversion Commitment (RCC). CMHC then has 30 days to review the RCC and move towards HUD approval for conversion and financial closing (currently estimated for Fall 2020).

Naomi Byrne from EJP will participate in the June 24, 2019 resident update meeting and the June 25, 2019 Board of Commissioners meeting. At these meetings, Naomi will reiterate the RAD timeframes, progress to date, and answer questions regarding RAD and/or the HUD process. She will also include information on the tenants' absolute right to return under RAD. As this will be new construction on a different site, there will be a delayed Housing Assistance Payment contract that will become effective when the first public housing resident moves into the new development. Residents will be able to stay in their current public housing units until that time and will receive relocation assistance to support moving costs when the new units become available for occupancy.

As we get further into the Phase I RAD process and solidify the current project, EJP will begin work with CMHC staff, its Board, and Hollander Development to finalize the concept for the planned Phase II RAD conversion which includes rehabilitation of Century Terrace and Harbor View towers as well as the potential development of new units on excess CMHC land.

Please let me know if you have questions on the above information. I can be reached at 206-890-3894 or via email at jepsen@ejpconsultinggroup.com.

Sincerely,



Scott Jepsen
Partner



June 14, 2019

Mr. Clinton McKinven-Copus, Executive Director
City of Manistee Public Housing Commission
273 6th Avenue
Manistee, MI 49660

RE: RAD Conversion Project – Phase I – Status Update

Mr. McKinven-Copus,

The purpose of this letter is to provide you with a status update of the development progress associated with Phase I of the RAD Conversion of the housing owned and operated by the City of Manistee Public Housing Commission (CMHC).

Work on this project commenced for our team beginning on April 29th with the creation of the October LIHTC Application development schedule. The latest version of this document is attached. It outlines all steps necessary to achieve a competitive application for 9% Low Income Housing Tax Credits, which have been identified as the most favorable source of funds to be utilized in this development.

The most critical item on this process, and necessarily the first one, was the selection of a site that would be adequate for development that was also competitive for tax credits. The Olson Lumber Yard, located at 168 Harrison Street, was selected as a favorable site and negotiations were entered into with the owner. We have secured an option to purchase the land, thus allowing us to proceed with the other steps necessary in preparing our tax credit application.

We have contacted the local utility providers requesting documentation showing the availability of utilities to the selected site.

We have completed exhibit 12, demonstrating our experience developing and owning LIHTC developments such to qualify for the maximum 10 points awarded on a LIHTC Application.

We have completed an initial proforma, showing estimated development and operating costs as well as the feasibility of such a project.

We have engaged Hooker DeJoung, a professional architecture firm, with the task of completing a site plan, applying for formal rezoning through a planned urban development, and obtaining site plan approval from the City.

We have engaged Envirologic, Inc. to perform a Phase I & expected Phase II third party environmental assessment of the selected site. They have committed to providing both in time to submit a complete application October 1.

We have obtained a title insurance commitment from Nations Title, Inc. It is located in the Dropbox file system that has been created to manage and share files digitally.

We have drafted exhibits demonstrating the site's competitive location with regard to amenities, transportation, opportunity, downtown, as well as showing economic development that has occurred within a one mile radius.

In addition to the project timeline for the Application of 9% LIHTC, we have also drafted a preliminary timeline showing all of the later processes required to successfully complete a RAD conversion of Phase I of CMHC Assets. Both timelines are attached.

At this time, all steps of the development timeline as originally proposed are proceeding on schedule.

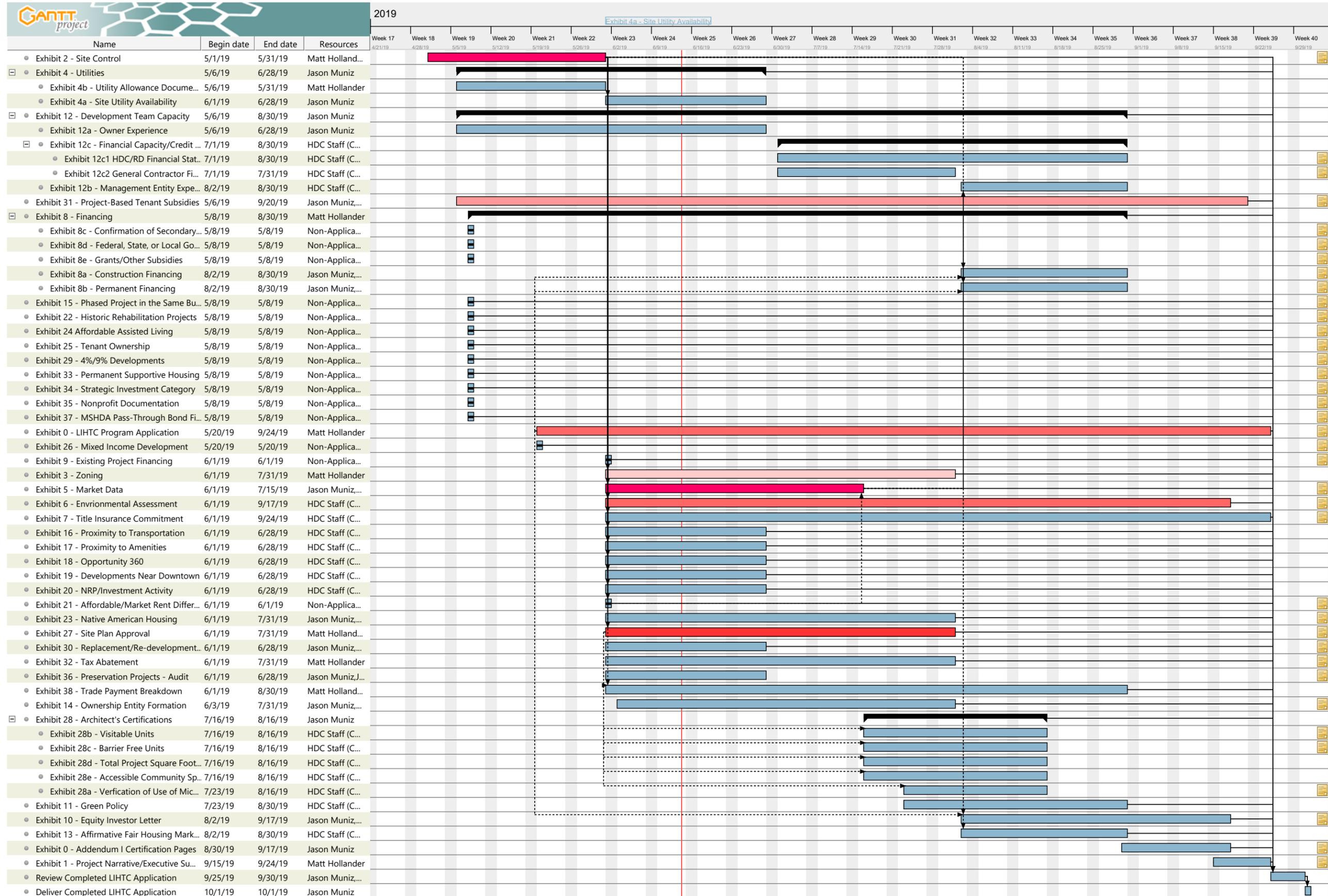
Please let me know if you have any question regarding anything contained in this letter or in connection with this development. I can be reached at (269)432-5542 or via email at jason@hollanderdevelopment.com.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jason Muniz', with a long horizontal flourish extending to the right.

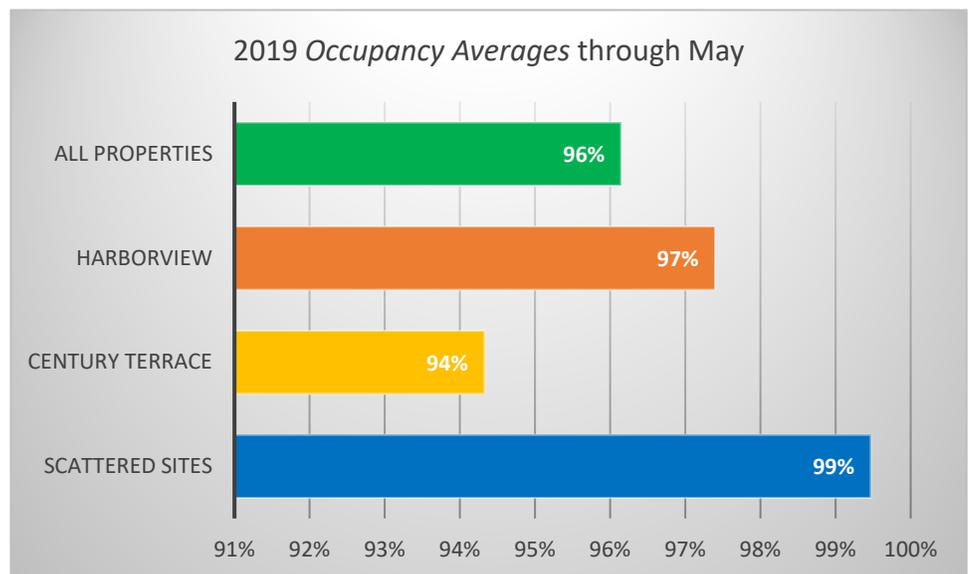
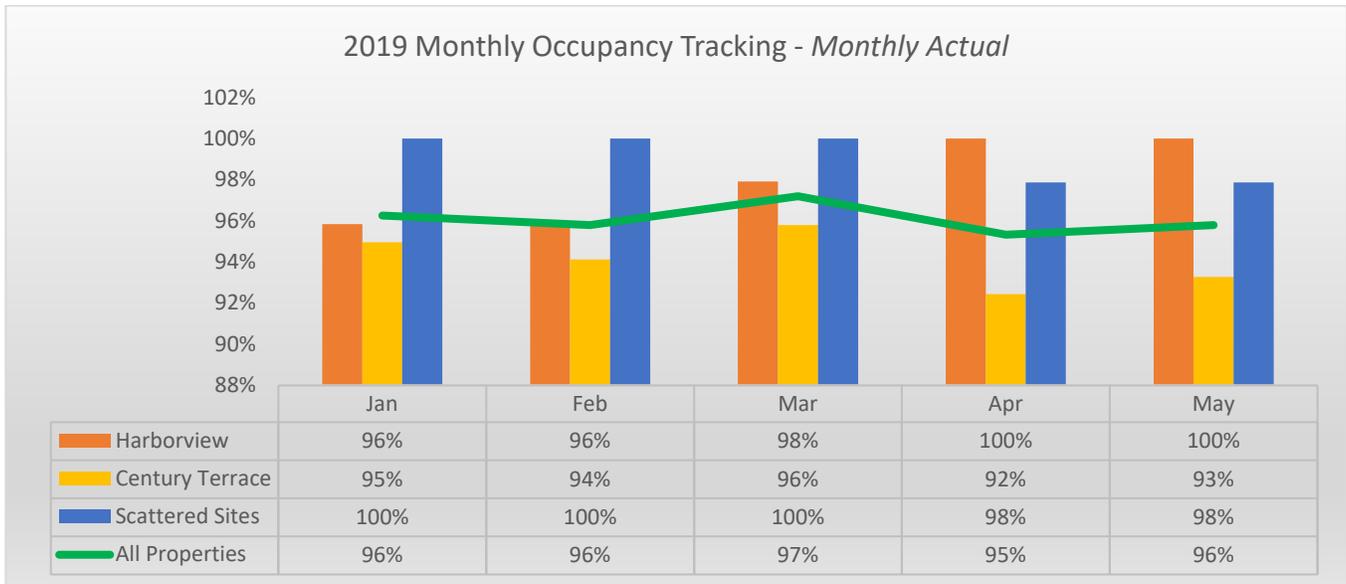
Jason Muniz
Vice President
Hollander Development Corporation

Gantt Chart

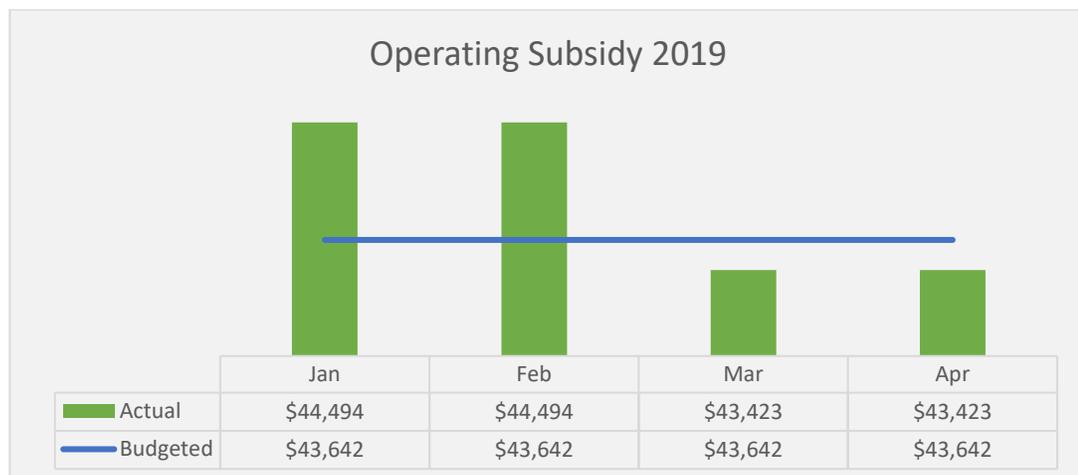
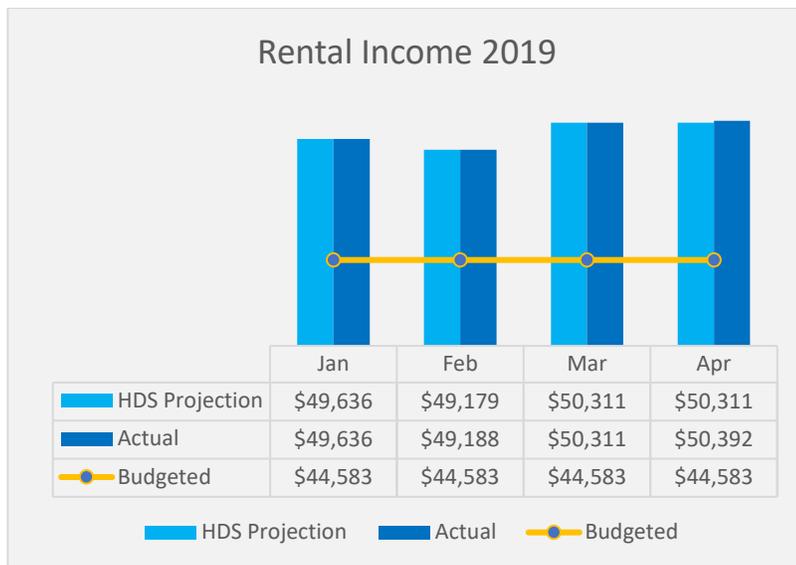
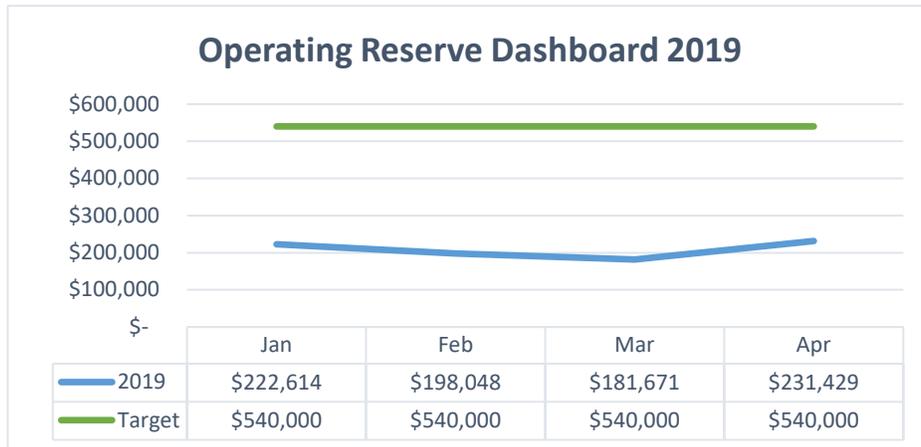


2019 Performance Dashboards

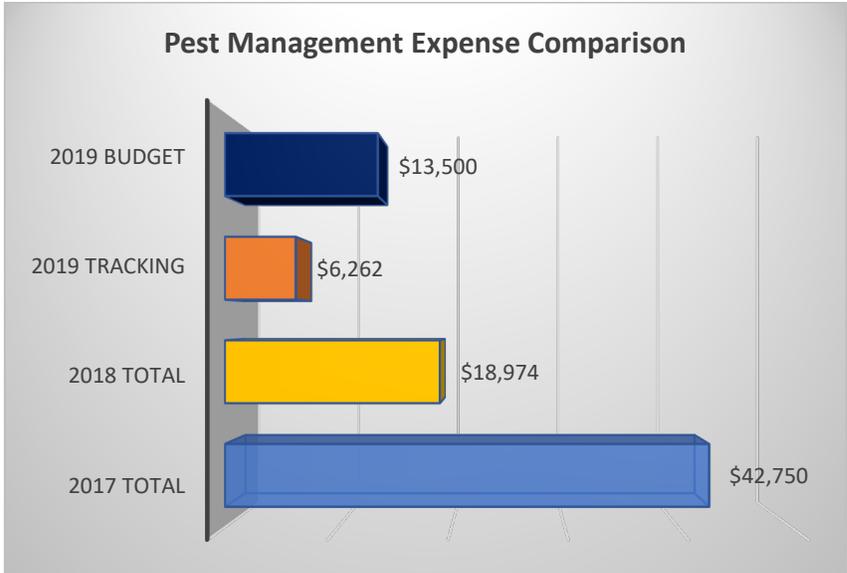
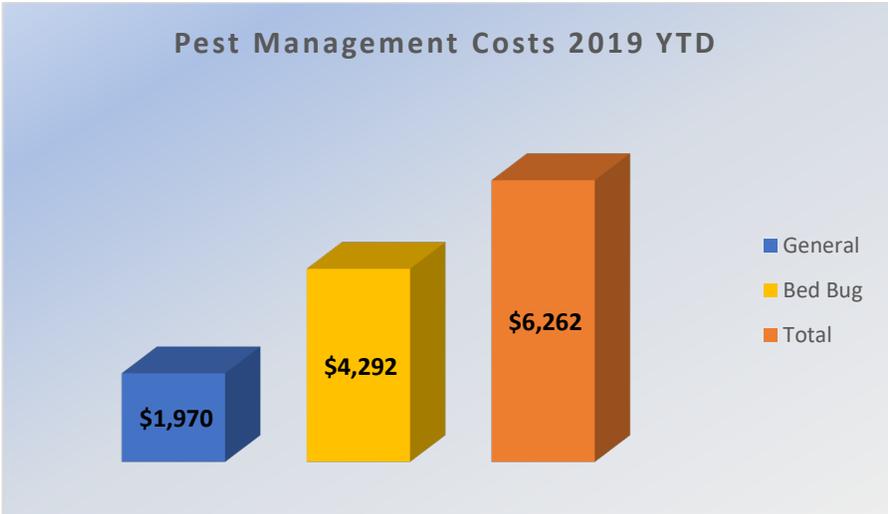
Occupancy



Finances



Finances – Pest Management



Pest management expenses were within the budget during the first four months of 2019. However, that is about to change: we have had

- 2 bedbug treatments in May
- 5 bedbug treatments as of June 18, 2019

The bedbug treatments in May and June will cost \$7,511.00, and there may be more since June is not over. Staff is pursuing means to address households with multiple infestations of bedbugs.

RAD Conversion Project Update

Included in this meeting packet is a report from EJP Consultants, LLC [EJP] and three status updates from Hollander Development Corporation [HDC]. I encourage you to review the reports prior to the Commission meeting.

The section of our meeting devoted to the update is designed to be open, allowing for maximum interaction between the Commissioners, EJP, and HDC. During this time, we will not be taking questions or comments from the public, allowing for a focused interchange between the Commissioners and our Project Team. Members of the public will have an opportunity to ask questions or make comments during the following public comment section.

Notices and General Information

Important Upcoming Dates:

- Tuesday, July 30, 4:00 PM
Regular Commission Meeting
Harborview Community Room