



City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Tuesday, November 19, 2019
Worksession
Community Room – Harborview
4:00 PM

1. Call to Order/Roll Call ¹
 2. Presentation by Staff of the 2020 Operating Budgets for
 - a. Public Housing
 - b. Domestic Violence Grant Program Home
 3. Commissioner Discussion and Questions
 4. Adjournment of the Worksession
-

1. Call to Order – November 19, 2019, Regular Commission Meeting
2. Amendments to Agenda
3. Public Comments on Agenda Related Items

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

4. Consent Agenda

Agenda items marked with an [] are on the consent agenda and considered by the Executive Director to be routine matters. Prior to approval of the Consent Agenda Commissioners may remove an item from the Consent Agenda. Items removed from the consent agenda will come before the Commissioners, as stated on the agenda.*

Consent Agenda items include:

- a. Approval of Minutes
 - i. Regular Meeting – October 15, 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 August 31, 2019

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

- 2. Public Housing Bank Reconciliation August 31, 2019
- 3. Public Housing Current Year vs. Prior Year August 31, 2019
- ii. Domestic Violence Grant Program*
 - 1. Domestic Violence Grant Program Financial Statement August 31, 2019
 - 2. Domestic Violence Bank Reconciliation August 31, 2019
- iii. Security Deposits Reconciliation*
 - 1. Security Deposit Reconciliation August 31, 2019

c. Resolutions

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

- i. *No Resolutions on Consent Agenda**

5. Old Business

- a. *None*

6. New Business

- a. Resolution 2019-11 Adoption of the Utility Allowance Payment Processing Policy

7. Reports and Communications

- a. Executive Director Report
 - i. *At this time the Executive Director may review or highlight an item or items from the Executive Director Report – No printed report available for this meeting*
- 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
December 17, 2019, 4:00 PM
Harborview Community Room



City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

**Meeting Minutes
October 15, 2019
Regular Meeting with Public Hearing**

Meeting Start Time: 4:01 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Housing Commission Staff Present:

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

Others Present:

- None

Public Hearing on the 2020 Annual Plan:

- There were no members of the general public present for the public hearing
- The City of Manistee Housing Commission received no written comments from the general public before the public hearing

Amendments to the Agenda:

- None

DRAFT

Consent Agenda:

- A. Approval of Minutes
 - i. Regular Meeting – September 24, 2019

Consent Agenda	Motioned 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Old Business:

- None

New Business:

Resolution # 2019-11	Title: Adoption of the 2020 Annual Plan			Motion By: Vice-President Parkes	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Communications:

- None received

Public Comment:

- None

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Meeting Adjourned

Adjournment Time: 4:30 PM			Motion By: Vice-President Parkes		Second By: Treasurer McDougall	
Commissioner	Yes	No	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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 type="checkbox"/>	<input checked="" 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 August 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 IDENTIFYING INFORMATION
OF CURRENT AND PAST PROGRAM PARTICIPANTS
HAS BEEN REDACTED

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

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$	484,794.20
1111.3 - HRA Account		9,165.22
1111.4 - Money Market Savings		55,556.10
1117 - Petty Cash Fund		250.00
1118 - Change Fund		50.00
		<hr/>

Total Cash 549,815.52

Receivables

1122 - Tenants Accounts Receivable	3,674.36
1122.1 - Allowance for Doubtful Accounts-TAR	(6,817.26)
1129 - Accounts Receivable-Other	2,521.50
	<hr/>

Total Receivables (621.40)

Other Current Assets

1211 - Prepaid Insurance	11,275.81
	<hr/>

Total Other Current Assets 11,275.81

TOTAL CURRENT ASSETS 560,469.93

NONCURRENT ASSETS

Fixed Assets

1400 - Construction in Progress-CFP	6,185.17
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	272,471.30
1400.9 - Furn., Equip., Mach.-Admin	327,933.06
1400.95 - Accumulated Depreciation-ALL	(8,678,964.32)
	<hr/>

Total Fixed Assets 2,477,318.88

Other Noncurrent Assets

1701 - Deferred Outflows	17,747.96
	<hr/>

Total Other Noncurrent Assets 17,747.96

TOTAL NONCURRENT ASSETS 2,495,066.84

TOTAL ASSETS \$ 3,055,536.77

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

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2111 - Vendors and Contractors	\$	37,752.73
2114 - Tenant Security Deposits		50,593.00
2117.12 - FSA Withheld		(222.70)
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		1,977.63
2117.6 - PAC Withheld		3.00
2117.9 - Union Dues Withheld		65.04
2119.2 - Interfund Payable - DVG		935.90
2131 - EPC Loan - Current		15,243.58
2133 - Capital Lease - 2016 F250 - Current		1,764.59
2134 - Capital Lease - 2019 F250 - Current		1,595.00
2135 - Accrued Wages/Payroll Taxes Payable		7,165.09
2135.1 - Accrued Comp. Absences-Current		24,696.77
2137 - Payments in Lieu of Taxes		21,920.00
Total Current Liabilities		<u>164,438.96</u>

Noncurrent Liabilities

2132 - EPC Loan - Noncurrent	1,020,616.92
2135.3 - Accrued Comp. Absences-Non Current	13,536.18
2138 - Net Pension Liability	7,748.00
2139 - Capital Lease - 2016 F250 - Non Current	6,937.76
2140 - Capital Lease - 2019 F250 - Non Current	25,650.45
2701 - Deferred Inflows	10,600.00
Total Noncurrent Liabilities	<u>1,085,089.31</u>

TOTAL LIABILITIES

1,249,528.27

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	372,714.92
2820.01 - HUD Operating Reserve-Contra	(372,714.92)
Current Year Profit/Loss - Public Housing/CFP	21,175.52
Total Unrestricted Net Assets	<u>252,604.19</u>

TOTAL EQUITY

1,806,008.50

TOTAL LIABILITIES/EQUITY

\$ 3,055,536.77

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2019

	1 Month Ended	8 Months Ended	BUDGET	VARIANCE
	<u>August 31, 2019</u>	<u>August 31, 2019</u>		
Operating Revenue				
Tenant Rental Revenue				
3110 - Dwelling Rental Revenue	\$ 50,348.00	\$ 400,139.00	\$ 535,000	\$ 134,861.00
3120 - Tenant Revenue - Excess Utilities	695.12	3,793.26	8,000	4,206.74
3689 - Tenant Revenue - Cable TV	0.00	5,410.00	11,952	6,542.00
3690 - Tenant Revenue - Other	4,645.00	25,253.99	34,500	9,246.01
Total Tenant Rental Revenue	<u>55,688.12</u>	<u>434,596.25</u>	<u>589,452</u>	<u>154,855.75</u>
HUD PHA Grant Revenue				
3401.1 - Operating Grants	0.00	65,986.80	65,986	(0.80)
3401.2 - Operating Subsidy	75,289.83	428,163.16	523,707	95,543.84
Total HUD PHA Grant Revenue	<u>75,289.83</u>	<u>494,149.96</u>	<u>589,693</u>	<u>95,543.04</u>
Other Revenue				
3610 - Interest Income	118.35	751.81	1,100	348.19
3690.1 - Other Revenue	0.00	1,029.86	3,000	1,970.14
3690.2 - Gain/Loss-Sale of Fixed Assets	0.00	7,250.00	0	(7,250.00)
3690.4 - Laundry Revenue	878.60	8,845.98	11,350	2,504.02
3690.6 - Fraud Recovery Revenue	0.00	1,237.08	2,000	762.92
3690.7 - Management Fee - DVG	833.00	6,664.00	10,000	3,336.00
Total Other Revenue	<u>1,829.95</u>	<u>25,778.73</u>	<u>27,450</u>	<u>1,671.27</u>
Total Operating Revenue	<u>132,807.90</u>	<u>954,524.94</u>	<u>1,206,595</u>	<u>252,070.06</u>
Operating Expenses				
Administration				
4110 - Administrative Wages	20,646.05	123,552.12	157,910	34,357.88
4130 - Legal Expense	1,449.23	3,968.59	15,000	11,031.41
4140 - Staff Training	(120.00)	0.00	1,200	1,200.00
4150 - Travel Expense	8.00	8.00	0	(8.00)
4170 - Accounting Fees	686.88	6,237.54	9,600	3,362.46
4171 - Auditing	0.00	0.00	8,760	8,760.00
4182 - Employee Benefits - Admin	7,038.71	58,170.38	68,492	10,321.62
4185 - Telephone	2,665.55	15,206.82	17,200	1,993.18
4190.1 - Publications	0.00	1,193.95	1,400	206.05
4190.2 - Membership Dues and Fees	370.00	2,301.50	1,600	(701.50)
4190.3 - Admin Service Contracts	2,636.01	26,363.15	58,000	31,636.85
4190.4 - Office Supplies	707.42	7,087.33	8,400	1,312.67
4190.5 - Other Sundry-Misc.	2,227.06	4,270.53	16,800	12,529.47
Total Administration	<u>38,314.91</u>	<u>248,359.91</u>	<u>364,362</u>	<u>116,002.09</u>
Tenant Services				
4220 - Rec., Pub., & Other Services	0.00	0.00	50	50.00
4221 - Resident Employee Stipend	550.00	4,400.00	6,600	2,200.00
4230 - Contract Costs-Cable & Other	0.00	11,136.77	11,952	815.23
Total Tenant Services	<u>550.00</u>	<u>15,536.77</u>	<u>18,602</u>	<u>3,065.23</u>

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2019

	1 Month Ended	8 Months Ended	<u>BUDGET</u>	<u>VARIANCE</u>
	<u>August 31, 2019</u>	<u>August 31, 2019</u>		
Utilities				
4310 - Water & Sewer	5,044.87	36,416.29	58,800	22,383.71
4320 - Electricity	7,631.04	77,665.92	111,000	33,334.08
4330 - Gas	1,184.89	22,223.46	35,000	12,776.54
Total Utilities	<u>13,860.80</u>	<u>136,305.67</u>	<u>204,800</u>	<u>68,494.33</u>
Ordinary Maint. & Operations				
4410 - Maintenance Wages	12,314.74	73,406.61	102,080	28,673.39
4420 - Materials	5,087.40	24,060.04	50,000	25,939.96
4430.01 - Garbage Removal	1,508.72	11,825.01	20,000	8,174.99
4430.02 - Heating & Cooling Contracts	1,792.34	8,848.19	18,000	9,151.81
4430.03 - Snow Removal Contracts	0.00	47.79	100	52.21
4430.04 - Elevator Contracts	0.00	13,087.96	15,000	1,912.04
4430.05 - Landscape & Grounds Contracts	0.00	700.00	5,000	4,300.00
4430.06 - Unit Turnaround Contracts	646.00	1,938.00	10,000	8,062.00
4430.07 - Electrical Contracts	0.00	1,667.15	2,500	832.85
4430.08 - Plumbing Contracts	0.00	1,325.00	3,000	1,675.00
4430.09 - Extermination Contracts	566.00	15,305.00	13,500	(1,805.00)
4430.11 - Routine Maintenance Contracts	0.00	2,828.03	4,800	1,971.97
4430.12 - Miscellaneous Contracts	302.45	3,439.97	8,000	4,560.03
4433 - Employee Benefits - Maint.	5,404.49	46,385.19	57,790	11,404.81
4440 - Staff Training-Maintenance	0.00	0.00	1,000	1,000.00
Total Ordinary Maint. & Oper	<u>27,622.14</u>	<u>204,863.94</u>	<u>310,770</u>	<u>105,906.06</u>
General Expense				
4510 - Insurance	4,943.99	58,229.67	91,100	32,870.33
4520 - Payment in Lieu of Taxes	2,740.00	21,920.00	32,867	10,947.00
4550 - Compensated Absences	0.00	0.00	1,200	1,200.00
4570 - Collection Losses	12,425.13	12,560.27	16,800	4,239.73
4580 - Interest Expense	5,293.86	44,998.36	66,845	21,846.64
Total General Expense	<u>25,402.98</u>	<u>137,708.30</u>	<u>208,812</u>	<u>71,103.70</u>
Total Routine Operating Expenses	<u>105,750.83</u>	<u>742,774.59</u>	<u>1,107,346</u>	<u>364,571.41</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>105,750.83</u>	<u>742,774.59</u>	<u>1,107,346</u>	<u>364,571.41</u>
Operating Income (Loss)	<u>27,057.07</u>	<u>211,750.35</u>	<u>99,249</u>	<u>(112,501.35)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	24,595.00	196,760.00	0	(196,760.00)
Total Depreciation Expense	<u>24,595.00</u>	<u>196,760.00</u>	<u>0</u>	<u>(196,760.00)</u>

**Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2019**

	1 Month Ended	8 Months Ended		
	<u>August 31, 2019</u>	<u>August 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	4,129.54	28,188.15	43,432	15,243.85
7511 - Principal Payments - 2016 F250	435.72	3,426.15	5,191	1,764.85
7512 - Principal Payments - 2019 F250	537.55	537.55	0	(537.55)
7520 - Replacement of Equipment	0.00	3,594.00	5,000	1,406.00
7530 - Cash Proceeds-Sale of Equipment	0.00	(7,250.00)	0	7,250.00
7540 - Betterments and Additions	34,332.00	34,718.25	0	(34,718.25)
7590 - Operating Expenditures-Contra	(39,434.81)	(63,214.10)	(53,623)	9,591.10
Total Capital Expenditures	0.00	0.00	0	0.00
Other Financial Items				
Total Other Financial Items	0.00	0.00	0	0.00
HUD Net Income (Loss)	<u>\$ (12,377.74)</u>	<u>\$ 141,286.25</u>	<u>\$ 45,626</u>	<u>\$ (95,660.25)</u>
GAAP Net Income (Loss)	<u>\$ 2,462.07</u>	<u>\$ 14,990.35</u>		

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

**Manistee Housing Commission
Capital Fund 501-17
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2019**

	1 Month Ended	8 Months Ended
1017	<u>August 31, 2019</u>	<u>August 31, 2019</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.1 - Operating Grants	0.00	22,290.50
3401.3 - Capital Grants	2,319.00	4,220.40
Total HUD PHA GRANTS	2,319.00	26,510.90
Total Operating Income	2,319.00	26,510.90
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)	2,319.00	4,220.40

**Manistee Housing Commission
Capital Fund 501-18
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2019**

	1 Month Ended	8 Months Ended
1018	<u>August 31, 2019</u>	<u>August 31, 2019</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.1 - Operating Grants	38,762.13	47,835.13
3401.3 - Capital Grants	724.00	1,964.77
Total HUD PHA GRANTS	39,486.13	49,799.90
Total Operating Income	39,486.13	49,799.90
Operating Expenses		
Administration		
4130 - Legal Expense	8,350.50	26,079.50
4190.3 - Admin Service Contracts	7,520.35	20,957.35
4190.5 - Other Sundry-Misc.	798.28	798.28
Total Administration	16,669.13	47,835.13
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	16,669.13	47,835.13
Net Income/(Loss)	22,817.00	1,964.77

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

**Manistee Housing Commission
Capital Fund 501-19
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2019**

	1 Month Ended	8 Months Ended
1019	<u>August 31, 2019</u>	<u>August 31, 2019</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Total Operating Income	0.00	0.00
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	0.00	0.00
Net Income/(Loss)	0.00	0.00

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Manistee Housing Commission
Capital Fund 501-17

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-17 **1517**	August 31, 2019	August 31, 2019		
Administration				
1406 - Operations	\$ 0.00	\$ 42,399.00	\$ 42,399.00	\$ 0.00
1408 - Management Improvement	0.00	25,439.76	25,439.76	0.00
1410 - Administration	0.00	21,199.00	21,199.00	0.00
Total Administration	<u>0.00</u>	<u>89,037.76</u>	<u>89,037.76</u>	<u>0.00</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	2,319.00	79,675.08	112,490.24	32,815.16
Total Dwelling Structures	<u>2,319.00</u>	<u>79,675.08</u>	<u>112,490.24</u>	<u>32,815.16</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>\$ 2,319.00</u>	<u>\$ 183,712.84</u>	<u>\$ 216,528.00</u>	<u>\$ 32,815.16</u>
1600 - CFP Funding	<u>2,319.00</u>	<u>183,712.84</u>	<u>216,528.00</u>	<u>32,815.16</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**	August 31, 2019	August 31, 2019		
Administration				
1406 - Operations	\$ 0.00	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	1,699.63	3,099.63	32,993.40	29,893.77
1410 - Administration	0.00	1,240.77	32,993.40	31,752.63
Total Administration	<u>1,699.63</u>	<u>70,327.20</u>	<u>131,973.60</u>	<u>61,646.40</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	15,693.50	45,459.50	197,960.40	152,500.90
Total General Capital Activity	<u>15,693.50</u>	<u>45,459.50</u>	<u>197,960.40</u>	<u>152,500.90</u>
Total Capital Funds Expended	<u>\$ 17,393.13</u>	<u>\$ 115,786.70</u>	<u>\$ 329,934.00</u>	<u>\$ 214,147.30</u>
1600 - CFP Funding	<u>39,486.13</u>	<u>115,786.70</u>	<u>329,934.00</u>	<u>214,147.30</u>
Over/(Under) Funding	<u>\$ 22,093.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

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Manistee Housing Commission
Capital Fund 501-19

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-19 **1519**	August 31, 2019	August 31, 2019		
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	0.00	0.00	32,230.00	32,230.00
Total Administration	<u>0.00</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	193,469.20	193,469.20
Total General Capital Activity	<u>0.00</u>	<u>0.00</u>	<u>193,469.20</u>	<u>193,469.20</u>
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 65,986.80</u>	<u>\$ 323,916.00</u>	<u>\$ 257,929.20</u>
1600 - CFP Funding	<u>0.00</u>	<u>65,986.80</u>	<u>323,916.00</u>	<u>257,929.20</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

August 1, 2019 - August 31, 2019

Date	Reference	Account	Description	Amount
08/01/19	1011	10011111.4	Manistee Housing Commission	(275.31)
08/01/19	1011	10011111.2	Manistee Housing Commission	275.31
08/01/19	10146	10011111.2	Alerus Retirement Solutions	(157.23)
08/01/19	10146	10012117.15	Alerus Retirement Solutions	107.90
08/01/19	10146	10012117.16	Alerus Retirement Solutions	49.33
08/01/19	10147	10011111.2	Alerus Retirement Solutions	(157.23)
08/01/19	10147	10012117.15	Alerus Retirement Solutions	107.90
08/01/19	10147	10012117.16	Alerus Retirement Solutions	49.33
08/01/19	10148	10011111.2	Alerus Retirement Solutions	(50.00)
08/01/19	10148	10012117.13	Alerus Retirement Solutions	50.00
08/01/19	10149	10011111.2	Alerus Retirement Solutions	(50.00)
08/01/19	10149	10012117.13	Alerus Retirement Solutions	50.00
08/01/19	10150	10011111.2	██████████	(92.00)
08/01/19	10150	10012114	██████████	92.00
08/01/19	10151	10011111.2	██████████	(40.00)
08/01/19	10151	10011122	██████████	40.00
08/01/19	10152	10011111.2	AT & T Long Distance	(1,001.89)
08/01/19	10152	10014185	AT & T Long Distance	1,001.89
08/01/19	10153	10011111.2	AT & T Mobility	(467.33)
08/01/19	10153	10014185	AT & T Mobility	467.33
08/01/19	10154	10011111.2	Blarney Castle Fleet Program	(127.70)
08/01/19	10154	10014420	Blarney Castle Fleet Program	127.70
08/01/19	10155	10011111.2	Byline Bank	(9,378.09)
08/01/19	10155	10012131	Byline Bank	4,129.54
08/01/19	10155	10014580	Byline Bank	5,248.55
08/01/19	10155	10017510	Byline Bank	4,129.54
08/01/19	10155	10017590	Byline Bank	(4,129.54)
08/01/19	10156	10011111.2	Cadillac Plgb. & Htg. Supply Co., Inc.	(384.85)
08/01/19	10156	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	384.85
08/01/19	10157	10011111.2	Charter Business	(125.18)
08/01/19	10157	10014185	Charter Business	125.18
08/01/19	10158	10011111.2	City of Manistee	(5,044.87)
08/01/19	10158	10014310	City of Manistee	5,044.87
08/01/19	10159	10011111.2	Consumers Energy	(5,413.87)
08/01/19	10159	10014320	Consumers Energy	5,413.87
08/01/19	10160	10011111.2	DTE Energy	(1,184.89)
08/01/19	10160	10014330	DTE Energy	1,184.89
08/01/19	10161	10011111.2	Ford Credit	(481.03)
08/01/19	10161	10012133	Ford Credit	435.72
08/01/19	10161	10014580	Ford Credit	45.31
08/01/19	10161	10017511	Ford Credit	435.72

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Manistee Housing Commission

Cash Disbursements Journal

August 1, 2019 - August 31, 2019

Date	Reference	Account	Description	Amount
08/01/19	10161	10017590	Ford Credit	(435.72)
08/01/19	10162	10011111.2	Grand Rental Station	(549.00)
08/01/19	10162	10011400.9	Grand Rental Station	549.00
08/01/19	10162	10017540	Grand Rental Station	549.00
08/01/19	10162	10017590	Grand Rental Station	(549.00)
08/01/19	10163	10011111.2	Haglund's Floor Covering	(646.00)
08/01/19	10163	10014430.06	Haglund's Floor Covering	646.00
08/01/19	10164	10011111.2	HD Supply Facilities Mtce	(135.69)
08/01/19	10164	10014420	HD Supply Facilities Mtce	135.69
08/01/19	10165	10011111.2	Kushner & Company	(50.00)
08/01/19	10165	10014190.3	Kushner & Company	50.00
08/01/19	10166	10011111.2	Ludington Paint & Glass	(571.80)
08/01/19	10166	10014420	Ludington Paint & Glass	571.80
08/01/19	10167	10011111.2	Mika Meyers PLC	(1,449.23)
08/01/19	10167	10014130	Mika Meyers PLC	1,449.23
08/01/19	10168	10011111.2	Michigan NAHRO	(45.00)
08/01/19	10168	10014190.2	Michigan NAHRO	45.00
08/01/19	10169	10011111.2	NCRC NAHRO	(75.00)
08/01/19	10169	10014190.2	NCRC NAHRO	75.00
08/01/19	10170	10011111.2	Next IT	(1,575.10)
08/01/19	10170	10014190.3	Next IT	1,400.00
08/01/19	10170	10014190.5	Next IT	175.10
08/01/19	10171	10011111.2	The PI Company	(20.35)
08/01/19	10171	10014190.5	The PI Company	20.35
08/01/19	10172	10011111.2	PNC Bank	(1,691.51)
08/01/19	10172	10014190.3	PNC Bank	140.00
08/01/19	10172	10014190.2	PNC Bank	250.00
08/01/19	10172	10014190.5	PNC Bank	1,301.51
08/01/19	10173	10011111.2	Principal Financial Group	(1,408.64)
08/01/19	10173	10014182	Principal Financial Group	804.78
08/01/19	10173	10014433	Principal Financial Group	603.86
08/01/19	10174	10011111.2	Reno & Cavanaugh PLLC	(8,350.50)
08/01/19	10174	10184130	Reno & Cavanaugh PLLC	8,350.50
08/01/19	10174	15181480	Reno & Cavanaugh PLLC	8,350.50
08/01/19	10174	15189800	Reno & Cavanaugh PLLC	(8,350.50)
08/01/19	10175	10011111.2	Republic Services	(427.75)
08/01/19	10175	10014430.01	Republic Services	427.75
08/01/19	10176	10011111.2	Siemens	(7,343.00)
08/01/19	10176	10184190.3	Siemens	7,343.00
08/01/19	10176	15181480	Siemens	7,343.00
08/01/19	10176	15189800	Siemens	(7,343.00)
08/01/19	10177	10011111.2	Staples	(177.50)

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Manistee Housing Commission

Cash Disbursements Journal

August 1, 2019 - August 31, 2019

Date	Reference	Account	Description	Amount
08/01/19	10177	10014190.4	Staples	177.50
08/01/19	10178	10011111.2	Straight Fence	(2,319.00)
08/01/19	10178	10011400	Straight Fence	2,319.00
08/01/19	10178	15171460	Straight Fence	2,319.00
08/01/19	10178	15179800	Straight Fence	(2,319.00)
08/01/19	10179	10011111.2	Sun Life Financial	(629.51)
08/01/19	10179	10014182	Sun Life Financial	394.96
08/01/19	10179	10014433	Sun Life Financial	234.55
08/01/19	10180	10011111.2	US Bank Equipment Finance	(663.51)
08/01/19	10180	10014190.3	US Bank Equipment Finance	663.51
08/01/19	10181	10011111.2	VSP	(269.16)
08/01/19	10181	10014182	VSP	145.29
08/01/19	10181	10014433	VSP	123.87
08/01/19	10182	10011111.2	██████████	(100.00)
08/01/19	10182	10014221	██████████	100.00
08/01/19	10183	10011111.2	██████████	(200.00)
08/01/19	10183	10014221	██████████	200.00
08/01/19	10184	10011111.2	██████████	(50.00)
08/01/19	10184	10014221	██████████	50.00
08/01/19	10185	10011111.2	██████████	(200.00)
08/01/19	10185	10014221	██████████	200.00
08/01/19	10186	10011111.2	Staples	(63.97)
08/01/19	10186	10014190.4	Staples	63.97
08/07/19	13303	10011111.2	CMHC - West Shore FSA	(303.47)
08/07/19	13303	10011111.3	CMHC - West Shore FSA	303.47
08/07/19	13304	10011111.2	United Steel Workers of America	(3.00)
08/07/19	13304	10012117.6	United Steel Workers of America	3.00
08/07/19	13305	10011111.2	United Steel Workers of America	(65.26)
08/07/19	13305	10012117.9	United Steel Workers of America	65.26
08/15/19	10187	10011111.2	AT & T	(1,071.15)
08/15/19	10187	10014185	AT & T	1,071.15
08/15/19	10188	10011111.2	Auto Value	(28.69)
08/15/19	10188	10014420	Auto Value	28.69
08/15/19	10189	10011111.2	Automatic Door Service	(302.45)
08/15/19	10189	10014430.12	Automatic Door Service	302.45
08/15/19	10190	10011111.2	Blarney Castle Fleet Program	(120.53)
08/15/19	10190	10014420	Blarney Castle Fleet Program	120.53
08/15/19	10191	10011111.2	Brian's Auto Parts, Inc.	(6,000.00)
08/15/19	10191	10011400.9	Brian's Auto Parts, Inc.	6,000.00
08/15/19	10191	10017540	Brian's Auto Parts, Inc.	6,000.00
08/15/19	10191	10017590	Brian's Auto Parts, Inc.	(6,000.00)

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Manistee Housing Commission

Cash Disbursements Journal

August 1, 2019 - August 31, 2019

Date	Reference	Account	Description	Amount
08/15/19	10192	10011111.2	CDM Mobile Shredding, Inc.	(45.00)
08/15/19	10192	10014190.3	CDM Mobile Shredding, Inc.	45.00
08/15/19	10193	10011111.2	Consumers Energy	(2,217.17)
08/15/19	10193	10014320	Consumers Energy	2,217.17
08/15/19	10194	10011111.2	Custom Sheet Metal & Heating	(1,792.34)
08/15/19	10194	10014430.02	Custom Sheet Metal & Heating	1,792.34
08/15/19	10195	10011111.2	Fastenal Company	(1,733.85)
08/15/19	10195	10014420	Fastenal Company	1,733.85
08/15/19	10196	10011111.2	Griffin Pest Solutions	(566.00)
08/15/19	10196	10014430.09	Griffin Pest Solutions	566.00
08/15/19	10197	10011111.2	HDS, LLC	(135.00)
08/15/19	10197	10014190.3	HDS, LLC	135.00
08/15/19	10198	10011111.2	HD Supply Facilities Mtce	(1,737.17)
08/15/19	10198	10014420	HD Supply Facilities Mtce	1,737.17
08/15/19	10199	10011111.2	H.A.A.S., Inc.	(686.88)
08/15/19	10199	10014170	H.A.A.S., Inc.	686.88
08/15/19	10200	10011111.2	Housing Insurance Services, Inc.	(8,056.00)
08/15/19	10200	10011211	Housing Insurance Services, Inc.	8,056.00
08/15/19	10201	10011111.2	Kushner & Company	(50.00)
08/15/19	10201	10014190.3	Kushner & Company	50.00
08/15/19	10202	10011111.2	Laser Printer Technologies	(356.00)
08/15/19	10202	10014190.4	Laser Printer Technologies	356.00
08/15/19	10203	10011111.2	McCardel Water Conditioning	(32.50)
08/15/19	10203	10014190.5	McCardel Water Conditioning	32.50
08/15/19	10204	10011111.2	The Nelrod Company	(62.60)
08/15/19	10204	10014190.5	The Nelrod Company	62.60
08/15/19	10205	10011111.2	Next IT	(1,699.63)
08/15/19	10205	10184190.3	Next IT	177.35
08/15/19	10205	10184190.5	Next IT	798.28
08/15/19	10205	10011400	Next IT	724.00
08/15/19	10205	15181408	Next IT	1,699.63
08/15/19	10205	15189800	Next IT	(1,699.63)
08/15/19	10206	10011111.2	Olson Lumber Company	(89.90)
08/15/19	10206	10014420	Olson Lumber Company	89.90
08/15/19	10207	10011111.2	The Pioneer Group	(635.00)
08/15/19	10207	10014190.5	The Pioneer Group	635.00
08/15/19	10208	10011111.2	Republic Services	(1,080.97)
08/15/19	10208	10014430.01	Republic Services	1,080.97
08/15/19	10209	10011111.2	Staples	(109.95)
08/15/19	10209	10014190.4	Staples	109.95

Manistee Housing Commission

Cash Disbursements Journal

August 1, 2019 - August 31, 2019

Date	Reference	Account	Description	Amount
08/15/19	10210	10011111.2	Wahr Hardware, Inc.	(157.22)
08/15/19	10210	10014420	Wahr Hardware, Inc.	157.22
08/15/19	10211	10011111.2	██████████	(161.00)
08/15/19	10211	10012114	██████████	161.00
08/15/19	10212	10011111.2	Alerus Retirement Solutions	(157.23)
08/15/19	10212	10012117.15	Alerus Retirement Solutions	107.90
08/15/19	10212	10012117.16	Alerus Retirement Solutions	49.33
08/15/19	10213	10011111.2	Alerus Retirement Solutions	(50.00)
08/15/19	10213	10012117.13	Alerus Retirement Solutions	50.00
08/15/19	10214	10011111.2	Manistee Housing Commission	(1,477.56)
08/15/19	10214	10011111.4	Manistee Housing Commission	1,477.56
08/21/19	13306	10011111.2	CMHC - West Shore FSA	(303.47)
08/21/19	13306	10011111.3	CMHC - West Shore FSA	303.47
08/21/19	13307	10011111.2	United Steel Workers of America	(63.57)
08/21/19	13307	10012117.9	United Steel Workers of America	63.57
08/27/19	10215	10011111.2	Ford Motor Credit	(537.55)
08/27/19	10215	10012134	Ford Motor Credit	537.55
08/27/19	10215	10017512	Ford Motor Credit	537.55
08/27/19	10215	10017590	Ford Motor Credit	(537.55)
08/27/19	10215	10011400.9	Ford Motor Credit	27,783.00
08/27/19	10215	10017540	Ford Motor Credit	27,783.00
08/27/19	10215	10017590	Ford Motor Credit	(27,783.00)
08/27/19	10215	10012134	Ford Motor Credit	(2,132.55)
08/27/19	10215	10012140	Ford Motor Credit	(25,650.45)
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

Cash Receipts Journal

August 1, 2019 - August 31, 2019

Date	Reference	Account	Description	Amount
08/31/19	135	10011111.2	August Cash Receipts	53,870.14
08/31/19	135	10011111.2	August Cash Receipts	1,044.00
08/31/19	135	10011122	August TAR Collections	(51,509.54)
08/31/19	135	10012114	August Security Deposit Collections	(275.00)
08/31/19	135	10014140	Refund for Cancelled LITHC Training	(120.00)
08/31/19	135	10013690.7	Management Fee Income - DVG	(833.00)
08/31/19	135	10014510	Refund - Housing Insurance Services	(193.00)
08/31/19	135	10013690.4	Laundry Income	(878.60)
08/31/19	135	10011129	Restitution - Walsh	(10.00)
08/31/19	135	10011122.1	August Bad Debt Collections	(1,095.00)
08/31/19	136	10011111.2	Operating Subsidy	75,289.83
08/31/19	136	10013401.2	Operating Subsidy	(75,289.83)
08/31/19	137	10011111.2	2018 CFP Grant	37,786.50
08/31/19	137	10183401.1	2018 CFP Grant	(37,786.50)
08/31/19	137	15181600	2018 CFP Grant	37,786.50
08/31/19	137	15181699	2018 CFP Grant	(37,786.50)
08/31/19	138	10011111.2	2017 CFP Grant	2,319.00
08/31/19	138	10173401.3	2017 CFP Grant	(2,319.00)
08/31/19	138	15171600	2017 CFP Grant	2,319.00
08/31/19	138	15171699	2017 CFP Grant	(2,319.00)
08/31/19	139	10011111.2	2018 CFP Grant	1,699.63
08/31/19	139	10183401.1	2018 CFP Grant	(975.63)
08/31/19	139	10183401.3	2018 CFP Grant	(724.00)
08/31/19	139	15181600	2018 CFP Grant	1,699.63
08/31/19	139	15181699	2018 CFP Grant	(1,699.63)
08/31/19	140	10011111.2	NOW/Sweep Interest	105.41
08/31/19	140	10011111.3	HRA Interest	0.57
08/31/19	140	10011111.4	MM Savings Interest	12.37
08/31/19	140	10013610	Interest Income - August	(118.35)
Transaction Balance				<u>0.00</u>

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

Manistee Housing Commission

Journal Entry Journal

August 1, 2019 - August 31, 2019

Date	Reference	Account	Description	Amount
08/31/19	326	10011122	To record charges to tenants per Aug 2019 Statement of Operations.	55,913.12
08/31/19	326	10013110	To record charges to tenants per Aug 2019 Statement of Operations.	(50,348.00)
08/31/19	326	10013120	To record charges to tenants per Aug 2019 Statement of Operations.	(695.12)
08/31/19	326	10013690	To record charges to tenants per Aug 2019 Statement of Operations.	(4,645.00)
08/31/19	326	10011111.2	To record charges to tenants per Aug 2019 Statement of Operations.	(225.00)
08/31/19	327	10011122	To record balance transfers to Bad Debt per Aug 2019 Statement of Operations.	(12,425.13)
08/31/19	327	10014570	To record balance transfers to Bad Debt per Aug 2019 Statement of Operations.	12,425.13
08/31/19	328	10011122	To record transfers to A/R from security deposit per Aug 2019 Statement of Operations.	(374.00)
08/31/19	328	10012114	To record transfers to A/R from security deposit per Aug 2019 Statement of Operations.	374.00
08/31/19	329	10011400.9	To remove asset #144 - traded in 2016.	(10,789.00)
08/31/19	329	10011400.95	To remove asset #144 - traded in 2016.	10,789.00
08/31/19	330	10011129	To remove remainder of balance owed by D. Priester per CMHC.	(8.00)
08/31/19	330	10014150	To remove remainder of balance owed by D. Priester per CMHC.	8.00
08/31/19	PH1	10019998	To record units available.	214.00
08/31/19	PH1	10019999	To record units available.	(214.00)
08/31/19	PH2	10012137	To record estimated monthly PILOT expense.	(2,740.00)
08/31/19	PH2	10014520	To record estimated monthly PILOT expense.	2,740.00
08/31/19	PH3	10014800	To record estimated monthly depreciation expense.	24,595.00
08/31/19	PH3	10011400.95	To record estimated monthly depreciation expense.	(24,595.00)
08/31/19	RT1	10019996	To record units leased.	202.00
08/31/19	RT1	10019997	To record units leased.	(202.00)
08/31/19	RT2	10014510	To record monthly insurance write off.	5,136.99
08/31/19	RT2	10011211	To record monthly insurance write off.	(5,136.99)
08/31/19	RT3	10012117.12	To record HRA transactions per bank statement.	262.55
08/31/19	RT3	10011111.3	To record HRA transactions per bank statement.	(262.55)
08/31/19	RT4	10014110	To record payroll transactions per bank statement.	20,646.05
08/31/19	RT4	10014410	To record payroll transactions per bank statement.	12,314.74
08/31/19	RT4	10012117.4	To record payroll transactions per bank statement.	(1,894.20)
08/31/19	RT4	10012117.5	To record payroll transactions per bank statement.	(1,977.63)
08/31/19	RT4	10012117.6	To record payroll transactions per bank statement.	(6.00)
08/31/19	RT4	10012117.9	To record payroll transactions per bank statement.	(193.87)
08/31/19	RT4	10012117.12	To record payroll transactions per bank statement.	(910.41)
08/31/19	RT4	10012117.13	To record payroll transactions per bank statement.	(150.00)
08/31/19	RT4	10012117.14	To record payroll transactions per bank statement.	(534.87)
08/31/19	RT4	10012117.15	To record payroll transactions per bank statement.	(323.70)
08/31/19	RT4	10012117.16	To record payroll transactions per bank statement.	(147.99)
08/31/19	RT4	10014182	To record payroll transactions per bank statement.	1,432.93
08/31/19	RT4	10014433	To record payroll transactions per bank statement.	821.62

Manistee Housing Commission

Journal Entry Journal

August 1, 2019 - August 31, 2019

Date	Reference	Account	Description	Amount
08/31/19	RT4	10014190.3	To record payroll transactions per bank statement.	152.50
08/31/19	RT4	10011111.2	To record payroll transactions per bank statement.	(29,229.17)
08/31/19	RT5	10012117.4	To record SHWF debit for payment of health insurance per bank statement.	1,894.20
08/31/19	RT5	10014182	To record SHWF debit for payment of health insurance per bank statement.	4,260.75
08/31/19	RT5	10014433	To record SHWF debit for payment of health insurance per bank statement.	3,620.59
08/31/19	RT5	10011111.2	To record SHWF debit for payment of health insurance per bank statement.	(9,775.54)
08/31/19	RT6	10012117.5	To record MERS contribution per bank statement.	1,312.93
08/31/19	RT6	10011701	To record MERS contribution per bank statement.	701.00
08/31/19	RT6	10011111.2	To record MERS contribution per bank statement.	(2,013.93)
08/31/19	RT7	10012117.14	To record AFLAC debit per bank statement.	356.58
08/31/19	RT7	10011111.2	To record AFLAC debit per bank statement.	(356.58)
08/31/19	RT8	10012820.00	To record adjustment to Operating Reserve to reflect current month profit or loss.	12,377.74
08/31/19	RT8	10012820.01	To record adjustment to Operating Reserve to reflect current month profit or loss.	(12,377.74)
Transaction Balance				<u>0.00</u>

DOCUMENT REDACTED
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Manistee Housing Commission

General Ledger

August 1, 2019 - August 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011111.2	NOW	Account		439,060.09		
08/01/19	1011	2	Manistee Housing Commission		275.31	
08/01/19	10146	2	Alerus Retirement Solutions		(157.23)	
08/01/19	10147	2	Alerus Retirement Solutions		(157.23)	
08/01/19	10148	2	Alerus Retirement Solutions		(50.00)	
08/01/19	10149	2	Alerus Retirement Solutions		(50.00)	
08/01/19	10150	2	[REDACTED]		(92.00)	
08/01/19	10151	2	[REDACTED]		(40.00)	
08/01/19	10152	2	AT & T Long Distance		(1,001.89)	
08/01/19	10153	2	AT & T Mobility		(467.33)	
08/01/19	10154	2	Blarney Castle Fleet Program		(127.70)	
08/01/19	10155	2	Byline Bank		(9,378.09)	
08/01/19	10156	2	Cadillac Plgb. & Htg. Supply Co., Inc.		(384.85)	
08/01/19	10157	2	Charter Business		(125.18)	
08/01/19	10158	2	City of Manistee		(5,044.87)	
08/01/19	10159	2	Consumers Energy		(5,413.87)	
08/01/19	10160	2	DTE Energy		(1,184.89)	
08/01/19	10161	2	Ford Credit		(481.03)	
08/01/19	10162	2	Grand Rental Station		(549.00)	
08/01/19	10163	2	Haglund's Floor Covering		(646.00)	
08/01/19	10164	2	HD Supply Facilities Mtce		(135.69)	
08/01/19	10165	2	Kushner & Company		(50.00)	
08/01/19	10166	2	Ludington Paint & Glass		(571.80)	
08/01/19	10167	2	Mika Meyers PLC		(1,449.23)	
08/01/19	10168	2	Michigan NAHRO		(45.00)	
08/01/19	10169	2	NCRC NAHRO		(75.00)	
08/01/19	10170	2	Next IT		(1,575.10)	
08/01/19	10171	2	The PI Company		(20.35)	
08/01/19	10172	2	PNC Bank		(1,691.51)	
08/01/19	10173	2	Principal Financial Group		(1,408.64)	
08/01/19	10174	2	Reno & Cavanaugh PLLC		(8,350.50)	
08/01/19	10175	2	Republic Services		(427.75)	
08/01/19	10176	2	Siemens		(7,343.00)	
08/01/19	10177	2	Staples		(177.50)	
08/01/19	10178	2	Straight Fence		(2,319.00)	
08/01/19	10179	2	Sun Life Financial		(629.51)	
08/01/19	10180	2	US Bank Equipment Finance		(663.51)	
08/01/19	10181	2	VSP		(269.16)	
08/01/19	10182	2	[REDACTED]		(100.00)	
08/01/19	10183	2	[REDACTED]		(200.00)	
08/01/19	10184	2	[REDACTED]		(50.00)	
08/01/19	10185	2	[REDACTED]		(200.00)	
08/01/19	10186	2	Staples		(63.97)	
08/07/19	13303	2	CMHC - West Shore FSA		(303.47)	
08/07/19	13304	2	United Steel Workers of America		(3.00)	
08/07/19	13305	2	United Steel Workers of America		(65.26)	
08/15/19	10187	2	AT & T		(1,071.15)	
08/15/19	10188	2	Auto Value		(28.69)	
08/15/19	10189	2	Automatic Door Service		(302.45)	
08/15/19	10190	2	Blarney Castle Fleet Program		(120.53)	
08/15/19	10191	2	Brian's Auto Parts, Inc.		(6,000.00)	
08/15/19	10192	2	CDM Mobile Shredding, Inc.		(45.00)	
08/15/19	10193	2	Consumers Energy		(2,217.17)	
08/15/19	10194	2	Custom Sheet Metal & Heating		(1,792.34)	
08/15/19	10195	2	Fastenal Company		(1,733.85)	
08/15/19	10196	2	Griffin Pest Solutions		(566.00)	
08/15/19	10197	2	HDS, LLC		(135.00)	
08/15/19	10198	2	HD Supply Facilities Mtce		(1,737.17)	

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Manistee Housing Commission

General Ledger

August 1, 2019 - August 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/15/19	10199	2	H.A.A.S., Inc.		(686.88)	
08/15/19	10200	2	Housing Insurance Services, Inc.		(8,056.00)	
08/15/19	10201	2	Kushner & Company		(50.00)	
08/15/19	10202	2	Laser Printer Technologies		(356.00)	
08/15/19	10203	2	McCardel Water Conditioning		(32.50)	
08/15/19	10204	2	The Nelrod Company		(62.60)	
08/15/19	10205	2	Next IT		(1,699.63)	
08/15/19	10206	2	Olson Lumber Company		(89.90)	
08/15/19	10207	2	The Pioneer Group		(635.00)	
08/15/19	10208	2	Republic Services		(1,080.97)	
08/15/19	10209	2	Staples		(109.95)	
08/15/19	10210	2	Wahr Hardware, Inc.		(157.22)	
08/15/19	10211	2	██████████		(161.00)	
08/15/19	10212	2	Alerus Retirement Solutions		(157.23)	
08/15/19	10213	2	Alerus Retirement Solutions		(50.00)	
08/15/19	10214	2	Manistee Housing Commission		(1,477.56)	
08/21/19	13306	2	CMHC - West Shore FSA		(303.47)	
08/21/19	13307	2	United Steel Workers of America		(63.57)	
08/27/19	10215	2	Ford Motor Credit		(537.55)	
08/31/19	135	1	August Cash Receipts		53,870.14	
08/31/19	135	1	August Cash Receipts		1,044.00	
08/31/19	136	1	Operating Subsidy		75,289.83	
08/31/19	137	1	2018 CFP Grant		37,786.50	
08/31/19	138	1	2017 CFP Grant		2,319.00	
08/31/19	139	1	2018 CFP Grant		1,699.63	
08/31/19	140	1	NOW/Sweep Interest		105.41	
08/31/19	326	3	To record charges to tenants per Aug 2019 Statement of Operations.		(225.00)	
08/31/19	RT4	3	To record payroll transactions per bank statement.		(29,229.17)	
08/31/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		(9,775.54)	
08/31/19	RT6	3	To record MERS contribution per bank statement.		(2,013.93)	
08/31/19	RT7	3	To record AFLAC debit per bank statement.		(356.58)	
			Totals for 10011111.2		<u>45,734.11</u>	<u>484,794.20</u>
10011111.3	HRA Account			8,820.26		
08/07/19	13303	2	CMHC - West Shore FSA		303.47	
08/21/19	13306	2	CMHC - West Shore FSA		303.47	
08/31/19	140	1	HRA Interest		0.57	
08/31/19	RT3	3	To record HRA transactions per bank statement.		(262.55)	
			Totals for 10011111.3		<u>344.96</u>	<u>9,165.22</u>
10011111.4	Money Market Savings			54,341.48		
08/01/19	1011	2	Manistee Housing Commission		(275.31)	
08/15/19	10214	2	Manistee Housing Commission		1,477.56	
08/31/19	140	1	MM Savings Interest		12.37	
			Totals for 10011111.4		<u>1,214.62</u>	<u>55,556.10</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			12,029.91		
08/01/19	10151	2	██████████		40.00	

**Manistee Housing Commission
General Ledger**

August 1, 2019 - August 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/31/19	135	1	August TAR Collections		(51,509.54)	
08/31/19	326	3	To record charges to tenants per Aug 2019 Statement of Operations.		55,913.12	
08/31/19	327	3	To record balance transfers to Bad Debt per Aug 2019 Statement of Operations.		(12,425.13)	
08/31/19	328	3	To record transfers to A/R from security deposit per Aug 2019 Statement of Operations.		(374.00)	
			Totals for 10011122		<u>(8,355.55)</u>	<u>3,674.36</u>
1001122.1	Allowance for Doubtful Accounts-TAR			(5,722.26)		
08/31/19	135	1	August Bad Debt Collections		(1,095.00)	
			Totals for 1001122.1		<u>(1,095.00)</u>	<u>(6,817.26)</u>
1001129	Accounts Receivable-Other			2,539.50		
08/31/19	135	1	Restitution - Walsh		(10.00)	
08/31/19	330	3	To remove remainder of balance owed by D. Priester per CMHC.		(8.00)	
			Totals for 1001129		<u>(18.00)</u>	<u>2,521.50</u>
10011211	Prepaid Insurance			8,356.80		
08/15/19	10200	2	Housing Insurance Services, Inc.		8,056.00	
08/31/19	RT2	3	To record monthly insurance write off.		(5,136.99)	
			Totals for 10011211		<u>2,919.01</u>	<u>11,275.81</u>
10011400	Construction in Progress-CFP			3,142.17		
08/01/19	10178	2	Straight Fence		2,319.00	
08/15/19	10205	2	Next IT		724.00	
			Totals for 10011400		<u>3,043.00</u>	<u>6,185.17</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			272,471.30		
			Totals for 10011400.8		<u>0.00</u>	<u>272,471.30</u>
10011400.9	Furn., Equip., Mach.-Admin			304,390.06		
08/01/19	10162	2	Grand Rental Station		549.00	
08/15/19	10191	2	Brian's Auto Parts, Inc.		6,000.00	
08/27/19	10215	2	Ford Motor Credit		27,783.00	
08/31/19	329	3	To remove asset #144 - traded in 2016.		(10,789.00)	
			Totals for 10011400.9		<u>23,543.00</u>	<u>327,933.06</u>
10011400.95	Accumulated Depreciation-ALL			(8,665,158.32)		
08/31/19	329	3	To remove asset #144 - traded in 2016.		10,789.00	

**Manistee Housing Commission
General Ledger**

August 1, 2019 - August 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/31/19	PH3	3	To record estimated monthly depreciation expense.		<u>(24,595.00)</u>	
			Totals for 10011400.95		<u>(13,806.00)</u>	<u>(8,678,964.32)</u>
10011701	Deferred Outflows			17,046.96		
08/31/19	RT6	3	To record MERS contribution per bank statement.		<u>701.00</u>	
			Totals for 10011701		<u>701.00</u>	<u>17,747.96</u>
10012111	Vendors and Contractors			(37,752.73)		
			Totals for 10012111		<u>0.00</u>	<u>(37,752.73)</u>
10012114	Tenant Security Deposits			(50,945.00)		
08/01/19	10150	2			92.00	
08/15/19	10211	2			161.00	
08/31/19	135	1	August Security Deposit Collections		<u>(275.00)</u>	
08/31/19	328	3	To record transfers to A/R from security deposit per Aug 2019 Statement of Operations.		<u>374.00</u>	
			Totals for 10012114		<u>352.00</u>	<u>(50,593.00)</u>
10012117.12	FSA Withheld			870.56		
08/31/19	RT3	3	To record HRA transactions per bank statement.		262.55	
08/31/19	RT4	3	To record payroll transactions per bank statement.		<u>(910.41)</u>	
			Totals for 10012117.12		<u>(647.86)</u>	<u>222.70</u>
10012117.13	MERS HCSP Withheld			(100.00)		
08/01/19	10148	2	Alerus Retirement Solutions		50.00	
08/01/19	10149	2	Alerus Retirement Solutions		50.00	
08/15/19	10213	2	Alerus Retirement Solutions		50.00	
08/31/19	RT4	3	To record payroll transactions per bank statement.		<u>(150.00)</u>	
			Totals for 10012117.13		<u>0.00</u>	<u>(100.00)</u>
10012117.14	AFLAC Pre-Tax			(356.58)		
08/31/19	RT4	3	To record payroll transactions per bank statement.		<u>(534.87)</u>	
08/31/19	RT7	3	To record AFLAC debit per bank statement.		<u>356.58</u>	
			Totals for 10012117.14		<u>(178.29)</u>	<u>(534.87)</u>
10012117.15	MERS 457			(215.80)		
08/01/19	10146	2	Alerus Retirement Solutions		107.90	
08/01/19	10147	2	Alerus Retirement Solutions		107.90	
08/15/19	10212	2	Alerus Retirement Solutions		107.90	
08/31/19	RT4	3	To record payroll transactions per bank statement.		<u>(323.70)</u>	
			Totals for 10012117.15		<u>0.00</u>	<u>(215.80)</u>
10012117.16	Roth 457			(98.66)		
08/01/19	10146	2	Alerus Retirement Solutions		49.33	
08/01/19	10147	2	Alerus Retirement Solutions		49.33	
08/15/19	10212	2	Alerus Retirement Solutions		49.33	
08/31/19	RT4	3	To record payroll transactions per bank statement.		<u>(147.99)</u>	
			Totals for 10012117.16		<u>0.00</u>	<u>(98.66)</u>
10012117.4	125 Medical Withheld			0.00		

**Manistee Housing Commission
General Ledger**

August 1, 2019 - August 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/31/19	RT4	3	To record payroll transactions per bank statement.		(1,894.20)	
08/31/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		1,894.20	
			Totals for 10012117.4		<u>0.00</u>	<u>0.00</u>
10012117.5	Pension Withheld			(1,312.93)		
08/31/19	RT4	3	To record payroll transactions per bank statement.		(1,977.63)	
08/31/19	RT6	3	To record MERS contribution per bank statement.		1,312.93	
			Totals for 10012117.5		<u>(664.70)</u>	<u>(1,977.63)</u>
10012117.6	PAC Withheld			0.00		
08/07/19	13304	2	United Steel Workers of America		3.00	
08/31/19	RT4	3	To record payroll transactions per bank statement.		(6.00)	
			Totals for 10012117.6		<u>(3.00)</u>	<u>(3.00)</u>
10012117.9	Union Dues Withheld			0.00		
08/07/19	13305	2	United Steel Workers of America		65.26	
08/21/19	13307	2	United Steel Workers of America		63.57	
08/31/19	RT4	3	To record payroll transactions per bank statement.		(193.87)	
			Totals for 10012117.9		<u>(65.04)</u>	<u>(65.04)</u>
10012119.2	Interfund Payable - DVG			(935.90)		
			Totals for 10012119.2		<u>0.00</u>	<u>(935.90)</u>
10012131	EPC Loan - Current			(19,373.12)		
08/01/19	10155	2	Byline Bank		4,129.54	
			Totals for 10012131		<u>4,129.54</u>	<u>(15,243.58)</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			(2,200.31)		
08/01/19	10161	2	Ford Credit		435.72	
			Totals for 10012133		<u>435.72</u>	<u>(1,764.59)</u>
10012134	Capital Lease - 2019 F250 - Current			0.00		
08/27/19	10215	2	Ford Motor Credit		537.55	
08/27/19	10215	2	Ford Motor Credit		(2,132.55)	
			Totals for 10012134		<u>(1,595.00)</u>	<u>(1,595.00)</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			(19,180.00)		
08/31/19	PH2	3	To record estimated monthly PILOT expense.		(2,740.00)	
			Totals for 10012137		<u>(2,740.00)</u>	<u>(21,920.00)</u>
10012138	Net Pension Liability			(7,748.00)		

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			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>
10012140			Capital Lease - 2019 F250 - Non Current	0.00		
08/27/19	10215	2	Ford Motor Credit		<u>(25,650.45)</u>	
			Totals for 10012140		<u>(25,650.45)</u>	<u>(25,650.45)</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	(385,092.66)		
08/31/19	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>12,377.74</u>	
			Totals for 10012820.00		<u>12,377.74</u>	<u>(372,714.92)</u>
10012820.01			HUD Operating Reserve-Contr	385,092.66		
08/31/19	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>(12,377.74)</u>	
			Totals for 10012820.01		<u>(12,377.74)</u>	<u>372,714.92</u>
10013110			Dwelling Rental Revenue	(349,791.00)		
08/31/19	326	3	To record charges to tenants per Aug 2019 Statement of Operations.		<u>(50,348.00)</u>	
			Totals for 10013110		<u>(50,348.00)</u>	<u>(400,139.00)</u>
10013120			Tenant Revenue - Excess Utilities	(3,098.14)		
08/31/19	326	3	To record charges to tenants per Aug 2019 Statement of Operations.		<u>(695.12)</u>	
			Totals for 10013120		<u>(695.12)</u>	<u>(3,793.26)</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	(352,873.33)		
08/31/19	136	1	Operating Subsidy		<u>(75,289.83)</u>	
			Totals for 10013401.2		<u>(75,289.83)</u>	<u>(428,163.16)</u>
10013610			Interest Income	(633.46)		
08/31/19	140	1	Interest Income - August		<u>(118.35)</u>	
			Totals for 10013610		<u>(118.35)</u>	<u>(751.81)</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	(20,608.99)		
08/31/19	326	3	To record charges to tenants per Aug 2019 Statement of Operations.		<u>(4,645.00)</u>	
			Totals for 10013690		<u>(4,645.00)</u>	<u>(25,253.99)</u>
10013690.1			Other Revenue	(1,029.86)		

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 10013690.1		<u>0.00</u>	<u>(1,029.86)</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	(7,967.38)		
08/31/19	135	1	Laundry Income		(878.60)	
			Totals for 10013690.4		<u>(878.60)</u>	<u>(8,845.98)</u>
10013690.6			Fraud Recovery Revenue	(1,237.08)		
			Totals for 10013690.6		<u>0.00</u>	<u>(1,237.08)</u>
10013690.7			Management Fee - DVG	(5,831.00)		
08/31/19	135	1	Management Fee Income - DVG		(833.00)	
			Totals for 10013690.7		<u>(833.00)</u>	<u>(6,664.00)</u>
10014110			Administrative Wages	102,906.07		
08/31/19	RT4	3	To record payroll transactions per bank statement.		20,646.05	
			Totals for 10014110		<u>20,646.05</u>	<u>123,552.12</u>
10014130			Legal Expense	2,519.36		
08/01/19	10167	2	Mika Meyers PLC		1,449.23	
			Totals for 10014130		<u>1,449.23</u>	<u>3,968.59</u>
10014140			Staff Training	120.00		
08/31/19	135	1	Refund for Cancelled LITHC Training		(120.00)	
			Totals for 10014140		<u>(120.00)</u>	<u>0.00</u>
10014150			Travel Expense	0.00		
08/31/19	330	3	To remove remainder of balance owed by D. Priester per CMHC.		8.00	
			Totals for 10014150		<u>8.00</u>	<u>8.00</u>
10014170			Accounting Fees	5,550.66		
08/15/19	10199	2	H.A.A.S., Inc.		686.88	
			Totals for 10014170		<u>686.88</u>	<u>6,237.54</u>
10014182			Employee Benefits - Admin	51,131.67		
08/01/19	10173	2	Principal Financial Group		804.78	
08/01/19	10179	2	Sun Life Financial		394.96	
08/01/19	10181	2	VSP		145.29	
08/31/19	RT4	3	To record payroll transactions per bank statement.		1,432.93	
08/31/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		4,260.75	
			Totals for 10014182		<u>7,038.71</u>	<u>58,170.38</u>
10014185			Telephone	12,541.27		
08/01/19	10152	2	AT & T Long Distance		1,001.89	
08/01/19	10153	2	AT & T Mobility		467.33	
08/01/19	10157	2	Charter Business		125.18	
08/15/19	10187	2	AT & T		1,071.15	
			Totals for 10014185		<u>2,665.55</u>	<u>15,206.82</u>
10014190.1			Publications	1,193.95		
			Totals for 10014190.1		<u>0.00</u>	<u>1,193.95</u>
10014190.2			Membership Dues and Fees	1,931.50		

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08/01/19	10168	2	Michigan NAHRO		45.00	
08/01/19	10169	2	NCRC NAHRO		75.00	
08/01/19	10172	2	PNC Bank		250.00	
Totals for 10014190.2					<u>370.00</u>	<u>2,301.50</u>
10014190.3	Admin Service Contracts			23,727.14		
08/01/19	10165	2	Kushner & Company		50.00	
08/01/19	10170	2	Next IT		1,400.00	
08/01/19	10172	2	PNC Bank		140.00	
08/01/19	10180	2	US Bank Equipment Finance		663.51	
08/15/19	10192	2	CDM Mobile Shredding, Inc.		45.00	
08/15/19	10197	2	HDS, LLC		135.00	
08/15/19	10201	2	Kushner & Company		50.00	
08/31/19	RT4	3	To record payroll transactions per bank statement.		152.50	
Totals for 10014190.3					<u>2,636.01</u>	<u>26,363.15</u>
10014190.4	Office Supplies			6,379.91		
08/01/19	10177	2	Staples		177.50	
08/01/19	10186	2	Staples		63.97	
08/15/19	10202	2	Laser Printer Technologies		356.00	
08/15/19	10209	2	Staples		109.95	
Totals for 10014190.4					<u>707.42</u>	<u>7,087.33</u>
10014190.5	Other Sundry-Misc.			2,043.47		
08/01/19	10170	2	Next IT		175.10	
08/01/19	10171	2	The PI Company		20.35	
08/01/19	10172	2	PNC Bank		1,301.51	
08/15/19	10203	2	McCardel Water Conditioning		32.50	
08/15/19	10204	2	The Nelrod Company		62.60	
08/15/19	10207	2	The Pioneer Group		635.00	
Totals for 10014190.5					<u>2,227.06</u>	<u>4,270.53</u>
10014221	Resident Employee Stipend			3,850.00		
08/01/19	10182	2	██████████		100.00	
08/01/19	10183	2	██████████		200.00	
08/01/19	10184	2	██████████		50.00	
08/01/19	10185	2	██████████		200.00	
Totals for 10014221					<u>550.00</u>	<u>4,400.00</u>
10014230	Contract Costs-Cable & Other			11,136.77		
Totals for 10014230					<u>0.00</u>	<u>11,136.77</u>
10014310	Water & Sewer			31,371.42		
08/01/19	10158	2	City of Manistee		5,044.87	
Totals for 10014310					<u>5,044.87</u>	<u>36,416.29</u>
10014320	Electricity			70,034.88		
08/01/19	10159	2	Consumers Energy		5,413.87	
08/15/19	10193	2	Consumers Energy		2,217.17	
Totals for 10014320					<u>7,631.04</u>	<u>77,665.92</u>
10014330	Gas			21,038.57		
08/01/19	10160	2	DTE Energy		1,184.89	
Totals for 10014330					<u>1,184.89</u>	<u>22,223.46</u>
10014410	Maintenance Wages			61,091.87		
08/31/19	RT4	3	To record payroll transactions per bank statement.		12,314.74	

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 10014410					<u>12,314.74</u>	<u>73,406.61</u>
10014420	Materials			18,972.64		
08/01/19	10154	2	Blarney Castle Fleet Program		127.70	
08/01/19	10156	2	Cadillac Plgb. & Htg. Supply Co., Inc.		384.85	
08/01/19	10164	2	HD Supply Facilities Mtce		135.69	
08/01/19	10166	2	Ludington Paint & Glass		571.80	
08/15/19	10188	2	Auto Value		28.69	
08/15/19	10190	2	Blarney Castle Fleet Program		120.53	
08/15/19	10195	2	Fastenal Company		1,733.85	
08/15/19	10198	2	HD Supply Facilities Mtce		1,737.17	
08/15/19	10206	2	Olson Lumber Company		89.90	
08/15/19	10210	2	Wahr Hardware, Inc.		157.22	
Totals for 10014420					<u>5,087.40</u>	<u>24,060.04</u>
10014430.01	Garbage Removal			10,316.29		
08/01/19	10175	2	Republic Services		427.75	
08/15/19	10208	2	Republic Services		1,080.97	
Totals for 10014430.01					<u>1,508.72</u>	<u>11,825.01</u>
10014430.02	Heating & Cooling Contracts			7,055.85		
08/15/19	10194	2	Custom Sheet Metal & Heating		1,792.34	
Totals for 10014430.02					<u>1,792.34</u>	<u>8,848.19</u>
10014430.03	Snow Removal Contracts			47.79		
Totals for 10014430.03					<u>0.00</u>	<u>47.79</u>
10014430.04	Elevator Contracts			13,087.96		
Totals for 10014430.04					<u>0.00</u>	<u>13,087.96</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			1,292.00		
08/01/19	10163	2	Haglund's Floor Covering		646.00	
Totals for 10014430.06					<u>646.00</u>	<u>1,938.00</u>
10014430.07	Electrical Contracts			1,667.15		
Totals for 10014430.07					<u>0.00</u>	<u>1,667.15</u>
10014430.08	Plumbing Contracts			1,325.00		
Totals for 10014430.08					<u>0.00</u>	<u>1,325.00</u>
10014430.09	Extermination Contracts			14,739.00		
08/15/19	10196	2	Griffin Pest Solutions		566.00	
Totals for 10014430.09					<u>566.00</u>	<u>15,305.00</u>
10014430.11	Routine Maintenance Contracts			2,828.03		
Totals for 10014430.11					<u>0.00</u>	<u>2,828.03</u>
10014430.12	Miscellaneous Contracts			3,137.52		
08/15/19	10189	2	Automatic Door Service		302.45	
Totals for 10014430.12					<u>302.45</u>	<u>3,439.97</u>
10014433	Employee Benefits - Maint.			40,980.70		
08/01/19	10173	2	Principal Financial Group		603.86	
08/01/19	10179	2	Sun Life Financial		234.55	
08/01/19	10181	2	VSP		123.87	

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/31/19	RT4	3	To record payroll transactions per bank statement.		821.62	
08/31/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		3,620.59	
			Totals for 10014433		5,404.49	46,385.19
10014510	Insurance			53,285.68		
08/31/19	135	1	Refund - Housing Insurance Services		(193.00)	
08/31/19	RT2	3	To record monthly insurance write off.		5,136.99	
			Totals for 10014510		4,943.99	58,229.67
10014520	Payment in Lieu of Taxes			19,180.00		
08/31/19	PH2	3	To record estimated monthly PILOT expense.		2,740.00	
			Totals for 10014520		2,740.00	21,920.00
10014570	Collection Losses			135.14		
08/31/19	327	3	To record balance transfers to Bad Debt per Aug 2019 Statement of Operations.		12,425.13	
			Totals for 10014570		12,425.13	12,560.27
10014580	Interest Expense			39,704.50		
08/01/19	10155	2	Byline Bank		5,248.55	
08/01/19	10161	2	Ford Credit		45.31	
			Totals for 10014580		5,293.86	44,998.36
10014800	Depreciation - Current Year			172,165.00		
08/31/19	PH3	3	To record estimated monthly depreciation expense.		24,595.00	
			Totals for 10014800		24,595.00	196,760.00
10017510	Principal Payments - EPC			24,058.61		
08/01/19	10155	2	Byline Bank		4,129.54	
			Totals for 10017510		4,129.54	28,188.15
10017511	Principal Payments - 2016 F250			2,990.43		
08/01/19	10161	2	Ford Credit		435.72	
			Totals for 10017511		435.72	3,426.15
10017512	Principal Payments - 2019 F250			0.00		
08/27/19	10215	2	Ford Motor Credit		537.55	
			Totals for 10017512		537.55	537.55
10017520	Replacement of Equipment			3,594.00		
			Totals for 10017520		0.00	3,594.00
10017530	Cash Proceeds-Sale of Equipment			(7,250.00)		
			Totals for 10017530		0.00	(7,250.00)
10017540	Betterments and Additions			386.25		
08/01/19	10162	2	Grand Rental Station		549.00	
08/15/19	10191	2	Brian's Auto Parts, Inc.		6,000.00	
08/27/19	10215	2	Ford Motor Credit		27,783.00	
			Totals for 10017540		34,332.00	34,718.25
10017590	Operating Expenditures-Contra			(23,779.29)		
08/01/19	10155	2	Byline Bank		(4,129.54)	
08/01/19	10161	2	Ford Credit		(435.72)	
08/01/19	10162	2	Grand Rental Station		(549.00)	

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/15/19	10191	2	Brian's Auto Parts, Inc.		(6,000.00)	
08/27/19	10215	2	Ford Motor Credit		(537.55)	
08/27/19	10215	2	Ford Motor Credit		(27,783.00)	
			Totals for 10017590		<u>(39,434.81)</u>	<u>(63,214.10)</u>
10019996	Unit Months Leased			1,444.00		
08/31/19	RT1	3	To record units leased.		202.00	
			Totals for 10019996		<u>202.00</u>	<u>1,646.00</u>
10019997	Unit Months Leased - Contra			(1,444.00)		
08/31/19	RT1	3	To record units leased.		(202.00)	
			Totals for 10019997		<u>(202.00)</u>	<u>(1,646.00)</u>
10019998	Unit Months Available			1,498.00		
08/31/19	PH1	3	To record units available.		214.00	
			Totals for 10019998		<u>214.00</u>	<u>1,712.00</u>
10019999	Unit Months Available - Contra			(1,498.00)		
08/31/19	PH1	3	To record units available.		(214.00)	
			Totals for 10019999		<u>(214.00)</u>	<u>(1,712.00)</u>
10173401.1	Operating Grants			(22,290.50)		
			Totals for 10173401.1		<u>0.00</u>	<u>(22,290.50)</u>
10173401.3	Capital Grants			(1,901.40)		
08/31/19	138	1	2017 CFP Grant		(2,319.00)	
			Totals for 10173401.3		<u>(2,319.00)</u>	<u>(4,220.40)</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>
10183401.1	Operating Grants			(9,073.00)		
08/31/19	137	1	2018 CFP Grant		(37,786.50)	
08/31/19	139	1	2018 CFP Grant		(975.63)	
			Totals for 10183401.1		<u>(38,762.13)</u>	<u>(47,835.13)</u>
10183401.3	Capital Grants			(1,240.77)		
08/31/19	139	1	2018 CFP Grant		(724.00)	
			Totals for 10183401.3		<u>(724.00)</u>	<u>(1,964.77)</u>
10184130	Legal Expense			17,729.00		
08/01/19	10174	2	Reno & Cavanaugh PLLC		8,350.50	
			Totals for 10184130		<u>8,350.50</u>	<u>26,079.50</u>
10184190.3	Administrative Service Contracts			13,437.00		
08/01/19	10176	2	Siemens		7,343.00	
08/15/19	10205	2	Next IT		177.35	
			Totals for 10184190.3		<u>7,520.35</u>	<u>20,957.35</u>

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10184190.5	Other Sundry-Misc.			0.00		
08/15/19	10205	2	Next IT		798.28	
			Totals for 10184190.5		<u>798.28</u>	<u>798.28</u>
15171406	Operations			42,399.00		
			Totals for 15171406		<u>0.00</u>	<u>42,399.00</u>
15171408	Management Improvement			25,439.76		
			Totals for 15171408		<u>0.00</u>	<u>25,439.76</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		
08/01/19	10178	2	Straight Fence		2,319.00	
			Totals for 15171460		<u>2,319.00</u>	<u>79,675.08</u>
15171600	CFP Funding			181,393.84		
08/31/19	138	1	2017 CFP Grant		2,319.00	
			Totals for 15171600		<u>2,319.00</u>	<u>183,712.84</u>
15171699	CFP Funding - Contra			(181,393.84)		
08/31/19	138	1	2017 CFP Grant		(2,319.00)	
			Totals for 15171699		<u>(2,319.00)</u>	<u>(183,712.84)</u>
15179800	CFP Cost - Contra			(181,393.84)		
08/01/19	10178	2	Straight Fence		(2,319.00)	
			Totals for 15179800		<u>(2,319.00)</u>	<u>(183,712.84)</u>
15181406	Operations			65,986.80		
			Totals for 15181406		<u>0.00</u>	<u>65,986.80</u>
15181408	Management Improvement			1,400.00		
08/15/19	10205	2	Next IT		1,699.63	
			Totals for 15181408		<u>1,699.63</u>	<u>3,099.63</u>
15181410	Administration			1,240.77		
			Totals for 15181410		<u>0.00</u>	<u>1,240.77</u>
15181480	General Capital Activity			29,766.00		
08/01/19	10174	2	Reno & Cavanaugh PLLC		8,350.50	
08/01/19	10176	2	Siemens		7,343.00	
			Totals for 15181480		<u>15,693.50</u>	<u>45,459.50</u>
15181600	CFP Funding			76,300.57		
08/31/19	137	1	2018 CFP Grant		37,786.50	
08/31/19	139	1	2018 CFP Grant		1,699.63	
			Totals for 15181600		<u>39,486.13</u>	<u>115,786.70</u>
15181699	CFP Funding - Contra			(76,300.57)		
08/31/19	137	1	2018 CFP Grant		(37,786.50)	
08/31/19	139	1	2018 CFP Grant		(1,699.63)	
			Totals for 15181699		<u>(39,486.13)</u>	<u>(115,786.70)</u>
15189800	CFP Cost - Contra			(98,393.57)		

Manistee Housing Commission

General Ledger

August 1, 2019 - August 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/01/19	10174	2	Reno & Cavanaugh PLLC		(8,350.50)	
08/01/19	10176	2	Siemens		(7,343.00)	
08/15/19	10205	2	Next IT		(1,699.63)	
			Totals for 15189800		<u>(17,393.13)</u>	<u>(115,786.70)</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><u>0.00</u></u>
Net Profit/(Loss)						
Current Period			<u>27,598.07</u>			
Year-to-Date			<u>21,175.52</u>			

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Manistee Housing Commission
Bank Account Reconciliation Transmittal

Public Housing Checking - 851620
August 1, 2019 - August 31, 2019

General Ledger

Balance per General Ledger (Account 10011111.2) at 08/01/19	439,060.09
Activity for the month:	
Total Debits (Deposits and Additions)	172,389.82
Total Credits (Checks and Payments)	(126,655.71)
Unadjusted General Ledger Balance at 08/31/19	<u>484,794.20</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 08/31/19	<u><u>484,794.20</u></u>

Bank

Balance per Bank Statement at 08/31/19	490,959.05
Total Additions (Deposits and Additions in Transit)	1,044.00
Total Subtractions (Checks and Payments in Transit)	(7,208.85)
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 08/31/19	<u><u>484,794.20</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

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

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	439,491.72
Cleared Deposits & Additions				
135	08/31/19	Multiple	August Cash Receipts	53,870.14
136	08/31/19	10013401.2	Operating Subsidy	75,289.83
137	08/31/19	Multiple	2018 CFP Grant	37,786.50
138	08/31/19	Multiple	2017 CFP Grant	2,319.00
139	08/31/19	Multiple	2018 CFP Grant	1,699.63
140	08/31/19	Multiple	NOW/Sweep Interest	105.41
1011	08/01/19		Manistee Housing Commission	275.31
			Total	171,345.82
			Statement Total	171,345.82
			Difference	0.00
Cleared Checks & Payments				
326	08/31/19		To record charges to tenants per Aug 2019 Statement of Operations.	225.00
10146	08/01/19	Multiple	Alerus Retirement Solutions	157.23
10147	08/01/19	Multiple	Alerus Retirement Solutions	157.23
10148	08/01/19	10012117.13	Alerus Retirement Solutions	50.00
10149	08/01/19	10012117.13	Alerus Retirement Solutions	50.00
10150	08/01/19	10012114	██████████	92.00
10151	08/01/19	10011122	██████████	40.00
10152	08/01/19	10014185	AT & T Long Distance	1,001.89
10153	08/01/19	10014185	AT & T Mobility	467.33
10154	08/01/19	10014420	Blarney Castle Fleet Program	127.70
10155	08/01/19	Multiple	Byline Bank	9,378.09
10156	08/01/19	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	384.85
10157	08/01/19	10014185	Charter Business	125.18
10158	08/01/19	10014310	City of Manistee	5,044.87
10159	08/01/19	10014320	Consumers Energy	5,413.87
10160	08/01/19	10014330	DTE Energy	1,184.89
10161	08/01/19	Multiple	Ford Credit	481.03
10162	08/01/19	Multiple	Grand Rental Station	549.00
10163	08/01/19	10014430.06	Haglund's Floor Covering	646.00
10164	08/01/19	10014420	HD Supply Facilities Mtce	135.69
10165	08/01/19	10014190.3	Kushner & Company	50.00
10166	08/01/19	10014420	Ludington Paint & Glass	571.80
10167	08/01/19	10014130	Mika Meyers PLC	1,449.23
10168	08/01/19	10014190.2	Michigan NAHRO	45.00
10170	08/01/19	Multiple	Next IT	1,575.10
10171	08/01/19	10014190.5	The PI Company	20.35
10172	08/01/19	Multiple	PNC Bank	1,691.51
10173	08/01/19	Multiple	Principal Financial Group	1,408.64
10174	08/01/19	Multiple	Reno & Cavanaugh PLLC	8,350.50
10175	08/01/19	10014430.01	Republic Services	427.75
10176	08/01/19	Multiple	Siemens	7,343.00
10177	08/01/19	10014190.4	Staples	177.50
10178	08/01/19	Multiple	Straight Fence	2,319.00
10179	08/01/19	Multiple	Sun Life Financial	629.51
10180	08/01/19	10014190.3	US Bank Equipment Finance	663.51
10181	08/01/19	Multiple	VSP	269.16
10182	08/01/19	10014221	██████████	100.00
10183	08/01/19	10014221	██████████	200.00
10184	08/01/19	10014221	██████████	50.00
10185	08/01/19	10014221	██████████	200.00
10186	08/01/19	10014190.4	Staples	63.97
10187	08/15/19	10014185	AT & T	1,071.15
10188	08/15/19	10014420	Auto Value	28.69

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

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

Reference	Date	GL Account	Description	Amount
10189	08/15/19	10014430.12	Automatic Door Service	302.45
10190	08/15/19	10014420	Blarney Castle Fleet Program	120.53
10192	08/15/19	10014190.3	CDM Mobile Shredding, Inc.	45.00
10193	08/15/19	10014320	Consumers Energy	2,217.17
10194	08/15/19	10014430.02	Custom Sheet Metal & Heating	1,792.34
10195	08/15/19	10014420	Fastenal Company	1,733.85
10196	08/15/19	10014430.09	Griffin Pest Solutions	566.00
10197	08/15/19	10014190.3	HDS, LLC	135.00
10198	08/15/19	10014420	HD Supply Facilities Mtce	1,737.17
10199	08/15/19	10014170	H.A.A.S., Inc.	686.88
10200	08/15/19	10011211	Housing Insurance Services, Inc.	8,056.00
10201	08/15/19	10014190.3	Kushner & Company	50.00
10202	08/15/19	10014190.4	Laser Printer Technologies	356.00
10203	08/15/19	Multiple	McCardel Water Conditioning	32.50
10204	08/15/19	10014190.5	The Nelrod Company	62.60
10205	08/15/19	Multiple	Next IT	1,699.63
10206	08/15/19	10014420	Olson Lumber Company	89.90
10207	08/15/19	10014190.5	The Pioneer Group	635.00
10208	08/15/19	10014430.01	Republic Services	1,080.97
10209	08/15/19	10014190.4	Staples	109.95
10210	08/15/19	10014420	Wahr Hardware, Inc.	157.22
10212	08/15/19	Multiple	Alerus Retirement Solutions	157.23
10213	08/15/19	10012117.13	Alerus Retirement Solutions	50.00
10214	08/15/19	10011111.4	Manistee Housing Commission	1,477.56
13300	07/10/19	10012117.9	United Steel Workers of America	63.37
13301	07/24/19	10011111.3	CMHC - West Shore FSA	303.47
13302	07/24/19	10012117.9	United Steel Workers of America	64.79
13303	08/07/19	10011111.3	CMHC - West Shore FSA	303.47
RT4	08/31/19		To record payroll transactions per bank statement.	29,229.17
RT5	08/31/19		To record SHWF debit for payment of health insurance per bank statement.	9,775.54
RT6	08/31/19		To record MERS contribution per bank statement.	2,013.93
RT7	08/31/19		To record AFLAC debit per bank statement.	356.58
			Total	119,878.49
			Statement Total	119,878.49
			Difference	0.00
			Ending Bank Balance	490,959.05
Reconciled Bank Information				
			Ending Bank Balance	490,959.05
Open Deposits & Additions				
135	08/31/19		August Cash Receipts	1,044.00
			Total	1,044.00
Open Checks & Payments				
10169	08/01/19	10014190.2	NCRC NAHRO	75.00
10191	08/15/19	Multiple	Brian's Auto Parts, Inc.	6,000.00
10211	08/15/19	10012114	██████████	161.00
10215	08/27/19	Multiple	Ford Motor Credit	537.55
13304	08/07/19	10012117.6	United Steel Workers of America	3.00
13305	08/07/19	10012117.9	United Steel Workers of America	65.26
13306	08/21/19	10011111.3	CMHC - West Shore FSA	303.47
13307	08/21/19	10012117.9	United Steel Workers of America	63.57
			Total	7,208.85
			Reconciled Bank Balance	484,794.20

Bank Account Reconciliation Summary

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

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

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	439,491.72
			+ Cleared Deposits & Additions	171,345.82
			- Cleared Checks & Payments	<u>119,878.49</u>
			Ending Bank Balance	490,959.05
Reconciled Bank Information				
			+ Open Deposits & Additions	1,044.00
			- Open Checks & Payments	<u>7,208.85</u>
			Reconciled Bank Balance	<u><u>484,794.20</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	484,794.20
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>484,794.20</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

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Manistee Housing Commission
Bank Account Reconciliation Transmittal

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

General Ledger

Balance per General Ledger (Account 10011111.3) at 08/01/19	8,820.26
Activity for the month:	
Total Debits (Deposits and Additions)	607.51
Total Credits (Checks and Payments)	<u>(262.55)</u>
Unadjusted General Ledger Balance at 08/31/19	9,165.22
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 08/31/19	<u><u>9,165.22</u></u>

Bank

Balance per Bank Statement at 08/31/19	8,861.75
Total Additions (Deposits and Additions in Transit)	303.47
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 08/31/19	<u><u>9,165.22</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

HRA Account
August 1, 2019 - August 31, 2019

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	8,516.79
Cleared Deposits & Additions				
140	08/31/19		NOW/Sweep Interest	0.57
13301	07/24/19		CMHC - West Shore FSA	303.47
13303	08/07/19		CMHC - West Shore FSA	303.47
			Total	<u>607.51</u>
			Statement Total	<u>607.51</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
RT3	08/31/19		To record HRA transactions per bank statement.	262.55
			Total	<u>262.55</u>
			Statement Total	<u>262.55</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>8,861.75</u></u>
Reconciled Bank Information				
			Ending Bank Balance	8,861.75
Open Deposits & Additions				
13306	08/21/19		CMHC - West Shore FSA	303.47
			Total	<u>303.47</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>9,165.22</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	8,516.79
			+ Cleared Deposits & Additions	607.51
			- Cleared Checks & Payments	<u>262.55</u>
			Ending Bank Balance	8,861.75
Reconciled Bank Information				
			+ Open Deposits & Additions	303.47
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>9,165.22</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	9,165.22
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>9,165.22</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
August 1, 2019 - August 31, 2019

General Ledger

Balance per General Ledger (Account 10011111.4) at 08/01/19	54,341.48
Activity for the month:	
Total Debits (Deposits and Additions)	1,489.93
Total Credits (Checks and Payments)	(275.31)
Unadjusted General Ledger Balance at 08/31/19	<u>55,556.10</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 08/31/19	<u><u>55,556.10</u></u>

Bank

Balance per Bank Statement at 08/31/19	55,556.10
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 08/31/19	<u><u>55,556.10</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

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

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	54,341.48
Cleared Deposits & Additions				
140	08/31/19		NOW/Sweep Interest	12.37
10214	08/15/19		Manistee Housing Commission	1,477.56
			Total	<u>1,489.93</u>
			Statement Total	<u>1,489.93</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
1011	08/01/19	10011111.2	Manistee Housing Commission	275.31
			Total	<u>275.31</u>
			Statement Total	<u>275.31</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>55,556.10</u></u>
Reconciled Bank Information				
			Ending Bank Balance	55,556.10
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>55,556.10</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	54,341.48
			+ Cleared Deposits & Additions	1,489.93
			- Cleared Checks & Payments	<u>275.31</u>
			Ending Bank Balance	55,556.10
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>55,556.10</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	55,556.10
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>55,556.10</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 August 31, 2019

Prepared September 18, 2019 by Financial Analyst

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
Beginning PH Balance				\$ 54,871.60
Increases to PH				
				\$ -
	8/5/2019	New Admission	\$ 275.00	\$ 275.00
				\$ 275.00
				\$ 275.00
				\$ 275.00
				\$ 275.00
				\$ 275.00
				\$ 275.00
Total Increases to PH			\$ 275.00	\$ 275.00
Decreases to PH				
	8/13/2019	Transfer SD to Other	\$ (143.00)	\$ (143.00)
	8/13/2019	Refund of Security Deposit	\$ (161.00)	\$ (304.00)
	8/22/2019	Transfer SD to Rent	\$ (10.00)	\$ (314.00)
	8/22/2019	Refund of Security Deposit	\$ (340.00)	\$ (654.00)
	8/22/2019	Refund of Security Deposit	\$ (309.00)	\$ (963.00)
	8/22/2019	Transfer of SD to Rent & Other	\$ (211.00)	\$ (1,174.00)
	8/22/2019	Refund of Security Deposit	\$ (239.00)	\$ (1,413.00)
Total Decreases to PH			\$ (1,413.00)	\$ (1,413.00)
Net Increase (Decrease) to PH			\$ (1,138.00)	\$ (1,138.00)
Ending PH Balance				\$ 53,733.60
Beginning DVG Balance				\$ 935.90
Increases to DVG			\$ -	\$ -
Total Increases to DVG			\$ -	\$ -
Decreases to DVG			\$ -	\$ -
Total Decreases to DVG			\$ -	\$ -
Net Increase (Decrease) to DVG			\$ -	\$ -
Ending DVG Balance			\$ -	\$ 935.90
Combined Ending Balance				\$ 54,669.50
Account Balance August 31, 2019				\$ 55,556.10
Difference				\$ (886.60)
				(From SD to PH)
				From PH to SD

SD Owes PH \$886.60

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 August 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 August 31, 2019**

ASSETS

CURRENT ASSETS

Cash

1111 - Cash - MSHDA	\$	56,666.40
---------------------	----	-----------

Total Cash		<u>56,666.40</u>
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Receivables

1129.4 - Interfund Receivable - P/H		935.90
-------------------------------------	--	--------

Total Receivables		<u>935.90</u>
--------------------------	--	---------------

Other Current Assets

Total Other Current Assets		0.00
-----------------------------------	--	------

TOTAL CURRENT ASSETS		57,602.30
-----------------------------	--	-----------

Fixed Assets

1400.7 - Buildings		373,231.29
--------------------	--	------------

1400.98 - Accumulated Depreciation-DVG		(114,169.59)
--	--	--------------

Total Fixed Assets		<u>259,061.70</u>
---------------------------	--	-------------------

TOTAL ASSETS	\$	<u><u>316,664.00</u></u>
---------------------	----	--------------------------

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**Manistee Housing Commission
Domestic Violence Grant
Balance Sheet
As of August 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>(6,716.07)</u>
Total Unrestricted Net Assets	49,377.76

TOTAL EQUITY

(184,400.54)

TOTAL LIABILITIES/EQUITY

\$ 316,664.00

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**Manistee Housing Commission
Domestic Violence Grant
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2019**

	1 Month Ended	8 Months Ended
	<u>August 31, 2019</u>	<u>August 31, 2019</u>
Operating Revenue		
3110 - Dwelling Rental Revenue	\$ 1,120.00	\$ 8,809.00
3690 - Tenant Revenue - Other	50.00	150.00
Total Operating Revenue	<u>1,170.00</u>	<u>8,959.00</u>
Operating Expenses		
Administration		
4170 - Accounting Fees	128.54	1,095.82
4172 - Management Fees	833.00	6,664.00
Total Administration	<u>961.54</u>	<u>7,759.82</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	68.77	681.01
Total General Expense	<u>68.77</u>	<u>681.01</u>
Total Routine Operating Expenses	1,030.31	8,515.07
Depreciation Expense		
4800 - Depreciation - Current Year	895.00	7,160.00
Total Depreciation Expense	<u>895.00</u>	<u>7,160.00</u>
Capital Expenditures		
Total Capital Expenditures	0.00	0.00
Net Income (Loss)	<u>\$ 139.69</u>	<u>\$ 443.93</u>

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

**Manistee Housing Commission
DVG Cash Disbursements Journal**

August 1, 2019 - August 31, 2019

Date	Reference	Account	Description	Amount
08/01/19	2714	20011111	City of Manistee	(34.34)
08/01/19	2714	20014590	City of Manistee	34.34
08/01/19	2715	20011111	Consumers Energy	(15.66)
08/01/19	2715	20014590	Consumers Energy	15.66
08/01/19	2716	20011111	DTE Energy	(1.24)
08/01/19	2716	20014590	DTE Energy	1.24
08/15/19	2717	20011111	Consumers Energy	(17.53)
08/15/19	2717	20014590	Consumers Energy	17.53
08/15/19	2718	20011111	H.A.A.S., Inc.	(128.54)
08/15/19	2718	20014170	H.A.A.S., Inc.	128.54
08/15/19	2719	20011111	Manistee Housing Commission	(833.00)
08/15/19	2719	20014172	Manistee Housing Commission	833.00
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

DVG Cash Receipts Journal

August 1, 2019 - August 31, 2019

Date	Reference	Account	Description	Amount
08/31/19	108	20011111	August Cash Receipts	1,166.00
08/31/19	108	20011122	August TAR Collections	(1,166.00)
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

DVG Journal Entry Journal

August 1, 2019 - August 31, 2019

Date	Reference	Account	Description	Amount
08/31/19	309	20011122	To record charges to tenants per Aug 2019 Statement of Operations.	1,170.00
08/31/19	309	20013110	To record charges to tenants per Aug 2019 Statement of Operations.	(1,120.00)
08/31/19	309	20013690	To record charges to tenants per Aug 2019 Statement of Operations.	(50.00)
08/31/19	DVG1	20014800	To record estimated depreciation expense.	895.00
08/31/19	DVG1	20011400.98	To record estimated depreciation expense.	(895.00)
08/31/19	RT1	20019996	To record units leased.	2.00
08/31/19	RT1	20019997	To record units leased.	(2.00)
Transaction Balance				<u>0.00</u>

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**Manistee Housing Commission
General Ledger**

August 1, 2019 - August 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
20011111	Cash - MSHDA			56,530.71		
08/01/19	2714	2	City of Manistee		(34.34)	
08/01/19	2715	2	Consumers Energy		(15.66)	
08/01/19	2716	2	DTE Energy		(1.24)	
08/15/19	2717	2	Consumers Energy		(17.53)	
08/15/19	2718	2	H.A.A.S., Inc.		(128.54)	
08/15/19	2719	2	Manistee Housing Commission		(833.00)	
08/31/19	108	1	August Cash Receipts		1,166.00	
			Totals for 20011111		<u>135.69</u>	<u>56,666.40</u>
20011122	Tenants Accounts Receivable			(4.00)		
08/31/19	108	1	August TAR Collections		(1,166.00)	
08/31/19	309	3	To record charges to tenants per Aug 2019 Statement of Operations.		1,170.00	
			Totals for 20011122		<u>4.00</u>	<u>0.00</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			(113,274.59)		
08/31/19	DVG1	3	To record estimated depreciation expense.		(895.00)	
			Totals for 20011400.98		<u>(895.00)</u>	<u>(114,169.59)</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			(7,689.00)		
08/31/19	309	3	To record charges to tenants per Aug 2019 Statement of Operations.		(1,120.00)	
			Totals for 20013110		<u>(1,120.00)</u>	<u>(8,809.00)</u>
20013690	Tenant Income			(100.00)		
08/31/19	309	3	To record charges to tenants per Aug 2019 Statement of Operations.		(50.00)	
			Totals for 20013690		<u>(50.00)</u>	<u>(150.00)</u>
20014170	Accounting Fees			967.28		

**Manistee Housing Commission
General Ledger**

August 1, 2019 - August 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/15/19	2718	2	H.A.A.S., Inc.		128.54	
Totals for 20014170					<u>128.54</u>	<u>1,095.82</u>
20014172	Management Fees			5,831.00		
08/15/19	2719	2	Manistee Housing Commission		833.00	
Totals for 20014172					<u>833.00</u>	<u>6,664.00</u>
20014420	Materials			74.24		
Totals for 20014420					<u>0.00</u>	<u>74.24</u>
20014590	General Expense			612.24		
08/01/19	2714	2	City of Manistee		34.34	
08/01/19	2715	2	Consumers Energy		15.66	
08/01/19	2716	2	DTE Energy		1.24	
08/15/19	2717	2	Consumers Energy		17.53	
Totals for 20014590					<u>68.77</u>	<u>681.01</u>
20014800	Depreciation - Current Year			6,265.00		
08/31/19	DVG1	3	To record estimated depreciation expense.		895.00	
Totals for 20014800					<u>895.00</u>	<u>7,160.00</u>
20019996	Unit Months Leased			14.00		
08/31/19	RT1	3	To record units leased.		2.00	
Totals for 20019996					<u>2.00</u>	<u>16.00</u>
20019997	Unit Months Leased - Contra			(14.00)		
08/31/19	RT1	3	To record units leased.		(2.00)	
Totals for 20019997					<u>(2.00)</u>	<u>(16.00)</u>
Report Total						<u>0.00</u>
Net Profit/(Loss)						
Current Period					<u>(755.31)</u>	
Year-to-Date					<u>(6,716.07)</u>	

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Manistee Housing Commission
Bank Account Reconciliation Transmittal

DVG Checking - 0610226573
August 1, 2019 - August 31, 2019

General Ledger

Balance per General Ledger (Account 20011111) at 08/01/19	56,530.71
Activity for the month:	
Total Debits (Deposits and Additions)	1,166.00
Total Credits (Checks and Payments)	<u>(1,030.31)</u>
Unadjusted General Ledger Balance at 08/31/19	56,666.40
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 08/31/19	<u><u>56,666.40</u></u>

Bank

Balance per Bank Statement at 08/31/19	56,666.40
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 08/31/19	<u><u>56,666.40</u></u>

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

DVG Checking
August 1, 2019 - August 31, 2019

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	56,530.71
Cleared Deposits & Additions				
108	08/31/19	20011122	August Cash Receipts	1,166.00
			Total	<u>1,166.00</u>
			Statement Total	<u>1,166.00</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
2714	08/01/19	20014590	City of Manistee	34.34
2715	08/01/19	20014590	Consumers Energy	15.66
2716	08/01/19	20014590	DTE Energy	1.24
2717	08/15/19	20014590	Consumers Energy	17.53
2718	08/15/19	20014170	H.A.A.S., Inc.	128.54
2719	08/15/19	20014172	Manistee Housing Commission	833.00
			Total	<u>1,030.31</u>
			Statement Total	<u>1,030.31</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>56,666.40</u></u>
Reconciled Bank Information				
			Ending Bank Balance	56,666.40
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>56,666.40</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	56,530.71
			+ Cleared Deposits & Additions	1,166.00
			- Cleared Checks & Payments	<u>1,030.31</u>
			Ending Bank Balance	56,666.40
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>56,666.40</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	56,666.40
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>56,666.40</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>



RESOLUTION 2019-12

Adoption of the Utility Allowance Processing Policy

WHEREAS, the City of Manistee Housing Commission [CMHC], a Public Housing Authority [PHA] of the U.S. Department of Housing and Urban Development [HUD] provides a utility allowance to qualifying program participants of the public housing program per 24 CFR 965, Subpart E, and

WHEREAS, when the amount of the utility allowance exceeds the Total Tenant Payment amount for monthly rent, the program participant does not pay rent; however, the CMHC pays the amount of the utility allowance to the utility providers on behalf of the program participant, and

WHEREAS, program participants are required to pay their utility providers in a timely manner to avoid late fees and potential shutoff of service, and

WHEREAS, program participants who have their utility providers paid directly by CMHC due to the utility allowance amount being greater than the Total Tenant Payment amount must submit their original statements from their utility providers for payment, and

WHEREAS, CMHC has experienced several program participants failing to submit their utility provider statements in a timely manner, or at all, the Utility Allowance Processing Policy has been developed:

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:

NOW, THEREFORE, IT IS HEREBY RESOLVED

The City of Manistee Housing Commission approves and adopts the Utility Allowance Payment Processing Policy effective January 1, 2020.

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 November 19, 2019, the City of Manistee Housing Commission Board of Commissioners approved Resolution 2019 – 12 and that the foregoing is a true and correct copy.

Dale Priester, President

Clinton McKinven-Copus, Executive Director

Pending Approval

City of Manistee Housing Commission

Codification: 1154 – Utility Allowance Payment Processing

Adopted: November 19, 2019

Revision Number	Resolution Number	Date
1	Resolution 2019-12	November 19, 2019

PENDING APPROVAL

1. Executive Summary

The purpose of the Utility Allowance Payment Processing policy is to ensure the compliance of the City of Manistee Housing Commission in the provision of a utility allowance to qualifying program participants of the public housing program. The U.S. Department of Housing and Urban Development, per 24 CFR 965, Subpart E, requires the CMHC to provide a utility allowance to families paying income-based or flat rents when the cost of utilities is not included in the rent. The utility allowance is deducted from the rent [income-based or flat rent] paid by the family. Example 1 illustrates the application of the utility allowance deduction from the family's rent.

Example 1	
Total Tenant Payment	\$250.00
Utility Allowance	<u>-\$125.00</u>
Tenant Rent	\$125.00

It is the expectation that the family will use the reduction in rent to pay utility costs. The goal of the utility allowance is to keep the family's housing expenses within 30% of their income.

In some cases, the application of the utility reduces the family's rent below zero [\$0.00], granting the family a utility credit. Example 2 illustrates the application of the utility allowance deduction that reduces the family's rent below zero.

Example 2	
Total Tenant Payment	\$ 50.00
Utility Allowance	<u>-\$125.00</u>
Tenant Rent	- 75.00

Example 2 illustrates a situation in which the Program Participant

- pays no monthly rent
- is expected to apply \$25.00 toward utilities, and
- CMHC pays \$75.00 per month toward utility costs through direct payments to the utility company

The Utility Allowance Payment Processing policy will provide the procedures for the payment of utility costs for Program Participants that are described in Example 2 above.

2. Lease Requirements

Refer to CMHC Dwelling Lease, Version 2.0

- Part I
 - Section VII. (b) (c) Utilities and Appliances
 - Section IX. (r) Tenant's Obligations
 - Section XIV. (a) (b – 1) Termination of the Lease

2.1. Tenant Paid Utilities

- 2.1.1. Tenants that are residing in a development where CMHC does not supply electricity, natural gas, heating fuel, water, sewer service, or trash collection the Tenant pays directly to the utility supplier.
- 2.1.2. Tenants residing in a development where CMHC does not supply a utility previously listed are required to maintain the utility in the name of the head of household, co-head of household or other CMHC approved adult member of the household. Failure to meet and maintain this requirement is a material violation of the lease.
- 2.1.3. Tenants are required to pay promptly¹ any utility bills for utilities supplied to Tenant by a direct connection to the utility company, and to avoid disconnection of utility service for such utilities.
- 2.1.4. Tenants who have a utility shutoff are in material violation of their lease and shall be evicted.

2.2. Utility Allowance for Tenant Paid Utilities

- 2.2.1. CMHC shall establish an Allowance for Utilities annually based on the size and type of dwelling unit.
- 2.2.2. The Total Tenant Payment less the Allowance for Utilities equals the Tenant Rent paid monthly to CMHC. See Example 1 in Executive Summary
- 2.2.3. If the Allowance for Utilities exceeds the Total Tenant Payment, CMHC will pay a Utility Reimbursement each month directly to the utility company. See Example 2 in Executive Summary
- 2.2.4. If the Tenant's actual utility bill exceeds the Allowance for Utilities, Tenant shall be responsible for paying the actual bill to the supplier. If the Tenant's actual utility bill is less than the Allowance for Utilities, Tenant shall receive the benefit of such savings.

3. CMHC Payment of Utilities when Allowance for Utilities Exceeds the Total Tenant Payment

3.1. Submission of utility supplier bill/statement by Tenant to CMHC

- 3.1.1. Tenants are required to submit the original utility bill/statement upon receipt of the bill/statement to the CMHC Management Office. Failure to do so is a material violation of the lease [see 2.1.3 above].

3.1.2. Tenants who fail to submit utility supplier bills/statements in a timely manner² two times in a 12 month period shall be evicted.

3.2. Late Fees, Service Fees, Reconnection

3.2.1. CMHC is not responsible for any fees related to late payment of a utility supplier bill/statement, including late fees, service fees, and reconnection costs.

3.2.2. Tenant is required to include a check or money order written out to the utility supplier for any charges and fees on the bill/statement related to the late payment, including late fees, service fees, and reconnection costs. Failure to do so is a material violation of the lease [see 2.1.3 above].

4. Utilities in the Tenant's Name

4.1. Tenants are required to keep utilities in their name [see 2.1.2 above] during the life of their tenancy.

4.1.1. If a utility is no longer in the name of the Tenant, the Tenant must inform CMHC immediately to discuss a remedy.

4.1.2. If the utility cannot be restored in the name of the Tenant, the Tenant shall be evicted.

5. Shutoff of Utility

5.1. Shutoff of a utility required to be in the name of the Tenant shall result in eviction.

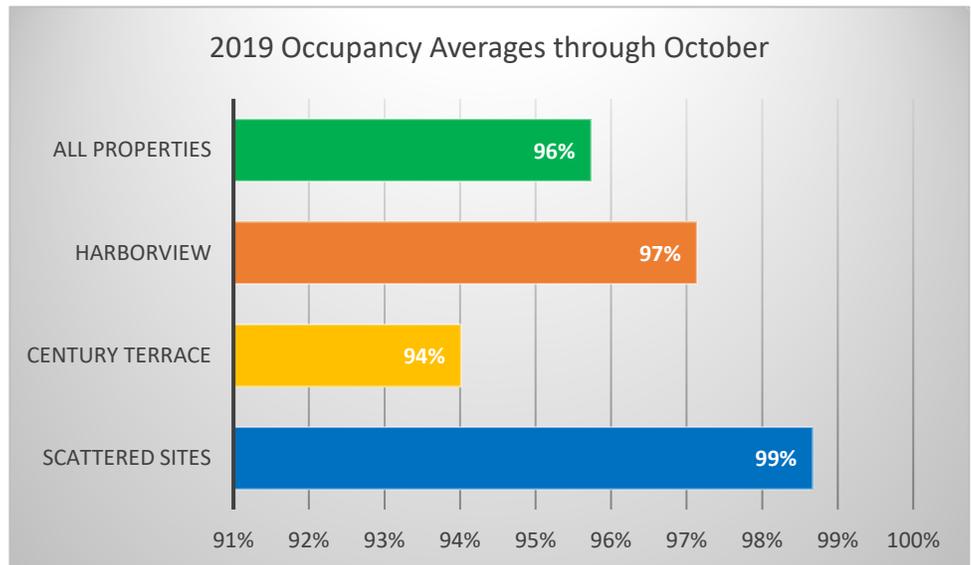
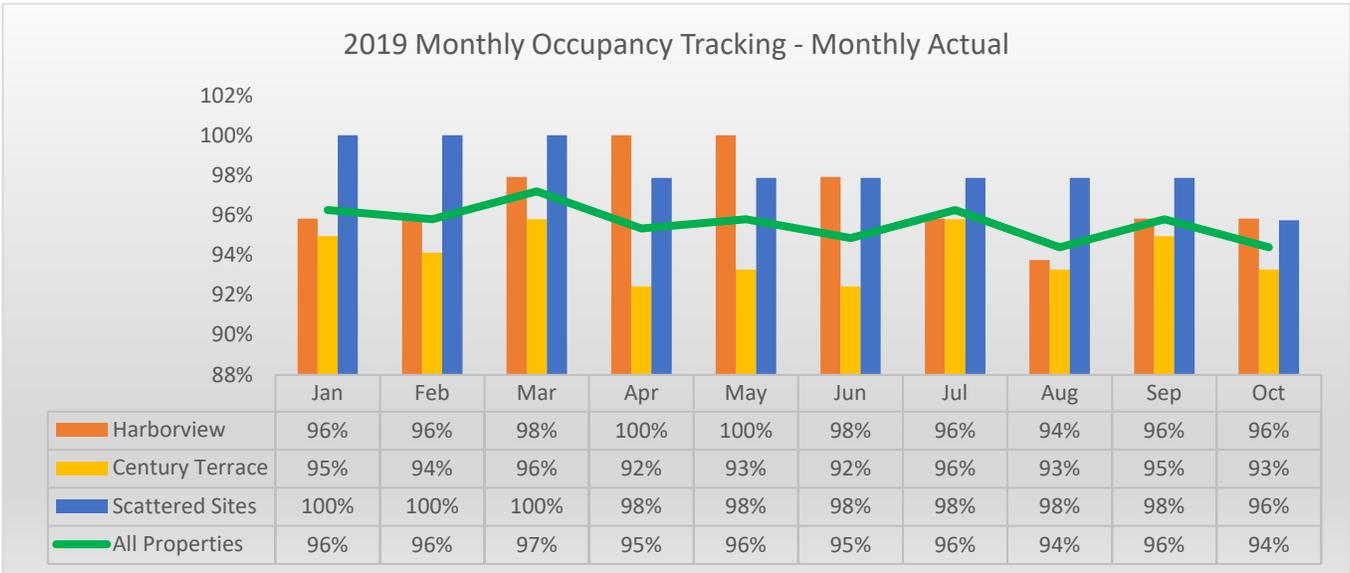
5.1.1. Please see 2.1.3 and 2.1.4

¹Promptly Paid is defined as paid before the due date and recorded as paid by the due date by the utility provider. The application of a late fee by the utility provider indicates that the utility bill has not been promptly paid.

²Timely manner is defined as delivered to the CMHC office not less than seven business days prior to due date on the utility bill. CMHC dates and time stamps receipt of utility statements from Tenants. If the date and time stamp applied by CMHC is less than seven business days prior to the due date, or is on or after the due date, the Tenant has not delivered the utility bill in a timely manner. If there is a past due amount on the statement delivered by the Tenant to the CMHC office, the Tenant did not deliver the statement in a timely manner.

2019 Performance Dashboards

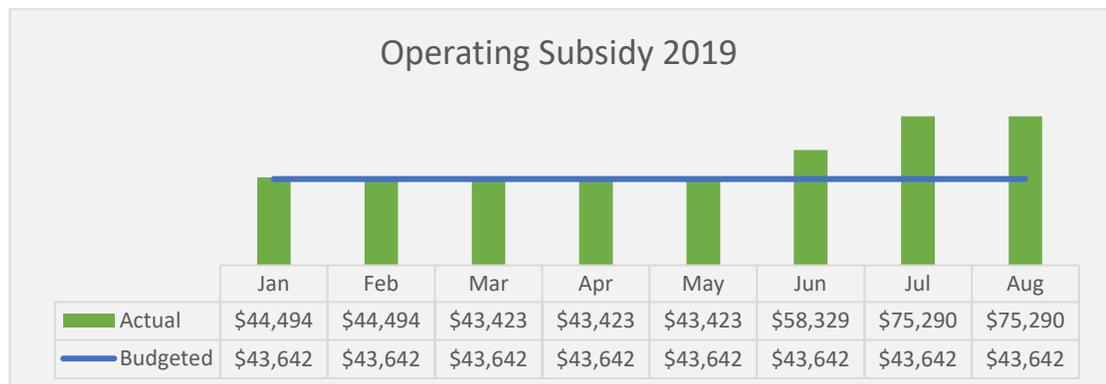
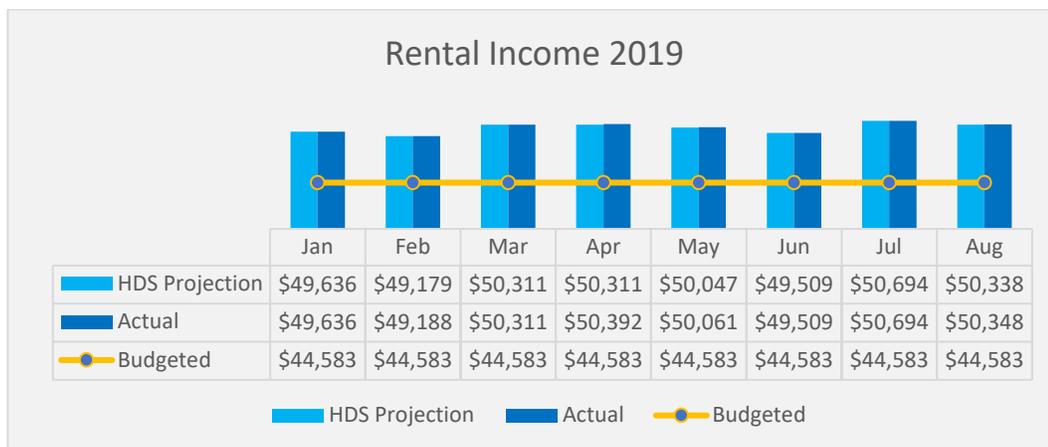
Occupancy



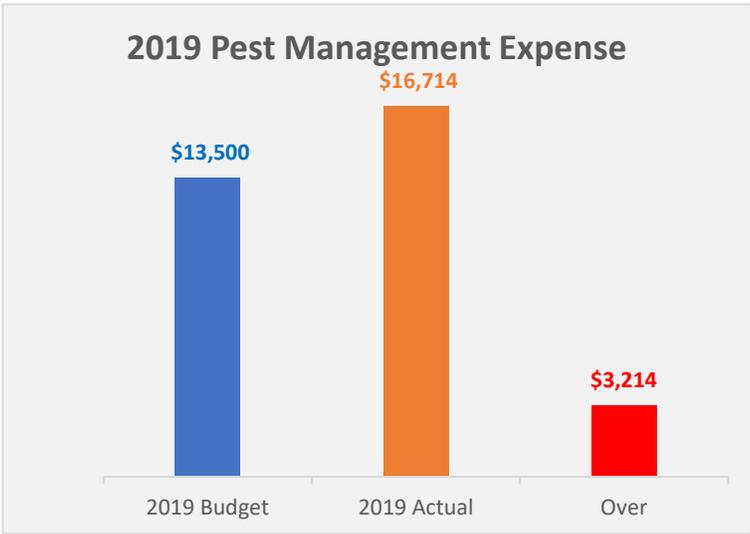
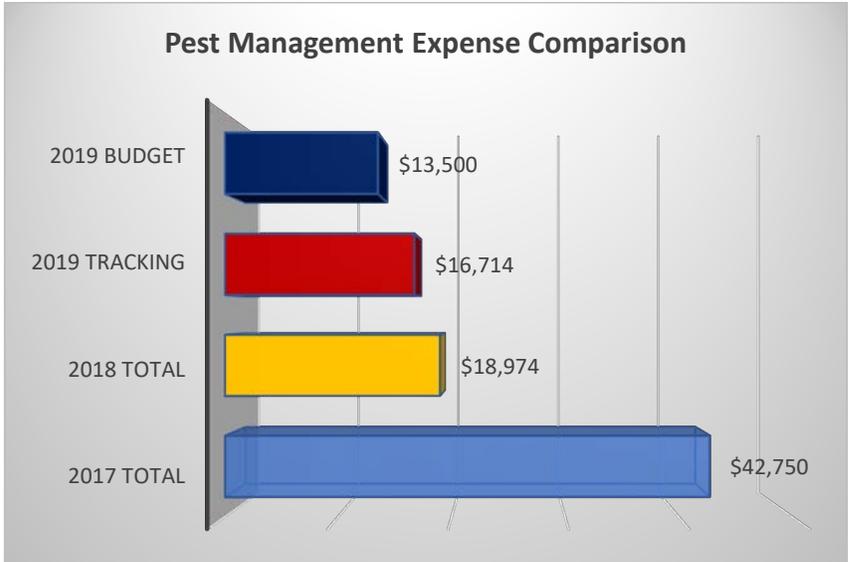
Finances



The operating reserve dashboard for 2019 has been completely revised due to incorrect reporting. The monthly amount of reserves was previously reported lower than the actual amount. The chart above reports the correct. The actual amount of our reserves is actually higher than previously report.



Finances – Pest Management



Resolutions for Consideration

Resolution No.	Consent Agenda	Resolution Title	Resolution Attachments	Executive Director Discussion & Recommendations
2019-12	N	Adoption of the Utility Allowance Processing Policy	<ul style="list-style-type: none"> • Utility Allowance Processing Policy 	<ul style="list-style-type: none"> • CMHC is required to provide public housing Program Participants [Tenants] with a utility allowance, which ensures that households do not pay more than 30% of their income for monthly housing costs. • For most Program Participants, the utility allowances result in a reduction in the amount of monthly rent due to the CMHC. However, in the case where the utility allowance is greater than the monthly rent the program participant owes, the household is not required to pay rent to the CMHC, and the CMHC uses the utility allowance to pay the utility provider directly on behalf of the family. • The CMHC has experienced several program participants who have their utility payments paid by the CMHC using the utility allowance, not providing monthly utility statements to the office in a timely manner. Some have not provided the utility statements at all, or they wait until they receive a shut-off notice. • The purpose of the Utility Allowance Processing Policy is to ensure that both the CMHC and the program participants are in compliance with HUD utility allowance regulations. • Recommendation – Approve

Notices and General Information

Important Upcoming Dates:

- Regular Commission Meeting
 The 2020 Public Housing and Domestic Violence Program Operating Budgets Up for Adoption
 December 17, 2019, 4:00 PM
 Harborview Community Room