



City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Tuesday, February 25, 2020
Community Room – Harborview
4:00 PM

1. Call to Order/Roll Call¹
2. Amendments to Agenda
3. Public Comments on Agenda Related Items

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

4. Consent Agenda

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

Consent Agenda items include:

- a. **Approval of Minutes**
 - i. Regular Meeting – December 17, 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
 - a. October 31, 2019
 - b. November 30, 2019
 2. Public Housing Bank Reconciliation
 - a. October 31, 2019
 - b. November 30, 2019
 3. Public Housing Current Year vs. Prior Year
 - a. October 31, 2019
 - b. November 30, 2019

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

- ii. Domestic Violence Grant Program*
 - 1. Domestic Violence Grant Program Financial Statement
 - a. October 31, 2019
 - b. November 30, 2019
 - 2. Domestic Violence Bank Reconciliation
 - a. October 31, 2019
 - b. November 30, 2019
- iii. Security Deposits Reconciliation*
 - 1. Security Deposit Reconciliation
 - a. October 31, 2019
 - b. November 30, 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 2020-01 1224-Adoption of Reasonable Accommodation Policy V2.2

7. Reports and Communications

At this time the Commissioners may receive reports or Communications from:

- a. Executive Director Report
- b. Staff Reports
- c. Commissioner Reports/Comments
- d. Received Communications

8. Public Comment

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. XXXXXXX Commission Meeting
XXXXX XX, 2020, 4:00 PM
Harborview Community Room



City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Meeting Minutes
December 17, 2019
Regular Meeting

Meeting Start Time: 4:00 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 Comment on Agenda Related Items:

- None

Amendments to the Agenda:

- None

DRAFT

Consent Agenda:

a. Approval of Minutes

- i. Regular Meeting – November 19, 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 September 30, 2019
- 2. Public Housing Bank Reconciliation September 30, 2019
- 3. Public Housing Current Year vs. Prior Year September 30, 2019

- ii. Domestic Violence Grant Program*

- 1. Domestic Violence Grant Program Financial Statement September 30, 2019
- 2. Domestic Violence Bank Reconciliation September 30, 2019

- iii. Security Deposits Reconciliation*

- 1. Security Deposit Reconciliation September 30, 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. Resolution 2019-12 Write Off of Doubtful Accounts December 2019*

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

DRAFT

Old Business:

- None

New Business:

Resolution # 2019-12	Title: Write Off of Doubtful Accounts December 2019			Motion By:	Second By:
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved On Consent Agenda <input type="checkbox"/> Not Approved	
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<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"/>		

Resolution # 2019-13	Title: Adoption of the 2020 Public Housing Operating Budget			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 type="checkbox"/>	<input checked="" type="checkbox"/>		

Resolution # 2019-14	Title: Adoption of the 2020 DVG Operating Budget			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 type="checkbox"/>	<input checked="" type="checkbox"/>		

Executive Director's Report:

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

DRAFT

Other Staff Reports:

- None

Finances:

- Approved with Consent Agenda

Committee Reports:

- None

Communications:

- None received

Public Comment:

- A resident of Harborview Apartments raised an issue of heat temperature in the leased unit. Clinton McKinven-Copus discussed the matter with the resident, reviewing the recent work order to address the issue and encouraging the resident to call in a new work order if the problem persists.
- A resident of Harborview thanked the Commission for turning on the cable TV in the community room.

Commissioner Report/Comments:

- None

Meeting Adjourned

Adjournment Time: 4:45 PM			Motion By: Vice-President Parkes		Second By: Commissioner Bond	
Commissioner	Yes	No	Absent Excused	Absent Non-Excused		
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Dale Priester
President

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

Housing Authority Acct Specialists, Inc.
PO Box 545
Sparta, WI 54656-0545
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 October 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 October 31, 2019**

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$	580,608.22
1111.3 - HRA Account		10,375.98
1111.4 - Money Market Savings		53,913.52
1117 - Petty Cash Fund		250.00
1118 - Change Fund		50.00
		645,197.72

Total Cash

Receivables

1122 - Tenants Accounts Receivable	5,079.45
1122.1 - Allowance for Doubtful Accounts-TAR	(8,070.05)
1129 - Accounts Receivable-Other	2,521.50
	(469.10)

Total Receivables

Other Current Assets

1211 - Prepaid Insurance	15,966.65
1690 - Undistributed Debits	2,065.00
	18,031.65

Total Other Current Assets

TOTAL CURRENT ASSETS

662,760.27

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	273,421.30
1400.9 - Furn., Equip., Mach.-Admin	327,933.06
1400.95 - Accumulated Depreciation-ALL	(8,728,154.32)
	2,429,078.88

Total Fixed Assets

Other Noncurrent Assets

1701 - Deferred Outflows	23,640.96
	23,640.96

Total Other Noncurrent Assets

TOTAL NONCURRENT ASSETS

2,452,719.84

TOTAL ASSETS

\$ 3,115,480.11

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

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2111 - Vendors and Contractors	\$	37,752.73
2114 - Tenant Security Deposits		50,060.00
2117.12 - FSA Withheld		683.40
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		1,959.55
2119.2 - Interfund Payable - DVG		935.90
2131 - EPC Loan - Current		9,423.49
2133 - Capital Lease - 2016 F250 - Current		886.66
2134 - Capital Lease - 2019 F250 - Current		801.64
2135 - Accrued Wages/Payroll Taxes Payable		7,165.09
2135.1 - Accrued Comp. Absences-Current		24,696.77
2137 - Payments in Lieu of Taxes		27,400.00

Total Current Liabilities 162,714.56

Noncurrent Liabilities

2132 - EPC Loan - Noncurrent	981,712.11
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 1,046,184.50

TOTAL LIABILITIES 1,208,899.06

EQUITY

2806.1 - Invested in Capital Assets 1,592,309.12

Unrestricted Net Assets

2806 - Unrestricted Net Position	231,428.67
2820.00 - HUD Operating Reserve - Memo	443,340.23
2820.01 - HUD Operating Reserve-Contra	(443,340.23)
Current Year Profit/Loss - Public Housing/CFP	82,843.26

Total Unrestricted Net Assets 314,271.93

TOTAL EQUITY 1,906,581.05

TOTAL LIABILITIES/EQUITY \$ 3,115,480.11

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 10 Months Ended October 31, 2019

	1 Month Ended	10 Months Ended	BUDGET	VARIANCE
	<u>October 31, 2019</u>	<u>October 31, 2019</u>		
Operating Revenue				
Tenant Rental Revenue				
3110 - Dwelling Rental Revenue	\$ 49,669.00	\$ 500,016.00	\$ 535,000	\$ 34,984.00
3120 - Tenant Revenue - Excess Utilities	736.42	5,294.63	8,000	2,705.37
3689 - Tenant Revenue - Cable TV	0.00	5,410.00	11,952	6,542.00
3690 - Tenant Revenue - Other	577.74	28,484.73	34,500	6,015.27
Total Tenant Rental Revenue	<u>50,983.16</u>	<u>539,205.36</u>	<u>589,452</u>	<u>50,246.64</u>
HUD PHA Grant Revenue				
3401.1 - Operating Grants	0.00	65,986.80	65,986	(0.80)
3401.2 - Operating Subsidy	53,981.99	558,695.99	523,707	(34,988.99)
Total HUD PHA Grant Revenue	<u>53,981.99</u>	<u>624,682.79</u>	<u>589,693</u>	<u>(34,989.79)</u>
Other Revenue				
3610 - Interest Income	128.09	999.60	1,100	100.40
3690.1 - Other Revenue	459.00	3,924.39	3,000	(924.39)
3690.2 - Gain/Loss-Sale of Fixed Assets	0.00	7,250.00	0	(7,250.00)
3690.4 - Laundry Revenue	869.63	10,653.34	11,350	696.66
3690.6 - Fraud Recovery Revenue	0.00	1,649.44	2,000	350.56
3690.7 - Management Fee - DVG	833.00	8,330.00	10,000	1,670.00
Total Other Revenue	<u>2,289.72</u>	<u>32,806.77</u>	<u>27,450</u>	<u>(5,356.77)</u>
Total Operating Revenue	<u>107,254.87</u>	<u>1,196,694.92</u>	<u>1,206,595</u>	<u>9,900.08</u>
Operating Expenses				
Administration				
4110 - Administrative Wages	13,767.96	151,073.36	157,910	6,836.64
4130 - Legal Expense	854.48	5,603.55	15,000	9,396.45
4140 - Staff Training	0.00	1,650.00	1,200	(450.00)
4150 - Travel Expense	0.00	8.00	0	(8.00)
4170 - Accounting Fees	686.88	7,818.30	9,600	1,781.70
4171 - Auditing	0.00	0.00	8,760	8,760.00
4182 - Employee Benefits - Admin	6,918.13	72,005.51	68,492	(3,513.51)
4185 - Telephone	2,363.52	19,936.98	17,200	(2,736.98)
4190.1 - Publications	0.00	1,193.95	1,400	206.05
4190.2 - Membership Dues and Fees	440.00	2,741.50	1,600	(1,141.50)
4190.3 - Admin Service Contracts	4,465.00	34,055.22	58,000	23,944.78
4190.4 - Office Supplies	227.15	8,162.07	8,400	237.93
4190.5 - Other Sundry-Misc.	135.13	5,864.07	16,800	10,935.93
Total Administration	<u>29,858.25</u>	<u>310,112.51</u>	<u>364,362</u>	<u>54,249.49</u>
Tenant Services				
4220 - Rec., Pub., & Other Services	0.00	0.00	50	50.00
4221 - Resident Employee Stipend	550.00	5,500.00	6,600	1,100.00
4230 - Contract Costs-Cable & Other	0.00	11,136.77	11,952	815.23
Total Tenant Services	<u>550.00</u>	<u>16,636.77</u>	<u>18,602</u>	<u>1,965.23</u>

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 10 Months Ended October 31, 2019

	1 Month Ended	10 Months Ended		
	<u>October 31, 2019</u>	<u>October 31, 2019</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Utilities				
4310 - Water & Sewer	4,248.87	44,962.11	58,800	13,837.89
4320 - Electricity	6,316.41	91,942.79	111,000	19,057.21
4330 - Gas	1,058.14	23,956.61	35,000	11,043.39
Total Utilities	<u>11,623.42</u>	<u>160,861.51</u>	<u>204,800</u>	<u>43,938.49</u>
Ordinary Maint. & Operations				
4410 - Maintenance Wages	7,921.32	89,482.95	102,080	12,597.05
4420 - Materials	4,228.71	30,415.95	50,000	19,584.05
4430.01 - Garbage Removal	1,157.14	14,278.30	20,000	5,721.70
4430.02 - Heating & Cooling Contracts	119.50	9,147.69	18,000	8,852.31
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	1,350.00	2,050.00	5,000	2,950.00
4430.06 - Unit Turnaround Contracts	0.00	3,288.00	10,000	6,712.00
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	340.00	17,054.00	13,500	(3,554.00)
4430.11 - Routine Maintenance Contracts	180.00	3,008.03	4,800	1,791.97
4430.12 - Miscellaneous Contracts	373.23	4,038.20	8,000	3,961.80
4433 - Employee Benefits - Maint.	5,383.21	57,169.47	57,790	620.53
4440 - Staff Training-Maintenance	0.00	0.00	1,000	1,000.00
Total Ordinary Maint. & Oper	<u>21,053.11</u>	<u>246,060.49</u>	<u>310,770</u>	<u>64,709.51</u>
General Expense				
4510 - Insurance	8,222.19	75,986.83	91,100	15,113.17
4520 - Payment in Lieu of Taxes	2,740.00	27,400.00	32,867	5,467.00
4550 - Compensated Absences	0.00	0.00	1,200	1,200.00
4570 - Collection Losses	0.00	12,560.27	16,800	4,239.73
4580 - Interest Expense	5,255.96	56,259.50	66,845	10,585.50
Total General Expense	<u>16,218.15</u>	<u>172,206.60</u>	<u>208,812</u>	<u>36,605.40</u>
Total Routine Operating Expenses	79,302.93	905,877.88	1,107,346	201,468.12
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>79,302.93</u>	<u>905,877.88</u>	<u>1,107,346</u>	<u>201,468.12</u>
Operating Income (Loss)	<u>27,951.94</u>	<u>290,817.04</u>	<u>99,249</u>	<u>(191,568.04)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	24,595.00	245,950.00	0	(245,950.00)
Total Depreciation Expense	<u>24,595.00</u>	<u>245,950.00</u>	<u>0</u>	<u>(245,950.00)</u>

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 10 Months Ended October 31, 2019

	1 Month Ended	10 Months Ended		
	<u>October 31, 2019</u>	<u>October 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	2,262.13	34,008.24	43,432	9,423.76
7511 - Principal Payments - 2016 F250	440.05	4,304.08	5,191	886.92
7512 - Principal Payments - 2019 F250	397.71	1,330.91	0	(1,330.91)
7520 - Replacement of Equipment	0.00	4,544.00	5,000	456.00
7530 - Cash Proceeds-Sale of Equipment	0.00	(7,250.00)	0	7,250.00
7540 - Betterments and Additions	0.00	34,718.25	0	(34,718.25)
7590 - Operating Expenditures-Contra	(3,099.89)	(71,655.48)	(53,623)	18,032.48
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>\$ 24,852.05</u>	<u>\$ 211,911.56</u>	<u>\$ 45,626</u>	<u>\$ (166,285.56)</u>
GAAP Net Income (Loss)	<u>\$ 3,356.94</u>	<u>\$ 44,867.04</u>		

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

**Manistee Housing Commission
Capital Fund 501-17
Statement of Revenue & Expense
For the 1 Month and 10 Months Ended October 31, 2019**

	1 Month Ended	10 Months Ended
1017	<u>October 31, 2019</u>	<u>October 31, 2019</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.1 - Operating Grants	0.00	55,105.66
3401.3 - Capital Grants	0.00	4,220.40
Total HUD PHA GRANTS	0.00	59,326.06
Total Operating Income	0.00	59,326.06
Operating Expenses		
Administration		
4130 - Legal Expense	0.00	36,264.50
4190.3 - Admin Service Contracts	0.00	16,300.16
Total Administration	0.00	52,564.66
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	55,105.66
Net Income/(Loss)	0.00	4,220.40

**Manistee Housing Commission
Capital Fund 501-18
Statement of Revenue & Expense
For the 1 Month and 10 Months Ended October 31, 2019**

	1 Month Ended	10 Months Ended
1018	<u>October 31, 2019</u>	<u>October 31, 2019</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.1 - Operating Grants	10,976.80	61,479.55
3401.3 - Capital Grants	31,791.05	33,755.82
Total HUD PHA GRANTS	42,767.85	95,235.37
Total Operating Income	42,767.85	95,235.37
Operating Expenses		
Administration		
4130 - Legal Expense	5,046.00	31,125.50
4190.3 - Admin Service Contracts	1,936.80	25,561.77
4190.5 - Other Sundry-Misc.	0.00	798.28
Total Administration	6,982.80	57,485.55
Ordinary Maint. & Operations		
4430.12 - Miscellaneous Contracts	3,994.00	3,994.00
Total Ordinary Maint. & Oper	3,994.00	3,994.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	10,976.80	61,479.55
Net Income/(Loss)	31,791.05	33,755.82

**Manistee Housing Commission
Capital Fund 501-19
Statement of Revenue & Expense
For the 1 Month and 10 Months Ended October 31, 2019**

	1 Month Ended	10 Months Ended
1019	<u>October 31, 2019</u>	<u>October 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

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

Manistee Housing Commission
Capital Fund 501-17

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-17 **1517**	October 31, 2019	October 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	0.00	112,490.24	112,490.24	0.00
Total Dwelling Structures	<u>0.00</u>	<u>112,490.24</u>	<u>112,490.24</u>	<u>0.00</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>\$ 0.00</u>	<u>\$ 216,528.00</u>	<u>\$ 216,528.00</u>	<u>\$ 0.00</u>
1600 - CFP Funding	<u>0.00</u>	<u>216,528.00</u>	<u>216,528.00</u>	<u>0.00</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

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

Manistee Housing Commission
Capital Fund 501-18

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-18 **1518**	October 31, 2019	October 31, 2019		
Administration				
1406 - Operations	\$ 0.00	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	1,936.80	5,036.43	32,993.40	27,956.97
1410 - Administration	0.00	1,240.77	32,993.40	31,752.63
Total Administration	<u>1,936.80</u>	<u>72,264.00</u>	<u>131,973.60</u>	<u>59,709.60</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	9,040.00	57,167.12	197,960.40	140,793.28
Total General Capital Activity	<u>9,040.00</u>	<u>57,167.12</u>	<u>197,960.40</u>	<u>140,793.28</u>
Total Capital Funds Expended	<u>\$ 10,976.80</u>	<u>\$ 129,431.12</u>	<u>\$ 329,934.00</u>	<u>\$ 200,502.88</u>
1600 - CFP Funding	<u>42,767.85</u>	<u>161,222.17</u>	<u>329,934.00</u>	<u>168,711.83</u>
Over/(Under) Funding	<u>\$ 31,791.05</u>	<u>\$ 31,791.05</u>	<u>\$ 0.00</u>	<u>\$ 31,791.05</u>

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

Manistee Housing Commission
Capital Fund 501-19

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-19 **1519**	October 31, 2019	October 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>

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

Manistee Housing Commission

Cash Disbursements Journal

October 1, 2019 - October 31, 2019

Date	Reference	Account	Description	Amount
10/01/19	1012	10011111.4	Manistee Housing Commission	(886.60)
10/01/19	1012	10011111.2	Manistee Housing Commission	886.60
10/01/19	1013	10011111.4	Manistee Housing Commission	(778.25)
10/01/19	1013	10011111.2	Manistee Housing Commission	778.25
10/01/19	10284	10011111.2	Alerus Retirement Solutions	(157.23)
10/01/19	10284	10012117.15	Alerus Retirement Solutions	107.90
10/01/19	10284	10012117.16	Alerus Retirement Solutions	49.33
10/01/19	10285	10011111.2	Alerus Retirement Solutions	(50.00)
10/01/19	10285	10012117.13	Alerus Retirement Solutions	50.00
10/01/19	10286	10011111.2	Petty Cash	(6.85)
10/01/19	10286	10014190.5	Petty Cash	6.85
10/01/19	10287	10011111.2	██████████	(85.00)
10/01/19	10287	10011122	██████████	3.00
10/01/19	10287	10012114	██████████	82.00
10/01/19	10288	10011111.2	██████████	(425.00)
10/01/19	10288	10011122	██████████	175.00
10/01/19	10288	10012114	██████████	250.00
10/01/19	10289	10011111.2	██████████	(358.00)
10/01/19	10289	10011122	██████████	41.00
10/01/19	10289	10012114	██████████	317.00
10/01/19	10290	10011111.2	Consumers Energy	(74.80)
10/01/19	10290	10011122	Consumers Energy	74.80
10/01/19	10291	10011111.2	AmTrust North America Inc	(570.00)
10/01/19	10291	10014510	AmTrust North America Inc	570.00
10/01/19	10292	10011111.2	AT & T Long Distance	(702.21)
10/01/19	10292	10014185	AT & T Long Distance	702.21
10/01/19	10293	10011111.2	AT & T Mobility	(467.33)
10/01/19	10293	10014185	AT & T Mobility	467.33
10/01/19	10294	10011111.2	Blarney Castle Fleet Program	(103.88)
10/01/19	10294	10014420	Blarney Castle Fleet Program	103.88
10/01/19	10295	10011111.2	Byline Bank	(7,337.27)
10/01/19	10295	10012131	Byline Bank	2,262.13
10/01/19	10295	10014580	Byline Bank	5,075.14
10/01/19	10295	10017510	Byline Bank	2,262.13
10/01/19	10295	10017590	Byline Bank	(2,262.13)
10/01/19	10296	10011111.2	CDM Mobile Shredding, Inc.	(45.00)
10/01/19	10296	10014190.3	CDM Mobile Shredding, Inc.	45.00
10/01/19	10297	10011111.2	Consumers Energy	(4,516.77)
10/01/19	10297	10014320	Consumers Energy	4,516.77
10/01/19	10298	10011111.2	Custom Sheet Metal & Heating	(119.50)
10/01/19	10298	10014430.02	Custom Sheet Metal & Heating	119.50

ALL DOCUMENT REDACTED
 FEDERAL PRIVACY ACT
 IDENTIFYING INFORMATION PARTICIPANTS
 CURRENT HAS BEEN REDACTED

Manistee Housing Commission

Cash Disbursements Journal

October 1, 2019 - October 31, 2019

Date	Reference	Account	Description	Amount
10/01/19	10299	10011111.2	DTE Energy	(1,058.14)
10/01/19	10299	10014330	DTE Energy	1,058.14
10/01/19	10300	10011111.2	Ford Credit	(481.03)
10/01/19	10300	10012133	Ford Credit	440.05
10/01/19	10300	10014580	Ford Credit	40.98
10/01/19	10300	10017511	Ford Credit	440.05
10/01/19	10300	10017590	Ford Credit	(440.05)
10/01/19	10301	10011111.2	Griffin Pest Solutions	(340.00)
10/01/19	10301	10014430.09	Griffin Pest Solutions	340.00
10/01/19	10302	10011111.2	HD Supply Facilities Mtce	(692.99)
10/01/19	10302	10014420	HD Supply Facilities Mtce	692.99
10/01/19	10303	10011111.2	PHADA	(440.00)
10/01/19	10303	10014190.2	PHADA	440.00
10/01/19	10304	10011111.2	The PI Company	(43.80)
10/01/19	10304	10014190.5	The PI Company	43.80
10/01/19	10305	10011111.2	Principal Financial Group	(1,408.64)
10/01/19	10305	10014182	Principal Financial Group	804.78
10/01/19	10305	10014433	Principal Financial Group	603.86
10/01/19	10306	10011111.2	Sun Life Financial	(629.51)
10/01/19	10306	10014182	Sun Life Financial	394.96
10/01/19	10306	10014433	Sun Life Financial	234.55
10/01/19	10307	10011111.2	TKS Security	(2,065.00)
10/01/19	10307	10011690	TKS Security	2,065.00
10/01/19	10308	10011111.2	US Bank Equipment Finance	(689.76)
10/01/19	10308	10014190.3	US Bank Equipment Finance	689.76
10/01/19	10309	10011111.2	VSP	(269.16)
10/01/19	10309	10014182	VSP	145.29
10/01/19	10309	10014433	VSP	123.87
10/01/19	10310	10011111.2	██████████	(100.00)
10/01/19	10310	10014221	██████████	100.00
10/01/19	10311	10011111.2	██████████	(200.00)
10/01/19	10311	10014221	██████████	200.00
10/01/19	10312	10011111.2	██████████	(50.00)
10/01/19	10312	10014221	██████████	50.00
10/01/19	10313	10011111.2	██████████	(200.00)
10/01/19	10313	10014221	██████████	200.00
10/01/19	10314	10011111.2	ZixCorp	(381.60)
10/01/19	10314	10014190.3	ZixCorp	381.60
10/02/19	13313	10011111.2	CMHC - West Shore FSA	(303.47)
10/02/19	13313	10011111.3	CMHC - West Shore FSA	303.47
10/02/19	13314	10011111.2	United Steel Workers of America	(3.00)

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
 CURRENT AND PAST IDENTIFYING INFORMATION HAS BEEN REDACTED

Manistee Housing Commission

Cash Disbursements Journal

October 1, 2019 - October 31, 2019

Date	Reference	Account	Description	Amount
10/02/19	13314	10012117.6	United Steel Workers of America	3.00
10/02/19	13315	10011111.2	United Steel Workers of America	(64.15)
10/02/19	13315	10012117.9	United Steel Workers of America	64.15
10/11/19	10315	10011111.2	Dale Priester	(1,174.71)
10/11/19	10315	10011129	Dale Priester	1,174.71
10/11/19	10316	10011111.2	Alerus Retirement Solutions	(50.00)
10/11/19	10316	10012117.13	Alerus Retirement Solutions	50.00
10/11/19	10317	10011111.2	Alerus Retirement Solutions	(157.23)
10/11/19	10317	10012117.15	Alerus Retirement Solutions	107.90
10/11/19	10317	10012117.16	Alerus Retirement Solutions	49.33
10/11/19	10318	10011111.2	Consumers Energy	(219.67)
10/11/19	10318	10011122	Consumers Energy	219.67
10/11/19	10319	10011111.2	██████████	(0.22)
10/11/19	10319	10011122	██████████	0.22
10/11/19	10320	10011111.2	Consumers Energy	(182.32)
10/11/19	10320	10011122	Consumers Energy	182.32
10/11/19	10321	10011111.2	Adobe Inc.	(1,936.80)
10/11/19	10321	10184190.3	Adobe Inc.	1,936.80
10/11/19	10321	15181408	Adobe Inc.	1,936.80
10/11/19	10321	15189800	Adobe Inc.	(1,936.80)
10/11/19	10322	10011111.2	AT & T	(1,068.80)
10/11/19	10322	10014185	AT & T	1,068.80
10/11/19	10323	10011111.2	Bob's Roofing Company, Inc.	(3,994.00)
10/11/19	10323	10184430.12	Bob's Roofing Company, Inc.	3,994.00
10/11/19	10323	15181480	Bob's Roofing Company, Inc.	3,994.00
10/11/19	10323	15189800	Bob's Roofing Company, Inc.	(3,994.00)
10/11/19	10324	10011111.2	Charter Business	(125.18)
10/11/19	10324	10014185	Charter Business	125.18
10/11/19	10325	10011111.2	City of Manistee	(4,248.87)
10/11/19	10325	10014310	City of Manistee	4,248.87
10/11/19	10326	10011111.2	Consumers Energy	(1,799.64)
10/11/19	10326	10014320	Consumers Energy	1,799.64
10/11/19	10327	10011111.2	Fastenal Company	(2,195.92)
10/11/19	10327	10014420	Fastenal Company	2,195.92
10/11/19	10328	10011111.2	Ford Credit	(537.55)
10/11/19	10328	10012134	Ford Credit	397.71
10/11/19	10328	10014580	Ford Credit	139.84
10/11/19	10328	10017512	Ford Credit	397.71
10/11/19	10328	10017590	Ford Credit	(397.71)
10/11/19	10329	10011111.2	Haglund's Floor Covering	(36.00)
10/11/19	10329	10014420	Haglund's Floor Covering	36.00

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

Manistee Housing Commission

Cash Disbursements Journal

October 1, 2019 - October 31, 2019

Date	Reference	Account	Description	Amount
10/11/19	10330	10011111.2	HD Supply Facilities Mtce	(211.06)
10/11/19	10330	10014420	HD Supply Facilities Mtce	211.06
10/11/19	10331	10011111.2	H.A.A.S., Inc.	(686.88)
10/11/19	10331	10014170	H.A.A.S., Inc.	686.88
10/11/19	10332	10011111.2	Housing Insurance Services, Inc.	(1,051.00)
10/11/19	10332	10011211	Housing Insurance Services, Inc.	1,051.00
10/11/19	10333	10011111.2	International eProcurement, LLC	(1,000.00)
10/11/19	10333	10014190.3	International eProcurement, LLC	1,000.00
10/11/19	10334	10011111.2	Jackpine Business Centers	(79.00)
10/11/19	10334	10014190.4	Jackpine Business Centers	79.00
10/11/19	10335	10011111.2	Jason Thompson Landscape & Design	(1,350.00)
10/11/19	10335	10014430.05	Jason Thompson Landscape & Design	1,350.00
10/11/19	10336	10011111.2	Kushner & Company	(50.00)
10/11/19	10336	10014190.3	Kushner & Company	50.00
10/11/19	10337	10011111.2	Larsen's Landscaping LLC	(373.23)
10/11/19	10337	10014430.12	Larsen's Landscaping LLC	373.23
10/11/19	10338	10011111.2	Mac's Cleaning Service	(180.00)
10/11/19	10338	10014430.11	Mac's Cleaning Service	180.00
10/11/19	10339	10011111.2	McCardel Water Conditioning	(32.50)
10/11/19	10339	10014190.5	McCardel Water Conditioning	32.50
10/11/19	10340	10011111.2	Mika Meyers PLC	(854.48)
10/11/19	10340	10014130	Mika Meyers PLC	854.48
10/11/19	10341	10011111.2	Next IT	(1,600.00)
10/11/19	10341	10014190.3	Next IT	1,600.00
10/11/19	10342	10011111.2	Olson Lumber Company	(699.93)
10/11/19	10342	10014420	Olson Lumber Company	699.93
10/11/19	10343	10011111.2	Pitney Bowes	(457.59)
10/11/19	10343	10014190.3	Pitney Bowes	457.59
10/11/19	10344	10011111.2	PNC Bank	(191.98)
10/11/19	10344	10014190.3	PNC Bank	140.00
10/11/19	10344	10014190.5	PNC Bank	51.98
10/11/19	10345	10011111.2	Reno & Cavanaugh	(5,046.00)
10/11/19	10345	10184130	Reno & Cavanaugh	5,046.00
10/11/19	10345	15181480	Reno & Cavanaugh	5,046.00
10/11/19	10345	15189800	Reno & Cavanaugh	(5,046.00)
10/11/19	10346	10011111.2	Republic Services	(1,157.14)
10/11/19	10346	10014430.01	Republic Services	1,157.14
10/11/19	10347	10011111.2	Staples	(148.15)
10/11/19	10347	10014190.4	Staples	148.15
10/11/19	10348	10011111.2	Wahr Hardware, Inc.	(288.93)

Manistee Housing Commission

Cash Disbursements Journal

October 1, 2019 - October 31, 2019

Date	Reference	Account	Description	Amount
10/11/19	10348	10014420	Wahr Hardware, Inc.	288.93
10/16/19	13316	10011111.2	CMHC - West Shore FSA	(303.47)
10/16/19	13316	10011111.3	CMHC - West Shore FSA	303.47
10/16/19	13317	10011111.2	United Steel Workers of America	(62.43)
10/16/19	13317	10012117.9	United Steel Workers of America	62.43
10/30/19	13318	10011111.2	CMHC - West Shore FSA	(303.47)
10/30/19	13318	10011111.3	CMHC - West Shore FSA	303.47
Transaction Balance				<u><u>0.00</u></u>

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

Manistee Housing Commission

Cash Receipts Journal

October 1, 2019 - October 31, 2019

Date	Reference	Account	Description	Amount
10/31/19	148	10011111.2	October Cash Receipts	56,017.21
10/31/19	148	10011111.2	October Cash Receipts	1,280.25
10/31/19	148	10011122	October TAR Collections	(52,329.21)
10/31/19	148	10012114	October Security Deposit Collections	(570.00)
10/31/19	148	10013690.7	Management Fee Income - DVG	(833.00)
10/31/19	148	10013690.1	Jury Duty Reimbursement	(17.00)
10/31/19	148	10013690.1	Wk Comp Audit Refund	(442.00)
10/31/19	148	10011129	Reimbursement - Priestler	(1,174.71)
10/31/19	148	10013690.4	Laundry Income	(869.63)
10/31/19	148	10011122.1	October Bad Debt Collections	(1,061.91)
10/31/19	149	10011111.2	Operating Subsidy	53,981.99
10/31/19	149	10013401.2	Operating Subsidy	(53,981.99)
10/31/19	150	10011111.2	2018 CFP Grant	10,976.80
10/31/19	150	10183401.1	2018 CFP Grant	(10,976.80)
10/31/19	150	15181600	2018 CFP Grant	10,976.80
10/31/19	150	15181699	2018 CFP Grant	(10,976.80)
10/31/19	151	10011111.2	2018 CFP Grant	31,791.05
10/31/19	151	10183401.3	2018 CFP Grant	(31,791.05)
10/31/19	151	15181600	2018 CFP Grant	31,791.05
10/31/19	151	15181699	2018 CFP Grant	(31,791.05)
10/31/19	152	10011111.2	NOW/Sweep Interest	115.85
10/31/19	152	10011111.3	HRA Interest	0.62
10/31/19	152	10011111.4	MM Savings Interest	11.62
10/31/19	152	10013610	Interest Income - October	(128.09)
Transaction Balance				<u>0.00</u>

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

Manistee Housing Commission

Journal Entry Journal

October 1, 2019 - October 31, 2019

Date	Reference	Account	Description	Amount
10/01/19	333.1	10011690	To record October checks that cleared in September.	(477.50)
10/01/19	333.1	10011111.2	To record October checks that cleared in September.	477.50
10/31/19	334	10011122	To record charges to tenants per Oct 2019 Statement of Operations.	51,009.16
10/31/19	334	10013110	To record charges to tenants per Oct 2019 Statement of Operations.	(49,669.00)
10/31/19	334	10013120	To record charges to tenants per Oct 2019 Statement of Operations.	(736.42)
10/31/19	334	10013690	To record charges to tenants per Oct 2019 Statement of Operations.	(577.74)
10/31/19	334	10011111.2	To record charges to tenants per Oct 2019 Statement of Operations.	(26.00)
10/31/19	335	10011122	To record transfer of security deposit to A/R per Oct 2019 Statement of Operations.	(334.00)
10/31/19	335	10012114	To record transfer of security deposit to A/R per Oct 2019 Statement of Operations.	334.00
10/31/19	336	10012132	To record AJE #1 per FYE 12/31/2018 audit.	38,904.81
10/31/19	336	10012806.1	To record AJE #1 per FYE 12/31/2018 audit.	(38,904.81)
10/31/19	PH1	10019998	To record units available.	214.00
10/31/19	PH1	10019999	To record units available.	(214.00)
10/31/19	PH2	10012137	To record estimated monthly PILOT expense.	(2,740.00)
10/31/19	PH2	10014520	To record estimated monthly PILOT expense.	2,740.00
10/31/19	PH3	10014800	To record estimated monthly depreciation expense.	24,595.00
10/31/19	PH3	10011400.95	To record estimated monthly depreciation expense.	(24,595.00)
10/31/19	RT1	10019996	To record units leased.	202.00
10/31/19	RT1	10019997	To record units leased.	(202.00)
10/31/19	RT2	10014510	To record monthly insurance write off.	7,652.19
10/31/19	RT2	10011211	To record monthly insurance write off.	(7,652.19)
10/31/19	RT3	10012117.12	To record HRA transactions per bank statement.	160.30
10/31/19	RT3	10011111.3	To record HRA transactions per bank statement.	(160.30)
10/31/19	RT4	10014110	To record payroll transactions per bank statement.	13,767.96
10/31/19	RT4	10014410	To record payroll transactions per bank statement.	7,921.32
10/31/19	RT4	10012117.4	To record payroll transactions per bank statement.	(1,262.80)
10/31/19	RT4	10012117.5	To record payroll transactions per bank statement.	(1,301.35)
10/31/19	RT4	10012117.9	To record payroll transactions per bank statement.	(62.43)
10/31/19	RT4	10012117.12	To record payroll transactions per bank statement.	(606.94)
10/31/19	RT4	10012117.13	To record payroll transactions per bank statement.	(100.00)
10/31/19	RT4	10012117.14	To record payroll transactions per bank statement.	(356.58)
10/31/19	RT4	10012117.15	To record payroll transactions per bank statement.	(215.80)
10/31/19	RT4	10012117.16	To record payroll transactions per bank statement.	(98.66)
10/31/19	RT4	10014182	To record payroll transactions per bank statement.	955.59
10/31/19	RT4	10014433	To record payroll transactions per bank statement.	525.70
10/31/19	RT4	10014190.3	To record payroll transactions per bank statement.	101.05
10/31/19	RT4	10011111.2	To record payroll transactions per bank statement.	(19,267.06)
10/31/19	RT5	10012117.4	To record SHWF debit for payment of health insurance per bank statement.	1,262.80
10/31/19	RT5	10014182	To record SHWF debit for payment of health insurance per bank statement.	4,617.51

Manistee Housing Commission

Journal Entry Journal

October 1, 2019 - October 31, 2019

Date	Reference	Account	Description	Amount
10/31/19	RT5	10014433	To record SHWF debit for payment of health insurance per bank statement.	3,895.23
10/31/19	RT5	10011111.2	To record SHWF debit for payment of health insurance per bank statement.	(9,775.54)
10/31/19	RT6	10012117.5	To record MERS contribution per bank statement.	1,318.31
10/31/19	RT6	10011701	To record MERS contribution per bank statement.	1,200.00
10/31/19	RT6	10011111.2	To record MERS contribution per bank statement.	(2,518.31)
10/31/19	RT7	10012117.14	To record AFLAC debit per bank statement.	356.58
10/31/19	RT7	10011111.2	To record AFLAC debit per bank statement.	(356.58)
10/31/19	RT8	10012820.00	To record adjustment to Operating Reserve to reflect current month profit or loss.	(24,852.05)
10/31/19	RT8	10012820.01	To record adjustment to Operating Reserve to reflect current month profit or loss.	24,852.05
Transaction Balance				<u>0.00</u>

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

**Manistee Housing Commission
General Ledger**

October 1, 2019 - October 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011111.2	NOW Account			514,539.45		
10/01/19	333.1	3	To record October checks that cleared in September.		477.50	
10/01/19	1012	2	Manistee Housing Commission		886.60	
10/01/19	1013	2	Manistee Housing Commission		778.25	
10/01/19	10284	2	Alerus Retirement Solutions		(157.23)	
10/01/19	10285	2	Alerus Retirement Solutions		(50.00)	
10/01/19	10286	2	Petty Cash		(6.85)	
10/01/19	10287	2	██████████		(85.00)	
10/01/19	10288	2	██████████		(425.00)	
10/01/19	10289	2	██████████		(358.00)	
10/01/19	10290	2	Consumers Energy		(74.80)	
10/01/19	10291	2	AmTrust North America Inc		(570.00)	
10/01/19	10292	2	AT & T Long Distance		(702.21)	
10/01/19	10293	2	AT & T Mobility		(467.33)	
10/01/19	10294	2	Blarney Castle Fleet Program		(103.88)	
10/01/19	10295	2	Byline Bank		(7,337.27)	
10/01/19	10296	2	CDM Mobile Shredding, Inc.		(45.00)	
10/01/19	10297	2	Consumers Energy		(4,516.77)	
10/01/19	10298	2	Custom Sheet Metal & Heating		(119.50)	
10/01/19	10299	2	DTE Energy		(1,058.14)	
10/01/19	10300	2	Ford Credit		(481.03)	
10/01/19	10301	2	Griffin Pest Solutions		(340.00)	
10/01/19	10302	2	HD Supply Facilities Mtce		(692.99)	
10/01/19	10303	2	PHADA		(440.00)	
10/01/19	10304	2	The PI Company		(43.80)	
10/01/19	10305	2	Principal Financial Group		(1,408.64)	
10/01/19	10306	2	Sun Life Financial		(629.51)	
10/01/19	10307	2	TKS Security		(2,065.00)	
10/01/19	10308	2	US Bank Equipment Finance		(689.76)	
10/01/19	10309	2	VSP		(269.16)	
10/01/19	10310	2	██████████		(100.00)	
10/01/19	10311	2	██████████		(200.00)	
10/01/19	10312	2	██████████		(50.00)	
10/01/19	10313	2	██████████		(200.00)	
10/01/19	10314	2	ZixCorp		(381.60)	
10/02/19	13313	2	CMHC - West Shore FSA		(303.47)	
10/02/19	13314	2	United Steel Workers of America		(3.00)	
10/02/19	13315	2	United Steel Workers of America		(64.15)	
10/11/19	10315	2	Dale Priester		(1,174.71)	
10/11/19	10316	2	Alerus Retirement Solutions		(50.00)	
10/11/19	10317	2	Alerus Retirement Solutions		(157.23)	
10/11/19	10318	2	Consumers Energy		(219.67)	
10/11/19	10319	2	██████████		(0.22)	
10/11/19	10320	2	Consumers Energy		(182.32)	
10/11/19	10321	2	Adobe Inc.		(1,936.80)	
10/11/19	10322	2	AT & T		(1,068.80)	
10/11/19	10323	2	Bob's Roofing Company, Inc.		(3,994.00)	
10/11/19	10324	2	Charter Business		(125.18)	
10/11/19	10325	2	City of Manistee		(4,248.87)	
10/11/19	10326	2	Consumers Energy		(1,799.64)	
10/11/19	10327	2	Fastenal Company		(2,195.92)	
10/11/19	10328	2	Ford Credit		(537.55)	
10/11/19	10329	2	Haglund's Floor Covering		(36.00)	
10/11/19	10330	2	HD Supply Facilities Mtce		(211.06)	
10/11/19	10331	2	H.A.A.S., Inc.		(686.88)	
10/11/19	10332	2	Housing Insurance Services, Inc.		(1,051.00)	
10/11/19	10333	2	International eProcurement, LLC		(1,000.00)	

Manistee Housing Commission

General Ledger

October 1, 2019 - October 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10/11/19	10334	2	Jackpine Business Centers		(79.00)	
10/11/19	10335	2	Jason Thompson Landscape & Design		(1,350.00)	
10/11/19	10336	2	Kushner & Company		(50.00)	
10/11/19	10337	2	Larsen's Landscaping LLC		(373.23)	
10/11/19	10338	2	Mac's Cleaning Service		(180.00)	
10/11/19	10339	2	McCardel Water Conditioning		(32.50)	
10/11/19	10340	2	Mika Meyers PLC		(854.48)	
10/11/19	10341	2	Next IT		(1,600.00)	
10/11/19	10342	2	Olson Lumber Company		(699.93)	
10/11/19	10343	2	Pitney Bowes		(457.59)	
10/11/19	10344	2	PNC Bank		(191.98)	
10/11/19	10345	2	Reno & Cavanaugh		(5,046.00)	
10/11/19	10346	2	Republic Services		(1,157.14)	
10/11/19	10347	2	Staples		(148.15)	
10/11/19	10348	2	Wahr Hardware, Inc.		(288.93)	
10/16/19	13316	2	CMHC - West Shore FSA		(303.47)	
10/16/19	13317	2	United Steel Workers of America		(62.43)	
10/30/19	13318	2	CMHC - West Shore FSA		(303.47)	
10/31/19	148	1	October Cash Receipts		56,017.21	
10/31/19	148	1	October Cash Receipts		1,280.25	
10/31/19	149	1	Operating Subsidy		53,981.99	
10/31/19	150	1	2018 CFP Grant		10,976.80	
10/31/19	151	1	2018 CFP Grant		31,791.05	
10/31/19	152	1	NOW/Sweep Interest		115.85	
10/31/19	334	3	To record charges to tenants per Oct 2019 Statement of Operations.		(26.00)	
10/31/19	RT4	3	To record payroll transactions per bank statement.		(19,267.06)	
10/31/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		(9,775.54)	
10/31/19	RT6	3	To record MERS contribution per bank statement.		(2,518.31)	
10/31/19	RT7	3	To record AFLAC debit per bank statement.		(356.58)	
			Totals for 10011111.2		<u>66,068.77</u>	<u>580,608.22</u>
10011111.3	HRA Account			9,625.25		
10/02/19	13313	2	CMHC - West Shore FSA		303.47	
10/16/19	13316	2	CMHC - West Shore FSA		303.47	
10/30/19	13318	2	CMHC - West Shore FSA		303.47	
10/31/19	152	1	HRA Interest		0.62	
10/31/19	RT3	3	To record HRA transactions per bank statement.		(160.30)	
			Totals for 10011111.3		<u>750.73</u>	<u>10,375.98</u>
10011111.4	Money Market Savings			55,566.75		
10/01/19	1012	2	Manistee Housing Commission		(886.60)	
10/01/19	1013	2	Manistee Housing Commission		(778.25)	
10/31/19	152	1	MM Savings Interest		11.62	
			Totals for 10011111.4		<u>(1,653.23)</u>	<u>53,913.52</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			6,037.49		
10/01/19	10287	2	██████████		3.00	
10/01/19	10288	2	██████████		175.00	

**Manistee Housing Commission
General Ledger**

October 1, 2019 - October 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10/01/19	10289	2			41.00	
10/01/19	10290	2	Consumers Energy		74.80	
10/11/19	10318	2	Consumers Energy		219.67	
10/11/19	10319	2			0.22	
10/11/19	10320	2	Consumers Energy		182.32	
10/31/19	148	1	October TAR Collections		(52,329.21)	
10/31/19	334	3	To record charges to tenants per Oct 2019 Statement of Operations.		51,009.16	
10/31/19	335	3	To record transfer of security deposit to A/R per Oct 2019 Statement of Operations.		(334.00)	
			Totals for 10011122		(958.04)	5,079.45
10011122.1	Allowance for Doubtful Accounts-TAR			(7,008.14)		
10/31/19	148	1	October Bad Debt Collections		(1,061.91)	
			Totals for 10011122.1		(1,061.91)	(8,070.05)
10011129	Accounts Receivable-Other			2,521.50		
10/11/19	10315	2	Dale Priester		1,174.71	
10/31/19	148	1	Reimbursement - Priester		(1,174.71)	
			Totals for 10011129		0.00	2,521.50
10011211	Prepaid Insurance			22,567.84		
10/11/19	10332	2	Housing Insurance Services, Inc.		1,051.00	
10/31/19	RT2	3	To record monthly insurance write off.		(7,652.19)	
			Totals for 10011211		(6,601.19)	15,966.65
10011400	Construction in Progress-CFP			6,185.17		
			Totals for 10011400		0.00	6,185.17
10011400.6	Land			360,271.62		
			Totals for 10011400.6		0.00	360,271.62
10011400.61	Land Improvements			89,807.07		
			Totals for 10011400.61		0.00	89,807.07
10011400.7	Buildings			4,657,515.77		
			Totals for 10011400.7		0.00	4,657,515.77
10011400.71	Building Improvements			5,433,574.21		
			Totals for 10011400.71		0.00	5,433,574.21
10011400.72	Non-dwelling Structures			8,525.00		
			Totals for 10011400.72		0.00	8,525.00
10011400.8	Furn., Equip., Mach.-Dwellings			273,421.30		
			Totals for 10011400.8		0.00	273,421.30
10011400.9	Furn., Equip., Mach.-Admin			327,933.06		
			Totals for 10011400.9		0.00	327,933.06
10011400.95	Accumulated Depreciation-ALL			(8,703,559.32)		
10/31/19	PH3	3	To record estimated monthly depreciation expense.		(24,595.00)	
			Totals for 10011400.95		(24,595.00)	(8,728,154.32)
10011690	Undistributed Debits			477.50		
10/01/19	333.1	3	To record October checks that cleared in September.		(477.50)	

**Manistee Housing Commission
General Ledger**

October 1, 2019 - October 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10/01/19	10307	2	TKS Security		2,065.00	
			Totals for 10011690		<u>1,587.50</u>	<u>2,065.00</u>
10011701	Deferred Outflows			22,440.96		
10/31/19	RT6	3	To record MERS contribution per bank statement.		1,200.00	
			Totals for 10011701		<u>1,200.00</u>	<u>23,640.96</u>
10012111	Vendors and Contractors			(37,752.73)		
			Totals for 10012111		<u>0.00</u>	<u>(37,752.73)</u>
10012114	Tenant Security Deposits			(50,473.00)		
10/01/19	10287	2	██████████		82.00	
10/01/19	10288	2	██████████		250.00	
10/01/19	10289	2	██████████		317.00	
10/31/19	148	1	October Security Deposit Collections		(570.00)	
10/31/19	335	3	To record transfer of security deposit to A/R per Oct 2019 Statement of Operations.		<u>334.00</u>	
			Totals for 10012114		<u>413.00</u>	<u>(50,060.00)</u>
10012117.12	FSA Withheld			(236.76)		
10/31/19	RT3	3	To record HRA transactions per bank statement.		160.30	
10/31/19	RT4	3	To record payroll transactions per bank statement.		<u>(606.94)</u>	
			Totals for 10012117.12		<u>(446.64)</u>	<u>(683.40)</u>
10012117.13	MERS HCSP Withheld			(100.00)		
10/01/19	10285	2	Alerus Retirement Solutions		50.00	
10/11/19	10316	2	Alerus Retirement Solutions		50.00	
10/31/19	RT4	3	To record payroll transactions per bank statement.		<u>(100.00)</u>	
			Totals for 10012117.13		<u>0.00</u>	<u>(100.00)</u>
10012117.14	AFLAC Pre-Tax			(534.87)		
10/31/19	RT4	3	To record payroll transactions per bank statement.		(356.58)	
10/31/19	RT7	3	To record AFLAC debit per bank statement.		<u>356.58</u>	
			Totals for 10012117.14		<u>0.00</u>	<u>(534.87)</u>
10012117.15	MERS 457			(215.80)		
10/01/19	10284	2	Alerus Retirement Solutions		107.90	
10/11/19	10317	2	Alerus Retirement Solutions		107.90	
10/31/19	RT4	3	To record payroll transactions per bank statement.		<u>(215.80)</u>	
			Totals for 10012117.15		<u>0.00</u>	<u>(215.80)</u>
10012117.16	Roth 457			(98.66)		
10/01/19	10284	2	Alerus Retirement Solutions		49.33	
10/11/19	10317	2	Alerus Retirement Solutions		49.33	
10/31/19	RT4	3	To record payroll transactions per bank statement.		<u>(98.66)</u>	
			Totals for 10012117.16		<u>0.00</u>	<u>(98.66)</u>
10012117.4	125 Medical Withheld			0.00		
10/31/19	RT4	3	To record payroll transactions per bank statement.		(1,262.80)	
10/31/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		<u>1,262.80</u>	

Manistee Housing Commission

General Ledger

October 1, 2019 - October 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 10012117.4					<u>0.00</u>	<u>0.00</u>
10012117.5	Pension Withheld			(1,976.51)		
10/31/19	RT4	3	To record payroll transactions per bank statement.		(1,301.35)	
10/31/19	RT6	3	To record MERS contribution per bank statement.		<u>1,318.31</u>	
Totals for 10012117.5					<u>16.96</u>	<u>(1,959.55)</u>
10012117.6	PAC Withheld			(3.00)		
10/02/19	13314	2	United Steel Workers of America		3.00	
Totals for 10012117.6					<u>3.00</u>	<u>0.00</u>
10012117.9	Union Dues Withheld			(64.15)		
10/02/19	13315	2	United Steel Workers of America		64.15	
10/16/19	13317	2	United Steel Workers of America		62.43	
10/31/19	RT4	3	To record payroll transactions per bank statement.		<u>(62.43)</u>	
Totals for 10012117.9					<u>64.15</u>	<u>0.00</u>
10012119.2	Interfund Payable - DVG			(935.90)		
Totals for 10012119.2					<u>0.00</u>	<u>(935.90)</u>
10012131	EPC Loan - Current			(11,685.62)		
10/01/19	10295	2	Byline Bank		<u>2,262.13</u>	
Totals for 10012131					<u>2,262.13</u>	<u>(9,423.49)</u>
10012132	EPC Loan - Noncurrent			(1,020,616.92)		
10/31/19	336	3	To record AJE #1 per FYE 12/31/2018 audit.		<u>38,904.81</u>	
Totals for 10012132					<u>38,904.81</u>	<u>(981,712.11)</u>
10012133	Capital Lease - 2016 F250 - Current			(1,326.71)		
10/01/19	10300	2	Ford Credit		440.05	
Totals for 10012133					<u>440.05</u>	<u>(886.66)</u>
10012134	Capital Lease - 2019 F250 - Current			(1,199.35)		
10/11/19	10328	2	Ford Credit		397.71	
Totals for 10012134					<u>397.71</u>	<u>(801.64)</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			(24,660.00)		
10/31/19	PH2	3	To record estimated monthly PILOT expense.		<u>(2,740.00)</u>	
Totals for 10012137					<u>(2,740.00)</u>	<u>(27,400.00)</u>
10012138	Net Pension Liability			(7,748.00)		
Totals for 10012138					<u>0.00</u>	<u>(7,748.00)</u>
10012139	Capital Lease - 2016 F250 - Non Current			(6,937.76)		
Totals for 10012139					<u>0.00</u>	<u>(6,937.76)</u>

**Manistee Housing Commission
General Ledger**

October 1, 2019 - October 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10012140	Capital Lease - 2019 F250 - Non Current			(25,650.45)		
	Totals for 10012140				<u>0.00</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)		
10/31/19	336	3	To record AJE #1 per FYE 12/31/2018 audit.		<u>(38,904.81)</u>	
	Totals for 10012806.1				<u>(38,904.81)</u>	<u>(1,592,309.12)</u>
10012820.00	HUD Operating Reserve - Memo			(418,488.18)		
10/31/19	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>(24,852.05)</u>	
	Totals for 10012820.00				<u>(24,852.05)</u>	<u>(443,340.23)</u>
10012820.01	HUD Operating Reserve-Contra			418,488.18		
10/31/19	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>24,852.05</u>	
	Totals for 10012820.01				<u>24,852.05</u>	<u>443,340.23</u>
10013110	Dwelling Rental Revenue			(450,347.00)		
10/31/19	334	3	To record charges to tenants per Oct 2019 Statement of Operations.		<u>(49,669.00)</u>	
	Totals for 10013110				<u>(49,669.00)</u>	<u>(500,016.00)</u>
10013120	Tenant Revenue - Excess Utilities			(4,558.21)		
10/31/19	334	3	To record charges to tenants per Oct 2019 Statement of Operations.		<u>(736.42)</u>	
	Totals for 10013120				<u>(736.42)</u>	<u>(5,294.63)</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			(504,714.00)		
10/31/19	149	1	Operating Subsidy		<u>(53,981.99)</u>	
	Totals for 10013401.2				<u>(53,981.99)</u>	<u>(558,695.99)</u>
10013610	Interest Income			(871.51)		
10/31/19	152	1	Interest Income - October		<u>(128.09)</u>	
	Totals for 10013610				<u>(128.09)</u>	<u>(999.60)</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			(27,906.99)		
10/31/19	334	3	To record charges to tenants per Oct 2019 Statement of Operations.		<u>(577.74)</u>	
	Totals for 10013690				<u>(577.74)</u>	<u>(28,484.73)</u>
10013690.1	Other Revenue			(3,465.39)		
10/31/19	148	1	Jury Duty Reimbursement		<u>(17.00)</u>	
10/31/19	148	1	Wk Comp Audit Refund		<u>(442.00)</u>	
	Totals for 10013690.1				<u>(459.00)</u>	<u>(3,924.39)</u>

**Manistee Housing Commission
General Ledger**

October 1, 2019 - October 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
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			(9,783.71)		
10/31/19	148	1	Laundry Income		<u>(869.63)</u>	
			Totals for 10013690.4		<u>(869.63)</u>	<u>(10,653.34)</u>
10013690.6	Fraud Recovery Revenue			(1,649.44)		
			Totals for 10013690.6		<u>0.00</u>	<u>(1,649.44)</u>
10013690.7	Management Fee - DVG			(7,497.00)		
10/31/19	148	1	Management Fee Income - DVG		<u>(833.00)</u>	
			Totals for 10013690.7		<u>(833.00)</u>	<u>(8,330.00)</u>
10014110	Administrative Wages			137,305.40		
10/31/19	RT4	3	To record payroll transactions per bank statement.		<u>13,767.96</u>	
			Totals for 10014110		<u>13,767.96</u>	<u>151,073.36</u>
10014130	Legal Expense			4,749.07		
10/11/19	10340	2	Mika Meyers PLC		<u>854.48</u>	
			Totals for 10014130		<u>854.48</u>	<u>5,603.55</u>
10014140	Staff Training			1,650.00		
			Totals for 10014140		<u>0.00</u>	<u>1,650.00</u>
10014150	Travel Expense			8.00		
			Totals for 10014150		<u>0.00</u>	<u>8.00</u>
10014170	Accounting Fees			7,131.42		
10/11/19	10331	2	H.A.A.S., Inc.		<u>686.88</u>	
			Totals for 10014170		<u>686.88</u>	<u>7,818.30</u>
10014182	Employee Benefits - Admin			65,087.38		
10/01/19	10305	2	Principal Financial Group		804.78	
10/01/19	10306	2	Sun Life Financial		394.96	
10/01/19	10309	2	VSP		145.29	
10/31/19	RT4	3	To record payroll transactions per bank statement.		955.59	
10/31/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		4,617.51	
			Totals for 10014182		<u>6,918.13</u>	<u>72,005.51</u>
10014185	Telephone			17,573.46		
10/01/19	10292	2	AT & T Long Distance		702.21	
10/01/19	10293	2	AT & T Mobility		467.33	
10/11/19	10322	2	AT & T		1,068.80	
10/11/19	10324	2	Charter Business		125.18	
			Totals for 10014185		<u>2,363.52</u>	<u>19,936.98</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			2,301.50		
10/01/19	10303	2	PHADA		440.00	
			Totals for 10014190.2		<u>440.00</u>	<u>2,741.50</u>
10014190.3	Admin Service Contracts			29,590.22		
10/01/19	10296	2	CDM Mobile Shredding, Inc.		45.00	

Manistee Housing Commission

General Ledger

October 1, 2019 - October 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10/01/19	10308	2	US Bank Equipment Finance		689.76	
10/01/19	10314	2	ZixCorp		381.60	
10/11/19	10333	2	International eProcurement, LLC		1,000.00	
10/11/19	10336	2	Kushner & Company		50.00	
10/11/19	10341	2	Next IT		1,600.00	
10/11/19	10343	2	Pitney Bowes		457.59	
10/11/19	10344	2	PNC Bank		140.00	
10/31/19	RT4	3	To record payroll transactions per bank statement.		101.05	
			Totals for 10014190.3		<u>4,465.00</u>	<u>34,055.22</u>
10014190.4	Office Supplies			7,934.92		
10/11/19	10334	2	Jackpine Business Centers		79.00	
10/11/19	10347	2	Staples		148.15	
			Totals for 10014190.4		<u>227.15</u>	<u>8,162.07</u>
10014190.5	Other Sundry-Misc.			5,728.94		
10/01/19	10286	2	Petty Cash		6.85	
10/01/19	10304	2	The PI Company		43.80	
10/11/19	10339	2	McCardel Water Conditioning		32.50	
10/11/19	10344	2	PNC Bank		51.98	
			Totals for 10014190.5		<u>135.13</u>	<u>5,864.07</u>
10014221	Resident Employee Stipend			4,950.00		
10/01/19	10310	2	██████████		100.00	
10/01/19	10311	2	██████████		200.00	
10/01/19	10312	2	██████████		50.00	
10/01/19	10313	2	██████████		200.00	
			Totals for 10014221		<u>550.00</u>	<u>5,500.00</u>
10014230	Contract Costs-Cable & Other			11,136.77		
			Totals for 10014230		<u>0.00</u>	<u>11,136.77</u>
10014310	Water & Sewer			40,713.24		
10/11/19	10325	2	City of Manistee		4,248.87	
			Totals for 10014310		<u>4,248.87</u>	<u>44,962.11</u>
10014320	Electricity			85,626.38		
10/01/19	10297	2	Consumers Energy		4,516.77	
10/11/19	10326	2	Consumers Energy		1,799.64	
			Totals for 10014320		<u>6,316.41</u>	<u>91,942.79</u>
10014330	Gas			22,898.47		
10/01/19	10299	2	DTE Energy		1,058.14	
			Totals for 10014330		<u>1,058.14</u>	<u>23,956.61</u>
10014410	Maintenance Wages			81,561.63		
10/31/19	RT4	3	To record payroll transactions per bank statement.		7,921.32	
			Totals for 10014410		<u>7,921.32</u>	<u>89,482.95</u>
10014420	Materials			26,187.24		
10/01/19	10294	2	Blarney Castle Fleet Program		103.88	
10/01/19	10302	2	HD Supply Facilities Mtce		692.99	
10/11/19	10327	2	Fastenal Company		2,195.92	
10/11/19	10329	2	Haglund's Floor Covering		36.00	
10/11/19	10330	2	HD Supply Facilities Mtce		211.06	
10/11/19	10342	2	Olson Lumber Company		699.93	
10/11/19	10348	2	Wahr Hardware, Inc.		288.93	

Manistee Housing Commission

General Ledger

October 1, 2019 - October 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 10014420					<u>4,228.71</u>	<u>30,415.95</u>
10014430.01	Garbage Removal			13,121.16		
10/11/19	10346	2	Republic Services		1,157.14	
Totals for 10014430.01					<u>1,157.14</u>	<u>14,278.30</u>
10014430.02	Heating & Cooling Contracts			9,028.19		
10/01/19	10298	2	Custom Sheet Metal & Heating		119.50	
Totals for 10014430.02					<u>119.50</u>	<u>9,147.69</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		
10/11/19	10335	2	Jason Thompson Landscape & Design		1,350.00	
Totals for 10014430.05					<u>1,350.00</u>	<u>2,050.00</u>
10014430.06	Unit Turnaround Contracts			3,288.00		
Totals for 10014430.06					<u>0.00</u>	<u>3,288.00</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			16,714.00		
10/01/19	10301	2	Griffin Pest Solutions		340.00	
Totals for 10014430.09					<u>340.00</u>	<u>17,054.00</u>
10014430.11	Routine Maintenance Contracts			2,828.03		
10/11/19	10338	2	Mac's Cleaning Service		180.00	
Totals for 10014430.11					<u>180.00</u>	<u>3,008.03</u>
10014430.12	Miscellaneous Contracts			3,664.97		
10/11/19	10337	2	Larsen's Landscaping LLC		373.23	
Totals for 10014430.12					<u>373.23</u>	<u>4,038.20</u>
10014433	Employee Benefits - Maint.			51,786.26		
10/01/19	10305	2	Principal Financial Group		603.86	
10/01/19	10306	2	Sun Life Financial		234.55	
10/01/19	10309	2	VSP		123.87	
10/31/19	RT4	3	To record payroll transactions per bank statement.		525.70	
10/31/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		3,895.23	
Totals for 10014433					<u>5,383.21</u>	<u>57,169.47</u>
10014510	Insurance			67,764.64		
10/01/19	10291	2	AmTrust North America Inc		570.00	
10/31/19	RT2	3	To record monthly insurance write off.		7,652.19	
Totals for 10014510					<u>8,222.19</u>	<u>75,986.83</u>
10014520	Payment in Lieu of Taxes			24,660.00		
10/31/19	PH2	3	To record estimated monthly PILOT expense.		2,740.00	

Manistee Housing Commission

General Ledger

October 1, 2019 - October 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 10014520		<u>2,740.00</u>	<u>27,400.00</u>
10014570	Collection	Losses		12,560.27		
			Totals for 10014570		<u>0.00</u>	<u>12,560.27</u>
10014580	Interest	Expense		51,003.54		
10/01/19	10295	2	Byline Bank		5,075.14	
10/01/19	10300	2	Ford Credit		40.98	
10/11/19	10328	2	Ford Credit		<u>139.84</u>	
			Totals for 10014580		<u>5,255.96</u>	<u>56,259.50</u>
10014800	Depreciation - Current Year			221,355.00		
10/31/19	PH3	3	To record estimated monthly depreciation expense.		<u>24,595.00</u>	
			Totals for 10014800		<u>24,595.00</u>	<u>245,950.00</u>
10017510	Principal Payments - EPC			31,746.11		
10/01/19	10295	2	Byline Bank		<u>2,262.13</u>	
			Totals for 10017510		<u>2,262.13</u>	<u>34,008.24</u>
10017511	Principal Payments - 2016 F250			3,864.03		
10/01/19	10300	2	Ford Credit		<u>440.05</u>	
			Totals for 10017511		<u>440.05</u>	<u>4,304.08</u>
10017512	Principal Payments - 2019 F250			933.20		
10/11/19	10328	2	Ford Credit		<u>397.71</u>	
			Totals for 10017512		<u>397.71</u>	<u>1,330.91</u>
10017520	Replacement of Equipment			4,544.00		
			Totals for 10017520		<u>0.00</u>	<u>4,544.00</u>
10017530	Cash Proceeds-Sale of Equipment			(7,250.00)		
			Totals for 10017530		<u>0.00</u>	<u>(7,250.00)</u>
10017540	Betterments and Additions			34,718.25		
			Totals for 10017540		<u>0.00</u>	<u>34,718.25</u>
10017590	Operating Expenditures-Contra			(68,555.59)		
10/01/19	10295	2	Byline Bank		(2,262.13)	
10/01/19	10300	2	Ford Credit		(440.05)	
10/11/19	10328	2	Ford Credit		<u>(397.71)</u>	
			Totals for 10017590		<u>(3,099.89)</u>	<u>(71,655.48)</u>
10019996	Unit Months Leased			1,851.00		
10/31/19	RT1	3	To record units leased.		<u>202.00</u>	
			Totals for 10019996		<u>202.00</u>	<u>2,053.00</u>
10019997	Unit Months Leased - Contra			(1,851.00)		
10/31/19	RT1	3	To record units leased.		<u>(202.00)</u>	
			Totals for 10019997		<u>(202.00)</u>	<u>(2,053.00)</u>
10019998	Unit Months Available			1,926.00		
10/31/19	PH1	3	To record units available.		<u>214.00</u>	
			Totals for 10019998		<u>214.00</u>	<u>2,140.00</u>
10019999	Unit Months Available - Contra			(1,926.00)		
10/31/19	PH1	3	To record units available.		<u>(214.00)</u>	
			Totals for 10019999		<u>(214.00)</u>	<u>(2,140.00)</u>

Manistee Housing Commission

General Ledger

October 1, 2019 - October 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10173401.1	Operating Grants			(55,105.66)		
			Totals for 10173401.1		<u>0.00</u>	<u>(55,105.66)</u>
10173401.3	Capital Grants			(4,220.40)		
			Totals for 10173401.3		<u>0.00</u>	<u>(4,220.40)</u>
10174130	Legal Expense			36,264.50		
			Totals for 10174130		<u>0.00</u>	<u>36,264.50</u>
10174190.3	Administrative Service Contracts			16,300.16		
			Totals for 10174190.3		<u>0.00</u>	<u>16,300.16</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			(50,502.75)		
10/31/19	150	1	2018 CFP Grant		(10,976.80)	
			Totals for 10183401.1		<u>(10,976.80)</u>	<u>(61,479.55)</u>
10183401.3	Capital Grants			(1,964.77)		
10/31/19	151	1	2018 CFP Grant		(31,791.05)	
			Totals for 10183401.3		<u>(31,791.05)</u>	<u>(33,755.82)</u>
10184130	Legal Expense			26,079.50		
10/11/19	10345	2	Reno & Cavanaugh		5,046.00	
			Totals for 10184130		<u>5,046.00</u>	<u>31,125.50</u>
10184190.3	Administrative Service Contracts			23,624.97		
10/11/19	10321	2	Adobe Inc.		1,936.80	
			Totals for 10184190.3		<u>1,936.80</u>	<u>25,561.77</u>
10184190.5	Other Sundry-Misc.			798.28		
			Totals for 10184190.5		<u>0.00</u>	<u>798.28</u>
10184430.12	Miscellaneous Contracts			0.00		
10/11/19	10323	2	Bob's Roofing Company, Inc.		3,994.00	
			Totals for 10184430.12		<u>3,994.00</u>	<u>3,994.00</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			112,490.24		
			Totals for 15171460		<u>0.00</u>	<u>112,490.24</u>
15171600	CFP Funding			216,528.00		

**Manistee Housing Commission
General Ledger**

October 1, 2019 - October 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 15171600		<u>0.00</u>	<u>216,528.00</u>
15171699	CFP Funding - Contra			(216,528.00)		
			Totals for 15171699		<u>0.00</u>	<u>(216,528.00)</u>
15179800	CFP Cost - Contra			(216,528.00)		
			Totals for 15179800		<u>0.00</u>	<u>(216,528.00)</u>
15181406	Operations			65,986.80		
			Totals for 15181406		<u>0.00</u>	<u>65,986.80</u>
15181408	Management Improvement			3,099.63		
10/11/19	10321	2	Adobe Inc.		<u>1,936.80</u>	
			Totals for 15181408		<u>1,936.80</u>	<u>5,036.43</u>
15181410	Administration			1,240.77		
			Totals for 15181410		<u>0.00</u>	<u>1,240.77</u>
15181480	General Capital Activity			48,127.12		
10/11/19	10323	2	Bob's Roofing Company, Inc.		<u>3,994.00</u>	
10/11/19	10345	2	Reno & Cavanaugh		<u>5,046.00</u>	
			Totals for 15181480		<u>9,040.00</u>	<u>57,167.12</u>
15181600	CFP Funding			118,454.32		
10/31/19	150	1	2018 CFP Grant		<u>10,976.80</u>	
10/31/19	151	1	2018 CFP Grant		<u>31,791.05</u>	
			Totals for 15181600		<u>42,767.85</u>	<u>161,222.17</u>
15181699	CFP Funding - Contra			(118,454.32)		
10/31/19	150	1	2018 CFP Grant		<u>(10,976.80)</u>	
10/31/19	151	1	2018 CFP Grant		<u>(31,791.05)</u>	
			Totals for 15181699		<u>(42,767.85)</u>	<u>(161,222.17)</u>
15189800	CFP Cost - Contra			(118,454.32)		
10/11/19	10321	2	Adobe, Inc.		<u>(1,936.80)</u>	
10/11/19	10323	2	Bob's Roofing Company, Inc.		<u>(3,994.00)</u>	
10/11/19	10345	2	Reno & Cavanaugh		<u>(5,046.00)</u>	
			Totals for 15189800		<u>(10,976.80)</u>	<u>(129,431.12)</u>
15191406	Operations			65,986.80		
			Totals for 15191406		<u>0.00</u>	<u>65,986.80</u>
15191600	CFP Funding			65,986.80		
			Totals for 15191600		<u>0.00</u>	<u>65,986.80</u>
15191699	CFP Funding - Contra			(65,986.80)		
			Totals for 15191699		<u>0.00</u>	<u>(65,986.80)</u>
15199800	CFP Cost - Contra			(65,986.80)		
			Totals for 15199800		<u>0.00</u>	<u>(65,986.80)</u>
			Report Total			<u>0.00</u>
Net Profit/(Loss)						
Current Period				<u>35,147.99</u>		
Year-to-Date				<u>82,843.26</u>		

Manistee Housing Commission
Bank Account Reconciliation Transmittal

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

General Ledger

Balance per General Ledger (Account 10011111.2) at 10/01/19	514,539.45
Activity for the month:	
Total Debits (Deposits and Additions)	156,305.50
Total Credits (Checks and Payments)	<u>(90,236.73)</u>
Unadjusted General Ledger Balance at 10/31/19	580,608.22
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 10/31/19	<u><u>580,608.22</u></u>

Bank

Balance per Bank Statement at 10/31/19	579,905.77
Total Additions (Deposits and Additions in Transit)	1,280.25
Total Subtractions (Checks and Payments in Transit)	<u>(577.80)</u>
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 10/31/19	<u><u>580,608.22</u></u>

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

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Public Housing Checking

October 1, 2019 - October 31, 2019

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	514,162.09
Cleared Deposits & Additions				
141	09/30/19		September Cash Receipts	877.00
148	10/31/19	Multiple	October Cash Receipts	56,017.21
149	10/31/19	10013401.2	Operating Subsidy	53,981.99
150	10/31/19	Multiple	2018 CFP Grant	10,976.80
151	10/31/19	Multiple	2018 CFP Grant	31,791.05
152	10/31/19	Multiple	NOW/Sweep Interest	115.85
333.1	10/01/19		To record October checks that cleared in September.	477.50
1012	10/01/19		Manistee Housing Commission	886.60
1013	10/01/19		Manistee Housing Commission	778.25
			Total	155,902.25
			Statement Total	155,902.25
			Difference	0.00
Cleared Checks & Payments				
334	10/31/19		To record charges to tenants per Oct 2019 Statement of Operations.	26.00
10247	09/01/19	Multiple	██████████	334.00
10255	09/13/19	10014190.5	Cindy Scott	7.35
10284	10/01/19	Multiple	Alerus Retirement Solutions	157.23
10285	10/01/19	10012117.13	Alerus Retirement Solutions	50.00
10286	10/01/19	Multiple	Petty Cash	6.85
10287	10/01/19	Multiple	██████████	85.00
10289	10/01/19	Multiple	██████████	358.00
10290	10/01/19	10011122	Consumers Energy	74.80
10291	10/01/19	10014510	AmTrust North America Inc	570.00
10292	10/01/19	10014185	AT & T Long Distance	702.21
10293	10/01/19	10014185	AT & T Mobility	467.33
10294	10/01/19	10014420	Blarney Castle Fleet Program	103.88
10295	10/01/19	Multiple	Byline Bank	7,337.27
10296	10/01/19	10014190.3	CDM Mobile Shredding, Inc.	45.00
10297	10/01/19	10014320	Consumers Energy	4,516.77
10298	10/01/19	10014430.02	Custom Sheet Metal & Heating	119.50
10299	10/01/19	10014330	DTE Energy	1,058.14
10300	10/01/19	Multiple	Ford Credit	481.03
10301	10/01/19	10014430.09	Griffin Pest Solutions	340.00
10302	10/01/19	10014420	HD Supply Facilities Mtce	692.99
10303	10/01/19	10014190.2	PHADA	440.00
10304	10/01/19	10014190.5	The PI Company	43.80
10305	10/01/19	Multiple	Principal Financial Group	1,408.64
10306	10/01/19	Multiple	Sun Life Financial	629.51
10307	10/01/19	10011690	TKS Security	2,065.00
10308	10/01/19	10014190.3	US Bank Equipment Finance	689.76
10309	10/01/19	Multiple	VSP	269.16
10310	10/01/19	10014221	██████████	100.00
10311	10/01/19	10014221	██████████	200.00
10312	10/01/19	10014221	██████████	50.00
10313	10/01/19	10014221	██████████	200.00
10314	10/01/19	10014190.3	ZixCorp	381.60
10315	10/11/19	10011129	Dale Priestler	1,174.71
10316	10/11/19	10012117.13	Alerus Retirement Solutions	50.00
10317	10/11/19	Multiple	Alerus Retirement Solutions	157.23
10318	10/11/19	10011122	Consumers Energy	219.67
10320	10/11/19	10011122	Consumers Energy	182.32
10321	10/11/19	Multiple	Adobe Inc.	1,936.80
10322	10/11/19	10014185	AT & T	1,068.80
10323	10/11/19	Multiple	Bob's Roofing Company, Inc.	3,994.00

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

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

Reference	Date	GL Account	Description	Amount
10324	10/11/19	10014185	Charter Business	125.18
10325	10/11/19	10014310	City of Manistee	4,248.87
10326	10/11/19	10014320	Consumers Energy	1,799.64
10327	10/11/19	10014420	Fastenal Company	2,195.92
10328	10/11/19	Multiple	Ford Credit	537.55
10329	10/11/19	10014420	Haglund's Floor Covering	36.00
10330	10/11/19	10014420	HD Supply Facilities Mtce	211.06
10331	10/11/19	10014170	H.A.A.S., Inc.	686.88
10332	10/11/19	10011211	Housing Insurance Services, Inc.	1,051.00
10333	10/11/19	10014190.3	International eProcurement, LLC	1,000.00
10334	10/11/19	10014190.4	Jackpine Business Centers	79.00
10335	10/11/19	10014430.05	Jason Thompson Landscape & Design	1,350.00
10336	10/11/19	10014190.3	Kushner & Company	50.00
10337	10/11/19	10014430.12	Larsen's Landscaping LLC	373.23
10338	10/11/19	10014430.11	Mac's Cleaning Service	180.00
10339	10/11/19	Multiple	McCardel Water Conditioning	32.50
10340	10/11/19	10014130	Mika Meyers PLC	854.48
10341	10/11/19	10014190.3	Next IT	1,600.00
10342	10/11/19	10014420	Olson Lumber Company	699.93
10343	10/11/19	10014190.3	Pitney Bowes	457.59
10344	10/11/19	Multiple	PNC Bank	191.98
10345	10/11/19	Multiple	Reno & Cavanaugh	5,046.00
10346	10/11/19	10014430.01	Republic Services	1,157.14
10347	10/11/19	10014190.4	Staples	148.15
10348	10/11/19	10014420	Wahr Hardware, Inc.	288.93
13304	08/07/19	10012117.6	United Steel Workers of America	3.00
13309	09/04/19	10012117.6	United Steel Workers of America	3.00
13310	09/04/19	10012117.9	United Steel Workers of America	65.04
13312	09/18/19	10012117.9	United Steel Workers of America	64.25
13313	10/02/19	10011111.3	CMHC - West Shore FSA	303.47
13316	10/16/19	10011111.3	CMHC - West Shore FSA	303.47
13318	10/30/19	10011111.3	CMHC - West Shore FSA	303.47
RT4	10/31/19		To record payroll transactions per bank statement.	19,267.06
RT5	10/31/19		To record SHWF debit for payment of health insurance per bank statement.	9,775.54
RT6	10/31/19		To record MERS contribution per bank statement.	2,518.31
RT7	10/31/19		To record AFLAC debit per bank statement.	356.58
			Total	90,158.57
			Statement Total	90,158.57
			Difference	0.00
			Ending Bank Balance	579,905.77
Reconciled Bank Information				
			Ending Bank Balance	579,905.77
Open Deposits & Additions				
148	10/31/19		October Cash Receipts	1,280.25
			Total	1,280.25
Open Checks & Payments				
10245	09/01/19	10011122	██████████	23.00
10288	10/01/19	Multiple	██████████	425.00
10319	10/11/19	10011122	██████████	0.22
13314	10/02/19	10012117.6	United Steel Workers of America	3.00
13315	10/02/19	10012117.9	United Steel Workers of America	64.15
13317	10/16/19	10012117.9	United Steel Workers of America	62.43
			Total	577.80
			Reconciled Bank Balance	580,608.22

ALL PERSONNEL REDACTED PER FOIA PRIVACY ACT
OF CURRENT AND FUTURE PROGRAM PARTICIPANTS

Manistee Housing Commission
Bank Account Reconciliation Worksheet

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

Reference	Date	GL Account	Description	Amount
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	514,162.09
			+ Cleared Deposits & Additions	155,902.25
			- Cleared Checks & Payments	90,158.57
			Ending Bank Balance	<u>579,905.77</u>
Reconciled Bank Information				
			+ Open Deposits & Additions	1,280.25
			- Open Checks & Payments	577.80
			Reconciled Bank Balance	<u>580,608.22</u>
General Ledger Information				
			Unadjusted General Ledger Balance	580,608.22
			+/- Total Adjustments	0.00
			Adjusted General Ledger Balance	<u>580,608.22</u>
			Unreconciled Amount	<u>0.00</u>

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

Manistee Housing Commission
Bank Account Reconciliation Transmittal

HRA Account - 20016093

October 1, 2019 - October 31, 2019

General Ledger

Balance per General Ledger (Account 10011111.3) at 10/01/19	9,625.25
Activity for the month:	
Total Debits (Deposits and Additions)	911.03
Total Credits (Checks and Payments)	<u>(160.30)</u>
Unadjusted General Ledger Balance at 10/31/19	10,375.98
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 10/31/19	<u><u>10,375.98</u></u>

Bank

Balance per Bank Statement at 10/31/19	10,375.98
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 10/31/19	<u><u>10,375.98</u></u>

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

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

HRA Account

October 1, 2019 - October 31, 2019

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	9,625.25
Cleared Deposits & Additions				
152	10/31/19		NOW/Sweep Interest	0.62
13313	10/02/19		CMHC - West Shore FSA	303.47
13316	10/16/19		CMHC - West Shore FSA	303.47
13318	10/30/19		CMHC - West Shore FSA	303.47
			Total	<u>911.03</u>
			Statement Total	<u>911.03</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
RT3	10/31/19		To record HRA transactions per bank statement.	160.30
			Total	<u>160.30</u>
			Statement Total	<u>160.30</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>10,375.98</u></u>
Reconciled Bank Information				
			Ending Bank Balance	10,375.98
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>10,375.98</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	9,625.25
			+ Cleared Deposits & Additions	911.03
			- Cleared Checks & Payments	<u>160.30</u>
			Ending Bank Balance	10,375.98
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>10,375.98</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	10,375.98
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>10,375.98</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

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

Manistee Housing Commission
Bank Account Reconciliation Transmittal

Money Market Savings - 558567
October 1, 2019 - October 31, 2019

General Ledger

Balance per General Ledger (Account 10011111.4) at 10/01/19	55,566.75
Activity for the month:	
Total Debits (Deposits and Additions)	11.62
Total Credits (Checks and Payments)	(1,664.85)
Unadjusted General Ledger Balance at 10/31/19	<u>53,913.52</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 10/31/19	<u><u>53,913.52</u></u>

Bank

Balance per Bank Statement at 10/31/19	54,691.77
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	(778.25)
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 10/31/19	<u><u>53,913.52</u></u>

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

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

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

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	55,566.75
Cleared Deposits & Additions				
152	10/31/19		NOW/Sweep Interest	11.62
			Total	<u>11.62</u>
			Statement Total	11.62
			Difference	<u>0.00</u>
Cleared Checks & Payments				
1012	10/01/19	10011111.2	Manistee Housing Commission	886.60
			Total	<u>886.60</u>
			Statement Total	886.60
			Difference	<u>0.00</u>
			Ending Bank Balance	<u>54,691.77</u>
Reconciled Bank Information				
			Ending Bank Balance	54,691.77
Open Deposits & Additions			Total	<u>0.00</u>
Open Checks & Payments				
1013	10/01/19	10011111.2	Manistee Housing Commission	778.25
			Total	<u>778.25</u>
			Reconciled Bank Balance	<u>53,913.52</u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	55,566.75
			+ Cleared Deposits & Additions	11.62
			- Cleared Checks & Payments	<u>886.60</u>
			Ending Bank Balance	54,691.77
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>778.25</u>
			Reconciled Bank Balance	<u>53,913.52</u>
General Ledger Information				
			Unadjusted General Ledger Balance	53,913.52
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u>53,913.52</u>
			Unreconciled Amount	<u>0.00</u>

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

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

	1 Month Ended October 31, 2019	1 Month Ended October 31, 2018	10 Months Ended October 31, 2019	10 Months Ended October 31, 2018
Operating Income				
3110 - Dwelling Rental Revenue	\$ 49,669.00	\$ 50,032.00	\$ 500,016.00	\$ 456,385.00
3120 - Tenant Revenue - Excess Utilities	736.42	476.92	5,294.63	4,968.54
3689 - Tenant Revenue - Cable TV	0.00	5,413.00	5,410.00	51,740.00
3690 - Tenant Revenue - Other	577.74	1,508.88	28,484.73	30,036.06
3401.1 - Operating Grants	0.00	0.00	65,986.80	65,986.80
3401.2 - Operating Subsidy	53,981.99	48,716.00	558,695.99	475,991.00
3610 - Interest Income	128.09	77.97	999.60	606.02
3690.1 - Other Revenue	459.00	1,112.58	3,924.39	3,762.97
3690.2 - Gain/Loss-Sale of Fixed Assets	0.00	0.00	7,250.00	0.00
3690.4 - Laundry Revenue	869.63	2,843.59	10,653.34	8,801.26
3690.6 - Fraud Recovery Revenue	0.00	206.18	1,649.44	2,045.20
3690.7 - Management Fee - DVG	833.00	833.00	8,330.00	8,330.00
3690.8 - Restitution Income	0.00	0.00	0.00	2,497.00
Total Operating Income	<u>\$ 107,254.87</u>	<u>\$ 111,220.12</u>	<u>\$ 1,196,694.92</u>	<u>\$ 1,111,149.85</u>
Operating Expenses				
Routine Expense				
4110 - Administrative Wages	\$ 13,767.96	\$ 20,170.21	\$ 151,073.36	\$ 131,627.60
4130 - Legal Expense	854.48	890.92	5,603.55	8,660.76
4140 - Staff Training	0.00	0.00	1,650.00	0.00
4150 - Travel Expense	0.00	0.00	8.00	0.00
4170 - Accounting Fees	686.88	758.88	7,818.30	7,683.30
4171 - Auditing	0.00	8,750.00	0.00	8,750.00
4182 - Employee Benefits - Admin	6,918.13	6,727.80	72,005.51	70,184.85
4185 - Telephone	2,363.52	1,785.04	19,936.98	17,442.01
4190.1 - Publications	0.00	0.00	1,193.95	1,354.00
4190.2 - Membership Dues and Fees	440.00	0.00	2,741.50	1,306.38
4190.3 - Admin Service Contracts	4,465.00	5,194.18	34,055.22	40,742.58
4190.4 - Office Supplies	227.15	613.27	8,162.07	6,417.30
4190.5 - Other Sundry-Misc.	135.13	1,905.37	5,864.07	13,660.85
4220 - Rec., Pub., & Other Services	0.00	0.00	0.00	326.40
4221 - Resident Employee Stipend	550.00	550.00	5,500.00	5,500.00
4230 - Contract Costs-Cable & Other	0.00	5,929.58	11,136.77	59,083.68
4310 - Water & Sewer	4,248.87	4,413.27	44,962.11	48,291.09
4320 - Electricity	6,316.41	8,182.57	91,942.79	95,595.36
4330 - Gas	1,058.14	1,865.65	23,956.61	25,946.78
4410 - Maintenance Wages	7,921.32	12,095.54	89,482.95	90,295.42
4420 - Materials	4,228.71	4,450.59	30,415.95	31,091.32
4430.01 - Garbage Removal	1,157.14	1,718.84	14,278.30	19,485.74
4430.02 - Heating & Cooling Contracts	119.50	0.00	9,147.69	16,703.89
4430.03 - Snow Removal Contracts	0.00	0.00	47.79	200.00
4430.04 - Elevator Contracts	0.00	2,273.96	13,087.96	16,638.96
4430.05 - Landscape & Grounds Contracts	1,350.00	900.00	2,050.00	5,300.00
4430.06 - Unit Turnaround Contracts	0.00	1,741.00	3,288.00	9,456.00
4430.07 - Electrical Contracts	0.00	234.39	1,667.15	3,196.86
4430.08 - Plumbing Contracts	0.00	350.00	1,325.00	5,365.22
4430.09 - Extermination Contracts	340.00	3,609.00	17,054.00	16,674.00
4430.11 - Routine Maintenance Contracts	180.00	0.00	3,008.03	2,619.95

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

	1 Month Ended October 31, 2019	1 Month Ended October 31, 2018	10 Months Ended October 31, 2019	10 Months Ended October 31, 2018
4430.12 - Miscellaneous Contracts	373.23	224.54	4,038.20	6,305.36
4433 - Employee Benefits - Maint.	5,383.21	5,160.76	57,169.47	56,074.80
4440 - Staff Training-Maintenance	0.00	0.00	0.00	409.00
4510 - Insurance	8,222.19	7,705.60	75,986.83	71,982.09
4520 - Payment in Lieu of Taxes	2,740.00	2,740.00	27,400.00	27,400.00
4570 - Collection Losses	0.00	0.00	12,560.27	41,394.93
4580 - Interest Expense	5,255.96	5,792.69	56,259.50	58,755.18
Total Routine Expense	<u>\$ 79,302.93</u>	<u>\$ 116,733.65</u>	<u>\$ 905,877.88</u>	<u>\$ 1,021,921.66</u>

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

	1 Month Ended October 31, 2019	1 Month Ended October 31, 2018	10 Months Ended October 31, 2019	10 Months Ended October 31, 2018
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maintenance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Casualty Losses-Not Cap.				
Total Casualty Losses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Non-Routine Expense	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Operating Expenses	<u>\$ 79,302.93</u>	<u>\$ 116,733.65</u>	<u>\$ 905,877.88</u>	<u>\$ 1,021,921.66</u>
Operating Income (Loss)	<u>\$ 27,951.94</u>	<u>\$ (5,513.53)</u>	<u>\$ 290,817.04</u>	<u>\$ 89,228.19</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 24,595.00	\$ 25,210.00	\$ 245,950.00	\$ 252,100.00
Total Depreciation Expense	<u>\$ 24,595.00</u>	<u>\$ 25,210.00</u>	<u>\$ 245,950.00</u>	<u>\$ 252,100.00</u>
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Expenditures				
7510 - Principal Payments - EPC	\$ 2,262.13	\$ 3,328.84	\$ 34,008.24	\$ 30,368.07
7511 - Principal Payments - 2016 F250	440.05	414.69	4,304.08	4,056.07
7512 - Principal Payments - 2019 F250	397.71	0.00	1,330.91	0.00
7520 - Replacement of Equipment	0.00	0.00	4,544.00	7,673.00
7530 - Cash Proceeds-Sale of Equipment	0.00	0.00	(7,250.00)	0.00
7540 - Betterments and Additions	0.00	0.00	34,718.25	13,160.00
7590 - Operating Expenditures-Contra	<u>(3,099.89)</u>	<u>(3,743.53)</u>	<u>(71,655.48)</u>	<u>(55,257.14)</u>
Total Capital Expenditures	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
HUD Net Income (Loss)	<u><u>\$ 24,852.05</u></u>	<u><u>\$ (9,257.06)</u></u>	<u><u>\$ 211,911.56</u></u>	<u><u>\$ 33,971.05</u></u>

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

To the Board of Commissioners
And Management:

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

Enclosed are the following reports for the month ending October 31, 2019. These reports have been compiled in accordance with Generally Accepted Accounting Principles (GAAP):

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

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

Respectfully Submitted:

Housing Authority Acct Specialists, Inc.

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

**Manistee Housing Commission
Domestic Violence Grant
Balance Sheet
As of October 31, 2019**

ASSETS

CURRENT ASSETS

Cash

1111 - Cash - MSHDA	\$	56,796.58
---------------------	----	-----------

Total Cash		<u>56,796.58</u>
-------------------	--	------------------

Receivables

1122 - Tenants Accounts Receivable		(54.00)
------------------------------------	--	---------

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

Total Receivables		<u>881.90</u>
--------------------------	--	---------------

Other Current Assets

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

TOTAL CURRENT ASSETS		<u>57,678.48</u>
-----------------------------	--	------------------

Fixed Assets

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

1400.98 - Accumulated Depreciation-DVG		<u>(115,959.59)</u>
--	--	---------------------

Total Fixed Assets		<u>257,271.70</u>
---------------------------	--	-------------------

TOTAL ASSETS	\$	<u><u>314,950.18</u></u>
---------------------	----	--------------------------

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

**Manistee Housing Commission
Domestic Violence Grant
Balance Sheet
As of October 31, 2019**

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

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

Noncurrent Liabilities

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

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)	(8,429.89)
Total Unrestricted Net Assets	<u>47,663.94</u>

TOTAL EQUITY

(186,114.36)

TOTAL LIABILITIES/EQUITY

\$ 314,950.18

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

**Manistee Housing Commission
Domestic Violence Grant
Statement of Revenue & Expense
For the 1 Month and 10 Months Ended October 31, 2019**

	1 Month Ended	10 Months Ended
	<u>October 31, 2019</u>	<u>October 31, 2019</u>
Operating Revenue		
3110 - Dwelling Rental Revenue	\$ 1,120.00	\$ 11,049.00
3690 - Tenant Revenue - Other	0.00	150.00
Total Operating Revenue	<u>1,120.00</u>	<u>11,199.00</u>
Operating Expenses		
Administration		
4170 - Accounting Fees	128.54	1,352.90
4172 - Management Fees	833.00	8,330.00
Total Administration	<u>961.54</u>	<u>9,682.90</u>
Ordinary Maint. & Operations		
4420 - Materials	0.00	214.49
Total Ordinary Maint. & Oper	<u>0.00</u>	<u>214.49</u>
General Expense		
4590 - Other General Expense	52.78	781.50
Total General Expense	<u>52.78</u>	<u>781.50</u>
Total Routine Operating Expenses	1,014.32	10,678.89
Depreciation Expense		
4800 - Depreciation - Current Year	895.00	8,950.00
Total Depreciation Expense	<u>895.00</u>	<u>8,950.00</u>
Capital Expenditures		
Total Capital Expenditures	0.00	0.00
Net Income (Loss)	<u>\$ 105.68</u>	<u>\$ 520.11</u>

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

**Manistee Housing Commission
DVG Cash Disbursements Journal**

October 1, 2019 - October 31, 2019

Date	Reference	Account	Description	Amount
10/01/19	2726	20011111	DTE Energy	(1.62)
10/01/19	2726	20014590	DTE Energy	1.62
10/11/19	2727	20011111	City of Manistee	(34.34)
10/11/19	2727	20014590	City of Manistee	34.34
10/11/19	2728	20011111	Consumers Energy	(16.82)
10/11/19	2728	20014590	Consumers Energy	16.82
10/11/19	2729	20011111	H.A.A.S., Inc.	(128.54)
10/11/19	2729	20014170	H.A.A.S., Inc.	128.54
10/11/19	2730	20011111	Manistee Housing Commission	(833.00)
10/11/19	2730	20014172	Manistee Housing Commission	833.00
Transaction Balance				<u>0.00</u>

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

Manistee Housing Commission

DVG Cash Receipts Journal

October 1, 2019 - October 31, 2019

Date	Reference	Account	Description	Amount
10/31/19	110	20011111	October Cash Receipts	1,172.00
10/31/19	110	20011122	October TAR Collections	(1,172.00)
Transaction Balance				<u>0.00</u>

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

Manistee Housing Commission

DVG Journal Entry Journal

October 1, 2019 - October 31, 2019

Date	Reference	Account	Description	Amount
10/31/19	311	20011122	To record charges to tenants per October 2019 Statement of Operations.	1,120.00
10/31/19	311	20013110	To record charges to tenants per October 2019 Statement of Operations.	(1,120.00)
10/31/19	DVG1	20014800	To record estimated depreciation expense.	895.00
10/31/19	DVG1	20011400.98	To record estimated depreciation expense.	(895.00)
10/31/19	RT1	20019996	To record units leased.	2.00
10/31/19	RT1	20019997	To record units leased.	(2.00)
Transaction Balance				<u>0.00</u>

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

**Manistee Housing Commission
General Ledger**

October 1, 2019 - October 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
20011111	Cash - MSHDA			56,638.90		
10/01/19	2726	2	DTE Energy		(1.62)	
10/11/19	2727	2	City of Manistee		(34.34)	
10/11/19	2728	2	Consumers Energy		(16.82)	
10/11/19	2729	2	H.A.A.S., Inc.		(128.54)	
10/11/19	2730	2	Manistee Housing Commission		(833.00)	
10/31/19	110	1	October Cash Receipts		1,172.00	
			Totals for 20011111		<u>157.68</u>	<u>56,796.58</u>
20011122	Tenants Accounts Receivable			(2.00)		
10/31/19	110	1	October TAR Collections		(1,172.00)	
10/31/19	311	3	To record charges to tenants per October 2019 Statement of Operations.		1,120.00	
			Totals for 20011122		<u>(52.00)</u>	<u>(54.00)</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			(115,064.59)		
10/31/19	DVG1	3	To record estimated depreciation expense.		(895.00)	
			Totals for 20011400.98		<u>(895.00)</u>	<u>(115,959.59)</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			(9,929.00)		
10/31/19	311	3	To record charges to tenants per October 2019 Statement of Operations.		(1,120.00)	
			Totals for 20013110		<u>(1,120.00)</u>	<u>(11,049.00)</u>
20013690	Tenant Income			(150.00)		
			Totals for 20013690		<u>0.00</u>	<u>(150.00)</u>
20014170	Accounting Fees			1,224.36		
10/11/19	2729	2	H.A.A.S., Inc.		128.54	
			Totals for 20014170		<u>128.54</u>	<u>1,352.90</u>

**Manistee Housing Commission
General Ledger**

October 1, 2019 - October 31, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
20014172	Management Fees			7,497.00		
10/11/19	2730	2	Manistee Housing Commission		833.00	
			Totals for 20014172		<u>833.00</u>	<u>8,330.00</u>
20014420	Materials			214.49		
			Totals for 20014420		<u>0.00</u>	<u>214.49</u>
20014590	General Expense			728.72		
10/01/19	2726	2	DTE Energy		1.62	
10/11/19	2727	2	City of Manistee		34.34	
10/11/19	2728	2	Consumers Energy		16.82	
			Totals for 20014590		<u>52.78</u>	<u>781.50</u>
20014800	Depreciation - Current Year			8,055.00		
10/31/19	DVG1	3	To record estimated depreciation expense.		895.00	
			Totals for 20014800		<u>895.00</u>	<u>8,950.00</u>
20019996	Unit Months Leased			18.00		
10/31/19	RT1	3	To record units leased.		2.00	
			Totals for 20019996		<u>2.00</u>	<u>20.00</u>
20019997	Unit Months Leased - Contra			(18.00)		
10/31/19	RT1	3	To record units leased.		(2.00)	
			Totals for 20019997		<u>(2.00)</u>	<u>(20.00)</u>
			Report Total			<u>0.00</u>
Net Profit/(Loss)						
Current Period					<u>(789.32)</u>	
Year-to-Date					<u>(8,429.89)</u>	

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

Manistee Housing Commission
Bank Account Reconciliation Transmittal

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

General Ledger

Balance per General Ledger (Account 20011111) at 10/01/19	56,638.90
Activity for the month:	
Total Debits (Deposits and Additions)	1,172.00
Total Credits (Checks and Payments)	(1,014.32)
Unadjusted General Ledger Balance at 10/31/19	<u>56,796.58</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 10/31/19	<u><u>56,796.58</u></u>

Bank

Balance per Bank Statement at 10/31/19	56,796.58
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 10/31/19	<u><u>56,796.58</u></u>

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

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

DVG Checking

October 1, 2019 - October 31, 2019

Reference	Date	GL Account	Description	Amount	
Bank Statement Information					
				Beginning Bank Balance	56,638.90
Cleared Deposits & Additions					
110	10/31/19	20011122	October Cash Receipts	1,172.00	
				Total	<u>1,172.00</u>
				Statement Total	<u>1,172.00</u>
				Difference	<u>0.00</u>
Cleared Checks & Payments					
2726	10/01/19	20014590	DTE Energy	1.62	
2727	10/11/19	20014590	City of Manistee	34.34	
2728	10/11/19	20014590	Consumers Energy	16.82	
2729	10/11/19	20014170	H.A.A.S., Inc.	128.54	
2730	10/11/19	20014172	Manistee Housing Commission	833.00	
				Total	<u>1,014.32</u>
				Statement Total	<u>1,014.32</u>
				Difference	<u>0.00</u>
				Ending Bank Balance	<u><u>56,796.58</u></u>
Reconciled Bank Information					
				Ending Bank Balance	56,796.58
Open Deposits & Additions					
				Total	<u>0.00</u>
Open Checks & Payments					
				Total	<u>0.00</u>
				Reconciled Bank Balance	<u><u>56,796.58</u></u>
Bank Account Reconciliation Summary					
Bank Statement Information					
Beginning Bank Balance				56,638.90	
+ Cleared Deposits & Additions				1,172.00	
- Cleared Checks & Payments				<u>1,014.32</u>	
Ending Bank Balance				56,796.58	
Reconciled Bank Information					
+ Open Deposits & Additions				0.00	
- Open Checks & Payments				<u>0.00</u>	
Reconciled Bank Balance				<u><u>56,796.58</u></u>	
General Ledger Information					
Unadjusted General Ledger Balance				56,796.58	
+/- Total Adjustments				<u>0.00</u>	
Adjusted General Ledger Balance				<u><u>56,796.58</u></u>	
Unreconciled Amount				<u><u>0.00</u></u>	

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

City of Manistee Housing Commission

Security Deposit Reconciliation

For the Month Ending October 31, 2019

Prepared November 7, 2019 by Financial Analyst

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
Beginning PH Balance				\$ 53,852.60
Increases to PH				
				\$ -
	10/7/2019	New Admission	\$ 297.00	\$ 297.00
	10/30/2019	New Admission	\$ 273.00	\$ 570.00
				\$ 570.00
Total Increases to PH			<u>\$ 570.00</u>	<u>\$ 570.00</u>
Decreases to PH				
	10/21/2019	Transfer SD to Rent	\$ (334.00)	\$ (334.00)
	10/21/2019	Refund of Security Deposit	\$ (50.00)	\$ (384.00)
	10/21/2019	Refund of Security Deposit	\$ (383.00)	\$ (767.00)
				\$ (767.00)
Total Decreases to PH			<u>\$ (767.00)</u>	<u>\$ (767.00)</u>
Net Increase (Decrease) to PH			<u>\$ (197.00)</u>	<u>\$ (197.00)</u>
Ending PH Balance				\$ 53,655.60
Beginning DVG Balance				\$ 935.90
Increases to DVG			\$ -	\$ -
Total Increases to DVG			<u>\$ -</u>	<u>\$ -</u>
Decreases to DVG			\$ -	\$ -
Total Decreases to DVG			<u>\$ -</u>	<u>\$ -</u>
Net Increase (Decrease) to DVG			<u>\$ -</u>	<u>\$ -</u>
Ending DVG Balance			<u>\$ -</u>	\$ 935.90
Combined Ending Balance				<u>\$ 54,591.50</u>
Account Balance October 31, 2019				\$ 54,691.77
Difference				\$ (100.27)
				(From SD to PH)
				From PH to SD

SD Owes PH \$100.27

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 November 30, 2019. These reports have been compiled in accordance with Generally Accepted Accounting Principles (GAAP):

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

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

Respectfully Submitted:

Housing Authority Acct Specialists, Inc.

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

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

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$	538,491.58
1111.3 - HRA Account		10,448.14
1111.4 - Money Market Savings		53,824.69
1117 - Petty Cash Fund		250.00
1118 - Change Fund		50.00

Total Cash 603,064.41

Receivables

1122 - Tenants Accounts Receivable	17,261.21
1122.1 - Allowance for Doubtful Accounts-TAR	(8,371.05)
1129 - Accounts Receivable-Other	2,521.50

Total Receivables 11,411.66

Other Current Assets

1211 - Prepaid Insurance	27,351.83
1690 - Undistributed Debits	2,065.00

Total Other Current Assets 29,416.83

TOTAL CURRENT ASSETS 643,892.90

NONCURRENT ASSETS

Fixed Assets

1400 - Construction in Progress-CFP	37,976.22
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	273,421.30
1400.9 - Furn., Equip., Mach.-Admin	327,933.06
1400.95 - Accumulated Depreciation-ALL	(8,752,749.32)

Total Fixed Assets 2,436,274.93

Other Noncurrent Assets

1701 - Deferred Outflows	24,840.96
--------------------------	-----------

Total Other Noncurrent Assets 24,840.96

TOTAL NONCURRENT ASSETS 2,461,115.89

TOTAL ASSETS \$ 3,105,008.79

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

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2111 - Vendors and Contractors	\$ 37,752.73
2114 - Tenant Security Deposits	48,948.00
2117.12 - FSA Withheld	754.92
2117.13 - MERS HCSP Withheld	50.00
2117.14 - AFLAC Pre-Tax	356.58
2117.15 - MERS 457	107.90
2117.16 - Roth 457	49.33
2117.5 - Pension Withheld	1,305.78
2119.2 - Interfund Payable - DVG	935.90
2131 - EPC Loan - Current	5,528.32
2133 - Capital Lease - 2016 F250 - Current	444.43
2134 - Capital Lease - 2019 F250 - Current	401.86
2135 - Accrued Wages/Payroll Taxes Payable	7,165.09
2135.1 - Accrued Comp. Absences-Current	24,696.77
2137 - Payments in Lieu of Taxes	30,140.00

Total Current Liabilities 158,637.61

Noncurrent Liabilities

2132 - EPC Loan - Noncurrent	981,712.11
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 1,046,184.50

TOTAL LIABILITIES 1,204,822.11

EQUITY

2806.1 - Invested in Capital Assets	1,592,309.12
-------------------------------------	--------------

Unrestricted Net Assets

2806 - Unrestricted Net Position	231,428.67
2820.00 - HUD Operating Reserve - Memo	456,803.68
2820.01 - HUD Operating Reserve-Contra	(456,803.68)
Current Year Profit/Loss - Public Housing/CFP	76,448.89

Total Unrestricted Net Assets 307,877.56

TOTAL EQUITY 1,900,186.68

TOTAL LIABILITIES/EQUITY \$ 3,105,008.79

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 11 Months Ended November 30, 2019

	1 Month Ended	11 Months Ended	BUDGET	VARIANCE
	<u>November 30, 2019</u>	<u>November 30, 2019</u>		
Operating Revenue				
Tenant Rental Revenue				
3110 - Dwelling Rental Revenue	\$ 51,369.74	\$ 551,385.74	\$ 535,000	\$ (16,385.74)
3120 - Tenant Revenue - Excess Utilities	537.71	5,832.34	8,000	2,167.66
3689 - Tenant Revenue - Cable TV	0.00	5,410.00	11,952	6,542.00
3690 - Tenant Revenue - Other	9,627.21	38,111.94	34,500	(3,611.94)
Total Tenant Rental Revenue	<u>61,534.66</u>	<u>600,740.02</u>	<u>589,452</u>	<u>(11,288.02)</u>
HUD PHA Grant Revenue				
3401.1 - Operating Grants	0.00	65,986.80	65,986	(0.80)
3401.2 - Operating Subsidy	53,982.00	612,677.99	523,707	(88,970.99)
Total HUD PHA Grant Revenue	<u>53,982.00</u>	<u>678,664.79</u>	<u>589,693</u>	<u>(88,971.79)</u>
Other Revenue				
3610 - Interest Income	127.59	1,127.19	1,100	(27.19)
3690.1 - Other Revenue	3.02	3,927.41	3,000	(927.41)
3690.2 - Gain/Loss-Sale of Fixed Assets	0.00	7,250.00	0	(7,250.00)
3690.4 - Laundry Revenue	0.00	10,653.34	11,350	696.66
3690.6 - Fraud Recovery Revenue	418.96	2,068.40	2,000	(68.40)
3690.7 - Management Fee - DVG	833.00	9,163.00	10,000	837.00
Total Other Revenue	<u>1,382.57</u>	<u>34,189.34</u>	<u>27,450</u>	<u>(6,739.34)</u>
Total Operating Revenue	<u>116,899.23</u>	<u>1,313,594.15</u>	<u>1,206,595</u>	<u>(106,999.15)</u>
Operating Expenses				
Administration				
4110 - Administrative Wages	13,779.68	164,853.04	157,910	(6,943.04)
4130 - Legal Expense	358.75	5,962.30	15,000	9,037.70
4140 - Staff Training	0.00	1,650.00	1,200	(450.00)
4150 - Travel Expense	0.00	8.00	0	(8.00)
4170 - Accounting Fees	821.88	8,640.18	9,600	959.82
4171 - Auditing	8,750.00	8,750.00	8,760	10.00
4182 - Employee Benefits - Admin	7,042.81	79,048.32	68,492	(10,556.32)
4185 - Telephone	2,040.43	21,977.41	17,200	(4,777.41)
4190.1 - Publications	0.00	1,193.95	1,400	206.05
4190.2 - Membership Dues and Fees	0.00	2,741.50	1,600	(1,141.50)
4190.3 - Admin Service Contracts	4,619.99	38,675.21	58,000	19,324.79
4190.4 - Office Supplies	860.70	9,022.77	8,400	(622.77)
4190.5 - Other Sundry-Misc.	555.49	6,419.56	16,800	10,380.44
Total Administration	<u>38,829.73</u>	<u>348,942.24</u>	<u>364,362</u>	<u>15,419.76</u>
Tenant Services				
4220 - Rec., Pub., & Other Services	0.00	0.00	50	50.00
4221 - Resident Employee Stipend	550.00	6,050.00	6,600	550.00
4230 - Contract Costs-Cable & Other	164.63	11,301.40	11,952	650.60
Total Tenant Services	<u>714.63</u>	<u>17,351.40</u>	<u>18,602</u>	<u>1,250.60</u>

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 11 Months Ended November 30, 2019

	1 Month Ended	11 Months Ended		
	<u>November 30, 2019</u>	<u>November 30, 2019</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Utilities				
4310 - Water & Sewer	4,648.03	49,610.14	58,800	9,189.86
4320 - Electricity	7,250.85	99,193.64	111,000	11,806.36
4330 - Gas	1,091.09	25,047.70	35,000	9,952.30
Total Utilities	<u>12,989.97</u>	<u>173,851.48</u>	<u>204,800</u>	<u>30,948.52</u>
Ordinary Maint. & Operations				
4410 - Maintenance Wages	7,983.48	97,466.43	102,080	4,613.57
4420 - Materials	4,106.99	34,522.94	50,000	15,477.06
4430.01 - Garbage Removal	1,163.23	15,441.53	20,000	4,558.47
4430.02 - Heating & Cooling Contracts	1,118.33	10,266.02	18,000	7,733.98
4430.03 - Snow Removal Contracts	0.00	47.79	100	52.21
4430.04 - Elevator Contracts	4,354.26	17,442.22	15,000	(2,442.22)
4430.05 - Landscape & Grounds Contracts	0.00	2,050.00	5,000	2,950.00
4430.06 - Unit Turnaround Contracts	1,156.00	4,444.00	10,000	5,556.00
4430.07 - Electrical Contracts	399.26	2,066.41	2,500	433.59
4430.08 - Plumbing Contracts	80.00	1,405.00	3,000	1,595.00
4430.09 - Extermination Contracts	3,599.00	20,653.00	13,500	(7,153.00)
4430.11 - Routine Maintenance Contracts	0.00	3,008.03	4,800	1,791.97
4430.12 - Miscellaneous Contracts	240.70	4,278.90	8,000	3,721.10
4433 - Employee Benefits - Maint.	5,441.38	62,610.85	57,790	(4,820.85)
4440 - Staff Training-Maintenance	0.00	0.00	1,000	1,000.00
Total Ordinary Maint. & Oper	<u>29,642.63</u>	<u>275,703.12</u>	<u>310,770</u>	<u>35,066.88</u>
General Expense				
4510 - Insurance	8,105.82	84,092.65	91,100	7,007.35
4520 - Payment in Lieu of Taxes	2,740.00	30,140.00	32,867	2,727.00
4550 - Compensated Absences	0.00	0.00	1,200	1,200.00
4570 - Collection Losses	16.33	12,576.60	16,800	4,223.40
4580 - Interest Expense	5,659.49	61,918.99	66,845	4,926.01
Total General Expense	<u>16,521.64</u>	<u>188,728.24</u>	<u>208,812</u>	<u>20,083.76</u>
Total Routine Operating Expenses	<u>98,698.60</u>	<u>1,004,576.48</u>	<u>1,107,346</u>	<u>102,769.52</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>98,698.60</u>	<u>1,004,576.48</u>	<u>1,107,346</u>	<u>102,769.52</u>
Operating Income (Loss)	<u>18,200.63</u>	<u>309,017.67</u>	<u>99,249</u>	<u>(209,768.67)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	24,595.00	270,545.00	0	(270,545.00)
Total Depreciation Expense	<u>24,595.00</u>	<u>270,545.00</u>	<u>0</u>	<u>(270,545.00)</u>

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 11 Months Ended November 30, 2019

	1 Month Ended	11 Months Ended		
	<u>November 30, 2019</u>	<u>November 30, 2019</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Surplus Credits & Charges				
Total Surplus Credits & Charges	0.00	0.00	0	0.00
Capital Expenditures				
7510 - Principal Payments - EPC	3,895.17	37,903.41	43,432	5,528.59
7511 - Principal Payments - 2016 F250	442.23	4,746.31	5,191	444.69
7512 - Principal Payments - 2019 F250	399.78	1,730.69	0	(1,730.69)
7520 - Replacement of Equipment	0.00	4,544.00	5,000	456.00
7530 - Cash Proceeds-Sale of Equipment	0.00	(7,250.00)	0	7,250.00
7540 - Betterments and Additions	0.00	34,718.25	0	(34,718.25)
7590 - Operating Expenditures-Contra	(4,737.18)	(76,392.66)	(53,623)	22,769.66
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>\$ 13,463.45</u>	<u>\$ 225,375.01</u>	<u>\$ 45,626</u>	<u>\$ (179,749.01)</u>
GAAP Net Income (Loss)	<u>\$ (6,394.37)</u>	<u>\$ 38,472.67</u>		

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

**Manistee Housing Commission
Capital Fund 501-17
Statement of Revenue & Expense
For the 1 Month and 11 Months Ended November 30, 2019**

	1 Month Ended	11 Months Ended
1017	<u>November 30, 2019</u>	<u>November 30, 2019</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.1 - Operating Grants	0.00	55,105.66
3401.3 - Capital Grants	0.00	4,220.40
Total HUD PHA GRANTS	0.00	59,326.06
Total Operating Income	0.00	59,326.06
Operating Expenses		
Administration		
4130 - Legal Expense	0.00	36,264.50
4190.3 - Admin Service Contracts	0.00	16,300.16
Total Administration	0.00	52,564.66
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	55,105.66
Net Income/(Loss)	0.00	4,220.40

**Manistee Housing Commission
Capital Fund 501-18
Statement of Revenue & Expense
For the 1 Month and 11 Months Ended November 30, 2019**

	1 Month Ended	11 Months Ended
1018	<u>November 30, 2019</u>	<u>November 30, 2019</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.1 - Operating Grants	12,396.00	73,875.55
3401.3 - Capital Grants	0.00	33,755.82
Total HUD PHA GRANTS	12,396.00	107,631.37
Total Operating Income	12,396.00	107,631.37
Operating Expenses		
Administration		
4130 - Legal Expense	6,646.00	37,771.50
4140 - Staff Training	5,750.00	5,750.00
4190.3 - Admin Service Contracts	0.00	25,561.77
4190.5 - Other Sundry-Misc.	0.00	798.28
Total Administration	12,396.00	69,881.55
Ordinary Maint. & Operations		
4430.12 - Miscellaneous Contracts	0.00	3,994.00
Total Ordinary Maint. & Oper	0.00	3,994.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	12,396.00	73,875.55
Net Income/(Loss)	0.00	33,755.82

ALL CURRENT AND PAST PROGRAM PARTICIPANTS
IDENTIFYING INFORMATION
REDACTED
FEDERAL PRIVACY ACT

**Manistee Housing Commission
Capital Fund 501-19
Statement of Revenue & Expense
For the 1 Month and 11 Months Ended November 30, 2019**

	1 Month Ended	11 Months Ended
1019	<u>November 30, 2019</u>	<u>November 30, 2019</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Total Operating Income	0.00	0.00
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	0.00	0.00
Net Income/(Loss)	0.00	0.00

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

Manistee Housing Commission
Capital Fund 501-17

Program ID:

MI28P078501-17
1517

	1 Month Ended	Cumulative	BUDGET	BALANCE
	November 30, 2019	November 30, 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	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>
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	<u>0.00</u>	<u>112,490.24</u>	<u>112,490.24</u>	<u>0.00</u>
Total Dwelling Structures	<u>0.00</u>	<u>112,490.24</u>	<u>112,490.24</u>	<u>0.00</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>\$ 0.00</u>	<u>\$ 216,528.00</u>	<u>\$ 216,528.00</u>	<u>\$ 0.00</u>
1600 - CFP Funding	<u>0.00</u>	<u>216,528.00</u>	<u>216,528.00</u>	<u>0.00</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

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

Manistee Housing Commission
Capital Fund 501-18

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-18 **1518**	November 30, 2019	November 30, 2019		
Administration				
1406 - Operations	\$ 0.00	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	5,750.00	10,786.43	32,993.40	22,206.97
1410 - Administration	0.00	1,240.77	32,993.40	31,752.63
Total Administration	<u>5,750.00</u>	<u>78,014.00</u>	<u>131,973.60</u>	<u>53,959.60</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	38,437.05	95,604.17	197,960.40	102,356.23
Total General Capital Activity	<u>38,437.05</u>	<u>95,604.17</u>	<u>197,960.40</u>	<u>102,356.23</u>
Total Capital Funds Expended	<u>\$ 44,187.05</u>	<u>\$ 173,618.17</u>	<u>\$ 329,934.00</u>	<u>\$ 156,315.83</u>
1600 - CFP Funding	<u>12,396.00</u>	<u>173,618.17</u>	<u>329,934.00</u>	<u>156,315.83</u>
Over/(Under) Funding	<u>\$ (31,791.05)</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

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

Manistee Housing Commission
Capital Fund 501-19

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-19 **1519**	November 30, 2019	November 30, 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>

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

Manistee Housing Commission

Cash Disbursements Journal

November 1, 2019 - November 30, 2019

Date	Reference	Account	Description	Amount
11/01/19	10349	10011111.2	Alerus Retirement Solutions	(157.23)
11/01/19	10349	10012117.15	Alerus Retirement Solutions	107.90
11/01/19	10349	10012117.16	Alerus Retirement Solutions	49.33
11/01/19	10350	10011111.2	Alerus Retirement Solutions	(157.23)
11/01/19	10350	10012117.15	Alerus Retirement Solutions	107.90
11/01/19	10350	10012117.16	Alerus Retirement Solutions	49.33
11/01/19	10351	10011111.2	Alerus Retirement Solutions	(50.00)
11/01/19	10351	10012117.13	Alerus Retirement Solutions	50.00
11/01/19	10352	10011111.2	Alerus Retirement Solutions	(50.00)
11/01/19	10352	10012117.13	Alerus Retirement Solutions	50.00
11/01/19	10353	10011111.2	██████████	(383.00)
11/01/19	10353	10012114	██████████	383.00
11/01/19	10354	10011111.2	██████████	(256.00)
11/01/19	10354	10011122	██████████	206.00
11/01/19	10354	10012114	██████████	50.00
11/01/19	10355	10011111.2	DTE Energy	(192.00)
11/01/19	10355	10011122	DTE Energy	192.00
11/01/19	10356	10011111.2	Amor Sign Studios	(240.70)
11/01/19	10356	10014430.12	Amor Sign Studios	240.70
11/01/19	10357	10011111.2	AmTrust North America Inc	(570.00)
11/01/19	10357	10014510	AmTrust North America Inc	570.00
11/01/19	10358	10011111.2	AT & T Long Distance	(377.46)
11/01/19	10358	10014185	AT & T Long Distance	377.46
11/01/19	10359	10011111.2	AT & T Mobility	(467.63)
11/01/19	10359	10014185	AT & T Mobility	467.63
11/01/19	10360	10011111.2	Blarney Castle Fleet Program	(125.48)
11/01/19	10360	10014420	Blarney Castle Fleet Program	125.48
11/01/19	10361	10011111.2	Byline Bank	(9,378.09)
11/01/19	10361	10012131	Byline Bank	3,895.17
11/01/19	10361	10014580	Byline Bank	5,482.92
11/01/19	10361	10017510	Byline Bank	3,895.17
11/01/19	10361	10017590	Byline Bank	(3,895.17)
11/01/19	10362	10011111.2	Cadillac Plgb. & Htg. Supply Co., Inc.	(92.66)
11/01/19	10362	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	92.66
11/01/19	10363	10011111.2	CDM Mobile Shredding, Inc.	(45.00)
11/01/19	10363	10014190.3	CDM Mobile Shredding, Inc.	45.00
11/01/19	10364	10011111.2	Charter Business	(164.63)
11/01/19	10364	10014230	Charter Business	164.63
11/01/19	10365	10011111.2	Charter Business	(125.18)
11/01/19	10365	10014185	Charter Business	125.18

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

Manistee Housing Commission

Cash Disbursements Journal

November 1, 2019 - November 30, 2019

Date	Reference	Account	Description	Amount
11/01/19	10366	10011111.2	City of Manistee	(4,648.03)
11/01/19	10366	10014310	City of Manistee	4,648.03
11/01/19	10367	10011111.2	Consumers Energy	(5,320.25)
11/01/19	10367	10014320	Consumers Energy	5,320.25
11/01/19	10368	10011111.2	Custom Sheet Metal & Heating	(32,745.38)
11/01/19	10368	10014430.02	Custom Sheet Metal & Heating	954.33
11/01/19	10368	10011400	Custom Sheet Metal & Heating	31,791.05
11/01/19	10368	15181480	Custom Sheet Metal & Heating	31,791.05
11/01/19	10368	15189800	Custom Sheet Metal & Heating	(31,791.05)
11/01/19	10369	10011111.2	DTE Energy	(1,091.09)
11/01/19	10369	10014330	DTE Energy	1,091.09
11/01/19	10370	10011111.2	Ford Credit	(481.03)
11/01/19	10370	10012133	Ford Credit	442.23
11/01/19	10370	10014580	Ford Credit	38.80
11/01/19	10370	10017511	Ford Credit	442.23
11/01/19	10370	10017590	Ford Credit	(442.23)
11/01/19	10371	10011111.2	Grand Rental Station	(60.89)
11/01/19	10371	10014420	Grand Rental Station	60.89
11/01/19	10372	10011111.2	HD Supply Facilities Mtce	(424.02)
11/01/19	10372	10014420	HD Supply Facilities Mtce	424.02
11/01/19	10373	10011111.2	Manistee Ford, Inc.	(199.96)
11/01/19	10373	10014420	Manistee Ford, Inc.	199.96
11/01/19	10374	10011111.2	Mika Meyers PLC	(358.75)
11/01/19	10374	10014130	Mika Meyers PLC	358.75
11/01/19	10375	10011111.2	Next IT	(208.35)
11/01/19	10375	10014190.3	Next IT	208.35
11/01/19	10376	10011111.2	The PI Company	(72.25)
11/01/19	10376	10014190.5	The PI Company	72.25
11/01/19	10377	10011111.2	PNC Bank	(559.74)
11/01/19	10377	10014190.3	PNC Bank	140.00
11/01/19	10377	10014190.5	PNC Bank	419.74
11/01/19	10378	10011111.2	Principal Financial Group	(1,408.64)
11/01/19	10378	10014182	Principal Financial Group	804.78
11/01/19	10378	10014433	Principal Financial Group	603.86
11/01/19	10379	10011111.2	Reno & Cavanaugh PLLC	(6,646.00)
11/01/19	10379	10184130	Reno & Cavanaugh PLLC	6,646.00
11/01/19	10379	15181480	Reno & Cavanaugh PLLC	6,646.00
11/01/19	10379	15189800	Reno & Cavanaugh PLLC	(6,646.00)
11/01/19	10380	10011111.2	Schindler Elevator Corp.	(4,354.26)
11/01/19	10380	10014430.04	Schindler Elevator Corp.	4,354.26
11/01/19	10381	10011111.2	Staples	(178.30)
11/01/19	10381	10014190.4	Staples	178.30

Manistee Housing Commission

Cash Disbursements Journal

November 1, 2019 - November 30, 2019

Date	Reference	Account	Description	Amount
11/01/19	10382	10011111.2	Sun Life Financial	(658.75)
11/01/19	10382	10014182	Sun Life Financial	407.78
11/01/19	10382	10014433	Sun Life Financial	250.97
11/01/19	10383	10011111.2	Top Line Electric	(399.26)
11/01/19	10383	10014430.07	Top Line Electric	399.26
11/01/19	10384	10011111.2	US Bank Equipment Finance	(664.73)
11/01/19	10384	10014190.3	US Bank Equipment Finance	664.73
11/01/19	10385	10011111.2	VSP	(269.16)
11/01/19	10385	10014182	VSP	145.29
11/01/19	10385	10014433	VSP	123.87
11/01/19	10386	10011111.2	██████████	(100.00)
11/01/19	10386	10014221	██████████	100.00
11/01/19	10387	10011111.2	██████████	(200.00)
11/01/19	10387	10014221	██████████	200.00
11/01/19	10388	10011111.2	██████████	(50.00)
11/01/19	10388	10014221	██████████	50.00
11/01/19	10389	10011111.2	██████████	(200.00)
11/01/19	10389	10014221	██████████	200.00
11/01/19	10390	10011111.2	Zenk & Associates PC	(8,750.00)
11/01/19	10390	10014171	Zenk & Associates PC	8,750.00
11/12/19	1014	10011111.4	Manistee Housing Commission	(100.27)
11/12/19	1014	10011111.2	Manistee Housing Commission	100.27
11/12/19	10391	10011111.2	Consumers Energy ██████████	(134.20)
11/12/19	10391	10011122	Consumers Energy ██████████	134.20
11/12/19	10392	10011111.2	██████████	(86.00)
11/12/19	10392	10012114	██████████	86.00
11/12/19	10393	10011111.2	AT & T	(1,070.16)
11/12/19	10393	10014185	AT & T	1,070.16
11/12/19	10394	10011111.2	Blarney Castle Fleet Program	(110.93)
11/12/19	10394	10014420	Blarney Castle Fleet Program	110.93
11/12/19	10395	10011111.2	Comfort Center	(199.00)
11/12/19	10395	10014420	Comfort Center	199.00
11/12/19	10396	10011111.2	Consumers Energy	(1,930.60)
11/12/19	10396	10014320	Consumers Energy	1,930.60
11/12/19	10397	10011111.2	Custom Sheet Metal & Heating	(164.00)
11/12/19	10397	10014430.02	Custom Sheet Metal & Heating	164.00
11/12/19	10398	10011111.2	District Health Department #10	(148.00)
11/12/19	10398	10014182	District Health Department #10	111.00
11/12/19	10398	10014433	District Health Department #10	37.00
11/12/19	10399	10011111.2	Fastenal Company	(2,125.86)

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

Manistee Housing Commission

Cash Disbursements Journal

November 1, 2019 - November 30, 2019

Date	Reference	Account	Description	Amount
11/12/19	10399	10014420	Fastenal Company	2,125.86
11/12/19	10400	10011111.2	Ford Credit	(537.55)
11/12/19	10400	10012134	Ford Credit	399.78
11/12/19	10400	10014580	Ford Credit	137.77
11/12/19	10400	10017512	Ford Credit	399.78
11/12/19	10400	10017590	Ford Credit	(399.78)
11/12/19	10401	10011111.2	Great Lakes Collection Agency	(16.33)
11/12/19	10401	10014570	Great Lakes Collection Agency	16.33
11/12/19	10402	10011111.2	Griffin Pest Solutions	(3,599.00)
11/12/19	10402	10014430.09	Griffin Pest Solutions	3,599.00
11/12/19	10403	10011111.2	Haglund's Floor Covering	(1,156.00)
11/12/19	10403	10014430.06	Haglund's Floor Covering	1,156.00
11/12/19	10404	10011111.2	HDS, LLC	(135.00)
11/12/19	10404	10014190.3	HDS, LLC	135.00
11/12/19	10405	10011111.2	H.A.A.S., Inc.	(821.88)
11/12/19	10405	10014170	H.A.A.S., Inc.	821.88
11/12/19	10406	10011111.2	Jackpine Business Centers	(330.40)
11/12/19	10406	10014190.4	Jackpine Business Centers	330.40
11/12/19	10407	10011111.2	Kushner & Company	(300.00)
11/12/19	10407	10014190.3	Kushner & Company	300.00
11/12/19	10408	10011111.2	Laser Printer Technologies	(352.00)
11/12/19	10408	10014190.4	Laser Printer Technologies	352.00
11/12/19	10409	10011111.2	Manistee Plumbing Co LLC	(80.00)
11/12/19	10409	10014430.08	Manistee Plumbing Co LLC	80.00
11/12/19	10410	10011111.2	McCardel Water Conditioning	(63.50)
11/12/19	10410	10014190.5	McCardel Water Conditioning	63.50
11/12/19	10411	10011111.2	Nan McKay & Associates, Inc.	(5,750.00)
11/12/19	10411	10184140	Nan McKay & Associates, Inc.	5,750.00
11/12/19	10411	15181408	Nan McKay & Associates, Inc.	5,750.00
11/12/19	10411	15189800	Nan McKay & Associates, Inc.	(5,750.00)
11/12/19	10412	10011111.2	Next IT	(1,575.11)
11/12/19	10412	10014190.3	Next IT	1,575.11
11/12/19	10413	10011111.2	Olson Lumber Company	(201.94)
11/12/19	10413	10014420	Olson Lumber Company	201.94
11/12/19	10414	10011111.2	Republic Services	(1,163.23)
11/12/19	10414	10014430.01	Republic Services	1,163.23
11/12/19	10415	10011111.2	Wahr Hardware, Inc.	(447.68)
11/12/19	10415	10014420	Wahr Hardware, Inc.	447.68
11/13/19	10416	10011111.2	Alerus Retirement Solutions	(50.00)
11/13/19	10416	10012117.13	Alerus Retirement Solutions	50.00

Manistee Housing Commission

Cash Disbursements Journal

November 1, 2019 - November 30, 2019

Date	Reference	Account	Description	Amount
11/13/19	10417	10011111.2	Alerus Retirement Solutions	(157.23)
11/13/19	10417	10012117.15	Alerus Retirement Solutions	107.90
11/13/19	10417	10012117.16	Alerus Retirement Solutions	49.33
11/13/19	10418	10011111.2	Cadillac Plgb. & Htg. Supply Co., Inc.	(118.57)
11/13/19	10418	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	118.57
11/13/19	10419	10011111.2	Housing Insurance Services, Inc.	(15,206.00)
11/13/19	10419	10011211	Housing Insurance Services, Inc.	15,206.00
11/13/19	10420	10011111.2	Housing Authority Risk Retention Group	(3,715.00)
11/13/19	10420	10011211	Housing Authority Risk Retention Group	3,715.00
11/13/19	10421	10011111.2	HTVN	(1,446.85)
11/13/19	10421	10014190.3	HTVN	1,446.85
11/13/19	13319	10011111.2	United Steel Workers of America	(3.00)
11/13/19	13319	10012117.6	United Steel Workers of America	3.00
11/13/19	13320	10011111.2	United Steel Workers of America	(62.43)
11/13/19	13320	10012117.9	United Steel Workers of America	62.43
11/13/19	13321	10011111.2	CMHC - West Shore FSA	(303.47)
11/13/19	13321	10011111.3	CMHC - West Shore FSA	303.47
11/27/19	13322	10011111.2	CMHC - West Shore FSA	(303.47)
11/27/19	13322	10011111.3	CMHC - West Shore FSA	303.47
11/27/19	13323	10011111.2	United Steel Workers of America	(63.37)
11/27/19	13323	10012117.9	United Steel Workers of America	63.37
			Transaction Balance	<u>0.00</u>

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

Manistee Housing Commission

Cash Receipts Journal

November 1, 2019 - November 30, 2019

Date	Reference	Account	Description	Amount
11/30/19	153	10011111.2	November Cash Receipts	49,461.08
11/30/19	153	10011111.2	November Cash Receipts	330.00
11/30/19	153	10011111.2	November Cash Receipts	1,057.00
11/30/19	153	10011122	November TAR Collections	(48,769.10)
11/30/19	153	10012114	November Security Deposit Collections	(523.00)
11/30/19	153	10013690.7	Management Fee Income - DVG	(833.00)
11/30/19	153	10013690.1	Rebate - Staples	(3.02)
11/30/19	153	10013690.6	Restitution - Wisniewski	(418.96)
11/30/19	153	10011122.1	November Bad Debt Collections	(301.00)
11/30/19	154	10011111.2	2018 CFP Grant	6,646.00
11/30/19	154	10183401.1	2018 CFP Grant	(6,646.00)
11/30/19	154	15181600	2018 CFP Grant	6,646.00
11/30/19	154	15181699	2018 CFP Grant	(6,646.00)
11/30/19	155	10011111.2	Operating Subsidy	53,982.00
11/30/19	155	10013401.2	Operating Subsidy	(53,982.00)
11/30/19	156	10011111.2	2018 CFP Grant	5,750.00
11/30/19	156	10183401.1	2018 CFP Grant	(5,750.00)
11/30/19	156	15181600	2018 CFP Grant	5,750.00
11/30/19	156	15181699	2018 CFP Grant	(5,750.00)
11/30/19	157	10011111.2	NOW/Sweep Interest	115.51
11/30/19	157	10011111.3	HRA Interest	0.64
11/30/19	157	10011111.4	MM Savings Interest	11.44
11/30/19	157	10013610	Interest Income - November	(127.59)
Transaction Balance				<u>0.00</u>

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

Manistee Housing Commission

Journal Entry Journal

November 1, 2019 - November 30, 2019

Date	Reference	Account	Description	Amount
11/30/19	337	10011122	To record charges to tenants per Nov 2019 Statement of Operations.	61,534.66
11/30/19	337	10013110	To record charges to tenants per Nov 2019 Statement of Operations.	(51,369.74)
11/30/19	337	10013120	To record charges to tenants per Nov 2019 Statement of Operations.	(537.71)
11/30/19	337	10013690	To record charges to tenants per Nov 2019 Statement of Operations.	(9,627.21)
11/30/19	338	10011122	To record transfers of security deposits to A/R per Nov 2019 Statement of Operations.	(1,116.00)
11/30/19	338	10012114	To record transfers of security deposits to A/R per Nov 2019 Statement of Operations.	1,116.00
11/30/19	PH1	10019998	To record units available.	214.00
11/30/19	PH1	10019999	To record units available.	(214.00)
11/30/19	PH2	10012137	To record estimated monthly PILOT expense.	(2,740.00)
11/30/19	PH2	10014520	To record estimated monthly PILOT expense.	2,740.00
11/30/19	PH3	10014800	To record estimated monthly depreciation expense.	24,595.00
11/30/19	PH3	10011400.95	To record estimated monthly depreciation expense.	(24,595.00)
11/30/19	RT1	10019996	To record units leased.	195.00
11/30/19	RT1	10019997	To record units leased.	(195.00)
11/30/19	RT2	10014510	To record monthly insurance write off.	7,535.82
11/30/19	RT2	10011211	To record monthly insurance write off.	(7,535.82)
11/30/19	RT3	10012117.12	To record HRA transactions per bank statement.	535.42
11/30/19	RT3	10011111.3	To record HRA transactions per bank statement.	(535.42)
11/30/19	RT4	10014110	To record payroll transactions per bank statement.	13,779.68
11/30/19	RT4	10014410	To record payroll transactions per bank statement.	7,983.48
11/30/19	RT4	10012117.4	To record payroll transactions per bank statement.	(1,262.80)
11/30/19	RT4	10012117.5	To record payroll transactions per bank statement.	(1,305.78)
11/30/19	RT4	10012117.6	To record payroll transactions per bank statement.	(3.00)
11/30/19	RT4	10012117.9	To record payroll transactions per bank statement.	(125.80)
11/30/19	RT4	10012117.12	To record payroll transactions per bank statement.	(606.94)
11/30/19	RT4	10012117.13	To record payroll transactions per bank statement.	(100.00)
11/30/19	RT4	10012117.14	To record payroll transactions per bank statement.	(356.58)
11/30/19	RT4	10012117.15	To record payroll transactions per bank statement.	(215.80)
11/30/19	RT4	10012117.16	To record payroll transactions per bank statement.	(98.66)
11/30/19	RT4	10014182	To record payroll transactions per bank statement.	956.45
11/30/19	RT4	10014433	To record payroll transactions per bank statement.	530.45
11/30/19	RT4	10014190.3	To record payroll transactions per bank statement.	104.95
11/30/19	RT4	10011111.2	To record payroll transactions per bank statement.	(19,279.65)
11/30/19	RT5	10012117.4	To record SHWF debit for payment of health insurance per bank statement.	1,262.80
11/30/19	RT5	10014182	To record SHWF debit for payment of health insurance per bank statement.	4,617.51
11/30/19	RT5	10014433	To record SHWF debit for payment of health insurance per bank statement.	3,895.23
11/30/19	RT5	10011111.2	To record SHWF debit for payment of health insurance per bank statement.	(9,775.54)
11/30/19	RT6	10012117.5	To record MERS contribution per bank statement.	1,959.55
11/30/19	RT6	10011701	To record MERS contribution per bank statement.	1,200.00
11/30/19	RT6	10011111.2	To record MERS contribution per bank statement.	(3,159.55)

Manistee Housing Commission

Journal Entry Journal

November 1, 2019 - November 30, 2019

Date	Reference	Account	Description	Amount
11/30/19	RT7	10012117.14	To record AFLAC debit per bank statement.	534.87
11/30/19	RT7	10011111.2	To record AFLAC debit per bank statement.	(534.87)
11/30/19	RT8	10012820.00	To record adjustment to Operating Reserve to reflect current month profit or loss.	(13,463.45)
11/30/19	RT8	10012820.01	To record adjustment to Operating Reserve to reflect current month profit or loss.	13,463.45
Transaction Balance				<u>0.00</u>

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

**Manistee Housing Commission
General Ledger**

November 1, 2019 - November 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011111.2	NOW	Account		580,608.22		
11/01/19	10349	2	Alerus Retirement Solutions		(157.23)	
11/01/19	10350	2	Alerus Retirement Solutions		(157.23)	
11/01/19	10351	2	Alerus Retirement Solutions		(50.00)	
11/01/19	10352	2	Alerus Retirement Solutions		(50.00)	
11/01/19	10353	2	[REDACTED]		(383.00)	
11/01/19	10354	2	[REDACTED]		(256.00)	
11/01/19	10355	2	DTE Energy		(192.00)	
11/01/19	10356	2	Amor Sign Studios		(240.70)	
11/01/19	10357	2	AmTrust North America Inc		(570.00)	
11/01/19	10358	2	AT & T Long Distance		(377.46)	
11/01/19	10359	2	AT & T Mobility		(467.63)	
11/01/19	10360	2	Blarney Castle Fleet Program		(125.48)	
11/01/19	10361	2	Byline Bank		(9,378.09)	
11/01/19	10362	2	Cadillac Plgb. & Htg. Supply Co., Inc.		(92.66)	
11/01/19	10363	2	CDM Mobile Shredding, Inc.		(45.00)	
11/01/19	10364	2	Charter Business		(164.63)	
11/01/19	10365	2	Charter Business		(125.18)	
11/01/19	10366	2	City of Manistee		(4,648.03)	
11/01/19	10367	2	Consumers Energy		(5,320.25)	
11/01/19	10368	2	Custom Sheet Metal & Heating		(32,745.38)	
11/01/19	10369	2	DTE Energy		(1,091.09)	
11/01/19	10370	2	Ford Credit		(481.03)	
11/01/19	10371	2	Grand Rental Station		(60.89)	
11/01/19	10372	2	HD Supply Facilities Mtce		(424.02)	
11/01/19	10373	2	Manistee Ford, Inc.		(199.96)	
11/01/19	10374	2	Mika Meyers PLC		(358.75)	
11/01/19	10375	2	Next IT		(208.35)	
11/01/19	10376	2	The PI Company		(72.25)	
11/01/19	10377	2	PNC Bank		(559.74)	
11/01/19	10378	2	Principal Financial Group		(1,408.64)	
11/01/19	10379	2	Reno & Cavanaugh PLLC		(6,646.00)	
11/01/19	10380	2	Schindler Elevator Corp.		(4,354.26)	
11/01/19	10381	2	Staples		(178.30)	
11/01/19	10382	2	Sun Life Financial		(658.75)	
11/01/19	10383	2	Top Line Electric		(399.26)	
11/01/19	10384	2	US Bank Equipment Finance		(664.73)	
11/01/19	10385	2	VSP		(269.16)	
11/01/19	10386	2	[REDACTED]		(100.00)	
11/01/19	10387	2	[REDACTED]		(200.00)	
11/01/19	10388	2	[REDACTED]		(50.00)	
11/01/19	10389	2	[REDACTED]		(200.00)	
11/01/19	10390	2	Zenk & Associates PC		(8,750.00)	
11/12/19	1014	2	Manistee Housing Commission		100.27	
11/12/19	10391	2	Consumers Energy [REDACTED]		(134.20)	
11/12/19	10392	2	[REDACTED]		(86.00)	
11/12/19	10393	2	AT & T		(1,070.16)	
11/12/19	10394	2	Blarney Castle Fleet Program		(110.93)	
11/12/19	10395	2	Comfort Center		(199.00)	
11/12/19	10396	2	Consumers Energy		(1,930.60)	
11/12/19	10397	2	Custom Sheet Metal & Heating		(164.00)	
11/12/19	10398	2	District Health Department #10		(148.00)	
11/12/19	10399	2	Fastenal Company		(2,125.86)	
11/12/19	10400	2	Ford Credit		(537.55)	
11/12/19	10401	2	Great Lakes Collection Agency		(16.33)	
11/12/19	10402	2	Griffin Pest Solutions		(3,599.00)	
11/12/19	10403	2	Haglund's Floor Covering		(1,156.00)	
11/12/19	10404	2	HDS, LLC		(135.00)	

**Manistee Housing Commission
General Ledger**

November 1, 2019 - November 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
11/12/19	10405	2	H.A.A.S., Inc.		(821.88)	
11/12/19	10406	2	Jackpine Business Centers		(330.40)	
11/12/19	10407	2	Kushner & Company		(300.00)	
11/12/19	10408	2	Laser Printer Technologies		(352.00)	
11/12/19	10409	2	Manistee Plumbing Co LLC		(80.00)	
11/12/19	10410	2	McCardel Water Conditioning		(63.50)	
11/12/19	10411	2	Nan McKay & Associates, Inc.		(5,750.00)	
11/12/19	10412	2	Next IT		(1,575.11)	
11/12/19	10413	2	Olson Lumber Company		(201.94)	
11/12/19	10414	2	Republic Services		(1,163.23)	
11/12/19	10415	2	Wahr Hardware, Inc.		(447.68)	
11/13/19	10416	2	Alerus Retirement Solutions		(50.00)	
11/13/19	10417	2	Alerus Retirement Solutions		(157.23)	
11/13/19	10418	2	Cadillac Plgb. & Htg. Supply Co., Inc.		(118.57)	
11/13/19	10419	2	Housing Insurance Services, Inc.		(15,206.00)	
11/13/19	10420	2	Housing Authority Risk Retention Group		(3,715.00)	
11/13/19	10421	2	HTVN		(1,446.85)	
11/13/19	13319	2	United Steel Workers of America		(3.00)	
11/13/19	13320	2	United Steel Workers of America		(62.43)	
11/13/19	13321	2	CMHC - West Shore FSA		(303.47)	
11/27/19	13322	2	CMHC - West Shore FSA		(303.47)	
11/27/19	13323	2	United Steel Workers of America		(63.37)	
11/30/19	153	1	November Cash Receipts		49,461.08	
11/30/19	153	1	November Cash Receipts		330.00	
11/30/19	153	1	November Cash Receipts		1,057.00	
11/30/19	154	1	2018 CFP Grant		6,646.00	
11/30/19	155	1	Operating Subsidy		53,982.00	
11/30/19	156	1	2018 CFP Grant		5,750.00	
11/30/19	157	1	NOW/Sweep Interest		115.51	
11/30/19	RT4	3	To record payroll transactions per bank statement.		(19,279.65)	
11/30/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		(9,775.54)	
11/30/19	RT6	3	To record MERS contribution per bank statement.		(3,159.55)	
11/30/19	RT7	3	To record AFLAC debit per bank statement.		(534.87)	
			Totals for 10011111.2		<u>(42,116.64)</u>	<u>538,491.58</u>
10011111.3	HRA Account			10,375.98		
11/13/19	13321	2	CMHC - West Shore FSA		303.47	
11/27/19	13322	2	CMHC - West Shore FSA		303.47	
11/30/19	157	1	HRA Interest		0.64	
11/30/19	RT3	3	To record HRA transactions per bank statement.		(535.42)	
			Totals for 10011111.3		<u>72.16</u>	<u>10,448.14</u>
10011111.4	Money Market Savings			53,913.52		
11/12/19	1014	2	Manistee Housing Commission		(100.27)	
11/30/19	157	1	MM Savings Interest		11.44	
			Totals for 10011111.4		<u>(88.83)</u>	<u>53,824.69</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			5,079.45		
11/01/19	10354	2	██████████		206.00	

**Manistee Housing Commission
General Ledger**

November 1, 2019 - November 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
11/01/19	10355	2	DTE Energy		192.00	
11/12/19	10391	2	Consumers Energy ██████████		134.20	
11/30/19	153	1	November TAR Collections		(48,769.10)	
11/30/19	337	3	To record charges to tenants per Nov 2019 Statement of Operations.		61,534.66	
11/30/19	338	3	To record transfers of security deposits to A/R per Nov 2019 Statement of Operations.		(1,116.00)	
			Totals for 10011122		<u>12,181.76</u>	<u>17,261.21</u>
1001122.1			Allowance for Doubtful Accounts-TAR	(8,070.05)		
11/30/19	153	1	November Bad Debt Collections		(301.00)	
			Totals for 1001122.1		<u>(301.00)</u>	<u>(8,371.05)</u>
10011129			Accounts Receivable-Other	2,521.50		
			Totals for 10011129		<u>0.00</u>	<u>2,521.50</u>
10011211			Prepaid Insurance	15,966.65		
11/13/19	10419	2	Housing Insurance Services, Inc.		15,206.00	
11/13/19	10420	2	Housing Authority Risk Retention Group		3,715.00	
11/30/19	RT2	3	To record monthly insurance write off.		(7,535.82)	
			Totals for 10011211		<u>11,385.18</u>	<u>27,351.83</u>
10011400			Construction in Progress-CFP	6,185.17		
11/01/19	10368	2	Custom Sheet Metal & Heating		31,791.05	
			Totals for 10011400		<u>31,791.05</u>	<u>37,976.22</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	273,421.30		
			Totals for 10011400.8		<u>0.00</u>	<u>273,421.30</u>
10011400.9			Furn., Equip., Mach.-Admin	327,933.06		
			Totals for 10011400.9		<u>0.00</u>	<u>327,933.06</u>
10011400.95			Accumulated Depreciation-ALL	(8,728,154.32)		
11/30/19	PH3	3	To record estimated monthly depreciation expense.		(24,595.00)	
			Totals for 10011400.95		<u>(24,595.00)</u>	<u>(8,752,749.32)</u>
10011690			Undistributed Debits	2,065.00		
			Totals for 10011690		<u>0.00</u>	<u>2,065.00</u>
10011701			Deferred Outflows	23,640.96		
11/30/19	RT6	3	To record MERS contribution per bank statement.		1,200.00	

**Manistee Housing Commission
General Ledger**

November 1, 2019 - November 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 10011701					<u>1,200.00</u>	<u>24,840.96</u>
10012111	Vendors and Contractors			(37,752.73)		
Totals for 10012111					<u>0.00</u>	<u>(37,752.73)</u>
10012114	Tenant Security Deposits			(50,060.00)		
11/01/19	10353	2	██████████		383.00	
11/01/19	10354	2	██████████		50.00	
11/12/19	10392	2	██████████		86.00	
11/30/19	153	1	November Security Deposit Collections		(523.00)	
11/30/19	338	3	To record transfers of security deposits to A/R per Nov 2019 Statement of Operations.		<u>1,116.00</u>	
Totals for 10012114					<u>1,112.00</u>	<u>(48,948.00)</u>
10012117.12	FSA Withheld			(683.40)		
11/30/19	RT3	3	To record HRA transactions per bank statement.		535.42	
11/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(606.94)</u>	
Totals for 10012117.12					<u>(71.52)</u>	<u>(754.92)</u>
10012117.13	MERS HCSP Withheld			(100.00)		
11/01/19	10351	2	Alerus Retirement Solutions		50.00	
11/01/19	10352	2	Alerus Retirement Solutions		50.00	
11/13/19	10416	2	Alerus Retirement Solutions		50.00	
11/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(100.00)</u>	
Totals for 10012117.13					<u>50.00</u>	<u>(50.00)</u>
10012117.14	AFLAC Pre-Tax			(534.87)		
11/30/19	RT4	3	To record payroll transactions per bank statement.		(356.58)	
11/30/19	RT7	3	To record AFLAC debit per bank statement.		<u>534.87</u>	
Totals for 10012117.14					<u>178.29</u>	<u>(356.58)</u>
10012117.15	MERS 457			(215.80)		
11/01/19	10349	2	Alerus Retirement Solutions		107.90	
11/01/19	10350	2	Alerus Retirement Solutions		107.90	
11/13/19	10417	2	Alerus Retirement Solutions		107.90	
11/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(215.80)</u>	
Totals for 10012117.15					<u>107.90</u>	<u>(107.90)</u>
10012117.16	Roth 457			(98.66)		
11/01/19	10349	2	Alerus Retirement Solutions		49.33	
11/01/19	10350	2	Alerus Retirement Solutions		49.33	
11/13/19	10417	2	Alerus Retirement Solutions		49.33	
11/30/19	RT4	3	To record payroll transactions per bank statement.		<u>(98.66)</u>	
Totals for 10012117.16					<u>49.33</u>	<u>(49.33)</u>
10012117.4	125 Medical Withheld			0.00		
11/30/19	RT4	3	To record payroll transactions per bank statement.		(1,262.80)	
11/30/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		<u>1,262.80</u>	
Totals for 10012117.4					<u>0.00</u>	<u>0.00</u>
10012117.5	Pension Withheld			(1,959.55)		

**Manistee Housing Commission
General Ledger**

November 1, 2019 - November 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
11/30/19	RT4	3	To record payroll transactions per bank statement.		(1,305.78)	
11/30/19	RT6	3	To record MERS contribution per bank statement.		1,959.55	
			Totals for 10012117.5		<u>653.77</u>	<u>(1,305.78)</u>
10012117.6	PAC Withheld			0.00		
11/13/19	13319	2	United Steel Workers of America		3.00	
11/30/19	RT4	3	To record payroll transactions per bank statement.		(3.00)	
			Totals for 10012117.6		<u>0.00</u>	<u>0.00</u>
10012117.9	Union Dues Withheld			0.00		
11/13/19	13320	2	United Steel Workers of America		62.43	
11/27/19	13323	2	United Steel Workers of America		63.37	
11/30/19	RT4	3	To record payroll transactions per bank statement.		(125.80)	
			Totals for 10012117.9		<u>0.00</u>	<u>0.00</u>
10012119.2	Interfund Payable - DVG			(935.90)		
			Totals for 10012119.2		<u>0.00</u>	<u>(935.90)</u>
10012131	EPC Loan - Current			(9,423.49)		
11/01/19	10361	2	Byline Bank		3,895.17	
			Totals for 10012131		<u>3,895.17</u>	<u>(5,528.32)</u>
10012132	EPC Loan - Noncurrent			(981,712.11)		
			Totals for 10012132		<u>0.00</u>	<u>(981,712.11)</u>
10012133	Capital Lease - 2016 F250 - Current			(886.66)		
11/01/19	10370	2	Ford Credit		442.23	
			Totals for 10012133		<u>442.23</u>	<u>(444.43)</u>
10012134	Capital Lease - 2019 F250 - Current			(801.64)		
11/12/19	10400	2	Ford Credit		399.78	
			Totals for 10012134		<u>399.78</u>	<u>(401.86)</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			(27,400.00)		
11/30/19	PH2	3	To record estimated monthly PILOT expense.		(2,740.00)	
			Totals for 10012137		<u>(2,740.00)</u>	<u>(30,140.00)</u>
10012138	Net Pension Liability			(7,748.00)		
			Totals for 10012138		<u>0.00</u>	<u>(7,748.00)</u>
10012139	Capital Lease - 2016 F250 - Non Current			(6,937.76)		
			Totals for 10012139		<u>0.00</u>	<u>(6,937.76)</u>
10012140	Capital Lease - 2019 F250 - Non Current			(25,650.45)		
			Totals for 10012140		<u>0.00</u>	<u>(25,650.45)</u>

**Manistee Housing Commission
General Ledger**

November 1, 2019 - November 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
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			(1,592,309.12)		
			Totals for 10012806.1		<u>0.00</u>	<u>(1,592,309.12)</u>
10012820.00	HUD Operating Reserve - Memo			(443,340.23)		
11/30/19	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>(13,463.45)</u>	
			Totals for 10012820.00		<u>(13,463.45)</u>	<u>(456,803.68)</u>
10012820.01	HUD Operating Reserve-Contr			443,340.23		
11/30/19	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>13,463.45</u>	
			Totals for 10012820.01		<u>13,463.45</u>	<u>456,803.68</u>
10013110	Dwelling Rental Revenue			(500,016.00)		
11/30/19	337	3	To record charges to tenants per Nov 2019 Statement of Operations.		<u>(51,369.74)</u>	
			Totals for 10013110		<u>(51,369.74)</u>	<u>(551,385.74)</u>
10013120	Tenant Revenue - Excess Utilities			(5,294.63)		
11/30/19	337	3	To record charges to tenants per Nov 2019 Statement of Operations.		<u>(537.71)</u>	
			Totals for 10013120		<u>(537.71)</u>	<u>(5,832.34)</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			(558,695.99)		
11/30/19	155	1	Operating Subsidy		<u>(53,982.00)</u>	
			Totals for 10013401.2		<u>(53,982.00)</u>	<u>(612,677.99)</u>
10013610	Interest Income			(999.60)		
11/30/19	157	1	Interest Income - November		<u>(127.59)</u>	
			Totals for 10013610		<u>(127.59)</u>	<u>(1,127.19)</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			(28,484.73)		
11/30/19	337	3	To record charges to tenants per Nov 2019 Statement of Operations.		<u>(9,627.21)</u>	
			Totals for 10013690		<u>(9,627.21)</u>	<u>(38,111.94)</u>
10013690.1	Other Revenue			(3,924.39)		
11/30/19	153	1	Rebate - Staples		<u>(3.02)</u>	
			Totals for 10013690.1		<u>(3.02)</u>	<u>(3,927.41)</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			(10,653.34)		
			Totals for 10013690.4		<u>0.00</u>	<u>(10,653.34)</u>

**Manistee Housing Commission
General Ledger**

November 1, 2019 - November 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10013690.6	Fraud Recovery Revenue			(1,649.44)		
11/30/19	153	1	Restitution - Wisniewski		(418.96)	
	Totals for 10013690.6				(418.96)	(2,068.40)
10013690.7	Management Fee - DVG			(8,330.00)		
11/30/19	153	1	Management Fee Income - DVG		(833.00)	
	Totals for 10013690.7				(833.00)	(9,163.00)
10014110	Administrative Wages			151,073.36		
11/30/19	RT4	3	To record payroll transactions per bank statement.		13,779.68	
	Totals for 10014110				13,779.68	164,853.04
10014130	Legal Expense			5,603.55		
11/01/19	10374	2	Mika Meyers PLC		358.75	
	Totals for 10014130				358.75	5,962.30
10014140	Staff Training			1,650.00		
	Totals for 10014140				0.00	1,650.00
10014150	Travel Expense			8.00		
	Totals for 10014150				0.00	8.00
10014170	Accounting Fees			7,818.30		
11/12/19	10405	2	H.A.A.S., Inc.		821.88	
	Totals for 10014170				821.88	8,640.18
10014171	Auditing			0.00		
11/01/19	10390	2	Zenk & Associates PC		8,750.00	
	Totals for 10014171				8,750.00	8,750.00
10014182	Employee Benefits - Admin			72,005.51		
11/01/19	10378	2	Principal Financial Group		804.78	
11/01/19	10382	2	Sun Life Financial		407.78	
11/01/19	10385	2	VSP		145.29	
11/12/19	10398	2	District Health Department #10		111.00	
11/30/19	RT4	3	To record payroll transactions per bank statement.		956.45	
11/30/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		4,617.51	
	Totals for 10014182				7,042.81	79,048.32
10014185	Telephone			19,936.98		
11/01/19	10358	2	AT & T Long Distance		377.46	
11/01/19	10359	2	AT & T Mobility		467.63	
11/01/19	10365	2	Charter Business		125.18	
11/12/19	10393	2	AT & T		1,070.16	
	Totals for 10014185				2,040.43	21,977.41
10014190.1	Publications			1,193.95		
	Totals for 10014190.1				0.00	1,193.95
10014190.2	Membership Dues and Fees			2,741.50		
	Totals for 10014190.2				0.00	2,741.50
10014190.3	Admin Service Contracts			34,055.22		
11/01/19	10363	2	CDM Mobile Shredding, Inc.		45.00	
11/01/19	10375	2	Next IT		208.35	
11/01/19	10377	2	PNC Bank		140.00	

**Manistee Housing Commission
General Ledger**

November 1, 2019 - November 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
11/01/19	10384	2	US Bank Equipment Finance		664.73	
11/12/19	10404	2	HDS, LLC		135.00	
11/12/19	10407	2	Kushner & Company		300.00	
11/12/19	10412	2	Next IT		1,575.11	
11/13/19	10421	2	HTVN		1,446.85	
11/30/19	RT4	3	To record payroll transactions per bank statement.		<u>104.95</u>	
			Totals for 10014190.3		<u>4,619.99</u>	<u>38,675.21</u>
10014190.4	Office Supplies			8,162.07		
11/01/19	10381	2	Staples		178.30	
11/12/19	10406	2	Jackpine Business Centers		330.40	
11/12/19	10408	2	Laser Printer Technologies		<u>352.00</u>	
			Totals for 10014190.4		<u>860.70</u>	<u>9,022.77</u>
10014190.5	Other Sundry-Misc.			5,864.07		
11/01/19	10376	2	The PI Company		72.25	
11/01/19	10377	2	PNC Bank		419.74	
11/12/19	10410	2	McCardel Water Conditioning		<u>63.50</u>	
			Totals for 10014190.5		<u>555.49</u>	<u>6,419.56</u>
10014221	Resident Employee Stipend			5,500.00		
11/01/19	10386	2	██████████		100.00	
11/01/19	10387	2	██████████		200.00	
11/01/19	10388	2	██████████		50.00	
11/01/19	10389	2	██████████		<u>200.00</u>	
			Totals for 10014221		<u>550.00</u>	<u>6,050.00</u>
10014230	Contract Costs-Cable & Other			11,136.77		
11/01/19	10364	2	Charter Business		<u>164.63</u>	
			Totals for 10014230		<u>164.63</u>	<u>11,301.40</u>
10014310	Water & Sewer			44,962.11		
11/01/19	10366	2	City of Manistee		<u>4,648.03</u>	
			Totals for 10014310		<u>4,648.03</u>	<u>49,610.14</u>
10014320	Electricity			91,942.79		
11/01/19	10367	2	Consumers Energy		5,320.25	
11/12/19	10396	2	Consumers Energy		<u>1,930.60</u>	
			Totals for 10014320		<u>7,250.85</u>	<u>99,193.64</u>
10014330	Gas			23,956.61		
11/01/19	10369	2	DTE Energy		<u>1,091.09</u>	
			Totals for 10014330		<u>1,091.09</u>	<u>25,047.70</u>
10014410	Maintenance Wages			89,482.95		
11/30/19	RT4	3	To record payroll transactions per bank statement.		<u>7,983.48</u>	
			Totals for 10014410		<u>7,983.48</u>	<u>97,466.43</u>
10014420	Materials			30,415.95		
11/01/19	10360	2	Blarney Castle Fleet Program		125.48	
11/01/19	10362	2	Cadillac Plgb. & Htg. Supply Co., Inc.		92.66	
11/01/19	10371	2	Grand Rental Station		60.89	
11/01/19	10372	2	HD Supply Facilities Mtce		424.02	
11/01/19	10373	2	Manistee Ford, Inc.		199.96	
11/12/19	10394	2	Blarney Castle Fleet Program		110.93	
11/12/19	10395	2	Comfort Center		199.00	
11/12/19	10399	2	Fastenal Company		<u>2,125.86</u>	

**Manistee Housing Commission
General Ledger**

November 1, 2019 - November 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
11/12/19	10413	2	Olson Lumber Company		201.94	
11/12/19	10415	2	Wahr Hardware, Inc.		447.68	
11/13/19	10418	2	Cadillac Plgb. & Htg. Supply Co., Inc.		118.57	
			Totals for 10014420		<u>4,106.99</u>	<u>34,522.94</u>
10014430.01	Garbage Removal			14,278.30		
11/12/19	10414	2	Republic Services		1,163.23	
			Totals for 10014430.01		<u>1,163.23</u>	<u>15,441.53</u>
10014430.02	Heating & Cooling Contracts			9,147.69		
11/01/19	10368	2	Custom Sheet Metal & Heating		954.33	
11/12/19	10397	2	Custom Sheet Metal & Heating		164.00	
			Totals for 10014430.02		<u>1,118.33</u>	<u>10,266.02</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		
11/01/19	10380	2	Schindler Elevator Corp.		4,354.26	
			Totals for 10014430.04		<u>4,354.26</u>	<u>17,442.22</u>
10014430.05	Landscape & Grounds Contracts			2,050.00		
			Totals for 10014430.05		<u>0.00</u>	<u>2,050.00</u>
10014430.06	Unit Turnaround Contracts			3,288.00		
11/12/19	10403	2	Haglund's Floor Covering		1,156.00	
			Totals for 10014430.06		<u>1,156.00</u>	<u>4,444.00</u>
10014430.07	Electrical Contracts			1,667.15		
11/01/19	10383	2	Top Line Electric		399.26	
			Totals for 10014430.07		<u>399.26</u>	<u>2,066.41</u>
10014430.08	Plumbing Contracts			1,325.00		
11/12/19	10409	2	Manistee Plumbing Co LLC		80.00	
			Totals for 10014430.08		<u>80.00</u>	<u>1,405.00</u>
10014430.09	Extermination Contracts			17,054.00		
11/12/19	10402	2	Griffin Pest Solutions		3,599.00	
			Totals for 10014430.09		<u>3,599.00</u>	<u>20,653.00</u>
10014430.11	Routine Maintenance Contracts			3,008.03		
			Totals for 10014430.11		<u>0.00</u>	<u>3,008.03</u>
10014430.12	Miscellaneous Contracts			4,038.20		
11/01/19	10356	2	Amor Sign Studios		240.70	
			Totals for 10014430.12		<u>240.70</u>	<u>4,278.90</u>
10014433	Employee Benefits - Maint.			57,169.47		
11/01/19	10378	2	Principal Financial Group		603.86	
11/01/19	10382	2	Sun Life Financial		250.97	
11/01/19	10385	2	VSP		123.87	
11/12/19	10398	2	District Health Department #10		37.00	
11/30/19	RT4	3	To record payroll transactions per bank statement.		530.45	
11/30/19	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		3,895.23	
			Totals for 10014433		<u>5,441.38</u>	<u>62,610.85</u>
10014510	Insurance			75,986.83		

**Manistee Housing Commission
General Ledger**

November 1, 2019 - November 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
11/01/19	10357	2	AmTrust North America Inc		570.00	
11/30/19	RT2	3	To record monthly insurance write off.		7,535.82	
			Totals for 10014510		<u>8,105.82</u>	<u>84,092.65</u>
10014520	Payment in Lieu of Taxes			27,400.00		
11/30/19	PH2	3	To record estimated monthly PILOT expense.		2,740.00	
			Totals for 10014520		<u>2,740.00</u>	<u>30,140.00</u>
10014570	Collection Losses			12,560.27		
11/12/19	10401	2	Great Lakes Collection Agency		16.33	
			Totals for 10014570		<u>16.33</u>	<u>12,576.60</u>
10014580	Interest Expense			56,259.50		
11/01/19	10361	2	Byline Bank		5,482.92	
11/01/19	10370	2	Ford Credit		38.80	
11/12/19	10400	2	Ford Credit		137.77	
			Totals for 10014580		<u>5,659.49</u>	<u>61,918.99</u>
10014800	Depreciation - Current Year			245,950.00		
11/30/19	PH3	3	To record estimated monthly depreciation expense.		24,595.00	
			Totals for 10014800		<u>24,595.00</u>	<u>270,545.00</u>
10017510	Principal Payments - EPC			34,008.24		
11/01/19	10361	2	Byline Bank		3,895.17	
			Totals for 10017510		<u>3,895.17</u>	<u>37,903.41</u>
10017511	Principal Payments - 2016 F250			4,304.08		
11/01/19	10370	2	Ford Credit		442.23	
			Totals for 10017511		<u>442.23</u>	<u>4,746.31</u>
10017512	Principal Payments - 2019 F250			1,330.91		
11/12/19	10400	2	Ford Credit		399.78	
			Totals for 10017512		<u>399.78</u>	<u>1,730.69</u>
10017520	Replacement of Equipment			4,544.00		
			Totals for 10017520		<u>0.00</u>	<u>4,544.00</u>
10017530	Cash Proceeds-Sale of Equipment			(7,250.00)		
			Totals for 10017530		<u>0.00</u>	<u>(7,250.00)</u>
10017540	Betterments and Additions			34,718.25		
			Totals for 10017540		<u>0.00</u>	<u>34,718.25</u>
10017590	Operating Expenditures-Contra			(71,655.48)		
11/01/19	10361	2	Byline Bank		(3,895.17)	
11/01/19	10370	2	Ford Credit		(442.23)	
11/12/19	10400	2	Ford Credit		(399.78)	
			Totals for 10017590		<u>(4,737.18)</u>	<u>(76,392.66)</u>
10019996	Unit Months Leased			2,053.00		
11/30/19	RT1	3	To record units leased.		195.00	
			Totals for 10019996		<u>195.00</u>	<u>2,248.00</u>
10019997	Unit Months Leased - Contra			(2,053.00)		
11/30/19	RT1	3	To record units leased.		(195.00)	
			Totals for 10019997		<u>(195.00)</u>	<u>(2,248.00)</u>

**Manistee Housing Commission
General Ledger**

November 1, 2019 - November 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10019998	Unit Months Available			2,140.00		
11/30/19	PH1	3	To record units available.		214.00	
			Totals for 10019998		<u>214.00</u>	<u>2,354.00</u>
10019999	Unit Months Available - Contra			(2,140.00)		
11/30/19	PH1	3	To record units available.		(214.00)	
			Totals for 10019999		<u>(214.00)</u>	<u>(2,354.00)</u>
10173401.1	Operating Grants			(55,105.66)		
			Totals for 10173401.1		<u>0.00</u>	<u>(55,105.66)</u>
10173401.3	Capital Grants			(4,220.40)		
			Totals for 10173401.3		<u>0.00</u>	<u>(4,220.40)</u>
10174130	Legal Expense			36,264.50		
			Totals for 10174130		<u>0.00</u>	<u>36,264.50</u>
10174190.3	Administrative Service Contracts			16,300.16		
			Totals for 10174190.3		<u>0.00</u>	<u>16,300.16</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			(61,479.55)		
11/30/19	154	1	2018 CFP Grant		(6,646.00)	
11/30/19	156	1	2018 CFP Grant		(5,750.00)	
			Totals for 10183401.1		<u>(12,396.00)</u>	<u>(73,875.55)</u>
10183401.3	Capital Grants			(33,755.82)		
			Totals for 10183401.3		<u>0.00</u>	<u>(33,755.82)</u>
10184130	Legal Expense			31,125.50		
11/01/19	10379	2	Reno & Cavanaugh PLLC		6,646.00	
			Totals for 10184130		<u>6,646.00</u>	<u>37,771.50</u>
10184140	Staff Training			0.00		
11/12/19	10411	2	Nan McKay & Associates, Inc.		5,750.00	
			Totals for 10184140		<u>5,750.00</u>	<u>5,750.00</u>
10184190.3	Administrative Service Contracts			25,561.77		
			Totals for 10184190.3		<u>0.00</u>	<u>25,561.77</u>
10184190.5	Other Sundry-Misc.			798.28		
			Totals for 10184190.5		<u>0.00</u>	<u>798.28</u>
10184430.12	Miscellaneous Contracts			3,994.00		
			Totals for 10184430.12		<u>0.00</u>	<u>3,994.00</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		

Manistee Housing Commission

General Ledger

November 1, 2019 - November 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 15171410		0.00	21,199.00
15171430	A & E Fees			15,000.00		
			Totals for 15171430		0.00	15,000.00
15171460	Dwelling Structures			112,490.24		
			Totals for 15171460		0.00	112,490.24
15171600	CFP Funding			216,528.00		
			Totals for 15171600		0.00	216,528.00
15171699	CFP Funding - Contra			(216,528.00)		
			Totals for 15171699		0.00	(216,528.00)
15179800	CFP Cost - Contra			(216,528.00)		
			Totals for 15179800		0.00	(216,528.00)
15181406	Operations			65,986.80		
			Totals for 15181406		0.00	65,986.80
15181408	Management Improvement			5,036.43		
11/12/19	10411	2	Nan McKay & Associates, Inc.		5,750.00	
			Totals for 15181408		5,750.00	10,786.43
15181410	Administration			1,240.77		
			Totals for 15181410		0.00	1,240.77
15181480	General Capital Activity			57,167.12		
11/01/19	10368	2	Custom Sheet Metal & Heating		31,791.05	
11/01/19	10379	2	Reno & Cavanaugh PLLC		6,646.00	
			Totals for 15181480		38,437.05	95,604.17
15181600	CFP Funding			161,222.17		
11/30/19	154	1	2018 CFP Grant		6,646.00	
11/30/19	156	1	2018 CFP Grant		5,750.00	
			Totals for 15181600		12,396.00	173,618.17
15181699	CFP Funding - Contra			(161,222.17)		
11/30/19	154	1	2018 CFP Grant		(6,646.00)	
11/30/19	156	1	2018 CFP Grant		(5,750.00)	
			Totals for 15181699		(12,396.00)	(173,618.17)
15189800	CFP Cost - Contra			(129,431.12)		
11/01/19	10368	2	Custom Sheet Metal & Heating		(31,791.05)	
11/01/19	10379	2	Reno & Cavanaugh PLLC		(6,646.00)	
11/12/19	10411	2	Nan McKay & Associates, Inc.		(5,750.00)	
			Totals for 15189800		(44,187.05)	(173,618.17)
15191406	Operations			65,986.80		
			Totals for 15191406		0.00	65,986.80
15191600	CFP Funding			65,986.80		
			Totals for 15191600		0.00	65,986.80
15191699	CFP Funding - Contra			(65,986.80)		
			Totals for 15191699		0.00	(65,986.80)
15199800	CFP Cost - Contra			(65,986.80)		

Manistee Housing Commission

General Ledger

November 1, 2019 - November 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 15199800		<u>0.00</u>	<u>(65,986.80)</u>
			Report Total			<u>0.00</u>
Net Profit/(Loss)						
			Current Period		<u>(6,394.37)</u>	
			Year-to-Date		<u>76,448.89</u>	

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

Manistee Housing Commission
Bank Account Reconciliation Transmittal

Public Housing Checking - 851620
November 1, 2019 - November 30, 2019

General Ledger

Balance per General Ledger (Account 10011111.2) at 11/01/19	580,608.22
Activity for the month:	
Total Debits (Deposits and Additions)	117,441.86
Total Credits (Checks and Payments)	<u>(159,558.50)</u>
Unadjusted General Ledger Balance at 11/30/19	538,491.58
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 11/30/19	<u><u>538,491.58</u></u>

Bank

Balance per Bank Statement at 11/30/19	537,988.07
Total Additions (Deposits and Additions in Transit)	1,387.00
Total Subtractions (Checks and Payments in Transit)	<u>(883.49)</u>
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 11/30/19	<u><u>538,491.58</u></u>

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

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

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	579,905.77
Cleared Deposits & Additions				
148	10/31/19		October Cash Receipts	1,280.25
153	11/30/19	Multiple	November Cash Receipts	49,461.08
154	11/30/19	Multiple	2018 CFP Grant	6,646.00
155	11/30/19	10013401.2	Operating Subsidy	53,982.00
156	11/30/19	Multiple	2018 CFP Grant	5,750.00
157	11/30/19	Multiple	NOW/Sweep Interest	115.51
1014	11/12/19		Manistee Housing Commission	100.27
			Total	117,335.11
			Statement Total	116,596.11
			Difference	739.00
Cleared Checks & Payments				
10349	11/01/19	Multiple	Alerus Retirement Solutions	157.23
10350	11/01/19	Multiple	Alerus Retirement Solutions	157.23
10351	11/01/19	10012117.13	Alerus Retirement Solutions	50.00
10352	11/01/19	10012117.13	Alerus Retirement Solutions	50.00
10353	11/01/19	10012114	██████████	383.00
10354	11/01/19	Multiple	██████████	256.00
10355	11/01/19	10011122	DTE Energy	192.00
10356	11/01/19	10014430.12	Amor Sign Studios	240.70
10357	11/01/19	10014510	AmTrust North America Inc	570.00
10358	11/01/19	10014185	AT & T Long Distance	377.46
10359	11/01/19	10014185	AT & T Mobility	467.63
10360	11/01/19	10014420	Blarney Castle Fleet Program	125.48
10361	11/01/19	Multiple	Byline Bank	9,378.09
10362	11/01/19	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	92.66
10363	11/01/19	10014190.3	CDM Mobile Shredding, Inc.	45.00
10364	11/01/19	10014230	Charter Business	164.63
10365	11/01/19	10014185	Charter Business	125.18
10366	11/01/19	10014310	City of Manistee	4,648.03
10367	11/01/19	10014320	Consumers Energy	5,320.25
10368	11/01/19	Multiple	Custom Sheet Metal & Heating	32,745.38
10369	11/01/19	10014330	DTE Energy	1,091.09
10370	11/01/19	Multiple	Ford Credit	481.03
10371	11/01/19	10014420	Grand Rental Station	60.89
10372	11/01/19	10014420	HD Supply Facilities Mtce	424.02
10373	11/01/19	10014420	Manistee Ford, Inc.	199.96
10374	11/01/19	10014130	Mika Meyers PLC	358.75
10375	11/01/19	10014190.3	Next IT	208.35
10376	11/01/19	10014190.5	The PI Company	72.25
10377	11/01/19	Multiple	PNC Bank	559.74
10378	11/01/19	Multiple	Principal Financial Group	1,408.64
10379	11/01/19	Multiple	Reno & Cavanaugh PLLC	6,646.00
10380	11/01/19	10014430.04	Schindler Elevator Corp.	4,354.26
10381	11/01/19	10014190.4	Staples	178.30
10382	11/01/19	Multiple	Sun Life Financial	658.75
10383	11/01/19	10014430.07	Top Line Electric	399.26
10384	11/01/19	10014190.3	US Bank Equipment Finance	664.73
10385	11/01/19	Multiple	VSP	269.16
10386	11/01/19	10014221	██████████	100.00
10387	11/01/19	10014221	██████████	200.00
10388	11/01/19	10014221	██████████	50.00
10389	11/01/19	10014221	██████████	200.00
10390	11/01/19	10014171	Zenk & Associates PC	8,750.00
10391	11/12/19	10011122	Consumers Energy (Kristen Cook)	134.20

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

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

Reference	Date	GL Account	Description	Amount
10392	11/12/19	10012114	██████████	86.00
10393	11/12/19	10014185	AT & T	1,070.16
10394	11/12/19	10014420	Blarney Castle Fleet Program	110.93
10395	11/12/19	10014420	Comfort Center	199.00
10396	11/12/19	10014320	Consumers Energy	1,930.60
10397	11/12/19	10014430.02	Custom Sheet Metal & Heating	164.00
10398	11/12/19	Multiple	District Health Department #10	148.00
10399	11/12/19	10014420	Fastenal Company	2,125.86
10400	11/12/19	Multiple	Ford Credit	537.55
10401	11/12/19	10014570	Great Lakes Collection Agency	16.33
10402	11/12/19	10014430.09	Griffin Pest Solutions	3,599.00
10403	11/12/19	10014430.06	Haglund's Floor Covering	1,156.00
10404	11/12/19	10014190.3	HDS, LLC	135.00
10405	11/12/19	10014170	H.A.A.S., Inc.	821.88
10406	11/12/19	10014190.4	Jackpine Business Centers	330.40
10407	11/12/19	10014190.3	Kushner & Company	300.00
10408	11/12/19	10014190.4	Laser Printer Technologies	352.00
10409	11/12/19	10014430.08	Manistee Plumbing Co LLC	80.00
10410	11/12/19	Multiple	McCardel Water Conditioning	63.50
10411	11/12/19	Multiple	Nan McKay & Associates, Inc.	5,750.00
10412	11/12/19	10014190.3	Next IT	1,575.11
10413	11/12/19	10014420	Olson Lumber Company	201.94
10414	11/12/19	10014430.01	Republic Services	1,163.23
10415	11/12/19	10014420	Wahr Hardware, Inc.	447.68
10416	11/13/19	10012117.13	Alerus Retirement Solutions	50.00
10417	11/13/19	Multiple	Alerus Retirement Solutions	157.23
10418	11/13/19	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	118.57
10419	11/13/19	10011211	Housing Insurance Services, Inc.	15,206.00
10420	11/13/19	10011211	Housing Authority Risk Retention Group	3,715.00
10421	11/13/19	10014190.3	HTVN	1,446.85
13315	10/02/19	10012117.9	United Steel Workers of America	64.15
13317	10/16/19	10012117.9	United Steel Workers of America	62.43
13321	11/13/19	10011111.3	CMHC - West Shore FSA	303.47
RT4	11/30/19		To record payroll transactions per bank statement.	19,279.65
RT5	11/30/19		To record SHWF debit for payment of health insurance per bank statement.	9,775.54
RT6	11/30/19		To record MERS contribution per bank statement.	3,159.55
RT7	11/30/19		To record AFLAC debit per bank statement.	534.87
			Total	159,252.81
			Statement Total	158,513.81
			Difference	739.00
			Ending Bank Balance	537,988.07
Reconciled Bank Information				
			Ending Bank Balance	537,988.07
Open Deposits & Additions				
153	11/30/19		November Cash Receipts	1,057.00
153	11/30/19		November Cash Receipts	330.00
			Total	1,387.00
Open Checks & Payments				
10245	09/01/19	10011122	██████████	23.00
10288	10/01/19	Multiple	██████████	425.00
10319	10/11/19	10011122	██████████	0.22
13314	10/02/19	10012117.6	United Steel Workers of America	3.00
13319	11/13/19	10012117.6	United Steel Workers of America	3.00
13320	11/13/19	10012117.9	United Steel Workers of America	62.43
13322	11/27/19	10011111.3	CMHC - West Shore FSA	303.47

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

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

Reference	Date	GL Account	Description	Amount
13323	11/27/19	10012117.9	United Steel Workers of America	63.37
			Total	<u>883.49</u>
			Reconciled Bank Balance	<u><u>538,491.58</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	579,905.77
			+ Cleared Deposits & Additions	116,596.11
			- Cleared Checks & Payments	<u>158,513.81</u>
			Ending Bank Balance	537,988.07
Reconciled Bank Information				
			+ Open Deposits & Additions	1,387.00
			- Open Checks & Payments	<u>883.49</u>
			Reconciled Bank Balance	<u><u>538,491.58</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	538,491.58
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>538,491.58</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

Manistee Housing Commission
Bank Account Reconciliation Transmittal

HRA Account - 20016093

November 1, 2019 - November 30, 2019

General Ledger

Balance per General Ledger (Account 10011111.3) at 11/01/19	10,375.98
Activity for the month:	
Total Debits (Deposits and Additions)	607.58
Total Credits (Checks and Payments)	<u>(535.42)</u>
Unadjusted General Ledger Balance at 11/30/19	10,448.14
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 11/30/19	<u><u>10,448.14</u></u>

Bank

Balance per Bank Statement at 11/30/19	10,144.67
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 11/30/19	<u><u>10,448.14</u></u>

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

HRA Account

November 1, 2019 - November 30, 2019

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	10,375.98
Cleared Deposits & Additions				
157	11/30/19		NOW/Sweep Interest	0.64
13321	11/13/19		CMHC - West Shore FSA	303.47
			Total	<u>304.11</u>
			Statement Total	<u>304.11</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
RT3	11/30/19		To record HRA transactions per bank statement.	535.42
			Total	<u>535.42</u>
			Statement Total	<u>535.42</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>10,144.67</u></u>
Reconciled Bank Information				
			Ending Bank Balance	10,144.67
Open Deposits & Additions				
13322	11/27/19		CMHC - West Shore FSA	303.47
			Total	<u>303.47</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>10,448.14</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	10,375.98
			+ Cleared Deposits & Additions	304.11
			- Cleared Checks & Payments	<u>535.42</u>
			Ending Bank Balance	10,144.67
Reconciled Bank Information				
			+ Open Deposits & Additions	303.47
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>10,448.14</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	10,448.14
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>10,448.14</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

Manistee Housing Commission
Bank Account Reconciliation Transmittal

Money Market Savings - 558567
November 1, 2019 - November 30, 2019

General Ledger

Balance per General Ledger (Account 10011111.4) at 11/01/19	53,913.52
Activity for the month:	
Total Debits (Deposits and Additions)	11.44
Total Credits (Checks and Payments)	<u>(100.27)</u>
Unadjusted General Ledger Balance at 11/30/19	53,824.69
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 11/30/19	<u><u>53,824.69</u></u>

Bank

Balance per Bank Statement at 11/30/19	53,824.69
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 11/30/19	<u><u>53,824.69</u></u>

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

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

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	54,691.77
Cleared Deposits & Additions				
157	11/30/19		NOW/Sweep Interest	11.44
			Total	<u>11.44</u>
			Statement Total	11.44
			Difference	<u>0.00</u>
Cleared Checks & Payments				
1013	10/01/19	10011111.2	Manistee Housing Commission	778.25
1014	11/12/19	10011111.2	Manistee Housing Commission	100.27
			Total	<u>878.52</u>
			Statement Total	878.52
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>53,824.69</u></u>
Reconciled Bank Information				
			Ending Bank Balance	53,824.69
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>53,824.69</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	54,691.77
			+ Cleared Deposits & Additions	11.44
			- Cleared Checks & Payments	<u>878.52</u>
			Ending Bank Balance	53,824.69
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>53,824.69</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	53,824.69
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>53,824.69</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

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

	1 Month Ended November 30, 2019	1 Month Ended November 30, 2018	11 Months Ended November 30, 2019	11 Months Ended November 30, 2018
Operating Income				
3110 - Dwelling Rental Revenue	\$ 51,369.74	\$ 49,669.00	\$ 551,385.74	\$ 506,054.00
3120 - Tenant Revenue - Excess Utilities	537.71	550.91	5,832.34	5,519.45
3689 - Tenant Revenue - Cable TV	0.00	5,400.00	5,410.00	57,140.00
3690 - Tenant Revenue - Other	9,627.21	2,255.00	38,111.94	32,291.06
3401.1 - Operating Grants	0.00	0.00	65,986.80	65,986.80
3401.2 - Operating Subsidy	53,982.00	48,213.00	612,677.99	524,204.00
3610 - Interest Income	127.59	77.61	1,127.19	683.63
3690.1 - Other Revenue	3.02	162.06	3,927.41	3,925.03
3690.2 - Gain/Loss-Sale of Fixed Assets	0.00	0.00	7,250.00	0.00
3690.4 - Laundry Revenue	0.00	1,637.06	10,653.34	10,438.32
3690.6 - Fraud Recovery Revenue	418.96	0.00	2,068.40	2,045.20
3690.7 - Management Fee - DVG	833.00	833.00	9,163.00	9,163.00
3690.8 - Restitution Income	0.00	0.00	0.00	2,497.00
Total Operating Income	<u>\$ 116,899.23</u>	<u>\$ 108,797.64</u>	<u>\$ 1,313,594.15</u>	<u>\$ 1,219,947.49</u>
Operating Expenses				
Routine Expense				
4110 - Administrative Wages	\$ 13,779.68	\$ 13,469.80	\$ 164,853.04	\$ 145,097.40
4130 - Legal Expense	358.75	752.89	5,962.30	9,413.65
4140 - Staff Training	0.00	0.00	1,650.00	0.00
4150 - Travel Expense	0.00	0.00	8.00	0.00
4170 - Accounting Fees	821.88	686.88	8,640.18	8,370.18
4171 - Auditing	8,750.00	0.00	8,750.00	8,750.00
4182 - Employee Benefits - Admin	7,042.81	6,884.97	79,048.32	77,069.82
4185 - Telephone	2,040.43	1,713.78	21,977.41	19,155.79
4190.1 - Publications	0.00	0.00	1,193.95	1,354.00
4190.2 - Membership Dues and Fees	0.00	415.00	2,741.50	1,721.38
4190.3 - Admin Service Contracts	4,619.99	1,872.04	38,675.21	42,614.62
4190.4 - Office Supplies	860.70	475.64	9,022.77	6,892.94
4190.5 - Other Sundry-Misc.	555.49	1,523.60	6,419.56	15,184.45
4220 - Rec., Pub., & Other Services	0.00	0.00	0.00	326.40
4221 - Resident Employee Stipend	550.00	550.00	6,050.00	6,050.00
4230 - Contract Costs-Cable & Other	164.63	5,929.02	11,301.40	65,012.70
4310 - Water & Sewer	4,648.03	4,875.18	49,610.14	53,166.27
4320 - Electricity	7,250.85	7,639.89	99,193.64	103,235.25
4330 - Gas	1,091.09	0.00	25,047.70	25,946.78
4410 - Maintenance Wages	7,983.48	8,151.81	97,466.43	98,447.23
4420 - Materials	4,106.99	1,877.01	34,522.94	32,968.33
4430.01 - Garbage Removal	1,163.23	1,731.60	15,441.53	21,217.34
4430.02 - Heating & Cooling Contracts	1,118.33	1,468.69	10,266.02	18,172.58
4430.03 - Snow Removal Contracts	0.00	0.00	47.79	200.00
4430.04 - Elevator Contracts	4,354.26	1,600.00	17,442.22	18,238.96
4430.05 - Landscape & Grounds Contracts	0.00	0.00	2,050.00	5,300.00
4430.06 - Unit Turnaround Contracts	1,156.00	0.00	4,444.00	9,456.00
4430.07 - Electrical Contracts	399.26	0.00	2,066.41	3,196.86
4430.08 - Plumbing Contracts	80.00	311.13	1,405.00	5,676.35
4430.09 - Extermination Contracts	3,599.00	726.00	20,653.00	17,400.00

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

	1 Month Ended November 30, 2019	1 Month Ended November 30, 2018	11 Months Ended November 30, 2019	11 Months Ended November 30, 2018
4430.11 - Routine Maintenance Contracts	0.00	577.90	3,008.03	3,197.85
4430.12 - Miscellaneous Contracts	240.70	1,229.00	4,278.90	7,534.36
4433 - Employee Benefits - Maint.	5,441.38	5,371.70	62,610.85	61,446.50
4440 - Staff Training-Maintenance	0.00	0.00	0.00	409.00
4510 - Insurance	8,105.82	7,705.60	84,092.65	79,687.69
4520 - Payment in Lieu of Taxes	2,740.00	2,740.00	30,140.00	30,140.00
4570 - Collection Losses	16.33	0.00	12,576.60	41,394.93
4580 - Interest Expense	5,659.49	5,772.88	61,918.99	64,528.06
Total Routine Expense	<u>\$ 98,698.60</u>	<u>\$ 86,052.01</u>	<u>\$ 1,004,576.48</u>	<u>\$ 1,107,973.67</u>

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

	1 Month Ended November 30, 2019	1 Month Ended November 30, 2018	11 Months Ended November 30, 2019	11 Months Ended November 30, 2018
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maintenance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Casualty Losses-Not Cap.				
Total Casualty Losses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Non-Routine Expense	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Operating Expenses	<u>\$ 98,698.60</u>	<u>\$ 86,052.01</u>	<u>\$ 1,004,576.48</u>	<u>\$ 1,107,973.67</u>
Operating Income (Loss)	<u>\$ 18,200.63</u>	<u>\$ 22,745.63</u>	<u>\$ 309,017.67</u>	<u>\$ 111,973.82</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 24,595.00	\$ 25,210.00	\$ 270,545.00	\$ 277,310.00
Total Depreciation Expense	\$ 24,595.00	\$ 25,210.00	\$ 270,545.00	\$ 277,310.00
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Expenditures				
7510 - Principal Payments - EPC	\$ 3,895.17	\$ 3,346.59	\$ 37,903.41	\$ 33,714.66
7511 - Principal Payments - 2016 F250	442.23	416.75	4,746.31	4,472.82
7512 - Principal Payments - 2019 F250	399.78	0.00	1,730.69	0.00
7520 - Replacement of Equipment	0.00	(7,673.00)	4,544.00	0.00
7530 - Cash Proceeds-Sale of Equipment	0.00	0.00	(7,250.00)	0.00
7540 - Betterments and Additions	0.00	2,450.00	34,718.25	15,610.00
7590 - Operating Expenditures-Contra	(4,737.18)	1,459.66	(76,392.66)	(53,797.48)
Total Capital Expenditures	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
HUD Net Income (Loss)	<u>\$ 13,463.45</u>	<u>\$ 24,205.29</u>	<u>\$ 225,375.01</u>	<u>\$ 58,176.34</u>

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

To the Board of Commissioners
And Management:

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

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

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

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

Respectfully Submitted:

Housing Authority Acct Specialists, Inc.

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

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

ASSETS

CURRENT ASSETS

Cash

1111 - Cash - MSHDA	\$	56,858.41
---------------------	----	-----------

Total Cash		56,858.41
-------------------	--	-----------

Receivables

1122 - Tenants Accounts Receivable		(6.00)
------------------------------------	--	--------

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

Total Receivables		929.90
--------------------------	--	--------

Other Current Assets

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

TOTAL CURRENT ASSETS		57,788.31
-----------------------------	--	-----------

Fixed Assets

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

1400.98 - Accumulated Depreciation-DVG		(116,854.59)
--	--	--------------

Total Fixed Assets		256,376.70
---------------------------	--	------------

TOTAL ASSETS	\$	314,165.01
---------------------	----	------------

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

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

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

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

Noncurrent Liabilities

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

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)	(9,215.06)
Total Unrestricted Net Assets	<u>46,878.77</u>

TOTAL EQUITY

(186,899.53)

TOTAL LIABILITIES/EQUITY

\$ 314,165.01

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

**Manistee Housing Commission
Domestic Violence Grant
Statement of Revenue & Expense
For the 1 Month and 11 Months Ended November 30, 2019**

	1 Month Ended	11 Months Ended
	<u>November 30, 2019</u>	<u>November 30, 2019</u>
Operating Revenue		
3110 - Dwelling Rental Revenue	\$ 1,120.00	\$ 12,169.00
3690 - Tenant Revenue - Other	0.00	150.00
Total Operating Revenue	<u>1,120.00</u>	<u>12,319.00</u>
Operating Expenses		
Administration		
4170 - Accounting Fees	128.54	1,481.44
4172 - Management Fees	833.00	9,163.00
Total Administration	<u>961.54</u>	<u>10,644.44</u>
Ordinary Maint. & Operations		
4420 - Materials	0.00	214.49
Total Ordinary Maint. & Oper	<u>0.00</u>	<u>214.49</u>
General Expense		
4590 - Other General Expense	48.63	830.13
Total General Expense	<u>48.63</u>	<u>830.13</u>
Total Routine Operating Expenses	1,010.17	11,689.06
Depreciation Expense		
4800 - Depreciation - Current Year	895.00	9,845.00
Total Depreciation Expense	<u>895.00</u>	<u>9,845.00</u>
Capital Expenditures		
Total Capital Expenditures	0.00	0.00
Net Income (Loss)	<u>\$ 109.83</u>	<u>\$ 629.94</u>

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. THIS DOCUMENT HAS BEEN REDACTED FOR FEDERAL PRIVACY ACT INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS

**Manistee Housing Commission
DVG Cash Disbursements Journal**

November 1, 2019 - November 30, 2019

Date	Reference	Account	Description	Amount
11/01/19	2731	20011111	City of Manistee	(34.34)
11/01/19	2731	20014590	City of Manistee	34.34
11/12/19	2732	20011111	Consumers Energy	(13.97)
11/12/19	2732	20014590	Consumers Energy	13.97
11/12/19	2733	20011111	DTE Energy	(0.32)
11/12/19	2733	20014590	DTE Energy	0.32
11/12/19	2734	20011111	H.A.A.S., Inc.	(128.54)
11/12/19	2734	20014170	H.A.A.S., Inc.	128.54
11/12/19	2735	20011111	Manistee Housing Commission	(833.00)
11/12/19	2735	20014172	Manistee Housing Commission	833.00
Transaction Balance				<u>0.00</u>

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

Manistee Housing Commission

DVG Cash Receipts Journal

November 1, 2019 - November 30, 2019

Date	Reference	Account	Description	Amount
11/30/19	111	20011111	November Cash Receipts	1,072.00
11/30/19	111	20011122	November TAR Collections	(1,072.00)
Transaction Balance				<u>0.00</u>

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

Manistee Housing Commission

DVG Journal Entry Journal

November 1, 2019 - November 30, 2019

Date	Reference	Account	Description	Amount
11/30/19	312	20011122	To record charges to tenants per Nov 2019 Statement of Operations.	1,120.00
11/30/19	312	20013110	To record charges to tenants per Nov 2019 Statement of Operations.	(1,120.00)
11/30/19	DVG1	20014800	To record estimated depreciation expense.	895.00
11/30/19	DVG1	20011400.98	To record estimated depreciation expense.	(895.00)
11/30/19	RT1	20019996	To record units leased.	2.00
11/30/19	RT1	20019997	To record units leased.	(2.00)
Transaction Balance				<u><u>0.00</u></u>

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

**Manistee Housing Commission
General Ledger**

November 1, 2019 - November 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
20011111	Cash - MSHDA			56,796.58		
11/01/19	2731	2	City of Manistee		(34.34)	
11/12/19	2732	2	Consumers Energy		(13.97)	
11/12/19	2733	2	DTE Energy		(0.32)	
11/12/19	2734	2	H.A.A.S., Inc.		(128.54)	
11/12/19	2735	2	Manistee Housing Commission		(833.00)	
11/30/19	111	1	November Cash Receipts		1,072.00	
			Totals for 20011111		<u>61.83</u>	<u>56,858.41</u>
20011122	Tenants Accounts Receivable			(54.00)		
11/30/19	111	1	November TAR Collections		(1,072.00)	
11/30/19	312	3	To record charges to tenants per Nov 2019 Statement of Operations.		1,120.00	
			Totals for 20011122		<u>48.00</u>	<u>(6.00)</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			(115,959.59)		
11/30/19	DVG1	3	To record estimated depreciation expense.		(895.00)	
			Totals for 20011400.98		<u>(895.00)</u>	<u>(116,854.59)</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			(11,049.00)		
11/30/19	312	3	To record charges to tenants per Nov 2019 Statement of Operations.		(1,120.00)	
			Totals for 20013110		<u>(1,120.00)</u>	<u>(12,169.00)</u>
20013690	Tenant Income			(150.00)		
			Totals for 20013690		<u>0.00</u>	<u>(150.00)</u>
20014170	Accounting Fees			1,352.90		
11/12/19	2734	2	H.A.A.S., Inc.		128.54	
			Totals for 20014170		<u>128.54</u>	<u>1,481.44</u>

**Manistee Housing Commission
General Ledger**

November 1, 2019 - November 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
20014172	Management Fees			8,330.00		
11/12/19	2735	2	Manistee Housing Commission		833.00	
			Totals for 20014172		<u>833.00</u>	<u>9,163.00</u>
20014420	Materials			214.49		
			Totals for 20014420		<u>0.00</u>	<u>214.49</u>
20014590	General Expense			781.50		
11/01/19	2731	2	City of Manistee		34.34	
11/12/19	2732	2	Consumers Energy		13.97	
11/12/19	2733	2	DTE Energy		0.32	
			Totals for 20014590		<u>48.63</u>	<u>830.13</u>
20014800	Depreciation - Current Year			8,950.00		
11/30/19	DVG1	3	To record estimated depreciation expense.		895.00	
			Totals for 20014800		<u>895.00</u>	<u>9,845.00</u>
20019996	Unit Months Leased			20.00		
11/30/19	RT1	3	To record units leased.		2.00	
			Totals for 20019996		<u>2.00</u>	<u>22.00</u>
20019997	Unit Months Leased - Contra			(20.00)		
11/30/19	RT1	3	To record units leased.		(2.00)	
			Totals for 20019997		<u>(2.00)</u>	<u>(22.00)</u>
			Report Total			<u>0.00</u>
Net Profit/(Loss)						
Current Period					<u>(785.17)</u>	
Year-to-Date					<u>(9,215.06)</u>	

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

Manistee Housing Commission
Bank Account Reconciliation Transmittal

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

General Ledger

Balance per General Ledger (Account 20011111) at 11/01/19	56,796.58
Activity for the month:	
Total Debits (Deposits and Additions)	1,072.00
Total Credits (Checks and Payments)	(1,010.17)
Unadjusted General Ledger Balance at 11/30/19	<u>56,858.41</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 11/30/19	<u><u>56,858.41</u></u>

Bank

Balance per Bank Statement at 11/30/19	56,858.41
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 11/30/19	<u><u>56,858.41</u></u>

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

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

DVG Checking
November 1, 2019 - November 30, 2019

Reference	Date	GL Account	Description	Amount	
Bank Statement Information					
				Beginning Bank Balance	56,796.58
Cleared Deposits & Additions					
111	11/30/19	20011122	November Cash Receipts	1,072.00	
				Total	<u>1,072.00</u>
				Statement Total	<u>1,072.00</u>
				Difference	<u>0.00</u>
Cleared Checks & Payments					
2731	11/01/19	20014590	City of Manistee	34.34	
2732	11/12/19	20014590	Consumers Energy	13.97	
2733	11/12/19	20014590	DTE Energy	0.32	
2734	11/12/19	20014170	H.A.A.S., Inc.	128.54	
2735	11/12/19	20014172	Manistee Housing Commission	833.00	
				Total	<u>1,010.17</u>
				Statement Total	<u>1,010.17</u>
				Difference	<u>0.00</u>
				Ending Bank Balance	<u><u>56,858.41</u></u>
Reconciled Bank Information					
				Ending Bank Balance	56,858.41
Open Deposits & Additions					
				Total	<u>0.00</u>
Open Checks & Payments					
				Total	<u>0.00</u>
				Reconciled Bank Balance	<u><u>56,858.41</u></u>
Bank Account Reconciliation Summary					
Bank Statement Information					
Beginning Bank Balance				56,796.58	
+ Cleared Deposits & Additions				1,072.00	
- Cleared Checks & Payments				<u>1,010.17</u>	
Ending Bank Balance				56,858.41	
Reconciled Bank Information					
+ Open Deposits & Additions				0.00	
- Open Checks & Payments				<u>0.00</u>	
Reconciled Bank Balance				<u><u>56,858.41</u></u>	
General Ledger Information					
Unadjusted General Ledger Balance				56,858.41	
+/- Total Adjustments				<u>0.00</u>	
Adjusted General Ledger Balance				<u><u>56,858.41</u></u>	
Unreconciled Amount				<u><u>0.00</u></u>	

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

City of Manistee Housing Commission
Security Deposit Reconciliation

For the Month Ending November 30, 2019
 Prepared December 27, 2019 by Financial Analyst

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
Beginning PH Balance				\$ 53,655.60
Increases to PH				
[REDACTED]	11/1/2019	New Admission	\$ 425.00	\$ 425.00
[REDACTED]	11/4/2019	New Admission	\$ 227.00	\$ 652.00
				\$ 652.00
Total Increases to PH			\$ 652.00	\$ 652.00
Decreases to PH				
[REDACTED]	11/22/2019	Transfer of SD to Other	\$ (206.00)	\$ (206.00)
[REDACTED]	11/22/2019	Transfer of Rent Credit to balance and SD to Other	\$ (220.00)	\$ (426.00)
[REDACTED]	11/4/2019	Transfer of SD to Rent, Late Fee & Other	\$ (134.00)	\$ (560.00)
[REDACTED]	11/27/2019	Refund of Security Deposit	\$ (86.00)	\$ (646.00)
[REDACTED]	11/22/2019	Transfer of SD to Rent	\$ (216.00)	\$ (862.00)
[REDACTED]	11/22/2019	Transfer of SD to Other	\$ (340.00)	\$ (1,202.00)
[REDACTED]	11/4/2019	Refund of Security Deposit	\$ (232.00)	\$ (1,434.00)
[REDACTED]	11/22/2019	Refund of Security Deposit	\$ (129.00)	\$ (1,563.00)
				\$ (1,563.00)
Total Decreases to PH			\$ (1,563.00)	\$ (1,563.00)
Net Increase (Decrease) to PH			\$ (911.00)	\$ (911.00)
Ending PH Balance				\$ 52,744.60
Beginning DVG Balance				
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				\$ 53,680.50
Account Balance November 30, 2019				\$ 53,824.69
Difference				\$ (144.19)
				(From SD to PH)
				From PH to SD

SD Owes PH \$144.19



RESOLUTION 2020-01

Adoption of Reasonable Accommodation Policy Version 2.2

WHEREAS, the City of Manistee Housing Commission [CMHC], a Public Housing Authority [PHA] of the U.S. Department of Housing and Urban Development [HUD], is required by federal law and HUD regulation to provide equal accessing to all, including those with disabilities, and

WHEREAS, HUD issued Fair Housing and Equal Opportunity Notice 2020-01 updating the requirements and guidance for reasonable accommodations concerning an applicant’s or resident’s request to have an animal as a reasonable accommodation, and

WHEREAS, CMHC has updated its Reasonable Accommodation Policy to incorporate these requirements and guidance,

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 CMHC Board of Commissioners approves the adoption of Reasonable Accommodation Policy Version 2.2.

Furthermore, the CMHC Board of Commissioners approves an effective date for the Reasonable Accommodation Policy Version 2.2 of February 25, 2020, in order to comply with FHEO 2020-01.

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 February 25, 2020, the City of Manistee Housing Commission Board of Commissioners approved Resolution 2020 – 01 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**

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

ATTACHMENT 1

City of Manistee Housing Commission

Codification: 1224 – Reasonable Accommodation Policy and Procedures

Adopted: February 25, 2020

PENDING APPROVAL



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

POLICY STATEMENT

The City of Manistee Housing Commission (CMHC), a Public Housing Authority of the U.S. Department of Housing and Urban Development (hereafter referred to as CMHC or PHA), is committed to ensuring that its policies and procedures do not deny individuals with disabilities the opportunity to participate in or benefit from, nor otherwise discriminate against individuals with disabilities, on the basis of disability, in connection with the operations of the CMHC’s programs, services, and activities. Therefore, if an individual with a disability requires an accommodation such as accessible feature or modification to a CMHC policy, CMHC will provide such an accommodation unless doing so would result in a fundamental alteration in the nature of the program, or an undue financial and administrative burden. In such a case, CMHC will discuss with the requester whether there is an alternative accommodation that would effectively address the requester’s disability-related needs without a fundamental alteration to CMHC’s operations and without imposing an undue financial and administrative burden. If an alternative accommodation would effectively meet the requester’s disability-related needs and is reasonable, CMHC shall grant it.

A reasonable accommodation is a change, modification, alteration, or adaptation in policy, procedure, practice, program, or facility that provides a qualified individual with a disability the opportunity to participate in, or benefit from, a program (housing or CMHC-related event) or activity.

CMHC will post a copy of this Reasonable Accommodation Policy and Procedures in the Central Administrative Offices located in the Harborview complex, 273 Sixth Ave, Manistee, MI. In addition, individuals may obtain a copy of this Reasonable Accommodation Policy and Procedures, upon request, from the CMHC’s Section 504/ADA Coordinator. **The Executive Director is the Section 504/ADA Coordinator.**

LEGAL AUTHORITY

The PHA is subject to Federal civil laws and regulations. This Reasonable Accommodation Policy is based on the following statutes or regulations. See Section 504 of the Rehabilitation Act of 1973 (Section 504)¹; Title II of the Americans with Disabilities Act of 1990 (ADA)²; the Fair Housing Act or 1968, as amended (Fair Housing Act)³; the Architectural Barriers Act of 1968⁴, and the respective implementing regulations of each Act.

¹ 29 U.S.C. § 794; C.F.R. Part 8.

² 42 U.S.C. §§ 12101 et.seq.



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

³ 42 U.S.C. §§3601-20; 24 C.F.R. Part 100

⁴ 42 U.S.C. §§4151-4157

Legal Authority, continued

The Fair Housing and Equal Opportunity notice FHEO 2020-01; the ADA notice on service animals published following the U.S. Department of Justice revision of September 15, 2010.

MONITORING AND ENFORCEMENT

The CMHC's Section 504/ADA Coordinator is responsible for monitoring PHA's compliance with this Policy. Individuals who have questions regarding this Policy, its interpretation or implementation should contact PHA's Section 504/ADA Coordinator in writing, by telephone, or by appointment, as follows:

Executive Director
273 Sixth Ave, Manistee, MI 49660
231-723-6201, ext. 102
TDD/TTY 800-545-1833, Ext. 870
Facsimile Number 231-723-8900

STAFF TRAINING

The Section 504/ADA Coordinator will ensure that all appropriate CMHC staff receive annual training on the Reasonable Accommodation Policy and Procedures, including all applicable Federal, state, and local requirements regarding reasonable accommodation.

REASONABLE ACCOMMODATION

A person with a disability may request a reasonable accommodation at any time during the application process and/or residency in public housing. The individual is encouraged to make requests in writing. However, CMHC will give appropriate consideration to reasonable accommodation requests even if the requester makes the request orally or does not use CMHC's preferred forms or procedures for making such requests. In these cases, a CMHC staff person will document the oral request in CMHC's forms.

Reasonable accommodation methods or actions that may be appropriate for a particular program and an individual may be found to be inappropriate for another program or individual. The decision to approve or deny a request or a reasonable accommodation is made on a case-



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

by-case basis and takes into consideration the disability-related limitation(s) and the needs of the individual as well as the nature of the program or activity in which the individual seeks to participate.

APPLICATION OF REASONABLE ACCOMMODATION POLICY

The Reasonable Accommodation Policy applies to individuals with disabilities in the following programs provided by the PHA:

- a) Applicants of public housing.
- b) Residents of public housing developments; and
- c) Participants in all other programs or activities receiving Federal financial assistance that is conducted or sponsored by the PHA, its agents or contractors including all non-housing facilities and common areas owned or operated by the PHA.

Who Is a Person with a Disability?

Federal nondiscrimination laws define a person with a disability to include any (1) individual with a physical or mental impairment that substantially limits one or more major life activities; (2) individual with a record of such impairment; or (3) individual who is regarded as having such an impairment.

In general, a physical or mental impairment includes, but is not limited to, examples of conditions such as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human Immunodeficiency Virus (HIV), developmental disabilities, mental illness, drug addiction, and alcoholism.

Some impairments are readily observable, while others may be invisible. Observable impairments may include, but are not limited to, blindness or low vision, deafness or being hard of hearing, mobility limitations, and other types of impairments with observable symptoms or effects, such as intellectual impairments (including some types of autism), neurological impairments (e.g., stroke, Parkinson’s disease, cerebral palsy, epilepsy, or brain injury), mental illness, or other diseases or conditions that affect major life activities or bodily functions.



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

The term “major life activities” includes those activities that are important to daily life. Major life activities include, for example, walking, speaking, hearing, seeing, breathing, working, learning, performing manual tasks, and caring for oneself. There are other major life activities that are not on this list. Major life activities also include the operation of major bodily activities, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive systems.

Under regulations implementing the ADA Amendments Act of 2008, some types of impairments will, in virtually all cases, be found to impose a substantial limitation on a major life activity resulting in a determination of disability. Such impairments are “predictably assessed” as disabilities by the very nature of the impairment as substantially limiting a major life activity or major bodily function. Examples include deafness, blindness, intellectual disabilities, partially or completely missing limbs or mobility impairments requiring the use of a wheelchair, autism, cancer, cerebral palsy, diabetes, epilepsy, muscular dystrophy, multiple sclerosis, Human Immunodeficiency Virus (HIV) infection, major depressive disorder, bipolar disorder, post-traumatic stress disorder, traumatic brain injury, obsessive-compulsive disorder, and schizophrenia. This does not mean that other conditions are not disabilities. It simply means that in virtually all cases, these conditions will be covered as disabilities.

In general, the definition of “person with a disability” does not include current users of illegal controlled substances, but does provide protections for individuals with drug or alcohol addiction. Individuals will also be protected under Section 504 and the ADA if the purpose of the specific program or activity is to provide health or rehabilitation services to such individuals.

The definition of disability does not include any individual who is an alcoholic whose current use of alcohol prevents the individual from participating in the public housing program or activities; or whose participation, by reason of such current alcohol abuse, would constitute a direct threat to property or the safety of others.

EXAMPLES OF REASONABLE ACCOMMODATIONS⁵

Examples of reasonable accommodations may include, but are not limited to:

- a) Making a unit, part of a unit or public and common use element accessible for the head of household or a household member with a disability who is on the lease;
- b) Permitting a family to have a service **dog** or assistance animal necessary to assist a family member with a disability;
- c) Allowing a live-in aid to reside in an appropriately size PHA unit;
- d) Transferring a resident to a larger size unit to provide a separate bedroom for a person with a disability;



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

- e) Transferring a resident to a unit on a lower level or a unit that is completely on one level;
- f) Making documents available in large type, computer disc or Braille;
- g) Providing qualified sign language interpreters for applicants or resident meeting with PHA staff; or at resident meetings;
- h) Installing strobe type flashing lights and other such equipment for a family member with a hearing impairment;
- i) Permitting an outside agency or family member to assist a resident or an applicant in meeting screening criteria or meeting essential lease obligations;

⁵PHA will also provide, as an attachment to the Reasonable Accommodation Policy, its "Examples of Reasonable Accommodations", approved by the U.S. Department of Housing & Urban Development.

PROCESSING OF REASONABLE ACCOMMODATION REQUESTS

The CMHC will provide the "Request for Reasonable Accommodation" ("Request Form"), attached hereto, to all applicants, residents, or individuals with disabilities who request reasonable accommodation. The Reasonable Accommodation Request Form includes various forms of reasonable accommodations as well as the general principles of reasonable accommodation.

Individuals may submit their reasonable accommodation request(s) in writing, orally, or by any other equally effective means of communication. However, the PHA will ensure that all reasonable accommodation requests will be reduced to writing. If needed as a reasonable accommodation, the PHA will assist the individual in completing the Request Form.

- a) The PHA will provide all applicants with the Request Form as an attachment to the PHA application. The Request for Reasonable Accommodation Form must be provided in an alternative format upon request.
- b) Reasonable accommodations will be made for applicants during the application process. All applications must be taken in an accessible location. Applications will be made in accessible formats. PHA will provide applicants with appropriate auxiliary aids and services, including qualified sign language interpreters and readers, upon request.
- c) PHA will provide all residents with the Request Form during the annual re-certification, and upon request. The PHA will provide the Request Form in an alternate form, upon request.



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

- d) Residents seeking accommodation(s) may contact the housing management office, including **the** office of private management companies acting on behalf of PHA, within their housing development or the regional management office. In addition, residents may also contact the Section 504/ADA Coordinator's office directly to request the accommodation(s).
- e) Within seven (7) business days of receipt, the housing management office, private management company or regional management office will forward the resident's reasonable accommodation request(s) to the Office of the Section 504/ADA Coordinator.
- f) Within twenty (20) business days of receipt, the Office of the Section 504/ADA Coordinator, or the resident's management office will respond to the Resident's Request.
- g) If additional information or documentation is required, the Section 504/ADA Coordinator's office will notify the **applicant/resident**, in writing, of the need for the additional information or documentation. The Section 504/ADA Coordinator's Office will provide the resident with the "Request for Information or Verification Form" ["Request for Information"], a copy of which is attached. The written notification should provide the resident with a reply date for submission of the outstanding information or documentation.
- h) Within thirty (30) business days of receipt of the request and, if necessary, all supporting documentation, PHA will provide written notification to the resident of its decision to approve or deny the resident's request(s). Upon request, the written notification will be provided in an alternate format. A copy of the "Letter Denying Request for Reasonable Accommodation(s)" and a "Letter Approving Request for Reasonable Accommodation(s)" are attached.
- i) If PHA approves the accommodation request(s), the resident will be notified of the projected date for the implementation.
- j) If the accommodation is denied, the resident will be notified of the reasons for **the** denial. In addition, the notification of the denial will also provide the resident with information regarding PHA's HUD-approved Grievance Procedures.
- k) All recommendations that have been approved by the ADA/504 Coordinator will be forwarded to the appropriate housing manager for implementation. All requests for reasonable accommodation(s) that are approved by the housing manager will promptly be implemented or begin the process of implementation.

VERIFICATION OF REASONABLE ACCOMMODATION REQUEST

The CMHC may request documentation of the need for a Reasonable Accommodation as identified on the Request for Reasonable Accommodation Form. In addition, the CMHC may request that the individual provide suggested reasonable accommodations.



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

The PHA may verify a person's disability only to the extent necessary to ensure that the individual(s) who have requested a reasonable accommodation have a disability-based need for the requested accommodation.

However, the PHA shall not require individuals to disclose confidential medical records in order to verify a disability. In addition, the PHA may not require specific details regarding the individual's disability. The PHA may only request documentation to confirm the disability-related need(s) for the requested reasonable accommodation(s). The PHA may not require the individual to disclose the specific disability/disabilities; or the nature or extent of the individual's disability/disabilities.

Individuals who are licensed by a public regulatory authority to provide medical care, therapy or counseling to persons with disabilities are qualified to provide verification of an applicant's/resident's disability and the need for the requested accommodation(s). This includes:

- a) Physicians and Physician Assistants, Chiropractor;
- b) Licensed healthcare professionals, such as nurses; or
- c) Psychiatrists, psychologists, and social workers

Upon receipt, the resident's Property Manager, including private management companies operating on behalf of PHA, will forward the recommendation, including all supporting documentation, to the PHA's Section 504/ADA Coordinator within seven (7) days of receipt.

DENIAL OF REASONABLE ACCOMMODATION REQUEST(S)

Requested accommodations will not be approved if one of the following would occur as a result:

- a) A violation of State and/or federal law;
- b) A fundamental alteration in the nature of the PHA public housing program;
- c) An undue financial and administrative burden on PHA;
- d) A structurally infeasible alteration; or
- e) An alteration requiring the removal or alteration of a load-bearing structural member.

TRANSFER AS REASONABLE ACCOMMODATION

The CMHC shall not require a resident with a disability to accept a transfer in lieu of providing a reasonable accommodation. However, if a public housing resident with a disability requests dwelling unit modifications that involve structural changes, including, but not limited to widening entrances, rooms, or hallways, and there is a vacant, comparable, appropriately sized



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

UFAS-compliant unit in that resident's project or an adjacent project, CMHC may offer to transfer the resident to the vacant unit in his/her project or adjacent project in lieu of providing structural modifications. However, if that resident rejects the proffered transfer or voucher, CMHC shall make modifications to the resident's unit unless doing so would be structurally impracticable or would result in an undue financial and administrative burden.

If the resident accepts the transfer, CMHC will work with the resident to obtain moving expenses from social service agencies or other similar sources. If that effort to obtain moving expenses is unsuccessful within thirty (30) days of the assignment of the dwelling unit, CMHC shall pay the reasonable moving expenses, including utilities fees and deposits. Nothing contained in this paragraph is intended to modify the terms of CMHC's Tenant and Assignment Plan and any resident's rights thereunder.

What is a Service Animal?

Under the ADA, "service animal means any **DOG** that is **individually trained** to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are **NOT** service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. [FEHO-2020-01 and 28 CFR §§ 35.104; 36.104]

Questions to ask when considering reasonable accommodation for a service animal:

1. Is the animal a dog?
 - a. If "yes," proceed to the next question.
 - b. If "no," the animal is **not** a service animal but maybe another type of assistance animal for which a reasonable accommodation is needed.
2. Is it readily apparent that the dog is trained to do work or perform tasks for the benefit of an individual with a disability?



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

- a. If “yes,” further inquiries are unnecessary and inappropriate because the animal is a service animal.
 - b. If “no,” proceed to the next question.
3. Is the animal required because of a disability?
 4. What work or task has the animal been trained to perform?

It is important to consider these questions and provide the answers to CMHC. If the reasonable accommodation request is for a service animal and the applicant’s/resident’s animal is a service animal, no further information is required.

What is an Assistance Animal?

Assistance animals do work, perform tasks, provide assistance, or provide emotional support for a person with a physical or mental impairment that substantially limits at least one major life activity or bodily function. [See 24 CFR §§ 5.303; 960.705]

When considering reasonable accommodation for an assistance animal [or any other reasonable accommodation], it is important to consider the following information.

What are physical or mental impairments?

Physical or mental impairments include: any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability; or

Diseases and conditions such as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human Immunodeficiency Virus infection, mental retardation, emotional illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance) and alcoholism. [Alcoholism see 24 CFR §100.201]



What are major life activities or major bodily functions?

They are: seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, speaking, and working. [24 CFR § 100.201 (b)]

Other impairments – based on specific facts in individual cases -- may also substantially limit at least one major life activity or bodily function. [24 CFR § 100.201]

What Are Some Examples of Work, Tasks, Assistance, and Emotional Support?

Some examples of work and tasks that are commonly performed by service dogs include:

- Assisting individuals who are blind or have low vision with navigation and other tasks,
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
- Providing non-violent protection or rescue work,
- Pulling a wheelchair,
- Alerting a person with epilepsy to an upcoming seizure and assisting the individual during the seizure,
- Alerting individuals to the presence of allergens,
- Retrieving the telephone or summoning emergency assistance, or
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities.

Some other examples of work, tasks, or other types of assistance provided by animals include:

- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors,
- Reminding a person with mental illness to take prescribed medication,
- Alerting a person with diabetes when blood sugar is high or low,
- Taking action to calm a person with post-traumatic stress disorder (PTSD) during an anxiety attack,
- Assisting the person in dealing with disability-related stress or pain,
- Assisting a person with mental illness in leaving the isolation of home or to interact with others,
- Enabling a person to deal with the symptoms or effects of major depression by



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

- providing a reason to live, or
- Providing emotional support that alleviates at least one identified symptom or effect of physical or mental impairment.

What are examples of a patient's need for a unique animal or unique circumstances?

- The animal is individually trained to do work or perform tasks that cannot be performed by a dog.
- Information from a health care professional confirms that:
 - Allergies prevent the person from using a dog, or
 - Without the animal, the symptoms or effects of the person's disability will be significantly increased.
- The individual seeks a reasonable accommodation to a land use and zoning law, Homeowners Association (HOA) rule, or condominium or co-op rule.
- The individual seeks to keep the animal outdoors at a house with a fenced yard where the animal can be appropriately maintained.

Documentation from the Internet

Some websites sell certificates, registrations, and licensing documents for assistance animals to anyone who answers certain questions or participates in a short interview and pays a fee. Under the Fair Housing Act, a housing provider may request reliable documentation when an individual requesting a reasonable accommodation has a disability and disability-related need for accommodation that is not obvious or otherwise known. In HUD's experience, such



documentation from the internet is not, by itself, sufficient to reliably establish that an individual has a non-observable disability or disability-related need for an assistance animal.

By contrast, many legitimate, licensed health care professionals deliver services remotely, including over the internet. One reliable form of documentation is a note from a person's health care professional that confirms a person's disability and/or need for an animal when the provider has personal knowledge of the individual.

The CMHC requires documentation from a health care professional that confirms a person's disability and/or need for an animal when the provider has personal knowledge of the individual.

Information Confirming Disability-Related Need for an Assistance Animal

- Reasonably supporting information often consists of information from a licensed health care professional – e.g., physician, optometrist, psychiatrist, psychologist, physician's assistant, nurse practitioner, or nurse – general to the condition but specific as to the individual with a disability and the assistance or therapeutic emotional support provided by the animal.
- A relationship or connection between the disability and the need for the assistance animal must be provided. This is particularly the case where the disability is non-observable, and/or the animal provides therapeutic emotional support.
- For non-observable disabilities and animals that provide therapeutic emotional support, a housing provider may ask for information that is consistent with that identified in the Guidance on Documenting an Individual's Need for Assistance Animals in Housing [FHEO-2020-01] [See questions listed above] in order to conduct an individualized assessment of whether it must provide the accommodation under the Fair Housing Act. The lack of such documentation in many cases may be reasonable grounds for denying a requested accommodation.

RIGHT TO APPEAL/GRIEVANCE PROCESS



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

- (1) The public housing applicant or resident may file a complaint in accordance with CMHC's HUD-approved Grievance Procedure following a formal determination by the CMHC's ADA/504 Coordinator.

- (2) An applicant or resident may, at any time, exercise their right to appeal a CMHC decision through the local HUD office or the U.S. Department of Justice. Individuals may contact the local HUD office at:

U.S. Department of Housing and Urban Development
DETROIT FIELD OFFICE
477 Michigan Ave.
Telephone: (313) 226-7900
Toll Free: (800) 647-4167
Facsimile: (313) 226-5611

PENDING APPROVAL



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

City of Manistee Housing Commission REQUEST FOR REASONABLE ACCOMMODATION

The applicant or resident may utilize this form to request that the City of Manistee Housing Commission (CMHC) provide a reasonable accommodation to you or any member of your household who has a disability, so that you or a member of your household may utilize your residence, or any of the CMHC's facilities, programs, or services.

For purposes of this form, please refer to the attached "Reasonable Accommodation Policy" to determine whether you are a "qualified individual with a disability."

I understand that the information obtained by CMHC will be kept completely confidential and used solely to make a determination on my reasonable accommodation request.

If you would like to request a reasonable accommodation on behalf of yourself or a member of your household, please complete this form. You must date and sign your name at the bottom of this form and return the form to the property manager's office. If you need assistance in understanding whether you or a member of your household is a "qualified individual with a disability" or if you need assistance in completing this form, please contact your local property management office or the CMHC's Section 504/ADA Coordinator.

Date of Request

Social Security Number

Name of Applicant/Resident/Participant

Telephone Number

Address

City/State/Zip Code



Questions to be Completed by Applicant/Resident

1. The person with the disability is requesting a reasonable accommodation for a [check one of the following.]

Service animal [note a service animal must be a dog]

Assistance animal

Please thoroughly review the sections above that explain the information required for a service animal or an assistance animal.

2. The household member **needs a live-in aide**. *A daily in-home worker or rotating shifts are not equally effective as a reasonable accommodation.*

Yes. If "Yes," please explain. Provide additional pages if necessary.

3. You may request a physical modification to your current unit or a transfer to a unit that has been previously modified [in your development or another development]. CMHC will work with you to determine how to fulfill your reasonable accommodation request. CMHC may require documentation to support your reasonable accommodation request(s).

Please indicate which option you prefer

I wish to have modifications made to my current unit only.

I would consider moving to a unit that is currently modified but only within my current development.

I would consider moving to a unit that is currently modified, even in another development.



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

4. **OTHER.** As a result of this disability, the household member needs the following reasonable accommodation(s) from CMHC. Please explain. Provide additional pages if necessary.

Individuals who are licensed by a public regulatory authority to provide medical care, therapy or counseling to persons with disabilities are qualified to provide verification of an applicant's/resident's disability and the need for the requested accommodation(s). This includes:

- a) Physicians and Physician Assistants, Chiropractor;
- b) Licensed healthcare professionals, such as nurses; or
- c) Psychiatrists, psychologists, and social workers

Signature of Applicant/Resident/Participant

Date



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

City of Manistee Housing Commission Verification of Disability

Name: _____ Date: _____

Address: _____

Dear Resident/Applicant,

You have indicated that you, or a member of your household, needs a reasonable accommodation because of a disability in connection with a City of Manistee Housing Commission (CMHC) residence, facility, program, or service. Verification of the requested reasonable accommodation may be provided by individuals who are licensed by a public regulatory authority to provide medical care, therapy or counseling to persons with disabilities are qualified to provide verification of an applicant's/resident's disability and the need for the requested accommodation(s). This includes:

- a) Physicians and Physician Assistants, Chiropractor;
- b) Licensed healthcare professionals, such as nurses; or
- c) Psychiatrists, psychologists, and social workers

Please take this letter to your provider.

The City of Manistee Housing Commission will use this information to evaluate your request for reasonable accommodation. The City of Manistee Housing Commission will keep this information confidential. If you choose not to authorize the release of this information, we may not be able to consider your reasonable accommodation request(s).



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

MODIFICATION/ACCOMMODATION REQUESTED [be as specific as possible]:

PENDING APPROVAL



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

City of Manistee Housing Commission Verification of Disability

**THIS FORM MUST BE COMPLETED FULLY
NO OTHER FORMS OF VERIFICATION ACCEPTED
DO NOT SEND OR ATTACH MEDICAL RECORDS.**

Resident Name: _____

Resident Address: _____

Resident Phone No.: _____

Date Verification Completed: _____

Verifier Name (PRINT): _____

I am a:

____ Physician, Physician Assistant, or Chiropractor

____ Licensed health professional, such as a nurse

____ Psychiatrist, Psychologist, or Social Worker

____ Other Please explain: _____

License No.: _____

I _____ (Verifier Name) verify that _____
meets the following definition of disability as set forth by the U.S. Department of Housing and
Urban Development:

Federal nondiscrimination laws define a person with a disability to include any (1) individual
with a physical or mental impairment that substantially limits one or more major life activities;
(2) individual with a record of such impairment; or (3) individual who is regarded as having such
an impairment.

In general, a physical or mental impairment includes, but is not limited to, examples of
conditions such as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism,
epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

Immunodeficiency Virus (HIV), developmental disabilities, mental illness, drug addiction, and alcoholism.

Some impairments are readily observable, while others may be invisible. Observable impairments may include, but are not limited to, blindness or low vision, deafness or being hard of hearing, mobility limitations, and other types of impairments with observable symptoms or effects, such as intellectual impairments (including some types of autism), neurological impairments (e.g., stroke, Parkinson's disease, cerebral palsy, epilepsy, or brain injury), mental illness, or other diseases or conditions that affect major life activities or bodily functions.

The term "major life activities" includes those activities that are important to daily life. Major life activities include, for example, walking, speaking, hearing, seeing, breathing, working, learning, performing manual tasks, and caring for oneself. There are other major life activities that are not on this list. Major life activities also include the operation of major bodily activities, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive systems.

Under regulations implementing the ADA Amendments Act of 2008, some types of impairments will, in virtually all cases, be found to impose a substantial limitation on a major life activity resulting in a determination of disability. Such impairments are "predictably assessed" as disabilities by the very nature of the impairment as substantially limiting a major life activity or major bodily function. Examples include deafness, blindness, intellectual disabilities, partially or completely missing limbs or mobility impairments requiring the use of a wheelchair, autism, cancer, cerebral palsy, diabetes, epilepsy, muscular dystrophy, multiple sclerosis, Human Immunodeficiency Virus (HIV) infection, major depressive disorder, bipolar disorder, post-traumatic stress disorder, traumatic brain injury, obsessive-compulsive disorder, and schizophrenia. This does not mean that other conditions are not disabilities. It simply means that in virtually all cases, these conditions will be covered as disabilities.

In general, the definition of "person with a disability" does not include current users of illegal controlled substances, but does provide protections for individuals with drug or alcohol addiction. Individuals will also be protected under Section 504 and the ADA if the purpose of the specific program or activity is to provide health or rehabilitation services to such individuals.

The definition of disability does not include any individual who is an alcoholic whose current use of alcohol prevents the individual from participating in the public housing program or activities; or whose participation, by reason of such current alcohol abuse, would constitute a direct threat to property or the safety of others.



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

_____ (Resident's Name) has requested the following reasonable accommodation due to his/her disability. [You must connect the reasonable accommodation request to the disability and the major life function the reasonable accommodation will provide to the Applicant/Resident. If the request is for an assistance animal, please review the sections above that address these requests and provide the information required. Incomplete information could delay or cause the denial of the Applicant's/Resident's request.]

I _____ (Verifier's Name) verify that the requested reasonable accommodation will allow _____ (Resident's Name) to perform one or more of the major life activities as described above.

Please indicate the critical time frame required to complete the requested reasonable accommodation so that the resident can have an equal opportunity to use and enjoy his/her unit and its associated premises and honor the terms of his/her lease.

- Immediate
- Within 6 months
- From 6 months to 1 year

How long have you been familiar with the **resident's disability**? _____

Date of last contact with the resident: _____



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

Please provide any comments you deem applicable, e.g., please provide **details, if necessary, as to why the accommodation(s) is necessary as a result of the limitations posed by the disability in order to enjoy an equal housing opportunity. Do not disclose confidential medical information regarding the nature (diagnosis) or extent of the disability. It is important that you provide a clear connection between the requested reasonable accommodation, the disability, and how granting of the request enables the individual to perform one or more of the major life functions detailed above. If no clear connection is provided, CMHC’s Section 504/ADA Coordinator will contact you to request that information and require that you reduce it to written format.**

PENDING APPROVAL



WARNING:

Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make false statements or misrepresentations to any department or agency of the United States as to any matter within its jurisdiction.

I certify that the above information is truthful, complete and accurately represents the need for reasonable accommodation:

Verifier Name and Title (PRINT)*

License #*

Verifier Signature*

Date*

Name of Organization *

Street Address*

City, State, Zip *

Direct Phone Number*



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

***REQUIRED**

Authorization for Release of Information

RE: Household member with disability: _____

I hereby authorize the release of information to the City of Manistee Housing Commission regarding the request for reasonable accommodation described in this form. This release shall constitute a waiver of confidentiality of our relationship if any.

Name of Family Member/Parent/Legal Guardian **[Print]** Date

Signature

Relationship to Resident



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

City of Manistee Housing Commission Release of Information Related to Reasonable Accommodation

RE:

Please print resident's name

DATE:

I hereby authorize **[Insert name of health care provider or other appropriate documenting authority]** to consult with representatives of the City of Manistee Housing Commission, in writing, in person, or by telephone concerning the physical or mental impairment(s) that I assert to qualify as an individual with a disability for purposes of this reasonable accommodation request.

In addition, I authorize **[Insert the name of health care provider or other appropriate documenting authority]** to provide any relevant information that the City of Manistee Housing Commission requests concerning the impairment and the resident's housing needs.

Resident's Signature



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

PLEASE PROVIDE THE FOLLOWING INFORMATION

Name of Health Care Provider/Documenting Authority:

Address of Health Care Provider/Documenting Authority:

(3) Telephone Number of Health Care Provider/Documenting Authority:

(4) Facsimile Number of Health Care Provider/Documenting Authority:

City of Manistee Housing Commission Approval of Request for Reasonable Accommodation



Phone: (231) 723-6201

Fax: (231) 723-8900

TDD/TTY: (800) 545-1833, ext. 870

manisteehousing@manisteehousing.com

[DATE]

[NAME—NAME]

[ADDRESS]

[CITY, STATE, ZIP]



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

Dear **[NAME]**,

The City of Manistee Housing Commission [CMHC] received your request on **[DATE]** for the following reasonable accommodation or modification for yourself, a household member, or a person associated with you:

[FILL IN WITH ACTUAL REQUEST MADE IN THE WORDS OF THE PERSON MAKING THE REQUEST]

In response, CMHC has:

Approved your request *[check all that apply]*:

- The accommodation or modification is granted effective immediately
- We will provide the accommodation/modification by **[INSERT DATE AND USE BOLD]**
- Please contact Ms. Lindsay McIntyre, Program Director, at 231-723-6201, ext. 105 immediately to discuss and finalize details or paperwork regarding the approval of your request.
- Bids are required to make the change you requested. We anticipate that the change will be made by **[INSERT DATE AND USE BOLD]** and will notify you if there will be a delay. If you feel that this will take too long, please contact Ms. Lindsay McIntyre, Program Director at 231-723-6201, ext. 105.

Not approved your request, because more information is required to consider the request properly *[check all that apply]*:

- Please provide information to verify that you, your household member or a person associated with you has a disability, as defined by federal and/or state law. You do not have to provide specific information about the disability or diagnosis.
- Please provide more information or documentation. A letter from your
 - Physicians and Physician Assistants, Chiropractor;
 - Licensed healthcare professionals, such as nurses; or
 - Psychiatrists, psychologists, and social workers
 to explain the connection between the disability and the need for the requested accommodation or modification.
- Please provide a more detailed description of the proposed accommodation or modification as follows:

Not approved your request, instead offer the following alternative:



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

Reason for the offering of the alternative:

If you have questions or think this alternative will not meet your needs, please contact Ms. Lindsay McIntyre, Program Director at extension 105.

Denied your request, because *[check all that apply]*:

- You were unable to verify that you, your household member, or a person associated with you have a disability as defined by federal and/or state law.
- You were unable to demonstrate that the accommodation or modification is needed because of a disability.
- The accommodation and/or modification you requested is not reasonable because:
 - It will cost \$ _____ and/or _____ hours of staff time to make the change you requested, and this is an undue burden on operations.
 - It will fundamentally change the nature of our operations.

Please contact Clinton McKinven-Copus, Executive Director, 231-723-6201, extension 102, so that we can discuss whether there are alternative accommodations that would effectively meet your needs.

Sincerely,

Clinton McKinven-Copus
Executive Director
Section 504/ADA Coordinator



City of Manistee Housing Commission Examples of Reasonable Accommodation Methods

The following list of reasonable accommodation methods are examples of modifications that may constitute reasonable accommodations for individual PHA residents. These accommodations may not necessarily be “reasonable” for all individuals. In addition, each accommodation may not be available to every resident in every unit and/or in every development.

Section 504 states that the design, construction or alteration of buildings in conformance with § 3-8 of the Uniform Federal Accessibility Standards (UFAS) Appendix A to 24 C.F.R. § 40, shall be deemed to comply with the requirements of 24 C.F.R. § § 8.21; 8.22; 8.23; and 8.25. However, the UFAS citations noted below are provided as a reference to assist in providing



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

reasonable accommodation and are not intended to govern every request for modification. In order to meet the individual's specific disability-related need(s), the PHA may need to deviate from UFAS. In addition, the reference to a UFAS section does not require all elements in that section to be made accessible. Rather, only the specific reasonable accommodation item requested is required to be accessible per the needs of the individual requesting a reasonable accommodation.

However, some modifications may not be structurally feasible in all units or all developments; in addition, some modifications may represent an undue financial and administrative burden. In such situation, the requirement to provide a reasonable accommodation is not alleviated, but must be provided by some other means such as transferring a family with a disabled member to a unit/development where the reasonable accommodation can be provided; or, offering a Housing Choice Voucher if such a unit would address the reasonable accommodation(s) requested. Nevertheless, PHA will work with each qualified resident with a disability who requests a reasonable accommodation in order to identify a reasonable, effective, and appropriate accommodation.

Common Areas⁶

- Add edge protection to ramps and ramp landings with drop-offs
- Widen doors
- Provide accessible, lever-type door hardware
- Re-hang door to lay flat against a wall when opened
- Re-hang door to swing outward instead of into the accessible space
- Provide accessible or adjustable closet rods and shelves
- Provide lever faucets in public restrooms
- Provide grab bars in public restrooms
- Provide accessible toilets in public restrooms
- Lower mirrors in public restrooms
- Provide extra electrical outlets for TDD/TTY equipment



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

Provide heavier electrical circuits to accommodate higher wattage bulbs for individuals with visual impairments

Provide visual alarms for individuals who are deaf or hard of hearing

Provide accessible cabinets and countertops in public kitchens

Provide accessible appliances [i.e., refrigerators, oven, stove,] in public kitchen

Common Areas include, but are not limited to: PHA offices, including management and regional offices; private management company offices; community room; senior center; meeting room; mailroom; laundry room; trash disposal; and daycare facilities.

PENDING APPROVAL

Elevators⁷

Elevators shall be located on an accessible route
Residential or fully enclosed wheelchair lifts may be used, when appropriate, and when approved by local administrative authorities. See UFAS § § 4.10; 4.11

Building Entrances and Accessible Routes⁸

Accessible signage;

Add edge protection to ramps and ramp landings with drop-offs

Widen doors

Provides accessible, lever-type door hardware

Re-hang door to lay flat against a wall when opened

Re-hang door to swing outward instead of into the accessible space

Add or adjust door closures

Provides lever faucets in public restrooms

Provide grab bars in public restroom

Provide accessible toilets in public restrooms

Lower mirrors in public restrooms

Provide extra electrical outlets for TDD/TTY equipment

Provide heavier electrical circuits to accommodate higher wattage bulbs for individuals with visual impairments

Provide visual alarms for individuals who are deaf or hard of hearing

Providing contrasting paint on doors, around doorways, at windows, baseboards and/or stairs/risers for individuals with visual impairments

Provide an accessible route into a building

Accessible elevators shall be on an accessible route and shall comply with UFAS § 4.10 and with the American National Standard Safety Code Elevators, Dumbwaiters, Escalators, and Moving Walks, ANSI A17.1-1978 and A17.1a-1979, See UFAS § 4.10; Figures 20, 22, and 23. An “accessible route” is a continuous, unobstructed UFAS-compliant path as prescribed in 24 C.F.R. § § 8.3 and 8.32 and UFAS § 4.3.

8 At least one (1) accessible route complying with UFAS § 4.3 shall be provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading zones if provided, and public streets or sidewalks to an accessible building entrance. See UFAS § §4.1.1(1); 4.3. In addition, UFAS requires that at least one (1) accessible route complying with UFAS § 4.3 shall connect accessible building or facility entrances with all accessible spaces and elements within the building or facility. See UFAS § § 4.1.2(1); 4.3

Trash Disposal Facilities -

Provide accessible route into and through trash disposal facilities; or, provide an equally effective accommodation such as personal trash disposal by housing staff

Laundry Facilities -

Provide an accessible route into and through common-use laundry facilities. Provides at least one (1) front loading washer and one (1) front-loading dryer in public-use laundry facilities⁹, or provide an equally effective accommodation such as the provision of a front-loading washer and dryer in resident's unit; or, provision or laundry services at PHA's expense.

Mail Delivery/Mail Boxes -

Provide an accessible route into and through mailboxes/mail facilities. Provide mailbox at a lower height, upon request; or, provide equally effective accommodation such as home delivery.¹⁰

Apartment Entrance and Interior Doors -

Widen doors

Provide accessible, lever-type door hardware

Re-hang door to swing outward instead of into accessible space

Add or adjust door closure space

Adjust door opening force required for pushing/pulling the door

Provide lower peepholes or "telescoped" peepholes

Provide a visual door knocker for individuals with hearing impairments

Providing contrasting paint on doors, around doorways, at windows, baseboards and/or stairs/risers for individuals with visual impairments

Provide ramp from accessible route to accessible entrance into unit

⁹If laundry equipment is provided within individual dwelling units, or if separate laundry facilities serve one or more accessible dwelling units, then they shall meet the requirements of UFAS §§ 4.34.71 through 4.34.7.3

¹⁰"Cluster boxes," common in multi-family housing developments, are routinely placed in sequential order. However, if a customer is unable to access his/her mailbox due to a disability, the customer may submit a request under the U.S. Postal Service's "Hardship Clause" and request the relocation of the mailbox to a lower, accessible level. According to § 631.42 of the U.S. Postal Service "Postal Operations Manual," the customer submits the "Hardship Clause" request directly to his/her postal delivery person, the delivery person, then submits the request to his/her manager. The manager evaluates the individual request and takes appropriate action. If the postal service is unable to relocate the mailbox, the postal service may provide alternate accommodations such as door delivery.

Apartment Light Switches & Electrical Outlets

Lower electrical switches and/or raise electrical outlets¹¹

Provide extra electrical outlets for TDD/TTY equipment or other equipment utilized by individuals with disabilities.

Provide heavier electrical circuits to accommodate higher wattage bulbs for individuals with visual impairments

Lower thermostat controls

Lower circuit breakers, when located in the unit

Apartment Interior

Provide extra electrical outlets for TDD/TTY equipment or other equipment utilized by individuals with disabilities.

Provide heavier electrical circuits to accommodate higher wattage bulbs for individuals with visual impairments

Provide visual and audible alarms for individuals who are deaf or hard of hearing; and, provide visual alarms in each room of unit¹²

Provide windows which require five pounds or less of opening force; provide crank type opening mechanism with a large lever, when feasible

Provide accessible storage spaces, including lowering clothes rods and/or adjustable closet shelves.

Accessible storage spaces shall comply with UFAS § 4.25; fig.38

Apartment Kitchen¹³

Lower kitchen sink

Provide lever-type hardware on kitchen faucet

Provide accessible kitchen cabinets; provide accessible hardware on kitchen cabinets

Provide accessible kitchen counters and workspace

If the following items are provided to non-disabled residents in a development:

Provide accessible refrigerators. See UFAS § 4.34.6.8

Provide accessible ovens. See UFAS § 4.34.6.7

Provide accessible dishwashers. See UFAS § 4.34.6.9

¹¹ The highest operable part of all controls, dispensers, receptacles, and other operable equipment shall be placed within at least one of the reach ranges specified in §§ 4.2.5 and 4.2.6. Except where the use of special equipment dictates otherwise, electrical and communications system receptacles on walls shall be mounted no less than 15" above the finish floor. See UFAS § 4.27.3

¹² If emergency warning systems are provided, they shall include both audible alarms complying with UFAS § 4.28.2 and visual alarms complying with UFAS § 4.28.3. See UFAS § 4.1.2(13)

¹³ Accessible or adaptable kitchens and their components shall be on an accessible route and shall comply with the requirements of UFAS § 4.34.6. However, the PHA will not be required to make all elements of the kitchen accessible, unless requested by the resident with a disability. Rather, the resident may request specific accessible kitchen elements.

PENDING APPROVAL

Apartment Bathrooms ¹⁴

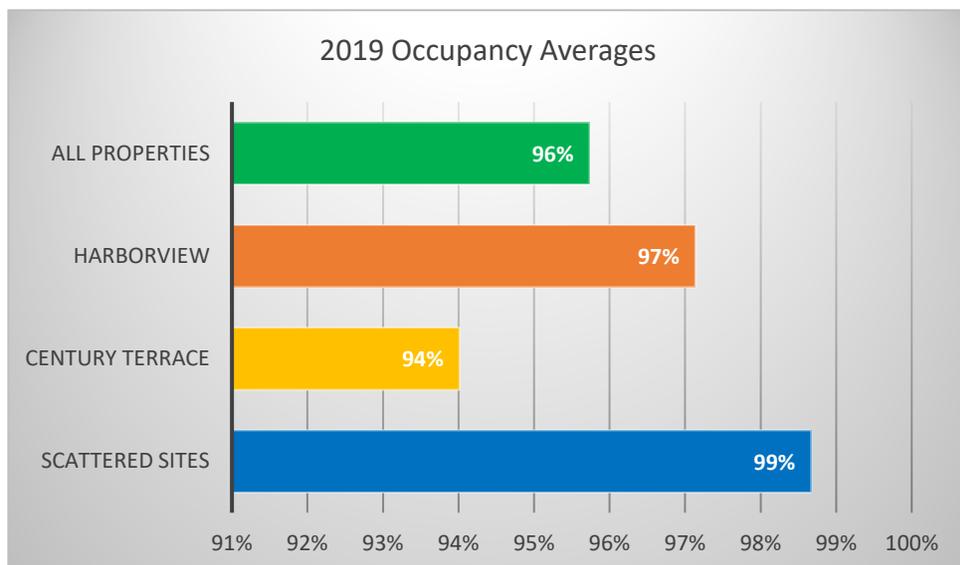
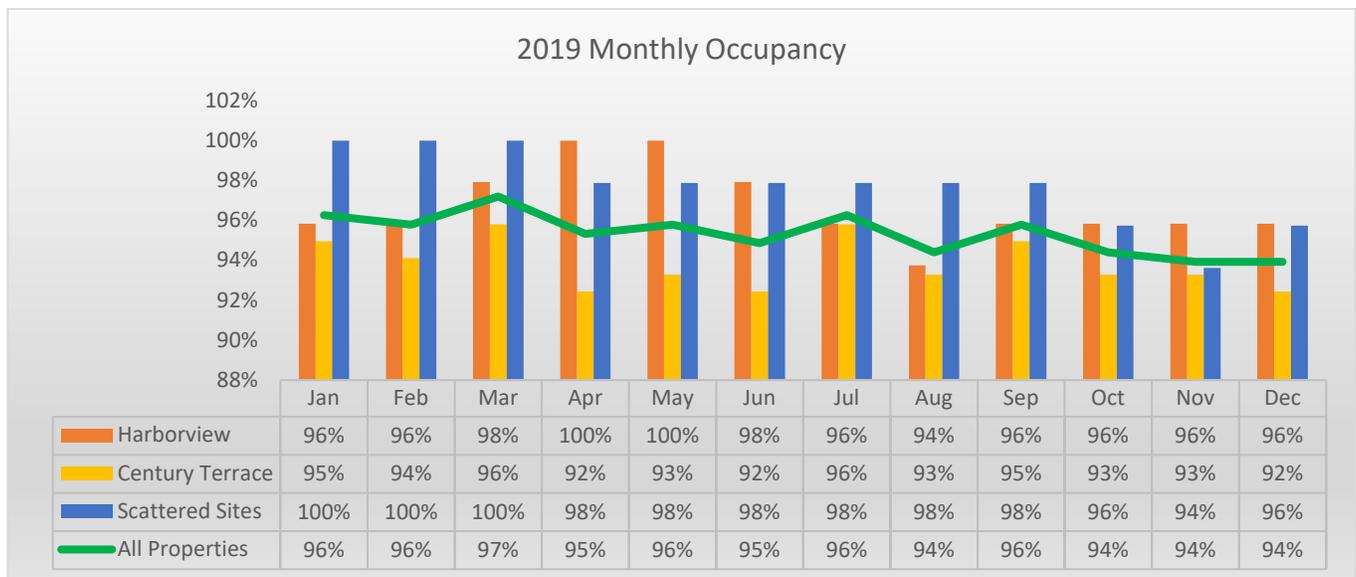
Provide wider doors
Provide lever-type hardware on lavatory faucet
Lower washbasin
Lower mirror
Provide accessible toilet
Relocate toilet paper dispenser
Provide grab bars at toilets
Provide seat in bathtub or shower
Provide grab bars at bathtub and/or shower
Provide a hand-held shower device
Relocate bathtub and/or shower control
Provide roll-in shower or shower/bathtub seat

¹⁴Accessible or adaptable bathrooms shall be on an accessible route and shall comply with UFAS § 4.34.5. However, the PHA will not be required to make all elements of the bathroom accessible, unless requested by the resident with a disability. Rather, the resident may request specific accessible bathroom elements.

2019 Performance Dashboards

Occupancy

The Housing Commission’s occupancy rate was strong and steady throughout 2019. We closed the year with an average occupancy rate of 96%, which is 1% below HUD’s required 97% occupancy rate. Our staff has worked hard to keep our vacant units filled. I am happy with and proud of their hard work.



Occupancy continued

Century Terrace 2019



Harborview 2019

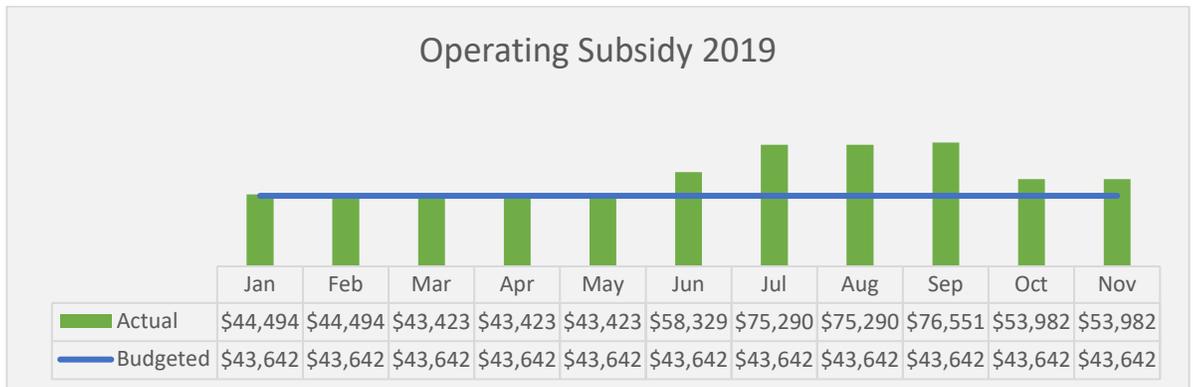
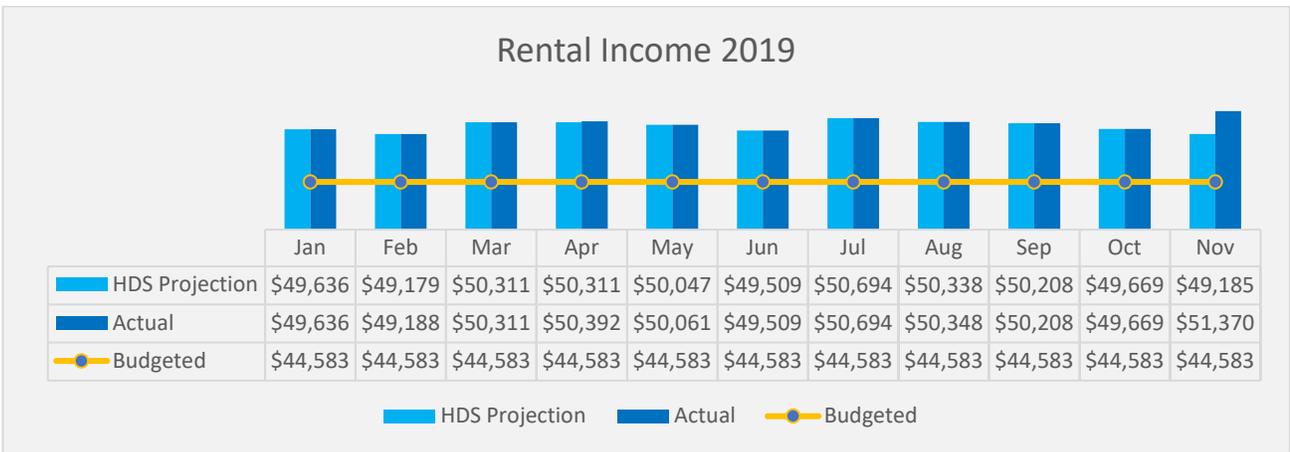


Scattered Sites 2019

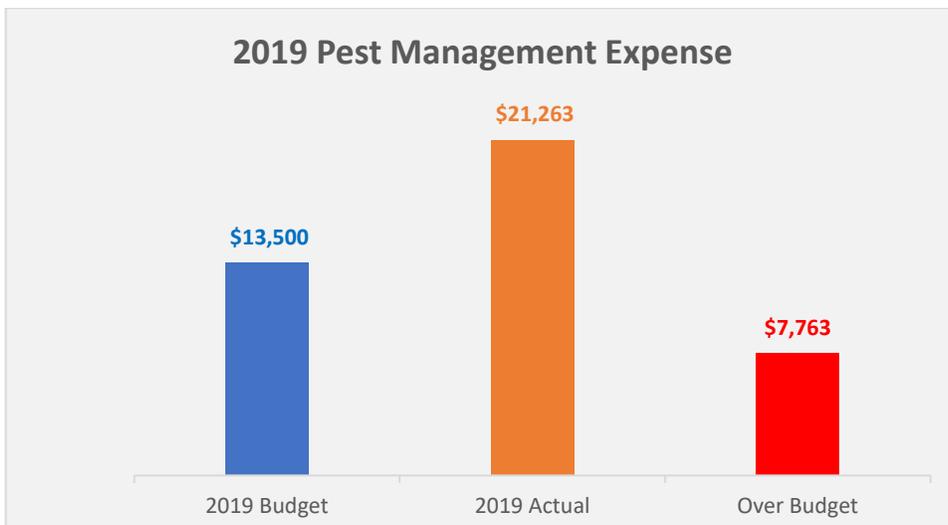
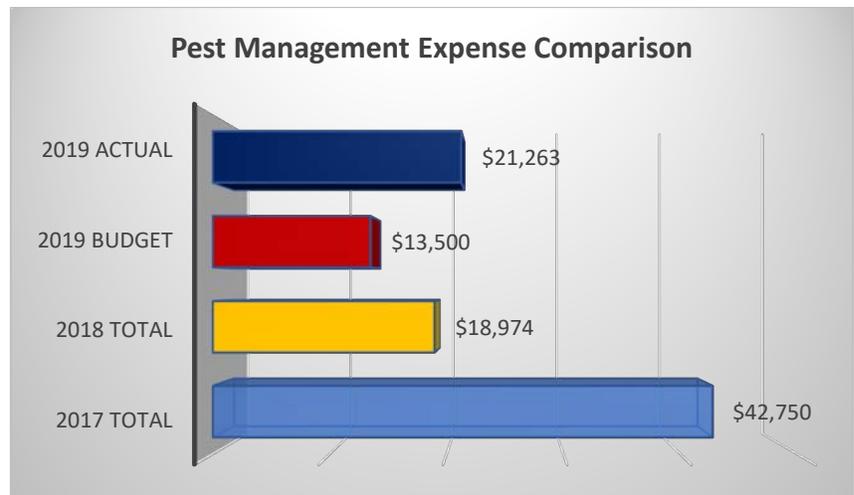
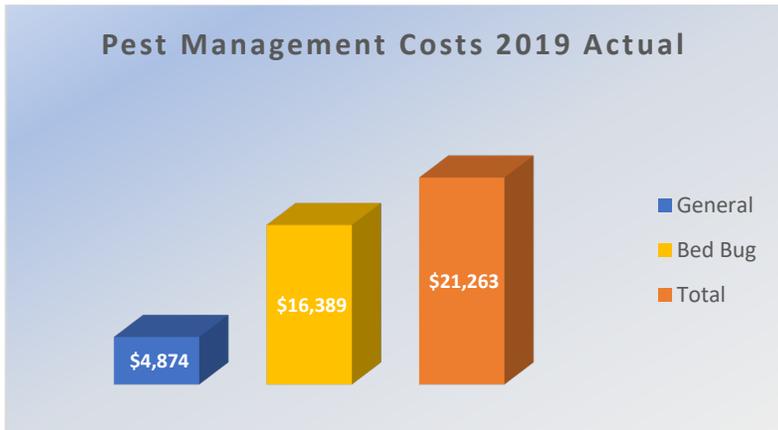


Finances

CMHC had a strong year financially in 2019. The combination of increased operational subsidy from HUD and strong rent collection are the keys to our success. In addition to increased revenue, our staff has been diligent in developing new efficiencies that decrease our overall expenditures.



Finances – Pest Management



Resolutions for Consideration

Resolution No.	Consent Agenda	Resolution Title	Resolution Attachments	Executive Director Discussion & Recommendations
2020-01	N	1224-Adoption of Reasonable Accommodation Policy V2.2	<ul style="list-style-type: none"> Attachment 1 Draft of the updated policy 	<ul style="list-style-type: none"> HUD published FHEO 2020-01 on January 28,2020, providing guidance to PHA’s concerning service animals and assistance animals. The guidance provides housing authorities and healthcare providers with clear information on the difference between service animals and assistance animals. The update to our Reasonable Accommodation Policy incorporates the guidance and brings CMHC into compliance with the guidance. Normally new or updated policies require a 30 day period before they are effective to notify residents. The resolution makes the updated policy effective upon approval. I have added this to the resolution since the guidance from HUD is already in effect. <i>Recommendation – Approve</i>

Notices and General Information

Important Upcoming Dates:

- Regular Commission Meeting
March 24, 2020, 4:00 PM
Harborview Community Room