



# City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

**Tuesday, August 25, 2020**  
**Meeting Agenda**  
**4:00 PM – VIRTUAL MEETING**

Good afternoon. Today is Tuesday, August 25, 2020. I am Clinton McKinven-Copus, Executive Director and Secretary for the City of Manistee Housing Commission. The Housing Commission's August 25, 2020, Regular Meeting is being conducted remotely. Members of the Board of Commissioners are in separate locations and not at the normal meeting location of the Harborview Community Room. President Priester will call the meeting to order shortly.

There will be no video associated with this meeting; it will be solely audio. The reason for this is projecting video through Zoom sometimes causes a delay, which makes communication in this scenario difficult and awkward.

In just a moment, we will start individually unmuting the microphones of each member of the Housing Commission Board. We are unmuting them individually to make sure there is no disruptive audio feedback coming from each of them. Individually unmuting the calls allows us to identify the source of any disruptive audio issues easily. Program Director Lindsay McIntyre is assisting me with this meeting, and you may hear her voice if we have an issue that requires her assistance.

The microphones of all members of the Housing Commission Board, Ms. McIntyre, and myself will always be live unless there is an audio disruption. Ms. McIntyre will now begin to unmute and check each microphone that will be live during the meeting.

***We will now activate microphones one by one and individually call on each Housing Commission Board member to confirm they can hear and be heard. Once complete, the Executive Director/Secretary will continue reading below.***

As a reminder Housing Commission Board members, please clearly state your name before speaking, or making a motion or a second. Roll call will be taken by the Executive Director/Secretary, as usual.

Now that activating the microphones is complete, President Dale Priester will call the meeting to order.

President Priester, we are ready to proceed with the meeting.

**1. Call to Order/Roll Call**

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

**2. Amendments to Agenda**

**3. Public Comments on Agenda Related Items**

All individuals attending the virtual meeting will wait in a virtual waiting room, with their microphones muted. When it comes time for the public comment, each person waiting in the virtual waiting room will be called individually by the last four digits of their telephone number. Individuals will be asked if they have a comment on an agenda item or if they are passing.

It is **very important** that those giving comments have a good phone connection and no sound or noise whatsoever in the background (televisions and all forms of audio should be muted); otherwise, there will be disruptive audio. If the caller cannot correct the issue, we will move on to the next person in line.

Please be aware that for those calling, when they first call in, their full telephone number may be visible for a period of time on the recording, although we will work quickly to alter what's displayed so that it is just the last four digits of your telephone number.

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

***We will now unmute and call on each person who has called into the meeting by the last four digits of their phone number and ask if they would like to comment on an agenda related item. Once complete, the meeting back will be turned back over to President Priester.***

**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. Work Session Minutes July 28, 2020
- ii. Regular Meeting Minutes July 28, 2020

**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. May 31, 2020
  - b. June 30, 2020

**2. Public Housing Bank Reconciliation\***

- a. May 31, 2020
- b. June 30, 2020

**3. Public Housing Current Year vs. Prior Year\***

- a. May 31, 2020
- b. June 30, 2020

**ii. Domestic Violence Grant Program\***

**1. Domestic Violence Grant Program Financial Statement**

- a. May 31, 2020
- b. June 30, 2020

**2. Domestic Violence Bank Reconciliation**

- a. December 31, 2019
- b. January 31, 2020
- c. February 29, 2020

**iii. Security Deposits Reconciliation\***

**1. Security Deposit Reconciliation**

- a. May 31, 2020
- b. June 30, 2020

**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 2020-08      Ratification of Collective Bargaining Agreement
  - i. Discussion and voting on this item is delayed until after the Executive Session

**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 may comment on general 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.*

Every person waiting in the virtual waiting room will be called by the last four digits of their telephone number.

***We will now unmute and call on each person who has called into the meeting by the last four digits of their phone number and ask if they would like to comment on Housing Commission affairs. Once complete, the meeting back will be turned back over to President Priester for adjournment.***

## 9. Executive Session

At this time, the Board of Commissioners will enter into Executive Session to receive a report from the Personnel Committee concerning the negotiated terms of the Collective Bargaining Agreement between the CMHC and the United Steelworkers Local Union 14758-04. Following the conclusion of the Executive Session, the Board of Commissioners will return to the Regular Meeting and address remaining agenda items, including Resolution 2020-08 Ratification of the Collective Bargaining Agreement.

## 10. Adjournment

## 11. Announcements and Upcoming Meetings

- a. Regular Commission Meeting  
September 22, 2020, 4:00 PM



# City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

**Meeting Minutes  
July 28, 2020  
Work Session**

**NOTE:** This meeting was conducted as a “virtual meeting” using the Zoom application.

**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"/>
Karen Goodman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Housing Commission Staff Present:**

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

**Others Present:**

- Melissa Worden of Reno & Cavanaugh
- Jessica Babridge of Reno & Cavanaugh
- Naomi Byrnes of EJP Consulting
- Jonathan Nesburg of Commonwealth Development Corporation

**Presentation of the Development Contract:**

Melissa Worden and Jessica Babridge of Reno & Cavanaugh jointly presented the Development Agreement and related documents between the City of Manistee Housing Commission and Commonwealth Development Corporation. Melissa and Jessica invited the Commissioners to ask questions at any time during their presentation.

# DRAFT

Questions asked and answers provided:

- Commissioner Bond asked that if the CMHC Low Income Housing Tax Credit application submitted in June of 2020 was not awarded, when could we submit again, and when would we hear from that application.
  - Jonathan Nesburg answered that the next opportunity to submit our application to MSHDA would be December 2020 and that we should hear by March 2021.
- President Priester asked if we were awarded the tax credits from our June 2020 application, when would work begin on the properties.
  - Jonathan Nesburg answered that if we received the tax credits from the current application, work would begin in the summer of 2021.

## Presentation of Resolutions 2020-06 & 2020-07:

Melissa Worden and Jessica Babridge of Reno & Cavanaugh jointly presented Resolutions 2020-06 and 2020-07, and documents related to each Resolution. Melissa and Jessica invited the Commissioners to ask questions at any time during their presentation. The Commissioners had no questions or discussion concerning these Resolutions.

## Public Comment:

- No members of the general public were present on the Zoom call.

## Meeting Adjourned

Adjournment Time: 4:48 P.M.			Motion By: Parkes	Second By: Tomaszewski
Commissioner	Yes	No	Absent	Results
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Approved</b>  <input type="checkbox"/> <b>Not Approved</b>
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Dale Priester  
President

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



# City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Meeting Minutes  
July 28, 2020  
Regular Meeting

**NOTE:** This meeting was conducted as a “virtual meeting” using the Zoom application.

**Meeting Start Time:** 4:49 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"/>
Karen Goodman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Housing Commission Staff Present:**

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

**Others Present:**

- Melissa Worden of Reno & Cavanaugh
- Jessica Babridge of Reno & Cavanaugh
- Naomi Byrnes of EJP Consulting
- Jonathan Nesburg of Commonwealth Development Corporation

**Public Comment on Agenda Related Items:**

- No members of the general public were present on the Zoom call.

**Amendments to the Agenda:**

- None

# DRAFT

**Consent Agenda:**

**A. Approval of Minutes**

- i. Annual Meeting – June 23, 2020
- ii. Regular Meeting – June 23, 2020

**B. Financial Reports**

**i. Public Housing Financial Statements**

- 1. Public Housing Financial Statement
  - a. April 30, 2020
- 2. Public Housing Bank Reconciliation
  - a. April 30, 2020
- 3. Public Housing Current Year vs. Prior Year
  - a. April 30, 2020

**ii. Domestic Violence Grant Program**

- 1. Domestic Violence Grant Program Financial Statement
  - a. April 30, 2020
- 2. Domestic Violence Bank Reconciliation
  - a. April 30, 2020

**iii. Security Deposits Reconciliation**

- 1. Security Deposit Reconciliation
  - a. April 30, 2020

**C. Resolutions**

- i. Resolution 2020-04 Write-off Of Doubtful Accounts July 2020
- ii. Resolution 2020-05 Adoption of COVID-19 Statutory and Regulatory Waivers

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

# DRAFT

**Old Business:**

- None

**New Business:**

Resolution # 2020-06	Title: Public Housing Portfolio Development Agreement			Motion By: Parkes	Second By: Priester
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved  <input type="checkbox"/> Not Approved	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Resolution # 2020-07	Title: Ratification of Century Terrace and Harborview Apartments LIHTC Application Agreements			Motion By: Parkes	Second By: Goodman
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved  <input type="checkbox"/> Not Approved	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Executive Director's Report:**

- None

**Other Staff Reports:**

- None

**Finances:**

- Approved with Consent Agenda

**Committee Reports:**

- None

# DRAFT

**Communications:**

- None received

**Public Comment:**

- No members of the general public were present on the Zoom call.

**Commissioner Report/Comments:**

- None

**Meeting Adjourned**

Adjournment Time: 4:53 P.M.		Motion By: Parkes		Second By: Tomaszewski	
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Approved</b>  <input type="checkbox"/> <b>Not Approved</b>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Dale Priester  
President

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

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

To the Board of Commissioners  
And Management:

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

Enclosed are the following reports for the month ending May 31, 2020. 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 May 31, 2020**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

2111 - Vendors and Contractors	\$	42,347.30
2114 - Tenant Security Deposits		49,262.00
2117.12 - FSA Withheld		938.51
2117.13 - MERS HCSP Withheld		50.00
2117.15 - MERS 457		107.90
2117.16 - Roth 457		49.77
2117.5 - Pension Withheld		1,316.00
2117.9 - Union Dues Withheld		64.25
2119.2 - Interfund Payable - DVG		935.90
2131 - EPC Loan - Current		30,446.58
2133 - Capital Lease - 2016 F250 - Current		3,252.75
2134 - Capital Lease - 2019 F250 - Current		2,947.82
2135 - Accrued Wages/Payroll Taxes Payable		4,690.91
2135.1 - Accrued Comp. Absences-Current		25,901.49
2137 - Payments in Lieu of Taxes		54,603.62

**Total Current Liabilities** 216,914.80

**Noncurrent Liabilities**

2132 - EPC Loan - Noncurrent	930,012.94
2135.3 - Accrued Comp. Absences-Non Current	17,428.46
2138 - Net Pension Liability	71,206.00
2139 - Capital Lease - 2016 F250 - Non Current	1,429.61
2140 - Capital Lease - 2019 F250 - Non Current	20,661.71
2701 - Deferred Inflows	284.00

**Total Noncurrent Liabilities** 1,041,022.72

**TOTAL LIABILITIES** 1,257,937.52

**EQUITY**

2806.1 - Invested in Capital Assets 1,401,805.50

**Unrestricted Net Assets**

2806 - Unrestricted Net Position	487,120.70
2820.00 - HUD Operating Reserve - Memo	515,508.89
2820.01 - HUD Operating Reserve-Contra	(515,508.89)
Current Year Profit/Loss - Public Housing/CFP	(62,394.18)

**Total Unrestricted Net Assets** 424,726.52

**TOTAL EQUITY** 1,826,532.02

**TOTAL LIABILITIES/EQUITY** \$ 3,084,469.54

**Manistee Housing Commission**  
**Low Rent Public Housing**  
**Statement of Revenue & Expense**  
**For the 1 Month and 5 Months Ended May 31, 2020**

	1 Month Ended	5 Months Ended	BUDGET	VARIANCE
	<u>May 31, 2020</u>	<u>May 31, 2020</u>		
<b>Operating Revenue</b>				
<b>Tenant Rental Revenue</b>				
3110 - Dwelling Rental Revenue	\$ 50,487.05	\$ 249,337.05	\$ 600,210	\$ 350,872.95
3120 - Tenant Revenue - Excess Utilities	669.14	3,098.16	8,000	4,901.84
3690 - Tenant Revenue - Other	1,340.00	8,251.87	37,880	29,628.13
<b>Total Tenant Rental Revenue</b>	<u>52,496.19</u>	<u>260,687.08</u>	<u>646,090</u>	<u>385,402.92</u>
<b>HUD PHA Grant Revenue</b>				
3401.1 - Operating Grants	65,986.80	65,986.80	65,986	(0.80)
3401.2 - Operating Subsidy	0.00	196,721.34	703,715	506,993.66
<b>Total HUD PHA Grant Revenue</b>	<u>65,986.80</u>	<u>262,708.14</u>	<u>769,701</u>	<u>506,992.86</u>
<b>Other Revenue</b>				
3610 - Interest Income	148.72	702.26	1,130	427.74
3690.1 - Other Revenue	0.00	91.32	2,000	1,908.68
3690.4 - Laundry Revenue	1,210.92	6,094.90	13,300	7,205.10
3690.6 - Fraud Recovery Revenue	61.50	1,125.40	2,000	874.60
3690.7 - Management Fee - DVG	833.33	4,165.66	10,000	5,834.34
<b>Total Other Revenue</b>	<u>2,254.47</u>	<u>12,179.54</u>	<u>28,430</u>	<u>16,250.46</u>
<b>Total Operating Revenue</b>	<u>120,737.46</u>	<u>535,574.76</u>	<u>1,444,221</u>	<u>908,646.24</u>
<b>Operating Expenses</b>				
<b>Administration</b>				
4110 - Administrative Wages	13,703.42	75,530.13	157,752	82,221.87
4130 - Legal Expense	965.74	2,806.86	10,000	7,193.14
4140 - Staff Training	0.00	0.00	8,000	8,000.00
4170 - Accounting Fees	686.88	4,649.40	9,600	4,950.60
4171 - Auditing	0.00	0.00	8,760	8,760.00
4182 - Employee Benefits - Admin	7,088.16	36,695.66	88,000	51,304.34
4185 - Telephone	2,448.99	13,383.56	22,810	9,426.44
4190.1 - Publications	897.00	1,136.00	2,000	864.00
4190.2 - Membership Dues and Fees	126.14	2,240.14	2,500	259.86
4190.3 - Admin Service Contracts	5,640.49	19,359.73	45,000	25,640.27
4190.4 - Office Supplies	934.96	4,348.04	11,000	6,651.96
4190.5 - Other Sundry-Misc.	387.79	3,693.43	10,000	6,306.57
<b>Total Administration</b>	<u>32,879.57</u>	<u>163,842.95</u>	<u>375,422</u>	<u>211,579.05</u>
<b>Tenant Services</b>				
4220 - Rec., Pub., & Other Services	0.00	0.00	50	50.00
4221 - Resident Employee Stipend	550.00	2,750.00	6,600	3,850.00
4230 - Contract Costs-Cable & Other	59.96	299.79	0	(299.79)
<b>Total Tenant Services</b>	<u>609.96</u>	<u>3,049.79</u>	<u>6,650</u>	<u>3,600.21</u>

**Manistee Housing Commission**  
**Low Rent Public Housing**  
**Statement of Revenue & Expense**  
**For the 1 Month and 5 Months Ended May 31, 2020**

	1 Month Ended	5 Months Ended		
	<u>May 31, 2020</u>	<u>May 31, 2020</u>	<u>BUDGET</u>	<u>VARIANCE</u>
<b>Utilities</b>				
4310 - Water & Sewer	5,141.11	23,686.27	58,800	35,113.73
4320 - Electricity	9,151.63	51,702.27	117,000	65,297.73
4330 - Gas	2,635.98	15,980.86	35,000	19,019.14
<b>Total Utilities</b>	<u>16,928.72</u>	<u>91,369.40</u>	<u>210,800</u>	<u>119,430.60</u>
<b>Ordinary Maint. &amp; Operations</b>				
4410 - Maintenance Wages	8,230.10	45,612.26	110,000	64,387.74
4420 - Materials	651.94	17,918.23	40,000	22,081.77
4430.01 - Garbage Removal	1,366.58	7,175.56	18,000	10,824.44
4430.02 - Heating & Cooling Contracts	5,714.05	8,194.69	15,000	6,805.31
4430.03 - Snow Removal Contracts	0.00	0.00	100	100.00
4430.04 - Elevator Contracts	0.00	14,448.58	20,000	5,551.42
4430.05 - Landscape & Grounds Contracts	0.00	0.00	5,000	5,000.00
4430.06 - Unit Turnaround Contracts	0.00	4,500.90	5,000	499.10
4430.07 - Electrical Contracts	0.00	0.00	2,500	2,500.00
4430.08 - Plumbing Contracts	0.00	1,291.99	2,500	1,208.01
4430.09 - Extermination Contracts	1,643.00	12,137.00	25,000	12,863.00
4430.11 - Routine Maintenance Contracts	0.00	468.00	5,000	4,532.00
4430.12 - Miscellaneous Contracts	0.00	726.20	5,000	4,273.80
4433 - Employee Benefits - Maint.	5,519.39	28,687.43	70,300	41,612.57
4440 - Staff Training-Maintenance	0.00	0.00	1,000	1,000.00
<b>Total Ordinary Maint. &amp; Oper</b>	<u>23,125.06</u>	<u>141,160.84</u>	<u>324,400</u>	<u>183,239.16</u>
<b>General Expense</b>				
4510 - Insurance	6,071.31	38,494.59	95,710	57,215.41
4520 - Payment in Lieu of Taxes	3,125.00	15,625.00	37,500	21,875.00
4550 - Compensated Absences	0.00	0.00	6,000	6,000.00
4570 - Collection Losses	73.60	104.36	12,000	11,895.64
4580 - Interest Expense	5,507.24	27,791.96	65,600	37,808.04
<b>Total General Expense</b>	<u>14,777.15</u>	<u>82,015.91</u>	<u>216,810</u>	<u>134,794.09</u>
<b>Total Routine Operating Expenses</b>	<u>88,320.46</u>	<u>481,438.89</u>	<u>1,134,082</u>	<u>652,643.11</u>
<b>Non-Routine Expense</b>				
<b>Extraordinary Maintenance</b>				
<b>Total Extraordinary Maintenance</b>	0.00	0.00	0	0.00
<b>Casualty Losses-Not Cap.</b>				
<b>Total Casualty Losses</b>	0.00	0.00	0	0.00
<b>Total Non-Routine Expenses</b>	0.00	0.00	0	0.00
<b>Total Operating Expenses</b>	<u>88,320.46</u>	<u>481,438.89</u>	<u>1,134,082</u>	<u>652,643.11</u>
<b>Operating Income (Loss)</b>	<u>32,417.00</u>	<u>54,135.87</u>	<u>310,139</u>	<u>256,003.13</u>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	24,055.00	120,275.00	0	(120,275.00)
<b>Total Depreciation Expense</b>	<u>24,055.00</u>	<u>120,275.00</u>	<u>0</u>	<u>(120,275.00)</u>

**Manistee Housing Commission  
 Low Rent Public Housing  
 Statement of Revenue & Expense  
 For the 1 Month and 5 Months Ended May 31, 2020**

	1 Month Ended	5 Months Ended		
	<u>May 31, 2020</u>	<u>May 31, 2020</u>	<u>BUDGET</u>	<u>VARIANCE</u>
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	0.00	0.00	0	0.00
<b>Capital Expenditures</b>				
7510 - Principal Payments - EPC	4,021.44	19,895.07	50,340	30,444.93
7511 - Principal Payments - 2016 F250	455.55	2,255.40	5,510	3,254.60
7512 - Principal Payments - 2019 F250	412.44	2,040.92	4,990	2,949.08
7520 - Replacement of Equipment	0.00	1,556.29	5,000	3,443.71
7590 - Operating Expenditures-Contra	(4,889.43)	(25,747.68)	(65,840)	(40,092.32)
<b>Total Capital Expenditures</b>	0.00	0.00	0	0.00
<b>Other Financial Items</b>				
<b>Total Other Financial Items</b>	0.00	0.00	0	0.00
<b>HUD Net Income (Loss)</b>	<u>\$ 27,527.57</u>	<u>\$ 28,388.19</u>	<u>\$ 244,299</u>	<u>\$ 215,910.81</u>
<b>GAAP Net Income (Loss)</b>	<u>\$ 8,362.00</u>	<u>\$ (66,139.13)</u>		

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**Manistee Housing Commission  
 CARES Act Operating Grant  
 Statement of Revenue & Expense  
 For the 1 Month and 5 Months Ended May 31, 2020**

	1 Month Ended	5 Months Ended
**1002**	<u>May 31, 2020</u>	<u>May 31, 2020</u>
<b>Operating Income</b>		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
<b>Total Operating Income</b>	0.00	0.00
<b>Operating Expenses</b>		
<b>Administration</b>		
Total Administration	0.00	0.00
<b>Ordinary Maint. &amp; Operations</b>		
4420 - Materials	1,552.00	1,552.00
Total Ordinary Maint. & Oper	1,552.00	1,552.00
<b>Extraordinary Maintenance</b>		
Total Extraordinary Maintenance	0.00	0.00
<b>Depreciation Expense</b>		
Total Depreciation Expense	0.00	0.00
<b>Total Operating Expenses</b>	1,552.00	1,552.00
<b>Net Income/(Loss)</b>	(1,552.00)	(1,552.00)

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**Manistee Housing Commission  
2018 Capital Fund Grant  
Statement of Revenue & Expense  
For the 1 Month and 5 Months Ended May 31, 2020**

	1 Month Ended	5 Months Ended
**1018**	<u>May 31, 2020</u>	<u>May 31, 2020</u>
<b>Operating Income</b>		
<b>Revenues - HUD PHA GRANTS</b>		
3401.1 - Operating Grants	11,115.59	57,217.24
3401.3 - Capital Grants	0.00	5,296.95
<b>Total HUD PHA GRANTS</b>	11,115.59	62,514.19
<b>Total Operating Income</b>	11,115.59	62,514.19
<b>Operating Expenses</b>		
<b>Administration</b>		
4130 - Legal Expense	11,115.59	35,605.59
4185 - Telephone	0.00	89.98
4190.3 - Admin Service Contracts	0.00	19,867.03
4190.5 - Other Sundry-Misc.	0.00	915.75
<b>Total Administration</b>	11,115.59	56,478.35
<b>Ordinary Maint. &amp; Operations</b>		
4430.04 - Elevator Contracts	0.00	738.89
<b>Total Ordinary Maint. &amp; Oper</b>	0.00	738.89
<b>Extraordinary Maintenance</b>		
<b>Total Extraordinary Maintenance</b>	0.00	0.00
<b>Depreciation Expense</b>		
<b>Total Depreciation Expense</b>	0.00	0.00
<b>Total Operating Expenses</b>	11,115.59	57,217.24
<b>Net Income/(Loss)</b>	0.00	5,296.95

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**Manistee Housing Commission  
2019 Capital Fund Grant  
Statement of Revenue & Expense  
For the 1 Month and 5 Months Ended May 31, 2020**

	1 Month Ended	5 Months Ended
**1019**	<u>May 31, 2020</u>	<u>May 31, 2020</u>
<b>Operating Income</b>		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
<b>Total Operating Income</b>	<u>0.00</u>	<u>0.00</u>
<b>Operating Expenses</b>		
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
<b>Total Operating Expenses</b>	<u>0.00</u>	<u>0.00</u>
<b>Net Income/(Loss)</b>	<u>0.00</u>	<u>0.00</u>

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**Manistee Housing Commission  
2020 Capital Fund Grant  
Statement of Revenue & Expense  
For the 1 Month and 5 Months Ended May 31, 2020**

	1 Month Ended	5 Months Ended
**1020**	<u>May 31, 2020</u>	<u>May 31, 2020</u>
<b>Operating Income</b>		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
<b>Total Operating Income</b>	0.00	0.00
<b>Operating Expenses</b>		
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
<b>Total Operating Expenses</b>	0.00	0.00
<b>Net Income/(Loss)</b>	0.00	0.00

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**Manistee Housing Commission**  
**CARES Act Operating Grant**

<b>Program ID:</b>	<b>1 Month Ended</b>	<b>Cumulative</b>	<b>BUDGET</b>	<b>BALANCE</b>
MI07800000120DC - \$29,109	<b>May 31, 2020</b>	<b>May 31, 2020</b>		
MI07800000220DC - \$71,876				
<b>Administration</b>				
1410 - Administration	\$ 1,552.00	\$ 1,552.00	\$ 100,985 00	\$ 99,433.00
<b>Total Administration</b>	<u>1,552.00</u>	<u>1,552.00</u>	<u>100,985 00</u>	<u>99,433.00</u>
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
<b>Total Dwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>General Capital Activity</b>				
<b>Total General Capital Activity</b>	0.00	0.00	0.00	0.00
<b>Total Grant Funds Expended</b>	<u>\$ 1,552.00</u>	<u>\$ 1,552.00</u>	<u>\$ 100,985 00</u>	<u>\$ 99,433.00</u>
<b>1600 - Grant Funding</b>	<u>0.00</u>	<u>0.00</u>	<u>100,985 00</u>	<u>100,985.00</u>
<b>Over/(Under) Funding</b>	<u>\$ (1,552.00)</u>	<u>\$ (1,552.00)</u>	<u>\$ 0.00</u>	<u>\$ (1,552.00)</u>

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**Manistee Housing Commission**  
2018 Capital Fund Grant

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-18 **1518**	May 31, 2020	May 31, 2020		
<b>Administration</b>				
1406 - Operations	\$ 0.00	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	0.00	32,368.22	32,993.40	625.18
1410 - Administration	0.00	32,993.40	32,993.40	0.00
<b>Total Administration</b>	0.00	131,348.42	131,973.60	625.18
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
<b>Total Dwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>General Capital Activity</b>				
1480 - General Capital Activity	11,115.59	168,033.61	197,960.40	29,926.79
<b>Total General Capital Activity</b>	11,115.59	168,033.61	197,960.40	29,926.79
<b>Total Grant Funds Expended</b>	\$ 11,115.59	\$ 299,382.03	\$ 329,934.00	\$ 30,551.97
<b>1600 - Grant Funding</b>	11,115.59	299,382.03	329,934.00	30,551.97
<b>Over/(Under) Funding</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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**Manistee Housing Commission**  
2019 Capital Fund Grant

<b>Program ID:</b>	<b>1 Month Ended</b>	<b>Cumulative</b>	<b>BUDGET</b>	<b>BALANCE</b>
MI28P078501-19 **1519**	<b>May 31, 2020</b>	<b>May 31, 2020</b>		
<b>Administration</b>				
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
<b>Total Administration</b>	0.00	65,986.80	130,446.80	64,460.00
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
<b>Total Dwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>General Capital Activity</b>				
1480 - General Capital Activity	0.00	2,065.00	193,469.20	191,404.20
<b>Total General Capital Activity</b>	0.00	2,065.00	193,469.20	191,404.20
<b>Total Grant Funds Expended</b>	\$ 0.00	\$ 68,051.80	\$ 323,916.00	\$ 255,864.20
<b>1600 - Grant Funding</b>	0.00	68,051.80	323,916.00	255,864.20
<b>Over/(Under) Funding</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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**Manistee Housing Commission**  
2020 Capital Fund Grant

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-20 **1520**	May 31, 2020	May 31, 2020		
<b>Administration</b>				
1406 - Operations	\$ 65,986.80	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	0.00	0.00	32,993.40	32,993.40
1410 - Administration	0.00	0.00	32,993.40	32,993.40
<b>Total Administration</b>	<u>65,986.80</u>	<u>65,986.80</u>	<u>131,973.60</u>	<u>65,986.80</u>
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
<b>Total Dwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>General Capital Activity</b>				
1480 - General Capital Activity	0.00	0.00	208,258.40	208,258.40
<b>Total General Capital Activity</b>	<u>0.00</u>	<u>0.00</u>	<u>208,258.40</u>	<u>208,258.40</u>
<b>Total Grant Funds Expended</b>	<u>\$ 65,986.80</u>	<u>\$ 65,986.80</u>	<u>\$ 340,232.00</u>	<u>\$ 274,245.20</u>
<b>1600 - Grant Funding</b>	<u>65,986.80</u>	<u>65,986.80</u>	<u>340,232.00</u>	<u>274,245.20</u>
<b>Over/(Under) Funding</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

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**Manistee Housing Commission**

**Cash Disbursements Journal**

May 1, 2020 - May 31, 2020

Date	Reference	Account	Description	Amount
05/01/20	1017	10011111.4	Manistee Housing Commission	(422.00)
05/01/20	1017	10011111.2	Manistee Housing Commission	422.00
05/01/20	10776	10011111.2	AmTrust North America Inc	(570.00)
05/01/20	10776	10014510	AmTrust North America Inc	570.00
05/01/20	10777	10011111.2	AT & T Long Distance	(528.12)
05/01/20	10777	10014185	AT & T Long Distance	528.12
05/01/20	10778	10011111.2	AT & T Mobility	(576.26)
05/01/20	10778	10014185	AT & T Mobility	576.26
05/01/20	10779	10011111.2	Byline Bank	(9,378.09)
05/01/20	10779	10012131	Byline Bank	4,021.44
05/01/20	10779	10014580	Byline Bank	5,356.65
05/01/20	10779	10017510	Byline Bank	4,021.44
05/01/20	10779	10017590	Byline Bank	(4,021.44)
05/01/20	10780	10011111.2	Charter Business	(59.96)
05/01/20	10780	10014230	Charter Business	59.96
05/01/20	10781	10011111.2	Consumers Energy	(9,151.63)
05/01/20	10781	10014320	Consumers Energy	9,151.63
05/01/20	10782	10011111.2	DTE Energy	(2,635.98)
05/01/20	10782	10014330	DTE Energy	2,635.98
05/01/20	10783	10011111.2	Ford Credit	(481.03)
05/01/20	10783	10012133	Ford Credit	455.55
05/01/20	10783	10014580	Ford Credit	25.48
05/01/20	10783	10017511	Ford Credit	455.55
05/01/20	10783	10017590	Ford Credit	(455.55)
05/01/20	10784	10011111.2	Griffin Pest Solutions	(570.00)
05/01/20	10784	10014430.09	Griffin Pest Solutions	570.00
05/01/20	10785	10011111.2	Principal Financial Group	(1,408.64)
05/01/20	10785	10014182	Principal Financial Group	804.78
05/01/20	10785	10014433	Principal Financial Group	603.86
05/01/20	10786	10011111.2	Sun Life Financial	(643.19)
05/01/20	10786	10014182	Sun Life Financial	400.43
05/01/20	10786	10014433	Sun Life Financial	242.76
05/01/20	10787	10011111.2	US Bank Equipment Finance	(715.99)
05/01/20	10787	10014190.3	US Bank Equipment Finance	715.99
05/01/20	10788	10011111.2	VSP	(269.16)
05/01/20	10788	10014182	VSP	145.29
05/01/20	10788	10014433	VSP	123.87
05/01/20	10789	10011111.2	██████████	(100.00)
05/01/20	10789	10014221	██████████	100.00
05/01/20	10790	10011111.2	██████████	(200.00)
05/01/20	10790	10014221	██████████	200.00

**Manistee Housing Commission**

**Cash Disbursements Journal**

May 1, 2020 - May 31, 2020

Date	Reference	Account	Description	Amount
05/01/20	10791	10011111.2	██████████	(50.00)
05/01/20	10791	10014221	██████████	50.00
05/01/20	10792	10011111.2	██████████	(200.00)
05/01/20	10792	10014221	██████████	200.00
05/01/20	10793	10011111.2	Alerus Retirement Solutions	(157.73)
05/01/20	10793	10012117.15	Alerus Retirement Solutions	107.90
05/01/20	10793	10012117.16	Alerus Retirement Solutions	49.83
05/01/20	10794	10011111.2	Alerus Retirement Solutions	(50.00)
05/01/20	10794	10012117.13	Alerus Retirement Solutions	50.00
05/01/20	10795	10011111.2	Consumers Energy	(30.00)
05/01/20	10795	10011122	Consumers Energy	30.00
05/01/20	10796	10011111.2	DTE Energy	(32.90)
05/01/20	10796	10011122	DTE Energy	32.90
05/01/20	10797	10011111.2	Consumers Energy	(32.90)
05/01/20	10797	10011122	Consumers Energy	32.90
05/01/20	10798	10011111.2	Consumers Energy	(38.50)
05/01/20	10798	10011122	Consumers Energy	38.50
05/01/20	10799	10011111.2	DTE Energy	(38.50)
05/01/20	10799	10011122	DTE Energy	38.50
05/01/20	10800	10011111.2	Consumers Energy	(53.00)
05/01/20	10800	10011122	Consumers Energy	53.00
05/01/20	10801	10011111.2	Consumers Energy	(23.50)
05/01/20	10801	10011122	Consumers Energy	23.50
05/01/20	10802	10011111.2	DTE Energy	(23.50)
05/01/20	10802	10011122	DTE Energy	23.50
05/06/20	10803	10011111.2	AT & T	(1,219.43)
05/06/20	10803	10014185	AT & T	1,219.43
05/06/20	10804	10011111.2	CDM Mobile Shredding, Inc.	(45.00)
05/06/20	10804	10014190.3	CDM Mobile Shredding, Inc.	45.00
05/06/20	10805	10011111.2	City of Manistee	(5,141.11)
05/06/20	10805	10014310	City of Manistee	5,141.11
05/06/20	10806	10011111.2	Debbie Makowski	(1,000.00)
05/06/20	10806	10024420	Debbie Makowski	1,000.00
05/06/20	10806	10021410	Debbie Makowski	1,000.00
05/06/20	10806	10029800	Debbie Makowski	(1,000.00)
05/06/20	10807	10011111.2	Fastenal Company	(651.94)
05/06/20	10807	10014420	Fastenal Company	651.94
05/06/20	10808	10011111.2	Griffin Pest Solutions	(1,073.00)
05/06/20	10808	10014430.09	Griffin Pest Solutions	1,073.00
05/06/20	10809	10011111.2	H.A.A.S., Inc.	(686.88)

**Manistee Housing Commission**

**Cash Disbursements Journal**

May 1, 2020 - May 31, 2020

Date	Reference	Account	Description	Amount
05/06/20	10809	10014170	H.A.A.S., Inc.	686.88
05/06/20	10810	10011111.2	Judith A.Crockett	(500.00)
05/06/20	10810	10024420	Judith A.Crockett	500.00
05/06/20	10810	10021410	Judith A.Crockett	500.00
05/06/20	10810	10029800	Judith A.Crockett	(500.00)
05/06/20	10811	10011111.2	Kushner & Company	(50.00)
05/06/20	10811	10014190.3	Kushner & Company	50.00
05/06/20	10812	10011111.2	Marcie Anderson	(52.00)
05/06/20	10812	10024420	Marcie Anderson	52.00
05/06/20	10812	10021410	Marcie Anderson	52.00
05/06/20	10812	10029800	Marcie Anderson	(52.00)
05/06/20	10813	10011111.2	McCardel Water Conditioning	(8.00)
05/06/20	10813	10014190.5	McCardel Water Conditioning	8.00
05/06/20	10814	10011111.2	Mika Meyers PLC	(965.74)
05/06/20	10814	10014130	Mika Meyers PLC	965.74
05/06/20	10815	10011111.2	Nan McKay & Associates, Inc.	(897.00)
05/06/20	10815	10014190.1	Nan McKay & Associates, Inc.	897.00
05/06/20	10816	10011111.2	Next IT	(1,600.01)
05/06/20	10816	10014190.3	Next IT	1,600.01
05/06/20	10817	10011111.2	PNC Bank	(1,281.97)
05/06/20	10817	10014190.5	PNC Bank	220.87
05/06/20	10817	10014190.4	PNC Bank	934.96
05/06/20	10817	10014190.2	PNC Bank	126.14
05/06/20	10818	10011111.2	Reno & Cavanaugh PLLC	(11,115.59)
05/06/20	10818	15181480	Reno & Cavanaugh PLLC	11,115.59
05/06/20	10818	10184130	Reno & Cavanaugh PLLC	11,115.59
05/06/20	10818	15189800	Reno & Cavanaugh PLLC	(11,115.59)
05/06/20	10819	10011111.2	Republic Services	(1,366.58)
05/06/20	10819	10014430.01	Republic Services	1,366.58
05/13/20	13351	10011111.2	CMHC - West Shore FSA	(282.69)
05/13/20	13351	10011111.3	CMHC - West Shore FSA	282.69
05/13/20	13352	10011111.2	United Steel Workers of America	(3.00)
05/13/20	13352	10012117.6	United Steel Workers of America	3.00
05/13/20	13353	10011111.2	United Steel Workers of America	(65.29)
05/13/20	13353	10012117.9	United Steel Workers of America	65.29
05/14/20	10820	10011111.2	Alerus Retirement Solutions	(50.00)
05/14/20	10820	10012117.13	Alerus Retirement Solutions	50.00
05/14/20	10821	10011111.2	Alerus Retirement Solutions	(157.67)
05/14/20	10821	10012117.15	Alerus Retirement Solutions	107.90
05/14/20	10821	10012117.16	Alerus Retirement Solutions	49.77
05/14/20	10822	10011111.2	██████████	(260.00)
05/14/20	10822	10012114	██████████	260.00

**Manistee Housing Commission**

**Cash Disbursements Journal**

May 1, 2020 - May 31, 2020

Date	Reference	Account	Description	Amount
05/14/20	10823	10011111.2	Carahsoft Technology Cor	(138.29)
05/14/20	10823	10014190.5	Carahsoft Technology Cor	138.29
05/14/20	10824	10011111.2	Charter Business	(125.18)
05/14/20	10824	10014185	Charter Business	125.18
05/14/20	10825	10011111.2	Custom Sheet Metal & Heating	(5,714.05)
05/14/20	10825	10014430.02	Custom Sheet Metal & Heating	5,714.05
05/14/20	10826	10011111.2	Ford Motor Credit	(537.55)
05/14/20	10826	10012134	Ford Motor Credit	412.44
05/14/20	10826	10014580	Ford Motor Credit	125.11
05/14/20	10826	10017512	Ford Motor Credit	412.44
05/14/20	10826	10017590	Ford Motor Credit	(412.44)
05/14/20	10827	10011111.2	Great Lakes Collection Agency	(73.60)
05/14/20	10827	10014570	Great Lakes Collection Agency	73.60
05/14/20	10828	10011111.2	HDS, LLC	(2,979.00)
05/14/20	10828	10014190.3	HDS, LLC	2,979.00
05/14/20	10829	10011111.2	Next IT	(145.54)
05/14/20	10829	10014190.3	Next IT	145.54
05/14/20	10830	10011111.2	Consumers Energy	(50.00)
05/14/20	10830	10011122	Consumers Energy	50.00
05/14/20	10831	10011111.2	DTE Energy	(50.00)
05/14/20	10831	10011122	DTE Energy	50.00
05/14/20	10832	10011111.2	Consumers Energy	(30.00)
05/14/20	10832	10011122	Consumers Energy	30.00
05/14/20	10833	10011111.2	Consumers Energy	(39.50)
05/14/20	10833	10011122	Consumers Energy	39.50
05/14/20	10834	10011111.2	DTE Energy	(39.50)
05/14/20	10834	10011122	DTE Energy	39.50
05/14/20	10835	10011111.2	Consumers Energy	(53.00)
05/14/20	10835	10011122	Consumers Energy	53.00
05/14/20	10836	10011111.2	Consumers Energy	(23.50)
05/14/20	10836	10011122	Consumers Energy	23.50
05/14/20	10837	10011111.2	DTE Energy	(23.50)
05/14/20	10837	10011122	DTE Energy	23.50
05/20/20	13354	10011111.2	CMHC - West Shore FSA	(282.69)
05/20/20	13354	10011111.3	CMHC - West Shore FSA	282.69
Transaction Balance				<u>0.00</u>

**Manistee Housing Commission**

**Cash Receipts Journal**

May 1, 2020 - May 31, 2020

Date	Reference	Account	Description	Amount
05/31/20	120	10011111.2	May Cash Receipts	52,173.23
05/31/20	120	10011122	May TAR Collections	(49,967.48)
05/31/20	120	10011122.1	May Bad Debt Collections	(100.00)
05/31/20	120	10013690.7	Management Fee Income - DVG	(833.33)
05/31/20	120	10013690.4	Laundry Income	(1,210.92)
05/31/20	120	10013690.6	Restitution - Bernier	(61.50)
05/31/20	121	10011111.2	2020 CFP Grant	65,986.80
05/31/20	121	10013401.1	2020 CFP Grant	(65,986.80)
05/31/20	121	15201406	2020 CFP Grant	65,986.80
05/31/20	121	15209800	2020 CFP Grant	(65,986.80)
05/31/20	121	15201600	2020 CFP Grant	65,986.80
05/31/20	121	15201699	2020 CFP Grant	(65,986.80)
05/31/20	122	10011111.2	2018 CFP Grant	11,115.59
05/31/20	122	10183401.1	2018 CFP Grant	(11,115.59)
05/31/20	122	15181600	2018 CFP Grant	11,115.59
05/31/20	122	15181699	2018 CFP Grant	(11,115.59)
05/31/20	123	10011111.2	NOW/Sweep Interest	138.86
05/31/20	123	10011111.3	HRA Interest	0.43
05/31/20	123	10011111.4	MM Savings Interest	9.43
05/31/20	123	10013610	Interest Income - May	(148.72)
Transaction Balance				<u>0.00</u>

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 HAS BEEN REDACTED

**Manistee Housing Commission**

**Journal Entry Journal**

May 1, 2020 - May 31, 2020

Date	Reference	Account	Description	Amount
05/31/20	337	10011122	To record charges to tenants per May 2020 Statement of Operations.	52,496.19
05/31/20	337	10013110	To record charges to tenants per May 2020 Statement of Operations.	(50,487.05)
05/31/20	337	10013120	To record charges to tenants per May 2020 Statement of Operations.	(669.14)
05/31/20	337	10013690	To record charges to tenants per May 2020 Statement of Operations.	(1,340.00)
05/31/20	338	10011122	To record transfers of security deposits to A/R per May 2020 Statement of Operations.	(478.00)
05/31/20	338	10012114	To record transfers of security deposits to A/R per May 2020 Statement of Operations.	478.00
05/31/20	339	10014190.5	To record MERCHANT SERVICE DISCOUNT per May 2020 bank statement.	20.63
05/31/20	339	10011111.2	To record MERCHANT SERVICE DISCOUNT per May 2020 bank statement.	(20.63)
05/31/20	PH1	10019998	To record units available.	214.00
05/31/20	PH1	10019999	To record units available.	(214.00)
05/31/20	PH2	10012137	To record estimated monthly PILOT expense.	(3,125.00)
05/31/20	PH2	10014520	To record estimated monthly PILOT expense.	3,125.00
05/31/20	PH3	10014800	To record estimated monthly depreciation expense.	24,055.00
05/31/20	PH3	10011400.95	To record estimated monthly depreciation expense.	(24,055.00)
05/31/20	RT1	10019996	To record units leased.	197.00
05/31/20	RT1	10019997	To record units leased.	(197.00)
05/31/20	RT2	10014510	To record monthly insurance write off.	5,501.31
05/31/20	RT2	10011211	To record monthly insurance write off.	(5,501.31)
05/31/20	RT3	10012117.12	To record HRA transactions per bank statement.	614.54
05/31/20	RT3	10011111.3	To record HRA transactions per bank statement.	(614.54)
05/31/20	RT4	10014110	To record payroll transactions per bank statement.	13,703.42
05/31/20	RT4	10014410	To record payroll transactions per bank statement.	8,230.10
05/31/20	RT4	10012117.4	To record payroll transactions per bank statement.	(2,259.68)
05/31/20	RT4	10012117.5	To record payroll transactions per bank statement.	(1,316.00)
05/31/20	RT4	10012117.6	To record payroll transactions per bank statement.	(3.00)
05/31/20	RT4	10012117.9	To record payroll transactions per bank statement.	(129.54)
05/31/20	RT4	10012117.12	To record payroll transactions per bank statement.	(565.38)
05/31/20	RT4	10012117.13	To record payroll transactions per bank statement.	(100.00)
05/31/20	RT4	10012117.15	To record payroll transactions per bank statement.	(215.80)
05/31/20	RT4	10012117.16	To record payroll transactions per bank statement.	(99.54)
05/31/20	RT4	10014182	To record payroll transactions per bank statement.	983.59
05/31/20	RT4	10014433	To record payroll transactions per bank statement.	537.67
05/31/20	RT4	10014190.3	To record payroll transactions per bank statement.	104.95
05/31/20	RT4	10011111.2	To record payroll transactions per bank statement.	(18,870.79)
05/31/20	RT5	10012117.4	To record SHWF debit for payment of health insurance per bank statement.	2,259.68
05/31/20	RT5	10014182	To record SHWF debit for payment of health insurance per bank statement.	4,754.07
05/31/20	RT5	10014433	To record SHWF debit for payment of health insurance per bank statement.	4,009.97
05/31/20	RT5	10011111.2	To record SHWF debit for payment of health insurance per bank statement.	(11,023.72)

**Manistee Housing Commission**

**Journal Entry Journal**

May 1, 2020 - May 31, 2020

Date	Reference	Account	Description	Amount
05/31/20	RT6	10012117.5	To record MERS contribution per bank statement.	1,965.89
05/31/20	RT6	10011701	To record MERS contribution per bank statement.	1,200.00
05/31/20	RT6	10011111.2	To record MERS contribution per bank statement.	(3,165.89)
05/31/20	RT7	10012117.14	To record AFLAC debit per bank statement.	534.87
05/31/20	RT7	10014433	To record AFLAC debit per bank statement.	1.26
05/31/20	RT7	10011111.2	To record AFLAC debit per bank statement.	(536.13)
05/31/20	RT8	10012820.00	To record adjustment to Operating Reserve to reflect current month profit or loss.	(27,527.57)
05/31/20	RT8	10012820.01	To record adjustment to Operating Reserve to reflect current month profit or loss.	27,527.57
Transaction Balance				<u>0.00</u>

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**Manistee Housing Commission**

**General Ledger**

May 1, 2020 - May 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011111.2	NOW	Account		619,416.90		
05/01/20	1017	2	Manistee Housing Commission		422.00	
05/01/20	10776	2	AmTrust North America Inc		(570.00)	
05/01/20	10777	2	AT & T Long Distance		(528.12)	
05/01/20	10778	2	AT & T Mobility		(576.26)	
05/01/20	10779	2	Byline Bank		(9,378.09)	
05/01/20	10780	2	Charter Business		(59.96)	
05/01/20	10781	2	Consumers Energy		(9,151.63)	
05/01/20	10782	2	DTE Energy		(2,635.98)	
05/01/20	10783	2	Ford Credit		(481.03)	
05/01/20	10784	2	Griffin Pest Solutions		(570.00)	
05/01/20	10785	2	Principal Financial Group		(1,408.64)	
05/01/20	10786	2	Sun Life Financial		(643.19)	
05/01/20	10787	2	US Bank Equipment Finance		(715.99)	
05/01/20	10788	2	VSP		(269.16)	
05/01/20	10789	2	[REDACTED]		(100.00)	
05/01/20	10790	2	[REDACTED]		(200.00)	
05/01/20	10791	2	[REDACTED]		(50.00)	
05/01/20	10792	2	[REDACTED]		(200.00)	
05/01/20	10793	2	Alerus Retirement Solutions		(157.73)	
05/01/20	10794	2	Alerus Retirement Solutions		(50.00)	
05/01/20	10795	2	Consumers Energy		(30.00)	
05/01/20	10796	2	DTE Energy		(32.90)	
05/01/20	10797	2	Consumers Energy		(32.90)	
05/01/20	10798	2	Consumers Energy		(38.50)	
05/01/20	10799	2	DTE Energy		(38.50)	
05/01/20	10800	2	Consumers Energy		(53.00)	
05/01/20	10801	2	Consumers Energy		(23.50)	
05/01/20	10802	2	DTE Energy		(23.50)	
05/06/20	10803	2	AT & T		(1,219.43)	
05/06/20	10804	2	CDM Mobile Shredding, Inc.		(45.00)	
05/06/20	10805	2	City of Manistee		(5,141.11)	
05/06/20	10806	2	Debbie Makowski		(1,000.00)	
05/06/20	10807	2	Fastenal Company		(651.94)	
05/06/20	10808	2	Griffin Pest Solutions		(1,073.00)	
05/06/20	10809	2	H.A.A.S., Inc.		(686.88)	
05/06/20	10810	2	Judith A.Crockett		(500.00)	
05/06/20	10811	2	Kushner & Company		(50.00)	
05/06/20	10812	2	Marcie Anderson		(52.00)	
05/06/20	10813	2	McCardel Water Conditioning		(8.00)	
05/06/20	10814	2	Mika Meyers PLC		(965.74)	
05/06/20	10815	2	Nan McKay & Associates, Inc.		(897.00)	
05/06/20	10816	2	Next IT		(1,600.01)	
05/06/20	10817	2	PNC Bank		(1,281.97)	
05/06/20	10818	2	Reno & Cavanaugh PLLC		(11,115.59)	
05/06/20	10819	2	Republic Services		(1,366.58)	
05/13/20	13351	2	CMHC - West Shore FSA		(282.69)	
05/13/20	13352	2	United Steel Workers of America		(3.00)	
05/13/20	13353	2	United Steel Workers of America		(65.29)	
05/14/20	10820	2	Alerus Retirement Solutions		(50.00)	
05/14/20	10821	2	Alerus Retirement Solutions		(157.67)	
05/14/20	10822	2	[REDACTED]		(260.00)	
05/14/20	10823	2	Carahsoft Technology Cor		(138.29)	
05/14/20	10824	2	Charter Business		(125.18)	
05/14/20	10825	2	Custom Sheet Metal & Heating		(5,714.05)	
05/14/20	10826	2	Ford Motor Credit		(537.55)	
05/14/20	10827	2	Great Lakes Collection Agency		(73.60)	
05/14/20	10828	2	HDS, LLC		(2,979.00)	

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**Manistee Housing Commission**

**General Ledger**

May 1, 2020 - May 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
05/14/20	10829	2	Next IT		(145.54)	
05/14/20	10830	2	Consumers Energy		(50.00)	
05/14/20	10831	2	DTE Energy		(50.00)	
05/14/20	10832	2	Consumers Energy		(30.00)	
05/14/20	10833	2	Consumers Energy		(39.50)	
05/14/20	10834	2	DTE Energy		(39.50)	
05/14/20	10835	2	Consumers Energy		(53.00)	
05/14/20	10836	2	Consumers Energy		(23.50)	
05/14/20	10837	2	DTE Energy		(23.50)	
05/20/20	13354	2	CMHC - West Shore FSA		(282.69)	
05/31/20	120	1	May Cash Receipts		52,173.23	
05/31/20	121	1	2020 CFP Grant		65,986.80	
05/31/20	122	1	2018 CFP Grant		11,115.59	
05/31/20	123	1	NOW/Sweep Interest		138.86	
05/31/20	339	3	To record MERCHANT SERVICE DISCOUNT per May 2020 bank statement.		(20.63)	
05/31/20	RT4	3	To record payroll transactions per bank statement.		(18,870.79)	
05/31/20	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		(11,023.72)	
05/31/20	RT6	3	To record MERS contribution per bank statement.		(3,165.89)	
05/31/20	RT7	3	To record AFLAC debit per bank statement.		(536.13)	
			<b>Totals for 10011111.2</b>		<u>29,422.94</u>	<u>648,839.84</u>
10011111.3	HRA Account			10,683.80		
05/13/20	13351	2	CMHC - West Shore FSA		282.69	
05/20/20	13354	2	CMHC - West Shore FSA		282.69	
05/31/20	123	1	HRA Interest		0.43	
05/31/20	RT3	3	To record HRA transactions per bank statement.		(614.54)	
			<b>Totals for 10011111.3</b>		<u>(48.73)</u>	<u>10,635.07</u>
10011111.4	Money Market Savings			55,965.47		
05/01/20	1017	2	Manistee Housing Commission		(422.00)	
05/31/20	123	1	MM Savings Interest		9.43	
			<b>Totals for 10011111.4</b>		<u>(412.57)</u>	<u>55,552.90</u>
10011117	Petty Cash Fund			250.00		
			<b>Totals for 10011117</b>		<u>0.00</u>	<u>250.00</u>
10011118	Change Fund			50.00		
			<b>Totals for 10011118</b>		<u>0.00</u>	<u>50.00</u>
10011122	Tenants Accounts Receivable			6,008.15		
05/01/20	10795	2	Consumers Energy		30.00	
05/01/20	10796	2	DTE Energy		32.90	
05/01/20	10797	2	Consumers Energy		32.90	
05/01/20	10798	2	Consumers Energy		38.50	
05/01/20	10799	2	DTE Energy		38.50	
05/01/20	10800	2	Consumers Energy		53.00	
05/01/20	10801	2	Consumers Energy		23.50	
05/01/20	10802	2	DTE Energy		23.50	
05/14/20	10830	2	Consumers Energy		50.00	
05/14/20	10831	2	DTE Energy		50.00	
05/14/20	10832	2	Consumers Energy		30.00	
05/14/20	10833	2	Consumers Energy		39.50	
05/14/20	10834	2	DTE Energy		39.50	

**Manistee Housing Commission**

**General Ledger**

May 1, 2020 - May 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
05/14/20	10835	2	Consumers Energy		53.00	
05/14/20	10836	2	Consumers Energy		23.50	
05/14/20	10837	2	DTE Energy		23.50	
05/31/20	120	1	May TAR Collections		(49,967.48)	
05/31/20	337	3	To record charges to tenants per May 2020 Statement of Operations.		52,496.19	
05/31/20	338	3	To record transfers of security deposits to A/R per May 2020 Statement of Operations.		(478.00)	
			Totals for 10011122		<u>2,632.51</u>	<u>8,640.66</u>
10011122.1			Allowance for Doubtful Accounts-TAR	(5,624.31)		
05/31/20	120	1	May Bad Debt Collections		(100.00)	
			Totals for 10011122.1		<u>(100.00)</u>	<u>(5,724.31)</u>
10011129			Accounts Receivable-Other	2,521.50		
			Totals for 10011129		<u>0.00</u>	<u>2,521.50</u>
10011211			Prepaid Insurance	8,593.69		
05/31/20	RT2	3	To record monthly insurance write off.		(5,501.31)	
			Totals for 10011211		<u>(5,501.31)</u>	<u>3,092.38</u>
10011400			Construction in Progress-CFP	5,296.95		
			Totals for 10011400		<u>0.00</u>	<u>5,296.95</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	5,467,684.26		
			Totals for 10011400.71		<u>0.00</u>	<u>5,467,684.26</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	274,977.59		
			Totals for 10011400.8		<u>0.00</u>	<u>274,977.59</u>
10011400.9			Furn., Equip., Mach.-Admin	338,865.61		
			Totals for 10011400.9		<u>0.00</u>	<u>338,865.61</u>
10011400.95			Accumulated Depreciation-ALL	(8,877,562.33)		
05/31/20	PH3	3	To record estimated monthly depreciation expense.		(24,055.00)	
			Totals for 10011400.95		<u>(24,055.00)</u>	<u>(8,901,617.33)</u>
10011701			Deferred Outflows	58,084.96		
05/31/20	RT6	3	To record MERS contribution per bank statement.		1,200.00	
			Totals for 10011701		<u>1,200.00</u>	<u>59,284.96</u>
10012111			Vendors and Contractors	(42,347.30)		
			Totals for 10012111		<u>0.00</u>	<u>(42,347.30)</u>

**Manistee Housing Commission**

**General Ledger**

May 1, 2020 - May 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10012114	Tenant Security Deposits			(50,000.00)		
05/14/20	10822	2			260.00	
05/31/20	338	3	To record transfers of security deposits to A/R per May 2020 Statement of Operations.		478.00	
			Totals for 10012114		<u>738.00</u>	<u>(49,262.00)</u>
10012117.12	FSA Withheld			(987.67)		
05/31/20	RT3	3	To record HRA transactions per bank statement.		614.54	
05/31/20	RT4	3	To record payroll transactions per bank statement.		(565.38)	
			Totals for 10012117.12		<u>49.16</u>	<u>(938.51)</u>
10012117.13	MERS HCSP Withheld			(50.00)		
05/01/20	10794	2	Alerus Retirement Solutions		50.00	
05/14/20	10820	2	Alerus Retirement Solutions		50.00	
05/31/20	RT4	3	To record payroll transactions per bank statement.		(100.00)	
			Totals for 10012117.13		<u>0.00</u>	<u>(50.00)</u>
10012117.14	AFLAC Pre-Tax			(534.87)		
05/31/20	RT7	3	To record AFLAC debit per bank statement.		534.87	
			Totals for 10012117.14		<u>534.87</u>	<u>0.00</u>
10012117.15	MERS 457			(107.90)		
05/01/20	10793	2	Alerus Retirement Solutions		107.90	
05/14/20	10821	2	Alerus Retirement Solutions		107.90	
05/31/20	RT4	3	To record payroll transactions per bank statement.		(215.80)	
			Totals for 10012117.15		<u>0.00</u>	<u>(107.90)</u>
10012117.16	Roth 457			(49.83)		
05/01/20	10793	2	Alerus Retirement Solutions		49.83	
05/14/20	10821	2	Alerus Retirement Solutions		49.77	
05/31/20	RT4	3	To record payroll transactions per bank statement.		(99.54)	
			Totals for 10012117.16		<u>0.06</u>	<u>(49.77)</u>
10012117.4	125 Medical Withheld			0.00		
05/31/20	RT4	3	To record payroll transactions per bank statement.		(2,259.68)	
05/31/20	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		2,259.68	
			Totals for 10012117.4		<u>0.00</u>	<u>0.00</u>
10012117.5	Pension Withheld			(1,965.89)		
05/31/20	RT4	3	To record payroll transactions per bank statement.		(1,316.00)	
05/31/20	RT6	3	To record MERS contribution per bank statement.		1,965.89	
			Totals for 10012117.5		<u>649.89</u>	<u>(1,316.00)</u>
10012117.6	PAC Withheld			0.00		
05/13/20	13352	2	United Steel Workers of America		3.00	
05/31/20	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		
05/13/20	13353	2	United Steel Workers of America		65.29	

**Manistee Housing Commission**

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
05/31/20	RT4	3	To record payroll transactions per bank statement.		<u>(129.54)</u>	
			Totals for 10012117.9		<u>(64.25)</u>	<u>(64.25)</u>
10012119.2	Interfund Payable - DVG			(935.90)		
			Totals for 10012119.2		<u>0.00</u>	<u>(935.90)</u>
10012131	EPC Loan - Current			(34,468.02)		
05/01/20	10779	2	Byline Bank		4,021.44	
			Totals for 10012131		<u>4,021.44</u>	<u>(30,446.58)</u>
10012132	EPC Loan - Noncurrent			(930,012.94)		
			Totals for 10012132		<u>0.00</u>	<u>(930,012.94)</u>
10012133	Capital Lease - 2016 F250 - Current			(3,708.30)		
05/01/20	10783	2	Ford Credit		455.55	
			Totals for 10012133		<u>455.55</u>	<u>(3,252.75)</u>
10012134	Capital Lease - 2019 F250 - Current			(3,360.26)		
05/14/20	10826	2	Ford Motor Credit		412.44	
			Totals for 10012134		<u>412.44</u>	<u>(2,947.82)</u>
10012135	Accrued Salaries and Wages			(4,690.91)		
			Totals for 10012135		<u>0.00</u>	<u>(4,690.91)</u>
10012135.1	Accrued Comp. Absences-Current			(25,901.49)		
			Totals for 10012135.1		<u>0.00</u>	<u>(25,901.49)</u>
10012135.3	Accrued Comp. Absences-Non Current			(17,428.46)		
			Totals for 10012135.3		<u>0.00</u>	<u>(17,428.46)</u>
10012137	Payments in Lieu of Taxes			(51,478.62)		
05/31/20	PH2	3	To record estimated monthly PILOT expense.		(3,125.00)	
			Totals for 10012137		<u>(3,125.00)</u>	<u>(54,603.62)</u>
10012138	Net Pension Liability			(71,206.00)		
			Totals for 10012138		<u>0.00</u>	<u>(71,206.00)</u>
10012139	Capital Lease - 2016 F250 - Non Current			(1,429.61)		
			Totals for 10012139		<u>0.00</u>	<u>(1,429.61)</u>
10012140	Capital Lease - 2019 F250 - Non Current			(20,661.71)		
			Totals for 10012140		<u>0.00</u>	<u>(20,661.71)</u>
10012701	Deferred Inflows			(284.00)		
			Totals for 10012701		<u>0.00</u>	<u>(284.00)</u>
10012806	Unrestricted Net Position			(487,120.70)		
			Totals for 10012806		<u>0.00</u>	<u>(487,120.70)</u>
10012806.1	Invested in Capital Assets			(1,401,805.50)		
			Totals for 10012806.1		<u>0.00</u>	<u>(1,401,805.50)</u>
10012820.00	HUD Operating Reserve - Memo			(487,981.32)		
05/31/20	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		(27,527.57)	
			Totals for 10012820.00		<u>(27,527.57)</u>	<u>(515,508.89)</u>

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10012820.01	HUD Operating Reserve-Contra			487,981.32		
05/31/20	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>27,527.57</u>	
			Totals for 10012820.01		<u>27,527.57</u>	<u>515,508.89</u>
10013110	Dwelling Rental Revenue			(198,850.00)		
05/31/20	337	3	To record charges to tenants per May 2020 Statement of Operations.		<u>(50,487.05)</u>	
			Totals for 10013110		<u>(50,487.05)</u>	<u>(249,337.05)</u>
10013120	Tenant Revenue - Excess Utilities			(2,429.02)		
05/31/20	337	3	To record charges to tenants per May 2020 Statement of Operations.		<u>(669.14)</u>	
			Totals for 10013120		<u>(669.14)</u>	<u>(3,098.16)</u>
10013401.1	Operating Grants			0.00		
05/31/20	121	1	2020 CFP Grant		<u>(65,986.80)</u>	
			Totals for 10013401.1		<u>(65,986.80)</u>	<u>(65,986.80)</u>
10013401.2	Operating Subsidy			(196,721.34)		
			Totals for 10013401.2		<u>0.00</u>	<u>(196,721.34)</u>
10013610	Interest Income			(553.54)		
05/31/20	123	1	Interest Income - May		<u>(148.72)</u>	
			Totals for 10013610		<u>(148.72)</u>	<u>(702.26)</u>
10013690	Tenant Revenue - Other			(6,911.87)		
05/31/20	337	3	To record charges to tenants per May 2020 Statement of Operations.		<u>(1,340.00)</u>	
			Totals for 10013690		<u>(1,340.00)</u>	<u>(8,251.87)</u>
10013690.1	Other Revenue			(91.32)		
			Totals for 10013690.1		<u>0.00</u>	<u>(91.32)</u>
10013690.4	Laundry Revenue			(4,883.98)		
05/31/20	120	1	Laundry Income		<u>(1,210.92)</u>	
			Totals for 10013690.4		<u>(1,210.92)</u>	<u>(6,094.90)</u>
10013690.6	Fraud Recovery Revenue			(1,063.90)		
05/31/20	120	1	Restitution - Bernier		<u>(61.50)</u>	
			Totals for 10013690.6		<u>(61.50)</u>	<u>(1,125.40)</u>
10013690.7	Management Fee - DVG			(3,332.33)		
05/31/20	120	1	Management Fee Income - DVG		<u>(833.33)</u>	
			Totals for 10013690.7		<u>(833.33)</u>	<u>(4,165.66)</u>
10014110	Administrative Wages			61,826.71		
05/31/20	RT4	3	To record payroll transactions per bank statement.		<u>13,703.42</u>	
			Totals for 10014110		<u>13,703.42</u>	<u>75,530.13</u>
10014130	Legal Expense			1,841.12		
05/06/20	10814	2	Mika Meyers PLC		<u>965.74</u>	
			Totals for 10014130		<u>965.74</u>	<u>2,806.86</u>
10014170	Accounting Fees			3,962.52		
05/06/20	10809	2	H.A.A.S., Inc.		<u>686.88</u>	
			Totals for 10014170		<u>686.88</u>	<u>4,649.40</u>

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10014182	Employee Benefits - Admin			29,607.50		
05/01/20	10785	2	Principal Financial Group		804.78	
05/01/20	10786	2	Sun Life Financial		400.43	
05/01/20	10788	2	VSP		145.29	
05/31/20	RT4	3	To record payroll transactions per bank statement.		983.59	
05/31/20	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		4,754.07	
			Totals for 10014182		<u>7,088.16</u>	<u>36,695.66</u>
10014185	Telephone			10,934.57		
05/01/20	10777	2	AT & T Long Distance		528.12	
05/01/20	10778	2	AT & T Mobility		576.26	
05/06/20	10803	2	AT & T		1,219.43	
05/14/20	10824	2	Charter Business		125.18	
			Totals for 10014185		<u>2,448.99</u>	<u>13,383.56</u>
10014190.1	Publications			239.00		
05/06/20	10815	2	Nan McKay & Associates, Inc.		897.00	
			Totals for 10014190.1		<u>897.00</u>	<u>1,136.00</u>
10014190.2	Membership Dues and Fees			2,114.00		
05/06/20	10817	2	PNC Bank		126.14	
			Totals for 10014190.2		<u>126.14</u>	<u>2,240.14</u>
10014190.3	Admin Service Contracts			13,719.24		
05/01/20	10787	2	US Bank Equipment Finance		715.99	
05/06/20	10804	2	CDM Mobile Shredding, Inc.		45.00	
05/06/20	10811	2	Kushner & Company		50.00	
05/06/20	10816	2	Next IT		1,600.01	
05/14/20	10828	2	HDS, LLC		2,979.00	
05/14/20	10829	2	Next IT		145.54	
05/31/20	RT4	3	To record payroll transactions per bank statement.		104.95	
			Totals for 10014190.3		<u>5,640.49</u>	<u>19,359.73</u>
10014190.4	Office Supplies			3,413.08		
05/06/20	10817	2	PNC Bank		934.96	
			Totals for 10014190.4		<u>934.96</u>	<u>4,348.04</u>
10014190.5	Other Sundry-Misc.			3,305.64		
05/06/20	10813	2	McCardel Water Conditioning		8.00	
05/06/20	10817	2	PNC Bank		220.87	
05/14/20	10823	2	Carahsoft Technology Cor		138.29	
05/31/20	339	3	To record MERCHANT SERVICE DISCOUNT per May 2020 bank statement.		20.63	
			Totals for 10014190.5		<u>387.79</u>	<u>3,693.43</u>
10014221	Resident Employee Stipend			2,200.00		
05/01/20	10789	2	██████████		100.00	
05/01/20	10790	2	██████████		200.00	
05/01/20	10791	2	██████████		50.00	
05/01/20	10792	2	██████████		200.00	
			Totals for 10014221		<u>550.00</u>	<u>2,750.00</u>
10014230	Contract Costs-Cable & Other			239.83		
05/01/20	10780	2	Charter Business		59.96	

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 10014230					<u>59.96</u>	<u>299.79</u>
10014310	Water & Sewer			18,545.16		
05/06/20	10805	2	City of Manistee		<u>5,141.11</u>	
Totals for 10014310					<u>5,141.11</u>	<u>23,686.27</u>
10014320	Electricity			42,550.64		
05/01/20	10781	2	Consumers Energy		<u>9,151.63</u>	
Totals for 10014320					<u>9,151.63</u>	<u>51,702.27</u>
10014330	Gas			13,344.88		
05/01/20	10782	2	DTE Energy		<u>2,635.98</u>	
Totals for 10014330					<u>2,635.98</u>	<u>15,980.86</u>
10014410	Maintenance Wages			37,382.16		
05/31/20	RT4	3	To record payroll transactions per bank statement.		<u>8,230.10</u>	
Totals for 10014410					<u>8,230.10</u>	<u>45,612.26</u>
10014420	Materials			17,266.29		
05/06/20	10807	2	Fastenal Company		<u>651.94</u>	
Totals for 10014420					<u>651.94</u>	<u>17,918.23</u>
10014430.01	Garbage Removal			5,808.98		
05/06/20	10819	2	Republic Services		<u>1,366.58</u>	
Totals for 10014430.01					<u>1,366.58</u>	<u>7,175.56</u>
10014430.02	Heating & Cooling Contracts			2,480.64		
05/14/20	10825	2	Custom Sheet Metal & Heating		<u>5,714.05</u>	
Totals for 10014430.02					<u>5,714.05</u>	<u>8,194.69</u>
10014430.04	Elevator Contracts			14,448.58		
Totals for 10014430.04					<u>0.00</u>	<u>14,448.58</u>
10014430.06	Unit Turnaround Contracts			4,500.90		
Totals for 10014430.06					<u>0.00</u>	<u>4,500.90</u>
10014430.08	Plumbing Contracts			1,291.99		
Totals for 10014430.08					<u>0.00</u>	<u>1,291.99</u>
10014430.09	Extermination Contracts			10,494.00		
05/01/20	10784	2	Griffin Pest Solutions		570.00	
05/06/20	10808	2	Griffin Pest Solutions		<u>1,073.00</u>	
Totals for 10014430.09					<u>1,643.00</u>	<u>12,137.00</u>
10014430.11	Routine Maintenance Contracts			468.00		
Totals for 10014430.11					<u>0.00</u>	<u>468.00</u>
10014430.12	Miscellaneous Contracts			726.20		
Totals for 10014430.12					<u>0.00</u>	<u>726.20</u>
10014433	Employee Benefits - Maint.			23,168.04		
05/01/20	10785	2	Principal Financial Group		603.86	
05/01/20	10786	2	Sun Life Financial		242.76	
05/01/20	10788	2	VSP		123.87	
05/31/20	RT4	3	To record payroll transactions per bank statement.		537.67	
05/31/20	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		4,009.97	

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
05/31/20	RT7	3	To record AFLAC debit per bank statement.		1.26	
			Totals for 10014433		<u>5,519.39</u>	<u>28,687.43</u>
10014510	Insurance			32,423.28		
05/01/20	10776	2	AmTrust North America Inc		570.00	
05/31/20	RT2	3	To record monthly insurance write off.		5,501.31	
			Totals for 10014510		<u>6,071.31</u>	<u>38,494.59</u>
10014520	Payment in Lieu of Taxes			12,500.00		
05/31/20	PH2	3	To record estimated monthly PILOT expense.		3,125.00	
			Totals for 10014520		<u>3,125.00</u>	<u>15,625.00</u>
10014570	Collection Losses			30.76		
05/14/20	10827	2	Great Lakes Collection Agency		73.60	
			Totals for 10014570		<u>73.60</u>	<u>104.36</u>
10014580	Interest Expense			22,284.72		
05/01/20	10779	2	Byline Bank		5,356.65	
05/01/20	10783	2	Ford Credit		25.48	
05/14/20	10826	2	Ford Motor Credit		125.11	
			Totals for 10014580		<u>5,507.24</u>	<u>27,791.96</u>
10014800	Depreciation - Current Year			96,220.00		
05/31/20	PH3	3	To record estimated monthly depreciation expense.		24,055.00	
			Totals for 10014800		<u>24,055.00</u>	<u>120,275.00</u>
10017510	Principal Payments - EPC			15,873.63		
05/01/20	10779	2	Byline Bank		4,021.44	
			Totals for 10017510		<u>4,021.44</u>	<u>19,895.07</u>
10017511	Principal Payments - 2016 F250			1,799.85		
05/01/20	10783	2	Ford Credit		455.55	
			Totals for 10017511		<u>455.55</u>	<u>2,255.40</u>
10017512	Principal Payments - 2019 F250			1,628.48		
05/14/20	10826	2	Ford Motor Credit		412.44	
			Totals for 10017512		<u>412.44</u>	<u>2,040.92</u>
10017520	Replacement of Equipment			1,556.29		
			Totals for 10017520		<u>0.00</u>	<u>1,556.29</u>
10017590	Operating Expenditures-Contra			(20,858.25)		
05/01/20	10779	2	Byline Bank		(4,021.44)	
05/01/20	10783	2	Ford Credit		(455.55)	
05/14/20	10826	2	Ford Motor Credit		(412.44)	
			Totals for 10017590		<u>(4,889.43)</u>	<u>(25,747.68)</u>
10019996	Unit Months Leased			805.00		
05/31/20	RT1	3	To record units leased.		197.00	
			Totals for 10019996		<u>197.00</u>	<u>1,002.00</u>
10019997	Unit Months Leased - Contra			(805.00)		
05/31/20	RT1	3	To record units leased.		(197.00)	
			Totals for 10019997		<u>(197.00)</u>	<u>(1,002.00)</u>
10019998	Unit Months Available			856.00		

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
05/31/20	PH1	3	To record units available.		214.00	
			Totals for 10019998		<u>214.00</u>	<u>1,070.00</u>
10019999	Unit Months Available - Contra			(856.00)		
05/31/20	PH1	3	To record units available.		(214.00)	
			Totals for 10019999		<u>(214.00)</u>	<u>(1,070.00)</u>
10021410	Administration			0.00		
05/06/20	10806	2	Debbie Makowski		1,000.00	
05/06/20	10810	2	Judith A.Crockett		500.00	
05/06/20	10812	2	Marcie Anderson		52.00	
			Totals for 10021410		<u>1,552.00</u>	<u>1,552.00</u>
10024420	Materials			0.00		
05/06/20	10806	2	Debbie Makowski		1,000.00	
05/06/20	10810	2	Judith A.Crockett		500.00	
05/06/20	10812	2	Marcie Anderson		52.00	
			Totals for 10024420		<u>1,552.00</u>	<u>1,552.00</u>
10029800	Grant Cost Contra			0.00		
05/06/20	10806	2	Debbie Makowski		(1,000.00)	
05/06/20	10810	2	Judith A.Crockett		(500.00)	
05/06/20	10812	2	Marcie Anderson		(52.00)	
			Totals for 10029800		<u>(1,552.00)</u>	<u>(1,552.00)</u>
10183401.1	Operating Grants			(46,101.65)		
05/31/20	122	1	2018 CFP Grant		(11,115.59)	
			Totals for 10183401.1		<u>(11,115.59)</u>	<u>(57,217.24)</u>
10183401.3	Capital Grants			(5,296.95)		
			Totals for 10183401.3		<u>0.00</u>	<u>(5,296.95)</u>
10184130	Legal Expense			24,490.00		
05/06/20	10818	2	Reno & Cavanaugh PLLC		11,115.59	
			Totals for 10184130		<u>11,115.59</u>	<u>35,605.59</u>
10184185	Telephone			89.98		
			Totals for 10184185		<u>0.00</u>	<u>89.98</u>
10184190.3	Administrative Service Contracts			19,867.03		
			Totals for 10184190.3		<u>0.00</u>	<u>19,867.03</u>
10184190.5	Other Sundry-Misc.			915.75		
			Totals for 10184190.5		<u>0.00</u>	<u>915.75</u>
10184430.04	Elevator Contracts			738.89		
			Totals for 10184430.04		<u>0.00</u>	<u>738.89</u>
15181406	Operations			65,986.80		
			Totals for 15181406		<u>0.00</u>	<u>65,986.80</u>
15181408	Management Improvement			32,368.22		
			Totals for 15181408		<u>0.00</u>	<u>32,368.22</u>
15181410	Administration			32,993.40		
			Totals for 15181410		<u>0.00</u>	<u>32,993.40</u>
15181480	General Capital Activity			156,918.02		

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

**Manistee Housing Commission**

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
05/06/20	10818	2	Reno & Cavanaugh PLLC		11,115.59	
			Totals for 15181480		<u>11,115.59</u>	<u>168,033.61</u>
15181600	Grant Funding			288,266.44		
05/31/20	122	1	2018 CFP Grant		11,115.59	
			Totals for 15181600		<u>11,115.59</u>	<u>299,382.03</u>
15181699	Grant Funding Contra			(288,266.44)		
05/31/20	122	1	2018 CFP Grant		(11,115.59)	
			Totals for 15181699		<u>(11,115.59)</u>	<u>(299,382.03)</u>
15189800	Grant Cost Contra			(288,266.44)		
05/06/20	10818	2	Reno & Cavanaugh PLLC		(11,115.59)	
			Totals for 15189800		<u>(11,115.59)</u>	<u>(299,382.03)</u>
15191406	Operations			65,986.80		
			Totals for 15191406		<u>0.00</u>	<u>65,986.80</u>
15191480	General Capital Activity			2,065.00		
			Totals for 15191480		<u>0.00</u>	<u>2,065.00</u>
15191600	Grant Funding			68,051.80		
			Totals for 15191600		<u>0.00</u>	<u>68,051.80</u>
15191699	Grant Funding Contra			(68,051.80)		
			Totals for 15191699		<u>0.00</u>	<u>(68,051.80)</u>
15199800	Grant Cost Contra			(68,051.80)		
			Totals for 15199800		<u>0.00</u>	<u>(68,051.80)</u>
15201406	Operations			0.00		
05/31/20	121	1	2020 CFP Grant		65,986.80	
			Totals for 15201406		<u>65,986.80</u>	<u>65,986.80</u>
15201600	Grant Funding			0.00		
05/31/20	121	1	2020 CFP Grant		65,986.80	
			Totals for 15201600		<u>65,986.80</u>	<u>65,986.80</u>
15201699	Grant Funding Contra			0.00		
05/31/20	121	1	2020 CFP Grant		(65,986.80)	
			Totals for 15201699		<u>(65,986.80)</u>	<u>(65,986.80)</u>
15209800	Grant Cost Contra			0.00		
05/31/20	121	1	2020 CFP Grant		(65,986.80)	
			Totals for 15209800		<u>(65,986.80)</u>	<u>(65,986.80)</u>
			Report Total			<u>0.00</u>
Net Profit/(Loss)						
Current Period					<u>6,810.00</u>	
Year-to-Date					<u>(62,394.18)</u>	

**Manistee Housing Commission**  
**Bank Account Reconciliation Transmittal**

Public Housing Checking - 851620

May 1, 2020 - May 31, 2020

**General Ledger**

Balance per General Ledger (Account 10011111.2) at 05/01/20	619,416.90
Activity for the month:	
Total Debits (Deposits and Additions)	129,836.48
Total Credits (Checks and Payments)	(100,413.54)
Unadjusted General Ledger Balance at 05/31/20	<u>648,839.84</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 05/31/20	<u><u>648,839.84</u></u>

**Bank**

Balance per Bank Statement at 05/31/20	652,679.54
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	(3,839.70)
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 05/31/20	<u><u>648,839.84</u></u>

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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

Public Housing Checking  
May 1, 2020 - May 31, 2020

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
			Beginning Bank Balance	620,835.95
<b>Cleared Deposits &amp; Additions</b>				
120	05/31/20	Multiple	May Cash Receipts	52,173.23
121	05/31/20	Multiple	2020 CFP Grant	65,986.80
122	05/31/20	Multiple	2018 CFP Grant	11,115.59
123	05/31/20	Multiple	NOW/Sweep Interest	138.86
1017	05/01/20		Manistee Housing Commission	422.00
			<b>Total</b>	<b>129,836.48</b>
			<b>Statement Total</b>	<b>129,836.48</b>
			<b>Difference</b>	<b>0.00</b>
<b>Cleared Checks &amp; Payments</b>				
339	05/31/20		To record MERCHANT SERVICE DISCOUNT per May 2020 bank statement.	20.63
10760	04/07/20	10014190.5	The PI Company	13.45
10776	05/01/20	10014510	AmTrust North America Inc	570.00
10777	05/01/20	10014185	AT & T Long Distance	528.12
10778	05/01/20	10014185	AT & T Mobility	576.26
10779	05/01/20	Multiple	Byline Bank	9,378.09
10780	05/01/20	10014230	Charter Business	59.96
10781	05/01/20	10014320	Consumers Energy	9,151.63
10782	05/01/20	10014330	DTE Energy	2,635.98
10783	05/01/20	Multiple	Ford Credit	481.03
10784	05/01/20	10014430.09	Griffin Pest Solutions	570.00
10785	05/01/20	Multiple	Principal Financial Group	1,408.64
10787	05/01/20	10014190.3	US Bank Equipment Finance	715.99
10788	05/01/20	Multiple	VSP	269.16
10789	05/01/20	10014221	██████████	100.00
10790	05/01/20	10014221	██████████	200.00
10791	05/01/20	10014221	██████████	50.00
10792	05/01/20	10014221	██████████	200.00
10793	05/01/20	Multiple	Alerus Retirement Solutions	157.73
10794	05/01/20	10012117.13	Alerus Retirement Solutions	50.00
10795	05/01/20	10011122	Consumers Energy	30.00
10796	05/01/20	10011122	DTE Energy	32.90
10797	05/01/20	10011122	Consumers Energy	32.90
10798	05/01/20	10011122	Consumers Energy	38.50
10799	05/01/20	10011122	DTE Energy	38.50
10800	05/01/20	10011122	Consumers Energy	53.00
10801	05/01/20	10011122	Consumers Energy	23.50
10802	05/01/20	10011122	DTE Energy	23.50
10803	05/06/20	10014185	AT & T	1,219.43
10804	05/06/20	10014190.3	CDM Mobile Shredding, Inc.	45.00
10805	05/06/20	10014310	City of Manistee	5,141.11
10806	05/06/20	Multiple	Debbie Makowski	1,000.00
10807	05/06/20	10014420	Fastenal Company	651.94
10808	05/06/20	10014430.09	Griffin Pest Solutions	1,073.00
10809	05/06/20	10014170	H.A.A.S., Inc.	686.88
10810	05/06/20	Multiple	Judith A.Crockett	500.00
10811	05/06/20	10014190.3	Kushner & Company	50.00
10812	05/06/20	Multiple	Marcie Anderson	52.00
10814	05/06/20	10014130	Mika Meyers PLC	965.74
10815	05/06/20	10014190.1	Nan McKay & Associates, Inc.	897.00
10816	05/06/20	10014190.3	Next IT	1,600.01
10817	05/06/20	Multiple	PNC Bank	1,281.97
10818	05/06/20	Multiple	Reno & Cavanaugh PLLC	11,115.59
10819	05/06/20	10014430.01	Republic Services	1,366.58
10820	05/14/20	10012117.13	Alerus Retirement Solutions	50.00

**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

Public Housing Checking  
May 1, 2020 - May 31, 2020

Reference	Date	GL Account	Description	Amount
10821	05/14/20	Multiple	Alerus Retirement Solutions	157.67
10822	05/14/20	10012114	██████████	260.00
10823	05/14/20	10014190.5	Carahsoft Technology Cor	138.29
10824	05/14/20	10014185	Charter Business	125.18
10825	05/14/20	10014430.02	Custom Sheet Metal & Heating	5,714.05
10826	05/14/20	Multiple	Ford Motor Credit	537.55
10827	05/14/20	10014570	Great Lakes Collection Agency	73.60
10829	05/14/20	10014190.3	Next IT	145.54
10830	05/14/20	10011122	Consumers Energy	50.00
10831	05/14/20	10011122	DTE Energy	50.00
10832	05/14/20	10011122	Consumers Energy	30.00
10833	05/14/20	10011122	Consumers Energy	39.50
10834	05/14/20	10011122	DTE Energy	39.50
10835	05/14/20	10011122	Consumers Energy	53.00
10836	05/14/20	10011122	Consumers Energy	23.50
10837	05/14/20	10011122	DTE Energy	23.50
13343	03/04/20	10011111.3	CMHC - West Shore FSA	282.69
13345	04/01/20	10011111.3	CMHC - West Shore FSA	282.69
13346	04/01/20	10012117.6	United Steel Workers of America	3.00
13347	04/01/20	10012117.9	United Steel Workers of America	63.91
13348	04/01/20	10011111.3	CMHC - West Shore FSA	282.69
13349	04/01/20	10012117.9	United Steel Workers of America	63.71
13350	04/29/20	10011111.3	CMHC - West Shore FSA	282.69
13351	05/13/20	10011111.3	CMHC - West Shore FSA	282.69
13352	05/13/20	10012117.6	United Steel Workers of America	3.00
13354	05/20/20	10011111.3	CMHC - West Shore FSA	282.69
RT4	05/31/20		To record payroll transactions per bank statement.	18,870.79
RT5	05/31/20		To record SHWF debit for payment of health insurance per bank statement.	11,023.72
RT6	05/31/20		To record MERS contribution per bank statement.	3,165.89
RT7	05/31/20		To record AFLAC debit per bank statement.	536.13
			<b>Total</b>	<b>97,992.89</b>
			<b>Statement Total</b>	<b>97,992.89</b>
			<b>Difference</b>	<b>0.00</b>
			<b>Ending Bank Balance</b>	<b>652,679.54</b>
<b>Reconciled Bank Information</b>				
			<b>Ending Bank Balance</b>	<b>652,679.54</b>
<b>Open Deposits &amp; Additions</b>				
			<b>Total</b>	<b>0.00</b>
<b>Open Checks &amp; Payments</b>				
10245	09/01/19	10011122	██████████	23.00
10319	10/11/19	10011122	██████████	0.22
10745	04/07/20	10012114	██████████	100.00
10746	04/07/20	10012114	██████████	21.00
10786	05/01/20	Multiple	Sun Life Financial	643.19
10813	05/06/20	Multiple	McCardel Water Conditioning	8.00
10828	05/14/20	10014190.3	HDS, LLC	2,979.00
13353	05/13/20	10012117.9	United Steel Workers of America	65.29
			<b>Total</b>	<b>3,839.70</b>
			<b>Reconciled Bank Balance</b>	<b>648,839.84</b>
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
			<b>Beginning Bank Balance</b>	<b>620,835.95</b>

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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

Public Housing Checking  
May 1, 2020 - May 31, 2020

Reference	Date	GL Account	Description	Amount
			+ Cleared Deposits & Additions	129,836.48
			- Cleared Checks & Payments	97,992.89
			Ending Bank Balance	<u>652,679.54</u>
<b>Reconciled Bank Information</b>				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	3,839.70
			Reconciled Bank Balance	<u><u>648,839.84</u></u>
<b>General Ledger Information</b>				
			Unadjusted General Ledger Balance	648,839.84
			+/- Total Adjustments	0.00
			Adjusted General Ledger Balance	<u><u>648,839.84</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

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**Manistee Housing Commission**  
**Bank Account Reconciliation Transmittal**

HRA Account - 20016093  
May 1, 2020 - May 31, 2020

**General Ledger**

Balance per General Ledger (Account 10011111.3) at 05/01/20	10,683.80
Activity for the month:	
Total Debits (Deposits and Additions)	565.81
Total Credits (Checks and Payments)	(614.54)
Unadjusted General Ledger Balance at 05/31/20	<u>10,635.07</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 05/31/20	<u><u>10,635.07</u></u>

**Bank**

Balance per Bank Statement at 05/31/20	10,635.07
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 05/31/20	<u><u>10,635.07</u></u>

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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

HRA Account  
May 1, 2020 - May 31, 2020

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
			Beginning Bank Balance	9,553.04
<b>Cleared Deposits &amp; Additions</b>				
123	05/31/20		NOW/Sweep Interest	0.43
13343	03/04/20		CMHC - West Shore FSA	282.69
13345	04/01/20		CMHC - West Shore FSA	282.69
13348	04/01/20		CMHC - West Shore FSA	282.69
13350	04/29/20		CMHC - West Shore FSA	282.69
13351	05/13/20		CMHC - West Shore FSA	282.69
13354	05/20/20		CMHC - West Shore FSA	282.69
			Total	1,696.57
			Statement Total	1,696.57
			Difference	0.00
<b>Cleared Checks &amp; Payments</b>				
RT3	05/31/20		To record HRA transactions per bank statement.	614.54
			Total	614.54
			Statement Total	614.54
			Difference	0.00
			Ending Bank Balance	10,635.07
<b>Reconciled Bank Information</b>				
			Ending Bank Balance	10,635.07
<b>Open Deposits &amp; Additions</b>				
			Total	0.00
<b>Open Checks &amp; Payments</b>				
			Total	0.00
			Reconciled Bank Balance	10,635.07
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
			Beginning Bank Balance	9,553.04
			+ Cleared Deposits & Additions	1,696.57
			- Cleared Checks & Payments	614.54
			Ending Bank Balance	10,635.07
<b>Reconciled Bank Information</b>				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	0.00
			Reconciled Bank Balance	10,635.07
<b>General Ledger Information</b>				
			Unadjusted General Ledger Balance	10,635.07
			+/- Total Adjustments	0.00
			Adjusted General Ledger Balance	10,635.07
<b>Unreconciled Amount</b>				
				0.00

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**Manistee Housing Commission**  
**Bank Account Reconciliation Transmittal**

Money Market Savings - 558567

May 1, 2020 - May 31, 2020

**General Ledger**

Balance per General Ledger (Account 10011111.4) at 05/01/20	55,965.47
Activity for the month:	
Total Debits (Deposits and Additions)	9.43
Total Credits (Checks and Payments)	(422.00)
Unadjusted General Ledger Balance at 05/31/20	<u>55,552.90</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 05/31/20	<u><u>55,552.90</u></u>

**Bank**

Balance per Bank Statement at 05/31/20	55,552.90
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 05/31/20	<u><u>55,552.90</u></u>

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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

Money Market Savings  
May 1, 2020 - May 31, 2020

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
			Beginning Bank Balance	55,965.47
Cleared Deposits & Additions				
123	05/31/20		NOW/Sweep Interest	9.43
			Total	<u>9.43</u>
			Statement Total	9.43
			Difference	<u>0.00</u>
Cleared Checks & Payments				
1017	05/01/20	10011111.2	Manistee Housing Commission	422.00
			Total	<u>422.00</u>
			Statement Total	422.00
			Difference	<u>0.00</u>
			Ending Bank Balance	<u>55,552.90</u>
<b>Reconciled Bank Information</b>				
			Ending Bank Balance	55,552.90
Open Deposits & Additions			Total	<u>0.00</u>
Open Checks & Payments			Total	<u>0.00</u>
			Reconciled Bank Balance	<u>55,552.90</u>
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
			Beginning Bank Balance	55,965.47
			+ Cleared Deposits & Additions	9.43
			- Cleared Checks & Payments	<u>422.00</u>
			Ending Bank Balance	55,552.90
<b>Reconciled Bank Information</b>				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u>55,552.90</u>
<b>General Ledger Information</b>				
			Unadjusted General Ledger Balance	55,552.90
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u>55,552.90</u>
			Unreconciled Amount	<u>0.00</u>

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

	1 Month Ended May 31, 2020	1 Month Ended May 31, 2019	5 Months Ended May 31, 2020	5 Months Ended May 31, 2019
<b>Operating Income</b>				
3110 - Dwelling Rental Revenue	\$ 50,487.05	\$ 50,061.00	\$ 249,337.05	\$ 249,588.00
3120 - Tenant Revenue - Excess Utilities	669.14	440.36	3,098.16	2,233.08
3689 - Tenant Revenue - Cable TV	0.00	0.00	0.00	5,410.00
3690 - Tenant Revenue - Other	1,340.00	2,245.00	8,251.87	13,639.53
3401.1 - Operating Grants	65,986.80	65,986.80	65,986.80	65,986.80
3401.2 - Operating Subsidy	0.00	43,422.67	196,721.34	219,255.00
3610 - Interest Income	148.72	95.44	702.26	432.84
3690.1 - Other Revenue	0.00	0.00	91.32	0.00
3690.2 - Gain/Loss-Sale of Fixed Assets	0.00	0.00	0.00	7,250.00
3690.4 - Laundry Revenue	1,210.92	0.00	6,094.90	4,939.58
3690.6 - Fraud Recovery Revenue	61.50	0.00	1,125.40	824.72
3690.7 - Management Fee - DVG	833.33	833.00	4,165.66	4,165.00
<b>Total Operating Income</b>	<b>\$ 120,737.46</b>	<b>\$ 163,084.27</b>	<b>\$ 535,574.76</b>	<b>\$ 573,724.55</b>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
4110 - Administrative Wages	\$ 13,703.42	\$ 13,721.03	\$ 75,530.13	\$ 75,420.00
4130 - Legal Expense	965.74	574.25	2,806.86	2,475.61
4170 - Accounting Fees	686.88	1,091.88	4,649.40	4,176.90
4182 - Employee Benefits - Admin	7,088.16	6,674.87	36,695.66	37,225.85
4185 - Telephone	2,448.99	2,046.31	13,383.56	8,712.13
4190.1 - Publications	897.00	949.00	1,136.00	1,124.00
4190.2 - Membership Dues and Fees	126.14	126.14	2,240.14	1,600.14
4190.3 - Admin Service Contracts	5,640.49	3,330.49	19,359.73	19,386.09
4190.4 - Office Supplies	934.96	806.21	4,348.04	4,289.73
4190.5 - Other Sundry-Misc.	387.79	190.30	3,693.43	1,573.53
4221 - Resident Employee Stipend	550.00	550.00	2,750.00	2,750.00
4230 - Contract Costs-Cable & Other	59.96	0.00	299.79	5,967.25
4310 - Water & Sewer	5,141.11	4,478.28	23,686.27	23,026.44
4320 - Electricity	9,151.63	8,999.08	51,702.27	53,988.01
4330 - Gas	2,635.98	2,943.11	15,980.86	16,802.95
4410 - Maintenance Wages	8,230.10	7,935.27	45,612.26	44,895.44
4420 - Materials	651.94	3,031.66	17,918.23	12,311.97
4430.01 - Garbage Removal	1,366.58	1,308.73	7,175.56	8,295.54
4430.02 - Heating & Cooling Contracts	5,714.05	3,282.87	8,194.69	6,533.06
4430.03 - Snow Removal Contracts	0.00	0.00	0.00	47.79
4430.04 - Elevator Contracts	0.00	390.00	14,448.58	12,717.96
4430.05 - Landscape & Grounds Contracts	0.00	0.00	0.00	700.00
4430.06 - Unit Turnaround Contracts	0.00	0.00	4,500.90	646.00
4430.07 - Electrical Contracts	0.00	348.00	0.00	1,391.17
4430.08 - Plumbing Contracts	0.00	0.00	1,291.99	400.00
4430.09 - Extermination Contracts	1,643.00	376.00	12,137.00	6,262.00
4430.11 - Routine Maintenance Contracts	0.00	982.03	468.00	1,017.03
4430.12 - Miscellaneous Contracts	0.00	572.67	726.20	2,736.92
4433 - Employee Benefits - Maint.	5,519.39	5,113.72	28,687.43	30,051.63
4510 - Insurance	6,071.31	7,705.36	38,494.59	37,922.76
4520 - Payment in Lieu of Taxes	3,125.00	2,740.00	15,625.00	13,700.00
4570 - Collection Losses	73.60	0.00	104.36	135.14

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

	1 Month Ended May 31, 2020	1 Month Ended May 31, 2019	5 Months Ended May 31, 2020	5 Months Ended May 31, 2019
4580 - Interest Expense	<u>5,507.24</u>	<u>5,651.85</u>	<u>27,791.96</u>	<u>28,462.56</u>
<b>Total Routine Expense</b>	<u>\$ 88,320.46</u>	<u>\$ 85,919.11</u>	<u>\$ 481,438.89</u>	<u>\$ 466,745.60</u>

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

	1 Month Ended May 31, 2020	1 Month Ended May 31, 2019	5 Months Ended May 31, 2020	5 Months Ended May 31, 2019
<b>Non-Routine Expense</b>				
<b>Extraordinary Maintenance</b>				
<b>Total Extraordinary Maintenance</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Casualty Losses-Not Cap.</b>				
<b>Total Casualty Losses</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Non-Routine Expense</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Operating Expenses</b>	\$ 88,320.46	\$ 85,919.11	\$ 481,438.89	\$ 466,745.60
<b>Operating Income (Loss)</b>	\$ 32,417.00	\$ 77,165.16	\$ 54,135.87	\$ 106,978.95
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	\$ 24,055.00	\$ 24,595.00	\$ 120,275.00	\$ 122,975.00
<b>Total Depreciation Expense</b>	\$ 24,055.00	\$ 24,595.00	\$ 120,275.00	\$ 122,975.00
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Capital Expenditures</b>				
7510 - Principal Payments - EPC	\$ 4,021.44	\$ 3,455.07	\$ 19,895.07	\$ 17,093.11
7511 - Principal Payments - 2016 F250	455.55	429.30	2,255.40	2,125.43
7512 - Principal Payments - 2019 F250	412.44	0.00	2,040.92	0.00
7520 - Replacement of Equipment	0.00	0.00	1,556.29	0.00
7530 - Cash Proceeds-Sale of Equipment	0.00	0.00	0.00	(7,250.00)
7590 - Operating Expenditures-Contra	(4,889.43)	(3,884.37)	(25,747.68)	(11,968.54)
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>HUD Net Income (Loss)</b>	<u>\$ 27,527.57</u>	<u>\$ 73,280.79</u>	<u>\$ 28,388.19</u>	<u>\$ 87,760.41</u>

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

To the Board of Commissioners  
And Management:

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

Enclosed are the following reports for the month ending May 31, 2020. These reports have been compiled in accordance with Generally Accepted Accounting Principles (GAAP):

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

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

Respectfully Submitted:

Housing Authority Acct Specialists, Inc.

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**Manistee Housing Commission  
Domestic Violence Grant  
Balance Sheet  
As of May 31, 2020**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111 - Cash - MSHDA	\$	56,797.00
---------------------	----	-----------

<b>Total Cash</b>		56,797.00
-------------------	--	-----------

**Receivables**

1122 - Tenants Accounts Receivable		(23.00)
------------------------------------	--	---------

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

<b>Total Receivables</b>		912.90
--------------------------	--	--------

**Other Current Assets**

<b>Total Other Current Assets</b>		0.00
-----------------------------------	--	------

<b>TOTAL CURRENT ASSETS</b>		57,709.90
-----------------------------	--	-----------

**Fixed Assets**

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

1400.98 - Accumulated Depreciation-DVG		(122,227.37)
--	--	--------------

<b>Total Fixed Assets</b>		251,003.92
---------------------------	--	------------

<b>TOTAL ASSETS</b>	\$	308,713.82
---------------------	----	------------

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**Manistee Housing Commission  
Domestic Violence Grant  
Balance Sheet  
As of May 31, 2020**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

2111 - Vendors and Contractors	\$ 475.71
2114 - Tenant Security Deposits	936.00
<b>Total Current Liabilities</b>	<u>1,411.71</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
<b>Total Noncurrent Liabilities</b>	<u>500,000.00</u>

**TOTAL LIABILITIES**

501,411.71

**EQUITY**

2806.4 - Invested in Capital Assets-DVG	<u>(244,521.08)</u>
---	---------------------

**Unrestricted Net Assets**

2806 - Unrestricted Net Position	56,448.64
Current Year Profit/(Loss)	(4,625.45)
<b>Total Unrestricted Net Assets</b>	<u>51,823.19</u>

**TOTAL EQUITY**

(192,697.89)

**TOTAL LIABILITIES/EQUITY**

\$ 308,713.82

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**Manistee Housing Commission  
Domestic Violence Grant  
Statement of Revenue & Expense  
For the 1 Month and 5 Months Ended May 31, 2020**

	1 Month Ended	5 Months Ended
	<u>May 31, 2020</u>	<u>May 31, 2020</u>
<b>Operating Revenue</b>		
3110 - Dwelling Rental Revenue	\$ 1,120.00	\$ 5,600.00
3690 - Tenant Revenue - Other	<u>0.00</u>	<u>150.00</u>
<b>Total Operating Revenue</b>	1,120.00	5,750.00
<b>Operating Expenses</b>		
<b>Administration</b>		
4170 - Accounting Fees	128.54	777.70
4172 - Management Fees	<u>833.33</u>	<u>4,165.66</u>
<b>Total Administration</b>	961.87	4,943.36
<b>Ordinary Maint. &amp; Operations</b>		
4430.02 - Heating & Cooling Contracts	0.00	181.15
4430.07 - Electrical Contracts	<u>0.00</u>	<u>150.84</u>
<b>Total Ordinary Maint. &amp; Oper</b>	0.00	331.99
<b>General Expense</b>		
4590 - Other General Expense	106.58	625.10
<b>Total General Expense</b>	<u>106.58</u>	<u>625.10</u>
<b>Total Routine Operating Expenses</b>	1,068.45	5,900.45
<b>Depreciation Expense</b>		
4800 - Depreciation - Current Year	895.00	4,475.00
<b>Total Depreciation Expense</b>	<u>895.00</u>	<u>4,475.00</u>
<b>Capital Expenditures</b>		
<b>Total Capital Expenditures</b>	0.00	0.00
<b>Net Income (Loss)</b>	<u>\$ 51.55</u>	<u>\$ (150.45)</u>

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. ALL PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS HAS BEEN REDACTED.

**Manistee Housing Commission  
DVG Cash Disbursements Journal**

May 1, 2020 - May 31, 2020

Date	Reference	Account	Description	Amount
05/01/20	2763	20011111	DTE Energy	(51.96)
05/01/20	2763	20014590	DTE Energy	51.96
05/06/20	2764	20011111	City of Manistee	(34.34)
05/06/20	2764	20014590	City of Manistee	34.34
05/06/20	2765	20011111	Consumers Energy	(20.28)
05/06/20	2765	20014590	Consumers Energy	20.28
05/06/20	2766	20011111	H.A.A.S., Inc.	(128.54)
05/06/20	2766	20014170	H.A.A.S., Inc.	128.54
05/06/20	2767	20011111	Manistee Housing Commission	(833.33)
05/06/20	2767	20014172	Manistee Housing Commission	833.33
<b>Transaction Balance</b>				<u>0.00</u>

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**Manistee Housing Commission**

**DVG Cash Receipts Journal**

May 1, 2020 - May 31, 2020

Date	Reference	Account	Description	Amount
05/31/20	105	20011111	May Cash Receipts	902.00
05/31/20	105	20011122	May TAR Collections	(902.00)
<b>Transaction Balance</b>				<u>0.00</u>

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**Manistee Housing Commission**

**DVG Journal Entry Journal**

May 1, 2020 - May 31, 2020

<b>Date</b>	<b>Reference</b>	<b>Account</b>	<b>Description</b>	<b>Amount</b>
05/31/20	305	20011122	To record charges to tenants per May 2020 Statement of Operations.	1,120.00
05/31/20	305	20013110	To record charges to tenants per May 2020 Statement of Operations.	(1,120.00)
05/31/20	DVG1	20014800	To record estimated depreciation expense.	895.00
05/31/20	DVG1	20011400.98	To record estimated depreciation expense.	(895.00)
05/31/20	RT1	20019996	To record units leased.	2.00
05/31/20	RT1	20019997	To record units leased.	(2.00)
<b>Transaction Balance</b>				<u><u>0.00</u></u>

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**Manistee Housing Commission  
General Ledger**

May 1, 2020 - May 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
<b>20011111</b>	<b>Cash - MSHDA</b>			56,963.45		
05/01/20	2763	2	DTE Energy		(51.96)	
05/06/20	2764	2	City of Manistee		(34.34)	
05/06/20	2765	2	Consumers Energy		(20.28)	
05/06/20	2766	2	H.A.A.S., Inc.		(128.54)	
05/06/20	2767	2	Manistee Housing Commission		(833.33)	
05/31/20	105	1	May Cash Receipts		902.00	
			<b>Totals for 20011111</b>		<u>(166.45)</u>	<u>56,797.00</u>
<b>20011122</b>	<b>Tenants Accounts Receivable</b>			(241.00)		
05/31/20	105	1	May TAR Collections		(902.00)	
05/31/20	305	3	To record charges to tenants per May 2020 Statement of Operations.		1,120.00	
			<b>Totals for 20011122</b>		<u>218.00</u>	<u>(23.00)</u>
<b>20011129.4</b>	<b>Interfund Receivable - P/H</b>			935.90		
			<b>Totals for 20011129.4</b>		<u>0.00</u>	<u>935.90</u>
<b>20011400.7</b>	<b>Buildings</b>			373,231.29		
			<b>Totals for 20011400.7</b>		<u>0.00</u>	<u>373,231.29</u>
<b>20011400.98</b>	<b>Accumulated Depreciation-DVG</b>			(121,332.37)		
05/31/20	DVG1	3	To record estimated depreciation expense.		(895.00)	
			<b>Totals for 20011400.98</b>		<u>(895.00)</u>	<u>(122,227.37)</u>
<b>20012111</b>	<b>Vendors &amp; Contractors</b>			(475.71)		
			<b>Totals for 20012111</b>		<u>0.00</u>	<u>(475.71)</u>
<b>20012114</b>	<b>Tenant Security Deposits</b>			(936.00)		
			<b>Totals for 20012114</b>		<u>0.00</u>	<u>(936.00)</u>
<b>20012128</b>	<b>Mortgage 1 - MSHDA (Forgivable)</b>			(166,000.00)		
			<b>Totals for 20012128</b>		<u>0.00</u>	<u>(166,000.00)</u>
<b>20012129</b>	<b>Mortgage 2 - MSHDA (Forgivable)</b>			(160,000.00)		
			<b>Totals for 20012129</b>		<u>0.00</u>	<u>(160,000.00)</u>
<b>20012130</b>	<b>Mortgage 3 - MSHDA (Forgivable)</b>			(174,000.00)		
			<b>Totals for 20012130</b>		<u>0.00</u>	<u>(174,000.00)</u>
<b>20012806</b>	<b>Unrestricted Net Assets</b>			(56,448.64)		
			<b>Totals for 20012806</b>		<u>0.00</u>	<u>(56,448.64)</u>
<b>20012806.4</b>	<b>Invested in Capital Assets-DVG</b>			244,521.08		
			<b>Totals for 20012806.4</b>		<u>0.00</u>	<u>244,521.08</u>
<b>20013110</b>	<b>Dwelling Rental</b>			(4,480.00)		
05/31/20	305	3	To record charges to tenants per May 2020 Statement of Operations.		(1,120.00)	
			<b>Totals for 20013110</b>		<u>(1,120.00)</u>	<u>(5,600.00)</u>
<b>20013690</b>	<b>Tenant Income</b>			(150.00)		
			<b>Totals for 20013690</b>		<u>0.00</u>	<u>(150.00)</u>
<b>20014170</b>	<b>Accounting Fees</b>			649.16		
05/06/20	2766	2	H.A.A.S., Inc.		128.54	
			<b>Totals for 20014170</b>		<u>128.54</u>	<u>777.70</u>

**Manistee Housing Commission  
General Ledger**

May 1, 2020 - May 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
<b>20014172</b>	<b>Management Fees</b>			3,332.33		
05/06/20	2767	2	Manistee Housing Commission		833.33	
			<b>Totals for 20014172</b>		<u>833.33</u>	<u>4,165.66</u>
<b>20014430.02</b>	<b>Heating &amp; Cooling Contracts</b>			181.15		
			<b>Totals for 20014430.02</b>		<u>0.00</u>	<u>181.15</u>
<b>20014430.07</b>	<b>Electrical Contracts</b>			150.84		
			<b>Totals for 20014430.07</b>		<u>0.00</u>	<u>150.84</u>
<b>20014590</b>	<b>General Expense</b>			518.52		
05/01/20	2763	2	DTE Energy		51.96	
05/06/20	2764	2	City of Manistee		34.34	
05/06/20	2765	2	Consumers Energy		20.28	
			<b>Totals for 20014590</b>		<u>106.58</u>	<u>625.10</u>
<b>20014800</b>	<b>Depreciation - Current Year</b>			3,580.00		
05/31/20	DVG1	3	To record estimated depreciation expense.		895.00	
			<b>Totals for 20014800</b>		<u>895.00</u>	<u>4,475.00</u>
<b>20019996</b>	<b>Unit Months Leased</b>			6.00		
05/31/20	RT1	3	To record units leased.		2.00	
			<b>Totals for 20019996</b>		<u>2.00</u>	<u>8.00</u>
<b>20019997</b>	<b>Unit Months Leased - Contra</b>			(6.00)		
05/31/20	RT1	3	To record units leased.		(2.00)	
			<b>Totals for 20019997</b>		<u>(2.00)</u>	<u>(8.00)</u>
			<b>Report Total</b>			<u>0.00</u>
<b>Net Profit/(Loss)</b>						
Current Period					<u>(843.45)</u>	
Year-to-Date					<u>(4,625.45)</u>	

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**Manistee Housing Commission**  
**Bank Account Reconciliation Transmittal**

DVG Checking - 0610226573  
May 1, 2020 - May 31, 2020

**General Ledger**

Balance per General Ledger (Account 20011111) at 05/01/20	56,963.45
Activity for the month:	
Total Debits (Deposits and Additions)	902.00
Total Credits (Checks and Payments)	<u>(1,068.45)</u>
Unadjusted General Ledger Balance at 05/31/20	56,797.00
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 05/31/20	<u><u>56,797.00</u></u>

**Bank**

Balance per Bank Statement at 05/31/20	56,797.00
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 05/31/20	<u><u>56,797.00</u></u>

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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

DVG Checking  
May 1, 2020 - May 31, 2020

Reference	Date	GL Account	Description	Amount	
<b>Bank Statement Information</b>					
				<b>Beginning Bank Balance</b>	57,796.78
<b>Cleared Deposits &amp; Additions</b>					
105	05/31/20	20011122	May Cash Receipts	902.00	
				<b>Total</b>	902.00
				<b>Statement Total</b>	902.00
				<b>Difference</b>	0.00
<b>Cleared Checks &amp; Payments</b>					
2762	04/07/20	20014172	Manistee Housing Commission	833.33	
2763	05/01/20	20014590	DTE Energy	51.96	
2764	05/06/20	20014590	City of Manistee	34.34	
2765	05/06/20	20014590	Consumers Energy	20.28	
2766	05/06/20	20014170	H.A.A.S., Inc.	128.54	
2767	05/06/20	20014172	Manistee Housing Commission	833.33	
				<b>Total</b>	1,901.78
				<b>Statement Total</b>	1,901.78
				<b>Difference</b>	0.00
				<b>Ending Bank Balance</b>	56,797.00
<b>Reconciled Bank Information</b>					
				<b>Ending Bank Balance</b>	56,797.00
<b>Open Deposits &amp; Additions</b>					
				<b>Total</b>	0.00
<b>Open Checks &amp; Payments</b>					
				<b>Total</b>	0.00
				<b>Reconciled Bank Balance</b>	56,797.00
<b>Bank Account Reconciliation Summary</b>					
<b>Bank Statement Information</b>					
Beginning Bank Balance				57,796.78	
+ Cleared Deposits & Additions				902.00	
- Cleared Checks & Payments				1,901.78	
Ending Bank Balance				56,797.00	
<b>Reconciled Bank Information</b>					
+ Open Deposits & Additions				0.00	
- Open Checks & Payments				0.00	
<b>Reconciled Bank Balance</b>				56,797.00	
<b>General Ledger Information</b>					
Unadjusted General Ledger Balance				56,797.00	
+/- Total Adjustments				0.00	
<b>Adjusted General Ledger Balance</b>				56,797.00	
<b>Unreconciled Amount</b>					
				0.00	

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**City of Manistee Housing Commission**

Security Deposit Reconciliation

For the Month Ending May 31, 2020

Prepared June 12, 2020 by Financial Analyst

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning PH Balance</b>				\$ 54,028.60
<b>Increases to PH</b>				
		No New Admissions		\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total Increases to PH</b>			\$ -	\$ -
<b>Decreases to PH</b>				
	5/12/2020	Transfer of SD to Rent and Other	\$ (244.00)	\$ (244.00)
	5/14/2020	Refund of Security Deposit	\$ (55.00)	\$ (299.00)
	5/14/2020	Transfer of SD to Other	\$ (100.00)	\$ (399.00)
	5/14/2020	Refund of Security Deposit	\$ (61.00)	\$ (460.00)
	5/6/2020	Refund of Security Deposit	\$ (260.00)	\$ (720.00)
	5/6/2020	Tranfer of SD to Rent and Other	\$ (134.00)	\$ (594.00)
<b>Total Decreases to PH</b>			\$ (854.00)	\$ (854.00)
<b>Net Increase (Decrease) to PH</b>			\$ (854.00)	\$ (854.00)
<b>Ending PH Balance</b>				<b>\$ 53,174.60</b>
<b>Beginning DVG Balance</b>				\$ 935.90
<b>Increases to DVG</b>			\$ -	\$ -
<b>Total Increases to DVG</b>			\$ -	\$ -
<b>Decreases to DVG</b>			\$ -	\$ -
<b>Total Decreases to DVG</b>			\$ -	\$ -
<b>Net Increase (Decrease) to DVG</b>			\$ -	\$ -
<b>Ending DVG Balance</b>			\$ -	<b>\$ 935.90</b>
<b>Combined Ending Balance</b>				<b>\$ 54,110.50</b>
<b>Account Balance May 31, 2020</b>				<b>\$ 55,543.47</b>
<i>SD to PH Payment deposited 6-01-20</i>				\$ (569.80)
<b>Difference</b>				<b>\$ (863.17)</b>
				(From SD to PH)
				From PH to SD

**SD Owes PH \$863.17**

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

To the Board of Commissioners  
And Management:

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

Enclosed are the following reports for the month ending June 30, 2020. These reports have been compiled in accordance with Generally Accepted Accounting Principles (GAAP):

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

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

Respectfully Submitted:

Housing Authority Acct Specialists, Inc.

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**Manistee Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of June 30, 2020**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

2111 - Vendors and Contractors	\$	42,347.30
2114 - Tenant Security Deposits		49,146.00
2117.12 - FSA Withheld		1,143.69
2117.13 - MERS HCSP Withheld		50.00
2117.15 - MERS 457		107.90
2117.16 - Roth 457		49.77
2117.5 - Pension Withheld		1,311.89
2119.2 - Interfund Payable - DVG		935.90
2131 - EPC Loan - Current		26,403.70
2133 - Capital Lease - 2016 F250 - Current		2,794.94
2134 - Capital Lease - 2019 F250 - Current		2,533.24
2135 - Accrued Wages/Payroll Taxes Payable		4,690.91
2135.1 - Accrued Comp. Absences-Current		25,901.49
2137 - Payments in Lieu of Taxes		57,728.62

**Total Current Liabilities** 215,145.35

**Noncurrent Liabilities**

2132 - EPC Loan - Noncurrent	930,012.94
2135.3 - Accrued Comp. Absences-Non Current	17,428.46
2138 - Net Pension Liability	71,206.00
2139 - Capital Lease - 2016 F250 - Non Current	1,429.61
2140 - Capital Lease - 2019 F250 - Non Current	20,661.71
2701 - Deferred Inflows	284.00

**Total Noncurrent Liabilities** 1,041,022.72

**TOTAL LIABILITIES**

1,256,168.07

**EQUITY**

2806.1 - Invested in Capital Assets	1,401,805.50
-------------------------------------	--------------

**Unrestricted Net Assets**

2806 - Unrestricted Net Position	487,120.70
2820.00 - HUD Operating Reserve - Memo	487,738.62
2820.01 - HUD Operating Reserve-Contra	(487,738.62)
Current Year Profit/Loss - Public Housing/CFP	(111,959.79)

**Total Unrestricted Net Assets** 375,160.91

**TOTAL EQUITY**

1,776,966.41

**TOTAL LIABILITIES/EQUITY**

\$ 3,033,134.48

**Manistee Housing Commission**  
**Low Rent Public Housing**  
**Statement of Revenue & Expense**  
**For the 1 Month and 6 Months Ended June 30, 2020**

	1 Month Ended	6 Months Ended		
	<u>June 30, 2020</u>	<u>June 30, 2020</u>	<u>BUDGET</u>	<u>VARIANCE</u>
<b>Operating Revenue</b>				
<b>Tenant Rental Revenue</b>				
3110 - Dwelling Rental Revenue	\$ 50,557.00	\$ 299,894.05	\$ 600,210	\$ 300,315.95
3120 - Tenant Revenue - Excess Utilities	556.96	3,655.12	8,000	4,344.88
3690 - Tenant Revenue - Other	845.00	9,096.87	37,880	28,783.13
<b>Total Tenant Rental Revenue</b>	<u>51,958.96</u>	<u>312,646.04</u>	<u>646,090</u>	<u>333,443.96</u>
<b>HUD PHA Grant Revenue</b>				
3401.1 - Operating Grants	0.00	65,986.80	65,986	(0.80)
3401.2 - Operating Subsidy	0.00	196,721.34	703,715	506,993.66
<b>Total HUD PHA Grant Revenue</b>	<u>0.00</u>	<u>262,708.14</u>	<u>769,701</u>	<u>506,992.86</u>
<b>Other Revenue</b>				
3610 - Interest Income	138.22	840.48	1,130	289.52
3690.1 - Other Revenue	64.61	155.93	2,000	1,844.07
3690.4 - Laundry Revenue	1,375.37	7,470.27	13,300	5,829.73
3690.6 - Fraud Recovery Revenue	638.34	1,763.74	2,000	236.26
3690.7 - Management Fee - DVG	833.33	4,998.99	10,000	5,001.01
<b>Total Other Revenue</b>	<u>3,049.87</u>	<u>15,229.41</u>	<u>28,430</u>	<u>13,200.59</u>
<b>Total Operating Revenue</b>	<u>55,008.83</u>	<u>590,583.59</u>	<u>1,444,221</u>	<u>853,637.41</u>
<b>Operating Expenses</b>				
<b>Administration</b>				
4110 - Administrative Wages	13,703.44	89,233.57	157,752	68,518.43
4130 - Legal Expense	279.50	3,086.36	10,000	6,913.64
4140 - Staff Training	0.00	0.00	8,000	8,000.00
4170 - Accounting Fees	686.88	5,336.28	9,600	4,263.72
4171 - Auditing	0.00	0.00	8,760	8,760.00
4182 - Employee Benefits - Admin	7,349.66	44,045.32	88,000	43,954.68
4185 - Telephone	2,040.03	15,423.59	22,810	7,386.41
4190.1 - Publications	0.00	1,136.00	2,000	864.00
4190.2 - Membership Dues and Fees	550.36	2,790.50	2,500	(290.50)
4190.3 - Admin Service Contracts	4,415.42	23,775.15	45,000	21,224.85
4190.4 - Office Supplies	656.00	5,004.04	11,000	5,995.96
4190.5 - Other Sundry-Misc.	2,258.64	5,952.07	10,000	4,047.93
<b>Total Administration</b>	<u>31,939.93</u>	<u>195,782.88</u>	<u>375,422</u>	<u>179,639.12</u>
<b>Tenant Services</b>				
4220 - Rec., Pub., & Other Services	0.00	0.00	50	50.00
4221 - Resident Employee Stipend	550.00	3,300.00	6,600	3,300.00
4230 - Contract Costs-Cable & Other	59.96	359.75	0	(359.75)
<b>Total Tenant Services</b>	<u>609.96</u>	<u>3,659.75</u>	<u>6,650</u>	<u>2,990.25</u>

**Manistee Housing Commission**  
**Low Rent Public Housing**  
**Statement of Revenue & Expense**  
**For the 1 Month and 6 Months Ended June 30, 2020**

	1 Month Ended	6 Months Ended		
	<u>June 30, 2020</u>	<u>June 30, 2020</u>	<u>BUDGET</u>	<u>VARIANCE</u>
<b>Utilities</b>				
4310 - Water & Sewer	4,237.95	27,924.22	58,800	30,875.78
4320 - Electricity	7,541.81	59,244.08	117,000	57,755.92
4330 - Gas	2,399.15	18,380.01	35,000	16,619.99
<b>Total Utilities</b>	<u>14,178.91</u>	<u>105,548.31</u>	<u>210,800</u>	<u>105,251.69</u>
<b>Ordinary Maint. &amp; Operations</b>				
4410 - Maintenance Wages	8,161.48	53,773.74	110,000	56,226.26
4420 - Materials	907.97	18,826.20	40,000	21,173.80
4430.01 - Garbage Removal	1,635.45	8,811.01	18,000	9,188.99
4430.02 - Heating & Cooling Contracts	293.85	8,488.54	15,000	6,511.46
4430.03 - Snow Removal Contracts	0.00	0.00	100	100.00
4430.04 - Elevator Contracts	0.00	14,448.58	20,000	5,551.42
4430.05 - Landscape & Grounds Contracts	0.00	0.00	5,000	5,000.00
4430.06 - Unit Turnaround Contracts	0.00	4,500.90	5,000	499.10
4430.07 - Electrical Contracts	0.00	0.00	2,500	2,500.00
4430.08 - Plumbing Contracts	0.00	1,291.99	2,500	1,208.01
4430.09 - Extermination Contracts	1,563.00	13,700.00	25,000	11,300.00
4430.11 - Routine Maintenance Contracts	2,370.86	2,838.86	5,000	2,161.14
4430.12 - Miscellaneous Contracts	322.22	1,048.42	5,000	3,951.58
4433 - Employee Benefits - Maint.	5,452.48	34,139.91	70,300	36,160.09
4440 - Staff Training-Maintenance	0.00	0.00	1,000	1,000.00
<b>Total Ordinary Maint. &amp; Oper</b>	<u>20,707.31</u>	<u>161,868.15</u>	<u>324,400</u>	<u>162,531.85</u>
<b>General Expense</b>				
4510 - Insurance	1,798.82	40,293.41	95,710	55,416.59
4520 - Payment in Lieu of Taxes	3,125.00	18,750.00	37,500	18,750.00
4550 - Compensated Absences	0.00	0.00	6,000	6,000.00
4570 - Collection Losses	22.50	126.86	12,000	11,873.14
4580 - Interest Expense	5,481.40	33,273.36	65,600	32,326.64
<b>Total General Expense</b>	<u>10,427.72</u>	<u>92,443.63</u>	<u>216,810</u>	<u>124,366.37</u>
<b>Total Routine Operating Expenses</b>	<u>77,863.83</u>	<u>559,302.72</u>	<u>1,134,082</u>	<u>574,779.28</u>
<b>Non-Routine Expense</b>				
<b>Extraordinary Maintenance</b>				
<b>Total Extraordinary Maintenance</b>	0.00	0.00	0	0.00
<b>Casualty Losses-Not Cap.</b>				
<b>Total Casualty Losses</b>	0.00	0.00	0	0.00
<b>Total Non-Routine Expenses</b>	0.00	0.00	0	0.00
<b>Total Operating Expenses</b>	<u>77,863.83</u>	<u>559,302.72</u>	<u>1,134,082</u>	<u>574,779.28</u>
<b>Operating Income (Loss)</b>	<u>(22,855.00)</u>	<u>31,280.87</u>	<u>310,139</u>	<u>278,858.13</u>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	24,055.00	144,330.00	0	(144,330.00)
<b>Total Depreciation Expense</b>	<u>24,055.00</u>	<u>144,330.00</u>	<u>0</u>	<u>(144,330.00)</u>

**Manistee Housing Commission**  
**Low Rent Public Housing**  
**Statement of Revenue & Expense**  
**For the 1 Month and 6 Months Ended June 30, 2020**

	1 Month Ended	6 Months Ended		
	<u>June 30, 2020</u>	<u>June 30, 2020</u>	<u>BUDGET</u>	<u>VARIANCE</u>
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	0.00	0.00	0	0.00
<b>Capital Expenditures</b>				
7510 - Principal Payments - EPC	4,042.88	23,937.95	50,340	26,402.05
7511 - Principal Payments - 2016 F250	457.81	2,713.21	5,510	2,796.79
7512 - Principal Payments - 2019 F250	414.58	2,455.50	4,990	2,534.50
7520 - Replacement of Equipment	0.00	1,556.29	5,000	3,443.71
7590 - Operating Expenditures-Contra	(4,915.27)	(30,662.95)	(65,840)	(35,177.05)
<b>Total Capital Expenditures</b>	0.00	0.00	0	0.00
<b>Other Financial Items</b>				
<b>Total Other Financial Items</b>	0.00	0.00	0	0.00
<b>HUD Net Income (Loss)</b>	<u>\$ (27,770.27)</u>	<u>\$ 617.92</u>	<u>\$ 244,299</u>	<u>\$ 243,681.08</u>
<b>GAAP Net Income (Loss)</b>	<u>\$ (46,910.00)</u>	<u>\$ (113,049.13)</u>		

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**Manistee Housing Commission  
 CARES Act Operating Grant  
 Statement of Revenue & Expense  
 For the 1 Month and 6 Months Ended June 30, 2020**

	1 Month Ended	6 Months Ended
**1002**	<u>June 30, 2020</u>	<u>June 30, 2020</u>
<b>Operating Income</b>		
Revenues - HUD PHA GRANTS		
<b>Total HUD PHA GRANTS</b>	0.00	0.00
<b>Total Operating Income</b>	0.00	0.00
<b>Operating Expenses</b>		
<b>Administration</b>		
4190.3 - Admin Service Contracts	499.00	499.00
<b>Total Administration</b>	499.00	499.00
<b>Ordinary Maint. &amp; Operations</b>		
4420 - Materials	151.68	1,703.68
<b>Total Ordinary Maint. &amp; Oper</b>	151.68	1,703.68
<b>Extraordinary Maintenance</b>		
<b>Total Extraordinary Maintenance</b>	0.00	0.00
<b>Depreciation Expense</b>		
<b>Total Depreciation Expense</b>	0.00	0.00
<b>Total Operating Expenses</b>	650.68	2,202.68
<b>Net Income/(Loss)</b>	(650.68)	(2,202.68)

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**Manistee Housing Commission  
2018 Capital Fund Grant  
Statement of Revenue & Expense  
For the 1 Month and 6 Months Ended June 30, 2020**

	1 Month Ended	6 Months Ended
**1018**	<u>June 30, 2020</u>	<u>June 30, 2020</u>
<b>Operating Income</b>		
<b>Revenues - HUD PHA GRANTS</b>		
3401.1 - Operating Grants	9,681.50	66,898.74
3401.3 - Capital Grants	0.00	5,296.95
<b>Total HUD PHA GRANTS</b>	<b>9,681.50</b>	<b>72,195.69</b>
<b>Total Operating Income</b>	<b>9,681.50</b>	<b>72,195.69</b>
<b>Operating Expenses</b>		
<b>Administration</b>		
4130 - Legal Expense	9,681.50	45,287.09
4185 - Telephone	0.00	89.98
4190.3 - Admin Service Contracts	0.00	19,867.03
4190.5 - Other Sundry-Misc.	0.00	915.75
<b>Total Administration</b>	<b>9,681.50</b>	<b>66,159.85</b>
<b>Ordinary Maint. &amp; Operations</b>		
4430.04 - Elevator Contracts	0.00	738.89
4430.12 - Miscellaneous Contracts	2,004.93	2,004.93
<b>Total Ordinary Maint. &amp; Oper</b>	<b>2,004.93</b>	<b>2,743.82</b>
<b>Extraordinary Maintenance</b>		
<b>Total Extraordinary Maintenance</b>	0.00	0.00
<b>Depreciation Expense</b>		
<b>Total Depreciation Expense</b>	0.00	0.00
<b>Total Operating Expenses</b>	<b>11,686.43</b>	<b>68,903.67</b>
<b>Net Income/(Loss)</b>	<b>(2,004.93)</b>	<b>3,292.02</b>

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**Manistee Housing Commission  
2019 Capital Fund Grant  
Statement of Revenue & Expense  
For the 1 Month and 6 Months Ended June 30, 2020**

	1 Month Ended	6 Months Ended
**1019**	<u>June 30, 2020</u>	<u>June 30, 2020</u>
<b>Operating Income</b>		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
<b>Total Operating Income</b>	0.00	0.00
<b>Operating Expenses</b>		
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
<b>Total Operating Expenses</b>	0.00	0.00
<b>Net Income/(Loss)</b>	0.00	0.00

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**Manistee Housing Commission  
2020 Capital Fund Grant  
Statement of Revenue & Expense  
For the 1 Month and 6 Months Ended June 30, 2020**

	1 Month Ended	6 Months Ended
**1020**	<u>June 30, 2020</u>	<u>June 30, 2020</u>
<b>Operating Income</b>		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
<b>Total Operating Income</b>	0.00	0.00
<b>Operating Expenses</b>		
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
<b>Total Operating Expenses</b>	0.00	0.00
<b>Net Income/(Loss)</b>	0.00	0.00

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**Manistee Housing Commission**  
**CARES Act Operating Grant**

<b>Program ID:</b>	<b>1 Month Ended</b>	<b>Cumulative</b>	<b>BUDGET</b>	<b>BALANCE</b>
MI07800000120DC - \$29,109	<b>June 30, 2020</b>	<b>June 30, 2020</b>		
MI07800000220DC - \$71,876				
<b>Administration</b>				
1410 - Administration	\$ 4,593.03	\$ 6,145.03	\$ 100,985 00	\$ 94,839.97
<b>Total Administration</b>	<u>4,593.03</u>	<u>6,145.03</u>	<u>100,985 00</u>	<u>94,839.97</u>
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
<b>Total Dwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>General Capital Activity</b>				
<b>Total General Capital Activity</b>	0.00	0.00	0.00	0.00
<b>Total Grant Funds Expended</b>	<u>\$ 4,593.03</u>	<u>\$ 6,145.03</u>	<u>\$ 100,985 00</u>	<u>\$ 94,839.97</u>
<b>1600 - Grant Funding</b>	<u>0.00</u>	<u>0.00</u>	<u>100,985 00</u>	<u>100,985.00</u>
<b>Over/(Under) Funding</b>	<u>\$ (4,593.03)</u>	<u>\$ (6,145.03)</u>	<u>\$ 0.00</u>	<u>\$ (6,145.03)</u>

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**Manistee Housing Commission**  
**2018 Capital Fund Grant**

<b>Program ID:</b>	<b>1 Month Ended</b>	<b>Cumulative</b>	<b>BUDGET</b>	<b>BALANCE</b>
MI28P078501-18 **1518**	<b>June 30, 2020</b>	<b>June 30, 2020</b>		
<b>Administration</b>				
1406 - Operations	\$ 0.00	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	0.00	32,368.22	32,993.40	625.18
1410 - Administration	0.00	32,993.40	32,993.40	0.00
<b>Total Administration</b>	<u>0.00</u>	<u>131,348.42</u>	<u>131,973.60</u>	<u>625.18</u>
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
<b>Total Dwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>General Capital Activity</b>				
1480 - General Capital Activity	30,551.97	198,585.58	197,960.40	(625.18)
<b>Total General Capital Activity</b>	<u>30,551.97</u>	<u>198,585.58</u>	<u>197,960.40</u>	<u>(625.18)</u>
<b>Total Grant Funds Expended</b>	<u>\$ 30,551.97</u>	<u>\$ 329,934.00</u>	<u>\$ 329,934.00</u>	<u>\$ 0.00</u>
<b>1600 - Grant Funding</b>	<u>9,681.50</u>	<u>309,063.53</u>	<u>329,934.00</u>	<u>20,870.47</u>
<b>Over/(Under) Funding</b>	<u>\$ (20,870.47)</u>	<u>\$ (20,870.47)</u>	<u>\$ 0.00</u>	<u>\$ (20,870.47)</u>

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**Manistee Housing Commission**  
2019 Capital Fund Grant

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-19 **1519**	June 30, 2020	June 30, 2020		
<b>Administration</b>				
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
<b>Total Administration</b>	0.00	65,986.80	130,446.80	64,460.00
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
<b>Total Dwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>General Capital Activity</b>				
1480 - General Capital Activity	0.00	2,065.00	193,469.20	191,404.20
<b>Total General Capital Activity</b>	0.00	2,065.00	193,469.20	191,404.20
<b>Total Grant Funds Expended</b>	\$ 0.00	\$ 68,051.80	\$ 323,916.00	\$ 255,864.20
<b>1600 - Grant Funding</b>	0.00	68,051.80	323,916.00	255,864.20
<b>Over/(Under) Funding</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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**Manistee Housing Commission**  
2020 Capital Fund Grant

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-20 **1520**	June 30, 2020	June 30, 2020		
<b>Administration</b>				
1406 - Operations	\$ 0.00	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	0.00	0.00	32,993.40	32,993.40
1410 - Administration	0.00	0.00	32,993.40	32,993.40
<b>Total Administration</b>	0.00	65,986.80	131,973.60	65,986.80
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
<b>Total Dwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>General Capital Activity</b>				
1480 - General Capital Activity	0.00	0.00	208,258.40	208,258.40
<b>Total General Capital Activity</b>	0.00	0.00	208,258.40	208,258.40
<b>Total Grant Funds Expended</b>	\$ 0.00	\$ 65,986.80	\$ 340,232.00	\$ 274,245.20
<b>1600 - Grant Funding</b>	0.00	65,986.80	340,232.00	274,245.20
<b>Over/(Under) Funding</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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

**Manistee Housing Commission**

**Cash Disbursements Journal**

June 1, 2020 - June 30, 2020

Date	Reference	Account	Description	Amount
05/27/20	13355	10011111.2	United Steel Workers of America	(64.25)
05/27/20	13355	10012117.9	United Steel Workers of America	64.25
06/01/20	1018	10011111.4	Manistee Housing Commission	(569.80)
06/01/20	1018	10011111.2	Manistee Housing Commission	569.80
06/01/20	10838	10011111.2	██████████	(55.00)
06/01/20	10838	10012114	██████████	55.00
06/01/20	10839	10011111.2	██████████	(61.00)
06/01/20	10839	10012114	██████████	61.00
06/01/20	10840	10011111.2	Alerus Retirement Solutions	(157.67)
06/01/20	10840	10012117.15	Alerus Retirement Solutions	107.90
06/01/20	10840	10012117.16	Alerus Retirement Solutions	49.77
06/01/20	10841	10011111.2	Alerus Retirement Solutions	(50.00)
06/01/20	10841	10012117.13	Alerus Retirement Solutions	50.00
06/01/20	10842	10011111.2	AmTrust North America Inc	(570.00)
06/01/20	10842	10014510	AmTrust North America Inc	570.00
06/01/20	10843	10011111.2	AT & T Long Distance	(115.11)
06/01/20	10843	10014185	AT & T Long Distance	115.11
06/01/20	10844	10011111.2	AT & T Mobility	(576.41)
06/01/20	10844	10014185	AT & T Mobility	576.41
06/01/20	10845	10011111.2	Byline Bank	(9,378.09)
06/01/20	10845	10012131	Byline Bank	4,042.88
06/01/20	10845	10014580	Byline Bank	5,335.21
06/01/20	10845	10017510	Byline Bank	4,042.88
06/01/20	10845	10017590	Byline Bank	(4,042.88)
06/01/20	10846	10011111.2	Consumers Energy	(5,838.22)
06/01/20	10846	10014320	Consumers Energy	5,838.22
06/01/20	10847	10011111.2	DTE Energy	(2,344.88)
06/01/20	10847	10014330	DTE Energy	2,344.88
06/01/20	10848	10011111.2	Ford Credit	(481.03)
06/01/20	10848	10012133	Ford Credit	457.81
06/01/20	10848	10014580	Ford Credit	23.22
06/01/20	10848	10017511	Ford Credit	457.81
06/01/20	10848	10017590	Ford Credit	(457.81)
06/01/20	10849	10011111.2	Griffin Pest Solutions	(340.00)
06/01/20	10849	10014430.09	Griffin Pest Solutions	340.00
06/01/20	10850	10011111.2	Next IT	(3,942.35)
06/01/20	10850	10011400	Next IT	3,942.35
06/01/20	10850	10021410	Next IT	3,942.35
06/01/20	10850	10029800	Next IT	(3,942.35)
06/01/20	10851	10011111.2	Principal Financial Group	(1,267.77)
06/01/20	10851	10014182	Principal Financial Group	724.30
06/01/20	10851	10014433	Principal Financial Group	543.47

**Manistee Housing Commission  
Cash Disbursements Journal**

June 1, 2020 - June 30, 2020

Date	Reference	Account	Description	Amount
06/01/20	10852	10011111.2	Sun Life Financial	(643.19)
06/01/20	10852	10014182	Sun Life Financial	400.43
06/01/20	10852	10014433	Sun Life Financial	242.76
06/01/20	10853	10011111.2	US Bank Equipment Finance	(650.21)
06/01/20	10853	10014190.3	US Bank Equipment Finance	650.21
06/01/20	10854	10011111.2	VSP	(269.16)
06/01/20	10854	10014182	VSP	145.29
06/01/20	10854	10014433	VSP	123.87
06/01/20	10855	10011111.2	██████████	(100.00)
06/01/20	10855	10014221	██████████	100.00
06/01/20	10856	10011111.2	██████████	(200.00)
06/01/20	10856	10014221	██████████	200.00
06/01/20	10857	10011111.2	██████████	(50.00)
06/01/20	10857	10014221	██████████	50.00
06/01/20	10858	10011111.2	██████████	(200.00)
06/01/20	10858	10014221	██████████	200.00
06/04/20	10859	10011111.2	American Bankers Insurance Company	(2,405.00)
06/04/20	10859	10011211	American Bankers Insurance Company	2,405.00
06/04/20	10860	10011111.2	AT & T	(1,223.33)
06/04/20	10860	10014185	AT & T	1,223.33
06/04/20	10861	10011111.2	Carahsoft Technology Cor	(327.59)
06/04/20	10861	10014190.5	Carahsoft Technology Cor	327.59
06/04/20	10862	10011111.2	Charter Business	(59.96)
06/04/20	10862	10014230	Charter Business	59.96
06/04/20	10863	10011111.2	City of Manistee	(4,237.95)
06/04/20	10863	10014310	City of Manistee	4,237.95
06/04/20	10864	10011111.2	Consumers Energy	(1,688.73)
06/04/20	10864	10014320	Consumers Energy	1,688.73
06/04/20	10865	10011111.2	Fastenal Company	(870.98)
06/04/20	10865	10014420	Fastenal Company	870.98
06/04/20	10866	10011111.2	Griffin Pest Solutions	(1,223.00)
06/04/20	10866	10014430.09	Griffin Pest Solutions	1,223.00
06/04/20	10867	10011111.2	H.A.A.S., Inc.	(686.88)
06/04/20	10867	10014170	H.A.A.S., Inc.	686.88
06/04/20	10868	10011111.2	Mika Meyers PLC	(279.50)
06/04/20	10868	10014130	Mika Meyers PLC	279.50
06/04/20	10869	10011111.2	Next IT	(1,751.14)
06/04/20	10869	10014190.3	Next IT	1,751.14
06/04/20	10870	10011111.2	PNC Bank	(1,750.77)
06/04/20	10870	10014190.2	PNC Bank	219.00

**Manistee Housing Commission**

**Cash Disbursements Journal**

June 1, 2020 - June 30, 2020

Date	Reference	Account	Description	Amount
06/04/20	10870	10014190.3	PNC Bank	350.00
06/04/20	10870	10014190.5	PNC Bank	1,181.77
06/04/20	10871	10011111.2	Reno & Cavanaugh PLLC	(9,681.50)
06/04/20	10871	10184130	Reno & Cavanaugh PLLC	9,681.50
06/04/20	10871	15181480	Reno & Cavanaugh PLLC	9,681.50
06/04/20	10871	15189800	Reno & Cavanaugh PLLC	(9,681.50)
06/10/20	10872	10011111.2	Consumers Energy	(50.00)
06/10/20	10872	10011122	Consumers Energy	50.00
06/10/20	10873	10011111.2	DTE Energy	(50.00)
06/10/20	10873	10011122	DTE Energy	50.00
06/10/20	10874	10011111.2	Consumers Energy	(30.00)
06/10/20	10874	10011122	Consumers Energy	30.00
06/10/20	10875	10011111.2	Consumers Energy	(41.26)
06/10/20	10875	10011122	Consumers Energy	41.26
06/10/20	10876	10011111.2	Consumers Energy	(39.50)
06/10/20	10876	10011122	Consumers Energy	39.50
06/10/20	10877	10011111.2	DTE Energy	(39.50)
06/10/20	10877	10011122	DTE Energy	39.50
06/10/20	10878	10011111.2	Consumers Energy	(17.63)
06/10/20	10878	10011122	Consumers Energy	17.63
06/10/20	10879	10011111.2	DTE Energy	(17.63)
06/10/20	10879	10011122	DTE Energy	17.63
06/10/20	10880	10011111.2	Alerus Retirement Solutions	(157.67)
06/10/20	10880	10012117.15	Alerus Retirement Solutions	107.90
06/10/20	10880	10012117.16	Alerus Retirement Solutions	49.77
06/10/20	10881	10011111.2	Alerus Retirement Solutions	(50.00)
06/10/20	10881	10012117.13	Alerus Retirement Solutions	50.00
06/10/20	10882	10011111.2	Carahsoft Technology Cor	(10.00)
06/10/20	10882	10014190.5	Carahsoft Technology Cor	10.00
06/10/20	10883	10011111.2	CDM Mobile Shredding, Inc.	(45.00)
06/10/20	10883	10014190.3	CDM Mobile Shredding, Inc.	45.00
06/10/20	10884	10011111.2	Ford Motor Credit	(537.55)
06/10/20	10884	10012134	Ford Motor Credit	414.58
06/10/20	10884	10014580	Ford Motor Credit	122.97
06/10/20	10884	10017512	Ford Motor Credit	414.58
06/10/20	10884	10017590	Ford Motor Credit	(414.58)
06/10/20	10885	10011111.2	Kushner & Company	(50.00)
06/10/20	10885	10014190.3	Kushner & Company	50.00
06/10/20	10886	10011111.2	Lindsay McIntyre	(138.00)
06/10/20	10886	10014182	Lindsay McIntyre	138.00
06/10/20	10887	10011111.2	NAHRO	(331.36)

**Manistee Housing Commission**

**Cash Disbursements Journal**

June 1, 2020 - June 30, 2020

Date	Reference	Account	Description	Amount
06/10/20	10887	10014190.2	NAHRO	331.36
06/10/20	10888	10011111.2	Pitney Bowes	(1,006.53)
06/10/20	10888	10014190.3	Pitney Bowes	1,006.53
06/10/20	10889	10011111.2	Republic Services	(1,635.45)
06/10/20	10889	10014430.01	Republic Services	1,635.45
06/10/20	10890	10011111.2	Top Line Electric	(18,865.54)
06/10/20	10890	10011400	Top Line Electric	18,865.54
06/10/20	10890	15181480	Top Line Electric	18,865.54
06/10/20	10890	15189800	Top Line Electric	(18,865.54)
06/10/20	13356	10011111.2	CMHC - West Shore FSA	(282.69)
06/10/20	13356	10011111.3	CMHC - West Shore FSA	282.69
06/10/20	13357	10011111.2	United Steel Workers of America	(3.00)
06/10/20	13357	10012117.6	United Steel Workers of America	3.00
06/10/20	13358	10011111.2	United Steel Workers of America	(64.54)
06/10/20	13358	10012117.9	United Steel Workers of America	64.54
06/17/20	1019	10011111.4	Manistee Housing Commission	(863.17)
06/17/20	1019	10011111.2	Manistee Housing Commission	863.17
06/17/20	10891	10011111.2	American Bankers Insurance Company	(1,760.00)
06/17/20	10891	10011211	American Bankers Insurance Company	1,760.00
06/17/20	10892	10011111.2	Auto Value	(36.99)
06/17/20	10892	10014420	Auto Value	36.99
06/17/20	10893	10011111.2	Bob's Roofing Co. Inc.	(2,327.15)
06/17/20	10893	10184430.12	Bob's Roofing Co. Inc.	2,004.93
06/17/20	10893	15181480	Bob's Roofing Co. Inc.	2,004.93
06/17/20	10893	15189800	Bob's Roofing Co. Inc.	(2,004.93)
06/17/20	10893	10014430.12	Bob's Roofing Co. Inc.	322.22
06/17/20	10894	10011111.2	Charter Business	(125.18)
06/17/20	10894	10014185	Charter Business	125.18
06/17/20	10895	10011111.2	Consumers Energy	(14.86)
06/17/20	10895	10014320	Consumers Energy	14.86
06/17/20	10896	10011111.2	Custom Sheet Metal & Heating	(293.85)
06/17/20	10896	10014430.02	Custom Sheet Metal & Heating	293.85
06/17/20	10897	10011111.2	Great Lakes Collection Agency	(22.50)
06/17/20	10897	10014570	Great Lakes Collection Agency	22.50
06/17/20	10898	10011111.2	HD Supply Facilities Mtce	(79.68)
06/17/20	10898	10024420	HD Supply Facilities Mtce	79.68
06/17/20	10898	10021410	HD Supply Facilities Mtce	79.68
06/17/20	10898	10029800	HD Supply Facilities Mtce	(79.68)
06/17/20	10899	10011111.2	Judith A. Crockett	(72.00)
06/17/20	10899	10024420	Judith A. Crockett	72.00
06/17/20	10899	10021410	Judith A. Crockett	72.00
06/17/20	10899	10029800	Judith A. Crockett	(72.00)

**Manistee Housing Commission**

**Cash Disbursements Journal**

June 1, 2020 - June 30, 2020

Date	Reference	Account	Description	Amount
06/17/20	10900	10011111.2	Laser Print Technologies	(656.00)
06/17/20	10900	10014190.4	Laser Print Technologies	656.00
06/17/20	10901	10011111.2	Lindsay McIntyre	(204.00)
06/17/20	10901	10014182	Lindsay McIntyre	204.00
06/17/20	10902	10011111.2	McCardel Water Conditioning	(8.00)
06/17/20	10902	10014190.5	McCardel Water Conditioning	8.00
06/17/20	10903	10011111.2	The Nelrod Company	(499.00)
06/17/20	10903	10024190.3	The Nelrod Company	499.00
06/17/20	10903	10021410	The Nelrod Company	499.00
06/17/20	10903	10029800	The Nelrod Company	(499.00)
06/17/20	10904	10011111.2	Pitney Bowes	(457.59)
06/17/20	10904	10014190.3	Pitney Bowes	457.59
06/17/20	10905	10011111.2	Reserve Account	(700.00)
06/17/20	10905	10014190.5	Reserve Account	700.00
06/17/20	10906	10011111.2	Summit Companies	(2,370.86)
06/17/20	10906	10014430.11	Summit Companies	2,370.86
06/24/20	13359	10011111.2	CMHC - West Shore FSA	(282.69)
06/24/20	13359	10011111.3	CMHC - West Shore FSA	282.69
06/24/20	13360	10011111.2	United Steel Workers of America	(63.96)
06/24/20	13360	10012117.9	United Steel Workers of America	63.96
Transaction Balance				<u>0.00</u>

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**Manistee Housing Commission**

**Cash Receipts Journal**

June 1, 2020 - June 30, 2020

Date	Reference	Account	Description	Amount
06/30/20	124	10011111.2	June Cash Receipts	51,398.04
06/30/20	124	10011111.2	June Cash Receipts	1,398.61
06/30/20	124	10011122	June TAR Collections	(49,785.00)
06/30/20	124	10013690.1	Reimburse for Covid Items Purchased - McKinven-Copus	(64.61)
06/30/20	124	10013690.4	Laundry Income	(1,375.37)
06/30/20	124	10013690.6	Restitution - Wisniewski	(638.34)
06/30/20	124	10011122.1	June Bad Debt Collections	(100.00)
06/30/20	124	10013690.7	Management Fee Income - DVG	(833.33)
06/30/20	125	10011111.2	2018 CFP Grant	9,681.50
06/30/20	125	10183401.1	2018 CFP Grant	(9,681.50)
06/30/20	125	15181600	2018 CFP Grant	9,681.50
06/30/20	125	15189800	2018 CFP Grant	(9,681.50)
06/30/20	126	10011111.2	NOW/Sweep Interest	128.80
06/30/20	126	10011111.3	HRA Interest	0.43
06/30/20	126	10011111.4	MM Savings	8.99
06/30/20	126	10013610	Interest Income - June	(138.22)
Transaction Balance				<u>0.00</u>

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**Manistee Housing Commission**

**Journal Entry Journal**

June 1, 2020 - June 30, 2020

Date	Reference	Account	Description	Amount
06/30/20	340	10011122	To reclassify CK 10585 dated 01/17/2020.	(54.27)
06/30/20	340	10014330	To reclassify CK 10585 dated 01/17/2020.	54.27
06/30/20	341	10011122	To record charges to tenants per June 2020 Statement of Operations.	51,958.96
06/30/20	341	10013110	To record charges to tenants per June 2020 Statement of Operations.	(50,557.00)
06/30/20	341	10013120	To record charges to tenants per June 2020 Statement of Operations.	(556.96)
06/30/20	341	10013690	To record charges to tenants per June 2020 Statement of Operations.	(845.00)
06/30/20	342	10014190.5	To record MERCHANT SERVICE DISCOUNT debit per June 2020 bank statement.	31.28
06/30/20	342	10011111.2	To record MERCHANT SERVICE DISCOUNT debit per June 2020 bank statement.	(31.28)
06/30/20	PH1	10019998	To record units available.	214.00
06/30/20	PH1	10019999	To record units available.	(214.00)
06/30/20	PH2	10012137	To record estimated monthly PILOT expense.	(3,125.00)
06/30/20	PH2	10014520	To record estimated monthly PILOT expense.	3,125.00
06/30/20	PH3	10014800	To record estimated monthly depreciation expense.	24,055.00
06/30/20	PH3	10011400.95	To record estimated monthly depreciation expense.	(24,055.00)
06/30/20	RT1	10019996	To record units leased.	197.00
06/30/20	RT1	10019997	To record units leased.	(197.00)
06/30/20	RT2	10014510	To record monthly insurance write off.	1,228.82
06/30/20	RT2	10011211	To record monthly insurance write off.	(1,228.82)
06/30/20	RT3	10012117.12	To record HRA transactions per bank statement.	360.20
06/30/20	RT3	10011111.3	To record HRA transactions per bank statement.	(360.20)
06/30/20	RT4	10014110	To record payroll transactions per bank statement.	13,703.44
06/30/20	RT4	10014410	To record payroll transactions per bank statement.	8,161.48
06/30/20	RT4	10012117.4	To record payroll transactions per bank statement.	(2,259.68)
06/30/20	RT4	10012117.5	To record payroll transactions per bank statement.	(1,311.89)
06/30/20	RT4	10012117.6	To record payroll transactions per bank statement.	(3.00)
06/30/20	RT4	10012117.9	To record payroll transactions per bank statement.	(128.50)
06/30/20	RT4	10012117.12	To record payroll transactions per bank statement.	(565.38)
06/30/20	RT4	10012117.13	To record payroll transactions per bank statement.	(100.00)
06/30/20	RT4	10012117.15	To record payroll transactions per bank statement.	(215.80)
06/30/20	RT4	10012117.16	To record payroll transactions per bank statement.	(99.54)
06/30/20	RT4	10014182	To record payroll transactions per bank statement.	983.57
06/30/20	RT4	10014433	To record payroll transactions per bank statement.	532.41
06/30/20	RT4	10014190.3	To record payroll transactions per bank statement.	104.95
06/30/20	RT4	10011111.2	To record payroll transactions per bank statement.	(18,802.06)
06/30/20	RT5	10012117.4	To record SHWF debit for payment of health insurance per bank statement.	2,259.68
06/30/20	RT5	10014182	To record SHWF debit for payment of health insurance per bank statement.	4,754.07
06/30/20	RT5	10014433	To record SHWF debit for payment of health insurance per bank statement.	4,009.97
06/30/20	RT5	10011111.2	To record SHWF debit for payment of health insurance per bank statement.	(11,023.72)
06/30/20	RT6	10012117.5	To record MERS contribution per bank statement.	1,316.00

**Manistee Housing Commission**

**Journal Entry Journal**

June 1, 2020 - June 30, 2020

Date	Reference	Account	Description	Amount
06/30/20	RT6	10011701	To record MERS contribution per bank statement.	1,200.00
06/30/20	RT6	10011111.2	To record MERS contribution per bank statement.	(2,516.00)
06/30/20	RT8	10012820.00	To record adjustment to Operating Reserve to reflect current month profit or loss.	27,770.27
06/30/20	RT8	10012820.01	To record adjustment to Operating Reserve to reflect current month profit or loss.	(27,770.27)
Transaction Balance				<u>0.00</u>

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**Manistee Housing Commission  
General Ledger**

June 1, 2020 - June 30, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011111.2	NOW	Account		648,839.84		
05/27/20	13355	2	United Steel Workers of America		(64.25)	
06/01/20	1018	2	Manistee Housing Commission		569.80	
06/01/20	10838	2	[REDACTED]		(55.00)	
06/01/20	10839	2	[REDACTED]		(61.00)	
06/01/20	10840	2	Alerus Retirement Solutions		(157.67)	
06/01/20	10841	2	Alerus Retirement Solutions		(50.00)	
06/01/20	10842	2	AmTrust North America Inc		(570.00)	
06/01/20	10843	2	AT & T Long Distance		(115.11)	
06/01/20	10844	2	AT & T Mobility		(576.41)	
06/01/20	10845	2	Byline Bank		(9,378.09)	
06/01/20	10846	2	Consumers Energy		(5,838.22)	
06/01/20	10847	2	DTE Energy		(2,344.88)	
06/01/20	10848	2	Ford Credit		(481.03)	
06/01/20	10849	2	Griffin Pest Solutions		(340.00)	
06/01/20	10850	2	Next IT		(3,942.35)	
06/01/20	10851	2	Principal Financial Group		(1,267.77)	
06/01/20	10852	2	Sun Life Financial		(643.19)	
06/01/20	10853	2	US Bank Equipment Finance		(650.21)	
06/01/20	10854	2	VSP		(269.16)	
06/01/20	10855	2	[REDACTED]		(100.00)	
06/01/20	10856	2	[REDACTED]		(200.00)	
06/01/20	10857	2	[REDACTED]		(50.00)	
06/01/20	10858	2	[REDACTED]		(200.00)	
06/04/20	10859	2	American Bankers Insurance Company		(2,405.00)	
06/04/20	10860	2	AT & T		(1,223.33)	
06/04/20	10861	2	Carahsoft Technology Cor		(327.59)	
06/04/20	10862	2	Charter Business		(59.96)	
06/04/20	10863	2	City of Manistee		(4,237.95)	
06/04/20	10864	2	Consumers Energy		(1,688.73)	
06/04/20	10865	2	Fastenal Company		(870.98)	
06/04/20	10866	2	Griffin Pest Solutions		(1,223.00)	
06/04/20	10867	2	H.A.A.S., Inc.		(686.88)	
06/04/20	10868	2	Mika Meyers PLC		(279.50)	
06/04/20	10869	2	Next IT		(1,751.14)	
06/04/20	10870	2	PNC Bank		(1,750.77)	
06/04/20	10871	2	Reno & Cavanaugh PLLC		(9,681.50)	
06/10/20	10872	2	Consumers Energy		(50.00)	
06/10/20	10873	2	DTE Energy		(50.00)	
06/10/20	10874	2	Consumers Energy		(30.00)	
06/10/20	10875	2	Consumers Energy		(41.26)	
06/10/20	10876	2	Consumers Energy		(39.50)	
06/10/20	10877	2	DTE Energy		(39.50)	
06/10/20	10878	2	Consumers Energy		(17.63)	
06/10/20	10879	2	DTE Energy		(17.63)	
06/10/20	10880	2	Alerus Retirement Solutions		(157.67)	
06/10/20	10881	2	Alerus Retirement Solutions		(50.00)	
06/10/20	10882	2	Carahsoft Technology Cor		(10.00)	
06/10/20	10883	2	CDM Mobile Shredding, Inc.		(45.00)	
06/10/20	10884	2	Ford Motor Credit		(537.55)	
06/10/20	10885	2	Kushner & Company		(50.00)	
06/10/20	10886	2	Lindsay McIntyre		(138.00)	
06/10/20	10887	2	NAHRO		(331.36)	
06/10/20	10888	2	Pitney Bowes		(1,006.53)	
06/10/20	10889	2	Republic Services		(1,635.45)	
06/10/20	10890	2	Top Line Electric		(18,865.54)	
06/10/20	13356	2	CMHC - West Shore FSA		(282.69)	
06/10/20	13357	2	United Steel Workers of America		(3.00)	

ALL INFORMATION CONTAINED HEREIN IS UNLAWFULLY IDENTIFYING INFORMATION OF CURRENT AND PAST PARTICIPANTS AND HAS BEEN REDACTED

**Manistee Housing Commission  
General Ledger**

June 1, 2020 - June 30, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
06/10/20	13358	2	United Steel Workers of America		(64.54)	
06/17/20	1019	2	Manistee Housing Commission		863.17	
06/17/20	10891	2	American Bankers Insurance Company		(1,760.00)	
06/17/20	10892	2	Auto Value		(36.99)	
06/17/20	10893	2	Bob's Roofing Co. Inc.		(2,327.15)	
06/17/20	10894	2	Charter Business		(125.18)	
06/17/20	10895	2	Consumers Energy		(14.86)	
06/17/20	10896	2	Custom Sheet Metal & Heating		(293.85)	
06/17/20	10897	2	Great Lakes Collection Agency		(22.50)	
06/17/20	10898	2	HD Supply Facilities Mtce		(79.68)	
06/17/20	10899	2	Judith A. Crockett		(72.00)	
06/17/20	10900	2	Laser Print Technologies		(656.00)	
06/17/20	10901	2	Lindsay McIntyre		(204.00)	
06/17/20	10902	2	McCardel Water Conditioning		(8.00)	
06/17/20	10903	2	The Nelrod Company		(499.00)	
06/17/20	10904	2	Pitney Bowes		(457.59)	
06/17/20	10905	2	Reserve Account		(700.00)	
06/17/20	10906	2	Summit Companies		(2,370.86)	
06/24/20	13359	2	CMHC - West Shore FSA		(282.69)	
06/24/20	13360	2	United Steel Workers of America		(63.96)	
06/30/20	124	1	June Cash Receipts		51,398.04	
06/30/20	124	1	June Cash Receipts		1,398.61	
06/30/20	125	1	2018 CFP Grant		9,681.50	
06/30/20	126	1	NOW/Sweep Interest		128.80	
06/30/20	342	3	To record MERCHANT SERVICE DISCOUNT debit per June 2020 bank statement.		(31.28)	
06/30/20	RT4	3	To record payroll transactions per bank statement.		(18,802.06)	
06/30/20	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		(11,023.72)	
06/30/20	RT6	3	To record MERS contribution per bank statement.		(2,516.00)	
			Totals for 10011111.2		<u>(55,310.97)</u>	<u>593,528.87</u>
10011111.3	HRA Account			10,635.07		
06/10/20	13356	2	CMHC - West Shore FSA		282.69	
06/24/20	13359	2	CMHC - West Shore FSA		282.69	
06/30/20	126	1	HRA Interest		0.43	
06/30/20	RT3	3	To record HRA transactions per bank statement.		(360.20)	
			Totals for 10011111.3		<u>205.61</u>	<u>10,840.68</u>
10011111.4	Money Market Savings			55,552.90		
06/01/20	1018	2	Manistee Housing Commission		(569.80)	
06/17/20	1019	2	Manistee Housing Commission		(863.17)	
06/30/20	126	1	MM Savings		8.99	
			Totals for 10011111.4		<u>(1,423.98)</u>	<u>54,128.92</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			8,640.66		
06/10/20	10872	2	Consumers Energy		50.00	
06/10/20	10873	2	DTE Energy		50.00	
06/10/20	10874	2	Consumers Energy		30.00	
06/10/20	10875	2	Consumers Energy		41.26	

**Manistee Housing Commission**

**General Ledger**

June 1, 2020 - June 30, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
06/10/20	10876	2	Consumers Energy		39.50	
06/10/20	10877	2	DTE Energy		39.50	
06/10/20	10878	2	Consumers Energy		17.63	
06/10/20	10879	2	DTE Energy		17.63	
06/30/20	124	1	June TAR Collections		(49,785.00)	
06/30/20	340	3	To reclassify CK 10585 dated 01/17/2020.		(54.27)	
06/30/20	341	3	To record charges to tenants per June 2020 Statement of Operations.		51,958.96	
			Totals for 10011122		<u>2,405.21</u>	<u>11,045.87</u>
1001122.1			Allowance for Doubtful Accounts-TAR	(5,724.31)		
06/30/20	124	1	June Bad Debt Collections		(100.00)	
			Totals for 1001122.1		<u>(100.00)</u>	<u>(5,824.31)</u>
1001129			Accounts Receivable-Other	2,521.50		
			Totals for 1001129		<u>0.00</u>	<u>2,521.50</u>
10011211			Prepaid Insurance	3,092.38		
06/04/20	10859	2	American Bankers Insurance Company		2,405.00	
06/17/20	10891	2	American Bankers Insurance Company		1,760.00	
06/30/20	RT2	3	To record monthly insurance write off.		(1,228.82)	
			Totals for 10011211		<u>2,936.18</u>	<u>6,028.56</u>
10011400			Construction in Progress-CFP	5,296.95		
06/01/20	10850	2	Next IT		3,942.35	
06/10/20	10890	2	Top Line Electric		18,865.54	
			Totals for 10011400		<u>22,807.89</u>	<u>28,104.84</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	5,467,684.26		
			Totals for 10011400.71		<u>0.00</u>	<u>5,467,684.26</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	274,977.59		
			Totals for 10011400.8		<u>0.00</u>	<u>274,977.59</u>
10011400.9			Furn., Equip., Mach.-Admin	338,865.61		
			Totals for 10011400.9		<u>0.00</u>	<u>338,865.61</u>
10011400.95			Accumulated Depreciation-ALL	(8,901,617.33)		
06/30/20	PH3	3	To record estimated monthly depreciation expense.		(24,055.00)	
			Totals for 10011400.95		<u>(24,055.00)</u>	<u>(8,925,672.33)</u>
10011701			Deferred Outflows	59,284.96		
06/30/20	RT6	3	To record MERS contribution per bank statement.		1,200.00	
			Totals for 10011701		<u>1,200.00</u>	<u>60,484.96</u>

**Manistee Housing Commission**

**General Ledger**

June 1, 2020 - June 30, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10012111	Vendors and Contractors			(42,347.30)		
			Totals for 10012111		<u>0.00</u>	<u>(42,347.30)</u>
10012114	Tenant Security Deposits			(49,262.00)		
06/01/20	10838	2	██████████		55.00	
06/01/20	10839	2	██████████		61.00	
			Totals for 10012114		<u>116.00</u>	<u>(49,146.00)</u>
10012117.12	FSA Withheld			(938.51)		
06/30/20	RT3	3	To record HRA transactions per bank statement.		360.20	
06/30/20	RT4	3	To record payroll transactions per bank statement.		<u>(565.38)</u>	
			Totals for 10012117.12		<u>(205.18)</u>	<u>(1,143.69)</u>
10012117.13	MERS HCSP Withheld			(50.00)		
06/01/20	10841	2	Alerus Retirement Solutions		50.00	
06/10/20	10881	2	Alerus Retirement Solutions		50.00	
06/30/20	RT4	3	To record payroll transactions per bank statement.		<u>(100.00)</u>	
			Totals for 10012117.13		<u>0.00</u>	<u>(50.00)</u>
10012117.15	MERS 457			(107.90)		
06/01/20	10840	2	Alerus Retirement Solutions		107.90	
06/10/20	10880	2	Alerus Retirement Solutions		107.90	
06/30/20	RT4	3	To record payroll transactions per bank statement.		<u>(215.80)</u>	
			Totals for 10012117.15		<u>0.00</u>	<u>(107.90)</u>
10012117.16	Roth 457			(49.77)		
06/01/20	10840	2	Alerus Retirement Solutions		49.77	
06/10/20	10880	2	Alerus Retirement Solutions		49.77	
06/30/20	RT4	3	To record payroll transactions per bank statement.		<u>(99.54)</u>	
			Totals for 10012117.16		<u>0.00</u>	<u>(49.77)</u>
10012117.4	125 Medical Withheld			0.00		
06/30/20	RT4	3	To record payroll transactions per bank statement.		(2,259.68)	
06/30/20	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		<u>2,259.68</u>	
			Totals for 10012117.4		<u>0.00</u>	<u>0.00</u>
10012117.5	Pension Withheld			(1,316.00)		
06/30/20	RT4	3	To record payroll transactions per bank statement.		(1,311.89)	
06/30/20	RT6	3	To record MERS contribution per bank statement.		<u>1,316.00</u>	
			Totals for 10012117.5		<u>4.11</u>	<u>(1,311.89)</u>
10012117.6	PAC Withheld			0.00		
06/10/20	13357	2	United Steel Workers of America		3.00	
06/30/20	RT4	3	To record payroll transactions per bank statement.		<u>(3.00)</u>	
			Totals for 10012117.6		<u>0.00</u>	<u>0.00</u>
10012117.9	Union Dues Withheld			(64.25)		
05/27/20	13355	2	United Steel Workers of America		64.25	
06/10/20	13358	2	United Steel Workers of America		64.54	
06/24/20	13360	2	United Steel Workers of America		63.96	

**Manistee Housing Commission**

**General Ledger**

June 1, 2020 - June 30, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
06/30/20	RT4	3	To record payroll transactions per bank statement.		<u>(128.50)</u>	
			Totals for 10012117.9		<u>64.25</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			(30,446.58)		
06/01/20	10845	2	Byline Bank		4,042.88	
			Totals for 10012131		<u>4,042.88</u>	<u>(26,403.70)</u>
10012132	EPC Loan - Noncurrent			(930,012.94)		
			Totals for 10012132		<u>0.00</u>	<u>(930,012.94)</u>
10012133	Capital Lease - 2016 F250 - Current			(3,252.75)		
06/01/20	10848	2	Ford Credit		457.81	
			Totals for 10012133		<u>457.81</u>	<u>(2,794.94)</u>
10012134	Capital Lease - 2019 F250 - Current			(2,947.82)		
06/10/20	10884	2	Ford Motor Credit		414.58	
			Totals for 10012134		<u>414.58</u>	<u>(2,533.24)</u>
10012135	Accrued Salaries and Wages			(4,690.91)		
			Totals for 10012135		<u>0.00</u>	<u>(4,690.91)</u>
10012135.1	Accrued Comp. Absences-Current			(25,901.49)		
			Totals for 10012135.1		<u>0.00</u>	<u>(25,901.49)</u>
10012135.3	Accrued Comp. Absences-Non Current			(17,428.46)		
			Totals for 10012135.3		<u>0.00</u>	<u>(17,428.46)</u>
10012137	Payments in Lieu of Taxes			(54,603.62)		
06/30/20	PH2	3	To record estimated monthly PILOT expense.		(3,125.00)	
			Totals for 10012137		<u>(3,125.00)</u>	<u>(57,728.62)</u>
10012138	Net Pension Liability			(71,206.00)		
			Totals for 10012138		<u>0.00</u>	<u>(71,206.00)</u>
10012139	Capital Lease - 2016 F250 - Non Current			(1,429.61)		
			Totals for 10012139		<u>0.00</u>	<u>(1,429.61)</u>
10012140	Capital Lease - 2019 F250 - Non Current			(20,661.71)		
			Totals for 10012140		<u>0.00</u>	<u>(20,661.71)</u>
10012701	Deferred Inflows			(284.00)		
			Totals for 10012701		<u>0.00</u>	<u>(284.00)</u>
10012806	Unrestricted Net Position			(487,120.70)		
			Totals for 10012806		<u>0.00</u>	<u>(487,120.70)</u>
10012806.1	Invested in Capital Assets			(1,401,805.50)		
			Totals for 10012806.1		<u>0.00</u>	<u>(1,401,805.50)</u>
10012820.00	HUD Operating Reserve - Memo			(515,508.89)		
06/30/20	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		27,770.27	
			Totals for 10012820.00		<u>27,770.27</u>	<u>(487,738.62)</u>

**Manistee Housing Commission  
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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10012820.01	HUD Operating Reserve-Contra			515,508.89		
06/30/20	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>(27,770.27)</u>	
			Totals for 10012820.01		<u>(27,770.27)</u>	<u>487,738.62</u>
10013110	Dwelling Rental Revenue			(249,337.05)		
06/30/20	341	3	To record charges to tenants per June 2020 Statement of Operations.		<u>(50,557.00)</u>	
			Totals for 10013110		<u>(50,557.00)</u>	<u>(299,894.05)</u>
10013120	Tenant Revenue - Excess Utilities			(3,098.16)		
06/30/20	341	3	To record charges to tenants per June 2020 Statement of Operations.		<u>(556.96)</u>	
			Totals for 10013120		<u>(556.96)</u>	<u>(3,655.12)</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			(196,721.34)		
			Totals for 10013401.2		<u>0.00</u>	<u>(196,721.34)</u>
10013610	Interest Income			(702.26)		
06/30/20	126	1	Interest Income - June		<u>(138.22)</u>	
			Totals for 10013610		<u>(138.22)</u>	<u>(840.48)</u>
10013690	Tenant Revenue - Other			(8,251.87)		
06/30/20	341	3	To record charges to tenants per June 2020 Statement of Operations.		<u>(845.00)</u>	
			Totals for 10013690		<u>(845.00)</u>	<u>(9,096.87)</u>
10013690.1	Other Revenue			(91.32)		
06/30/20	124	1	Reimburse for Covid Items Purchased - McKinven-Copus		<u>(64.61)</u>	
			Totals for 10013690.1		<u>(64.61)</u>	<u>(155.93)</u>
10013690.4	Laundry Revenue			(6,094.90)		
06/30/20	124	1	Laundry Income		<u>(1,375.37)</u>	
			Totals for 10013690.4		<u>(1,375.37)</u>	<u>(7,470.27)</u>
10013690.6	Fraud Recovery Revenue			(1,125.40)		
06/30/20	124	1	Restitution - Wisniewski		<u>(638.34)</u>	
			Totals for 10013690.6		<u>(638.34)</u>	<u>(1,763.74)</u>
10013690.7	Management Fee - DVG			(4,165.66)		
06/30/20	124	1	Management Fee Income - DVG		<u>(833.33)</u>	
			Totals for 10013690.7		<u>(833.33)</u>	<u>(4,998.99)</u>
10014110	Administrative Wages			75,530.13		
06/30/20	RT4	3	To record payroll transactions per bank statement.		<u>13,703.44</u>	
			Totals for 10014110		<u>13,703.44</u>	<u>89,233.57</u>
10014130	Legal Expense			2,806.86		
06/04/20	10868	2	Mika Meyers PLC		<u>279.50</u>	
			Totals for 10014130		<u>279.50</u>	<u>3,086.36</u>
10014170	Accounting Fees			4,649.40		
06/04/20	10867	2	H.A.A.S., Inc.		<u>686.88</u>	

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 10014170					<u>686.88</u>	<u>5,336.28</u>
10014182	Employee Benefits - Admin			36,695.66		
06/01/20	10851	2	Principal Financial Group		724.30	
06/01/20	10852	2	Sun Life Financial		400.43	
06/01/20	10854	2	VSP		145.29	
06/10/20	10886	2	Lindsay McIntyre		138.00	
06/17/20	10901	2	Lindsay McIntyre		204.00	
06/30/20	RT4	3	To record payroll transactions per bank statement.		983.57	
06/30/20	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		<u>4,754.07</u>	
Totals for 10014182					<u>7,349.66</u>	<u>44,045.32</u>
10014185	Telephone			13,383.56		
06/01/20	10843	2	AT & T Long Distance		115.11	
06/01/20	10844	2	AT & T Mobility		576.41	
06/04/20	10860	2	AT & T		1,223.33	
06/17/20	10894	2	Charter Business		<u>125.18</u>	
Totals for 10014185					<u>2,040.03</u>	<u>15,423.59</u>
10014190.1	Publications			1,136.00		
Totals for 10014190.1					<u>0.00</u>	<u>1,136.00</u>
10014190.2	Membership Dues and Fees			2,240.14		
06/04/20	10870	2	PNC Bank		219.00	
06/10/20	10887	2	NAHRO		<u>331.36</u>	
Totals for 10014190.2					<u>550.36</u>	<u>2,790.50</u>
10014190.3	Admin Service Contracts			19,359.73		
06/01/20	10853	2	US Bank Equipment Finance		650.21	
06/04/20	10869	2	Next IT		1,751.14	
06/04/20	10870	2	PNC Bank		350.00	
06/10/20	10883	2	CDM Mobile Shredding, Inc.		45.00	
06/10/20	10885	2	Kushner & Company		50.00	
06/10/20	10888	2	Pitney Bowes		1,006.53	
06/17/20	10904	2	Pitney Bowes		457.59	
06/30/20	RT4	3	To record payroll transactions per bank statement.		<u>104.95</u>	
Totals for 10014190.3					<u>4,415.42</u>	<u>23,775.15</u>
10014190.4	Office Supplies			4,348.04		
06/17/20	10900	2	Laser Print Technologies		656.00	
Totals for 10014190.4					<u>656.00</u>	<u>5,004.04</u>
10014190.5	Other Sundry-Misc.			3,693.43		
06/04/20	10861	2	Carahsoft Technology Cor		327.59	
06/04/20	10870	2	PNC Bank		1,181.77	
06/10/20	10882	2	Carahsoft Technology Cor		10.00	
06/17/20	10902	2	McCardel Water Conditioning		8.00	
06/17/20	10905	2	Reserve Account		700.00	
06/30/20	342	3	To record MERCHANT SERVICE DISCOUNT debit per June 2020 bank statement.		<u>31.28</u>	
Totals for 10014190.5					<u>2,258.64</u>	<u>5,952.07</u>
10014221	Resident Employee Stipend			2,750.00		
06/01/20	10855	2	██████████		100.00	
06/01/20	10856	2	██████████		200.00	

**Manistee Housing Commission**

**General Ledger**

June 1, 2020 - June 30, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
06/01/20	10857	2	██████████		50.00	
06/01/20	10858	2	██████████		200.00	
Totals for 10014221					<u>550.00</u>	<u>3,300.00</u>
10014230	Contract Costs-Cable & Other			299.79		
06/04/20	10862	2	Charter Business		59.96	
Totals for 10014230					<u>59.96</u>	<u>359.75</u>
10014310	Water & Sewer			23,686.27		
06/04/20	10863	2	City of Manistee		4,237.95	
Totals for 10014310					<u>4,237.95</u>	<u>27,924.22</u>
10014320	Electricity			51,702.27		
06/01/20	10846	2	Consumers Energy		5,838.22	
06/04/20	10864	2	Consumers Energy		1,688.73	
06/17/20	10895	2	Consumers Energy		14.86	
Totals for 10014320					<u>7,541.81</u>	<u>59,244.08</u>
10014330	Gas			15,980.86		
06/01/20	10847	2	DTE Energy		2,344.88	
06/30/20	340	3	To reclassify CK 10585 dated 01/17/2020.		54.27	
Totals for 10014330					<u>2,399.15</u>	<u>18,380.01</u>
10014410	Maintenance Wages			45,612.26		
06/30/20	RT4	3	To record payroll transactions per bank statement.		8,161.48	
Totals for 10014410					<u>8,161.48</u>	<u>53,773.74</u>
10014420	Materials			17,918.23		
06/04/20	10865	2	Fastenal Company		870.98	
06/17/20	10892	2	Auto Value		36.99	
Totals for 10014420					<u>907.97</u>	<u>18,826.20</u>
10014430.01	Garbage Removal			7,175.56		
06/10/20	10889	2	Republic Services		1,635.45	
Totals for 10014430.01					<u>1,635.45</u>	<u>8,811.01</u>
10014430.02	Heating & Cooling Contracts			8,194.69		
06/17/20	10896	2	Custom Sheet Metal & Heating		293.85	
Totals for 10014430.02					<u>293.85</u>	<u>8,488.54</u>
10014430.04	Elevator Contracts			14,448.58		
Totals for 10014430.04					<u>0.00</u>	<u>14,448.58</u>
10014430.06	Unit Turnaround Contracts			4,500.90		
Totals for 10014430.06					<u>0.00</u>	<u>4,500.90</u>
10014430.08	Plumbing Contracts			1,291.99		
Totals for 10014430.08					<u>0.00</u>	<u>1,291.99</u>
10014430.09	Extermination Contracts			12,137.00		
06/01/20	10849	2	Griffin Pest Solutions		340.00	
06/04/20	10866	2	Griffin Pest Solutions		1,223.00	
Totals for 10014430.09					<u>1,563.00</u>	<u>13,700.00</u>
10014430.11	Routine Maintenance Contracts			468.00		
06/17/20	10906	2	Summit Companies		2,370.86	
Totals for 10014430.11					<u>2,370.86</u>	<u>2,838.86</u>

**Manistee Housing Commission**

**General Ledger**

June 1, 2020 - June 30, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10014430.12	Miscellaneous		Contracts	726.20		
06/17/20	10893	2	Bob's Roofing Co. Inc.		322.22	
			Totals for 10014430.12		<u>322.22</u>	<u>1,048.42</u>
10014433	Employee Benefits - Maint.			28,687.43		
06/01/20	10851	2	Principal Financial Group		543.47	
06/01/20	10852	2	Sun Life Financial		242.76	
06/01/20	10854	2	VSP		123.87	
06/30/20	RT4	3	To record payroll transactions per bank statement.		532.41	
06/30/20	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		4,009.97	
			Totals for 10014433		<u>5,452.48</u>	<u>34,139.91</u>
10014510	Insurance			38,494.59		
06/01/20	10842	2	AmTrust North America Inc		570.00	
06/30/20	RT2	3	To record monthly insurance write off.		1,228.82	
			Totals for 10014510		<u>1,798.82</u>	<u>40,293.41</u>
10014520	Payment in Lieu of Taxes			15,625.00		
06/30/20	PH2	3	To record estimated monthly PILOT expense.		3,125.00	
			Totals for 10014520		<u>3,125.00</u>	<u>18,750.00</u>
10014570	Collection Losses			104.36		
06/17/20	10897	2	Great Lakes Collection Agency		22.50	
			Totals for 10014570		<u>22.50</u>	<u>126.86</u>
10014580	Interest Expense			27,791.96		
06/01/20	10845	2	Byline Bank		5,335.21	
06/01/20	10848	2	Ford Credit		23.22	
06/10/20	10884	2	Ford Motor Credit		122.97	
			Totals for 10014580		<u>5,481.40</u>	<u>33,273.36</u>
10014800	Depreciation - Current Year			120,275.00		
06/30/20	PH3	3	To record estimated monthly depreciation expense.		24,055.00	
			Totals for 10014800		<u>24,055.00</u>	<u>144,330.00</u>
10017510	Principal Payments - EPC			19,895.07		
06/01/20	10845	2	Byline Bank		4,042.88	
			Totals for 10017510		<u>4,042.88</u>	<u>23,937.95</u>
10017511	Principal Payments - 2016 F250			2,255.40		
06/01/20	10848	2	Ford Credit		457.81	
			Totals for 10017511		<u>457.81</u>	<u>2,713.21</u>
10017512	Principal Payments - 2019 F250			2,040.92		
06/10/20	10884	2	Ford Motor Credit		414.58	
			Totals for 10017512		<u>414.58</u>	<u>2,455.50</u>
10017520	Replacement of Equipment			1,556.29		
			Totals for 10017520		<u>0.00</u>	<u>1,556.29</u>
10017590	Operating Expenditures-Contra			(25,747.68)		
06/01/20	10845	2	Byline Bank		(4,042.88)	
06/01/20	10848	2	Ford Credit		(457.81)	
06/10/20	10884	2	Ford Motor Credit		(414.58)	

**Manistee Housing Commission**

**General Ledger**

June 1, 2020 - June 30, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 10017590					<u>(4,915.27)</u>	<u>(30,662.95)</u>
10019996	Unit Months Leased			1,002.00		
06/30/20	RT1	3	To record units leased.		<u>197.00</u>	
Totals for 10019996					<u>197.00</u>	<u>1,199.00</u>
10019997	Unit Months Leased - Contra			(1,002.00)		
06/30/20	RT1	3	To record units leased.		<u>(197.00)</u>	
Totals for 10019997					<u>(197.00)</u>	<u>(1,199.00)</u>
10019998	Unit Months Available			1,070.00		
06/30/20	PH1	3	To record units available.		<u>214.00</u>	
Totals for 10019998					<u>214.00</u>	<u>1,284.00</u>
10019999	Unit Months Available - Contra			(1,070.00)		
06/30/20	PH1	3	To record units available.		<u>(214.00)</u>	
Totals for 10019999					<u>(214.00)</u>	<u>(1,284.00)</u>
10021410	Administration			1,552.00		
06/01/20	10850	2	Next IT		3,942.35	
06/17/20	10898	2	HD Supply Facilities Mtce		79.68	
06/17/20	10899	2	Judith A. Crockett		72.00	
06/17/20	10903	2	The Nelrod Company		<u>499.00</u>	
Totals for 10021410					<u>4,593.03</u>	<u>6,145.03</u>
10024190.3	Admin Service Contracts			0.00		
06/17/20	10903	2	The Nelrod Company		<u>499.00</u>	
Totals for 10024190.3					<u>499.00</u>	<u>499.00</u>
10024420	Materials			1,552.00		
06/17/20	10898	2	HD Supply Facilities Mtce		79.68	
06/17/20	10899	2	Judith A. Crockett		<u>72.00</u>	
Totals for 10024420					<u>151.68</u>	<u>1,703.68</u>
10029800	Grant Cost Contra			(1,552.00)		
06/01/20	10850	2	Next IT		(3,942.35)	
06/17/20	10898	2	HD Supply Facilities Mtce		(79.68)	
06/17/20	10899	2	Judith A. Crockett		(72.00)	
06/17/20	10903	2	The Nelrod Company		<u>(499.00)</u>	
Totals for 10029800					<u>(4,593.03)</u>	<u>(6,145.03)</u>
10183401.1	Operating Grants			(57,217.24)		
06/30/20	125	1	2018 CFP Grant		<u>(9,681.50)</u>	
Totals for 10183401.1					<u>(9,681.50)</u>	<u>(66,898.74)</u>
10183401.3	Capital Grants			(5,296.95)		
Totals for 10183401.3					<u>0.00</u>	<u>(5,296.95)</u>
10184130	Legal Expense			35,605.59		
06/04/20	10871	2	Reno & Cavanaugh PLLC		<u>9,681.50</u>	
Totals for 10184130					<u>9,681.50</u>	<u>45,287.09</u>
10184185	Telephone			89.98		
Totals for 10184185					<u>0.00</u>	<u>89.98</u>
10184190.3	Administrative Service Contracts			19,867.03		
Totals for 10184190.3					<u>0.00</u>	<u>19,867.03</u>

**Manistee Housing Commission**

**General Ledger**

June 1, 2020 - June 30, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10184190.5	Other		Sundry-Misc.	915.75		
			Totals for 10184190.5		<u>0.00</u>	<u>915.75</u>
10184430.04	Elevator		Contracts	738.89		
			Totals for 10184430.04		<u>0.00</u>	<u>738.89</u>
10184430.12	Miscellaneous		Contracts	0.00		
06/17/20	10893	2	Bob's Roofing Co. Inc.		2,004.93	
			Totals for 10184430.12		<u>2,004.93</u>	<u>2,004.93</u>
15181406	Operations			65,986.80		
			Totals for 15181406		<u>0.00</u>	<u>65,986.80</u>
15181408	Management		Improvement	32,368.22		
			Totals for 15181408		<u>0.00</u>	<u>32,368.22</u>
15181410	Administration			32,993.40		
			Totals for 15181410		<u>0.00</u>	<u>32,993.40</u>
15181480	General Capital		Activity	168,033.61		
06/04/20	10871	2	Reno & Cavanaugh PLLC		9,681.50	
06/10/20	10890	2	Top Line Electric		18,865.54	
06/17/20	10893	2	Bob's Roofing Co. Inc.		2,004.93	
			Totals for 15181480		<u>30,551.97</u>	<u>198,585.58</u>
15181600	Grant Funding			299,382.03		
06/30/20	125	1	2018 CFP Grant		9,681.50	
			Totals for 15181600		<u>9,681.50</u>	<u>309,063.53</u>
15181699	Grant Funding		Contra	(299,382.03)		
			Totals for 15181699		<u>0.00</u>	<u>(299,382.03)</u>
15189800	Grant Cost		Contra	(299,382.03)		
06/04/20	10871	2	Reno & Cavanaugh PLLC		(9,681.50)	
06/10/20	10890	2	Top Line Electric		(18,865.54)	
06/17/20	10893	2	Bob's Roofing Co. Inc.		(2,004.93)	
06/30/20	125	1	2018 CFP Grant		(9,681.50)	
			Totals for 15189800		<u>(40,233.47)</u>	<u>(339,615.50)</u>
15191406	Operations			65,986.80		
			Totals for 15191406		<u>0.00</u>	<u>65,986.80</u>
15191480	General Capital		Activity	2,065.00		
			Totals for 15191480		<u>0.00</u>	<u>2,065.00</u>
15191600	Grant Funding			68,051.80		
			Totals for 15191600		<u>0.00</u>	<u>68,051.80</u>
15191699	Grant Funding		Contra	(68,051.80)		
			Totals for 15191699		<u>0.00</u>	<u>(68,051.80)</u>
15199800	Grant Cost		Contra	(68,051.80)		
			Totals for 15199800		<u>0.00</u>	<u>(68,051.80)</u>
15201406	Operations			65,986.80		
			Totals for 15201406		<u>0.00</u>	<u>65,986.80</u>
15201600	Grant Funding			65,986.80		

**Manistee Housing Commission**

**General Ledger**

June 1, 2020 - June 30, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 15201600		<u>0.00</u>	<u>65,986.80</u>
15201699	Grant Funding Contra			(65,986.80)		
			Totals for 15201699		<u>0.00</u>	<u>(65,986.80)</u>
15209800	Grant Cost Contra			(65,986.80)		
			Totals for 15209800		<u>0.00</u>	<u>(65,986.80)</u>
			Report Total			<u>0.00</u>
Net Profit/(Loss)						
			Current Period		<u>(49,565.61)</u>	
			Year-to-Date		<u>(111,959.79)</u>	

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

**Manistee Housing Commission**  
**Bank Account Reconciliation Transmittal**

Public Housing Checking - 851620

June 1, 2020 - June 30, 2020

**General Ledger**

Balance per General Ledger (Account 10011111.2) at 06/01/20	648,775.59
Activity for the month:	
Total Debits (Deposits and Additions)	64,039.92
Total Credits (Checks and Payments)	(119,286.64)
Unadjusted General Ledger Balance at 06/30/20	<u>593,528.87</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/20	<u><u>593,528.87</u></u>

**Bank**

Balance per Bank Statement at 06/30/20	593,331.86
Total Additions (Deposits and Additions in Transit)	1,398.61
Total Subtractions (Checks and Payments in Transit)	(1,201.60)
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 06/30/20	<u><u>593,528.87</u></u>

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

**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

Public Housing Checking  
June 1, 2020 - June 30, 2020

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
			Beginning Bank Balance	652,679.54
<b>Cleared Deposits &amp; Additions</b>				
124	06/30/20	Multiple	June Cash Receipts	51,398.04
125	06/30/20	Multiple	2018 CFP Grant	9,681.50
126	06/30/20	Multiple	NOW/Sweep Interest	128.80
1018	06/01/20		Manistee Housing Commission	569.80
1019	06/17/20		Manistee Housing Commission	863.17
			<b>Total</b>	<b>62,641.31</b>
			<b>Statement Total</b>	<b>62,641.31</b>
			<b>Difference</b>	<b>0.00</b>
<b>Cleared Checks &amp; Payments</b>				
342	06/30/20		To record MERCHANT SERVICE DISCOUNT debit per June 2020 bank statement.	31.28
10813	05/06/20	Multiple	McCardel Water Conditioning	8.00
10828	05/14/20	10014190.3	HDS, LLC	2,979.00
10838	06/01/20	10012114	██████████	55.00
10839	06/01/20	10012114	██████████	61.00
10840	06/01/20	Multiple	Alerus Retirement Solutions	157.67
10841	06/01/20	10012117.13	Alerus Retirement Solutions	50.00
10842	06/01/20	10014510	AmTrust North America Inc	570.00
10843	06/01/20	10014185	AT & T Long Distance	115.11
10844	06/01/20	10014185	AT & T Mobility	576.41
10845	06/01/20	Multiple	Byline Bank	9,378.09
10846	06/01/20	10014320	Consumers Energy	5,838.22
10847	06/01/20	10014330	DTE Energy	2,344.88
10848	06/01/20	Multiple	Ford Credit	481.03
10849	06/01/20	10014430.09	Griffin Pest Solutions	340.00
10850	06/01/20	Multiple	Next IT	3,942.35
10851	06/01/20	Multiple	Principal Financial Group	1,267.77
10852	06/01/20	Multiple	Sun Life Financial	643.19
10853	06/01/20	10014190.3	US Bank Equipment Finance	650.21
10854	06/01/20	Multiple	VSP	269.16
10855	06/01/20	10014221	██████████	100.00
10856	06/01/20	10014221	██████████	200.00
10857	06/01/20	10014221	██████████	50.00
10858	06/01/20	10014221	██████████	200.00
10859	06/04/20	10011211	American Bankers Insurance Company	2,405.00
10860	06/04/20	10014185	AT & T	1,223.33
10861	06/04/20	10014190.5	Carahsoft Technology Cor	327.59
10862	06/04/20	10014230	Charter Business	59.96
10863	06/04/20	10014310	City of Manistee	4,237.95
10864	06/04/20	10014320	Consumers Energy	1,688.73
10865	06/04/20	10014420	Fastenal Company	870.98
10866	06/04/20	10014430.09	Griffin Pest Solutions	1,223.00
10867	06/04/20	10014170	H.A.A.S., Inc.	686.88
10868	06/04/20	10014130	Mika Meyers PLC	279.50
10869	06/04/20	10014190.3	Next IT	1,751.14
10870	06/04/20	Multiple	PNC Bank	1,750.77
10871	06/04/20	Multiple	Reno & Cavanaugh PLLC	9,681.50
10872	06/10/20	10011122	Consumers Energy	50.00
10873	06/10/20	10011122	DTE Energy	50.00
10874	06/10/20	10011122	Consumers Energy	30.00
10875	06/10/20	10011122	Consumers Energy	41.26
10876	06/10/20	10011122	Consumers Energy	39.50
10877	06/10/20	10011122	DTE Energy	39.50
10878	06/10/20	10011122	Consumers Energy	17.63

**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

Public Housing Checking  
June 1, 2020 - June 30, 2020

Reference	Date	GL Account	Description	Amount
10879	06/10/20	10011122	DTE Energy	17.63
10880	06/10/20	Multiple	Alerus Retirement Solutions	157.67
10881	06/10/20	10012117.13	Alerus Retirement Solutions	50.00
10882	06/10/20	10014190.5	Carahsoft Technology Cor	10.00
10883	06/10/20	10014190.3	CDM Mobile Shredding, Inc.	45.00
10884	06/10/20	Multiple	Ford Motor Credit	537.55
10885	06/10/20	10014190.3	Kushner & Company	50.00
10886	06/10/20	10014182	Lindsay McIntyre	138.00
10887	06/10/20	Multiple	NAHRO	331.36
10888	06/10/20	10014190.3	Pitney Bowes	1,006.53
10889	06/10/20	10014430.01	Republic Services	1,635.45
10890	06/10/20	Multiple	Top Line Electric	18,865.54
10891	06/17/20	10011211	American Bankers Insurance Company	1,760.00
10892	06/17/20	10014420	Auto Value	36.99
10893	06/17/20	Multiple	Bob's Roofing Co. Inc.	2,327.15
10894	06/17/20	10014185	Charter Business	125.18
10895	06/17/20	10014320	Consumers Energy	14.86
10896	06/17/20	10014430.02	Custom Sheet Metal & Heating	293.85
10897	06/17/20	10014570	Great Lakes Collection Agency	22.50
10898	06/17/20	Multiple	HD Supply Facilities Mtce	79.68
10899	06/17/20	Multiple	Judith A. Crockett	72.00
10900	06/17/20	10014190.4	Laser Print Technologies	656.00
10901	06/17/20	10014182	Lindsay McIntyre	204.00
10902	06/17/20	Multiple	McCardel Water Conditioning	8.00
10903	06/17/20	Multiple	The Nelrod Company	499.00
10904	06/17/20	10014190.3	Pitney Bowes	457.59
10905	06/17/20	10014190.5	Reserve Account	700.00
10906	06/17/20	10014430.11	Summit Companies	2,370.86
13353	05/13/20	10012117.9	United Steel Workers of America	65.29
13355	05/27/20	10012117.9	United Steel Workers of America	64.25
13356	06/10/20	10011111.3	CMHC - West Shore FSA	282.69
RT4	06/30/20		To record payroll transactions per bank statement.	18,802.06
RT5	06/30/20		To record SHWF debit for payment of health insurance per bank statement.	11,023.72
RT6	06/30/20		To record MERS contribution per bank statement.	2,516.00
			<b>Total</b>	<b>121,988.99</b>
			<b>Statement Total</b>	<b>121,988.99</b>
			<b>Difference</b>	<b>0.00</b>
			<b>Ending Bank Balance</b>	<b>593,331.86</b>
<b>Reconciled Bank Information</b>				
			<b>Ending Bank Balance</b>	<b>593,331.86</b>
<b>Open Deposits &amp; Additions</b>				
124	06/30/20		June Cash Receipts	1,398.61
			<b>Total</b>	<b>1,398.61</b>
<b>Open Checks &amp; Payments</b>				
10245	09/01/19	10011122	██████████	23.00
10319	10/11/19	10011122	██████████	0.22
10745	04/07/20	10012114	██████████	100.00
10746	04/07/20	10012114	██████████	21.00
10786	05/01/20	Multiple	Sun Life Financial	643.19
13357	06/10/20	10012117.6	United Steel Workers of America	3.00
13358	06/10/20	10012117.9	United Steel Workers of America	64.54
13359	06/24/20	10011111.3	CMHC - West Shore FSA	282.69
13360	06/24/20	10012117.9	United Steel Workers of America	63.96
			<b>Total</b>	<b>1,201.60</b>

**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

Public Housing Checking  
June 1, 2020 - June 30, 2020

Reference	Date	GL Account	Description	Amount
Reconciled Bank Balance				<u>593,528.87</u>
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
Beginning Bank Balance				652,679.54
+ Cleared Deposits & Additions				62,641.31
- Cleared Checks & Payments				<u>121,988.99</u>
Ending Bank Balance				593,331.86
<b>Reconciled Bank Information</b>				
+ Open Deposits & Additions				1,398.61
- Open Checks & Payments				<u>1,201.60</u>
Reconciled Bank Balance				<u>593,528.87</u>
<b>General Ledger Information</b>				
Unadjusted General Ledger Balance				593,528.87
+/- Total Adjustments				<u>0.00</u>
Adjusted General Ledger Balance				<u>593,528.87</u>
Unreconciled Amount				<u>0.00</u>

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**Manistee Housing Commission**  
**Bank Account Reconciliation Transmittal**

HRA Account - 20016093  
June 1, 2020 - June 30, 2020

**General Ledger**

Balance per General Ledger (Account 10011111.3) at 06/01/20	10,635.07
Activity for the month:	
Total Debits (Deposits and Additions)	565.81
Total Credits (Checks and Payments)	<u>(360.20)</u>
Unadjusted General Ledger Balance at 06/30/20	10,840.68
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/20	<u><u>10,840.68</u></u>

**Bank**

Balance per Bank Statement at 06/30/20	10,557.99
Total Additions (Deposits and Additions in Transit)	282.69
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 06/30/20	<u><u>10,840.68</u></u>

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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

HRA Account  
June 1, 2020 - June 30, 2020

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
			Beginning Bank Balance	10,635.07
<b>Cleared Deposits &amp; Additions</b>				
126	06/30/20		NOW/Sweep Interest	0.43
13356	06/10/20		CMHC - West Shore FSA	282.69
			<b>Total</b>	<u>283.12</u>
			<b>Statement Total</b>	<u>283.12</u>
			<b>Difference</b>	<u>0.00</u>
<b>Cleared Checks &amp; Payments</b>				
RT3	06/30/20		To record HRA transactions per bank statement.	360.20
			<b>Total</b>	<u>360.20</u>
			<b>Statement Total</b>	<u>360.20</u>
			<b>Difference</b>	<u>0.00</u>
			<b>Ending Bank Balance</b>	<u><u>10,557.99</u></u>
<b>Reconciled Bank Information</b>				
			Ending Bank Balance	10,557.99
<b>Open Deposits &amp; Additions</b>				
13359	06/24/20		CMHC - West Shore FSA	282.69
			<b>Total</b>	<u>282.69</u>
<b>Open Checks &amp; Payments</b>				
			<b>Total</b>	<u>0.00</u>
			<b>Reconciled Bank Balance</b>	<u><u>10,840.68</u></u>
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
			Beginning Bank Balance	10,635.07
			+ Cleared Deposits & Additions	283.12
			- Cleared Checks & Payments	<u>360.20</u>
			Ending Bank Balance	10,557.99
<b>Reconciled Bank Information</b>				
			+ Open Deposits & Additions	282.69
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>10,840.68</u></u>
<b>General Ledger Information</b>				
			Unadjusted General Ledger Balance	10,840.68
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>10,840.68</u></u>
			<b>Unreconciled Amount</b>	<u><u>0.00</u></u>

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**Manistee Housing Commission**  
**Bank Account Reconciliation Transmittal**

Money Market Savings - 558567

June 1, 2020 - June 30, 2020

**General Ledger**

Balance per General Ledger (Account 10011111.4) at 06/01/20	55,552.90
Activity for the month:	
Total Debits (Deposits and Additions)	8.99
Total Credits (Checks and Payments)	(1,432.97)
Unadjusted General Ledger Balance at 06/30/20	<u>54,128.92</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/20	<u><u>54,128.92</u></u>

**Bank**

Balance per Bank Statement at 06/30/20	54,128.92
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 06/30/20	<u><u>54,128.92</u></u>

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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

Money Market Savings  
June 1, 2020 - June 30, 2020

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
			Beginning Bank Balance	55,552.90
Cleared Deposits & Additions				
126	06/30/20		NOW/Sweep Interest	8.99
			Total	<u>8.99</u>
			Statement Total	<u>8.99</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
1018	06/01/20	10011111.2	Manistee Housing Commission	569.80
1019	06/17/20	10011111.2	Manistee Housing Commission	863.17
			Total	<u>1,432.97</u>
			Statement Total	<u>1,432.97</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>54,128.92</u></u>
<b>Reconciled Bank Information</b>				
			Ending Bank Balance	54,128.92
Open Deposits & Additions			Total	<u>0.00</u>
Open Checks & Payments			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>54,128.92</u></u>
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
			Beginning Bank Balance	55,552.90
			+ Cleared Deposits & Additions	8.99
			- Cleared Checks & Payments	<u>1,432.97</u>
			Ending Bank Balance	54,128.92
<b>Reconciled Bank Information</b>				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>54,128.92</u></u>
<b>General Ledger Information</b>				
			Unadjusted General Ledger Balance	54,128.92
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>54,128.92</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

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

	1 Month Ended June 30, 2020	1 Month Ended June 30, 2019	6 Months Ended June 30, 2020	6 Months Ended June 30, 2019
<b>Operating Income</b>				
3110 - Dwelling Rental Revenue	\$ 50,557.00	\$ 49,509.00	\$ 299,894.05	\$ 299,097.00
3120 - Tenant Revenue - Excess Utilities	556.96	666.50	3,655.12	2,899.58
3689 - Tenant Revenue - Cable TV	0.00	0.00	0.00	5,410.00
3690 - Tenant Revenue - Other	845.00	4,919.48	9,096.87	18,559.01
3401.1 - Operating Grants	0.00	0.00	65,986.80	65,986.80
3401.2 - Operating Subsidy	0.00	58,328.50	196,721.34	277,583.50
3610 - Interest Income	138.22	95.05	840.48	527.89
3690.1 - Other Revenue	64.61	395.86	155.93	395.86
3690.2 - Gain/Loss-Sale of Fixed Assets	0.00	0.00	0.00	7,250.00
3690.4 - Laundry Revenue	1,375.37	0.00	7,470.27	4,939.58
3690.6 - Fraud Recovery Revenue	638.34	206.18	1,763.74	1,030.90
3690.7 - Management Fee - DVG	833.33	833.00	4,998.99	4,998.00
<b>Total Operating Income</b>	<b>\$ 55,008.83</b>	<b>\$ 114,953.57</b>	<b>\$ 590,583.59</b>	<b>\$ 688,678.12</b>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
4110 - Administrative Wages	\$ 13,703.44	\$ 13,741.58	\$ 89,233.57	\$ 89,161.58
4130 - Legal Expense	279.50	43.75	3,086.36	2,519.36
4170 - Accounting Fees	686.88	686.88	5,336.28	4,863.78
4182 - Employee Benefits - Admin	7,349.66	6,969.34	44,045.32	44,195.19
4185 - Telephone	2,040.03	2,180.30	15,423.59	10,892.43
4190.1 - Publications	0.00	69.95	1,136.00	1,193.95
4190.2 - Membership Dues and Fees	550.36	0.00	2,790.50	1,600.14
4190.3 - Admin Service Contracts	4,415.42	937.52	23,775.15	20,323.61
4190.4 - Office Supplies	656.00	1,614.12	5,004.04	5,903.85
4190.5 - Other Sundry-Misc.	2,258.64	263.43	5,952.07	1,836.96
4221 - Resident Employee Stipend	550.00	550.00	3,300.00	3,300.00
4230 - Contract Costs-Cable & Other	59.96	5,169.52	359.75	11,136.77
4310 - Water & Sewer	4,237.95	4,268.88	27,924.22	27,295.32
4320 - Electricity	7,541.81	8,493.35	59,244.08	62,481.36
4330 - Gas	2,399.15	2,616.21	18,380.01	19,419.16
4410 - Maintenance Wages	8,161.48	8,058.57	53,773.74	52,954.01
4420 - Materials	907.97	3,342.51	18,826.20	15,654.48
4430.01 - Garbage Removal	1,635.45	866.52	8,811.01	9,162.06
4430.02 - Heating & Cooling Contracts	293.85	522.79	8,488.54	7,055.85
4430.03 - Snow Removal Contracts	0.00	0.00	0.00	47.79
4430.04 - Elevator Contracts	0.00	0.00	14,448.58	12,717.96
4430.05 - Landscape & Grounds Contracts	0.00	0.00	0.00	700.00
4430.06 - Unit Turnaround Contracts	0.00	646.00	4,500.90	1,292.00
4430.07 - Electrical Contracts	0.00	0.00	0.00	1,391.17
4430.08 - Plumbing Contracts	0.00	925.00	1,291.99	1,325.00
4430.09 - Extermination Contracts	1,563.00	2,678.00	13,700.00	8,940.00
4430.11 - Routine Maintenance Contracts	2,370.86	1,600.00	2,838.86	2,617.03
4430.12 - Miscellaneous Contracts	322.22	353.30	1,048.42	3,090.22
4433 - Employee Benefits - Maint.	5,452.48	5,463.56	34,139.91	35,515.19
4510 - Insurance	1,798.82	7,704.93	40,293.41	45,627.69
4520 - Payment in Lieu of Taxes	3,125.00	2,740.00	18,750.00	16,440.00
4570 - Collection Losses	22.50	0.00	126.86	135.14

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

	1 Month Ended June 30, 2020	1 Month Ended June 30, 2019	6 Months Ended June 30, 2020	6 Months Ended June 30, 2019
4580 - Interest Expense	<u>5,481.40</u>	<u>5,631.30</u>	<u>33,273.36</u>	<u>34,093.86</u>
<b>Total Routine Expense</b>	<u>\$ 77,863.83</u>	<u>\$ 88,137.31</u>	<u>\$ 559,302.72</u>	<u>\$ 554,882.91</u>

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

	1 Month Ended June 30, 2020	1 Month Ended June 30, 2019	6 Months Ended June 30, 2020	6 Months Ended June 30, 2019
<b>Non-Routine Expense</b>				
<b>Extraordinary Maintenance</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Extraordinary Maintenance</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Casualty Losses-Not Cap.</b>				
<b>Total Casualty Losses</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Non-Routine Expense</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Operating Expenses</b>	<u>\$ 77,863.83</u>	<u>\$ 88,137.31</u>	<u>\$ 559,302.72</u>	<u>\$ 554,882.91</u>
<b>Operating Income (Loss)</b>	<u>\$ (22,855.00)</u>	<u>\$ 26,816.26</u>	<u>\$ 31,280.87</u>	<u>\$ 133,795.21</u>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	\$ 24,055.00	\$ 24,595.00	\$ 144,330.00	\$ 147,570.00
<b>Total Depreciation Expense</b>	\$ 24,055.00	\$ 24,595.00	\$ 144,330.00	\$ 147,570.00
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Capital Expenditures</b>				
7510 - Principal Payments - EPC	\$ 4,042.88	\$ 3,473.49	\$ 23,937.95	\$ 20,566.60
7511 - Principal Payments - 2016 F250	457.81	431.43	2,713.21	2,556.86
7512 - Principal Payments - 2019 F250	414.58	0.00	2,455.50	0.00
7520 - Replacement of Equipment	0.00	0.00	1,556.29	0.00
7530 - Cash Proceeds-Sale of Equipment	0.00	0.00	0.00	(7,250.00)
7590 - Operating Expenditures-Contra	<u>(4,915.27)</u>	<u>(3,904.92)</u>	<u>(30,662.95)</u>	<u>(15,873.46)</u>
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>HUD Net Income (Loss)</b>	<u><u>\$ (27,770.27)</u></u>	<u><u>\$ 22,911.34</u></u>	<u><u>\$ 617.92</u></u>	<u><u>\$ 110,671.75</u></u>

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

To the Board of Commissioners  
And Management:

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

Enclosed are the following reports for the month ending June 30, 2020. These reports have been compiled in accordance with Generally Accepted Accounting Principles (GAAP):

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

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

Respectfully Submitted:

Housing Authority Acct Specialists, Inc.

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**Manistee Housing Commission  
Domestic Violence Grant  
Balance Sheet  
As of June 30, 2020**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111 - Cash - MSHDA	\$	56,856.40
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<b>Total Cash</b>		56,856.40
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**Receivables**

1122 - Tenants Accounts Receivable		(30.00)
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1129.4 - Interfund Receivable - P/H		935.90
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<b>Total Receivables</b>		905.90
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**Other Current Assets**

<b>Total Other Current Assets</b>		0.00
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<b>TOTAL CURRENT ASSETS</b>		57,762.30
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**Fixed Assets**

1400.7 - Buildings		373,231.29
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1400.98 - Accumulated Depreciation-DVG		(123,122.37)
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<b>Total Fixed Assets</b>		250,108.92
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<b>TOTAL ASSETS</b>	\$	307,871.22
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**Manistee Housing Commission  
Domestic Violence Grant  
Balance Sheet  
As of June 30, 2020**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

2111 - Vendors and Contractors	\$ 475.71
2114 - Tenant Security Deposits	936.00
<b>Total Current Liabilities</b>	<u>1,411.71</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
<b>Total Noncurrent Liabilities</b>	<u>500,000.00</u>

**TOTAL LIABILITIES**

501,411.71

**EQUITY**

2806.4 - Invested in Capital Assets-DVG	<u>(244,521.08)</u>
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**Unrestricted Net Assets**

2806 - Unrestricted Net Position	56,448.64
Current Year Profit/(Loss)	(5,468.05)
<b>Total Unrestricted Net Assets</b>	<u>50,980.59</u>

**TOTAL EQUITY**

(193,540.49)

**TOTAL LIABILITIES/EQUITY**

\$ 307,871.22

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**Manistee Housing Commission  
Domestic Violence Grant  
Statement of Revenue & Expense  
For the 1 Month and 6 Months Ended June 30, 2020**

	1 Month Ended	6 Months Ended
	<u>June 30, 2020</u>	<u>June 30, 2020</u>
<b>Operating Revenue</b>		
3110 - Dwelling Rental Revenue	\$ 1,120.00	\$ 6,720.00
3690 - Tenant Revenue - Other	<u>0.00</u>	<u>150.00</u>
<b>Total Operating Revenue</b>	1,120.00	6,870.00
<b>Operating Expenses</b>		
<b>Administration</b>		
4170 - Accounting Fees	128.54	906.24
4172 - Management Fees	<u>833.33</u>	<u>4,998.99</u>
<b>Total Administration</b>	961.87	5,905.23
<b>Ordinary Maint. &amp; Operations</b>		
4430.02 - Heating & Cooling Contracts	0.00	181.15
4430.07 - Electrical Contracts	<u>0.00</u>	<u>150.84</u>
<b>Total Ordinary Maint. &amp; Oper</b>	0.00	331.99
<b>General Expense</b>		
4590 - Other General Expense	105.73	730.83
<b>Total General Expense</b>	<u>105.73</u>	<u>730.83</u>
<b>Total Routine Operating Expenses</b>	1,067.60	6,968.05
<b>Depreciation Expense</b>		
4800 - Depreciation - Current Year	895.00	5,370.00
<b>Total Depreciation Expense</b>	<u>895.00</u>	<u>5,370.00</u>
<b>Capital Expenditures</b>		
<b>Total Capital Expenditures</b>	0.00	0.00
<b>Net Income (Loss)</b>	<u>\$ 52.40</u>	<u>\$ (98.05)</u>

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. ALL PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS HAS BEEN REDACTED.

**Manistee Housing Commission  
DVG Cash Disbursements Journal**

June 1, 2020 - June 30, 2020

Date	Reference	Account	Description	Amount
06/01/20	2768	20011111	DTE Energy	(56.69)
06/01/20	2768	20014590	DTE Energy	56.69
06/04/20	2769	20011111	City of Manistee	(34.34)
06/04/20	2769	20014590	City of Manistee	34.34
06/04/20	2770	20011111	Consumers Energy	(14.70)
06/04/20	2770	20014590	Consumers Energy	14.70
06/04/20	2771	20011111	H.A.A.S., Inc.	(128.54)
06/04/20	2771	20014170	H.A.A.S., Inc.	128.54
06/04/20	2772	20011111	Manistee Housing Commission	(833.33)
06/04/20	2772	20014172	Manistee Housing Commission	833.33
<b>Transaction Balance</b>				<u><u>0.00</u></u>

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**Manistee Housing Commission**

**DVG Cash Receipts Journal**

June 1, 2020 - June 30, 2020

Date	Reference	Account	Description	Amount
06/30/20	106	20011111	June Cash Receipts	1,127.00
06/30/20	106	20011122	June TAR Collections	(1,127.00)
<b>Transaction Balance</b>				<u>0.00</u>

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**Manistee Housing Commission**

**DVG Journal Entry Journal**

June 1, 2020 - June 30, 2020

Date	Reference	Account	Description	Amount
06/30/20	306	20011122	To record charges to tenants per June 2020 Statement of Operations.	1,120.00
06/30/20	306	20013110	To record charges to tenants per June 2020 Statement of Operations.	(1,120.00)
06/30/20	DVG1	20014800	To record estimated depreciation expense.	895.00
06/30/20	DVG1	20011400.98	To record estimated depreciation expense.	(895.00)
<b>Transaction Balance</b>				<u>0.00</u>

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**Manistee Housing Commission  
General Ledger**

June 1, 2020 - June 30, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
<b>20011111</b>	<b>Cash - MSHDA</b>			56,797.00		
06/01/20	2768	2	DTE Energy		(56.69)	
06/04/20	2769	2	City of Manistee		(34.34)	
06/04/20	2770	2	Consumers Energy		(14.70)	
06/04/20	2771	2	H.A.A.S., Inc.		(128.54)	
06/04/20	2772	2	Manistee Housing Commission		(833.33)	
06/30/20	106	1	June Cash Receipts		1,127.00	
			<b>Totals for 20011111</b>		<u>59.40</u>	<u>56,856.40</u>
<b>20011122</b>	<b>Tenants Accounts Receivable</b>			(23.00)		
06/30/20	106	1	June TAR Collections		(1,127.00)	
06/30/20	306	3	To record charges to tenants per June 2020 Statement of Operations.		1,120.00	
			<b>Totals for 20011122</b>		<u>(7.00)</u>	<u>(30.00)</u>
<b>20011129.4</b>	<b>Interfund Receivable - P/H</b>			935.90		
			<b>Totals for 20011129.4</b>		<u>0.00</u>	<u>935.90</u>
<b>20011400.7</b>	<b>Buildings</b>			373,231.29		
			<b>Totals for 20011400.7</b>		<u>0.00</u>	<u>373,231.29</u>
<b>20011400.98</b>	<b>Accumulated Depreciation-DVG</b>			(122,227.37)		
06/30/20	DVG1	3	To record estimated depreciation expense.		(895.00)	
			<b>Totals for 20011400.98</b>		<u>(895.00)</u>	<u>(123,122.37)</u>
<b>20012111</b>	<b>Vendors &amp; Contractors</b>			(475.71)		
			<b>Totals for 20012111</b>		<u>0.00</u>	<u>(475.71)</u>
<b>20012114</b>	<b>Tenant Security Deposits</b>			(936.00)		
			<b>Totals for 20012114</b>		<u>0.00</u>	<u>(936.00)</u>
<b>20012128</b>	<b>Mortgage 1 - MSHDA (Forgivable)</b>			(166,000.00)		
			<b>Totals for 20012128</b>		<u>0.00</u>	<u>(166,000.00)</u>
<b>20012129</b>	<b>Mortgage 2 - MSHDA (Forgivable)</b>			(160,000.00)		
			<b>Totals for 20012129</b>		<u>0.00</u>	<u>(160,000.00)</u>
<b>20012130</b>	<b>Mortgage 3 - MSHDA (Forgivable)</b>			(174,000.00)		
			<b>Totals for 20012130</b>		<u>0.00</u>	<u>(174,000.00)</u>
<b>20012806</b>	<b>Unrestricted Net Assets</b>			(56,448.64)		
			<b>Totals for 20012806</b>		<u>0.00</u>	<u>(56,448.64)</u>
<b>20012806.4</b>	<b>Invested in Capital Assets-DVG</b>			244,521.08		
			<b>Totals for 20012806.4</b>		<u>0.00</u>	<u>244,521.08</u>
<b>20013110</b>	<b>Dwelling Rental</b>			(5,600.00)		
06/30/20	306	3	To record charges to tenants per June 2020 Statement of Operations.		(1,120.00)	
			<b>Totals for 20013110</b>		<u>(1,120.00)</u>	<u>(6,720.00)</u>
<b>20013690</b>	<b>Tenant Income</b>			(150.00)		
			<b>Totals for 20013690</b>		<u>0.00</u>	<u>(150.00)</u>
<b>20014170</b>	<b>Accounting Fees</b>			777.70		
06/04/20	2771	2	H.A.A.S., Inc.		128.54	
			<b>Totals for 20014170</b>		<u>128.54</u>	<u>906.24</u>

**Manistee Housing Commission  
General Ledger**

June 1, 2020 - June 30, 2020

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
<b>20014172</b>	<b>Management Fees</b>			4,165.66		
06/04/20	2772	2	Manistee Housing Commission		833.33	
			<b>Totals for 20014172</b>		<u>833.33</u>	<u>4,998.99</u>
<b>20014430.02</b>	<b>Heating &amp; Cooling Contracts</b>			181.15		
			<b>Totals for 20014430.02</b>		<u>0.00</u>	<u>181.15</u>
<b>20014430.07</b>	<b>Electrical Contracts</b>			150.84		
			<b>Totals for 20014430.07</b>		<u>0.00</u>	<u>150.84</u>
<b>20014590</b>	<b>General Expense</b>			625.10		
06/01/20	2768	2	DTE Energy		56.69	
06/04/20	2769	2	City of Manistee		34.34	
06/04/20	2770	2	Consumers Energy		14.70	
			<b>Totals for 20014590</b>		<u>105.73</u>	<u>730.83</u>
<b>20014800</b>	<b>Depreciation - Current Year</b>			4,475.00		
06/30/20	DVG1	3	To record estimated depreciation expense.		895.00	
			<b>Totals for 20014800</b>		<u>895.00</u>	<u>5,370.00</u>
<b>20019996</b>	<b>Unit Months Leased</b>			8.00		
			<b>Totals for 20019996</b>		<u>0.00</u>	<u>8.00</u>
<b>20019997</b>	<b>Unit Months Leased - Contra</b>			(8.00)		
			<b>Totals for 20019997</b>		<u>0.00</u>	<u>(8.00)</u>
			<b>Report Total</b>			<u>0.00</u>
<b>Net Profit/(Loss)</b>						
Current Period					<u>(842.60)</u>	
Year-to-Date					<u>(5,468.05)</u>	

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

**Manistee Housing Commission**  
**Bank Account Reconciliation Transmittal**

DVG Checking - 0610226573  
June 1, 2020 - June 30, 2020

**General Ledger**

Balance per General Ledger (Account 20011111) at 06/01/20	56,797.00
Activity for the month:	
Total Debits (Deposits and Additions)	1,127.00
Total Credits (Checks and Payments)	(1,067.60)
Unadjusted General Ledger Balance at 06/30/20	<u>56,856.40</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/20	<u><u>56,856.40</u></u>

**Bank**

Balance per Bank Statement at 06/30/20	56,856.40
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 06/30/20	<u><u>56,856.40</u></u>

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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

DVG Checking  
June 1, 2020 - June 30, 2020

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
<b>Beginning Bank Balance</b>				56,797.00
<b>Cleared Deposits &amp; Additions</b>				
106	06/30/20	20011122	June Cash Receipts	1,127.00
				<b>Total</b>
				1,127.00
				<b>Statement Total</b>
				1,127.00
				<b>Difference</b>
				0.00
<b>Cleared Checks &amp; Payments</b>				
2768	06/01/20	20014590	DTE Energy	56.69
2769	06/04/20	20014590	City of Manistee	34.34
2770	06/04/20	20014590	Consumers Energy	14.70
2771	06/04/20	20014170	H.A.A.S., Inc.	128.54
2772	06/04/20	20014172	Manistee Housing Commission	833.33
				<b>Total</b>
				1,067.60
				<b>Statement Total</b>
				1,067.60
				<b>Difference</b>
				0.00
				<b>Ending Bank Balance</b>
				56,856.40
<b>Reconciled Bank Information</b>				
				<b>Ending Bank Balance</b>
				56,856.40
<b>Open Deposits &amp; Additions</b>				
				<b>Total</b>
				0.00
<b>Open Checks &amp; Payments</b>				
				<b>Total</b>
				0.00
				<b>Reconciled Bank Balance</b>
				56,856.40
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
Beginning Bank Balance				56,797.00
+ Cleared Deposits & Additions				1,127.00
- Cleared Checks & Payments				1,067.60
Ending Bank Balance				56,856.40
<b>Reconciled Bank Information</b>				
+ Open Deposits & Additions				0.00
- Open Checks & Payments				0.00
<b>Reconciled Bank Balance</b>				56,856.40
<b>General Ledger Information</b>				
Unadjusted General Ledger Balance				56,856.40
+/- Total Adjustments				0.00
<b>Adjusted General Ledger Balance</b>				56,856.40
<b>Unreconciled Amount</b>				
				0.00

DOCUMENT REDACTED  
PER FEDERAL PRIVACY ACT  
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HAS BEEN REDACTED

**City of Manistee Housing Commission**  
Security Deposit Reconciliation

For the Month Ending June 30, 2020  
Prepared July 10, 2020 by Financial Analyst

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning PH Balance</b>				\$ 53,174.60
<b>Increases to PH</b>				
		No New Admissions		\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Increases to PH			<u>\$ -</u>	<u>\$ -</u>
<b>Decreases to PH</b>				
		No Move Outs		\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Decreases to PH			<u>\$ -</u>	<u>\$ -</u>
Net Increase (Decrease) to PH			<u>\$ -</u>	<u>\$ -</u>
<b>Ending PH Balance</b>				<b>\$ 53,174.60</b>
<b>Beginning DVG Balance</b>				\$ 935.90
<b>Increases to DVG</b>			\$ -	
Total Increases to DVG			<u>\$ -</u>	<u>\$ -</u>
<b>Decreases to DVG</b>			\$ -	
Total Decreases to DVG			<u>\$ -</u>	<u>\$ -</u>
Net Increase (Decrease) to DVG			<u>\$ -</u>	<u>\$ -</u>
<b>Ending DVG Balance</b>			<b>\$ -</b>	<b>\$ 935.90</b>
<b>Combined Ending Balance</b>				<b><u>\$ 54,110.50</u></b>
<b>Account Balance June 30, 2020</b>				<b>\$ 54,128.92</b>
<b>Difference</b>				<b>\$ (18.42)</b>
				(From SD to PH)
				From PH to SD

**SD Owes PH \$18.42**



## RESOLUTION 2020-08

### **Ratification of Collective Bargaining Agreement Between the City of Manistee Housing Commission and The United Steelworkers Local Union 14785-04**

**WHEREAS** the City of Manistee Housing Commission [CMHC], a Public Housing Authority [PHA] of the U.S. Department of Housing and Urban Development [HUD], and the United Steelworkers Local Union 14785-04 [Union] entered into a Collective Bargaining Agreement [CBA] on May 1, 2015, which expired on May 1, 2020, and

**WHEREAS**, the expiration of the CBA occurred during the State Home, Stay Safe Executive Order of the Governor of the State of Michigan, and

**WHEREAS**, the CMHC and the Union entered into an Agreement on April 9, 2020, to extend the existing CBA to August 1, 2020, and

**WHEREAS**, the CMHC, and the Union entered into negotiations on June 17, 2020 and reached a Tentative Agreement on August 7, 2020:

**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**, that the Board of Commissioners of the City of Manistee Housing Commission:

- Ratifies the Tentative Agreement between the CMHC and the Union [shall be attached as Exhibit A following the Executive Session of August 25, 2020]
- Authorizes President Dale Priester and Executive Director, Clinton McKinven-Copus to execute the CBA with the Union
- Authorizes the dating of the CBA between CMHC and the Union as of August 25, 2020, or any date agreed upon thereafter

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

**RESOLUTION DECLARED**

Passed       Failed

**CERTIFICATION**

By the signatures of the President and Executive Director below, it is CERTIFIED that on August 25, 2020, the City of Manistee Housing Commission Board of Commissioners approved Resolution 2020-08 and that the foregoing is a true and correct copy.

\_\_\_\_\_  
Dale Priester, President

\_\_\_\_\_  
Clinton McKinven-Copus, Executive Director

**Exhibit A  
Tentative Agreement  
between  
The City of Manistee Housing Commission  
and  
The United Steelworkers Local Union 14785-04**

This page is left intentionally blank. The Exhibit will be attached after the Executive Session of August 25, 2020.

Pending Approval