



City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Regular Commission Meeting

Tuesday, August 27, 2019 – 4:00 PM

Community Room – Harborview

1. Call to Order/Roll Call¹

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. Annual Meeting – June 25, 2019*
- ii. Regular Meeting – June 25, 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 May 31, 2019
 2. Public Housing Bank Reconciliation May 31, 2019
 3. Public Housing Current Year vs. Prior Year May 31, 2019
 4. Public Housing Financial Statement June 30, 2019
 5. Public Housing Bank Reconciliation June 30, 2019
 6. Public Housing Current Year vs. Prior Year June 30, 2019
- ii. Domestic Violence Grant Program*
 1. Domestic Violence Grant Program Financial Statement May 31, 2019
 2. Domestic Violence Grant Bank Reconciliation May 31, 2019
 3. Domestic Violence Grant Program Financial Statement June 30, 2019
 4. Domestic Violence Grant Bank Reconciliation June 30, 2019
- iii. Security Deposits Reconciliation*
 1. Security Deposit Reconciliation May 31, 2019
 2. Security Deposit Reconciliation June 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. Resolution 2019-05 – Write-off of Doubtful Accounts August 2019*

5. Old Business

- a. None

6. New Business

- a. Resolution 2019-05 – Write-off of Doubtful Accounts August 2019*
- b. Resolution 2019-06 – Authorization to Negotiate and Execute Contract for RAD Development Partner [CDCA]

7. Reports and Communications

- a. Executive Director Report
 - i. Joint work session with City Council and the City Planning Commission
 - ii. 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

8. 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.*

9. Adjournment

10. Announcements and Upcoming Meetings

- a. Regular Commission Meeting
September 24, 2019, 4:00 PM
Harborview Community Room



City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Meeting Minutes
June 25, 2019
Annual Meeting

Meeting Start Time: 4:03 P.M.

Roll Call:

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

- Naomi Byrne, EJP Consultants
- Joe Hollander, Hollander Development Corporation
- Jason Muniz, Hollander Development Corporation

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Nominations of Commission President for Period of June 2019 – May 2020:

Clinton McKinven-Copus, Executive Director and Commission Secretary called for nominations for the office of President. Commissioner McDougall nominated Commissioner Priester as Commission President. Commissioner Bond Seconded the motion. A roll call vote was taken as passed as follows:

Nomination of Commission President Nominees: Dale Priester		Motion By: Commissioner McDougall		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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

McKinven-Copus turned the balance of the meeting over to President Priester

Nominations of Commission Vice-President for Period of June 2019 – May 2020:

President Priester called for nominations for the office of Vice-President. Commissioner Bond nominated Commissioner Parkes as Vice-President; Commissioner McDougall seconded the nomination. A roll call vote was taken and passed as follows:

Nomination of Commission Vice- President Nominees: Doug Parkes		Motion By: Commissioner Bond		Second By: Commissioner McDougall	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Meeting Adjourned

Adjourment Time: 4:07 PM		Motion By: Vice-President Parkes			Second By: Commissioner Tomaszewski	
Commissioner	Yes	No	Absent Excused	Absent Non-Excused		
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input 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



City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Meeting Minutes
June 25, 2019
Regular Meeting

Meeting Start Time: 4:08 P.M.

Roll Call:

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

- Naomi Byrne, EJP Consultants
- Joe Hollander, Hollander Development Corporation
- Jason Muniz, Hollander Development Corporation

Public Comment on Agenda Related Items:

- None

Amendments to the Agenda:

- None

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Consent Agenda:

A. Approval of Minutes

- i. Regular Meeting – March 12, 2019

B. Financial Reports

i. Public Housing Financial Statements

- | | |
|--|-------------------|
| 1. Public Housing Financial Statement | December 31, 2018 |
| 2. Public Housing Bank Reconciliation | December 31, 2018 |
| 3. Public Housing Current Year vs. Prior Year | December 31, 2018 |
| 4. Public Housing Financial Statement | January 31, 2019 |
| 5. Public Housing Bank Reconciliation | January 31, 2019 |
| 6. Public Housing Current Year vs. Prior Year | January 31, 2019 |
| 7. Public Housing Financial Statement | February 28, 2019 |
| 8. Public Housing Bank Reconciliation | February 28, 2019 |
| 9. Public Housing Current Year vs. Prior Year | February 28, 2019 |
| 10. Public Housing Financial Statement | March 31, 2019 |
| 11. Public Housing Bank Reconciliation | March 31, 2019 |
| 12. Public Housing Current Year vs. Prior Year | March 31, 2019 |

ii. Domestic Violence Grant Program*

- | | |
|--|-------------------|
| 1. Domestic Violence Grant Program Financial Statement | December 31, 2018 |
| 2. Domestic Violence Grant Program Bank Reconciliation | December 31, 2018 |
| 3. Domestic Violence Grant Program Financial Statement | January 31, 2019 |
| 4. Domestic Violence Grant Program Bank Reconciliation | January 31, 2019 |
| 5. Domestic Violence Grant Program Financial Statement | February 28, 2019 |
| 6. Domestic Violence Grant Program Bank Reconciliation | February 28, 2019 |
| 7. Domestic Violence Grant Program Financial Statement | March 31, 2019 |
| 8. Domestic Violence Grant Program Bank Reconciliation | March 31, 2019 |

iii. Security Deposits Reconciliation*

- | | |
|------------------------------------|-------------------|
| 1. Security Deposit Reconciliation | December 31, 2018 |
| 2. Security Deposit Reconciliation | January 31, 2019 |
| 3. Security Deposit Reconciliation | February 28, 2019 |
| 4. Security Deposit Reconciliation | March 31, 2019 |

C. Resolutions

- i. None

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Consent Agenda	Moteded By: Vice-President Parkes			Second By: Treasurer McDougall
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Old Business:

- None

New Business:

- None

RAD Conversion Project Update:

The CMHC RAD Conversion Project Team provided an update to the Board of Commissioners. The update reviewed the reasons why CMHC chose to pursue RAD conversion, the engagement of EJP Consultants, LLC, the procurement of Reno & Cavanaugh as RAD legal counsel and the procurement of Hollander Development Corporation as the RAD developer.

Issues discussed included

- How the determination to purchase a new site and build new on the site was made
- The process of applying for the Low Income Housing Tax Credits [LIHTC] through the Michigan State Housing Development Authority [MSHDA]
- The timeline for filing the LIHTC application and the timeline for building new units if the application is approved
- The meeting with residents currently living in the units included in Phase I
- Other general information concerning the project

Executive Director's Report:

- Nothing beyond the printed report

Other Staff Reports:

- None

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Finances:

- Approved with Consent Agenda

Committee Reports:

- None

Communications:

- None received

Public Comment:

- Two program participants from the Century Terrace property discussed issues with a noisy neighbor. Executive Director, Clinton McKinven-Copus, informed them he would investigate the issue.
- A program participant from the Harborview property asked questions about the addition of handicap spaces in the parking lots.

Commissioner Report/Comments:

- None

Meeting Adjourned

Adjournment Time: 5:07 PM	Motion By: Vice-President Parkes				Second By: Commissioner Bond
Commissioner	Yes	No	Absent Excused	Absent Non-Excused	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kelly Tomaszewski	<input 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 May 31, 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 May 31, 2019**

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$	413,301.61
1111.3 - HRA Account		9,295.79
1111.4 - Money Market Savings		54,471.37
1117 - Petty Cash Fund		250.00
1118 - Change Fund		50.00
		<hr/>

Total Cash

477,368.77

Receivables

1122 - Tenants Accounts Receivable	10,785.61
1122.1 - Allowance for Doubtful Accounts-TAR	(5,070.80)
1129 - Accounts Receivable-Other	2,827.65
	<hr/>

Total Receivables

8,542.46

Other Current Assets

1211 - Prepaid Insurance	18,819.72
1690 - Undistributed Debits	485.00
	<hr/>

Total Other Current Assets

19,304.72

TOTAL CURRENT ASSETS

505,215.95

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	(8,615,968.32)
	<hr/>

Total Fixed Assets

2,506,992.71

Other Noncurrent Assets

1701 - Deferred Outflows	15,644.96
	<hr/>

Total Other Noncurrent Assets

15,644.96

TOTAL NONCURRENT ASSETS

2,522,637.67

TOTAL ASSETS

\$ 3,027,853.62

**Manistee Housing Commission
Low Rent Public Housing
Balance Sheet
As of May 31, 2019**

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2111 - Vendors and Contractors	\$ 37,752.73
2114 - Tenant Security Deposits	49,355.00
2117.12 - FSA Withheld	(393.91)
2117.13 - MERS HCSP Withheld	100.00
2117.14 - AFLAC Pre-Tax	534.87
2117.15 - MERS 457	215.80
2117.16 - Roth 457	98.66
2117.5 - Pension Withheld	1,957.74
2119.2 - Interfund Payable - DVG	935.90
2131 - EPC Loan - Current	26,338.62
2133 - Capital Lease - 2016 F250 - Current	3,065.31
2135 - Accrued Wages/Payroll Taxes Payable	7,165.09
2135.1 - Accrued Comp. Absences-Current	24,696.77
2137 - Payments in Lieu of Taxes	47,369.00

Total Current Liabilities 199,191.58

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 1,059,438.86

TOTAL LIABILITIES

1,258,630.44

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	319,189.08
2820.01 - HUD Operating Reserve-Contra	(319,189.08)
Current Year Profit/Loss - Public Housing/CFP	(15,609.80)

Total Unrestricted Net Assets 215,818.87

TOTAL EQUITY

1,769,223.18

TOTAL LIABILITIES/EQUITY

\$ 3,027,853.62

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 5 Months Ended May 31, 2019

	1 Month Ended	5 Months Ended	BUDGET	VARIANCE
	<u>May 31, 2019</u>	<u>May 31, 2019</u>		
Operating Revenue				
Tenant Rental Revenue				
3110 - Dwelling Rental Revenue	\$ 50,061.00	\$ 249,588.00	\$ 535,000	\$ 285,412.00
3120 - Tenant Revenue - Excess Utilities	440.36	2,233.08	8,000	5,766.92
3689 - Tenant Revenue - Cable TV	0.00	5,410.00	11,952	6,542.00
3690 - Tenant Revenue - Other	2,245.00	13,639.53	34,500	20,860.47
Total Tenant Rental Revenue	<u>52,746.36</u>	<u>270,870.61</u>	<u>589,452</u>	<u>318,581.39</u>
HUD PHA Grant Revenue				
3401.1 - Operating Grants	65,986.80	65,986.80	65,986	(0.80)
3401.2 - Operating Subsidy	43,422.67	219,255.00	523,707	304,452.00
Total HUD PHA Grant Revenue	<u>109,409.47</u>	<u>285,241.80</u>	<u>589,693</u>	<u>304,451.20</u>
Other Revenue				
3610 - Interest Income	95.44	432.84	1,100	667.16
3690.1 - Other Revenue	0.00	0.00	3,000	3,000.00
3690.2 - Gain/Loss-Sale of Fixed Assets	0.00	7,250.00	0	(7,250.00)
3690.4 - Laundry Revenue	0.00	4,939.58	11,350	6,410.42
3690.6 - Fraud Recovery Revenue	0.00	824.72	2,000	1,175.28
3690.7 - Management Fee - DVG	833.00	4,165.00	10,000	5,835.00
Total Other Revenue	<u>928.44</u>	<u>17,612.14</u>	<u>27,450</u>	<u>9,837.86</u>
Total Operating Revenue	<u>163,084.27</u>	<u>573,724.55</u>	<u>1,206,595</u>	<u>632,870.45</u>
Operating Expenses				
Administration				
4110 - Administrative Wages	13,721.03	75,420.00	157,910	82,490.00
4130 - Legal Expense	574.25	2,475.61	15,000	12,524.39
4140 - Staff Training	0.00	0.00	1,200	1,200.00
4170 - Accounting Fees	1,091.88	4,176.90	9,600	5,423.10
4171 - Auditing	0.00	0.00	8,760	8,760.00
4182 - Employee Benefits - Admin	6,674.87	37,225.85	68,492	31,266.15
4185 - Telephone	2,046.31	8,712.13	17,200	8,487.87
4190.1 - Publications	949.00	1,124.00	1,400	276.00
4190.2 - Membership Dues and Fees	126.14	1,600.14	1,600	(0.14)
4190.3 - Admin Service Contracts	3,330.49	19,386.09	58,000	38,613.91
4190.4 - Office Supplies	806.21	4,289.73	8,400	4,110.27
4190.5 - Other Sundry-Misc.	190.30	1,187.28	16,800	15,612.72
Total Administration	<u>29,510.48</u>	<u>155,597.73</u>	<u>364,362</u>	<u>208,764.27</u>
Tenant Services				
4220 - Rec., Pub., & Other Services	0.00	0.00	50	50.00
4221 - Resident Employee Stipend	550.00	2,750.00	6,600	3,850.00
4230 - Contract Costs-Cable & Other	0.00	5,967.25	11,952	5,984.75
Total Tenant Services	<u>550.00</u>	<u>8,717.25</u>	<u>18,602</u>	<u>9,884.75</u>

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 5 Months Ended May 31, 2019

	1 Month Ended	5 Months Ended		
	<u>May 31, 2019</u>	<u>May 31, 2019</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Utilities				
4310 - Water & Sewer	4,478.28	23,026.44	58,800	35,773.56
4320 - Electricity	8,999.08	53,988.01	111,000	57,011.99
4330 - Gas	2,943.11	16,802.95	35,000	18,197.05
Total Utilities	<u>16,420.47</u>	<u>93,817.40</u>	<u>204,800</u>	<u>110,982.60</u>
Ordinary Maint. & Operations				
4410 - Maintenance Wages	7,935.27	44,895.44	102,080	57,184.56
4420 - Materials	3,031.66	12,311.97	50,000	37,688.03
4430.01 - Garbage Removal	1,308.73	8,295.54	20,000	11,704.46
4430.02 - Heating & Cooling Contracts	3,282.87	6,533.06	18,000	11,466.94
4430.03 - Snow Removal Contracts	0.00	47.79	100	52.21
4430.04 - Elevator Contracts	390.00	12,717.96	15,000	2,282.04
4430.05 - Landscape & Grounds Contracts	0.00	700.00	5,000	4,300.00
4430.06 - Unit Turnaround Contracts	0.00	646.00	10,000	9,354.00
4430.07 - Electrical Contracts	348.00	1,391.17	2,500	1,108.83
4430.08 - Plumbing Contracts	0.00	400.00	3,000	2,600.00
4430.09 - Extermination Contracts	376.00	6,262.00	13,500	7,238.00
4430.11 - Routine Maintenance Contracts	982.03	1,017.03	4,800	3,782.97
4430.12 - Miscellaneous Contracts	572.67	2,736.92	8,000	5,263.08
4433 - Employee Benefits - Maint.	5,113.72	30,051.63	57,790	27,738.37
4440 - Staff Training-Maintenance	0.00	0.00	1,000	1,000.00
Total Ordinary Maint. & Oper	<u>23,340.95</u>	<u>128,006.51</u>	<u>310,770</u>	<u>182,763.49</u>
General Expense				
4510 - Insurance	7,705.36	37,922.76	91,100	53,177.24
4520 - Payment in Lieu of Taxes	2,740.00	13,700.00	32,867	19,167.00
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	5,651.85	28,462.56	66,845	38,382.44
Total General Expense	<u>16,097.21</u>	<u>80,220.46</u>	<u>208,812</u>	<u>128,591.54</u>
Total Routine Operating Expenses	<u>85,919.11</u>	<u>466,359.35</u>	<u>1,107,346</u>	<u>640,986.65</u>
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>85,919.11</u>	<u>466,359.35</u>	<u>1,107,346</u>	<u>640,986.65</u>
Operating Income (Loss)	<u>77,165.16</u>	<u>107,365.20</u>	<u>99,249</u>	<u>(8,116.20)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	24,595.00	122,975.00	0	(122,975.00)
Total Depreciation Expense	<u>24,595.00</u>	<u>122,975.00</u>	<u>0</u>	<u>(122,975.00)</u>

**Manistee Housing Commission
 Low Rent Public Housing
 Statement of Revenue & Expense
 For the 1 Month and 5 Months Ended May 31, 2019**

	1 Month Ended	5 Months Ended		
	<u>May 31, 2019</u>	<u>May 31, 2019</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Surplus Credits & Charges				
Total Surplus Credits & Charges	0.00	0.00	0	0.00
Capital Expenditures				
7510 - Principal Payments - EPC	3,455.07	17,093.11	43,432	26,338.89
7511 - Principal Payments - F150	429.30	2,125.43	5,191	3,065.57
7520 - Replacement of Equipment	0.00	0.00	5,000	5,000.00
7530 - Cash Proceeds-Sale of Equipment	0.00	(7,250.00)	0	7,250.00
7540 - Betterments and Additions	0.00	386.25	0	(386.25)
7590 - Operating Expenditures-Contra	(3,884.37)	(12,354.79)	(53,623)	(41,268.21)
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>\$ 73,280.79</u>	<u>\$ 87,760.41</u>	<u>\$ 45,626</u>	<u>\$ (42,134.41)</u>
GAAP Net Income (Loss)	<u>\$ 52,570.16</u>	<u>\$ (15,609.80)</u>		

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**Manistee Housing Commission
Capital Fund 501-17
Statement of Revenue & Expense
For the 1 Month and 5 Months Ended May 31, 2019**

	1 Month Ended	5 Months Ended
1017	<u>May 31, 2019</u>	<u>May 31, 2019</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.1 - Operating Grants	16,267.00	22,290.50
Total HUD PHA GRANTS	16,267.00	22,290.50
Total Operating Income	16,267.00	22,290.50
Operating Expenses		
Administration		
4130 - Legal Expense	16,267.00	16,722.00
4190.3 - Admin Service Contracts	0.00	3,027.50
Total Administration	16,267.00	19,749.50
Ordinary Maint. & Operations		
4420 - Materials	0.00	1,430.00
4430.02 - Heating & Cooling Contracts	0.00	1,111.00
Total Ordinary Maint. & Oper	0.00	2,541.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	16,267.00	22,290.50
Net Income/(Loss)	0.00	0.00

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**Manistee Housing Commission
Capital Fund 501-18
Statement of Revenue & Expense
For the 1 Month and 5 Months Ended May 31, 2019**

	1 Month Ended	5 Months Ended
1018	<u>May 31, 2019</u>	<u>May 31, 2019</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Total Operating Income	<u>0.00</u>	<u>0.00</u>
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	<u>0.00</u>	<u>0.00</u>
Net Income/(Loss)	<u>0.00</u>	<u>0.00</u>

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**Manistee Housing Commission
Capital Fund 501-19
Statement of Revenue & Expense
For the 1 Month and 5 Months Ended May 31, 2019**

	1 Month Ended	5 Months Ended
1019	<u>May 31, 2019</u>	<u>May 31, 2019</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Total Operating Income	<u>0.00</u>	<u>0.00</u>
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	<u>0.00</u>	<u>0.00</u>
Net Income/(Loss)	<u>0.00</u>	<u>0.00</u>

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Manistee Housing Commission
Capital Fund 501-17

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-17 **1517**	May 31, 2019	May 31, 2019		
Administration				
1406 - Operations	\$ 0.00	\$ 42,399.00	\$ 42,399.00	\$ 0.00
1408 - Management Improvement	0.00	23,538.36	25,439.76	1,901.40
1410 - Administration	0.00	21,199.00	21,199.00	0.00
Total Administration	<u>0.00</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	16,267.00	77,356.08	112,490.24	35,134.16
Total Dwelling Structures	<u>16,267.00</u>	<u>77,356.08</u>	<u>112,490.24</u>	<u>35,134.16</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>\$ 16,267.00</u>	<u>\$ 179,492.44</u>	<u>\$ 216,528.00</u>	<u>\$ 37,035.56</u>
1600 - CFP Funding	<u>16,267.00</u>	<u>179,492.44</u>	<u>216,528.00</u>	<u>37,035.56</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**	May 31, 2019	May 31, 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
Capital Fund 501-19

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-19 **1519**	May 31, 2019	May 31, 2019		
Administration				
1406 - Operations	\$ 65,986.80	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	0.00	0.00	32,230.00	32,230.00
1410 - Administration	0.00	0.00	32,230.00	32,230.00
Total Administration	<u>65,986.80</u>	<u>65,986.80</u>	<u>130,446.80</u>	<u>64,460.00</u>
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	191,853.20	191,853.20
Total General Capital Activity	<u>0.00</u>	<u>0.00</u>	<u>191,853.20</u>	<u>191,853.20</u>
Total Capital Funds Expended	<u>\$ 65,986.80</u>	<u>\$ 65,986.80</u>	<u>\$ 322,300.00</u>	<u>\$ 256,313.20</u>
1600 - CFP Funding	<u>65,986.80</u>	<u>65,986.80</u>	<u>322,300.00</u>	<u>256,313.20</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

Cash Disbursements Journal

May 1, 2019 - May 31, 2019

Date	Reference	Account	Description	Amount
05/01/19	9946	10011111.2	Alerus Retirement Solutions	(50.00)
05/01/19	9946	10012117.13	Alerus Retirement Solutions	50.00
05/01/19	9947	10011111.2	AmTrust North America Inc	(610.00)
05/01/19	9947	10014510	AmTrust North America Inc	610.00
05/01/19	9948	10011111.2	AT & T Long Distance	(407.99)
05/01/19	9948	10014185	AT & T Long Distance	407.99
05/01/19	9949	10011111.2	AT & T Mobility	(463.73)
05/01/19	9949	10014185	AT & T Mobility	463.73
05/01/19	9950	10011111.2	Blarney Castle Fleet Program	(100.22)
05/01/19	9950	10014420	Blarney Castle Fleet Program	100.22
05/01/19	9951	10011111.2	Bob's Roofing Company, Inc.	(508.01)
05/01/19	9951	10014430.12	Bob's Roofing Company, Inc.	508.01
05/01/19	9952	10011111.2	Byline Bank	(9,055.19)
05/01/19	9952	10012131	Byline Bank	3,455.07
05/01/19	9952	10014580	Byline Bank	5,600.12
05/01/19	9952	10017510	Byline Bank	3,455.07
05/01/19	9952	10017590	Byline Bank	(3,455.07)
05/01/19	9953	10011111.2	Consumers Energy	(7,228.18)
05/01/19	9953	10014320	Consumers Energy	7,228.18
05/01/19	9954	10011111.2	DTE Energy	(2,943.11)
05/01/19	9954	10014330	DTE Energy	2,943.11
05/01/19	9955	10011111.2	Fastenal Company	(1,055.34)
05/01/19	9955	10014420	Fastenal Company	1,055.34
05/01/19	9956	10011111.2	Ford Credit	(481.03)
05/01/19	9956	10012133	Ford Credit	429.30
05/01/19	9956	10014580	Ford Credit	51.73
05/01/19	9956	10017511	Ford Credit	429.30
05/01/19	9956	10017590	Ford Credit	(429.30)
05/01/19	9957	10011111.2	Grand Rental Station	(64.66)
05/01/19	9957	10014430.12	Grand Rental Station	64.66
05/01/19	9958	10011111.2	Griffin Pest Solutions	(376.00)
05/01/19	9958	10014430.09	Griffin Pest Solutions	376.00
05/01/19	9959	10011111.2	HD Supply Facilities Mtce	(458.78)
05/01/19	9959	10014420	HD Supply Facilities Mtce	458.78
05/01/19	9960	10011111.2	Laser Printer Technologies	(612.00)
05/01/19	9960	10014190.3	Laser Printer Technologies	612.00
05/01/19	9961	10011111.2	Manistee Landfill	(143.07)
05/01/19	9961	10014430.01	Manistee Landfill	143.07
05/01/19	9962	10011111.2	PNC Bank	(569.92)
05/01/19	9962	10014190.2	PNC Bank	126.14
05/01/19	9962	10014190.3	PNC Bank	285.98

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Manistee Housing Commission

Cash Disbursements Journal

May 1, 2019 - May 31, 2019

Date	Reference	Account	Description	Amount
05/01/19	9962	10014190.5	PNC Bank	157.80
05/01/19	9963	10011111.2	Principal Financial Group	(1,408.64)
05/01/19	9963	10014182	Principal Financial Group	804.78
05/01/19	9963	10014433	Principal Financial Group	603.86
05/01/19	9964	10011111.2	Robert Krolczyk	(100.00)
05/01/19	9964	10014420	Robert Krolczyk	100.00
05/01/19	9965	10011111.2	Staples	(806.21)
05/01/19	9965	10014190.4	Staples	806.21
05/01/19	9966	10011111.2	Summit Companies	(982.03)
05/01/19	9966	10014430.11	Summit Companies	982.03
05/01/19	9967	10011111.2	Sun Life Financial	(633.62)
05/01/19	9967	10014182	Sun Life Financial	394.96
05/01/19	9967	10014433	Sun Life Financial	238.66
05/01/19	9968	10011111.2	US Bank Equipment Finance	(673.20)
05/01/19	9968	10014190.3	US Bank Equipment Finance	673.20
05/01/19	9969	10011111.2	VSP	(269.16)
05/01/19	9969	10014182	VSP	145.29
05/01/19	9969	10014433	VSP	123.87
05/01/19	9970	10011111.2	██████████	(100.00)
05/01/19	9970	10014221	██████████	100.00
05/01/19	9971	10011111.2	██████████	(200.00)
05/01/19	9971	10014221	██████████	200.00
05/01/19	9972	10011111.2	██████████	(50.00)
05/01/19	9972	10014221	██████████	50.00
05/01/19	9973	10011111.2	██████████	(200.00)
05/01/19	9973	10014221	██████████	200.00
05/01/19	9974	10011111.2	Alerus Retirement Solutions	(20.00)
05/01/19	9974	10012117.13	Alerus Retirement Solutions	20.00
05/01/19	13288	10011111.2	United Steel Workers of America	(64.78)
05/01/19	13288	10012117.9	United Steel Workers of America	64.78
05/01/19	13289	10011111.2	United Steel Workers of America	(3.00)
05/01/19	13289	10012117.6	United Steel Workers of America	3.00
05/09/19	9975	10011111.2	██████████	(346.25)
05/09/19	9975	10012114	██████████	346.25
05/09/19	9976	10011111.2	██████████	(267.00)
05/09/19	9976	10012114	██████████	267.00
05/09/19	9977	10011111.2	Alerus Retirement Solutions	(50.00)
05/09/19	9977	10012117.13	Alerus Retirement Solutions	50.00
05/09/19	9978	10011111.2	Alerus Retirement Solutions	(157.23)
05/09/19	9978	10012117.15	Alerus Retirement Solutions	107.90

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Manistee Housing Commission

Cash Disbursements Journal

May 1, 2019 - May 31, 2019

Date	Reference	Account	Description	Amount
05/09/19	9978	10012117.16	Alerus Retirement Solutions	49.33
05/09/19	9979	10011111.2	Manistee Housing Commission	(695.01)
05/09/19	9979	10011111.4	Manistee Housing Commission	695.01
05/09/19	9980	10011111.2	DTE	(92.00)
05/09/19	9980	10011122	DTE	92.00
05/09/19	9981	10011111.2	AT & T	(1,059.40)
05/09/19	9981	10014185	AT & T	1,059.40
05/09/19	9982	10011111.2	Auto Value	(25.45)
05/09/19	9982	10014420	Auto Value	25.45
05/09/19	9983	10011111.2	Cadillac Plgb. & Htg. Supply Co., Inc.	(146.79)
05/09/19	9983	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	146.79
05/09/19	9984	10011111.2	Charter Business	(115.19)
05/09/19	9984	10014185	Charter Business	115.19
05/09/19	9985	10011111.2	City of Manistee	(4,478.28)
05/09/19	9985	10014310	City of Manistee	4,478.28
05/09/19	9986	10011111.2	Consumers Energy	(1,770.90)
05/09/19	9986	10014320	Consumers Energy	1,770.90
05/09/19	9987	10011111.2	Crystal Lock & Supply	(501.60)
05/09/19	9987	10014420	Crystal Lock & Supply	501.60
05/09/19	9988	10011111.2	Custom Sheet Metal & Heating	(3,282.87)
05/09/19	9988	10014430.02	Custom Sheet Metal & Heating	3,282.87
05/09/19	9989	10011111.2	HDS, LLC	(135.00)
05/09/19	9989	10014190.3	HDS, LLC	135.00
05/09/19	9990	10011111.2	H.A.A.S., Inc.	(1,091.88)
05/09/19	9990	10014170	H.A.A.S., Inc.	1,091.88
05/09/19	9991	10011111.2	Housing Insurance Services, Inc.	(14,433.00)
05/09/19	9991	10011211	Housing Insurance Services, Inc.	14,433.00
05/09/19	9992	10011111.2	Housing Authority Risk Retention Group	(3,545.00)
05/09/19	9992	10011211	Housing Authority Risk Retention Group	3,545.00
05/09/19	9993	10011111.2	Kushner & Company	(50.00)
05/09/19	9993	10014190.3	Kushner & Company	50.00
05/09/19	9994	10011111.2	McCardel Water Conditioning	(32.50)
05/09/19	9994	10014190.5	McCardel Water Conditioning	32.50
05/09/19	9995	10011111.2	Mika Meyers PLC	(574.25)
05/09/19	9995	10014130	Mika Meyers PLC	574.25
05/09/19	9996	10011111.2	Nan McKay & Associates, Inc.	(949.00)
05/09/19	9996	10014190.1	Nan McKay & Associates, Inc.	949.00
05/09/19	9997	10011111.2	Next IT	(1,476.96)
05/09/19	9997	10014190.3	Next IT	1,476.96

Manistee Housing Commission

Cash Disbursements Journal

May 1, 2019 - May 31, 2019

Date	Reference	Account	Description	Amount
05/09/19	9998	10011111.2	Olson Lumber Company	(348.90)
05/09/19	9998	10014420	Olson Lumber Company	348.90
05/09/19	9999	10011111.2	Reno & Cavanaugh PLLC	(16,267.00)
05/09/19	9999	10174130	Reno & Cavanaugh PLLC	16,267.00
05/09/19	9999	15171460	Reno & Cavanaugh PLLC	16,267.00
05/09/19	9999	15179800	Reno & Cavanaugh PLLC	(16,267.00)
05/09/19	10000	10011111.2	Republic Services	(1,165.66)
05/09/19	10000	10014430.01	Republic Services	1,165.66
05/09/19	10001	10011111.2	Sherwin-Williams Co.	(168.22)
05/09/19	10001	10014420	Sherwin-Williams Co.	168.22
05/09/19	10002	10011111.2	State of Michigan	(390.00)
05/09/19	10002	10014430.04	State of Michigan	390.00
05/09/19	10003	10011111.2	Top Line Electric	(348.00)
05/09/19	10003	10014430.07	Top Line Electric	348.00
05/09/19	10004	10011111.2	Wahr Hardware, Inc.	(126.36)
05/09/19	10004	10014420	Wahr Hardware, Inc.	126.36
05/15/19	13290	10011111.2	CMHC - West Shore FSA	(303.47)
05/15/19	13290	10011111.3	CMHC - West Shore FSA	303.47
05/15/19	13291	10011111.2	United Steel Workers of America	(62.39)
05/15/19	13291	10012117.9	United Steel Workers of America	62.39
05/23/19	10005	10011111.2	Dale Priester	(912.15)
05/23/19	10005	10011129	Dale Priester	912.15
05/29/19	13292	10011111.2	CMHC - West Shore FSA	(303.47)
05/29/19	13292	10011111.3	CMHC - West Shore FSA	303.47
Transaction Balance				0.00

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Manistee Housing Commission

Cash Receipts Journal

May 1, 2019 - May 31, 2019

Date	Reference	Account	Description	Amount
05/31/19	120	10011111.2	May Cash Receipts	53,485.70
05/31/19	120	10011122	May TAR Collections	(50,765.31)
05/31/19	120	10011122.1	May Bad Debt Collections	(961.39)
05/31/19	120	10012114	May Security Deposit Collections	(926.00)
05/31/19	120	10013690.7	Management Fee Income - DVG	(833.00)
05/31/19	121	10011111.2	Transfer of Interest from MM Savings	22.38
05/31/19	121	10011111.4	Transfer Interest to Checking	(22.38)
05/31/19	122	10011111.2	Operating Subsidy	43,422.67
05/31/19	122	10013401.2	Operating Subsidy	(43,422.67)
05/31/19	123	10011111.2	2019 CFP Grant	65,986.80
05/31/19	123	10013401.1	2019 CFP Grant	(65,986.80)
05/31/19	123	15191406	2019 CFP Grant	65,986.80
05/31/19	123	15199800	2019 CFP Grant	(65,986.80)
05/31/19	123	15191600	2019 CFP Grant	65,986.80
05/31/19	123	15191699	2019 CFP Grant	(65,986.80)
05/31/19	124	10011111.2	2017 CFP Grant	16,267.00
05/31/19	124	10173401.1	2017 CFP Grant	(16,267.00)
05/31/19	124	15171600	2017 CFP Grant	16,267.00
05/31/19	124	15171699	2017 CFP Grant	(16,267.00)
05/31/19	125	10011111.2	NOW/Sweep Interest	82.61
05/31/19	125	10011111.3	HRA Interest	0.58
05/31/19	125	10011111.4	MM Savings Interest	12.25
05/31/19	125	10013610	Interest Income - May	(95.44)
Transaction Balance				0.00

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

Manistee Housing Commission

Journal Entry Journal

May 1, 2019 - May 31, 2019

Date	Reference	Account	Description	Amount
05/01/19	314.1	10011690	To record May checks that cleared in April.	(3,052.29)
05/01/19	314.1	10011111.2	To record May checks that cleared in April.	3,052.29
05/31/19	315	10011122	To record charges to tenants per May 2019 Statement of Operations.	52,746.36
05/31/19	315	10013110	To record charges to tenants per May 2019 Statement of Operations.	(50,061.00)
05/31/19	315	10013120	To record charges to tenants per May 2019 Statement of Operations.	(440.36)
05/31/19	315	10013690	To record charges to tenants per May 2019 Statement of Operations.	(2,245.00)
05/31/19	316	10011122	To record transfers of security deposits per May 2019 Statement of Operations.	(474.75)
05/31/19	316	10012114	To record transfers of security deposits per May 2019 Statement of Operations.	474.75
05/31/19	317	10011690	To record June check that cleared in May.	485.00
05/31/19	317	10011111.2	To record June check that cleared in May.	(485.00)
05/31/19	PH1	10019998	To record units available.	214.00
05/31/19	PH1	10019999	To record units available.	(214.00)
05/31/19	PH2	10012137	To record estimated monthly PILOT expense.	(2,740.00)
05/31/19	PH2	10014520	To record estimated monthly PILOT expense.	2,740.00
05/31/19	PH3	10014800	To record estimated monthly depreciation expense.	24,595.00
05/31/19	PH3	10011400.95	To record estimated monthly depreciation expense.	(24,595.00)
05/31/19	RT1	10019996	To record units leased.	206.00
05/31/19	RT1	10019997	To record units leased.	(206.00)
05/31/19	RT2	10014510	To record monthly insurance write off.	7,095.36
05/31/19	RT2	10011211	To record monthly insurance write off.	(7,095.36)
05/31/19	RT3	10012117.12	To record HRA transactions per bank statement.	585.08
05/31/19	RT3	10011111.3	To record HRA transactions per bank statement.	(585.08)
05/31/19	RT4	10014110	To record payroll transactions per bank statement.	13,721.03
05/31/19	RT4	10014410	To record payroll transactions per bank statement.	7,935.27
05/31/19	RT4	10012117.4	To record payroll transactions per bank statement.	(1,262.80)
05/31/19	RT4	10012117.5	To record payroll transactions per bank statement.	(1,299.36)
05/31/19	RT4	10012117.9	To record payroll transactions per bank statement.	(62.39)
05/31/19	RT4	10012117.12	To record payroll transactions per bank statement.	(606.94)
05/31/19	RT4	10012117.13	To record payroll transactions per bank statement.	(100.00)
05/31/19	RT4	10012117.14	To record payroll transactions per bank statement.	(356.58)
05/31/19	RT4	10012117.15	To record payroll transactions per bank statement.	(215.80)
05/31/19	RT4	10012117.16	To record payroll transactions per bank statement.	(98.66)
05/31/19	RT4	10014182	To record payroll transactions per bank statement.	1,069.09
05/31/19	RT4	10014433	To record payroll transactions per bank statement.	526.74
05/31/19	RT4	10014190.3	To record payroll transactions per bank statement.	97.35
05/31/19	RT4	10011111.2	To record payroll transactions per bank statement.	(19,346.95)
05/31/19	RT5	10012117.4	To record SHWF debit for payment of health insurance per bank statement.	1,894.20
05/31/19	RT5	10014182	To record SHWF debit for payment of health insurance per bank statement.	4,260.75
05/31/19	RT5	10014433	To record SHWF debit for payment of health insurance per bank statement.	3,620.59

Manistee Housing Commission

Journal Entry Journal

May 1, 2019 - May 31, 2019

Date	Reference	Account	Description	Amount
05/31/19	RT5	10011111.2	To record SHWF debit for payment of health insurance per bank statement.	(9,775.54)
05/31/19	RT6	10012117.5	To record MERS contribution per bank statement.	1,298.02
05/31/19	RT6	10011701	To record MERS contribution per bank statement.	701.00
05/31/19	RT6	10011111.2	To record MERS contribution per bank statement.	(1,999.02)
05/31/19	RT7	10012117.14	To record AFLAC debit per bank statement.	487.98
05/31/19	RT7	10011111.2	To record AFLAC debit per bank statement.	(487.98)
05/31/19	RT8	10012820.00	To record adjustment to Operating Reserve to reflect current month profit or loss.	(73,280.79)
05/31/19	RT8	10012820.01	To record adjustment to Operating Reserve to reflect current month profit or loss.	73,280.79
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

General Ledger

May 1, 2019 - May 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011111.2	NOW Account			349,385.70		
05/01/19	314.1	3	To record May checks that cleared in April.		3,052.29	
05/01/19	9946	2	Alerus Retirement Solutions		(50.00)	
05/01/19	9947	2	AmTrust North America Inc		(610.00)	
05/01/19	9948	2	AT & T Long Distance		(407.99)	
05/01/19	9949	2	AT & T Mobility		(463.73)	
05/01/19	9950	2	Blarney Castle Fleet Program		(100.22)	
05/01/19	9951	2	Bob's Roofing Company, Inc.		(508.01)	
05/01/19	9952	2	Byline Bank		(9,055.19)	
05/01/19	9953	2	Consumers Energy		(7,228.18)	
05/01/19	9954	2	DTE Energy		(2,943.11)	
05/01/19	9955	2	Fastenal Company		(1,055.34)	
05/01/19	9956	2	Ford Credit		(481.03)	
05/01/19	9957	2	Grand Rental Station		(64.66)	
05/01/19	9958	2	Griffin Pest Solutions		(376.00)	
05/01/19	9959	2	HD Supply Facilities Mtce		(458.78)	
05/01/19	9960	2	Laser Printer Technologies		(612.00)	
05/01/19	9961	2	Manistee Landfill		(143.07)	
05/01/19	9962	2	PNC Bank		(569.92)	
05/01/19	9963	2	Principal Financial Group		(1,408.64)	
05/01/19	9964	2	Robert Krolczyk		(100.00)	
05/01/19	9965	2	Staples		(806.21)	
05/01/19	9966	2	Summit Companies		(982.03)	
05/01/19	9967	2	Sun Life Financial		(633.62)	
05/01/19	9968	2	US Bank Equipment Finance		(673.20)	
05/01/19	9969	2	VSP		(269.16)	
05/01/19	9970	2	██████████		(100.00)	
05/01/19	9971	2	██████████		(200.00)	
05/01/19	9972	2	██████████		(50.00)	
05/01/19	9973	2	██████████		(200.00)	
05/01/19	9974	2	Alerus Retirement Solutions		(20.00)	
05/01/19	13288	2	United Steel Workers of America		(64.78)	
05/01/19	13289	2	United Steel Workers of America		(3.00)	
05/09/19	9975	2	██████████		(346.25)	
05/09/19	9976	2	██████████		(267.00)	
05/09/19	9977	2	Alerus Retirement Solutions		(50.00)	
05/09/19	9978	2	Alerus Retirement Solutions		(157.23)	
05/09/19	9979	2	Manistee Housing Commission		(695.01)	
05/09/19	9980	2	DTE		(92.00)	
05/09/19	9981	2	AT & T		(1,059.40)	
05/09/19	9982	2	Auto Value		(25.45)	
05/09/19	9983	2	Cadillac Plgb. & Htg. Supply Co., Inc.		(146.79)	
05/09/19	9984	2	Charter Business		(115.19)	
05/09/19	9985	2	City of Manistee		(4,478.28)	
05/09/19	9986	2	Consumers Energy		(1,770.90)	
05/09/19	9987	2	Crystal Lock & Supply		(501.60)	
05/09/19	9988	2	Custom Sheet Metal & Heating		(3,282.87)	
05/09/19	9989	2	HDS, LLC		(135.00)	
05/09/19	9990	2	H.A.A.S., Inc.		(1,091.88)	
05/09/19	9991	2	Housing Insurance Services, Inc.		(14,433.00)	
05/09/19	9992	2	Housing Authority Risk Retention Group		(3,545.00)	
05/09/19	9993	2	Kushner & Company		(50.00)	
05/09/19	9994	2	McCardel Water Conditioning		(32.50)	
05/09/19	9995	2	Mika Meyers PLC		(574.25)	
05/09/19	9996	2	Nan McKay & Associates, Inc.		(949.00)	
05/09/19	9997	2	Next IT		(1,476.96)	
05/09/19	9998	2	Olson Lumber Company		(348.90)	

Manistee Housing Commission

General Ledger

May 1, 2019 - May 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
05/09/19	9999	2	Reno & Cavanaugh PLLC		(16,267.00)	
05/09/19	10000	2	Republic Services		(1,165.66)	
05/09/19	10001	2	Sherwin-Williams Co.		(168.22)	
05/09/19	10002	2	State of Michigan		(390.00)	
05/09/19	10003	2	Top Line Electric		(348.00)	
05/09/19	10004	2	Wahr Hardware, Inc.		(126.36)	
05/15/19	13290	2	CMHC - West Shore FSA		(303.47)	
05/15/19	13291	2	United Steel Workers of America		(62.39)	
05/23/19	10005	2	Dale Priester		(912.15)	
05/29/19	13292	2	CMHC - West Shore FSA		(303.47)	
05/31/19	120	1	May Cash Receipts		53,485.70	
05/31/19	121	1	Transfer of Interest from MM Savings		22.38	
05/31/19	122	1	Operating Subsidy		43,422.67	
05/31/19	123	1	2019 CFP Grant		65,986.80	
05/31/19	124	1	2017 CFP Grant		16,267.00	
05/31/19	125	1	NOW/Sweep Interest		82.61	
05/31/19	317	3	To record June check that cleared in May.		(485.00)	
05/31/19	RT4	3	To record payroll transactions per bank statement.		(19,346.95)	
05/31/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		(9,775.54)	
05/31/19	RT6	3	To record MERS contribution per bank statement.		(1,999.02)	
05/31/19	RT7	3	To record AFLAC debit per bank statement.		(487.98)	
			Totals for 10011111.2		<u>63,915.91</u>	<u>413,301.61</u>
10011111.3	HRA Account			9,273.35		
05/15/19	13290	2	CMHC - West Shore FSA		303.47	
05/29/19	13292	2	CMHC - West Shore FSA		303.47	
05/31/19	125	1	HRA Interest		0.58	
05/31/19	RT3	3	To record HRA transactions per bank statement.		(585.08)	
			Totals for 10011111.3		<u>22.44</u>	<u>9,295.79</u>
10011111.4	Money Market Savings			53,786.49		
05/09/19	9979	2	Manistee Housing Commission		695.01	
05/31/19	121	1	Transfer Interest to Checking		(22.38)	
05/31/19	125	1	MM Savings Interest		12.25	
			Totals for 10011111.4		<u>684.88</u>	<u>54,471.37</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			9,187.31		
05/09/19	9980	2	DTE		92.00	
05/31/19	120	1	May TAR Collections		(50,765.31)	
05/31/19	315	3	To record charges to tenants per May 2019 Statement of Operations.		52,746.36	
05/31/19	316	3	To record transfers of security deposits per May 2019 Statement of Operations.		(474.75)	
			Totals for 10011122		<u>1,598.30</u>	<u>10,785.61</u>
10011122.1	Allowance for Doubtful Accounts-TAR			(4,109.41)		
05/31/19	120	1	May Bad Debt Collections		(961.39)	
			Totals for 10011122.1		<u>(961.39)</u>	<u>(5,070.80)</u>

Manistee Housing Commission

General Ledger

May 1, 2019 - May 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011129	Accounts Receivable-Other			1,915.50		
05/23/19	10005	2	Dale Priester		912.15	
			Totals for 10011129		<u>912.15</u>	<u>2,827.65</u>
10011211	Prepaid Insurance			7,937.08		
05/09/19	9991	2	Housing Insurance Services, Inc.		14,433.00	
05/09/19	9992	2	Housing Authority Risk Retention Group		3,545.00	
05/31/19	RT2	3	To record monthly insurance write off.		<u>(7,095.36)</u>	
			Totals for 10011211		<u>10,882.64</u>	<u>18,819.72</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			304,390.06		
			Totals for 10011400.9		<u>0.00</u>	<u>304,390.06</u>
10011400.95	Accumulated Depreciation-ALL			(8,591,373.32)		
05/31/19	PH3	3	To record estimated monthly depreciation expense.		<u>(24,595.00)</u>	
			Totals for 10011400.95		<u>(24,595.00)</u>	<u>(8,615,968.32)</u>
10011690	Undistributed Debits			3,052.29		
05/01/19	314.1	3	To record May checks that cleared in April.		<u>(3,052.29)</u>	
05/31/19	317	3	To record June check that cleared in May.		<u>485.00</u>	
			Totals for 10011690		<u>(2,567.29)</u>	<u>485.00</u>
10011701	Deferred Outflows			14,943.96		
05/31/19	RT6	3	To record MERS contribution per bank statement.		<u>701.00</u>	
			Totals for 10011701		<u>701.00</u>	<u>15,644.96</u>
10012111	Vendors and Contractors			(37,752.73)		
			Totals for 10012111		<u>0.00</u>	<u>(37,752.73)</u>
10012114	Tenant Security Deposits			(49,517.00)		
05/09/19	9975	2			346.25	
05/09/19	9976	2			267.00	
05/31/19	120	1	May Security Deposit Collections		<u>(926.00)</u>	
05/31/19	316	3	To record transfers of security deposits per May 2019 Statement of Operations.		<u>474.75</u>	
			Totals for 10012114		<u>162.00</u>	<u>(49,355.00)</u>

Manistee Housing Commission

General Ledger

May 1, 2019 - May 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10012117.12	FSA Withheld			415.77		
05/31/19	RT3	3	To record HRA transactions per bank statement.		585.08	
05/31/19	RT4	3	To record payroll transactions per bank statement.		<u>(606.94)</u>	
			Totals for 10012117.12		<u>(21.86)</u>	<u>393.91</u>
10012117.13	MERS HCSP Withheld			(120.00)		
05/01/19	9946	2	Alerus Retirement Solutions		50.00	
05/01/19	9974	2	Alerus Retirement Solutions		20.00	
05/09/19	9977	2	Alerus Retirement Solutions		50.00	
05/31/19	RT4	3	To record payroll transactions per bank statement.		<u>(100.00)</u>	
			Totals for 10012117.13		<u>20.00</u>	<u>(100.00)</u>
10012117.14	AFLAC Pre-Tax			(666.27)		
05/31/19	RT4	3	To record payroll transactions per bank statement.		(356.58)	
05/31/19	RT7	3	To record AFLAC debit per bank statement.		<u>487.98</u>	
			Totals for 10012117.14		<u>131.40</u>	<u>(534.87)</u>
10012117.15	MERS 457			(107.90)		
05/09/19	9978	2	Alerus Retirement Solutions		107.90	
05/31/19	RT4	3	To record payroll transactions per bank statement.		<u>(215.80)</u>	
			Totals for 10012117.15		<u>(107.90)</u>	<u>(215.80)</u>
10012117.16	Roth 457			(49.33)		
05/09/19	9978	2	Alerus Retirement Solutions		49.33	
05/31/19	RT4	3	To record payroll transactions per bank statement.		<u>(98.66)</u>	
			Totals for 10012117.16		<u>(49.33)</u>	<u>(98.66)</u>
10012117.4	125 Medical Withheld			(631.40)		
05/31/19	RT4	3	To record payroll transactions per bank statement.		(1,262.80)	
05/31/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		<u>1,894.20</u>	
			Totals for 10012117.4		<u>631.40</u>	<u>0.00</u>
10012117.5	Pension Withheld			(1,956.40)		
05/31/19	RT4	3	To record payroll transactions per bank statement.		(1,299.36)	
05/31/19	RT6	3	To record MERS contribution per bank statement.		<u>1,298.02</u>	
			Totals for 10012117.5		<u>(1.34)</u>	<u>(1,957.74)</u>
10012117.6	PAC Withheld			(3.00)		
05/01/19	13289	2	United Steel Workers of America		3.00	
			Totals for 10012117.6		<u>3.00</u>	<u>0.00</u>
10012117.9	Union Dues Withheld			(64.78)		
05/01/19	13288	2	United Steel Workers of America		64.78	
05/15/19	13291	2	United Steel Workers of America		62.39	
05/31/19	RT4	3	To record payroll transactions per bank statement.		<u>(62.39)</u>	
			Totals for 10012117.9		<u>64.78</u>	<u>0.00</u>
10012119.2	Interfund Payable - DVG			(935.90)		
			Totals for 10012119.2		<u>0.00</u>	<u>(935.90)</u>

Manistee Housing Commission

General Ledger

May 1, 2019 - May 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10012131	EPC Loan - Current			(29,793.69)		
05/01/19	9952	2	Byline Bank		3,455.07	
			Totals for 10012131		<u>3,455.07</u>	<u>(26,338.62)</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			(3,494.61)		
05/01/19	9956	2	Ford Credit		429.30	
			Totals for 10012133		<u>429.30</u>	<u>(3,065.31)</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			(44,629.00)		
05/31/19	PH2	3	To record estimated monthly PILOT expense.		(2,740.00)	
			Totals for 10012137		<u>(2,740.00)</u>	<u>(47,369.00)</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			(245,908.29)		
05/31/19	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		(73,280.79)	
			Totals for 10012820.00		<u>(73,280.79)</u>	<u>(319,189.08)</u>
10012820.01	HUD Operating Reserve-Contra			245,908.29		
05/31/19	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		73,280.79	
			Totals for 10012820.01		<u>73,280.79</u>	<u>319,189.08</u>
10013110	Dwelling Rental Revenue			(199,527.00)		
05/31/19	315	3	To record charges to tenants per May 2019 Statement of Operations.		(50,061.00)	
			Totals for 10013110		<u>(50,061.00)</u>	<u>(249,588.00)</u>
10013120	Tenant Revenue - Excess Utilities			(1,792.72)		

Manistee Housing Commission

General Ledger

May 1, 2019 - May 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
05/31/19	315	3	To record charges to tenants per May 2019 Statement of Operations.		<u>(440.36)</u>	
			Totals for 10013120		<u>(440.36)</u>	<u>(2,233.08)</u>
10013401.1	Operating Grants			0.00		
05/31/19	123	1	2019 CFP Grant		<u>(65,986.80)</u>	
			Totals for 10013401.1		<u>(65,986.80)</u>	<u>(65,986.80)</u>
10013401.2	Operating Subsidy			(175,832.33)		
05/31/19	122	1	Operating Subsidy		<u>(43,422.67)</u>	
			Totals for 10013401.2		<u>(43,422.67)</u>	<u>(219,255.00)</u>
10013610	Interest Income			(337.40)		
05/31/19	125	1	Interest Income - May		<u>(95.44)</u>	
			Totals for 10013610		<u>(95.44)</u>	<u>(432.84)</u>
10013689	Tenant Revenue - Cable TV			(5,410.00)		
			Totals for 10013689		<u>0.00</u>	<u>(5,410.00)</u>
10013690	Tenant Revenue - Other			(11,394.53)		
05/31/19	315	3	To record charges to tenants per May 2019 Statement of Operations.		<u>(2,245.00)</u>	
			Totals for 10013690		<u>(2,245.00)</u>	<u>(13,639.53)</u>
10013690.2	Gain/Loss-Sale of Fixed Assets			(7,250.00)		
			Totals for 10013690.2		<u>0.00</u>	<u>(7,250.00)</u>
10013690.4	Laundry Revenue			(4,939.58)		
			Totals for 10013690.4		<u>0.00</u>	<u>(4,939.58)</u>
10013690.6	Fraud Recovery Revenue			(824.72)		
			Totals for 10013690.6		<u>0.00</u>	<u>(824.72)</u>
10013690.7	Management Fee - DVG			(3,332.00)		
05/31/19	120	1	Management Fee Income - DVG		<u>(833.00)</u>	
			Totals for 10013690.7		<u>(833.00)</u>	<u>(4,165.00)</u>
10014110	Administrative Wages			61,698.97		
05/31/19	RT4	3	To record payroll transactions per bank statement.		<u>13,721.03</u>	
			Totals for 10014110		<u>13,721.03</u>	<u>75,420.00</u>
10014130	Legal Expense			1,901.36		
05/09/19	9995	2	Mika Meyers PLC		<u>574.25</u>	
			Totals for 10014130		<u>574.25</u>	<u>2,475.61</u>
10014170	Accounting Fees			3,085.02		
05/09/19	9990	2	H.A.A.S., Inc.		<u>1,091.88</u>	
			Totals for 10014170		<u>1,091.88</u>	<u>4,176.90</u>
10014182	Employee Benefits - Admin			30,550.98		
05/01/19	9963	2	Principal Financial Group		804.78	
05/01/19	9967	2	Sun Life Financial		394.96	
05/01/19	9969	2	VSP		145.29	
05/31/19	RT4	3	To record payroll transactions per bank statement.		1,069.09	
05/31/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		<u>4,260.75</u>	
			Totals for 10014182		<u>6,674.87</u>	<u>37,225.85</u>

Manistee Housing Commission

General Ledger

May 1, 2019 - May 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10014185	Telephone			6,665.82		
05/01/19	9948	2	AT & T Long Distance		407.99	
05/01/19	9949	2	AT & T Mobility		463.73	
05/09/19	9981	2	AT & T		1,059.40	
05/09/19	9984	2	Charter Business		115.19	
			Totals for 10014185		<u>2,046.31</u>	<u>8,712.13</u>
10014190.1	Publications			175.00		
05/09/19	9996	2	Nan McKay & Associates, Inc.		949.00	
			Totals for 10014190.1		<u>949.00</u>	<u>1,124.00</u>
10014190.2	Membership Dues and Fees			1,474.00		
05/01/19	9962	2	PNC Bank		126.14	
			Totals for 10014190.2		<u>126.14</u>	<u>1,600.14</u>
10014190.3	Admin Service Contracts			16,055.60		
05/01/19	9960	2	Laser Printer Technologies		612.00	
05/01/19	9962	2	PNC Bank		285.98	
05/01/19	9968	2	US Bank Equipment Finance		673.20	
05/09/19	9989	2	HDS, LLC		135.00	
05/09/19	9993	2	Kushner & Company		50.00	
05/09/19	9997	2	Next IT		1,476.96	
05/31/19	RT4	3	To record payroll transactions per bank statement.		97.35	
			Totals for 10014190.3		<u>3,330.49</u>	<u>19,386.09</u>
10014190.4	Office Supplies			3,483.52		
05/01/19	9965	2	Staples		806.21	
			Totals for 10014190.4		<u>806.21</u>	<u>4,289.73</u>
10014190.5	Other Sundry-Misc.			996.98		
05/01/19	9962	2	PNC Bank		157.80	
05/09/19	9994	2	McCardel Water Conditioning		32.50	
			Totals for 10014190.5		<u>190.30</u>	<u>1,187.28</u>
10014221	Resident Employee Stipend			2,200.00		
05/01/19	9970	2	██████████		100.00	
05/01/19	9971	2	██████████		200.00	
05/01/19	9972	2	██████████		50.00	
05/01/19	9973	2	██████████		200.00	
			Totals for 10014221		<u>550.00</u>	<u>2,750.00</u>
10014230	Contract Costs-Cable & Other			5,967.25		
			Totals for 10014230		<u>0.00</u>	<u>5,967.25</u>
10014310	Water & Sewer			18,548.16		
05/09/19	9985	2	City of Manistee		4,478.28	
			Totals for 10014310		<u>4,478.28</u>	<u>23,026.44</u>
10014320	Electricity			44,988.93		
05/01/19	9953	2	Consumers Energy		7,228.18	
05/09/19	9986	2	Consumers Energy		1,770.90	
			Totals for 10014320		<u>8,999.08</u>	<u>53,988.01</u>
10014330	Gas			13,859.84		
05/01/19	9954	2	DTE Energy		2,943.11	
			Totals for 10014330		<u>2,943.11</u>	<u>16,802.95</u>

Manistee Housing Commission

General Ledger

May 1, 2019 - May 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10014410	Maintenance	Wages		36,960.17		
05/31/19	RT4	3	To record payroll transactions per bank statement.		<u>7,935.27</u>	
			Totals for 10014410		<u>7,935.27</u>	<u>44,895.44</u>
10014420	Materials			9,280.31		
05/01/19	9950	2	Blarney Castle Fleet Program		100.22	
05/01/19	9955	2	Fastenal Company		1,055.34	
05/01/19	9959	2	HD Supply Facilities Mtce		458.78	
05/01/19	9964	2	Robert Krolczyk		100.00	
05/09/19	9982	2	Auto Value		25.45	
05/09/19	9983	2	Cadillac Plgb. & Htg. Supply Co., Inc.		146.79	
05/09/19	9987	2	Crystal Lock & Supply		501.60	
05/09/19	9998	2	Olson Lumber Company		348.90	
05/09/19	10001	2	Sherwin-Williams Co.		168.22	
05/09/19	10004	2	Wahr Hardware, Inc.		<u>126.36</u>	
			Totals for 10014420		<u>3,031.66</u>	<u>12,311.97</u>
10014430.01	Garbage Removal			6,986.81		
05/01/19	9961	2	Manistee Landfill		143.07	
05/09/19	10000	2	Republic Services		<u>1,165.66</u>	
			Totals for 10014430.01		<u>1,308.73</u>	<u>8,295.54</u>
10014430.02	Heating & Cooling Contracts			3,250.19		
05/09/19	9988	2	Custom Sheet Metal & Heating		<u>3,282.87</u>	
			Totals for 10014430.02		<u>3,282.87</u>	<u>6,533.06</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		
05/09/19	10002	2	State of Michigan		390.00	
			Totals for 10014430.04		<u>390.00</u>	<u>12,717.96</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			646.00		
			Totals for 10014430.06		<u>0.00</u>	<u>646.00</u>
10014430.07	Electrical Contracts			1,043.17		
05/09/19	10003	2	Top Line Electric		348.00	
			Totals for 10014430.07		<u>348.00</u>	<u>1,391.17</u>
10014430.08	Plumbing Contracts			400.00		
			Totals for 10014430.08		<u>0.00</u>	<u>400.00</u>
10014430.09	Extermination Contracts			5,886.00		
05/01/19	9958	2	Griffin Pest Solutions		376.00	
			Totals for 10014430.09		<u>376.00</u>	<u>6,262.00</u>
10014430.11	Routine Maintenance Contracts			35.00		
05/01/19	9966	2	Summit Companies		982.03	
			Totals for 10014430.11		<u>982.03</u>	<u>1,017.03</u>
10014430.12	Miscellaneous Contracts			2,164.25		
05/01/19	9951	2	Bob's Roofing Company, Inc.		508.01	
05/01/19	9957	2	Grand Rental Station		<u>64.66</u>	

Manistee Housing Commission

General Ledger

May 1, 2019 - May 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 10014430.12					<u>572.67</u>	<u>2,736.92</u>
10014433	Employee Benefits - Maint.			24,937.91		
05/01/19	9963	2	Principal Financial Group		603.86	
05/01/19	9967	2	Sun Life Financial		238.66	
05/01/19	9969	2	VSP		123.87	
05/31/19	RT4	3	To record payroll transactions per bank statement.		526.74	
05/31/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		<u>3,620.59</u>	
Totals for 10014433					<u>5,113.72</u>	<u>30,051.63</u>
10014510	Insurance			30,217.40		
05/01/19	9947	2	AmTrust North America Inc		610.00	
05/31/19	RT2	3	To record monthly insurance write off.		7,095.36	
Totals for 10014510					<u>7,705.36</u>	<u>37,922.76</u>
10014520	Payment in Lieu of Taxes			10,960.00		
05/31/19	PH2	3	To record estimated monthly PILOT expense.		<u>2,740.00</u>	
Totals for 10014520					<u>2,740.00</u>	<u>13,700.00</u>
10014570	Collection Losses			135.14		
Totals for 10014570					<u>0.00</u>	<u>135.14</u>
10014580	Interest Expense			22,810.71		
05/01/19	9952	2	Byline Bank		5,600.12	
05/01/19	9956	2	Ford Credit		51.73	
Totals for 10014580					<u>5,651.85</u>	<u>28,462.56</u>
10014800	Depreciation - Current Year			98,380.00		
05/31/19	PH3	3	To record estimated monthly depreciation expense.		<u>24,595.00</u>	
Totals for 10014800					<u>24,595.00</u>	<u>122,975.00</u>
10017510	Principal Payments - EPC			13,638.04		
05/01/19	9952	2	Byline Bank		<u>3,455.07</u>	
Totals for 10017510					<u>3,455.07</u>	<u>17,093.11</u>
10017511	Principal Payments - F150			1,696.13		
05/01/19	9956	2	Ford Credit		<u>429.30</u>	
Totals for 10017511					<u>429.30</u>	<u>2,125.43</u>
10017530	Cash Proceeds-Sale of Equipment			(7,250.00)		
Totals for 10017530					<u>0.00</u>	<u>(7,250.00)</u>
10017540	Betterments and Additions			386.25		
Totals for 10017540					<u>0.00</u>	<u>386.25</u>
10017590	Operating Expenditures-Contra			(8,470.42)		
05/01/19	9952	2	Byline Bank		(3,455.07)	
05/01/19	9956	2	Ford Credit		<u>(429.30)</u>	
Totals for 10017590					<u>(3,884.37)</u>	<u>(12,354.79)</u>
10019996	Unit Months Leased			826.00		
05/31/19	RT1	3	To record units leased.		<u>206.00</u>	
Totals for 10019996					<u>206.00</u>	<u>1,032.00</u>
10019997	Unit Months Leased - Contra			(826.00)		

Manistee Housing Commission

General Ledger

May 1, 2019 - May 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
05/31/19	RT1	3	To record units leased.		(206.00)	
			Totals for 10019997		<u>(206.00)</u>	<u>(1,032.00)</u>
10019998	Unit Months Available			856.00		
05/31/19	PH1	3	To record units available.		214.00	
			Totals for 10019998		<u>214.00</u>	<u>1,070.00</u>
10019999	Unit Months Available - Contra			(856.00)		
05/31/19	PH1	3	To record units available.		(214.00)	
			Totals for 10019999		<u>(214.00)</u>	<u>(1,070.00)</u>
10173401.1	Operating Grants			(6,023.50)		
05/31/19	124	1	2017 CFP Grant		(16,267.00)	
			Totals for 10173401.1		<u>(16,267.00)</u>	<u>(22,290.50)</u>
10174130	Legal Expense			455.00		
05/09/19	9999	2	Reno & Cavanaugh PLLC		16,267.00	
			Totals for 10174130		<u>16,267.00</u>	<u>16,722.00</u>
10174190.3	Administrative Service Contracts			3,027.50		
			Totals for 10174190.3		<u>0.00</u>	<u>3,027.50</u>
10174420	Materials			1,430.00		
			Totals for 10174420		<u>0.00</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			23,538.36		
			Totals for 15171408		<u>0.00</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			61,089.08		
05/09/19	9999	2	Reno & Cavanaugh PLLC		16,267.00	
			Totals for 15171460		<u>16,267.00</u>	<u>77,356.08</u>
15171600	CFP Funding			163,225.44		
05/31/19	124	1	2017 CFP Grant		16,267.00	
			Totals for 15171600		<u>16,267.00</u>	<u>179,492.44</u>
15171699	CFP Funding - Contra			(163,225.44)		
05/31/19	124	1	2017 CFP Grant		(16,267.00)	
			Totals for 15171699		<u>(16,267.00)</u>	<u>(179,492.44)</u>
15179800	CFP Cost - Contra			(163,225.44)		
05/09/19	9999	2	Reno & Cavanaugh PLLC		(16,267.00)	
			Totals for 15179800		<u>(16,267.00)</u>	<u>(179,492.44)</u>
15181406	Operations			65,986.80		
			Totals for 15181406		<u>0.00</u>	<u>65,986.80</u>

Manistee Housing Commission

General Ledger

May 1, 2019 - May 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
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>
15191406	Operations			0.00		
05/31/19	123	1	2019 CFP Grant		<u>65,986.80</u>	
			Totals for 15191406		<u>65,986.80</u>	<u>65,986.80</u>
15191600	CFP Funding			0.00		
05/31/19	123	1	2019 CFP Grant		<u>65,986.80</u>	
			Totals for 15191600		<u>65,986.80</u>	<u>65,986.80</u>
15191699	CFP Funding - Contra			0.00		
05/31/19	123	1	2019 CFP Grant		<u>(65,986.80)</u>	
			Totals for 15191699		<u>(65,986.80)</u>	<u>(65,986.80)</u>
15199800	CFP Cost - Contra			0.00		
05/31/19	123	1	2019 CFP Grant		<u>(65,986.80)</u>	
			Totals for 15199800		<u>(65,986.80)</u>	<u>(65,986.80)</u>
			Report Total			<u>0.00</u>
Net Profit/(Loss)						
Current Period					<u>52,570.16</u>	
Year-to-Date					<u>(15,609.80)</u>	

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

Manistee Housing Commission
Bank Account Reconciliation Transmittal

Public Housing Checking - 851620

May 1, 2019 - May 31, 2019

General Ledger

Balance per General Ledger (Account 10011111.2) at 05/01/19	349,385.70
Activity for the month:	
Total Debits (Deposits and Additions)	182,319.45
Total Credits (Checks and Payments)	(118,403.54)
Unadjusted General Ledger Balance at 05/31/19	<u>413,301.61</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 05/31/19	<u><u>413,301.61</u></u>

Bank

Balance per Bank Statement at 05/31/19	414,534.03
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	(1,232.42)
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 05/31/19	<u><u>413,301.61</u></u>

DOCUMENT REDACTED
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HAS BEEN REDACTED

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Public Housing Checking
May 1, 2019 - May 31, 2019

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	350,231.53
Cleared Deposits & Additions				
120	05/31/19	Multiple	May Cash Receipts	53,485.70
121	05/31/19	10011111.4	Transfer of Interest from MM Savings	22.38
122	05/31/19	10013401.2	Operating Subsidy	43,422.67
123	05/31/19	Multiple	2019 CFP Grant	65,986.80
124	05/31/19	Multiple	2017 CFP Grant	16,267.00
125	05/31/19	Multiple	NOW/Sweep Interest	82.61
314.1	05/01/19		To record May checks that cleared in April.	3,052.29
			Total	182,319.45
			Statement Total	182,319.45
			Difference	0.00
Cleared Checks & Payments				
317	05/31/19		To record June check that cleared in May.	485.00
9916	04/10/19	10014190.5	Cindy Scott	20.35
9946	05/01/19	10012117.13	Alerus Retirement Solutions	50.00
9947	05/01/19	10014510	AmTrust North America Inc	610.00
9948	05/01/19	10014185	AT & T Long Distance	407.99
9949	05/01/19	10014185	AT & T Mobility	463.73
9950	05/01/19	10014420	Blarney Castle Fleet Program	100.22
9951	05/01/19	10014430.12	Bob's Roofing Company, Inc.	508.01
9952	05/01/19	Multiple	Byline Bank	9,055.19
9953	05/01/19	10014320	Consumers Energy	7,228.18
9954	05/01/19	10014330	DTE Energy	2,943.11
9955	05/01/19	10014420	Fastenal Company	1,055.34
9956	05/01/19	Multiple	Ford Credit	481.03
9957	05/01/19	10014430.12	Grand Rental Station	64.66
9958	05/01/19	10014430.09	Griffin Pest Solutions	376.00
9959	05/01/19	10014420	HD Supply Facilities Mtce	458.78
9960	05/01/19	10014190.3	Laser Printer Technologies	612.00
9961	05/01/19	10014430.01	Manistee Landfill	143.07
9962	05/01/19	Multiple	PNC Bank	569.92
9963	05/01/19	Multiple	Principal Financial Group	1,408.64
9964	05/01/19	10014420	Robert Krolczyk	100.00
9965	05/01/19	10014190.4	Staples	806.21
9966	05/01/19	10014430.11	Summit Companies	982.03
9967	05/01/19	Multiple	Sun Life Financial	633.62
9968	05/01/19	10014190.3	US Bank Equipment Finance	673.20
9969	05/01/19	Multiple	VSP	269.16
9970	05/01/19	10014221	██████████	100.00
9971	05/01/19	10014221	██████████	200.00
9972	05/01/19	10014221	██████████	50.00
9973	05/01/19	10014221	██████████	200.00
9974	05/01/19	10012117.13	Alerus Retirement Solutions	20.00
9976	05/09/19	10012114	██████████	267.00
9977	05/09/19	10012117.13	Alerus Retirement Solutions	50.00
9978	05/09/19	Multiple	Alerus Retirement Solutions	157.23
9979	05/09/19	10011111.4	Manistee Housing Commission	695.01
9980	05/09/19	10011122	DTE	92.00
9981	05/09/19	10014185	AT & T	1,059.40
9982	05/09/19	10014420	Auto Value	25.45
9983	05/09/19	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	146.79
9984	05/09/19	10014185	Charter Business	115.19
9985	05/09/19	10014310	City of Manistee	4,478.28
9986	05/09/19	10014320	Consumers Energy	1,770.90
9987	05/09/19	10014420	Crystal Lock & Supply	501.60

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Public Housing Checking
May 1, 2019 - May 31, 2019

Reference	Date	GL Account	Description	Amount
9988	05/09/19	10014430.02	Custom Sheet Metal & Heating	3,282.87
9989	05/09/19	10014190.3	HDS, LLC	135.00
9990	05/09/19	10014170	H.A.A.S., Inc.	1,091.88
9991	05/09/19	10011211	Housing Insurance Services, Inc.	14,433.00
9992	05/09/19	10011211	Housing Authority Risk Retention Group	3,545.00
9993	05/09/19	10014190.3	Kushner & Company	50.00
9994	05/09/19	Multiple	McCardel Water Conditioning	32.50
9995	05/09/19	10014130	Mika Meyers PLC	574.25
9996	05/09/19	10014190.1	Nan McKay & Associates, Inc.	949.00
9997	05/09/19	10014190.3	Next IT	1,476.96
9998	05/09/19	10014420	Olson Lumber Company	348.90
9999	05/09/19	Multiple	Reno & Cavanaugh PLLC	16,267.00
10000	05/09/19	10014430.01	Republic Services	1,165.66
10001	05/09/19	10014420	Sherwin-Williams Co.	168.22
10002	05/09/19	10014430.04	State of Michigan	390.00
10003	05/09/19	10014430.07	Top Line Electric	348.00
10004	05/09/19	10014420	Wahr Hardware, Inc.	126.36
10005	05/23/19	10011129	Dale Priestler	912.15
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
13289	05/01/19	10012117.6	United Steel Workers of America	3.00
13290	05/15/19	10011111.3	CMHC - West Shore FSA	303.47
13292	05/29/19	10011111.3	CMHC - West Shore FSA	303.47
RT4	05/31/19		To record payroll transactions per bank statement.	19,346.95
RT5	05/31/19		To record SHWF debit for payment of health insurance per bank statement.	9,775.54
RT6	05/31/19		To record MERS contribution per bank statement.	1,999.02
RT7	05/31/19		To record AFLAC debit per bank statement.	487.98
			Total	118,016.95
			Statement Total	118,016.95
			Difference	0.00
			Ending Bank Balance	414,534.03
Reconciled Bank Information				
			Ending Bank Balance	414,534.03
Open Deposits & Additions				
			Total	0.00
Open Checks & Payments				
8983	01/04/18	10012114	██████████	284.00
9250	05/01/18	10012114	██████████	475.00
9975	05/09/19	10012114	██████████	346.25
13288	05/01/19	10012117.9	United Steel Workers of America	64.78
13291	05/15/19	10012117.9	United Steel Workers of America	62.39
			Total	1,232.42
			Reconciled Bank Balance	413,301.61
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	350,231.53
			+ Cleared Deposits & Additions	182,319.45
			- Cleared Checks & Payments	118,016.95
			Ending Bank Balance	414,534.03
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00

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Manistee Housing Commission
Bank Account Reconciliation Worksheet

Public Housing Checking
May 1, 2019 - May 31, 2019

Reference	Date	GL Account	Description	Amount
-			Open Checks & Payments	1,232.42
			Reconciled Bank Balance	<u>413,301.61</u>
General Ledger Information				
			Unadjusted General Ledger Balance	413,301.61
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u>413,301.61</u>
			Unreconciled Amount	<u>0.00</u>

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Manistee Housing Commission
Bank Account Reconciliation Transmittal

HRA Account - 20016093
May 1, 2019 - May 31, 2019

General Ledger

Balance per General Ledger (Account 10011111.3) at 05/01/19	9,273.35
Activity for the month:	
Total Debits (Deposits and Additions)	607.52
Total Credits (Checks and Payments)	(585.08)
Unadjusted General Ledger Balance at 05/31/19	<u>9,295.79</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 05/31/19	<u><u>9,295.79</u></u>

Bank

Balance per Bank Statement at 05/31/19	9,295.79
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 05/31/19	<u><u>9,295.79</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

HRA Account
May 1, 2019 - May 31, 2019

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	9,273.35
Cleared Deposits & Additions				
125	05/31/19		NOW/Sweep Interest	0.58
13290	05/15/19		CMHC - West Shore FSA	303.47
13292	05/29/19		CMHC - West Shore FSA	303.47
			Total	<u>607.52</u>
			Statement Total	<u>607.52</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
RT3	05/31/19		To record HRA transactions per bank statement.	585.08
			Total	<u>585.08</u>
			Statement Total	<u>585.08</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>9,295.79</u></u>
Reconciled Bank Information				
			Ending Bank Balance	9,295.79
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>9,295.79</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	9,273.35
			+ Cleared Deposits & Additions	607.52
			- Cleared Checks & Payments	<u>585.08</u>
			Ending Bank Balance	9,295.79
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>9,295.79</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	9,295.79
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>9,295.79</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

May 1, 2019 - May 31, 2019

General Ledger

Balance per General Ledger (Account 10011111.4) at 05/01/19	53,786.49
Activity for the month:	
Total Debits (Deposits and Additions)	707.26
Total Credits (Checks and Payments)	<u>(22.38)</u>
Unadjusted General Ledger Balance at 05/31/19	54,471.37
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 05/31/19	<u><u>54,471.37</u></u>

Bank

Balance per Bank Statement at 05/31/19	54,471.37
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 05/31/19	<u><u>54,471.37</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Money Market Savings
May 1, 2019 - May 31, 2019

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	53,786.49
Cleared Deposits & Additions				
125	05/31/19		NOW/Sweep Interest	12.25
9979	05/09/19		Manistee Housing Commission	695.01
			Total	<u>707.26</u>
			Statement Total	<u>707.26</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
121	05/31/19		Transfer of Interest from MM Savings	22.38
			Total	<u>22.38</u>
			Statement Total	<u>22.38</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>54,471.37</u></u>
Reconciled Bank Information				
			Ending Bank Balance	54,471.37
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>54,471.37</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	53,786.49
			+ Cleared Deposits & Additions	707.26
			- Cleared Checks & Payments	<u>22.38</u>
			Ending Bank Balance	54,471.37
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>54,471.37</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	54,471.37
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>54,471.37</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

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

	1 Month Ended May 31, 2019	1 Month Ended May 31, 2018	5 Months Ended May 31, 2019	5 Months Ended May 31, 2018
Operating Income				
3110 - Dwelling Rental Revenue	\$ 50,061.00	\$ 45,684.00	\$ 249,588.00	\$ 217,752.00
3120 - Tenant Revenue - Excess Utilities	440.36	455.96	2,233.08	2,451.46
3689 - Tenant Revenue - Cable TV	0.00	5,555.00	5,410.00	24,490.00
3690 - Tenant Revenue - Other	2,245.00	2,153.70	13,639.53	12,563.17
3401.1 - Operating Grants	65,986.80	0.00	65,986.80	0.00
3401.2 - Operating Subsidy	43,422.67	54,069.00	219,255.00	237,011.00
3610 - Interest Income	95.44	59.69	432.84	273.10
3690.1 - Other Revenue	0.00	0.00	0.00	6.44
3690.2 - Gain/Loss-Sale of Fixed Assets	0.00	0.00	7,250.00	0.00
3690.4 - Laundry Revenue	0.00	882.78	4,939.58	4,455.27
3690.6 - Fraud Recovery Revenue	0.00	203.40	824.72	1,017.00
3690.7 - Management Fee - DVG	833.00	833.00	4,165.00	4,165.00
Total Operating Income	\$ 163,084.27	\$ 109,896.53	\$ 573,724.55	\$ 504,184.44
Operating Expenses				
Routine Expense				
4110 - Administrative Wages	\$ 13,721.03	\$ 20,121.33	\$ 75,420.00	\$ 77,460.94
4130 - Legal Expense	574.25	522.95	2,475.61	4,254.13
4170 - Accounting Fees	1,091.88	686.88	4,176.90	4,176.90
4182 - Employee Benefits - Admin	6,674.87	6,882.27	37,225.85	37,507.18
4185 - Telephone	2,046.31	1,446.68	8,712.13	9,306.44
4190.1 - Publications	949.00	1,179.00	1,124.00	1,354.00
4190.2 - Membership Dues and Fees	126.14	0.00	1,600.14	879.00
4190.3 - Admin Service Contracts	3,330.49	3,420.95	19,386.09	21,282.43
4190.4 - Office Supplies	806.21	503.89	4,289.73	3,814.85
4190.5 - Other Sundry-Misc.	190.30	1,560.14	1,187.28	6,989.46
4220 - Rec., Pub., & Other Services	0.00	262.22	0.00	262.22
4221 - Resident Employee Stipend	550.00	550.00	2,750.00	2,750.00
4230 - Contract Costs-Cable & Other	0.00	5,930.91	5,967.25	29,430.88
4310 - Water & Sewer	4,478.28	4,234.65	23,026.44	25,121.57
4320 - Electricity	8,999.08	9,725.82	53,988.01	54,295.77
4330 - Gas	2,943.11	3,293.87	16,802.95	18,754.11
4410 - Maintenance Wages	7,935.27	12,243.17	44,895.44	44,985.33
4420 - Materials	3,031.66	3,471.83	12,311.97	19,413.44
4430.01 - Garbage Removal	1,308.73	1,654.45	8,295.54	10,286.78
4430.02 - Heating & Cooling Contracts	3,282.87	5,640.49	6,533.06	12,351.98
4430.03 - Snow Removal Contracts	0.00	0.00	47.79	0.00
4430.04 - Elevator Contracts	390.00	0.00	12,717.96	13,975.00
4430.05 - Landscape & Grounds Contracts	0.00	0.00	700.00	0.00
4430.06 - Unit Turnaround Contracts	0.00	0.00	646.00	6,405.00
4430.07 - Electrical Contracts	348.00	0.00	1,391.17	402.09
4430.08 - Plumbing Contracts	0.00	125.00	400.00	4,790.22
4430.09 - Extermination Contracts	376.00	1,609.00	6,262.00	9,000.00
4430.11 - Routine Maintenance Contracts	982.03	0.00	1,017.03	1,653.00
4430.12 - Miscellaneous Contracts	572.67	1,401.62	2,736.92	2,646.87
4433 - Employee Benefits - Maint.	5,113.72	5,270.09	30,051.63	29,439.64
4440 - Staff Training-Maintenance	0.00	0.00	0.00	409.00
4510 - Insurance	7,705.36	7,194.08	37,922.76	36,049.40

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

	1 Month Ended May 31, 2019	1 Month Ended May 31, 2018	5 Months Ended May 31, 2019	5 Months Ended May 31, 2018
4520 - Payment in Lieu of Taxes	2,740.00	2,740.00	13,700.00	13,700.00
4570 - Collection Losses	0.00	0.00	135.14	12,652.47
4580 - Interest Expense	<u>5,651.85</u>	<u>5,885.22</u>	<u>28,462.56</u>	<u>29,600.74</u>
Total Routine Expense	\$ 85,919.11	\$ 107,556.51	\$ 466,359.35	\$ 545,400.84

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

	1 Month Ended May 31, 2019	1 Month Ended May 31, 2018	5 Months Ended May 31, 2019	5 Months Ended May 31, 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>\$ 85,919.11</u>	<u>\$ 107,556.51</u>	<u>\$ 466,359.35</u>	<u>\$ 545,400.84</u>
Operating Income (Loss)	<u>\$ 77,165.16</u>	<u>\$ 2,340.02</u>	<u>\$ 107,365.20</u>	<u>\$ (41,216.40)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 24,595.00	\$ 25,210.00	\$ 122,975.00	\$ 126,050.00
Total Depreciation Expense	<u>\$ 24,595.00</u>	<u>\$ 25,210.00</u>	<u>\$ 122,975.00</u>	<u>\$ 126,050.00</u>
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Expenditures				
7510 - Principal Payments - EPC	\$ 3,455.07	\$ 2,934.60	\$ 17,093.11	\$ 14,518.20
7511 - Principal Payments - F150	429.30	404.56	2,125.43	2,002.96
7520 - Replacement of Equipment	0.00	0.00	0.00	1,748.00
7530 - Cash Proceeds-Sale of Equipment	0.00	0.00	(7,250.00)	0.00
7540 - Betterments and Additions	0.00	0.00	386.25	5,781.00
7590 - Operating Expenditures-Contra	<u>(3,884.37)</u>	<u>(3,339.16)</u>	<u>(12,354.79)</u>	<u>(24,050.16)</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>\$ 73,280.79</u></u>	<u><u>\$ (999.14)</u></u>	<u><u>\$ 87,760.41</u></u>	<u><u>\$ (65,266.56)</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 May 31, 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 May 31, 2019**

ASSETS

CURRENT ASSETS

Cash

1111 - Cash - MSHDA \$ 56,440.31

Total Cash 56,440.31

Receivables

1122 - Tenants Accounts Receivable (4.00)

1129.4 - Interfund Receivable - P/H 935.90

Total Receivables 931.90

Other Current Assets

Total Other Current Assets 0.00

TOTAL CURRENT ASSETS 57,372.21

Fixed Assets

1400.7 - Buildings 373,231.29

1400.98 - Accumulated Depreciation-DVG (111,484.59)

Total Fixed Assets 261,746.70

TOTAL ASSETS \$ 319,118.91

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**Manistee Housing Commission
Domestic Violence Grant
Balance Sheet
As of May 31, 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>(4,261.16)</u>
Total Unrestricted Net Assets	51,832.67

TOTAL EQUITY

(181,945.63)

TOTAL LIABILITIES/EQUITY

\$ 319,118.91

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**Manistee Housing Commission
Domestic Violence Grant
Statement of Revenue & Expense
For the 1 Month and 5 Months Ended May 31, 2019**

	1 Month Ended	5 Months Ended
	<u>May 31, 2019</u>	<u>May 31, 2019</u>
Operating Revenue		
3110 - Dwelling Rental Revenue	\$ 1,020.00	\$ 5,549.00
3690 - Tenant Revenue - Other	50.00	100.00
Total Operating Revenue	1,070.00	5,649.00
Operating Expenses		
Administration		
4170 - Accounting Fees	128.54	710.20
4172 - Management Fees	833.00	4,165.00
Total Administration	961.54	4,875.20
Ordinary Maint. & Operations		
4420 - Materials	40.98	74.24
Total Ordinary Maint. & Oper	40.98	74.24
General Expense		
4590 - Other General Expense	114.66	485.72
Total General Expense	114.66	485.72
Total Routine Operating Expenses	1,117.18	5,435.16
Depreciation Expense		
4800 - Depreciation - Current Year	895.00	4,475.00
Total Depreciation Expense	895.00	4,475.00
Capital Expenditures		
Total Capital Expenditures	0.00	0.00
Net Income (Loss)	\$ (47.18)	\$ 213.84

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**Manistee Housing Commission
DVG Cash Disbursements Journal**

May 1, 2019 - May 31, 2019

Date	Reference	Account	Description	Amount
05/01/19	2699	20011111	DTE Energy	(60.41)
05/01/19	2699	20014590	DTE Energy	60.41
05/09/19	2700	20011111	City of Manistee	(29.84)
05/09/19	2700	20014590	City of Manistee	29.84
05/09/19	2701	20011111	Consumers Energy	(24.41)
05/09/19	2701	20014590	Consumers Energy	24.41
05/09/19	2702	20011111	H.A.A.S., Inc.	(128.54)
05/09/19	2702	20014170	H.A.A.S., Inc.	128.54
05/09/19	2703	20011111	Manistee Housing Commission	(833.00)
05/09/19	2703	20014172	Manistee Housing Commission	833.00
05/09/19	2704	20011111	Wahr Hardware, Inc.	(40.98)
05/09/19	2704	20014420	Wahr Hardware, Inc.	40.98
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

DVG Cash Receipts Journal

May 1, 2019 - May 31, 2019

Date	Reference	Account	Description	Amount
05/31/19	105	20011111	May Cash Receipts	1,074.00
05/31/19	105	20011122	May TAR Collections	(1,074.00)
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

DVG Journal Entry Journal

May 1, 2019 - May 31, 2019

Date	Reference	Account	Description	Amount
05/31/19	306	20011122	To record charges to tenants per May 2019 Statement of Operations.	1,070.00
05/31/19	306	20013110	To record charges to tenants per May 2019 Statement of Operations.	(1,020.00)
05/31/19	306	20013690	To record charges to tenants per May 2019 Statement of Operations.	(50.00)
05/31/19	DVG1	20014800	To record estimated depreciation expense.	895.00
05/31/19	DVG1	20011400.98	To record estimated depreciation expense.	(895.00)
05/31/19	RT1	20019996	To record units leased.	2.00
05/31/19	RT1	20019997	To record units leased.	(2.00)
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

General Ledger

May 1, 2019 - May 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
20011111	Cash - MSHDA			56,483.49		
05/01/19	2699	2	DTE Energy		(60.41)	
05/09/19	2700	2	City of Manistee		(29.84)	
05/09/19	2701	2	Consumers Energy		(24.41)	
05/09/19	2702	2	H.A.A.S., Inc.		(128.54)	
05/09/19	2703	2	Manistee Housing Commission		(833.00)	
05/09/19	2704	2	Wahr Hardware, Inc.		(40.98)	
05/31/19	105	1	May Cash Receipts		1,074.00	
			Totals for 20011111		<u>(43.18)</u>	<u>56,440.31</u>
20011122	Tenants Accounts Receivable			0.00		
05/31/19	105	1	May TAR Collections		(1,074.00)	
05/31/19	306	3	To record charges to tenants per May 2019 Statement of Operations.		1,070.00	
			Totals for 20011122		<u>(4.00)</u>	<u>(4.00)</u>
20011129.4	Interfund Receivable - P/H			935.90		
			Totals for 20011129.4		<u>0.00</u>	<u>935.90</u>
20011400.7	Buildings			373,231.29		
			Totals for 20011400.7		<u>0.00</u>	<u>373,231.29</u>
20011400.98	Accumulated Depreciation-DVG			(110,589.59)		
05/31/19	DVG1	3	To record estimated depreciation expense.		(895.00)	
			Totals for 20011400.98		<u>(895.00)</u>	<u>(111,484.59)</u>
20012111	Vendors & Contractors			(128.54)		
			Totals for 20012111		<u>0.00</u>	<u>(128.54)</u>
20012114	Tenant Security Deposits			(936.00)		
			Totals for 20012114		<u>0.00</u>	<u>(936.00)</u>
20012128	Mortgage 1 - MSHDA (Forgivable)			(166,000.00)		
			Totals for 20012128		<u>0.00</u>	<u>(166,000.00)</u>
20012129	Mortgage 2 - MSHDA (Forgivable)			(160,000.00)		
			Totals for 20012129		<u>0.00</u>	<u>(160,000.00)</u>
20012130	Mortgage 3 - MSHDA (Forgivable)			(174,000.00)		
			Totals for 20012130		<u>0.00</u>	<u>(174,000.00)</u>
20012806	Unrestricted Net Assets			(56,093.83)		
			Totals for 20012806		<u>0.00</u>	<u>(56,093.83)</u>
20012806.4	Invested in Capital Assets-DVG			233,778.30		
			Totals for 20012806.4		<u>0.00</u>	<u>233,778.30</u>
20013110	Dwelling Rental			(4,529.00)		
05/31/19	306	3	To record charges to tenants per May 2019 Statement of Operations.		(1,020.00)	
			Totals for 20013110		<u>(1,020.00)</u>	<u>(5,549.00)</u>
20013690	Tenant Income			(50.00)		
05/31/19	306	3	To record charges to tenants per May 2019 Statement of Operations.		(50.00)	
			Totals for 20013690		<u>(50.00)</u>	<u>(100.00)</u>
20014170	Accounting Fees			581.66		

Manistee Housing Commission

General Ledger

May 1, 2019 - May 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
05/09/19	2702	2	H.A.A.S., Inc.		128.54	
			Totals for 20014170		<u>128.54</u>	<u>710.20</u>
20014172	Management Fees			3,332.00		
05/09/19	2703	2	Manistee Housing Commission		833.00	
			Totals for 20014172		<u>833.00</u>	<u>4,165.00</u>
20014420	Materials			33.26		
05/09/19	2704	2	Wahr Hardware, Inc.		40.98	
			Totals for 20014420		<u>40.98</u>	<u>74.24</u>
20014590	General Expense			371.06		
05/01/19	2699	2	DTE Energy		60.41	
05/09/19	2700	2	City of Manistee		29.84	
05/09/19	2701	2	Consumers Energy		24.41	
			Totals for 20014590		<u>114.66</u>	<u>485.72</u>
20014800	Depreciation - Current Year			3,580.00		
05/31/19	DVG1	3	To record estimated depreciation expense.		895.00	
			Totals for 20014800		<u>895.00</u>	<u>4,475.00</u>
20019996	Unit Months Leased			8.00		
05/31/19	RT1	3	To record units leased.		2.00	
			Totals for 20019996		<u>2.00</u>	<u>10.00</u>
20019997	Unit Months Leased - Contra			(8.00)		
05/31/19	RT1	3	To record units leased.		(2.00)	
			Totals for 20019997		<u>(2.00)</u>	<u>(10.00)</u>
			Report Total			<u>0.00</u>
Net Profit/(Loss)						
Current Period			<u>(942.18)</u>			
Year-to-Date			<u>(4,261.16)</u>			

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Manistee Housing Commission
Bank Account Reconciliation Transmittal

DVG Checking - 0610226573

May 1, 2019 - May 31, 2019

General Ledger

Balance per General Ledger (Account 20011111) at 05/01/19	56,483.49
Activity for the month:	
Total Debits (Deposits and Additions)	1,074.00
Total Credits (Checks and Payments)	(1,117.18)
Unadjusted General Ledger Balance at 05/31/19	<u>56,440.31</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 05/31/19	<u><u>56,440.31</u></u>

Bank

Balance per Bank Statement at 05/31/19	56,440.31
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 05/31/19	<u><u>56,440.31</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

DVG Checking
May 1, 2019 - May 31, 2019

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	56,483.49
Cleared Deposits & Additions				
105	05/31/19	20011122	May Cash Receipts	1,074.00
			Total	<u>1,074.00</u>
			Statement Total	<u>1,074.00</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
2699	05/01/19	20014590	DTE Energy	60.41
2700	05/09/19	20014590	City of Manistee	29.84
2701	05/09/19	20014590	Consumers Energy	24.41
2702	05/09/19	20014170	H.A.A.S., Inc.	128.54
2703	05/09/19	20014172	Manistee Housing Commission	833.00
2704	05/09/19	20014420	Wahr Hardware, Inc.	40.98
			Total	<u>1,117.18</u>
			Statement Total	<u>1,117.18</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>56,440.31</u></u>
Reconciled Bank Information				
			Ending Bank Balance	56,440.31
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>56,440.31</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	56,483.49
			+ Cleared Deposits & Additions	1,074.00
			- Cleared Checks & Payments	<u>1,117.18</u>
			Ending Bank Balance	56,440.31
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>56,440.31</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	56,440.31
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>56,440.31</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

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City of Manistee Housing Commission

Security Deposit Reconciliation

For the Month Ending May 31, 2019

Prepared June 18, 2019 by Financial Analyst

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
Beginning PH Balance				\$ 53,545.60
Increases to PH				
				\$ -
██████████	5/6/2019	New Admission	\$ 346.00	\$ 346.00
██████████	5/13/2019	New Admission	\$ 228.00	\$ 574.00
██████████	5/20/2019	New Admission	\$ 352.00	\$ 926.00
Total Increases to PH			<u>\$ 926.00</u>	<u>\$ 926.00</u>
Decreases to PH				
██████████	5/8/2019	Transfer of Security to Owed	\$ (79.75)	\$ (79.75)
██████████	5/8/2019	Sec. Deposit Refund	\$ (346.25)	\$ (426.00)
██████████	5/2/2019	Transfer Security Deposit to Rent	\$ (227.00)	\$ (653.00)
██████████	5/23/2019	Transfer Security Deposit to Other	\$ (168.00)	\$ (821.00)
██████████	5/8/2019	Sec. Deposit Refund	\$ (267.00)	\$ (1,088.00)
Total Decreases to PH			<u>\$ (1,088.00)</u>	<u>\$ (1,088.00)</u>
Net Increase (Decrease) to PH			<u>\$ (162.00)</u>	<u>\$ (162.00)</u>
Ending PH Balance				\$ 53,383.60
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			\$ -	\$ 935.90
Combined Ending Balance				<u>\$ 54,319.50</u>
Account Balance May 31, 2019				\$ 54,471.37
Difference				\$ (151.87)
				(From SD to PH)
				From PH to SD

SD owes PH \$151.87

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 June 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
Low Rent Public Housing
Balance Sheet
As of June 30, 2019**

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$	383,700.98
1111.3 - HRA Account		9,194.31
1111.4 - Money Market Savings		54,329.94
1117 - Petty Cash Fund		250.00
1118 - Change Fund		50.00
		<hr/>

Total Cash 447,525.23

Receivables

1122 - Tenants Accounts Receivable	13,824.64
1122.1 - Allowance for Doubtful Accounts-TAR	(5,315.16)
1129 - Accounts Receivable-Other	1,915.50
	<hr/>

Total Receivables 10,424.98

Other Current Assets

1211 - Prepaid Insurance	13,803.79
1690 - Undistributed Debits	22,093.00
	<hr/>

Total Other Current Assets 35,896.79

TOTAL CURRENT ASSETS 493,847.00

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	(8,640,563.32)
	<hr/>

Total Fixed Assets 2,482,397.71

Other Noncurrent Assets

1701 - Deferred Outflows	16,345.96
	<hr/>

Total Other Noncurrent Assets 16,345.96

TOTAL NONCURRENT ASSETS 2,498,743.67

TOTAL ASSETS \$ 2,992,590.67

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

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2111 - Vendors and Contractors	\$ 37,752.73
2114 - Tenant Security Deposits	49,242.00
2117.12 - FSA Withheld	(495.95)
2117.13 - MERS HCSP Withheld	50.00
2117.14 - AFLAC Pre-Tax	356.58
2117.15 - MERS 457	107.90
2117.16 - Roth 457	49.33
2117.5 - Pension Withheld	1,308.01
2119.2 - Interfund Payable - DVG	935.90
2131 - EPC Loan - Current	22,865.13
2133 - Capital Lease - 2016 F250 - Current	2,633.88
2135 - Accrued Wages/Payroll Taxes Payable	7,165.09
2135.1 - Accrued Comp. Absences-Current	24,696.77
2137 - Payments in Lieu of Taxes	16,440.00

Total Current Liabilities 163,107.37

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 1,059,438.86

TOTAL LIABILITIES 1,222,546.23

EQUITY

2806.1 - Invested in Capital Assets	1,553,404.31
-------------------------------------	--------------

Unrestricted Net Assets

2806 - Unrestricted Net Position	231,428.67
2820.00 - HUD Operating Reserve - Memo	342,100.42
2820.01 - HUD Operating Reserve-Contra	(342,100.42)
Current Year Profit/Loss - Public Housing/CFP	(14,788.54)

Total Unrestricted Net Assets 216,640.13

TOTAL EQUITY 1,770,044.44

TOTAL LIABILITIES/EQUITY \$ 2,992,590.67

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 6 Months Ended June 30, 2019

	1 Month Ended	6 Months Ended	<u>BUDGET</u>	<u>VARIANCE</u>
	<u>June 30, 2019</u>	<u>June 30, 2019</u>		
Operating Revenue				
Tenant Rental Revenue				
3110 - Dwelling Rental Revenue	\$ 49,509.00	\$ 299,097.00	\$ 535,000	\$ 235,903.00
3120 - Tenant Revenue - Excess Utilities	666.50	2,899.58	8,000	5,100.42
3689 - Tenant Revenue - Cable TV	0.00	5,410.00	11,952	6,542.00
3690 - Tenant Revenue - Other	4,919.48	18,559.01	34,500	15,940.99
Total Tenant Rental Revenue	<u>55,094.98</u>	<u>325,965.59</u>	<u>589,452</u>	<u>263,486.41</u>
HUD PHA Grant Revenue				
3401.1 - Operating Grants	0.00	65,986.80	65,986	(0.80)
3401.2 - Operating Subsidy	58,328.50	277,583.50	523,707	246,123.50
Total HUD PHA Grant Revenue	<u>58,328.50</u>	<u>343,570.30</u>	<u>589,693</u>	<u>246,122.70</u>
Other Revenue				
3610 - Interest Income	95.05	527.89	1,100	572.11
3690.1 - Other Revenue	395.86	395.86	3,000	2,604.14
3690.2 - Gain/Loss-Sale of Fixed Assets	0.00	7,250.00	0	(7,250.00)
3690.4 - Laundry Revenue	0.00	4,939.58	11,350	6,410.42
3690.6 - Fraud Recovery Revenue	206.18	1,030.90	2,000	969.10
3690.7 - Management Fee - DVG	833.00	4,998.00	10,000	5,002.00
Total Other Revenue	<u>1,530.09</u>	<u>19,142.23</u>	<u>27,450</u>	<u>8,307.77</u>
Total Operating Revenue	<u>114,953.57</u>	<u>688,678.12</u>	<u>1,206,595</u>	<u>517,916.88</u>
Operating Expenses				
Administration				
4110 - Administrative Wages	13,741.58	89,161.58	157,910	68,748.42
4130 - Legal Expense	43.75	2,519.36	15,000	12,480.64
4140 - Staff Training	0.00	0.00	1,200	1,200.00
4170 - Accounting Fees	686.88	4,863.78	9,600	4,736.22
4171 - Auditing	0.00	0.00	8,760	8,760.00
4182 - Employee Benefits - Admin	6,969.34	44,195.19	68,492	24,296.81
4185 - Telephone	2,180.30	10,892.43	17,200	6,307.57
4190.1 - Publications	69.95	1,193.95	1,400	206.05
4190.2 - Membership Dues and Fees	0.00	1,600.14	1,600	(0.14)
4190.3 - Admin Service Contracts	937.52	20,323.61	58,000	37,676.39
4190.4 - Office Supplies	1,614.12	5,903.85	8,400	2,496.15
4190.5 - Other Sundry-Misc.	263.43	1,450.71	16,800	15,349.29
Total Administration	<u>26,506.87</u>	<u>182,104.60</u>	<u>364,362</u>	<u>182,257.40</u>
Tenant Services				
4220 - Rec., Pub., & Other Services	0.00	0.00	50	50.00
4221 - Resident Employee Stipend	550.00	3,300.00	6,600	3,300.00
4230 - Contract Costs-Cable & Other	5,169.52	11,136.77	11,952	815.23
Total Tenant Services	<u>5,719.52</u>	<u>14,436.77</u>	<u>18,602</u>	<u>4,165.23</u>

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 6 Months Ended June 30, 2019

	1 Month Ended	6 Months Ended		
	<u>June 30, 2019</u>	<u>June 30, 2019</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Utilities				
4310 - Water & Sewer	4,268.88	27,295.32	58,800	31,504.68
4320 - Electricity	8,493.35	62,481.36	111,000	48,518.64
4330 - Gas	2,616.21	19,419.16	35,000	15,580.84
Total Utilities	<u>15,378.44</u>	<u>109,195.84</u>	<u>204,800</u>	<u>95,604.16</u>
Ordinary Maint. & Operations				
4410 - Maintenance Wages	8,058.57	52,954.01	102,080	49,125.99
4420 - Materials	3,342.51	15,654.48	50,000	34,345.52
4430.01 - Garbage Removal	866.52	9,162.06	20,000	10,837.94
4430.02 - Heating & Cooling Contracts	522.79	7,055.85	18,000	10,944.15
4430.03 - Snow Removal Contracts	0.00	47.79	100	52.21
4430.04 - Elevator Contracts	0.00	12,717.96	15,000	2,282.04
4430.05 - Landscape & Grounds Contracts	0.00	700.00	5,000	4,300.00
4430.06 - Unit Turnaround Contracts	646.00	1,292.00	10,000	8,708.00
4430.07 - Electrical Contracts	0.00	1,391.17	2,500	1,108.83
4430.08 - Plumbing Contracts	925.00	1,325.00	3,000	1,675.00
4430.09 - Extermination Contracts	2,678.00	8,940.00	13,500	4,560.00
4430.11 - Routine Maintenance Contracts	1,600.00	2,617.03	4,800	2,182.97
4430.12 - Miscellaneous Contracts	353.30	3,090.22	8,000	4,909.78
4433 - Employee Benefits - Maint.	5,463.56	35,515.19	57,790	22,274.81
4440 - Staff Training-Maintenance	0.00	0.00	1,000	1,000.00
Total Ordinary Maint. & Oper	<u>24,456.25</u>	<u>152,462.76</u>	<u>310,770</u>	<u>158,307.24</u>
General Expense				
4510 - Insurance	7,704.93	45,627.69	91,100	45,472.31
4520 - Payment in Lieu of Taxes	2,740.00	16,440.00	32,867	16,427.00
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	5,631.30	34,093.86	66,845	32,751.14
Total General Expense	<u>16,076.23</u>	<u>96,296.69</u>	<u>208,812</u>	<u>112,515.31</u>
Total Routine Operating Expenses	<u>88,137.31</u>	<u>554,496.66</u>	<u>1,107,346</u>	<u>552,849.34</u>
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>88,137.31</u>	<u>554,496.66</u>	<u>1,107,346</u>	<u>552,849.34</u>
Operating Income (Loss)	<u>26,816.26</u>	<u>134,181.46</u>	<u>99,249</u>	<u>(34,932.46)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	24,595.00	147,570.00	0	(147,570.00)
Total Depreciation Expense	<u>24,595.00</u>	<u>147,570.00</u>	<u>0</u>	<u>(147,570.00)</u>

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 6 Months Ended June 30, 2019

	1 Month Ended	6 Months Ended		
	<u>June 30, 2019</u>	<u>June 30, 2019</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Surplus Credits & Charges				
Total Surplus Credits & Charges	0.00	0.00	0	0.00
Capital Expenditures				
7510 - Principal Payments - EPC	3,473.49	20,566.60	43,432	22,865.40
7511 - Principal Payments - F150	431.43	2,556.86	5,191	2,634.14
7520 - Replacement of Equipment	0.00	0.00	5,000	5,000.00
7530 - Cash Proceeds-Sale of Equipment	0.00	(7,250.00)	0	7,250.00
7540 - Betterments and Additions	0.00	386.25	0	(386.25)
7590 - Operating Expenditures-Contra	(3,904.92)	(16,259.71)	(53,623)	(37,363.29)
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>\$ 22,911.34</u>	 <u>\$ 110,671.75</u>	 <u>\$ 45,626</u>	 <u>\$ (65,045.75)</u>
GAAP Net Income (Loss)	<u>\$ 2,221.26</u>	<u>\$ (13,388.54)</u>		

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**Manistee Housing Commission
Capital Fund 501-17
Statement of Revenue & Expense
For the 1 Month and 6 Months Ended June 30, 2019**

	1 Month Ended	6 Months Ended
1017	<u>June 30, 2019</u>	<u>June 30, 2019</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.1 - Operating Grants	0.00	22,290.50
Total HUD PHA GRANTS	0.00	22,290.50
Total Operating Income	0.00	22,290.50
Operating Expenses		
Administration		
4130 - Legal Expense	0.00	16,722.00
4190.3 - Admin Service Contracts	0.00	3,027.50
Total Administration	0.00	19,749.50
Ordinary Maint. & Operations		
4420 - Materials	0.00	1,430.00
4430.02 - Heating & Cooling Contracts	0.00	1,111.00
Total Ordinary Maint. & Oper	0.00	2,541.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	0.00	22,290.50
Net Income/(Loss)	0.00	0.00

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**Manistee Housing Commission
Capital Fund 501-18
Statement of Revenue & Expense
For the 1 Month and 6 Months Ended June 30, 2019**

	1 Month Ended	6 Months Ended
1018	<u>June 30, 2019</u>	<u>June 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		
4190.3 - Admin Service Contracts	1,400.00	1,400.00
Total Administration	1,400.00	1,400.00
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	1,400.00	1,400.00
Net Income/(Loss)	(1,400.00)	(1,400.00)

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**Manistee Housing Commission
Capital Fund 501-19
Statement of Revenue & Expense
For the 1 Month and 6 Months Ended June 30, 2019**

	1 Month Ended	6 Months Ended
1019	<u>June 30, 2019</u>	<u>June 30, 2019</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Total Operating Income	<u>0.00</u>	<u>0.00</u>
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	<u>0.00</u>	<u>0.00</u>
Net Income/(Loss)	<u>0.00</u>	<u>0.00</u>

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Manistee Housing Commission
Capital Fund 501-17

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-17 **1517**	June 30, 2019	June 30, 2019		
Administration				
1406 - Operations	\$ 0.00	\$ 42,399.00	\$ 42,399.00	\$ 0.00
1408 - Management Improvement	0.00	23,538.36	25,439.76	1,901.40
1410 - Administration	0.00	21,199.00	21,199.00	0.00
Total Administration	0.00	87,136.36	89,037.76	1,901.40
A & E				
1430 - A & E Fees	0.00	15,000.00	15,000.00	0.00
Total A & E Fees	0.00	15,000.00	15,000.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0	0.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	77,356.08	112,490.24	35,134.16
Total Dwelling Structures	0.00	77,356.08	112,490.24	35,134.16
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	\$ 0.00	\$ 179,492.44	\$ 216,528.00	\$ 37,035.56
1600 - CFP Funding	0.00	179,492.44	216,528.00	37,035.56
Over/(Under) Funding	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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Manistee Housing Commission
Capital Fund 501-18

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-18 **1518**	June 30, 2019	June 30, 2019		
Administration				
1406 - Operations	\$ 0.00	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	1,400.00	1,400.00	32,993.40	31,593.40
1410 - Administration	0.00	0.00	32,993.40	32,993.40
Total Administration	<u>1,400.00</u>	<u>67,386.80</u>	<u>131,973.60</u>	<u>64,586.80</u>
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	<u>0.00</u>	<u>0.00</u>	<u>197,960.40</u>	<u>197,960.40</u>
Total Capital Funds Expended	<u>\$ 1,400.00</u>	<u>\$ 67,386.80</u>	<u>\$ 329,934.00</u>	<u>\$ 262,547.20</u>
1600 - CFP Funding	<u>0.00</u>	<u>65,986.80</u>	<u>329,934.00</u>	<u>263,947.20</u>
Over/(Under) Funding	<u>\$ (1,400.00)</u>	<u>\$ (1,400.00)</u>	<u>\$ 0.00</u>	<u>\$ (1,400.00)</u>

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Manistee Housing Commission
Capital Fund 501-19

Program ID:	1 Month Ended	Cumulative		
MI28P078501-19 **1519**	June 30, 2019	June 30, 2019	BUDGET	BALANCE
Administration				
1406 - Operations	\$ 0.00	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	0.00	0.00	32,230.00	32,230.00
1410 - Administration	<u>0.00</u>	<u>0.00</u>	<u>32,230.00</u>	<u>32,230.00</u>
Total Administration	0.00	65,986.80	130,446.80	64,460.00
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	<u>0.00</u>	<u>0.00</u>	<u>191,853.20</u>	<u>191,853.20</u>
Total General Capital Activity	0.00	0.00	191,853.20	191,853.20
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 65,986.80</u>	<u>\$ 322,300.00</u>	<u>\$ 256,313.20</u>
1600 - CFP Funding	<u>0.00</u>	<u>65,986.80</u>	<u>322,300.00</u>	<u>256,313.20</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

Cash Disbursements Journal

June 1, 2019 - June 30, 2019

Date	Reference	Account	Description	Amount
06/01/19	10006	10011111.2	American Bankers Insurance Company	(2,079.00)
06/01/19	10006	10011211	American Bankers Insurance Company	2,079.00
06/01/19	10007	10011111.2	AmTrust North America Inc	(610.00)
06/01/19	10007	10014510	AmTrust North America Inc	610.00
06/01/19	10008	10011111.2	AT & T Long Distance	(329.79)
06/01/19	10008	10014185	AT & T Long Distance	329.79
06/01/19	10009	10011111.2	AT & T Mobility	(463.73)
06/01/19	10009	10014185	AT & T Mobility	463.73
06/01/19	10010	10011111.2	Blarney Castle Fleet Program	(106.77)
06/01/19	10010	10014420	Blarney Castle Fleet Program	106.77
06/01/19	10011	10011111.2	Byline Bank	(9,055.19)
06/01/19	10011	10012131	Byline Bank	3,473.49
06/01/19	10011	10014580	Byline Bank	5,581.70
06/01/19	10011	10017510	Byline Bank	3,473.49
06/01/19	10011	10017590	Byline Bank	(3,473.49)
06/01/19	10012	10011111.2	City of Manistee	(33,669.00)
06/01/19	10012	10012137	City of Manistee	33,669.00
06/01/19	10013	10011111.2	Consumers Energy	(6,733.35)
06/01/19	10013	10014320	Consumers Energy	6,733.35
06/01/19	10014	10011111.2	Custom Sheet Metal & Heating	(316.29)
06/01/19	10014	10014430.02	Custom Sheet Metal & Heating	316.29
06/01/19	10015	10011111.2	DTE Energy	(2,616.21)
06/01/19	10015	10014330	DTE Energy	2,616.21
06/01/19	10016	10011111.2	EJP Consulting Group, LLC	(12,037.00)
06/01/19	10016	10011690	EJP Consulting Group, LLC	12,037.00
06/01/19	10017	10011111.2	Fastenal Company	(1,277.04)
06/01/19	10017	10014420	Fastenal Company	1,277.04
06/01/19	10018	10011111.2	Ford Credit	(481.03)
06/01/19	10018	10012133	Ford Credit	431.43
06/01/19	10018	10014580	Ford Credit	49.60
06/01/19	10018	10017511	Ford Credit	431.43
06/01/19	10018	10017590	Ford Credit	(431.43)
06/01/19	10019	10011111.2	Grand Rental Station	(151.51)
06/01/19	10019	10014420	Grand Rental Station	151.51
06/01/19	10020	10011111.2	HD Supply Facilities Mtce	(379.04)
06/01/19	10020	10014420	HD Supply Facilities Mtce	379.04
06/01/19	10021	10011111.2	Laser Printer Technologies	(485.00)
06/01/19	10021	10014190.4	Laser Printer Technologies	485.00
06/01/19	10022	10011111.2	Manistee Ford	(53.30)
06/01/19	10022	10014430.12	Manistee Ford	53.30

Manistee Housing Commission

Cash Disbursements Journal

June 1, 2019 - June 30, 2019

Date	Reference	Account	Description	Amount
06/01/19	10023	10011111.2	Mika Meyers PLC	(43.75)
06/01/19	10023	10014130	Mika Meyers PLC	43.75
06/01/19	10024	10011111.2	The PI Company	(75.70)
06/01/19	10024	10014190.5	The PI Company	75.70
06/01/19	10025	10011111.2	Principal Financial Group	(1,408.64)
06/01/19	10025	10014182	Principal Financial Group	804.78
06/01/19	10025	10014433	Principal Financial Group	603.86
06/01/19	10026	10011111.2	Reno & Cavanaugh PLLC	(10,056.00)
06/01/19	10026	10011690	Reno & Cavanaugh PLLC	10,056.00
06/01/19	10027	10011111.2	Staples	(625.69)
06/01/19	10027	10014190.4	Staples	625.69
06/01/19	10028	10011111.2	State Industrial Products	(739.80)
06/01/19	10028	10014420	State Industrial Products	739.80
06/01/19	10029	10011111.2	Sun Life Financial	(633.62)
06/01/19	10029	10014182	Sun Life Financial	394.96
06/01/19	10029	10014433	Sun Life Financial	238.66
06/01/19	10030	10011111.2	US Bank Equipment Finance	(646.47)
06/01/19	10030	10014190.3	US Bank Equipment Finance	646.47
06/01/19	10031	10011111.2	VSP	(269.16)
06/01/19	10031	10014182	VSP	145.29
06/01/19	10031	10014433	VSP	123.87
06/01/19	10032	10011111.2	██████████	(100.00)
06/01/19	10032	10014221	██████████	100.00
06/01/19	10033	10011111.2	██████████	(200.00)
06/01/19	10033	10014221	██████████	200.00
06/01/19	10034	10011111.2	██████████	(50.00)
06/01/19	10034	10014221	██████████	50.00
06/01/19	10035	10011111.2	██████████	(200.00)
06/01/19	10035	10014221	██████████	200.00
06/01/19	10036	10011111.2	Alerus Retirement Solutions	(50.00)
06/01/19	10036	10012117.13	Alerus Retirement Solutions	50.00
06/01/19	10037	10011111.2	Alerus Retirement Solutions	(157.23)
06/01/19	10037	10012117.15	Alerus Retirement Solutions	107.90
06/01/19	10037	10012117.16	Alerus Retirement Solutions	49.33
06/01/19	10038	10011111.2	PNC Bank	(295.23)
06/01/19	10038	10014190.3	PNC Bank	140.00
06/01/19	10038	10014190.5	PNC Bank	155.23
06/04/19	10039	10011111.2	Charter Business	(5,169.52)
06/04/19	10039	10014230	Charter Business	5,169.52
06/12/19	13293	10011111.2	CMHC - West Shore FSA	(303.47)
06/12/19	13293	10011111.3	CMHC - West Shore FSA	303.47

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**Manistee Housing Commission
Cash Disbursements Journal**

June 1, 2019 - June 30, 2019

Date	Reference	Account	Description	Amount
06/12/19	13294	10011111.2	United Steel Workers of America	(3.00)
06/12/19	13294	10012117.6	United Steel Workers of America	3.00
06/12/19	13295	10011111.2	United Steel Workers of America	(63.22)
06/12/19	13295	10012117.9	United Steel Workers of America	63.22
06/13/19	10040	10011111.2	AFP Specialties, Inc.	(1,600.00)
06/13/19	10040	10014430.11	AFP Specialties, Inc.	1,600.00
06/13/19	10041	10011111.2	AT & T	(1,059.93)
06/13/19	10041	10014185	AT & T	1,059.93
06/13/19	10042	10011111.2	AT & T Long Distance	(326.85)
06/13/19	10042	10014185	AT & T Long Distance	326.85
06/13/19	10043	10011111.2	Blarney Castle Fleet Program	(79.19)
06/13/19	10043	10014420	Blarney Castle Fleet Program	79.19
06/13/19	10044	10011111.2	Cadillac Plgb. & Htg. Supply Co., Inc.	(136.44)
06/13/19	10044	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	136.44
06/13/19	10045	10011111.2	City of Manistee	(4,268.88)
06/13/19	10045	10014310	City of Manistee	4,268.88
06/13/19	10046	10011111.2	Consumers Energy	(1,760.00)
06/13/19	10046	10014320	Consumers Energy	1,760.00
06/13/19	10047	10011111.2	Custom Sheet Metal & Heating	(206.50)
06/13/19	10047	10014430.02	Custom Sheet Metal & Heating	206.50
06/13/19	10048	10011111.2	Forbes Sanitation and Excavation, Inc.	(925.00)
06/13/19	10048	10014430.08	Forbes Sanitation and Excavation, Inc.	925.00
06/13/19	10049	10011111.2	Griffin Pest Solutions	(2,678.00)
06/13/19	10049	10014430.09	Griffin Pest Solutions	2,678.00
06/13/19	10050	10011111.2	Haglund's Floor Covering	(646.00)
06/13/19	10050	10014430.06	Haglund's Floor Covering	646.00
06/13/19	10051	10011111.2	HDS, LLC	(433.80)
06/13/19	10051	10014190.4	HDS, LLC	433.80
06/13/19	10052	10011111.2	H.A.A.S., Inc.	(686.88)
06/13/19	10052	10014170	H.A.A.S., Inc.	686.88
06/13/19	10053	10011111.2	Kushner & Company	(50.00)
06/13/19	10053	10014190.3	Kushner & Company	50.00
06/13/19	10054	10011111.2	Manistee Landfill	(96.16)
06/13/19	10054	10014430.01	Manistee Landfill	96.16
06/13/19	10055	10011111.2	McCardel Water Conditioning	(32.50)
06/13/19	10055	10014190.5	McCardel Water Conditioning	32.50
06/13/19	10056	10011111.2	Next IT	(1,400.00)
06/13/19	10056	10184190.3	Next IT	1,400.00
06/13/19	10056	15181408	Next IT	1,400.00
06/13/19	10056	15189800	Next IT	(1,400.00)

Manistee Housing Commission

Cash Disbursements Journal

June 1, 2019 - June 30, 2019

Date	Reference	Account	Description	Amount
06/13/19	10057	10011111.2	Olson Lumber Company	(60.84)
06/13/19	10057	10014420	Olson Lumber Company	60.84
06/13/19	10058	10011111.2	Poster Compliance Center	(69.95)
06/13/19	10058	10014190.1	Poster Compliance Center	69.95
06/13/19	10060	10011111.2	Servpro of Manistee, Ludington, and Cadillac	(300.00)
06/13/19	10060	10014430.12	Servpro of Manistee, Ludington, and Cadillac	300.00
06/13/19	10061	10011111.2	Staples	(69.63)
06/13/19	10061	10014190.4	Staples	69.63
06/13/19	10062	10011111.2	Swidorski Bros. Excavating LLC	(130.00)
06/13/19	10062	10014420	Swidorski Bros. Excavating LLC	130.00
06/13/19	10063	10011111.2	Wahr Hardware, Inc.	(281.88)
06/13/19	10063	10014420	Wahr Hardware, Inc.	281.88
06/13/19	10064	10011111.2	Alerus Retirement Solutions	(157.23)
06/13/19	10064	10012117.15	Alerus Retirement Solutions	107.90
06/13/19	10064	10012117.16	Alerus Retirement Solutions	49.33
06/13/19	10065	10011111.2	Alerus Retirement Solutions	(50.00)
06/13/19	10065	10012117.13	Alerus Retirement Solutions	50.00
06/13/19	10066	10011111.2	Alerus Retirement Solutions	(157.23)
06/13/19	10066	10012117.15	Alerus Retirement Solutions	107.90
06/13/19	10066	10012117.16	Alerus Retirement Solutions	49.33
06/13/19	10067	10011111.2	Alerus Retirement Solutions	(50.00)
06/13/19	10067	10012117.13	Alerus Retirement Solutions	50.00
06/14/19	10068	10011111.2	Republic Services	(770.36)
06/14/19	10068	10014430.01	Republic Services	770.36
06/26/19	13296	10011111.2	CMHC - West Shore FSA	(303.47)
06/26/19	13296	10011111.3	CMHC - West Shore FSA	303.47
06/26/19	13297	10011111.2	United Steel Workers of America	(63.71)
06/26/19	13297	10012117.9	United Steel Workers of America	63.71
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

Cash Receipts Journal

June 1, 2019 - June 30, 2019

Date	Reference	Account	Description	Amount
06/30/19	126	10011111.2	June Cash Receipts	54,052.37
06/30/19	126	10011122	June TAR Collections	(50,459.95)
06/30/19	126	10012114	June Security Deposit Collections	(849.00)
06/30/19	126	10013690.7	Management Fee Income - DVG	(833.00)
06/30/19	126	10011129	Travel Reimbursement - HAI Group	(912.15)
06/30/19	126	10013690.1	Sale of Scrap Metal	(60.27)
06/30/19	126	10011111.4	Transfer to Checking - CK 1010	(151.87)
06/30/19	126	10013690.1	Reimbursement for RAD SS Meetings	(335.59)
06/30/19	126	10013690.6	Fraud Recovery - Wisniewski	(206.18)
06/30/19	126	10011122.1	June Bad Debt Collections	(244.36)
06/30/19	127	10011111.2	Operating Subsidy	58,328.50
06/30/19	127	10013401.2	Operating Subsidy	(58,328.50)
06/30/19	128	10011111.2	NOW/Sweep Interest	84.05
06/30/19	128	10011111.3	HRA Interest	0.56
06/30/19	128	10011111.4	MM Savings Interest	10.44
06/30/19	128	10013610	Interest Income - June	(95.05)
Transaction Balance				<u>0.00</u>

DOCUMENT REDACTED
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 OF CURRENT AND PAST PROGRAM PARTICIPANTS
 HAS BEEN REDACTED

Manistee Housing Commission

Journal Entry Journal

June 1, 2019 - June 30, 2019

Date	Reference	Account	Description	Amount
06/01/19	317.1	10011690	To record June check that cleared in May.	(485.00)
06/01/19	317.1	10011111.2	To record June check that cleared in May.	485.00
06/30/19	318	10011122	To record charges to tenants per June 2019 Statement of Operations.	54,460.98
06/30/19	318	10013110	To record charges to tenants per June 2019 Statement of Operations.	(49,509.00)
06/30/19	318	10013120	To record charges to tenants per June 2019 Statement of Operations.	(666.50)
06/30/19	318	10013690	To record charges to tenants per June 2019 Statement of Operations.	(4,160.48)
06/30/19	318	10011111.2	To record charges to tenants per June 2019 Statement of Operations.	(125.00)
06/30/19	319	10011122	To record transfers of security deposits to A/R per June 2019 Statement of Operations.	(962.00)
06/30/19	319	10012114	To record transfers of security deposits to A/R per June 2019 Statement of Operations.	962.00
06/30/19	320	10011111.2	To void stale checks per board resolution #2019-04 dated 5/28/2019.	759.00
06/30/19	320	10013690	To void stale checks per board resolution #2019-04 dated 5/28/2019.	(759.00)
06/30/19	PH1	10019998	To record units available.	214.00
06/30/19	PH1	10019999	To record units available.	(214.00)
06/30/19	PH2	10012137	To record estimated monthly PILOT expense.	(2,740.00)
06/30/19	PH2	10014520	To record estimated monthly PILOT expense.	2,740.00
06/30/19	PH3	10014800	To record estimated monthly depreciation expense.	24,595.00
06/30/19	PH3	10011400.95	To record estimated monthly depreciation expense.	(24,595.00)
06/30/19	RT1	10019996	To record units leased.	205.00
06/30/19	RT1	10019997	To record units leased.	(205.00)
06/30/19	RT2	10014510	To record monthly insurance write off.	7,094.93
06/30/19	RT2	10011211	To record monthly insurance write off.	(7,094.93)
06/30/19	RT3	10012117.12	To record HRA transactions per bank statement.	708.98
06/30/19	RT3	10011111.3	To record HRA transactions per bank statement.	(708.98)
06/30/19	RT4	10014110	To record payroll transactions per bank statement.	13,741.58
06/30/19	RT4	10014410	To record payroll transactions per bank statement.	8,058.57
06/30/19	RT4	10012117.4	To record payroll transactions per bank statement.	(1,262.80)
06/30/19	RT4	10012117.5	To record payroll transactions per bank statement.	(1,308.01)
06/30/19	RT4	10012117.6	To record payroll transactions per bank statement.	(3.00)
06/30/19	RT4	10012117.9	To record payroll transactions per bank statement.	(126.93)
06/30/19	RT4	10012117.12	To record payroll transactions per bank statement.	(606.94)
06/30/19	RT4	10012117.13	To record payroll transactions per bank statement.	(100.00)
06/30/19	RT4	10012117.14	To record payroll transactions per bank statement.	(356.58)
06/30/19	RT4	10012117.15	To record payroll transactions per bank statement.	(215.80)
06/30/19	RT4	10012117.16	To record payroll transactions per bank statement.	(98.66)
06/30/19	RT4	10014182	To record payroll transactions per bank statement.	1,072.56
06/30/19	RT4	10014433	To record payroll transactions per bank statement.	536.18
06/30/19	RT4	10014190.3	To record payroll transactions per bank statement.	101.05
06/30/19	RT4	10011111.2	To record payroll transactions per bank statement.	(19,431.22)
06/30/19	RT5	10012117.4	To record SHWF debit for payment of health insurance per bank statement.	1,262.80

Manistee Housing Commission

Journal Entry Journal

June 1, 2019 - June 30, 2019

Date	Reference	Account	Description	Amount
06/30/19	RT5	10014182	To record SHWF debit for payment of health insurance per bank statement.	4,551.75
06/30/19	RT5	10014433	To record SHWF debit for payment of health insurance per bank statement.	3,960.99
06/30/19	RT5	10011111.2	To record SHWF debit for payment of health insurance per bank statement.	(9,775.54)
06/30/19	RT6	10012117.5	To record MERS contribution per bank statement.	1,957.74
06/30/19	RT6	10011701	To record MERS contribution per bank statement.	701.00
06/30/19	RT6	10011111.2	To record MERS contribution per bank statement.	(2,658.74)
06/30/19	RT7	10012117.14	To record AFLAC debit per bank statement.	534.87
06/30/19	RT7	10011111.2	To record AFLAC debit per bank statement.	(534.87)
06/30/19	RT8	10012820.00	To record adjustment to Operating Reserve to reflect current month profit or loss.	(22,911.34)
06/30/19	RT8	10012820.01	To record adjustment to Operating Reserve to reflect current month profit or loss.	22,911.34
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

General Ledger

June 1, 2019 - June 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011111.2	NOW	Account		413,301.61		
06/01/19	317.1	3	To record June check that cleared in May.		485.00	
06/01/19	10006	2	American Bankers Insurance Company		(2,079.00)	
06/01/19	10007	2	AmTrust North America Inc		(610.00)	
06/01/19	10008	2	AT & T Long Distance		(329.79)	
06/01/19	10009	2	AT & T Mobility		(463.73)	
06/01/19	10010	2	Blarney Castle Fleet Program		(106.77)	
06/01/19	10011	2	Byline Bank		(9,055.19)	
06/01/19	10012	2	City of Manistee		(33,669.00)	
06/01/19	10013	2	Consumers Energy		(6,733.35)	
06/01/19	10014	2	Custom Sheet Metal & Heating		(316.29)	
06/01/19	10015	2	DTE Energy		(2,616.21)	
06/01/19	10016	2	EJP Consulting Group, LLC		(12,037.00)	
06/01/19	10017	2	Fastenal Company		(1,277.04)	
06/01/19	10018	2	Ford Credit		(481.03)	
06/01/19	10019	2	Grand Rental Station		(151.51)	
06/01/19	10020	2	HD Supply Facilities Mtce		(379.04)	
06/01/19	10021	2	Laser Printer Technologies		(485.00)	
06/01/19	10022	2	Manistee Ford		(53.30)	
06/01/19	10023	2	Mika Meyers PLC		(43.75)	
06/01/19	10024	2	The PI Company		(75.70)	
06/01/19	10025	2	Principal Financial Group		(1,408.64)	
06/01/19	10026	2	Reno & Cavanaugh PLLC		(10,056.00)	
06/01/19	10027	2	Staples		(625.69)	
06/01/19	10028	2	State Industrial Products		(739.80)	
06/01/19	10029	2	Sun Life Financial		(633.62)	
06/01/19	10030	2	US Bank Equipment Finance		(646.47)	
06/01/19	10031	2	VSP		(269.16)	
06/01/19	10032	2	██████████		(100.00)	
06/01/19	10033	2	██████████		(200.00)	
06/01/19	10034	2	██████████		(50.00)	
06/01/19	10035	2	██████████		(200.00)	
06/01/19	10036	2	Alerus Retirement Solutions		(50.00)	
06/01/19	10037	2	Alerus Retirement Solutions		(157.23)	
06/01/19	10038	2	PNC Bank		(295.23)	
06/04/19	10039	2	Charter Business		(5,169.52)	
06/12/19	13293	2	CMHC - West Shore FSA		(303.47)	
06/12/19	13294	2	United Steel Workers of America		(3.00)	
06/12/19	13295	2	United Steel Workers of America		(63.22)	
06/13/19	10040	2	AFP Specialties, Inc.		(1,600.00)	
06/13/19	10041	2	AT & T		(1,059.93)	
06/13/19	10042	2	AT & T Long Distance		(326.85)	
06/13/19	10043	2	Blarney Castle Fleet Program		(79.19)	
06/13/19	10044	2	Cadillac Plgb. & Htg. Supply Co., Inc.		(136.44)	
06/13/19	10045	2	City of Manistee		(4,268.88)	
06/13/19	10046	2	Consumers Energy		(1,760.00)	
06/13/19	10047	2	Custom Sheet Metal & Heating		(206.50)	
06/13/19	10048	2	Forbes Sanitation and Excavation, Inc.		(925.00)	
06/13/19	10049	2	Griffin Pest Solutions		(2,678.00)	
06/13/19	10050	2	Haglund's Floor Covering		(646.00)	
06/13/19	10051	2	HDS, LLC		(433.80)	
06/13/19	10052	2	H.A.A.S., Inc.		(686.88)	
06/13/19	10053	2	Kushner & Company		(50.00)	
06/13/19	10054	2	Manistee Landfill		(96.16)	
06/13/19	10055	2	McCardel Water Conditioning		(32.50)	
06/13/19	10056	2	Next IT		(1,400.00)	
06/13/19	10057	2	Olson Lumber Company		(60.84)	

Manistee Housing Commission

General Ledger

June 1, 2019 - June 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
06/13/19	10058	2	Poster Compliance Center		(69.95)	
06/13/19	10060	2	Servpro of Manistee, Ludington, and Cadillac		(300.00)	
06/13/19	10061	2	Staples		(69.63)	
06/13/19	10062	2	Swidorski Bros. Excavating LLC		(130.00)	
06/13/19	10063	2	Wahr Hardware, Inc.		(281.88)	
06/13/19	10064	2	Alerus Retirement Solutions		(157.23)	
06/13/19	10065	2	Alerus Retirement Solutions		(50.00)	
06/13/19	10066	2	Alerus Retirement Solutions		(157.23)	
06/13/19	10067	2	Alerus Retirement Solutions		(50.00)	
06/14/19	10068	2	Republic Services		(770.36)	
06/26/19	13296	2	CMHC - West Shore FSA		(303.47)	
06/26/19	13297	2	United Steel Workers of America		(63.71)	
06/30/19	126	1	June Cash Receipts		54,052.37	
06/30/19	127	1	Operating Subsidy		58,328.50	
06/30/19	128	1	NOW/Sweep Interest		84.05	
06/30/19	318	3	To record charges to tenants per June 2019 Statement of Operations.		(125.00)	
06/30/19	320	3	To void stale checks per board resolution #2019-04 dated 5/28/2019.		759.00	
06/30/19	RT4	3	To record payroll transactions per bank statement.		(19,431.22)	
06/30/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		(9,775.54)	
06/30/19	RT6	3	To record MERS contribution per bank statement.		(2,658.74)	
06/30/19	RT7	3	To record AFLAC debit per bank statement.		(534.87)	
			Totals for 10011111.2		<u>(29,600.63)</u>	<u>383,700.98</u>
10011111.3	HRA Account			9,295.79		
06/12/19	13293	2	CMHC - West Shore FSA		303.47	
06/26/19	13296	2	CMHC - West Shore FSA		303.47	
06/30/19	128	1	HRA Interest		0.56	
06/30/19	RT3	3	To record HRA transactions per bank statement.		(708.98)	
			Totals for 10011111.3		<u>(101.48)</u>	<u>9,194.31</u>
10011111.4	Money Market Savings			54,471.37		
06/30/19	126	1	Transfer to Checking - CK 1010		(151.87)	
06/30/19	128	1	MM Savings Interest		10.44	
			Totals for 10011111.4		<u>(141.43)</u>	<u>54,329.94</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			10,785.61		
06/30/19	126	1	June TAR Collections		(50,459.95)	
06/30/19	318	3	To record charges to tenants per June 2019 Statement of Operations.		54,460.98	
06/30/19	319	3	To record transfers of security deposits to A/R per June 2019 Statement of Operations.		(962.00)	
			Totals for 10011122		<u>3,039.03</u>	<u>13,824.64</u>
10011122.1	Allowance for Doubtful Accounts-TAR			(5,070.80)		
06/30/19	126	1	June Bad Debt Collections		(244.36)	
			Totals for 10011122.1		<u>(244.36)</u>	<u>(5,315.16)</u>

Manistee Housing Commission

General Ledger

June 1, 2019 - June 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011129	Accounts Receivable-Other			2,827.65		
06/30/19	126	1	Travel Reimbursement - HAI Group		(912.15)	
			Totals for 10011129		(912.15)	1,915.50
10011211	Prepaid Insurance			18,819.72		
06/01/19	10006	2	American Bankers Insurance Company		2,079.00	
06/30/19	RT2	3	To record monthly insurance write off.		(7,094.93)	
			Totals for 10011211		(5,015.93)	13,803.79
10011400.6	Land			360,271.62		
			Totals for 10011400.6		0.00	360,271.62
10011400.61	Land Improvements			89,807.07		
			Totals for 10011400.61		0.00	89,807.07
10011400.7	Buildings			4,657,515.77		
			Totals for 10011400.7		0.00	4,657,515.77
10011400.71	Building Improvements			5,433,574.21		
			Totals for 10011400.71		0.00	5,433,574.21
10011400.72	Non-dwelling Structures			8,525.00		
			Totals for 10011400.72		0.00	8,525.00
10011400.8	Furn., Equip., Mach.-Dwellings			268,877.30		
			Totals for 10011400.8		0.00	268,877.30
10011400.9	Furn., Equip., Mach.-Admin			304,390.06		
			Totals for 10011400.9		0.00	304,390.06
10011400.95	Accumulated Depreciation-ALL			(8,615,968.32)		
06/30/19	PH3	3	To record estimated monthly depreciation expense.		(24,595.00)	
			Totals for 10011400.95		(24,595.00)	(8,640,563.32)
10011690	Undistributed Debits			485.00		
06/01/19	317.1	3	To record June check that cleared in May.		(485.00)	
06/01/19	10016	2	EJP Consulting Group, LLC		12,037.00	
06/01/19	10026	2	Reno & Cavanaugh PLLC		10,056.00	
			Totals for 10011690		21,608.00	22,093.00
10011701	Deferred Outflows			15,644.96		
06/30/19	RT6	3	To record MERS contribution per bank statement.		701.00	
			Totals for 10011701		701.00	16,345.96
10012111	Vendors and Contractors			(37,752.73)		
			Totals for 10012111		0.00	(37,752.73)
10012114	Tenant Security Deposits			(49,355.00)		
06/30/19	126	1	June Security Deposit Collections		(849.00)	
06/30/19	319	3	To record transfers of security deposits to A/R per June 2019 Statement of Operations.		962.00	
			Totals for 10012114		113.00	(49,242.00)
10012117.12	FSA Withheld			393.91		

**Manistee Housing Commission
General Ledger**

June 1, 2019 - June 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
06/30/19	RT3	3	To record HRA transactions per bank statement.		708.98	
06/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(606.94)</u>	
Totals for 10012117.12					<u>102.04</u>	<u>495.95</u>
10012117.13	MERS HCSP Withheld			(100.00)		
06/01/19	10036	2	Alerus Retirement Solutions		50.00	
06/13/19	10065	2	Alerus Retirement Solutions		50.00	
06/13/19	10067	2	Alerus Retirement Solutions		50.00	
06/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(100.00)</u>	
Totals for 10012117.13					<u>50.00</u>	<u>(50.00)</u>
10012117.14	AFLAC Pre-Tax			(534.87)		
06/30/19	RT4	3	To record payroll transactions per bank statement.		(356.58)	
06/30/19	RT7	3	To record AFLAC debit per bank statement.		<u>534.87</u>	
Totals for 10012117.14					<u>178.29</u>	<u>(356.58)</u>
10012117.15	MERS 457			(215.80)		
06/01/19	10037	2	Alerus Retirement Solutions		107.90	
06/13/19	10064	2	Alerus Retirement Solutions		107.90	
06/13/19	10066	2	Alerus Retirement Solutions		107.90	
06/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(215.80)</u>	
Totals for 10012117.15					<u>107.90</u>	<u>(107.90)</u>
10012117.16	Roth 457			(98.66)		
06/01/19	10037	2	Alerus Retirement Solutions		49.33	
06/13/19	10064	2	Alerus Retirement Solutions		49.33	
06/13/19	10066	2	Alerus Retirement Solutions		49.33	
06/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(98.66)</u>	
Totals for 10012117.16					<u>49.33</u>	<u>(49.33)</u>
10012117.4	125 Medical Withheld			0.00		
06/30/19	RT4	3	To record payroll transactions per bank statement.		(1,262.80)	
06/30/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		<u>1,262.80</u>	
Totals for 10012117.4					<u>0.00</u>	<u>0.00</u>
10012117.5	Pension Withheld			(1,957.74)		
06/30/19	RT4	3	To record payroll transactions per bank statement.		(1,308.01)	
06/30/19	RT6	3	To record MERS contribution per bank statement.		<u>1,957.74</u>	
Totals for 10012117.5					<u>649.73</u>	<u>(1,308.01)</u>
10012117.6	PAC Withheld			0.00		
06/12/19	13294	2	United Steel Workers of America		3.00	
06/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(3.00)</u>	
Totals for 10012117.6					<u>0.00</u>	<u>0.00</u>
10012117.9	Union Dues Withheld			0.00		
06/12/19	13295	2	United Steel Workers of America		63.22	
06/26/19	13297	2	United Steel Workers of America		63.71	
06/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(126.93)</u>	

Manistee Housing Commission

General Ledger

June 1, 2019 - June 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 10012117.9		<u>0.00</u>	<u>0.00</u>
10012119.2			Interfund Payable - DVG	(935.90)		
			Totals for 10012119.2		<u>0.00</u>	<u>(935.90)</u>
10012131			EPC Loan - Current	(26,338.62)		
06/01/19	10011	2	Byline Bank		3,473.49	
			Totals for 10012131		<u>3,473.49</u>	<u>(22,865.13)</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	(3,065.31)		
06/01/19	10018	2	Ford Credit		431.43	
			Totals for 10012133		<u>431.43</u>	<u>(2,633.88)</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	(47,369.00)		
06/01/19	10012	2	City of Manistee		33,669.00	
06/30/19	PH2	3	To record estimated monthly PILOT expense.		<u>(2,740.00)</u>	
			Totals for 10012137		<u>30,929.00</u>	<u>(16,440.00)</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	(319,189.08)		
06/30/19	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>(22,911.34)</u>	
			Totals for 10012820.00		<u>(22,911.34)</u>	<u>(342,100.42)</u>
10012820.01			HUD Operating Reserve-Contra	319,189.08		
06/30/19	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>22,911.34</u>	
			Totals for 10012820.01		<u>22,911.34</u>	<u>342,100.42</u>
10013110			Dwelling Rental Revenue	(249,588.00)		

Manistee Housing Commission

General Ledger

June 1, 2019 - June 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
06/30/19	318	3	To record charges to tenants per June 2019 Statement of Operations.		<u>(49,509.00)</u>	
			Totals for 10013110		<u>(49,509.00)</u>	<u>(299,097.00)</u>
10013120	Tenant Revenue - Excess Utilities			(2,233.08)		
06/30/19	318	3	To record charges to tenants per June 2019 Statement of Operations.		<u>(666.50)</u>	
			Totals for 10013120		<u>(666.50)</u>	<u>(2,899.58)</u>
10013401.1	Operating Grants			(65,986.80)		
			Totals for 10013401.1		<u>0.00</u>	<u>(65,986.80)</u>
10013401.2	Operating Subsidy			(219,255.00)		
06/30/19	127	1	Operating Subsidy		<u>(58,328.50)</u>	
			Totals for 10013401.2		<u>(58,328.50)</u>	<u>(277,583.50)</u>
10013610	Interest Income			(432.84)		
06/30/19	128	1	Interest Income - June		<u>(95.05)</u>	
			Totals for 10013610		<u>(95.05)</u>	<u>(527.89)</u>
10013689	Tenant Revenue - Cable TV			(5,410.00)		
			Totals for 10013689		<u>0.00</u>	<u>(5,410.00)</u>
10013690	Tenant Revenue - Other			(13,639.53)		
06/30/19	318	3	To record charges to tenants per June 2019 Statement of Operations.		<u>(4,160.48)</u>	
06/30/19	320	3	To void stale checks per board resolution #2019-04 dated 5/28/2019.		<u>(759.00)</u>	
			Totals for 10013690		<u>(4,919.48)</u>	<u>(18,559.01)</u>
10013690.1	Other Revenue			0.00		
06/30/19	126	1	Sale of Scrap Metal		<u>(60.27)</u>	
06/30/19	126	1	Reimbursement for RAD SS Meetings		<u>(335.59)</u>	
			Totals for 10013690.1		<u>(395.86)</u>	<u>(395.86)</u>
10013690.2	Gain/Loss-Sale of Fixed Assets			(7,250.00)		
			Totals for 10013690.2		<u>0.00</u>	<u>(7,250.00)</u>
10013690.4	Laundry Revenue			(4,939.58)		
			Totals for 10013690.4		<u>0.00</u>	<u>(4,939.58)</u>
10013690.6	Fraud Recovery Revenue			(824.72)		
06/30/19	126	1	Fraud Recovery - Wisniewski		<u>(206.18)</u>	
			Totals for 10013690.6		<u>(206.18)</u>	<u>(1,030.90)</u>
10013690.7	Management Fee - DVG			(4,165.00)		
06/30/19	126	1	Management Fee Income - DVG		<u>(833.00)</u>	
			Totals for 10013690.7		<u>(833.00)</u>	<u>(4,998.00)</u>
10014110	Administrative Wages			75,420.00		
06/30/19	RT4	3	To record payroll transactions per bank statement.		<u>13,741.58</u>	
			Totals for 10014110		<u>13,741.58</u>	<u>89,161.58</u>
10014130	Legal Expense			2,475.61		
06/01/19	10023	2	Mika Meyers PLC		<u>43.75</u>	
			Totals for 10014130		<u>43.75</u>	<u>2,519.36</u>
10014170	Accounting Fees			4,176.90		
06/13/19	10052	2	H.A.A.S., Inc.		<u>686.88</u>	

Manistee Housing Commission

General Ledger

June 1, 2019 - June 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 10014170					<u>686.88</u>	<u>4,863.78</u>
10014182	Employee Benefits - Admin			37,225.85		
06/01/19	10025	2	Principal Financial Group		804.78	
06/01/19	10029	2	Sun Life Financial		394.96	
06/01/19	10031	2	VSP		145.29	
06/30/19	RT4	3	To record payroll transactions per bank statement.		1,072.56	
06/30/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		4,551.75	
Totals for 10014182					<u>6,969.34</u>	<u>44,195.19</u>
10014185	Telephone			8,712.13		
06/01/19	10008	2	AT & T Long Distance		329.79	
06/01/19	10009	2	AT & T Mobility		463.73	
06/13/19	10041	2	AT & T		1,059.93	
06/13/19	10042	2	AT & T Long Distance		326.85	
Totals for 10014185					<u>2,180.30</u>	<u>10,892.43</u>
10014190.1	Publications			1,124.00		
06/13/19	10058	2	Poster Compliance Center		69.95	
Totals for 10014190.1					<u>69.95</u>	<u>1,193.95</u>
10014190.2	Membership Dues and Fees			1,600.14		
Totals for 10014190.2					<u>0.00</u>	<u>1,600.14</u>
10014190.3	Admin Service Contracts			19,386.09		
06/01/19	10030	2	US Bank Equipment Finance		646.47	
06/01/19	10038	2	PNC Bank		140.00	
06/13/19	10053	2	Kushner & Company		50.00	
06/30/19	RT4	3	To record payroll transactions per bank statement.		101.05	
Totals for 10014190.3					<u>937.52</u>	<u>20,323.61</u>
10014190.4	Office Supplies			4,289.73		
06/01/19	10021	2	Laser Printer Technologies		485.00	
06/01/19	10027	2	Staples		625.69	
06/13/19	10051	2	HDS, LLC		433.80	
06/13/19	10061	2	Staples		69.63	
Totals for 10014190.4					<u>1,614.12</u>	<u>5,903.85</u>
10014190.5	Other Sundry-Misc.			1,187.28		
06/01/19	10024	2	The PI Company		75.70	
06/01/19	10038	2	PNC Bank		155.23	
06/13/19	10055	2	McCardel Water Conditioning		32.50	
Totals for 10014190.5					<u>263.43</u>	<u>1,450.71</u>
10014221	Resident Employee Stipend			2,750.00		
06/01/19	10032	2	██████████		100.00	
06/01/19	10033	2	██████████		200.00	
06/01/19	10034	2	██████████		50.00	
06/01/19	10035	2	██████████		200.00	
Totals for 10014221					<u>550.00</u>	<u>3,300.00</u>
10014230	Contract Costs-Cable & Other			5,967.25		
06/04/19	10039	2	Charter Business		5,169.52	
Totals for 10014230					<u>5,169.52</u>	<u>11,136.77</u>
10014310	Water & Sewer			23,026.44		

**Manistee Housing Commission
General Ledger**

June 1, 2019 - June 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
06/13/19	10045	2	City of Manistee		<u>4,268.88</u>	
			Totals for 10014310		<u>4,268.88</u>	<u>27,295.32</u>
10014320	Electricity			53,988.01		
06/01/19	10013	2	Consumers Energy		6,733.35	
06/13/19	10046	2	Consumers Energy		<u>1,760.00</u>	
			Totals for 10014320		<u>8,493.35</u>	<u>62,481.36</u>
10014330	Gas			16,802.95		
06/01/19	10015	2	DTE Energy		<u>2,616.21</u>	
			Totals for 10014330		<u>2,616.21</u>	<u>19,419.16</u>
10014410	Maintenance Wages			44,895.44		
06/30/19	RT4	3	To record payroll transactions per bank statement.		<u>8,058.57</u>	
			Totals for 10014410		<u>8,058.57</u>	<u>52,954.01</u>
10014420	Materials			12,311.97		
06/01/19	10010	2	Blarney Castle Fleet Program		106.77	
06/01/19	10017	2	Fastenal Company		<u>1,277.04</u>	
06/01/19	10019	2	Grand Rental Station		151.51	
06/01/19	10020	2	HD Supply Facilities Mtce		379.04	
06/01/19	10028	2	State Industrial Products		739.80	
06/13/19	10043	2	Blarney Castle Fleet Program		79.19	
06/13/19	10044	2	Cadillac Plgb. & Htg. Supply Co., Inc.		136.44	
06/13/19	10057	2	Olson Lumber Company		60.84	
06/13/19	10062	2	Swidorski Bros. Excavating LLC		130.00	
06/13/19	10063	2	Wahr Hardware, Inc.		<u>281.88</u>	
			Totals for 10014420		<u>3,342.51</u>	<u>15,654.48</u>
10014430.01	Garbage Removal			8,295.54		
06/13/19	10054	2	Manistee Landfill		96.16	
06/14/19	10068	2	Republic Services		<u>770.36</u>	
			Totals for 10014430.01		<u>866.52</u>	<u>9,162.06</u>
10014430.02	Heating & Cooling Contracts			6,533.06		
06/01/19	10014	2	Custom Sheet Metal & Heating		316.29	
06/13/19	10047	2	Custom Sheet Metal & Heating		<u>206.50</u>	
			Totals for 10014430.02		<u>522.79</u>	<u>7,055.85</u>
10014430.03	Snow Removal Contracts			47.79		
			Totals for 10014430.03		<u>0.00</u>	<u>47.79</u>
10014430.04	Elevator Contracts			12,717.96		
			Totals for 10014430.04		<u>0.00</u>	<u>12,717.96</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			646.00		
06/13/19	10050	2	Haglund's Floor Covering		<u>646.00</u>	
			Totals for 10014430.06		<u>646.00</u>	<u>1,292.00</u>
10014430.07	Electrical Contracts			1,391.17		
			Totals for 10014430.07		<u>0.00</u>	<u>1,391.17</u>
10014430.08	Plumbing Contracts			400.00		
06/13/19	10048	2	Forbes Sanitation and Excavation, Inc.		<u>925.00</u>	

Manistee Housing Commission

General Ledger

June 1, 2019 - June 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 10014430.08					<u>925.00</u>	<u>1,325.00</u>
10014430.09	Extermination	Contracts		6,262.00		
06/13/19	10049	2	Griffin Pest Solutions		<u>2,678.00</u>	
Totals for 10014430.09					<u>2,678.00</u>	<u>8,940.00</u>
10014430.11	Routine Maintenance	Contracts		1,017.03		
06/13/19	10040	2	AFP Specialties, Inc.		<u>1,600.00</u>	
Totals for 10014430.11					<u>1,600.00</u>	<u>2,617.03</u>
10014430.12	Miscellaneous	Contracts		2,736.92		
06/01/19	10022	2	Manistee Ford		53.30	
06/13/19	10060	2	Servpro of Manistee, Ludington, and Cadillac		<u>300.00</u>	
Totals for 10014430.12					<u>353.30</u>	<u>3,090.22</u>
10014433	Employee Benefits - Maint.			30,051.63		
06/01/19	10025	2	Principal Financial Group		603.86	
06/01/19	10029	2	Sun Life Financial		238.66	
06/01/19	10031	2	VSP		123.87	
06/30/19	RT4	3	To record payroll transactions per bank statement.		536.18	
06/30/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		<u>3,960.99</u>	
Totals for 10014433					<u>5,463.56</u>	<u>35,515.19</u>
10014510	Insurance			37,922.76		
06/01/19	10007	2	AmTrust North America Inc		610.00	
06/30/19	RT2	3	To record monthly insurance write off.		<u>7,094.93</u>	
Totals for 10014510					<u>7,704.93</u>	<u>45,627.69</u>
10014520	Payment in Lieu of Taxes			13,700.00		
06/30/19	PH2	3	To record estimated monthly PILOT expense.		<u>2,740.00</u>	
Totals for 10014520					<u>2,740.00</u>	<u>16,440.00</u>
10014570	Collection Losses			135.14		
Totals for 10014570					<u>0.00</u>	<u>135.14</u>
10014580	Interest Expense			28,462.56		
06/01/19	10011	2	Byline Bank		5,581.70	
06/01/19	10018	2	Ford Credit		49.60	
Totals for 10014580					<u>5,631.30</u>	<u>34,093.86</u>
10014800	Depreciation - Current Year			122,975.00		
06/30/19	PH3	3	To record estimated monthly depreciation expense.		<u>24,595.00</u>	
Totals for 10014800					<u>24,595.00</u>	<u>147,570.00</u>
10017510	Principal Payments - EPC			17,093.11		
06/01/19	10011	2	Byline Bank		3,473.49	
Totals for 10017510					<u>3,473.49</u>	<u>20,566.60</u>
10017511	Principal Payments - F150			2,125.43		
06/01/19	10018	2	Ford Credit		431.43	
Totals for 10017511					<u>431.43</u>	<u>2,556.86</u>
10017530	Cash Proceeds-Sale of Equipment			(7,250.00)		
Totals for 10017530					<u>0.00</u>	<u>(7,250.00)</u>

Manistee Housing Commission

General Ledger

June 1, 2019 - June 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10017540	Betterments and Additions			386.25		
			Totals for 10017540		<u>0.00</u>	<u>386.25</u>
10017590	Operating Expenditures-Contra			(12,354.79)		
06/01/19	10011	2	Byline Bank		(3,473.49)	
06/01/19	10018	2	Ford Credit		(431.43)	
			Totals for 10017590		<u>(3,904.92)</u>	<u>(16,259.71)</u>
10019996	Unit Months Leased			1,032.00		
06/30/19	RT1	3	To record units leased.		205.00	
			Totals for 10019996		<u>205.00</u>	<u>1,237.00</u>
10019997	Unit Months Leased - Contra			(1,032.00)		
06/30/19	RT1	3	To record units leased.		(205.00)	
			Totals for 10019997		<u>(205.00)</u>	<u>(1,237.00)</u>
10019998	Unit Months Available			1,070.00		
06/30/19	PH1	3	To record units available.		214.00	
			Totals for 10019998		<u>214.00</u>	<u>1,284.00</u>
10019999	Unit Months Available - Contra			(1,070.00)		
06/30/19	PH1	3	To record units available.		(214.00)	
			Totals for 10019999		<u>(214.00)</u>	<u>(1,284.00)</u>
10173401.1	Operating Grants			(22,290.50)		
			Totals for 10173401.1		<u>0.00</u>	<u>(22,290.50)</u>
10174130	Legal Expense			16,722.00		
			Totals for 10174130		<u>0.00</u>	<u>16,722.00</u>
10174190.3	Administrative Service Contracts			3,027.50		
			Totals for 10174190.3		<u>0.00</u>	<u>3,027.50</u>
10174420	Materials			1,430.00		
			Totals for 10174420		<u>0.00</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>
10184190.3	Administrative Service Contracts			0.00		
06/13/19	10056	2	Next IT		1,400.00	
			Totals for 10184190.3		<u>1,400.00</u>	<u>1,400.00</u>
15171406	Operations			42,399.00		
			Totals for 15171406		<u>0.00</u>	<u>42,399.00</u>
15171408	Management Improvement			23,538.36		
			Totals for 15171408		<u>0.00</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			77,356.08		
			Totals for 15171460		<u>0.00</u>	<u>77,356.08</u>

Manistee Housing Commission

General Ledger

June 1, 2019 - June 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
15171600	CFP Funding			179,492.44		
			Totals for 15171600		<u>0.00</u>	<u>179,492.44</u>
15171699	CFP Funding - Contra			(179,492.44)		
			Totals for 15171699		<u>0.00</u>	<u>(179,492.44)</u>
15179800	CFP Cost - Contra			(179,492.44)		
			Totals for 15179800		<u>0.00</u>	<u>(179,492.44)</u>
15181406	Operations			65,986.80		
			Totals for 15181406		<u>0.00</u>	<u>65,986.80</u>
15181408	Management Improvement			0.00		
06/13/19	10056	2	Next IT		<u>1,400.00</u>	
			Totals for 15181408		<u>1,400.00</u>	<u>1,400.00</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)		
06/13/19	10056	2	Next IT		<u>(1,400.00)</u>	
			Totals for 15189800		<u>(1,400.00)</u>	<u>(67,386.80)</u>
15191406	Operations			65,986.80		
			Totals for 15191406		<u>0.00</u>	<u>65,986.80</u>
15191600	CFP Funding			65,986.80		
			Totals for 15191600		<u>0.00</u>	<u>65,986.80</u>
15191699	CFP Funding - Contra			(65,986.80)		
			Totals for 15191699		<u>0.00</u>	<u>(65,986.80)</u>
15199800	CFP Cost - Contra			(65,986.80)		
			Totals for 15199800		<u>0.00</u>	<u>(65,986.80)</u>
			Report Total			<u>0.00</u>

Net Profit/(Loss)

Current Period	<u>821.26</u>
Year-to-Date	<u>(14,788.54)</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

Public Housing Checking - 851620

June 1, 2019 - June 30, 2019

General Ledger

Balance per General Ledger (Account 10011111.2) at 06/01/19	413,301.61
Activity for the month:	
Total Debits (Deposits and Additions)	113,708.92
Total Credits (Checks and Payments)	(143,309.55)
Unadjusted General Ledger Balance at 06/30/19	<u>383,700.98</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/19	<u><u>383,700.98</u></u>

Bank

Balance per Bank Statement at 06/30/19	383,830.91
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	(129.93)
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 06/30/19	<u><u>383,700.98</u></u>

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

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

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

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	414,534.03
Cleared Deposits & Additions				
126	06/30/19	Multiple	June Cash Receipts	54,052.37
127	06/30/19	10013401.2	Operating Subsidy	58,328.50
128	06/30/19	Multiple	NOW/Sweep Interest	84.05
317.1	06/01/19		To record June check that cleared in May.	485.00
320	06/30/19		To void stale checks per board resolution #2019-04 dated 5/28/2019.	759.00
			Total	113,708.92
			Statement Total	113,708.92
			Difference	0.00
Cleared Checks & Payments				
318	06/30/19		To record charges to tenants per June 2019 Statement of Operations.	125.00
8983	01/04/18	10012114	██████████	284.00
9250	05/01/18	10012114	██████████	475.00
9975	05/09/19	10012114	██████████	346.25
10006	06/01/19	10011211	American Bankers Insurance Company	2,079.00
10007	06/01/19	10014510	AmTrust North America Inc	610.00
10008	06/01/19	10014185	AT & T Long Distance	329.79
10009	06/01/19	10014185	AT & T Mobility	463.73
10010	06/01/19	10014420	Blarney Castle Fleet Program	106.77
10011	06/01/19	Multiple	Byline Bank	9,055.19
10012	06/01/19	10012137	City of Manistee	33,669.00
10013	06/01/19	10014320	Consumers Energy	6,733.35
10014	06/01/19	10014430.02	Custom Sheet Metal & Heating	316.29
10015	06/01/19	10014330	DTE Energy	2,616.21
10016	06/01/19	10011690	EJP Consulting Group, LLC	12,037.00
10017	06/01/19	10014420	Fastenal Company	1,277.04
10018	06/01/19	Multiple	Ford Credit	481.03
10019	06/01/19	10014420	Grand Rental Station	151.51
10020	06/01/19	10014420	HD Supply Facilities Mtce	379.04
10021	06/01/19	10014190.4	Laser Printer Technologies	485.00
10022	06/01/19	10014430.12	Manistee Ford	53.30
10023	06/01/19	10014130	Mika Meyers PLC	43.75
10024	06/01/19	10014190.5	The PI Company	75.70
10025	06/01/19	Multiple	Principal Financial Group	1,408.64
10026	06/01/19	10011690	Reno & Cavanaugh PLLC	10,056.00
10027	06/01/19	10014190.4	Staples	625.69
10028	06/01/19	10014420	State Industrial Products	739.80
10029	06/01/19	Multiple	Sun Life Financial	633.62
10030	06/01/19	10014190.3	US Bank Equipment Finance	646.47
10031	06/01/19	Multiple	VSP	269.16
10032	06/01/19	10014221	██████████	100.00
10033	06/01/19	10014221	██████████	200.00
10034	06/01/19	10014221	██████████	50.00
10035	06/01/19	10014221	██████████	200.00
10036	06/01/19	10012117.13	Alerus Retirement Solutions	50.00
10037	06/01/19	Multiple	Alerus Retirement Solutions	157.23
10038	06/01/19	Multiple	PNC Bank	295.23
10039	06/04/19	10014230	Charter Business	5,169.52
10040	06/13/19	10014430.11	AFP Specialties, Inc.	1,600.00
10041	06/13/19	10014185	AT & T	1,059.93
10042	06/13/19	10014185	AT & T Long Distance	326.85
10043	06/13/19	10014420	Blarney Castle Fleet Program	79.19
10044	06/13/19	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	136.44
10045	06/13/19	10014310	City of Manistee	4,268.88
10046	06/13/19	10014320	Consumers Energy	1,760.00

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

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

Reference	Date	GL Account	Description	Amount
10047	06/13/19	10014430.02	Custom Sheet Metal & Heating	206.50
10048	06/13/19	10014430.08	Forbes Sanitation and Excavation, Inc.	925.00
10049	06/13/19	10014430.09	Griffin Pest Solutions	2,678.00
10050	06/13/19	10014430.06	Haglund's Floor Covering	646.00
10051	06/13/19	10014190.4	HDS, LLC	433.80
10052	06/13/19	10014170	H.A.A.S., Inc.	686.88
10053	06/13/19	10014190.3	Kushner & Company	50.00
10054	06/13/19	10014430.01	Manistee Landfill	96.16
10055	06/13/19	Multiple	McCardel Water Conditioning	32.50
10056	06/13/19	Multiple	Next IT	1,400.00
10057	06/13/19	10014420	Olson Lumber Company	60.84
10058	06/13/19	10014190.1	Poster Compliance Center	69.95
10060	06/13/19	10014430.12	Servpro of Manistee, Ludington, and Cadillac	300.00
10061	06/13/19	10014190.4	Staples	69.63
10062	06/13/19	10014420	Swidorski Bros. Excavating LLC	130.00
10063	06/13/19	10014420	Wahr Hardware, Inc.	281.88
10064	06/13/19	Multiple	Alerus Retirement Solutions	157.23
10065	06/13/19	10012117.13	Alerus Retirement Solutions	50.00
10066	06/13/19	Multiple	Alerus Retirement Solutions	157.23
10067	06/13/19	10012117.13	Alerus Retirement Solutions	50.00
10068	06/14/19	10014430.01	Republic Services	770.36
13288	05/01/19	10012117.9	United Steel Workers of America	64.78
13291	05/15/19	10012117.9	United Steel Workers of America	62.39
13293	06/12/19	10011111.3	CMHC - West Shore FSA	303.47
13296	06/26/19	10011111.3	CMHC - West Shore FSA	303.47
RT4	06/30/19		To record payroll transactions per bank statement.	19,431.22
RT5	06/30/19		To record SHWF debit for payment of health insurance per bank statement.	9,775.54
RT6	06/30/19		To record MERS contribution per bank statement.	2,658.74
RT7	06/30/19		To record AFLAC debit per bank statement.	534.87
			Total	<u>144,412.04</u>
			Statement Total	<u>144,412.04</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>383,830.91</u></u>
Reconciled Bank Information				
			Ending Bank Balance	383,830.91
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
13294	06/12/19	10012117.6	United Steel Workers of America	3.00
13295	06/12/19	10012117.9	United Steel Workers of America	63.22
13297	06/26/19	10012117.9	United Steel Workers of America	63.71
			Total	<u>129.93</u>
			Reconciled Bank Balance	<u><u>383,700.98</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	414,534.03
			+ Cleared Deposits & Additions	113,708.92
			- Cleared Checks & Payments	<u>144,412.04</u>
			Ending Bank Balance	383,830.91
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00

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Manistee Housing Commission
Bank Account Reconciliation Worksheet

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

Reference	Date	GL Account	Description	Amount
-			Open Checks & Payments	129.93
			Reconciled Bank Balance	<u>383,700.98</u>
General Ledger Information				
			Unadjusted General Ledger Balance	383,700.98
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u>383,700.98</u>
			Unreconciled Amount	<u>0.00</u>

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Manistee Housing Commission
Bank Account Reconciliation Transmittal

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

General Ledger

Balance per General Ledger (Account 10011111.3) at 06/01/19	9,295.79
Activity for the month:	
Total Debits (Deposits and Additions)	607.50
Total Credits (Checks and Payments)	(708.98)
Unadjusted General Ledger Balance at 06/30/19	<u>9,194.31</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/19	<u><u>9,194.31</u></u>

Bank

Balance per Bank Statement at 06/30/19	9,194.31
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 06/30/19	<u><u>9,194.31</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

HRA Account
June 1, 2019 - June 30, 2019

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	9,295.79
Cleared Deposits & Additions				
128	06/30/19		NOW/Sweep Interest	0.56
13293	06/12/19		CMHC - West Shore FSA	303.47
13296	06/26/19		CMHC - West Shore FSA	303.47
			Total	<u>607.50</u>
			Statement Total	<u>607.50</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
RT3	06/30/19		To record HRA transactions per bank statement.	708.98
			Total	<u>708.98</u>
			Statement Total	<u>708.98</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>9,194.31</u></u>
Reconciled Bank Information				
			Ending Bank Balance	9,194.31
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>9,194.31</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	9,295.79
			+ Cleared Deposits & Additions	607.50
			- Cleared Checks & Payments	<u>708.98</u>
			Ending Bank Balance	9,194.31
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>9,194.31</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	9,194.31
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>9,194.31</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

June 1, 2019 - June 30, 2019

General Ledger

Balance per General Ledger (Account 10011111.4) at 06/01/19	54,471.37
Activity for the month:	
Total Debits (Deposits and Additions)	10.44
Total Credits (Checks and Payments)	(151.87)
Unadjusted General Ledger Balance at 06/30/19	<u>54,329.94</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/19	<u><u>54,329.94</u></u>

Bank

Balance per Bank Statement at 06/30/19	54,329.94
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 06/30/19	<u><u>54,329.94</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

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

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	54,471.37
Cleared Deposits & Additions				
128	06/30/19		NOW/Sweep Interest	10.44
			Total	<u>10.44</u>
			Statement Total	10.44
			Difference	<u>0.00</u>
Cleared Checks & Payments				
126	06/30/19		June Cash Receipts	151.87
			Total	<u>151.87</u>
			Statement Total	151.87
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>54,329.94</u></u>
Reconciled Bank Information				
			Ending Bank Balance	54,329.94
Open Deposits & Additions			Total	<u>0.00</u>
Open Checks & Payments			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>54,329.94</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	54,471.37
			+ Cleared Deposits & Additions	10.44
			- Cleared Checks & Payments	<u>151.87</u>
			Ending Bank Balance	54,329.94
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>54,329.94</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	54,329.94
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>54,329.94</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

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

	1 Month Ended June 30, 2019	1 Month Ended June 30, 2018	6 Months Ended June 30, 2019	6 Months Ended June 30, 2018
Operating Income				
3110 - Dwelling Rental Revenue	\$ 49,509.00	\$ 46,733.00	\$ 299,097.00	\$ 264,485.00
3120 - Tenant Revenue - Excess Utilities	666.50	487.67	2,899.58	2,939.13
3689 - Tenant Revenue - Cable TV	0.00	5,688.00	5,410.00	30,178.00
3690 - Tenant Revenue - Other	4,919.48	1,785.00	18,559.01	14,348.17
3401.1 - Operating Grants	0.00	0.00	65,986.80	0.00
3401.2 - Operating Subsidy	58,328.50	47,373.00	277,583.50	284,384.00
3610 - Interest Income	95.05	59.96	527.89	333.06
3690.1 - Other Revenue	395.86	190.00	395.86	196.44
3690.2 - Gain/Loss-Sale of Fixed Assets	0.00	0.00	7,250.00	0.00
3690.4 - Laundry Revenue	0.00	0.00	4,939.58	4,455.27
3690.6 - Fraud Recovery Revenue	206.18	205.28	1,030.90	1,222.28
3690.7 - Management Fee - DVG	833.00	833.00	4,998.00	4,998.00
3690.8 - Restitution Income	0.00	2,497.00	0.00	2,497.00
Total Operating Income	\$ 114,953.57	\$ 105,851.91	\$ 688,678.12	\$ 610,036.35
Operating Expenses				
Routine Expense				
4110 - Administrative Wages	\$ 13,741.58	\$ (6,263.45)	\$ 89,161.58	\$ 71,197.49
4130 - Legal Expense	43.75	1,499.74	2,519.36	5,753.87
4170 - Accounting Fees	686.88	686.88	4,863.78	4,863.78
4182 - Employee Benefits - Admin	6,969.34	5,409.97	44,195.19	42,917.15
4185 - Telephone	2,180.30	1,747.60	10,892.43	11,054.04
4190.1 - Publications	69.95	0.00	1,193.95	1,354.00
4190.2 - Membership Dues and Fees	0.00	0.00	1,600.14	879.00
4190.3 - Admin Service Contracts	937.52	2,625.33	20,323.61	23,907.76
4190.4 - Office Supplies	1,614.12	570.83	5,903.85	4,385.68
4190.5 - Other Sundry-Misc.	263.43	918.98	1,450.71	7,908.44
4220 - Rec., Pub., & Other Services	0.00	64.18	0.00	326.40
4221 - Resident Employee Stipend	550.00	550.00	3,300.00	3,300.00
4230 - Contract Costs-Cable & Other	5,169.52	5,930.91	11,136.77	35,361.79
4310 - Water & Sewer	4,268.88	4,760.73	27,295.32	29,882.30
4320 - Electricity	8,493.35	8,742.59	62,481.36	63,038.36
4330 - Gas	2,616.21	2,170.47	19,419.16	20,924.58
4410 - Maintenance Wages	8,058.57	8,336.77	52,954.01	53,322.10
4420 - Materials	3,342.51	2,108.64	15,654.48	21,522.08
4430.01 - Garbage Removal	866.52	1,618.03	9,162.06	11,904.81
4430.02 - Heating & Cooling Contracts	522.79	1,409.76	7,055.85	13,761.74
4430.03 - Snow Removal Contracts	0.00	0.00	47.79	0.00
4430.04 - Elevator Contracts	0.00	390.00	12,717.96	14,365.00
4430.05 - Landscape & Grounds Contracts	0.00	0.00	700.00	0.00
4430.06 - Unit Turnaround Contracts	646.00	1,175.00	1,292.00	7,580.00
4430.07 - Electrical Contracts	0.00	0.00	1,391.17	402.09
4430.08 - Plumbing Contracts	925.00	0.00	1,325.00	4,790.22
4430.09 - Extermination Contracts	2,678.00	672.00	8,940.00	9,672.00
4430.11 - Routine Maintenance Contracts	1,600.00	588.95	2,617.03	2,241.95
4430.12 - Miscellaneous Contracts	353.30	2,080.69	3,090.22	4,727.56
4433 - Employee Benefits - Maint.	5,463.56	5,445.87	35,515.19	34,885.51
4440 - Staff Training-Maintenance	0.00	0.00	0.00	409.00

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

	1 Month Ended June 30, 2019	1 Month Ended June 30, 2018	6 Months Ended June 30, 2019	6 Months Ended June 30, 2018
4510 - Insurance	7,704.93	7,194.08	45,627.69	43,243.48
4520 - Payment in Lieu of Taxes	2,740.00	2,740.00	16,440.00	16,440.00
4570 - Collection Losses	0.00	28,742.46	135.14	41,394.93
4580 - Interest Expense	5,631.30	5,867.57	34,093.86	35,468.31
Total Routine Expense	\$ 88,137.31	\$ 97,784.58	\$ 554,496.66	\$ 643,185.42

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

	1 Month Ended June 30, 2019	1 Month Ended June 30, 2018	6 Months Ended June 30, 2019	6 Months Ended June 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>\$ 88,137.31</u>	<u>\$ 97,784.58</u>	<u>\$ 554,496.66</u>	<u>\$ 643,185.42</u>
Operating Income (Loss)	<u>\$ 26,816.26</u>	<u>\$ 8,067.33</u>	<u>\$ 134,181.46</u>	<u>\$ (33,149.07)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 24,595.00	\$ 25,210.00	\$ 147,570.00	\$ 151,260.00
Total Depreciation Expense	<u>\$ 24,595.00</u>	<u>\$ 25,210.00</u>	<u>\$ 147,570.00</u>	<u>\$ 151,260.00</u>
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Expenditures				
7510 - Principal Payments - EPC	\$ 3,473.49	\$ 2,950.24	\$ 20,566.60	\$ 17,468.44
7511 - Principal Payments - F150	431.43	406.57	2,556.86	2,409.53
7520 - Replacement of Equipment	0.00	5,925.00	0.00	7,673.00
7530 - Cash Proceeds-Sale of Equipment	0.00	0.00	(7,250.00)	0.00
7540 - Betterments and Additions	0.00	7,379.00	386.25	13,160.00
7590 - Operating Expenditures-Contra	<u>(3,904.92)</u>	<u>(16,660.81)</u>	<u>(16,259.71)</u>	<u>(40,710.97)</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>\$ 22,911.34</u></u>	<u><u>\$ (8,593.48)</u></u>	<u><u>\$ 110,671.75</u></u>	<u><u>\$ (73,860.04)</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 June 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 June 30, 2019**

ASSETS

CURRENT ASSETS

Cash

1111 - Cash - MSHDA \$ 56,415.77

Total Cash 56,415.77

Receivables

1122 - Tenants Accounts Receivable (4.00)

1129.4 - Interfund Receivable - P/H 935.90

Total Receivables 931.90

Other Current Assets

Total Other Current Assets 0.00

TOTAL CURRENT ASSETS 57,347.67

Fixed Assets

1400.7 - Buildings 373,231.29

1400.98 - Accumulated Depreciation-DVG (112,379.59)

Total Fixed Assets 260,851.70

TOTAL ASSETS \$ 318,199.37

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**Manistee Housing Commission
Domestic Violence Grant
Balance Sheet
As of June 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>(5,180.70)</u>
Total Unrestricted Net Assets	50,913.13

TOTAL EQUITY

(182,865.17)

TOTAL LIABILITIES/EQUITY

\$ 318,199.37

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**Manistee Housing Commission
Domestic Violence Grant
Statement of Revenue & Expense
For the 1 Month and 6 Months Ended June 30, 2019**

	1 Month Ended	6 Months Ended
	<u>June 30, 2019</u>	<u>June 30, 2019</u>
Operating Revenue		
3110 - Dwelling Rental Revenue	\$ 1,020.00	\$ 6,569.00
3690 - Tenant Revenue - Other	0.00	100.00
Total Operating Revenue	<u>1,020.00</u>	<u>6,669.00</u>
Operating Expenses		
Administration		
4170 - Accounting Fees	128.54	838.74
4172 - Management Fees	833.00	4,998.00
Total Administration	<u>961.54</u>	<u>5,836.74</u>
Ordinary Maint. & Operations		
4420 - Materials	0.00	74.24
Total Ordinary Maint. & Oper	<u>0.00</u>	<u>74.24</u>
General Expense		
4590 - Other General Expense	83.00	568.72
Total General Expense	<u>83.00</u>	<u>568.72</u>
Total Routine Operating Expenses	1,044.54	6,479.70
Depreciation Expense		
4800 - Depreciation - Current Year	895.00	5,370.00
Total Depreciation Expense	<u>895.00</u>	<u>5,370.00</u>
Capital Expenditures		
Total Capital Expenditures	0.00	0.00
Net Income (Loss)	<u>\$ (24.54)</u>	<u>\$ 189.30</u>

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**Manistee Housing Commission
DVG Cash Disbursements Journal**

June 1, 2019 - June 30, 2019

Date	Reference	Account	Description	Amount
06/13/19	2705	20011111	City of Manistee	(33.16)
06/13/19	2705	20014590	City of Manistee	33.16
06/13/19	2706	20011111	Consumers Energy	(18.10)
06/13/19	2706	20014590	Consumers Energy	18.10
06/13/19	2707	20011111	DTE Energy	(31.74)
06/13/19	2707	20014590	DTE Energy	31.74
06/13/19	2708	20011111	H.A.A.S., Inc.	(128.54)
06/13/19	2708	20014170	H.A.A.S., Inc.	128.54
06/13/19	2709	20011111	Manistee Housing Commission	(833.00)
06/13/19	2709	20014172	Manistee Housing Commission	833.00
Transaction Balance				<u>0.00</u>

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OF CURRENT AND PAST PROGRAM PARTICIPANTS
HAS BEEN REDACTED

Manistee Housing Commission

DVG Cash Receipts Journal

June 1, 2019 - June 30, 2019

Date	Reference	Account	Description	Amount
06/30/19	106	20011111	June Cash Receipts	1,020.00
06/30/19	106	20011122	June TAR Collections	(1,020.00)
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

DVG Journal Entry Journal

June 1, 2019 - June 30, 2019

Date	Reference	Account	Description	Amount
06/30/19	307	20011122	To record charges to tenants per June 2019 Statement of Operations.	1,020.00
06/30/19	307	20013110	To record charges to tenants per June 2019 Statement of Operations.	(1,020.00)
06/30/19	DVG1	20014800	To record estimated depreciation expense.	895.00
06/30/19	DVG1	20011400.98	To record estimated depreciation expense.	(895.00)
06/30/19	RT1	20019996	To record units leased.	2.00
06/30/19	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**

June 1, 2019 - June 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
20011111	Cash - MSHDA			56,440.31		
06/13/19	2705	2	City of Manistee		(33.16)	
06/13/19	2706	2	Consumers Energy		(18.10)	
06/13/19	2707	2	DTE Energy		(31.74)	
06/13/19	2708	2	H.A.A.S., Inc.		(128.54)	
06/13/19	2709	2	Manistee Housing Commission		(833.00)	
06/30/19	106	1	June Cash Receipts		1,020.00	
			Totals for 20011111		<u>(24.54)</u>	<u>56,415.77</u>
20011122	Tenants Accounts Receivable			(4.00)		
06/30/19	106	1	June TAR Collections		(1,020.00)	
06/30/19	307	3	To record charges to tenants per June 2019 Statement of Operations.		1,020.00	
			Totals for 20011122		<u>0.00</u>	<u>(4.00)</u>
20011129.4	Interfund Receivable - P/H			935.90		
			Totals for 20011129.4		<u>0.00</u>	<u>935.90</u>
20011400.7	Buildings			373,231.29		
			Totals for 20011400.7		<u>0.00</u>	<u>373,231.29</u>
20011400.98	Accumulated Depreciation-DVG			(111,484.59)		
06/30/19	DVG1	3	To record estimated depreciation expense.		(895.00)	
			Totals for 20011400.98		<u>(895.00)</u>	<u>(112,379.59)</u>
20012111	Vendors & Contractors			(128.54)		
			Totals for 20012111		<u>0.00</u>	<u>(128.54)</u>
20012114	Tenant Security Deposits			(936.00)		
			Totals for 20012114		<u>0.00</u>	<u>(936.00)</u>
20012128	Mortgage 1 - MSHDA (Forgivable)			(166,000.00)		
			Totals for 20012128		<u>0.00</u>	<u>(166,000.00)</u>
20012129	Mortgage 2 - MSHDA (Forgivable)			(160,000.00)		
			Totals for 20012129		<u>0.00</u>	<u>(160,000.00)</u>
20012130	Mortgage 3 - MSHDA (Forgivable)			(174,000.00)		
			Totals for 20012130		<u>0.00</u>	<u>(174,000.00)</u>
20012806	Unrestricted Net Assets			(56,093.83)		
			Totals for 20012806		<u>0.00</u>	<u>(56,093.83)</u>
20012806.4	Invested in Capital Assets-DVG			233,778.30		
			Totals for 20012806.4		<u>0.00</u>	<u>233,778.30</u>
20013110	Dwelling Rental			(5,549.00)		
06/30/19	307	3	To record charges to tenants per June 2019 Statement of Operations.		(1,020.00)	
			Totals for 20013110		<u>(1,020.00)</u>	<u>(6,569.00)</u>
20013690	Tenant Income			(100.00)		
			Totals for 20013690		<u>0.00</u>	<u>(100.00)</u>
20014170	Accounting Fees			710.20		
06/13/19	2708	2	H.A.A.S., Inc.		128.54	
			Totals for 20014170		<u>128.54</u>	<u>838.74</u>

Manistee Housing Commission

General Ledger

June 1, 2019 - June 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
20014172	Management Fees			4,165.00		
06/13/19	2709	2	Manistee Housing Commission		833.00	
			Totals for 20014172		<u>833.00</u>	<u>4,998.00</u>
20014420	Materials			74.24		
			Totals for 20014420		<u>0.00</u>	<u>74.24</u>
20014590	General Expense			485.72		
06/13/19	2705	2	City of Manistee		33.16	
06/13/19	2706	2	Consumers Energy		18.10	
06/13/19	2707	2	DTE Energy		31.74	
			Totals for 20014590		<u>83.00</u>	<u>568.72</u>
20014800	Depreciation - Current Year			4,475.00		
06/30/19	DVG1	3	To record estimated depreciation expense.		895.00	
			Totals for 20014800		<u>895.00</u>	<u>5,370.00</u>
20019996	Unit Months Leased			10.00		
06/30/19	RT1	3	To record units leased.		2.00	
			Totals for 20019996		<u>2.00</u>	<u>12.00</u>
20019997	Unit Months Leased - Contra			(10.00)		
06/30/19	RT1	3	To record units leased.		(2.00)	
			Totals for 20019997		<u>(2.00)</u>	<u>(12.00)</u>
			Report Total			<u>0.00</u>
Net Profit/(Loss)						
Current Period			(919.54)			
Year-to-Date			<u>(5,180.70)</u>			

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Manistee Housing Commission
Bank Account Reconciliation Transmittal

DVG Checking - 0610226573
June 1, 2019 - June 30, 2019

General Ledger

Balance per General Ledger (Account 20011111) at 06/01/19	56,440.31
Activity for the month:	
Total Debits (Deposits and Additions)	1,020.00
Total Credits (Checks and Payments)	(1,044.54)
Unadjusted General Ledger Balance at 06/30/19	<u>56,415.77</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/19	<u><u>56,415.77</u></u>

Bank

Balance per Bank Statement at 06/30/19	56,415.77
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 06/30/19	<u><u>56,415.77</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

DVG Checking
June 1, 2019 - June 30, 2019

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
Beginning Bank Balance				56,440.31
Cleared Deposits & Additions				
106	06/30/19	20011122	June 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				
2705	06/13/19	20014590	City of Manistee	33.16
2706	06/13/19	20014590	Consumers Energy	18.10
2707	06/13/19	20014590	DTE Energy	31.74
2708	06/13/19	20014170	H.A.A.S., Inc.	128.54
2709	06/13/19	20014172	Manistee Housing Commission	833.00
Total				<u>1,044.54</u>
Statement Total				<u>1,044.54</u>
Difference				<u>0.00</u>
Ending Bank Balance				<u><u>56,415.77</u></u>
Reconciled Bank Information				
Ending Bank Balance				56,415.77
Open Deposits & Additions				
Total				<u>0.00</u>
Open Checks & Payments				
Total				<u>0.00</u>
Reconciled Bank Balance				<u><u>56,415.77</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
Beginning Bank Balance				56,440.31
+ Cleared Deposits & Additions				1,020.00
- Cleared Checks & Payments				<u>1,044.54</u>
Ending Bank Balance				56,415.77
Reconciled Bank Information				
+ Open Deposits & Additions				0.00
- Open Checks & Payments				<u>0.00</u>
Reconciled Bank Balance				<u><u>56,415.77</u></u>
General Ledger Information				
Unadjusted General Ledger Balance				56,415.77
+/- Total Adjustments				<u>0.00</u>
Adjusted General Ledger Balance				<u><u>56,415.77</u></u>
Unreconciled Amount				<u><u>0.00</u></u>

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City of Manistee Housing Commission

Security Deposit Reconciliation

For the Month Ending June 30, 2019

Prepared July 15, 2019 by Financial Analyst

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
Beginning PH Balance				\$ 53,383.60
Increases to PH				
				\$ -
	6/5/2019	New Admission	\$ 232.00	\$ 232.00
	6/6/2019	New Admission	\$ 324.00	\$ 556.00
	6/27/2019	New Admission	\$ 293.00	\$ 849.00
Total Increases to PH			<u>\$ 849.00</u>	<u>\$ 849.00</u>
Decreases to PH				
	6/19/2019	Transfer of Sec. Dep. to rent and other	\$ (320.00)	\$ (320.00)
	6/19/2019	Transfer of Sec. Dep. to rent and other	\$ (339.00)	\$ (659.00)
	6/19/2019	Transfer of Sec. Dep. to rent and other	\$ (225.00)	\$ (884.00)
	6/19/2019	Transfer of Sec. Dep. to rent and other	\$ (78.00)	\$ (962.00)
Total Decreases to PH			<u>\$ (962.00)</u>	<u>\$ (962.00)</u>
Net Increase (Decrease) to PH			<u>\$ (113.00)</u>	<u>\$ (113.00)</u>
Ending PH Balance				\$ 53,270.60
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			\$ -	\$ 935.90
Combined Ending Balance				<u>\$ 54,206.50</u>
Account Balance June 30, 2019				\$ 54,481.81
Difference				\$ (275.31)
				(From SD to PH)
				From PH to SD

SD Owes PH \$275.31



RESOLUTION 2019-05
Write Off of Doubtful Accounts August 2019

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

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

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

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

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

Name	Owed	Reason	Action Taken
	\$465.00	Deceased	Sent to collections/recorded in EIV
	\$2114.60	Abandoned Unit	Sent to collections/recorded in EIV
	\$1398.00	Move Out	Sent to collections/recorded in EIV
	\$816.00	Deceased	Sent to collections/recorded in EIV
	\$1,228.65	Deceased	Sent to collections/recorded in EIV
	\$1,450.39	Eviction/Judgement	Sent to collections/recorded in EIV
	\$260.00	Move Out	Sent to collections/recorded in EIV
	\$199.00	Move Out	Sent to collections/recorded in EIV
	\$997.00	Move Out	Sent to collections/recorded in EIV
	\$3496.49	Eviction/Judgement/Restitution	Sent to collections/recorded in EIV
TOTAL	\$12,425.13		

Commissioner	Approve	Against	Absent
Dale Priester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krista McDougall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION DECLARED

Passed Failed

CERTIFICATION

By the signatures of the President and Executive Director below, it is CERTIFIED that on August 27, 2019, the City of Manistee Housing Commission Board of Commissioners approved Resolution 2019 – 05 and that the foregoing is a true and correct copy.

Dale Priester, President

Clinton McKinven-Copus, Executive Director



RESOLUTION 2019-06

Authorization to Execute Contract for RAD Development Partner Commonwealth Development Corporation of America

WHEREAS, the City of Manistee Housing Commission [CMHC] sent a Notice of Termination of Contract Negotiations to the Hollander Development Corporation on July 19, 2019; and

WHEREAS, the last date for the Hollander Development Corporation, per Request for Qualifications Q18001, to appeal our decision was Monday, August 12, 2019; and

WHEREAS, CMHC received no further appeal from the Hollander Development Corporation before the close of business on Monday, August 12, 2019; and

WHEREAS, the CMHC intends to continue with the U.S. Department of Housing and Urban Development's [HUD] Rental Assistance Determination [RAD] for the redevelopment of our properties; and

WHEREAS, Federal Procurement regulation, the CMHC Procurement Policy, and RFQ Q18001 permit CMHC to negotiate a contract with the responsive proposer with the second-highest score when the negotiation a contract with the responsive proposer with the highest score is not achievable; and

WHEREAS, the Commonwealth Development Corporation of America [CDCA] is the responsive proposer with the second-highest score for RFQ Q18001.

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

The Board of Commissioners of the City of Manistee Housing Commission authorizes Clinton McKinven-Copus, its Executive Director and Contract Manager to prepare a contract between the City of Manistee Housing Commission and the Commonwealth Development Corporation of America, compliant with all federal procurement regulations guaranteeing the requested services of Solicitation/RFQ P18001 RAD Development Partner.

NOW, THEREFORE, IT IS HEREBY RESOLVED

Commissioner	Approve	Against	Absent
Dale Priester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krista McDougall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION DECLARED

Passed Failed

CERTIFICATION

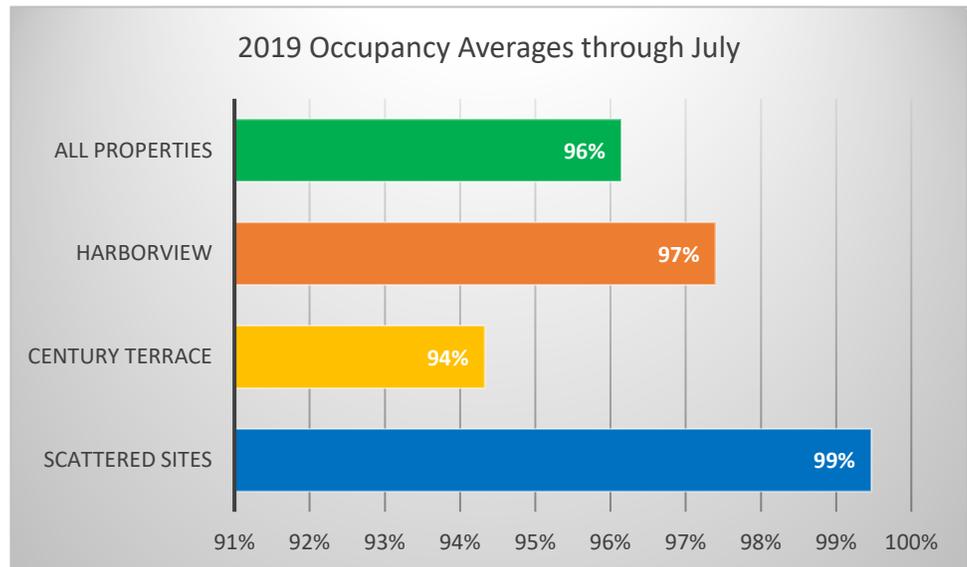
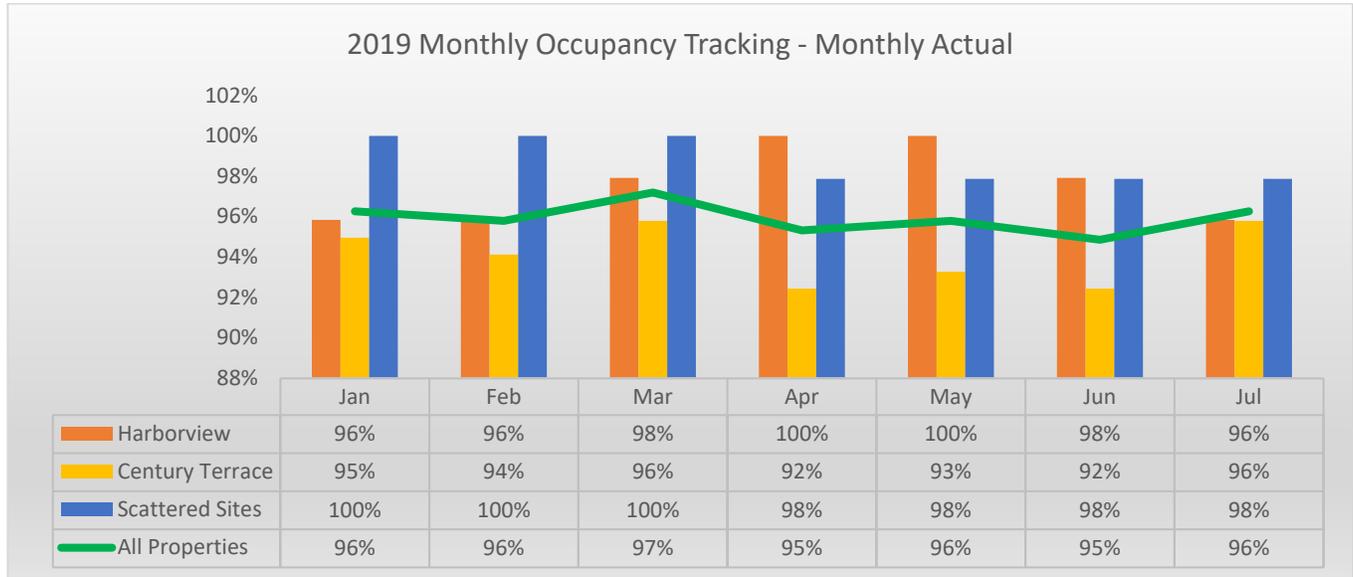
By the signatures of the President and Executive Director below, it is CERTIFIED that on August 27, 2019, the City of Manistee Housing Commission Board of Commissioners approved Resolution 2019 – 06 and that the preceding is a true and correct copy.

Dale Priester, President

Clinton McKinven-Copus, Executive Director

2019 Performance Dashboards

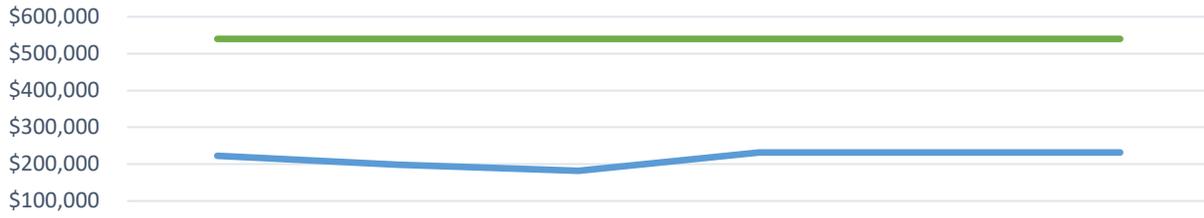
Occupancy



The occupancy rate of our entire portfolio of public housing units is only 1% point below HUD’s expectation of 97%. The most significant fluctuation in occupancy rate is Century Terrace, primarily caused by the size of the building, which holds 119 units of public housing.

Finances

Operating Reserve Dashboard 2019



	Jan	Feb	Mar	Apr	May	Jun
2019	\$222,614	\$198,048	\$181,671	\$231,429	\$231,429	\$231,429
Target	\$540,000	\$540,000	\$540,000	\$540,000	\$540,000	\$540,000

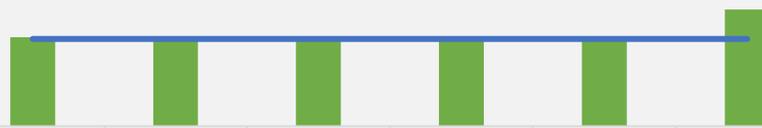
Rental Income 2019



	Jan	Feb	Mar	Apr	May	Jun
HDS Projection	\$49,636	\$49,179	\$50,311	\$50,311	\$50,047	\$49,509
Actual	\$49,636	\$49,188	\$50,311	\$50,392	\$50,061	\$49,509
Budgeted	\$44,583	\$44,583	\$44,583	\$44,583	\$44,583	\$44,583

■ HDS Projection
 ■ Actual
 ● Budgeted

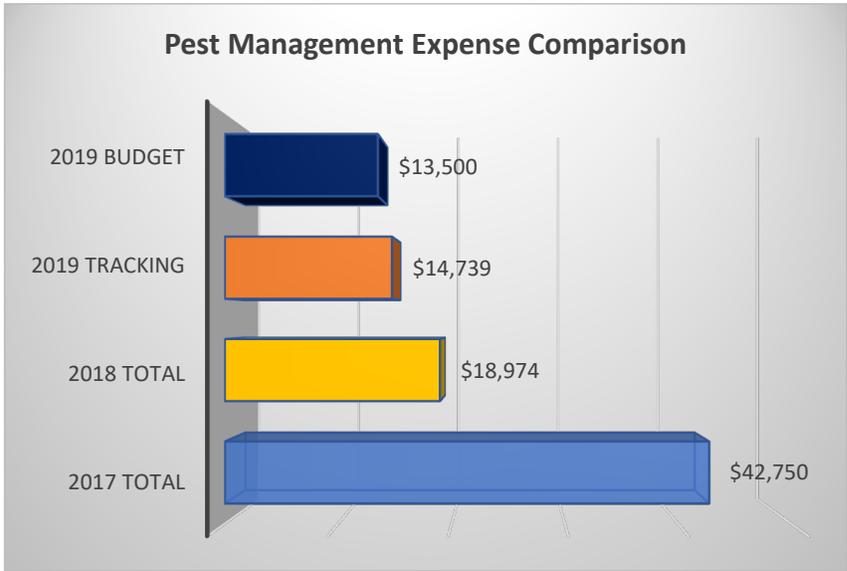
Operating Subsidy 2019



	Jan	Feb	Mar	Apr	May	Jun
Actual	\$44,494	\$44,494	\$43,423	\$43,423	\$43,423	\$58,329
Budgeted	\$43,642	\$43,642	\$43,642	\$43,642	\$43,642	\$43,642

The general operating budget of the CMHC is doing very well as of June 30, 2019. The June 30 month end HUD Net Income [Loss] was \$22,911.24, and the Year-to-date HUD Net Income [Loss] was \$110,671.75. CMHC is in the strongest financial position it has been in for several years.

Finances – Pest Management



Pest management continues to be the most substantial expense variable in our operating budget. As of July 31, we are \$1,239 over the \$13,500 budgeted for pest management in 2019. Bedbug treatment and management represent 82% of the \$14,739. Thus far in 2019, we have had 11 heat treatments for bedbug elimination, all of which were at Century Terrace. Several of the heat treatments at Century Terrace were repeats.

RAD Conversion Project Update

A Notice of Termination of Contract Negotiations was sent to the Hollander Development Corporation [HDC] on July 19, 2019. The Notice of Termination states the grounds for the termination as:

As you are aware, submission of an application for allocation of 9% Low Income Housing Tax Credits (LIHTC) in the October 2019 funding round is a material term of the RFQ. HDC notified CMHC via e-mail dated July 17, 2019 that HDC no longer plans to submit any such application. To the contrary, HDC has stated that it intends to use the coming months to evaluate whether it remains committed to carry out the activities contemplated under the RFQ.

RFQ 18001 provided an opportunity for HDC to appeal CMHC's decision to termination negotiations, which they did twice

- July 26, 2019
- August 1, 2019

CMHC responded to both appeal letters on August 5, 2019. The opportunity for HDC to continue appeal efforts expired on August 12, 2019. No further appeals were received from HDC by the expiration date of the appeal period.

The failure of HDC to submit an application for the required market study to MSHDA by the due date of July 15, 2019 meant that we were no longer able to submit a LIHTC application for October 1, 2019. The commitment letter from HUD requires that we submit a LIHTC application at the October 1, 2019 application round. We are working with our RAD Coach to determine if we are able to extend the current commitment from HUD to the April 1, 2020 submission round or if we must submit a new application for the RAD program.

While we await direction from HUD concerning our RAD commitment from HUD, we are moving forward with the overall project plan. Federal procurement regulations, the CMHC Procurement Policy, and RFQ 18001 permit us to open negotiations with the responsive proposer with the next highest score on the submitted proposer. The proposer that meets those qualifications is the Commonwealth Development Corporation of American [CDCA]. Resolution 2019-06 authorizes the negotiations and development of a contract with CDCA.

Resolutions for Consideration

Resolution No.	Consent Agenda	Resolution Title	Resolution Attachments	Executive Director Discussion & Recommendations
2019-05	Yes	Write off of doubtful accounts August 2019	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • <i>Note – The names of program participants with debts owed to the Housing Commission have been redacted as required by the Federal Privacy Act.</i> • Write off of doubtful accounts occurs twice a year, July/August and December. As an ordinary course of business, the Executive Director has placed this resolution on the Consent Agenda • <i>Recommendation – Approve</i>
2019-06	No	Authorization to Negotiate and Execute Contract for RAD Development Partner	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • As previously noted, CMHC terminated contract negotiations with the Hollander Development Corporation, leaving us without a Developer Partner. Federal Procurement Regulations, the CMHC Procurement Policy, and RFQ 180001 allows us to begin negotiations with the second-highest scoring responsive proposer. • Commonwealth Development Corporation of America is the second-highest responsive proposer to RFQ 18001. • The resolution allows the Executive Director/Contract Officer to negotiate a contract with the Commonwealth Development Corporation of America, and when complete, to execute the contract. • <i>Recommendation – Approve</i>

Notices and General Information

Important Upcoming Dates:

- Regular Commission Meeting
September 24, 2019, 4:00 PM
Harborview Community Room