

CITY OF MANISTEE HOUSING COMMISSION

Tuesday, July 23, 2013

Council Chambers—City Hall

4:00 P.M.

AGENDA

1. Roll Call
2. Amendments to Agenda
3. Approval of Minutes
 - Regular Meeting Minutes, June 25, 2013
4. Old Business
 - Tabled Item: Resolution 2013-07 Effective Commissioner Training (onsite)
5. New Business
 - Resolution 2013-08 Write Off of Doubtful Accounts
6. Director's Report
 - Key Performance Indicators
 - Discussion Notes
7. Finances
 - June 2013 Financial Statements
8. Communications
None
9. Public Comment

This is an opportunity for citizens to comment on Housing Commission affairs. Citizens in attendance may be recognized by the Commission President. Citizen comments are not limited to agenda items but should be directed to Housing Commission services, activities or areas of involvement. The City of Manistee Housing Commission Public Comment Policy limits each individual to a three (3) minute statement. The City of Manistee Housing Commission will receive public comments at this time and will respond at a later date if the Housing Commission determines a response is appropriate.
10. Commissioner Report/Comment
11. Motion to Adjourn

UPCOMING MEETINGS:

Date/Time	Location	Purpose
Tuesday August 13 4:00 PM	Office Conference Room	Work Session: <ul style="list-style-type: none">• Presentation of Physical needs Assessment Update• Presentation of 2014 Budget
Tuesday August 22 4:00 PM	Office Conference Room	Work Session: <ul style="list-style-type: none">• Meeting with Detroit Field Office Staff
Tuesday August 27 4:00 PM	Council Chambers, City Hall	Regular Meeting: <ul style="list-style-type: none">• Adoption of 2014 Budget

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
June 25, 2013

The Regular Meeting of the City of Manistee Housing Commission was held on June 25, 2013 at 4:00 p.m. at the City Council Chambers.

Members Present:

- President Dale Priester
- Treasurer Elbert Purdom
- Commissioner Donna Korzeniewski

Members Absent:

- Vice-President Doug Parkes
- Commissioner Cheryl Stephison

Staff Present

- Housing Coordinator Lorna Perski
- Executive Director/Commission Secretary Clinton McKinven-Copus

Amendments to the Agenda

There were no Amendments to the Agenda.

Approval of May 28, 2013 Minutes

Motion to Approve: Donna Korzeniewski

Motion Seconded: Elbert Purdom

Motion Approved

Old Business

None

New Business

Resolution 2013-06 Utility Allowances – October 1, 2013.

Each year we have to adopt new Utility Allowance Schedule for residents who pay their own utilities. Siemens does a cost analysis. A list of the pricing is included in the Commissioner packets. Some allowances increased and some decreased and will become effective October 1, 2013. Utility allowances vary by unit bedroom size and utilities tenant is required to pay.

Motion to Approve: Elbert Purdom

Motion Seconded: Donna Korzeniewski

Motion Approved

Regular Meeting Minutes

June 25, 2012

Page 2

Resolution 2013-07 Effective Commissioner Training (on-site)

Training is scheduled for 8 hours in one day. It has been tentatively scheduled for October 26, 2013.

Motion to Table until July 23, 2013: Donna Korzeniewski

Resolution 2013-08 – Updating of Cash Management – Internal Control Policy

The standard operating procedures need to match up with the Internal Control Policy. There were changes in the check signing rotation. Al and Dale are taking the rotation, and if they are not available, then the others will fill in. Postage information has changed in the policy, and postage meter information was added in case we go back to the postage meter. Some of the verbiage changed under petty cash and the cash box. The last change authorizes Clint to make ensure there are procedures in place to support the policy.

Motion to Approve: Elbert Purdom

Motion Seconded: Donna Korzeniewski

Motion Approved

Director's Report

Commissioners discussed and reviewed the Director's Report.

Finances

May 2013 Financial Reports were reviewed.

Communications

There were no Communications to report.

Public Comment

There were no Public Comments at this meeting.

Commissioner Reports or Concerns

There were no Commissioner Reports or Concerns.

Regular Meeting Minutes

June 25, 2012

Page 2

Adjourn

Motion to Approve: Donna Korzeniewski

Motion Seconded: Elbert Purdom

Motion Approved

Meeting adjourned at 5:00 P.M.

Dale Priester
President

Clinton McKinven-Copus
Executive Director
Commission Secretary



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

Resolution 2013-07

Provision of Commissioner Training

WHEREAS, the City of Manistee Housing Commission (the “CMHC”) as a Public Housing Authority (PHA) of the U.S. Department of Housing and Urban Development is required by the Recovery Agreement and Action Plan executed September 24, 2012 to provide 8 hours of Commissioner training per year, and

WHEREAS, the City of Manistee Housing Commission adopted Resolution 2013-03 Policy and Procedure for Board of Commissioner Training, and

WHEREAS, the Policy states that;

At the January Commissioner meeting the Commissioners will discuss training needs identified by individual Commissioners. The President of the Commission will review the discussion and prepare potential training solutions the Commissioners at the February meeting.

and,

WHEREAS, the Commissioners have yet to determine the course of training for 2013, and

WHEREAS, Nan McKay and Associates, a nationally recognized trainer for Public Housing matters, is able to provide a one day, 8 hour, onsite training of the CMHC Commissioners;

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

IT IS HEREBY RESOLVED that the Board of Commissioners approves the training of Commissioners as proposed by Nan McKay and Associates for Saturday, October 26, 2013 and the expenditure of funds for the training;

FURTHERMORE IT IS RESOLVED that the Board of Commissioners authorizes the President of the Commission the Executive Director to establish the agenda of the training

Those voting in favor:

Those voting against:

Those absent or abstaining:

RESOLUTION DECLARED **PASSED**

CERTIFICATION

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 25th day of June 2013.

Dale Priester, President

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 25th day of June 2013.

Clinton McKinven-Copus, Secretary



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

Redactions for compliance with
Federal Privacy Act

Resolution 2013-09 Write Off Of Doubtful Accounts

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

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

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

IT IS HEREBY RESOLVED that the Board of Commissioners authorizes that the following accounts and said amounts owed be written off:

Name	Amount Owed	Reason	Action Taken
██████████	\$ 266.71	██████████	Sent to collections/recorded in EIV
██████████	\$ 823.00	██████████	Sent to collections/recorded in EIV
██████████	\$ 205.50	██████████	No further action available
██████████	\$ 15.00	██████████	Sent to collections/recorded in EIV
██████████	\$ 144.00	██████████	Sent to collections/recorded in EIV
██████████	\$ 105.00	██████████	Sent to collections/recorded in EIV
██████████	\$1,835.81	██████████	Sent to collections/recorded in EIV
██████████	\$ 11.00	██████████	Sent to collections/recorded in EIV
██████████	\$1,736.33	██████████	Sent to collections/recorded in EIV
██████████	\$ 466.50	██████████	Sent to collections/recorded in EIV
██████████	\$ 213.32	██████████	Sent to collections/recorded in EIV
██████████	\$ 97.00	██████████	Sent to collections/recorded in EIV
██████████	\$ 573.33	██████████	Sent to collections/recorded in EIV
██████████	\$ 388.50	██████████	Sent to collections/recorded in EIV
██████████	\$ 354.67	██████████	Sent to collections/recorded in EIV

Name	Amount Owed	Reason	Action Taken
██████████	\$ 823.00	██████████	Sent to collections/recorded in EIV
██████████	\$ 11.16	██████████	Sent to collections/recorded in EIV
TOTAL	\$8,069.83		

Those voting in favor:

Those voting against:

Those absent or abstaining:

RESOLUTION DECLARED **PASSED**

CERTIFICATION

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 23rd day of July, 2013.

Dale Priester, President

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 23rd day of July, 2013.

Clinton McKinven-Copus, Secretary

Key Performance Indicators

Reporting Month: July 23, 2013

Occupancy

Occupancy: As Of July 15, 2013			
Property	Total Units	Total Occupied	Occupancy Rate
HA Wide	214	214	100%
Century Terrace	119	119	100%
Harborview	48	48	100%
Scattered Sites	47	47	100%

Waiting List: As of June 15, 2013				
Unit Size	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Applicants	50	35	32	9

Vacant Unit Turnaround Time:			
Total units from January 1—June 15, 2013:			47
	Maintenance Turn	Lease-Up	Vacancy Days
Total Days	695	80	791
Average Days	3.85	1.70	5.89
Days Allotted by HUD			
	Maintenance Turn	Lease-Up	Vacancy Days
	15	5	20

Financial

RESERVES—June 2013

Min. Months Required	Min. Amount Required	Actual Months	Actual Amount
3	\$270,000	4.00	\$365,112.65

KEY FINANCIAL INDICATORS—For the month of June 2013

Rent Roll	Rent Collected	Total Income	Total Expense	Capital Expense	Profit/(Loss)
\$49,066.00	\$49,903.00	\$91,772.18	\$78,854.60	\$920.32	\$11,997.26

Discussion Notes

Commission Meeting: June 25, 2013

Clinton McKinven-Copus, Executive Director

General Information

Procurement of Services, Materials and Construction
per CMHC Procurement Policy as amended August 25, 2009:

Micro Purchases (purchases of less than \$2,000)

Authorization Required: Executive Director

Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
None				

Competitive Proposal (purchases greater than \$100,000)

Authorization Required: Executive Director & Board of Commissioners

Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
None				

Small Purchases (purchases greater than \$2,000 and under \$100,000)

Authorization Required: Executive Director

Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
None				

Communications Received:

None

Director's Reports

Vacancies & Transfer Report:

I have suspended attempts to collect the data for the vacancies and transfer report, due to other more pressing reports required by HUD. Our software does not provide a means to readily collect or report the data required for the report. Previous reports were collated "by hand" and were time intensive. I hope to renew preparation of this report after completion of the Recovery Agreement Action Plan.

Recovery Agreement Report:

The Commissioners do not need to verify completion of Action Plan items at this meeting. The July report will consist of a letter from President Priester and I detailing Action Plan activities during the month of July.

Old Business

TABLED:

Resolution 2013-07 Effective Commissioner Training



SNAPSHOT: The Resolution engages the services of Nan McKay and Associates, a nationally recognized HUD training firm, to provide the Commissioners with 8 hours of training. Each participant will receive a certificate of participation which will also be forwarded to HUD.

The Recovery Agreement and Action Plan require that the Commissioners receive 8 hours of documented training. The training provided by Nan McKay and Associates will meet this requirement in a one-day, onsite event. The U.S. Department of Housing and Urban Development recognizes Nan McKay and Associates as a leader in providing training and materials to Public Housing Authorities and other low-income housing programs. Nan McKay and Associates have provided training to HUD staff; developed regulatory implementation tools for HUD; and continues to be the leading training firm for both HUD and Public Housing Authority's. The contract with Nan McKay provides for 10 participants in the event. I suggest the following attendees:

- All Commissioners
- Lorna Perski
- Myself

I also suggest that we invite

- Mitch Deisch
- George Saylor

The training event is tentatively scheduled, pending your approval, for Saturday, October 26 from 8:00 AM to 5:00 PM. Although the agenda for the training included in your materials describes a two-day event, Nan McKay will work with us to develop the one-day training to cover the items needed by our Housing Commission. The provision of snacks and lunch will be determined closer to the event. The cost of the training event is a covered expense of the Capital Funds Program. I urge you to approve of and attend this training event.

Special Note:

President Priester, Vice-President Parkes, Mr. George Saylor and I held a phone conference meeting with Ms. Unabyrd Wadhams (Supervisor of Mr. Willie Garrett) and Mr. Willie Garrett (Director of the Detroit Field Office of Public Housing) on Monday, July 8, 2013. During that meeting Ms. Wadhams informed us that she is putting together a training plan for our Commissioners; no timeline was

specified. Ms. Wadhams did encourage Commissioners to make use of other training sources, including the HUD training available on YouTube. The YouTube training can be found at this address:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reactraining/learningtools

Under Public Housing Agency Governance watch:

- Annual Audits and OMB Circular A-87
- Commissioner's Responsibilities and Financial Recordkeeping Requirements
- The Budget Process
- The Interim PHAS Rule and Financial Indicator Scoring

Who says there's no such thing as a free lunch...first Commissioner to watch all four will be treated to a free lunch at T. J.'s Pub. Lunch is with yours truly and paid for by same.

New Business

Resolution 2013-09 Write Off of Doubtful Accounts



SNAPSHOT: The purpose of this resolution is to write off the accounts listed within the resolution.

Resolution 2013-09 lists the accounts we need to write off as bad-debt. All the accounts listed in the resolution (and all previously listed write offs) have been turned over to our collection agency for monetary collection. In addition to the collection efforts by our agency, forms will be submitted to the State of Michigan to claim the amount owed CMHC from any State income tax refund or earn income tax credit.

Finance

The 2014 fiscal year budget will be prepared during July and presented at the August 13 work session. A central assumption for the 2014 budget will be the continuation of the 82% proration of operating subsidy put in place with the sequester.

Redactions for compliance with
Federal Privacy Act

Housing Authority Accounting Specialists
PO Box 545
Sparta, WI 54656
608-272-3209

To the Board of Directors
And Management

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

Enclosed are the following reports for the month ending June 30, 2013. These reports have been compiled in accordance with Generally Accepted Accounting Principles.

- 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 Accounting Specialists, Inc.

**Manistee Housing Commission
Low Rent Public Housing
BALANCE SHEET
As of June 30, 2013**

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$ 491,622.05
1111.3 - HRA Account	11,635.15
1117 - Petty Cash Fund	250.00
1118 - Change Fund	<u>50.00</u>

Total Cash 503,557.20

Receivables

1122 - Tenants Accounts Receivable	7,676.18
1122.1 - Allowance for Doubtful Accounts	(3,316.22)
1129 - Accounts Receivable-Other	<u>177.08</u>

Total Receivables 4,537.04

Investments

1162 - Investments	<u>50,679.69</u>
--------------------	------------------

Total Investments 50,679.69

Prepaid Expenses & Other Assets

1211 - Prepaid Insurance	<u>5,503.04</u>
--------------------------	-----------------

Total Prepaid Expenses & Other Assets 5,503.04

Total Current Assets 564,276.97

CAPITAL ASSETS

Land, Structures & Equipment

1400 - Construction in Progress-CFP	22,716.20
1400.6 - Land	360,271.62
1400.61 - Land Improvements	85,905.07
1400.7 - Buildings	4,657,515.77
1400.71 - Building Improvements	4,731,281.90
1400.72 - Non-dwelling Structures	7,050.00
1400.8 - Furn., Equip., Mach.-Dwellings	232,575.39
1400.9 - Furn., Equip., Mach.-Admin	480,899.05
1400.95 - Accumulated Depreciation-ALL	<u>(7,183,746.45)</u>

Total Land, Structures & Equipment 3,394,468.55

TOTAL CAPITAL ASSETS 3,394,468.55

TOTAL ASSETS \$ 3,958,745.52

**Manistee Housing Commission
Low Rent Public Housing
BALANCE SHEET
As of June 30, 2013**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 35,791.56
2114 - Tenant Security Deposits	55,417.95
2117.10 - United Way	20.00
2117.12 - FSA Withheld	1,471.43
2117.3 - State Income Tax Withheld	734.20
2117.5 - Pension Withheld	<u>1,240.02</u>
Total Accounts Payable	94,675.16

Accrued Liabilities

2131 - EPC Loan - Current	6,949.74
2135 - Accrued Wages/Payroll Taxes Payable	13,392.45
2135.1 - Accrued Comp. Absences-Current	8,930.82
2137 - Payments in Lieu of Taxes	<u>59,530.61</u>
Total Accrued Liabilities	88,803.62

Total Current Liabilities

183,478.78

Non Current Liabilities

2132 - EPC Loan - Noncurrent	1,195,753.14
2135.3 - Accrued Comp. Absences-Non Current	<u>10,855.28</u>
Total Non Current Liabilities	1,206,608.42

Deferred Credits

Total Deferred Credits

0.00

TOTAL LIABILITIES/DEFERRED CREDITS

1,390,087.20

EQUITY

Unreserved Fund Balance

2806 - Unrestricted Net Assets	354,686.86
2806.1 - Invested in Capital Assets	2,312,438.58
2820 - HUD Operating Reserve - Memo	354,686.86
2820.1 - HUD Operating Reserve-Contra	(354,686.86)
Current Year Profit(Loss) - P/H	(132,963.32)
Current Year Profit(Loss) - 501-10 CFP	33,173.92
Current Year Profit(Loss) - 501-11 CFP	<u>1,322.28</u>
Total Unreserved Fund Balance	2,568,658.32

TOTAL EQUITY

2,568,658.32

TOTAL LIABILITIES/EQUITY

\$ 3,958,745.52

Manistee Housing Commission
Low Rent Public Housing
INCOME STATEMENT
For the 1 Month and 6 Months Ended June 30, 2013

Units	1 Month Ended		6 Months		BUDGET	PUM	*OVER/UNDER
	June 30, 2013	PUM	June 30, 2013	PUM			
214							
Operating Income							
Rental Income							
3110 - Dwelling Rental	49,903.00	233.19	294,165.00	229.10	600,000.00	233.64	305,835.00
3120 - Excess Utilities	<u>653.94</u>	3.06	<u>4,553.44</u>	3.55	<u>9,600.00</u>	3.74	<u>5,046.56</u>
Total Rental Income	<u>50,556.94</u>	236.25	<u>298,718.44</u>	232.65	609,600.00	237.38	310,881.56
Revenues - HUD PHA Grants							
3401.1 - Operating Grants	0.00	0.00	0.00	0.00	40,000.00	15.58	40,000.00
3401.2 - Operating Subsidy	<u>32,518.00</u>	151.95	<u>204,410.00</u>	159.20	<u>461,485.00</u>	179.71	<u>257,075.00</u>
Total HUD PHA Grants	<u>32,518.00</u>	151.95	<u>204,410.00</u>	159.20	501,485.00	195.28	297,075.00
Nonrental Income							
3610 - Interest Income-Gen. Fund	188.55	0.88	751.49	0.59	960.00	0.37	208.51
3689 - Tenant Income - Cable TV	4,395.00	20.54	26,450.88	20.60	54,000.00	21.03	27,549.12
3690 - Tenant Income	1,856.63	8.68	7,608.52	5.93	19,800.00	7.71	12,191.48
3690.1 - Non-Tenant Income	5.00	0.02	174.83	0.14	6,000.00	2.34	5,825.17
3690.4 - Laundry Income	1,869.96	8.74	5,372.00	4.18	6,000.00	2.34	628.00
3690.5 - Pop Machine Income	0.00	0.00	102.92	0.08	900.00	0.35	797.08
3690.6 - Fraud Recovery Revenue	<u>382.10</u>	1.79	<u>1,337.35</u>	1.04	<u>0.00</u>	0.00	<u>(1,337.35)</u>
Total Nonrental Income	<u>8,697.24</u>	40.64	<u>41,797.99</u>	32.55	<u>87,660.00</u>	34.14	<u>45,862.01</u>
Total Operating Income	<u>91,772.18</u>	428.84	<u>544,926.43</u>	424.40	<u>1,198,745.00</u>	466.80	<u>653,818.57</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	13,489.34	63.03	86,339.73	67.24	150,616.00	58.65	64,276.27
4130 - Legal Expense	1,084.60	5.07	8,667.05	6.75	15,000.00	5.84	6,332.95
4140 - Staff Training	0.00	0.00	0.00	0.00	5,000.00	1.95	5,000.00
4150 - Travel Expense	0.00	0.00	0.00	0.00	2,000.00	0.78	2,000.00
4170 - Accounting Fees	741.44	3.46	4,987.04	3.88	10,200.00	3.97	5,212.96
4171 - Auditing	0.00	0.00	0.00	0.00	9,000.00	3.50	9,000.00
4182 - Employee Benefits - Admin	4,608.54	21.54	25,596.85	19.94	38,445.00	14.97	12,848.15
4185 - Telephone	841.65	3.93	5,000.12	3.89	7,800.00	3.04	2,799.88
4190.1 - Publications	0.00	0.00	175.00	0.14	0.00	0.00	(175.00)
4190.2 - Membership Dues and Fees	352.50	1.65	1,051.50	0.82	1,020.00	0.40	(31.50)
4190.3 - Admin Service Contracts	696.14	3.25	10,185.48	7.93	12,000.00	4.67	1,814.52
4190.4 - Office Supplies	379.63	1.77	3,905.93	3.04	7,800.00	3.04	3,894.07
4190.5 - Other Sundry-Misc.	<u>230.91</u>	1.08	<u>5,451.34</u>	4.25	<u>15,600.00</u>	6.07	<u>10,148.66</u>
Total Administration	<u>22,424.75</u>	104.79	<u>151,360.04</u>	117.88	<u>274,481.00</u>	106.89	<u>123,120.96</u>
Tenant Services							
4220 - Rec., Pub., & Other Services	0.00	0.00	400.00	0.31	0.00	0.00	(400.00)
4221 - Resident Employee Stipend	868.00	4.06	6,238.00	4.86	10,020.00	3.90	3,782.00
4222 - Employee Benefits - Tenant Services	0.00	0.00	452.76	0.35	0.00	0.00	(452.76)
4230 - Contract Costs-Cable & Other	<u>4,041.73</u>	18.89	<u>23,551.10</u>	18.34	<u>45,600.00</u>	17.76	<u>22,048.90</u>
Total Tenant Services	<u>4,909.73</u>	22.94	<u>30,641.86</u>	23.86	<u>55,620.00</u>	21.66	<u>24,978.14</u>

Manistee Housing Commission
Low Rent Public Housing
INCOME STATEMENT
For the 1 Month and 6 Months Ended June 30, 2013

Units	1 Month Ended		6 Months		<u>BUDGET</u>	PUM	*OVER/UNDER	
	214	<u>June 30, 2013</u>	PUM	<u>June 30, 2013</u>				PUM
Utilities								
4310 - Water & Sewer		2,976.82	13.91	23,693.83	18.45	34,800.00	13.55	11,106.17
4320 - Electricity		7,668.64	35.83	61,411.95	47.83	105,600.00	41.12	44,188.05
4330 - Gas		<u>1,974.99</u>	9.23	<u>19,554.33</u>	15.23	<u>43,200.00</u>	16.82	<u>23,645.67</u>
Total Utilities		12,620.45	58.97	104,660.11	81.51	183,600.00	71.50	78,939.89
Ordinary Maint. & Operation								
4410 - Labor, Maintenance		6,844.50	31.98	45,700.01	35.59	89,180.00	34.73	43,479.99
4420 - Materials		3,891.91	18.19	25,133.92	19.57	28,800.00	11.21	3,666.08
4430.02 - Heating & Cooling Contracts		834.15	3.90	11,433.96	8.90	18,000.00	7.01	6,566.04
4430.04 - Elevator Contracts		1,053.22	4.92	8,434.24	6.57	14,400.00	5.61	5,965.76
4430.05 - Landscape & Grounds Contracts		5,591.74	26.13	5,591.74	4.35	2,400.00	0.93	(3,191.74)
4430.06 - Unit Turnaround Contracts		0.00	0.00	3,416.65	2.66	6,900.00	2.69	3,483.35
4430.07 - Electrical Contracts		0.00	0.00	4,136.44	3.22	1,980.00	0.77	(2,156.44)
4430.08 - Plumbing Contracts		0.00	0.00	2,175.84	1.69	1,020.00	0.40	(1,155.84)
4430.11 - Routine Maintenance Contracts		0.00	0.00	4,641.53	3.61	3,900.00	1.52	(741.53)
4430.12 - Miscellaneous Contracts		597.00	2.79	5,430.09	4.23	6,000.00	2.34	569.91
4431 - Garbage Removal		862.75	4.03	5,505.73	4.29	9,300.00	3.62	3,794.27
4433 - Employee Benefits - Maint.		3,823.82	17.87	30,277.19	23.58	45,143.00	17.58	14,865.81
4434 - Employee Benefits-Retirees		100.00	0.47	600.00	0.47	1,200.00	0.47	600.00
4440 - Staff Training-Maintenance		<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>5,000.00</u>	1.95	<u>5,000.00</u>
Total Ordinary Maint. & Oper.		23,599.09	110.28	152,477.34	118.75	233,223.00	90.82	80,745.66
Protective Services								
4480 - Security Contract Costs		<u>3,164.04</u>	14.79	<u>3,164.04</u>	2.46	<u>3,500.00</u>	1.36	<u>335.96</u>
Total Protective Services		3,164.04	14.79	3,164.04	2.46	3,500.00	1.36	335.96
General Expense								
4510 - Insurance		2,599.59	12.15	35,363.12	27.54	62,580.00	24.37	27,216.88
4520 - Payment in Lieu of Taxes		3,120.00	14.58	18,720.00	14.58	37,440.00	14.58	18,720.00
4550 - Compensated Absences		0.00	0.00	0.00	0.00	5,000.00	1.95	5,000.00
4570 - Collection Losses		0.00	0.00	169.66	0.13	5,000.00	1.95	4,830.34
4580 - Interest Expense		6,416.95	29.99	38,574.38	30.04	76,958.00	29.97	38,383.62
4590 - Other General Expense		<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>5,400.00</u>	2.10	<u>5,400.00</u>
Total General Expense		12,136.54	56.71	92,827.16	72.30	192,378.00	74.91	99,550.84
Total Routine Expense		78,854.60	368.48	535,130.55	416.77	944,802.00	367.91	409,671.45
Non-Routine Expense								
Extraordinary Maintenance								
Total Extraordinary Maint.		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Casualty Losses-Not Cap.								
4620.4 - Insurance Proceeds		<u>0.00</u>	0.00	<u>(16,930.80)</u>	(13.19)	<u>0.00</u>	0.00	<u>16,930.80</u>
Total Casualty Losses		0.00	0.00	(16,930.80)	(13.19)	0.00	0.00	16,930.80
Total Non-Routine Expense		0.00	0.00	(16,930.80)	(13.19)	0.00	0.00	16,930.80
Total Operating Expenses		<u>78,854.60</u>	368.48	<u>518,199.75</u>	403.58	<u>944,802.00</u>	367.91	<u>426,602.25</u>

Manistee Housing Commission
Low Rent Public Housing
INCOME STATEMENT
For the 1 Month and 6 Months Ended June 30, 2013

Units	1 Month Ended		6 Months		<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
	<u>June 30, 2013</u>	<u>PUM</u>	<u>June 30, 2013</u>	<u>PUM</u>			
214							
Operating Income (Loss)	<u>12,917.58</u>	60.36	<u>26,726.68</u>	20.82	<u>253,943.00</u>	98.89	<u>227,216.32</u>
Depreciation Expense							
4800 - Depreciation - Current Year	<u>26,615.00</u>	124.37	<u>159,690.00</u>	124.37	<u>0.00</u>	0.00	<u>(159,690.00)</u>
Total Depreciation Expense	<u>26,615.00</u>	124.37	<u>159,690.00</u>	124.37	<u>0.00</u>	0.00	<u>(159,690.00)</u>
Surplus Credits & Charges							
Total Surplus Credits & Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Expenditures							
7510 - Principal Payments - EPC	920.32	4.30	5,449.24	4.24	12,400.00	4.83	6,950.76
7520 - Replacement of Equipment	0.00	0.00	7,791.60	6.07	0.00	0.00	(7,791.60)
7540 - Betterments and Additions	0.00	0.00	3,060.05	2.38	0.00	0.00	(3,060.05)
7590 - Operating Expenditures-Contra	<u>(920.32)</u>	(4.30)	<u>(16,300.89)</u>	(12.70)	<u>(12,400.00)</u>	(4.83)	<u>3,900.89</u>
Total Capital Expenditures	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0.00</u>
HUD Net Income (Loss)	<u>11,997.26</u>	56.06	<u>10,425.79</u>	8.12	<u>241,543.00</u>	94.06	231,117.21
GAAP Net Income (Loss)	<u>(13,697.42)</u>	(64.01)	<u>(132,963.32)</u>	(103.55)	<u>253,943.00</u>	98.89	
Occupancy Percentage							
9996 - Actual Unit Months for REAC submit	213.00		1,270.00				
9998 - Unit Months - Memorandum	<u>214.00</u>		<u>1,284.00</u>				
Total Occupancy Percentage	<u>99.53%</u>		<u>98.91%</u>				
UNA as of: June 30, 2013			365,112.65				

**Manistee Housing Commission
Capital Fund 501-10
INCOME STATEMENT
For the 1 Month and 6 Months Ended June 30, 2013**

	1 Month Ended	6 Months Ended
1010	<u>June 30, 2013</u>	<u>June 30, 2013</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	18,345.98
3401.3 - Capital Grants	<u>0.00</u>	<u>21,393.92</u>
Total HUD PHA Grants	0.00	39,739.90
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>39,739.90</u>
Operating Expenses		
Administration		
4190.1 - Publications	0.00	1,124.00
4190.3 - Admin Service Contracts	0.00	1,615.00
4190.5 - Other Sundry-Misc.	<u>0.00</u>	<u>52.98</u>
Total Administration	0.00	2,791.98
Ordinary Maint. & Operation		
4430.02 - Heating & Cooling Contracts	0.00	864.00
4430.12 - Miscellaneous Contracts	<u>0.00</u>	<u>2,910.00</u>
Total Ordinary Maint. & Oper.	0.00	3,774.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>6,565.98</u>
Net Income/(Loss)	<u>0.00</u>	<u>33,173.92</u>

**Manistee Housing Commission
Capital Fund 501-11
INCOME STATEMENT
For the 1 Month and 6 Months Ended June 30, 2013**

	1 Month Ended	6 Months Ended
1011	<u>June 30, 2013</u>	<u>June 30, 2013</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	4,843.00
3401.3 - Capital Grants	<u>0.00</u>	<u>1,322.28</u>
Total HUD PHA Grants	0.00	6,165.28
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>6,165.28</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operation		
4430.02 - Heating & Cooling Contracts	0.00	2,518.00
4430.12 - Miscellaneous Contracts	<u>0.00</u>	<u>2,325.00</u>
Total Ordinary Maint. & Oper.	0.00	4,843.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>4,843.00</u>
Net Income/(Loss)	<u>0.00</u>	<u>1,322.28</u>

**Manistee Housing Commission
Capital Fund 501-12
INCOME STATEMENT
For the 1 Month and 6 Months Ended June 30, 2013**

	1 Month Ended	6 Months Ended
1012	<u>June 30, 2013</u>	<u>June 30, 2013</u>
Revenues - HUD PHA Grants		
Total HUD PHA Grants	0.00	0.00
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>0.00</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operation		
Total Ordinary Maint. & Oper.	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Net Income/(Loss)	<u>0.00</u>	<u>0.00</u>

Manistee Housing Commission
Capital Fund 501-10

Program ID:	1 Month Ended June 30, 2013	6 Months Ended June 30, 2013	BUDGET	OVER/UNDE R
MI33P078501-10 **1510**				
Administration				
1406 - Operations	\$ 0.00	\$ 40,000.00	\$ 40,000.00	\$ 0.00
1408 - Management Improvements	0.00	43,950.91	24,000.00	(19,950.91)
1410.05 - Salary & Benefits-Staff	<u>0.00</u>	<u>0.00</u>	<u>24,000.00</u>	<u>24,000.00</u>
Total Administration	0.00	83,950.91	88,000.00	4,049.09
A & E				
1430.01 - Architect & Engineering Fees	0.00	8,475.92	20,000.00	11,524.08
1430.99 - A & E Fees - Soft Costs	<u>0.00</u>	<u>5,461.33</u>	<u>0.00</u>	<u>(5,461.33)</u>
Total A & E Fees	0.00	13,937.25	20,000.00	6,062.75
Site Acquisition				
Total Site Acquisition	0.00	0.00	0.00	0.00
Site Improvements				
1450.03 - Parking Lot Improvements	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
Total Site Improvements	0.00	0.00	10,000.00	10,000.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	12,187.00	95,219.00	83,032.00
1460.23 - Modernize Boiler Systems	0.00	24,544.00	0.00	(24,544.00)
1460.99 - Dwelling Structures-Soft Costs	<u>0.00</u>	<u>7,513.95</u>	<u>0.00</u>	<u>(7,513.95)</u>
Total Dwelling Structures	0.00	44,244.95	95,219.00	50,974.05
Dwelling Equipment				
1465 - Dwelling Equipment	<u>0.00</u>	<u>3,345.00</u>	<u>9,000.00</u>	<u>5,655.00</u>
Total Dwelling Equipment	0.00	3,345.00	9,000.00	5,655.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
1475 - Nondwelling Equipment	0.00	11,844.07	8,000.00	(3,844.07)
1475.99 - Nondwelling Equip. - Soft Costs	<u>0.00</u>	<u>147.00</u>	<u>0.00</u>	<u>(147.00)</u>
Total Nondwelling Equip.	0.00	11,991.07	8,000.00	(3,991.07)
Demolition				
1485 - Demolition	0.00	0.00	12,500.00	12,500.00
1485.99 - Demolition-Soft Costs	<u>0.00</u>	<u>720.00</u>	<u>0.00</u>	<u>(720.00)</u>
Total Demolition	0.00	720.00	12,500.00	11,780.00
Development Activities				
Total Development Activities	0.00	0.00	0.00	0.00
Total Capital Funds Expended	0.00	158,189.18	242,719.00	84,529.82
1600 - CFP Funding	<u>0.00</u>	<u>169,969.18</u>	<u>242,719.00</u>	<u>72,749.82</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ (11,780.00)</u>	<u>\$ 0.00</u>	<u>\$ 11,780.00</u>

Manistee Housing Commission
Capital Fund 501-11

Program ID:	1 Month Ended June 30, 2013	6 Months Ended June 30, 2013	BUDGET	OVER/UNDE R
MI33P078501-11 **1511**				
Administration				
1406 - Operations	\$ 0.00	\$ 40,000.00	\$ 40,000.00	\$ 0.00
1408 - Management Improvements	0.00	0.00	25,000.00	25,000.00
1410 - Administration	<u>0.00</u>	<u>0.00</u>	<u>24,000.00</u>	<u>24,000.00</u>
Total Administration	0.00	40,000.00	89,000.00	49,000.00
A & E				
1430 - A & E Fees	0.00	4,750.00	10,000.00	5,250.00
1430.01 - Architect & Engineering Fees	<u>0.00</u>	<u>1,322.28</u>	<u>0.00</u>	<u>(1,322.28)</u>
Total A & E Fees	0.00	6,072.28	10,000.00	3,927.72
Site Acquisition				
Total Site Acquisition	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	4,533.32	105,179.00	100,645.68
1460.99 - Dwelling Structures-Soft Costs	<u>0.00</u>	<u>4,843.00</u>	<u>0.00</u>	<u>(4,843.00)</u>
Total Dwelling Structures	0.00	9,376.32	105,179.00	95,802.68
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equip.	0.00	0.00	0.00	0.00
Demolition				
Total Demolition	0.00	0.00	0.00	0.00
Development Activities				
Total Development Activities	0.00	0.00	0.00	0.00
Total Capital Funds Expended	<u>0.00</u>	<u>55,448.60</u>	<u>204,179.00</u>	<u>148,730.40</u>
1600 - CFP Funding	<u>0.00</u>	<u>55,448.60</u>	<u>204,179.00</u>	<u>148,730.40</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Manistee Housing Commission
Capital Fund 501-12

Program ID:	1 Month Ended June 30, 2013	6 Months Ended June 30, 2013	BUDGET	OVER/UNDE R
MI33P078501-12 **1512**				
<hr/>				
Administration				
1406 - Operations	\$ 0.00	\$ 0.00	\$ 40,000.00	\$ 40,000.00
1408 - Management Improvements	0.00	0.00	20,000.00	20,000.00
1410 - Administration	<u>0.00</u>	<u>0.00</u>	<u>20,000.00</u>	<u>20,000.00</u>
Total Administration	0.00	0.00	80,000.00	80,000.00
A & E				
1430 - A & E Fees	0.00	0.00	10,000.00	10,000.00
1430.99 - A & E Fees - Soft Costs	<u>0.00</u>	<u>2,061.25</u>	<u>0.00</u>	<u>(2,061.25)</u>
Total A & E Fees	0.00	2,061.25	10,000.00	7,938.75
Site Acquisition				
Total Site Acquisition	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460 - Dwelling Structures	<u>0.00</u>	<u>0.00</u>	<u>101,849.00</u>	<u>101,849.00</u>
Total Dwelling Structures	0.00	0.00	101,849.00	101,849.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equip.	0.00	0.00	0.00	0.00
Demolition				
Total Demolition	0.00	0.00	0.00	0.00
Development Activities				
Total Development Activities	0.00	0.00	0.00	0.00
Total Capital Funds Expended	0.00	2,061.25	191,849.00	189,787.75
	<hr/>	<hr/>	<hr/>	<hr/>
1600 - CFP Funding	<u>0.00</u>	<u>2,061.25</u>	<u>191,849.00</u>	<u>189,787.75</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Manistee Housing Commission
Cash Disbursements-West Shore Journal

Date	Reference	T	Account	Description	Amount	Reference Total
06/01/13	5204	V	10014221	██████████	100.00	100.00
06/01/13	5205	V	10014221	██████████	200.00	200.00
06/01/13	5206	V	10014330	DTE Energy	513.26	513.26
06/01/13	5207		10014221	██████████	100.00	100.00
06/01/13	5208		10014221	██████████	100.00	100.00
06/01/13	5209	V	10014221	██████████	200.00	200.00
06/01/13	5210	V	10014221	██████████	200.00	200.00
06/01/13	5211	V	10012131	Oswego Comm. Bank	920.32	
06/01/13	5211	V	10014580	Oswego Comm. Bank	6,416.95	
06/01/13	5211	V	10017510	Oswego Comm. Bank	920.32	
06/01/13	5211	V	10017590	Oswego Comm. Bank	(920.32)	7,337.27
06/01/13	5212	V	10014230	Charter Business	4,041.73	4,041.73
06/04/13	5213	V	10011129	City of Manistee	(191.23)	
06/04/13	5213	V	10014310	City of Manistee	3,345.13	
06/04/13	5213	V	10014430.05	City of Manistee	4,053.54	7,207.44
06/04/13	5214	V	10014320	Consumers Energy	7,668.64	7,668.64
06/04/13	5215	V	10014430.12	Crystal Lock & Supply	304.50	304.50
06/04/13	5216		10014430.02	Custom Sheet Metal & Heating	199.00	199.00
06/04/13	5217	V	10014190.4	Jackpine Business Centers	172.00	172.00
06/04/13	5218	V	10014420	Linke Lumber Company	426.09	426.09
06/04/13	5219	V	10014190.3	Next IT	50.00	50.00
06/04/13	5220	V	10014420	Olson Lumber Company	219.63	219.63
06/04/13	5221		10014190.5	PNC Bank	19.81	19.81
06/04/13	5222		10014190.5	Poster Compliance Center	69.00	69.00
06/04/13	5223	V	10014430.04	Schindler Elevator Corp.	1,053.22	1,053.22
06/04/13	5224	V	10014420	Sherwin-Williams Co.	640.41	640.41
06/04/13	5225	V	10014190.4	Staples Credit Plan	207.63	207.63
06/04/13	5226	V	10014420	Wahr Hardware	457.10	457.10
06/06/13	5227	V	10014221	██████████	68.00	68.00
06/06/13	5228	V	10014420	Ace Hardware	283.55	283.55
06/10/13	5229	V	10014185	AT & T	427.99	427.99
06/10/13	5230	V	10014185	AT & T Mobility	388.25	388.25
06/10/13	5231	V	10014420	Auto Value	25.58	25.58
06/10/13	5232		10014420	Cadillac Plbg. & Htg. Supply Co., Inc.	292.41	292.41

**Manistee Housing Commission
Cash Disbursements-West Shore Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
06/10/13	5233		10014430.05	City of Manistee	922.92	922.92
06/10/13	5234		10014430.02	Custom Sheet Metal & Heating	344.29	344.29
06/10/13	5235	V	10014170	H.A.A.S., Inc.	667.44	667.44
06/10/13	5236	V	10014190.3	Housing Data Systems	135.00	135.00
06/10/13	5237	V	10014190.3	Kushner & Company	51.01	51.01
06/10/13	5238		10012119.2	Manistee Housing Commission	632.00	632.00
06/10/13	5239	V	10014190.5	The PI Company	95.35	95.35
06/10/13	5240	V	10014420	Sunrise Supplies	99.22	99.22
06/17/13	5241		10011122	██████████	147.50	147.50
06/18/13	5242	V	10014431	Allied Waste Services	862.75	862.75
06/18/13	5243	V	10014190.3	Applied Imaging	142.13	142.13
06/18/13	5244	V	10014420	Blarney Castle Fleet	107.20	107.20
06/18/13	5245	V	10014170	Daniel D. Laskey Co., PC	74.00	74.00
06/18/13	5246		10012114	██████████	86.00	86.00
06/18/13	5247		10012114	██████████	153.00	153.00
06/18/13	5248		10014190.2	NAHRO	352.50	352.50
06/18/13	5249	V	10014190.3	Next IT	289.00	289.00
06/18/13	5250	V	10014434	Noble Holmes	100.00	100.00
06/18/13	5251		10014190.3	AscomNorth Inc.	29.00	29.00
06/18/13	5252	V	10014185	AT & T Long Distance	25.41	25.41
06/24/13	5253		10014430.05	City of Manistee	615.28	615.28
06/24/13	5254		10014430.02	Custom Sheet Metal & Heating	290.86	290.86
06/24/13	5255	V	10014330	DTE Energy	1,461.73	1,461.73
06/24/13	5256	V	10014420	Fastenal Company	636.75	636.75
06/24/13	5257	V	10014420	Grand Rental Station	33.28	33.28
06/24/13	5258	V	10014420	HD Supply Facilities Mtee	670.69	670.69
06/24/13	5259		10014130	Mika Meyes Beckett & Jones PLC	1,084.60	1,084.60
06/24/13	5260	V	10012117.4	Priority Health	459.54	
06/24/13	5260	V	10014182	Priority Health	2,431.91	
06/24/13	5260	V	10014433	Priority Health	2,634.03	5,525.48
06/24/13	5261		10014430.12	Seng Dock & Trucking	292.50	292.50
06/24/13	5262	V	10014182	Sun Life Financial	1,117.43	
06/24/13	5262	V	10014433	Sun Life Financial	614.87	1,732.30

Manistee Housing Commission
Cash Disbursements-West Shore Journal

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
06/24/13	5263		10014480	Tyco Integrated Security LLC	3,164.04	3,164.04
06/24/13	5264	V	10014182	VSP	53.07	
06/24/13	5264	V	10014433	VSP	79.21	132.28
06/30/13	MI078		10011111.2	Checks 5204 - 5264	(53,928.02)	<u>(53,928.02)</u>
					Transaction Balance	<u>0.00</u>

Total Debits 55,039.57 Total Credits 55,039.57 A/C Hash Total 711002114.590

Number of Transactions 71

**Manistee Housing Commission
Cash Receipts Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
06/30/13	139		10011111.2	June Cash Receipts	66,105.52	
06/30/13	139		10011122	June TAR Collections	(54,542.01)	
06/30/13	139		10011211	Refund/Hsg Insurance Services	(6,785.00)	
06/30/13	139		10012114	Tenant Security/Pet Deposits	(1,889.45)	
06/30/13	139		10012119.2	June Cash Receipts	(632.00)	
06/30/13	139		10013690.1	Restitution - Myers	(5.00)	
06/30/13	139		10013690.4	Laundry Income	(1,869.96)	
06/30/13	139		10013690.6	Restitution - Wisniewski	(382.10)	
06/30/13	139		20011122	June TAR Collections	(632.00)	
06/30/13	139		20011129.4	June Cash Receipts	632.00	
06/30/13	140		10011111.2	Operating Subsidy	7,854.00	
06/30/13	140		10013401.2	Operating Subsidy	(7,854.00)	
06/30/13	141		10011111.2	Operating Subsidy	24,664.00	
06/30/13	141		10013401.2	Operating Subsidy	(24,664.00)	
06/30/13	142		10011111.2	NOW Interest	0.16	
06/30/13	142		10013610	NOW Interest	(0.16)	
06/30/13	143		10011111.2	REPO Interest	98.66	
06/30/13	143		10013610	REPO Interest	(98.66)	
06/30/13	144		10011111.3	HRA Interest	0.47	
06/30/13	144		10013610	HRA Interest	(0.47)	
					Transaction Balance	<u>0.00</u>

Total Debits 99,354.81

Total Credits 99,354.81

A/C Hash Total 220244188.400

Number of Transactions 20

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
06/30/13	347		10011122	To record charges to tenants per June 2013 MSO.	56,451.57	
06/30/13	347		10013110	To record charges to tenants per June 2013 MSO.	(49,903.00)	
06/30/13	347		10013120	To record charges to tenants per June 2013 MSO.	(653.94)	
06/30/13	347		10013689	To record charges to tenants per June 2013 MSO.	(4,395.00)	
06/30/13	347		10013690	To record charges to tenants per June 2013 MSO.	(1,499.63)	
06/30/13	348		10011122	To record transfers of security & pet deposits to A/R per June 2013 MSO.	(1,068.00)	
06/30/13	348		10012114	To record transfers of security & pet deposits to A/R per June 2013 MSO.	1,068.00	
06/30/13	349		10012114	To close security & pet deposits to tenant income per June 2013 MSO.	357.00	
06/30/13	349		10013690	To close security & pet deposits to tenant income per June 2013 MSO.	(357.00)	
06/30/13	350		10011111.3	To record HRA transactions per June 2013 bank statement.	(112.51)	
06/30/13	350		10012117.12	To record HRA transactions per June 2013 bank statement.	97.76	
06/30/13	350		10014190.5	To record HRA transactions per June 2013 bank statement.	14.75	
06/30/13	351		10011111.2	To record stop payment for CK 5204 per stop payment order.	100.00	
06/30/13	351		10014221	To record stop payment for CK 5204 per stop payment order.	(100.00)	
06/30/13	352		10011111.2	To record stop payment fee per June 2013 bank statement.	(32.00)	
06/30/13	352		10014190.5	To record stop payment fee per June 2013 bank statement.	32.00	
06/30/13	353		10011162	To record interest added to West Shore Bank CD #89018 per interest disbursement notice.	89.26	
06/30/13	353		10013610	To record interest added to West Shore Bank CD #89018 per interest disbursement notice.	(89.26)	
06/30/13	354		10011111.2	To record MERS debit per June 2013 bank statement.	(1,238.94)	
06/30/13	354		10012117.5	To record MERS debit per June 2013 bank statement.	1,238.94	
06/30/13	355		10011111.2	To record MiSDU debits per June 2013 bank statement.	(35.40)	
06/30/13	355		10012117.8	To record MiSDU debits per June 2013 bank statement.	35.40	
06/30/13	356		10011111.2	To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per June 2013 bank statement.	(5,405.02)	
06/30/13	356		10012117.1	To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per June 2013 bank statement.	1,217.16	
06/30/13	356		10012117.11	To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per June		

Date	Reference	T	Account	Description	Amount	Reference Total
				2013 bank statement.	284.69	
06/30/13	356		10012117.2	To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per June 2013 bank statement.	1,674.00	
06/30/13	356		10012117.3	To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per June 2013 bank statement.	727.33	
06/30/13	356		10014182	To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per June 2013 bank statement.	1,006.13	
06/30/13	356		10014433	To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per June 2013 bank statement.	495.71	
06/30/13	357		10011129	To record overpayment of water bill per attached.	3,713.44	
06/30/13	357		10014310	To record overpayment of water bill per attached.	(3,713.44)	
06/30/13	358		10011129	To apply water charges against credit for March billing period.	(3,345.13)	
06/30/13	358		10014310	To apply water charges against credit for March billing period.	3,345.13	
06/30/13	A1	S	10019998	To record unit months for PUM calculation.	214.00	
06/30/13	A1	S	10019999	To record unit months for PUM calculation.	(214.00)	
06/30/13	A2	S	10012137	To record estimated monthly PILOT expense.	(3,120.00)	
06/30/13	A2	S	10014520	To record estimated monthly PILOT expense.	3,120.00	
06/30/13	A3	S	10011400.95	To record estimated monthly depreciation expense.	(26,615.00)	
06/30/13	A3	S	10014800	To record estimated monthly depreciation expense.	26,615.00	
06/30/13	PAY2013		10011111.2	Payroll Journal Entry	(14,314.31)	
06/30/13	PAY2013		10012117.10	Payroll Journal Entry	(20.00)	
06/30/13	PAY2013		10012117.1	Payroll Journal Entry	(1,217.16)	
06/30/13	PAY2013		10012117.11	Payroll Journal Entry	(284.69)	
06/30/13	PAY2013		10012117.12	Payroll Journal Entry	(242.30)	
06/30/13	PAY2013		10012117.2	Payroll Journal Entry	(1,674.00)	
06/30/13	PAY2013		10012117.3	Payroll Journal Entry	(734.20)	
06/30/13	PAY2013		10012117.4	Payroll Journal Entry	(459.54)	
06/30/13	PAY2013		10012117.5	Payroll Journal Entry	(1,240.02)	
06/30/13	PAY2013		10012117.6	Payroll Journal Entry	(3.00)	
06/30/13	PAY2013		10012117.8	Payroll Journal Entry	(35.40)	
06/30/13	PAY2013		10012117.9	Payroll Journal Entry	(109.22)	
06/30/13	PAY2013		10014110	Payroll Journal Entry	13,489.34	
06/30/13	PAY2013		10014410	Payroll Journal Entry	6,844.50	
06/30/13	RT1	S	10019996	To record actual units leased for REAC reporting purposes.	213.00	
06/30/13	RT1	S	10019997	To record actual units leased for REAC reporting purposes.	(213.00)	
06/30/13	RT2	S	10011211	To record monthly insurance write off.	(2,599.59)	
06/30/13	RT2	S	10014510	To record monthly insurance write off.	2,599.59	

Transaction Balance

0.00

**Manistee Housing Commission
Journal Entry Journal**

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
Total Debits	<u>125,043.70</u>		Total Credits	<u>125,043.70</u>	A/C Hash Total	<u>570743617.710</u>
Number of Transactions		57				

**Manistee Housing Commission
Payroll Disbursements Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
06/05/13	12501	V	10012117.10	United Way	20.00	20.00
06/05/13	12509	V	10012117.6	United Steel Workers	3.00	3.00
06/05/13	12510	V	10011111.3	West Shore Bank	121.15	121.15
06/19/13	12518	V	10012117.9	United Steel Workers	109.22	109.22
06/19/13	12519	V	10011111.3	West Shore Bank	121.15	121.15
06/30/13	MI078		10011111.2	June 2013 Payroll Disbursements	(374.52)	<u>(374.52)</u>
					Transaction Balance	<u><u>0.00</u></u>

Total Debits 374.52 Total Credits 374.52 A/C Hash Total 60069686.400

Number of Transactions 6

**Manistee Housing Commission
Journal Entry Report - Payroll**

Ref.	Date	G/L Account	Description	Debit	Credit
Payroll Checks					
89.06	06/30/13	10011111.2	NOW Account		14,314.31
89.06	06/30/13	10012117.1	Social Security Withheld		1,217.16
89.06	06/30/13	10012117.10	United Way		20.00
89.06	06/30/13	10012117.11	Medicare Withheld		284.69
89.06	06/30/13	10012117.12	FSA Withheld		242.30
89.06	06/30/13	10012117.13	403b Withheld		0.00
89.06	06/30/13	10012117.2	Federal Income Tax Withl		1,674.00
89.06	06/30/13	10012117.3	State Income Tax Withhel		734.20
89.06	06/30/13	10012117.4	125 Medical Withheld		459.54
89.06	06/30/13	10012117.5	Pension Withheld		1,240.02
89.06	06/30/13	10012117.6	PAC Withheld		3.00
89.06	06/30/13	10012117.8	Friend of Court Withheld		35.40
89.06	06/30/13	10012117.9	Union Dues Withheld		109.22
89.06	06/30/13	10012119	Accounts Payable - Other		0.00
89.06	06/30/13	10014110	Administrative Salaries	13,489.34	
89.06	06/30/13	10014410	Labor, Maintenance	6,844.50	
16 Journal Entries			Total	<u>20,333.84</u>	<u>20,333.84</u>

**Manistee Housing Commission
Payroll Journal**

Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount
Anthony - Anthony Mastrapasqua Check #12502 06/05/13						
Salaried Wages	0.0000	1,040.00	FICA-SS	60.70	Union Dues	16.68
			FICA-Med	14.20	Union PAC (1)	1.00
			Federal W/H	0.00	125 Medical	60.86
			State W/H	38.54	Mers	72.40
TOTALS	<u>0.0000</u>	<u>1,040.00</u>		<u>113.44</u>		<u>150.94</u>
Number of Periods: 1					NET PAY:	775.62
Company Expenses:		FICA-SS: 60.70	FICA-Med: 14.20	FUTA: 0.00		
Anthony - Anthony Mastrapasqua Check #12511 06/19/13						
Salaried Wages	0.0000	1,040.00	FICA-SS	60.70	Union Dues	16.68
			FICA-Med	14.20	Union PAC (1)	0.00
			Federal W/H	0.00	125 Medical	60.86
			State W/H	38.54	Mers	72.40
TOTALS	<u>0.0000</u>	<u>1,040.00</u>		<u>113.44</u>		<u>149.94</u>
Number of Periods: 1					NET PAY:	776.62
Company Expenses:		FICA-SS: 60.70	FICA-Med: 14.20	FUTA: 0.00		
Beverly - Beverly A. Pahoski Check #12506 06/05/13						
Salaried Wages	0.0000	1,026.00	FICA-SS	63.61	Mers	61.56
			FICA-Med	14.88	United Way(2)	5.00
			Federal W/H	115.00	FSA	0.00
			State W/H	50.99		
TOTALS	<u>0.0000</u>	<u>1,026.00</u>		<u>244.48</u>		<u>66.56</u>
Number of Periods: 1					NET PAY:	714.96
Company Expenses:		FICA-SS: 63.61	FICA-Med: 14.88	FUTA: 0.00		
Beverly - Beverly A. Pahoski Check #12515 06/19/13						
Salaried Wages	0.0000	1,080.00	FICA-SS	66.96	Mers	64.80
			FICA-Med	15.66	United Way(2)	5.00
			Federal W/H	122.00	FSA	0.00
			State W/H	53.15		
TOTALS	<u>0.0000</u>	<u>1,080.00</u>		<u>257.77</u>		<u>69.80</u>
Number of Periods: 1					NET PAY:	752.43
Company Expenses:		FICA-SS: 66.96	FICA-Med: 15.66	FUTA: 0.00		
Beverly - Beverly A. Pahoski Check #12520 06/28/13						
Salaried Wages	0.0000	100.00	FICA-SS	6.20	Mers	6.00
			FICA-Med	1.45	United Way(2)	0.00
			Federal W/H	1.00	FSA	0.00
			State W/H	14.00		
TOTALS	<u>0.0000</u>	<u>100.00</u>		<u>22.65</u>		<u>6.00</u>
Number of Periods: 1					NET PAY:	71.35
Company Expenses:		FICA-SS: 6.20	FICA-Med: 1.45	FUTA: 0.00		
Clinton - Clinton E. Copus II Check #12504 06/05/13						
Salaried Wages	0.0000	3,086.54	FICA-SS	181.63	Mers	185.19
			FICA-Med	42.48	FSA	96.15
			Federal W/H	284.00	125 Medical	60.86
			State W/H	103.72		
TOTALS	<u>0.0000</u>	<u>3,086.54</u>		<u>611.83</u>		<u>342.20</u>
Number of Periods: 1					NET PAY:	2,132.51
Company Expenses:		FICA-SS: 181.63	FICA-Med: 42.48	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			

**Manistee Housing Commission
Payroll Journal**

Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount
Clinton - Clinton E. Copus II Check #12513 06/19/13						
Salaried Wages	0.0000	3,086.54	FICA-SS	181.63	Mers	185.19
			FICA-Med	42.48	FSA	96.15
			Federal W/H	284.00	125 Medical	60.86
			State W/H	103.72		
TOTALS	<u>0.0000</u>	<u>3,086.54</u>		<u>611.83</u>		<u>342.20</u>
Number of Periods: 1					NET PAY:	2,132.51
Company Expenses:		FICA-SS: 181.63	FICA-Med: 42.48	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Kevin - Kevin Helminiak Check #12503 06/05/13						
Salaried Wages	0.0000	1,372.50	FICA-SS	84.61	Union Dues	21.72
			FICA-Med	19.79	Union PAC (1)	1.00
			Federal W/H	73.00	Child Support	17.70
			State W/H	41.59	125 Medical	7.76
					Mers	82.35
TOTALS	<u>0.0000</u>	<u>1,372.50</u>		<u>218.99</u>		<u>130.53</u>
Number of Periods: 1					NET PAY:	1,022.98
Company Expenses:		FICA-SS: 84.61	FICA-Med: 19.79	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Kevin - Kevin Helminiak Check #12512 06/19/13						
Salaried Wages	0.0000	1,260.00	FICA-SS	77.64	Union Dues	19.95
			FICA-Med	18.16	Union PAC (1)	0.00
			Federal W/H	57.00	Child Support	17.70
			State W/H	37.09	125 Medical	7.76
					Mers	75.60
TOTALS	<u>0.0000</u>	<u>1,260.00</u>		<u>189.89</u>		<u>121.01</u>
Number of Periods: 1					NET PAY:	949.10
Company Expenses:		FICA-SS: 77.64	FICA-Med: 18.16	FUTA: 0.00		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			
Lorna - Lorna J. Perski Check #12505 06/05/13						
Salaried Wages	0.0000	1,877.88	FICA-SS	115.95	Mers	112.67
			FICA-Med	27.12	United Way(2)	5.00
			Federal W/H	262.00	403-b	0.00
			State W/H	68.24	125 Medical	7.76
TOTALS	<u>0.0000</u>	<u>1,877.88</u>		<u>473.31</u>		<u>125.43</u>
Number of Periods: 1					NET PAY:	1,279.14
Company Expenses:		FICA-SS: 115.94	FICA-Med: 27.12	FUTA: 0.00		
Lorna - Lorna J. Perski Check #12514 06/19/13						
Salaried Wages	0.0000	1,877.88	FICA-SS	115.94	Mers	112.67
			FICA-Med	27.12	United Way(2)	5.00
			Federal W/H	262.00	403-b	0.00
			State W/H	68.24	125 Medical	7.76
TOTALS	<u>0.0000</u>	<u>1,877.88</u>		<u>473.30</u>		<u>125.43</u>
Number of Periods: 1					NET PAY:	1,279.15
Company Expenses:		FICA-SS: 115.94	FICA-Med: 27.12	FUTA: 0.00		
Monica - Monica Otis Check #12508 06/05/13						
Salaried Wages	0.0000	634.50	FICA-SS	39.34	Mers	38.07
			FICA-Med	9.20	125 Medical	0.00
			Federal W/H	60.00		
			State W/H	25.35		
TOTALS	<u>0.0000</u>	<u>634.50</u>		<u>133.89</u>		<u>38.07</u>
Number of Periods: 1					NET PAY:	462.54
Company Expenses:		FICA-SS: 39.34	FICA-Med: 9.20	FUTA: 3.81		

**Manistee Housing Commission
Payroll Journal**

Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount
Monica - Monica Otis Check #12517 06/19/13						
Salaried Wages	0.0000	720.00	FICA-SS	44.16	Mers	43.20
			FICA-Med	10.33	125 Medical	7.76
			Federal W/H	71.00		
			State W/H	28.43		
TOTALS	<u>0.0000</u>	<u>720.00</u>		<u>153.92</u>		<u>50.96</u>
Number of Periods: 1					NET PAY:	515.12
Company Expenses:		FICA-SS: 44.16	FICA-Med: 10.33	FUTA: 4.32		
Robert - Robert Krolczyk Check #12507 06/05/13						
Salaried Wages	0.0000	1,040.00	FICA-SS	57.43	Mers	62.40
			FICA-Med	13.43	Union PAC (1)	1.00
			Federal W/H	39.00	Union Dues	16.68
			State W/H	30.26	FSA	25.00
					125 Medical	88.65
TOTALS	<u>0.0000</u>	<u>1,040.00</u>		<u>140.12</u>		<u>193.73</u>
Number of Periods: 1					NET PAY:	706.15
Company Expenses:		FICA-SS: 57.44	FICA-Med: 13.43	FUTA: 0.00		
Robert - Robert Krolczyk Check #12516 06/19/13						
Salaried Wages	0.0000	1,092.00	FICA-SS	60.66	Mers	65.52
			FICA-Med	14.19	Union PAC (1)	0.00
			Federal W/H	44.00	Union Dues	17.51
			State W/H	32.34	FSA	25.00
					125 Medical	88.65
TOTALS	<u>0.0000</u>	<u>1,092.00</u>		<u>151.19</u>		<u>196.68</u>
Number of Periods: 1					NET PAY:	744.13
Company Expenses:		FICA-SS: 60.65	FICA-Med: 14.19	FUTA: 0.00		

**Manistee Housing Commission
Payroll Journal**

Pay Description	Hours	Amount	Withholdings	Amount	Deduction Desc.	Amount
Company Totals	Number of Checks: 15					
Salaried Wages	0.0000	20,333.84	FICA-SS	1,217.16	Mers	1,240.02
			FICA-Med	284.69	United Way(2)	20.00
			Federal W/H	1,674.00	FSA	242.30
			State W/H	734.20	125 Medical	459.54
					403-b	0.00
					Union Dues	109.22
					Union PAC (1)	3.00
					Child Support	35.40
TOTALS	<u>0.0000</u>	<u>20,333.84</u>		<u>3,910.05</u>		<u>2,109.48</u>
					NET PAY:	14,314.31
Company Expenses:		FICA-SS: 1,217.15	FICA-Med: 284.69	FUTA: 8.13		
		MI SUTA-Base Rate: 0.00	MI SUTA-Obligation A: 0.00			

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10011111.2 NOW Account				468,127.92		
06/30/13	139		June Cash Receipts		66,105.52	
06/30/13	140		Operating Subsidy		7,854.00	
06/30/13	141		Operating Subsidy		24,664.00	
06/30/13	142		NOW Interest		0.16	
06/30/13	143		REPO Interest		98.66	
06/30/13	351		To record stop payment for CK 5204 per stop payment order.		100.00	
06/30/13	352		To record stop payment fee per June 2013 bank statement.		(32.00)	
06/30/13	354		To record MERS debit per June 2013 bank statement.		(1,238.94)	
06/30/13	355		To record MiSDU debits per June 2013 bank statement.		(35.40)	
06/30/13	356		To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per June 2013 bank statement.		(5,405.02)	
06/30/13	MI078		Checks 5204 - 5264		(53,928.02)	
06/30/13	MI078		June 2013 Payroll Disbursements		(374.52)	
06/30/13	PAY2013		Payroll Journal Entry		(14,314.31)	
					<u>23,494.13</u>	<u>491,622.05</u>
10011111.3 HRA Account				11,504.89		
06/30/13	144		HRA Interest		0.47	
06/30/13	350		To record HRA transactions per June 2013 bank statement.		(112.51)	
06/05/13	12510	V	West Shore Bank		121.15	
06/19/13	12519	V	West Shore Bank		121.15	
					<u>130.26</u>	<u>11,635.15</u>
10011117 Petty Cash Fund				250.00		
					<u>0.00</u>	<u>250.00</u>
10011118 Change Fund				50.00		
					<u>0.00</u>	<u>50.00</u>
10011122 Tenants Accounts Receivable				6,687.12		
06/30/13	139		June TAR Collections		(54,542.01)	
06/30/13	347		To record charges to tenants per June 2013 MSO.		56,451.57	
06/30/13	348		To record transfers of security & pet deposits to A/R per June 2013 MSO.		(1,068.00)	
06/17/13	5241				147.50	
					<u>989.06</u>	<u>7,676.18</u>
10011122.1 Allowance for Doubtful Accounts				(3,316.22)		
					<u>0.00</u>	<u>(3,316.22)</u>
10011129 Accounts Receivable-Other				0.00		
06/30/13	357		To record overpayment of water bill per attached.		3,713.44	
06/30/13	358		To apply water charges against credit for March billing period.		(3,345.13)	
06/04/13	5213	V	City of Manistee		(191.23)	
					<u>177.08</u>	<u>177.08</u>
10011162 General Fund Investments				50,590.43		
06/30/13	353		To record interest added to West Shore Bank CD #89018 per interest disbursement notice.		89.26	
					<u>89.26</u>	<u>50,679.69</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10011211		Prepaid Insurance	14,887.63		
06/30/13	139		Refund/Hsg Insurance Services		(6,785.00)	
06/30/13	RT2	S	To record monthly insurance write off.		(2,599.59)	
					<u>(9,384.59)</u>	<u>5,503.04</u>
	10011400		Construction in Progress-CFP	22,716.20		
					<u>0.00</u>	<u>22,716.20</u>
	10011400.6		Land	360,271.62		
					<u>0.00</u>	<u>360,271.62</u>
	10011400.61		Land Improvements	85,905.07		
					<u>0.00</u>	<u>85,905.07</u>
	10011400.7		Buildings	4,657,515.77		
					<u>0.00</u>	<u>4,657,515.77</u>
	10011400.71		Building Improvements	4,731,281.90		
					<u>0.00</u>	<u>4,731,281.90</u>
	10011400.72		Non-dwelling Structures	7,050.00		
					<u>0.00</u>	<u>7,050.00</u>
	10011400.8		Furn., Equip., Mach.-Dwellings	232,575.39		
					<u>0.00</u>	<u>232,575.39</u>
	10011400.9		Furn., Equip., Mach.-Admin	480,899.05		
					<u>0.00</u>	<u>480,899.05</u>
	10011400.95		Accumulated Depreciation-ALL	(7,157,131.45)		
06/30/13	A3	S	To record estimated monthly depreciation expense.		(26,615.00)	
					<u>(26,615.00)</u>	<u>(7,183,746.45)</u>
	10012111		Vendors and Contractors	(35,791.56)		
					<u>0.00</u>	<u>(35,791.56)</u>
	10012114		Tenant Security Deposits	(55,192.50)		
06/30/13	139		Tenant Security/Pet Deposits		(1,889.45)	
06/30/13	348		To record transfers of security & pet deposits to A/R per June 2013 MSO.		1,068.00	
06/30/13	349		To close security & pet deposits to tenant income per June 2013 MSO.		357.00	
06/18/13	5246				86.00	
06/18/13	5247				153.00	
					<u>(225.45)</u>	<u>(55,417.95)</u>
	10012117.1		Social Security Withheld	0.00		
06/30/13	356		To record IRS USATAXPYMT(s) & STATE OF MICH			

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10012117.1 Social Security Withheld (cont.)						
06/30/13	PAY2013		TAX-PAY per June 2013 bank statement. Payroll Journal Entry		1,217.16 <u>(1,217.16)</u> 0.00	<u>0.00</u>
10012117.10 United Way				(20.00)		
06/05/13	12501	V	United Way		20.00	
06/30/13	PAY2013		Payroll Journal Entry		<u>(20.00)</u> 0.00	<u>(20.00)</u>
10012117.11 Medicare Withheld				0.00		
06/30/13	356		To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per June 2013 bank statement.		284.69	
06/30/13	PAY2013		Payroll Journal Entry		<u>(284.69)</u> 0.00	<u>0.00</u>
10012117.12 FSA Withheld				(1,326.89)		
06/30/13	350		To record HRA transactions per June 2013 bank statement.		97.76	
06/30/13	PAY2013		Payroll Journal Entry		<u>(242.30)</u> <u>(144.54)</u>	<u>(1,471.43)</u>
10012117.2 Federal Income Tax Withheld				0.00		
06/30/13	356		To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per June 2013 bank statement.		1,674.00	
06/30/13	PAY2013		Payroll Journal Entry		<u>(1,674.00)</u> 0.00	<u>0.00</u>
10012117.3 State Income Tax Withheld				(727.33)		
06/30/13	356		To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per June 2013 bank statement.		727.33	
06/30/13	PAY2013		Payroll Journal Entry		<u>(734.20)</u> <u>(6.87)</u>	<u>(734.20)</u>
10012117.4 125 Medical Withheld				0.00		
06/24/13	5260	V	Priority Health		459.54	
06/30/13	PAY2013		Payroll Journal Entry		<u>(459.54)</u> 0.00	<u>0.00</u>
10012117.5 Pension Withheld				(1,238.94)		
06/30/13	354		To record MERS debit per June 2013 bank statement.		1,238.94	
06/30/13	PAY2013		Payroll Journal Entry		<u>(1,240.02)</u> <u>(1.08)</u>	<u>(1,240.02)</u>
10012117.6 PAC Withheld				0.00		
06/05/13	12509	V	United Steel Workers		3.00	
06/30/13	PAY2013		Payroll Journal Entry		<u>(3.00)</u> 0.00	<u>0.00</u>
10012117.8 Friend of Court Withheld				0.00		
06/30/13	355		To record MiSDU debits per June 2013 bank statement.		35.40	
06/30/13	PAY2013		Payroll Journal Entry		<u>(35.40)</u>	

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10012117.8 Friend of Court Withheld (cont.)					<u>0.00</u>	<u>0.00</u>
10012117.9 Union Dues Withheld				0.00		
06/19/13	12518	V	United Steel Workers		109.22	
06/30/13	PAY2013		Payroll Journal Entry		<u>(109.22)</u>	
					<u>0.00</u>	<u>0.00</u>
10012119.2 Interfund Payable - DVG				0.00		
06/30/13	139		June Cash Receipts		(632.00)	
06/10/13	5238		Manistee Housing Commission		<u>632.00</u>	
					<u>0.00</u>	<u>0.00</u>
10012131 EPC Loan - Current				(7,870.06)		
06/01/13	5211	V	Oswego Comm. Bank		920.32	
					<u>920.32</u>	<u>(6,949.74)</u>
10012132 EPC Loan - Noncurrent				(1,195,753.14)		
					<u>0.00</u>	<u>(1,195,753.14)</u>
10012135 Accrued Salaries and Wages				(13,392.45)		
					<u>0.00</u>	<u>(13,392.45)</u>
10012135.1 Accrued Comp. Absences-Current				(8,930.82)		
					<u>0.00</u>	<u>(8,930.82)</u>
10012135.3 Accrued Comp. Absences-Non Current				(10,855.28)		
					<u>0.00</u>	<u>(10,855.28)</u>
10012137 Payments in Lieu of Taxes				(56,410.61)		
06/30/13	A2	S	To record estimated monthly PILOT expense.		(3,120.00)	
					<u>(3,120.00)</u>	<u>(59,530.61)</u>
10012806 Unrestricted Net Assets				(354,686.86)		
					<u>0.00</u>	<u>(354,686.86)</u>
10012806.1 Invested in Capital Assets				(2,312,438.58)		
					<u>0.00</u>	<u>(2,312,438.58)</u>
10012820 HUD Operating Reserve - Memo				(354,686.86)		
					<u>0.00</u>	<u>(354,686.86)</u>
10012820.1 HUD Operating Reserve-Contra				354,686.86		
					<u>0.00</u>	<u>354,686.86</u>
10013110 Dwelling Rental				(244,262.00)		
06/30/13	347		To record charges to tenants per June 2013 MSO.		(49,903.00)	

**Manistee Housing Commission
General Ledger**

<u>Date</u>	<u>Reference T</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Current Amount</u>	<u>YTD Balance</u>
10013110 Dwelling Rental (cont.)					
				<u>(49,903.00)</u>	<u>(294,165.00)</u>
10013120 Excess Utilities			(3,899.50)		
06/30/13	347	To record charges to tenants per June 2013 MSO.		<u>(653.94)</u>	
				<u>(653.94)</u>	<u>(4,553.44)</u>
10013401.2 Operating Subsidy			(171,892.00)		
06/30/13	140	Operating Subsidy		<u>(7,854.00)</u>	
06/30/13	141	Operating Subsidy		<u>(24,664.00)</u>	
				<u>(32,518.00)</u>	<u>(204,410.00)</u>
10013610 Interest Income-Gen. Fund			(562.94)		
06/30/13	142	NOW Interest		<u>(0.16)</u>	
06/30/13	143	REPO Interest		<u>(98.66)</u>	
06/30/13	144	HRA Interest		<u>(0.47)</u>	
06/30/13	353	To record interest added to West Shore Bank CD #89018 per interest disbursement notice.		<u>(89.26)</u>	
				<u>(188.55)</u>	<u>(751.49)</u>
10013689 Tenant Income - Cable TV			(22,055.88)		
06/30/13	347	To record charges to tenants per June 2013 MSO.		<u>(4,395.00)</u>	
				<u>(4,395.00)</u>	<u>(26,450.88)</u>
10013690 Tenant Income			(5,751.89)		
06/30/13	347	To record charges to tenants per June 2013 MSO.		<u>(1,499.63)</u>	
06/30/13	349	To close security & pet deposits to tenant income per June 2013 MSO.		<u>(357.00)</u>	
				<u>(1,856.63)</u>	<u>(7,608.52)</u>
10013690.1 Non-Tenant Income			(169.83)		
06/30/13	139	Restitution - Myers		<u>(5.00)</u>	
				<u>(5.00)</u>	<u>(174.83)</u>
10013690.4 Laundry Income			(3,502.04)		
06/30/13	139	Laundry Income		<u>(1,869.96)</u>	
				<u>(1,869.96)</u>	<u>(5,372.00)</u>
10013690.5 Pop Machine Income			(102.92)		
				<u>0.00</u>	<u>(102.92)</u>
10013690.6 Fraud Recovery Revenue			(955.25)		
06/30/13	139	Restitution - Wisniewski		<u>(382.10)</u>	
				<u>(382.10)</u>	<u>(1,337.35)</u>
10014110 Administrative Salaries			72,850.39		
06/30/13	PAY2013	Payroll Journal Entry		<u>13,489.34</u>	
				<u>13,489.34</u>	<u>86,339.73</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014130 Legal Expense				7,582.45		
06/24/13	5259		Mika Meyes Beckett & Jones PLC		1,084.60	
					<u>1,084.60</u>	<u>8,667.05</u>
10014170 Accounting Fees				4,245.60		
06/10/13	5235	V	H.A.A.S., Inc.		667.44	
06/18/13	5245	V	Daniel D. Laskey Co., PC		74.00	
					<u>741.44</u>	<u>4,987.04</u>
10014182 Employee Benefits - Admin				20,988.31		
06/30/13	356		To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per June 2013 bank statement.		1,006.13	
06/24/13	5260	V	Priority Health		2,431.91	
06/24/13	5262	V	Sun Life Financial		1,117.43	
06/24/13	5264	V	VSP		53.07	
					<u>4,608.54</u>	<u>25,596.85</u>
10014185 Telephone				4,158.47		
06/10/13	5229	V	AT & T		427.99	
06/10/13	5230	V	AT & T Mobility		388.25	
06/18/13	5252	V	AT & T Long Distance		25.41	
					<u>841.65</u>	<u>5,000.12</u>
10014190.1 Publications				175.00		
					<u>0.00</u>	<u>175.00</u>
10014190.2 Membership Dues and Fees				699.00		
06/18/13	5248		NAHRO		352.50	
					<u>352.50</u>	<u>1,051.50</u>
10014190.3 Admin Service Contracts				9,489.34		
06/04/13	5219	V	Next IT		50.00	
06/10/13	5236	V	Housing Data Systems		135.00	
06/10/13	5237	V	Kushner & Company		51.01	
06/18/13	5243	V	Applied Imaging		142.13	
06/18/13	5249	V	Next IT		289.00	
06/18/13	5251		AscomNorth Inc.		29.00	
					<u>696.14</u>	<u>10,185.48</u>
10014190.4 Office Supplies				3,526.30		
06/04/13	5217	V	Jackpine Business Centers		172.00	
06/04/13	5225	V	Staples Credit Plan		207.63	
					<u>379.63</u>	<u>3,905.93</u>
10014190.5 Other Sundry-Misc.				5,220.43		
06/30/13	350		To record HRA transactions per June 2013 bank statement.		14.75	
06/30/13	352		To record stop payment fee per June 2013 bank statement.		32.00	
06/04/13	5221		PNC Bank		19.81	
06/04/13	5222		Poster Compliance Center		69.00	
06/10/13	5239	V	The PI Company		95.35	
					<u>230.91</u>	<u>5,451.34</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014220 Rec., Pub., & Other Services				400.00		
					<u>0.00</u>	<u>400.00</u>
10014221 Resident Employee Stipend				5,370.00		
06/30/13	351		To record stop payment for CK 5204 per stop payment order.		(100.00)	
06/01/13	5204	V			100.00	
06/01/13	5205	V			200.00	
06/01/13	5207				100.00	
06/01/13	5208				100.00	
06/01/13	5209	V			200.00	
06/01/13	5210	V			200.00	
06/06/13	5227	V			68.00	
					<u>868.00</u>	<u>6,238.00</u>
10014222 Employee Benefits - Tenant Services				452.76		
					<u>0.00</u>	<u>452.76</u>
10014230 Contract Costs-Cable & Other				19,509.37		
06/01/13	5212	V	Charter Business		4,041.73	
					<u>4,041.73</u>	<u>23,551.10</u>
10014310 Water & Sewer				20,717.01		
06/30/13	357		To record overpayment of water bill per attached.		(3,713.44)	
06/30/13	358		To apply water charges against credit for March billing period.		3,345.13	
06/04/13	5213	V	City of Manistee		3,345.13	
					<u>2,976.82</u>	<u>23,693.83</u>
10014320 Electricity				53,743.31		
06/04/13	5214	V	Consumers Energy		7,668.64	
					<u>7,668.64</u>	<u>61,411.95</u>
10014330 Gas				17,579.34		
06/01/13	5206	V	DTE Energy		513.26	
06/24/13	5255	V	DTE Energy		1,461.73	
					<u>1,974.99</u>	<u>19,554.33</u>
10014410 Labor, Maintenance				38,855.51		
06/30/13	PAY2013		Payroll Journal Entry		6,844.50	
					<u>6,844.50</u>	<u>45,700.01</u>
10014420 Materials				21,242.01		
06/04/13	5218	V	Linke Lumber Company		426.09	
06/04/13	5220	V	Olson Lumber Company		219.63	
06/04/13	5224	V	Sherwin-Williams Co.		640.41	
06/04/13	5226	V	Wahr Hardware		457.10	
06/06/13	5228	V	Ace Hardware		283.55	
06/10/13	5231	V	Auto Value		25.58	
06/10/13	5232		Cadillac Plbg. & Htg. Supply Co., Inc.		292.41	
06/10/13	5240	V	Sunrise Supplies		99.22	
06/18/13	5244	V	Blarney Castle Fleet		107.20	
06/24/13	5256	V	Fastenal Company		636.75	
06/24/13	5257	V	Grand Rental Station		33.28	

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014420 Materials (cont.)						
06/24/13	5258	V	HD Supply Facilities Mtce		670.69	
					<u>3,891.91</u>	<u>25,133.92</u>
10014430.02 Heating & Cooling Contracts				10,599.81		
06/04/13	5216		Custom Sheet Metal & Heating		199.00	
06/10/13	5234		Custom Sheet Metal & Heating		344.29	
06/24/13	5254		Custom Sheet Metal & Heating		290.86	
					<u>834.15</u>	<u>11,433.96</u>
10014430.04 Elevator Contracts				7,381.02		
06/04/13	5223	V	Schindler Elevator Corp.		1,053.22	
					<u>1,053.22</u>	<u>8,434.24</u>
10014430.05 Landscape & Grounds Contracts				0.00		
06/04/13	5213	V	City of Manistee		4,053.54	
06/10/13	5233		City of Manistee		922.92	
06/24/13	5253		City of Manistee		615.28	
					<u>5,591.74</u>	<u>5,591.74</u>
10014430.06 Unit Turnaround Contracts				3,416.65		
					<u>0.00</u>	<u>3,416.65</u>
10014430.07 Electrical Contracts				4,136.44		
					<u>0.00</u>	<u>4,136.44</u>
10014430.08 Plumbing Contracts				2,175.84		
					<u>0.00</u>	<u>2,175.84</u>
10014430.11 Routine Maintenance Contracts				4,641.53		
					<u>0.00</u>	<u>4,641.53</u>
10014430.12 Miscellaneous Contracts				4,833.09		
06/04/13	5215	V	Crystal Lock & Supply		304.50	
06/24/13	5261		Seng Dock & Trucking		292.50	
					<u>597.00</u>	<u>5,430.09</u>
10014431 Garbage Removal				4,642.98		
06/18/13	5242	V	Allied Waste Services		862.75	
					<u>862.75</u>	<u>5,505.73</u>
10014433 Employee Benefits - Maint.				26,453.37		
06/30/13	356		To record IRS USATAXPYMT(s) & STATE OF MICH TAX-PAY per June 2013 bank statement.		495.71	
06/24/13	5260	V	Priority Health		2,634.03	
06/24/13	5262	V	Sun Life Financial		614.87	
06/24/13	5264	V	VSP		79.21	
					<u>3,823.82</u>	<u>30,277.19</u>

**Manistee Housing Commission
General Ledger**

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Current Amount</u>	<u>YTD Balance</u>
	10014434		Employee Benefits-Retirees	500.00		
06/18/13	5250	V	Noble Holmes		100.00	
					<u>100.00</u>	<u>600.00</u>
	10014480		Security Contract Costs	0.00		
06/24/13	5263		Tyco Integrated Security LLC		3,164.04	
					<u>3,164.04</u>	<u>3,164.04</u>
	10014510		Insurance	32,763.53		
06/30/13	RT2	S	To record monthly insurance write off.		2,599.59	
					<u>2,599.59</u>	<u>35,363.12</u>
	10014520		Payment in Lieu of Taxes	15,600.00		
06/30/13	A2	S	To record estimated monthly PILOT expense.		3,120.00	
					<u>3,120.00</u>	<u>18,720.00</u>
	10014570		Collection Losses	169.66		
					<u>0.00</u>	<u>169.66</u>
	10014580		Interest Expense	32,157.43		
06/01/13	5211	V	Oswego Comm. Bank		6,416.95	
					<u>6,416.95</u>	<u>38,574.38</u>
	10014620.4		Insurance Proceeds	(16,930.80)		
					<u>0.00</u>	<u>(16,930.80)</u>
	10014800		Depreciation - Current Year	133,075.00		
06/30/13	A3	S	To record estimated monthly depreciation expense.		26,615.00	
					<u>26,615.00</u>	<u>159,690.00</u>
	10017510		Principal Payments - EPC	4,528.92		
06/01/13	5211	V	Oswego Comm. Bank		920.32	
					<u>920.32</u>	<u>5,449.24</u>
	10017520		Replacement of Equipment	7,791.60		
					<u>0.00</u>	<u>7,791.60</u>
	10017540		Betterments and Additions	3,060.05		
					<u>0.00</u>	<u>3,060.05</u>
	10017590		Operating Expenditures-Contra	(15,380.57)		
06/01/13	5211	V	Oswego Comm. Bank		(920.32)	
					<u>(920.32)</u>	<u>(16,300.89)</u>
	10019996		Actual Unit Months for REAC submission	1,057.00		
06/30/13	RT1	S	To record actual units leased for REAC reporting purposes.		213.00	
					<u>213.00</u>	<u>1,270.00</u>

**Manistee Housing Commission
General Ledger**

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Current Amount</u>	<u>YTD Balance</u>
	10019997		Actual Unit Months - Contra	(1,057.00)		
06/30/13	RT1	S	To record actual units leased for REAC reporting purposes.		(213.00)	
					<u>(213.00)</u>	<u>(1,270.00)</u>
	10019998		Unit Months - Memorandum	1,070.00		
06/30/13	A1	S	To record unit months for PUM calculation.		214.00	
					<u>214.00</u>	<u>1,284.00</u>
	10019999		Unit Months - Contra	(1,070.00)		
06/30/13	A1	S	To record unit months for PUM calculation.		(214.00)	
					<u>(214.00)</u>	<u>(1,284.00)</u>
	10103401.1		Operating Grants	(18,345.98)		
					<u>0.00</u>	<u>(18,345.98)</u>
	10103401.3		Capital Grants	(21,393.92)		
					<u>0.00</u>	<u>(21,393.92)</u>
	10104190.1		Publications	1,124.00		
					<u>0.00</u>	<u>1,124.00</u>
	10104190.3		Administrative Service Contracts	1,615.00		
					<u>0.00</u>	<u>1,615.00</u>
	10104190.5		Other Sundry-Misc.	52.98		
					<u>0.00</u>	<u>52.98</u>
	10104430.02		Heating & Cooling Contracts	864.00		
					<u>0.00</u>	<u>864.00</u>
	10104430.12		Miscellaneous Contracts	2,910.00		
					<u>0.00</u>	<u>2,910.00</u>
	10113401.1		Operating Grants	(4,843.00)		
					<u>0.00</u>	<u>(4,843.00)</u>
	10113401.3		Capital Grants	(1,322.28)		
					<u>0.00</u>	<u>(1,322.28)</u>
	10114430.02		Heating & Cooling Contracts	2,518.00		
					<u>0.00</u>	<u>2,518.00</u>
	10114430.12		Miscellaneous Contract Costs	2,325.00		
					<u>0.00</u>	<u>2,325.00</u>
	15101406		Operations	40,000.00		

**Manistee Housing Commission
General Ledger**

Date	Reference T	Description	Beginning Balance	Current Amount	YTD Balance
	15101406	Operations (cont.)		0.00	40,000.00
	15101408	Management Improvements	43,950.91	0.00	43,950.91
	15101430.01	A & E Fees	8,475.92	0.00	8,475.92
	15101430.99	A & E Fees - Soft Costs	5,461.33	0.00	5,461.33
	15101460	Dwelling Structures	12,187.00	0.00	12,187.00
	15101460.23	Modernize Boiler Rooms	24,544.00	0.00	24,544.00
	15101460.99	Dwelling Structures-Soft Costs	7,513.95	0.00	7,513.95
	15101465	Dwelling Equipment	3,345.00	0.00	3,345.00
	15101475	Nondwelling Equipment	11,844.07	0.00	11,844.07
	15101475.99	Nondwelling Equipment-Soft Costs	147.00	0.00	147.00
	15101485.99	Demolition-Soft Costs	720.00	0.00	720.00
	15101600	CFP Funding	169,969.18	0.00	169,969.18
	15101699	CFP Funding - Contra	(169,969.18)	0.00	(169,969.18)
	15109800	CFP Cost - Contra	(158,189.18)	0.00	(158,189.18)
	15111406	Operations	40,000.00	0.00	40,000.00

**Manistee Housing Commission
General Ledger**

Date	Reference T	Description	Beginning Balance	Current Amount	YTD Balance
	15111430	A & E Fees	4,750.00	<u>0.00</u>	<u>4,750.00</u>
	15111430.01	A & E Fees	1,322.28	<u>0.00</u>	<u>1,322.28</u>
	15111460	Dwelling Structures	4,533.32	<u>0.00</u>	<u>4,533.32</u>
	15111460.99	Dwelling Structures-Soft Costs	4,843.00	<u>0.00</u>	<u>4,843.00</u>
	15111600	CFP Funding	55,448.60	<u>0.00</u>	<u>55,448.60</u>
	15111699	CFP Funding - Contra	(55,448.60)	<u>0.00</u>	<u>(55,448.60)</u>
	15119800	CFP Cost - Contra	(55,448.60)	<u>0.00</u>	<u>(55,448.60)</u>
	15121430.99	A & E Fees - Soft Costs	2,061.25	<u>0.00</u>	<u>2,061.25</u>
	15121600	CFP Funding	2,061.25	<u>0.00</u>	<u>2,061.25</u>
	15121699	CFP Funding - Contra	(2,061.25)	<u>0.00</u>	<u>(2,061.25)</u>
	15129800	CFP Cost - Contra	(2,061.25)	<u>0.00</u>	<u>(2,061.25)</u>
Current Profit/(Loss)		<u>(13,697.42)</u>	YTD Profit/(Loss)		<u>(98,467.12)</u>
Number of Transactions		152	The General Ledger is in balance		<u>0.00</u>

Redactions for compliance with
Federal Privacy Act

Housing Authority Accounting Specialists
PO Box 545
Sparta, WI 54656
608-272-3209

To the Board of Directors
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, 2013. These reports have been compiled in accordance with Generally Accepted Accounting Principles.

- 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 Accounting Specialists, Inc.

**Manistee Housing Commission
Domestic Violence Grant
BALANCE SHEET
As of June 30, 2013**

ASSETS

CURRENT ASSETS

Cash

1111 - Cash - MSHDA \$ 67,251.36

Total Cash 67,251.36

Receivables

1122 - Tenants Accounts Receivable (332.00)

1122.1 - Allowance for Doubtful Accounts (4,158.41)

1129.4 - Interfund Receivable - P/H 632.00

Total Receivables (3,858.41)

Investments

Total Investments 0.00

Prepaid Expenses & Other Assets

Total Prepaid Expenses & Other Assets 0.00

Total Current Assets 63,392.95

CAPITAL ASSETS

Land, Structures & Equipment

1400.7 - Buildings 364,363.29

1400.98 - Accumulated Depreciation-DVG (51,356.11)

Total Land, Structures & Equipment 313,007.18

TOTAL CAPITAL ASSETS 313,007.18

TOTAL ASSETS \$ 376,400.13

**Manistee Housing Commission
Domestic Violence Grant
BALANCE SHEET
As of June 30, 2013**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 453.84
2114 - Tenant Security Deposits	<u>1,748.00</u>
Total Accounts Payable	2,201.84

Accrued Liabilities

2130 - Forgivable Note - MSHDA	<u>500,000.00</u>
Total Accrued Liabilities	500,000.00

Total Current Liabilities 502,201.84

Non Current Liabilities

Total Non Current Liabilities 0.00

Deferred Credits

2690 - Undistributed Deposits After Cutoff	<u>632.00</u>
Total Deferred Credits	632.00

TOTAL LIABILITIES/DEFERRED CREDITS 502,833.84

EQUITY

Unreserved Fund Balance

2806 - Unrestricted Net Assets	57,951.53
2806.4 - Invested in Capital Assets-DVG	(182,042.82)
Current Year Profit(Loss)	<u>(2,342.42)</u>
Total Unreserved Fund Balance	(126,433.71)

TOTAL EQUITY (126,433.71)

TOTAL LIABILITIES/EQUITY \$ 376,400.13

**Manistee Housing Commission
Domestic Violence Grant
INCOME STATEMENT
For the 1 Month and 6 Months Ended June 30, 2013**

	1 Month Ended	6 Months Ended
	<u>June 30, 2013</u>	<u>June 30, 2013</u>
Operating Income		
3110 - Dwelling Rental	1,232.00	8,152.00
3120 - Excess Utilities	<u>0.00</u>	<u>300.76</u>
Total Operating Income	1,232.00	8,452.76
Operating Expenses		
Administration		
4170 - Accounting Fees	<u>124.80</u>	<u>811.30</u>
Total Administration	124.80	811.30
Ordinary Maint. & Operation		
4420 - Materials	0.00	150.81
4430.02 - Heating & Cooling Contracts	0.00	411.27
4430.12 - Miscellaneous Contracts	<u>0.00</u>	<u>63.00</u>
Total Ordinary Maint. & Oper.	0.00	625.08
General Expense		
4570 - Collection Losses	0.00	4,008.41
4590 - Other General Expense	<u>0.00</u>	<u>400.39</u>
Total General Expense	0.00	4,408.80
Depreciation Expense		
4800 - Depreciation - Current Year	<u>825.00</u>	<u>4,950.00</u>
Total Depreciation Expense	825.00	4,950.00
Capital Expenditures		
Total Capital Expenditures	0.00	0.00
Total Operating Expenses	<u>949.80</u>	<u>10,795.18</u>
Net Income/(Loss)	<u>1,107.20</u>	<u>2,607.58</u>

**Manistee Housing Commission
Cash Disbursements-DVG Journal**

<u>Date</u>	<u>Reference</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
06/11/13	2478	20014170	H.A.A.S., Inc.	124.80	124.80
06/30/13	MI078	20011111	Check 2478	(124.80)	<u>(124.80)</u>
				Transaction Balance	<u><u>0.00</u></u>
Total Debits	<u>124.80</u>	Total Credits	<u>124.80</u>	A/C Hash Total	<u>40025281.000</u>
Number of Transactions	2				

**Manistee Housing Commission
Cash Receipts - DVG Journal**

<u>Date</u>	<u>Reference</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
06/30/13	109	20011111	June Cash Receipts	600.00	
06/30/13	109	20011122	June TAR Collections	(600.00)	
06/30/13	110	20011111	Deposit After Cutoff	632.00	
06/30/13	110	20012690	Deposit After Cutoff	(632.00)	
				Transaction Balance	<u>0.00</u>
Total Debits		<u>1,232.00</u>	Total Credits		<u>1,232.00</u>
			A/C Hash Total		<u>80046034.000</u>
Number of Transactions		4			

**Manistee Housing Commission
Journal Entry - DVG Journal**

<u>Date</u>	<u>Reference</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
06/30/13	308	20011122	To record charges to tenants per June 2013 MSO.	1,232.00	
06/30/13	308	20013110	To record charges to tenants per June 2013 MSO.	(1,232.00)	
06/30/13	A1	20011400.98	To record estimated depreciation expense.	(825.00)	
06/30/13	A1	20014800	To record estimated depreciation expense.	825.00	
06/30/13	RT1	20019996	To record units leased.	3.00	
06/30/13	RT1	20019997	To record units leased.	(3.00)	
				Transaction Balance	<u>0.00</u>

Total Debits 2,060.00 Total Credits 2,060.00 A/C Hash Total 120090425.980

Number of Transactions 6

**Manistee Housing Commission
General Ledger**

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Current Amount</u>	<u>YTD Balance</u>
20011111 Cash - MSHDA				66,144.16		
06/30/13	109		June Cash Receipts		600.00	
06/30/13	110		Deposit After Cutoff		632.00	
06/30/13	MI078		Check 2478		(124.80)	
					<u>1,107.20</u>	<u>67,251.36</u>
20011122 Tenants Accounts Receivable				(332.00)		
06/30/13	109		June TAR Collections		(600.00)	
06/30/13	139		June TAR Collections		(632.00)	
06/30/13	308		To record charges to tenants per June 2013 MSO.		1,232.00	
					<u>0.00</u>	<u>(332.00)</u>
20011122.1 Allowance for Doubtful Accounts-A/R				(4,158.41)		
					<u>0.00</u>	<u>(4,158.41)</u>
20011129.4 Interfund Receivable - P/H				0.00		
06/30/13	139		June Cash Receipts		632.00	
					<u>632.00</u>	<u>632.00</u>
20011400.7 Buildings				364,363.29		
					<u>0.00</u>	<u>364,363.29</u>
20011400.98 Accumulated Depreciation-DVG				(50,531.11)		
06/30/13	A1 S		To record estimated depreciation expense.		(825.00)	
					<u>(825.00)</u>	<u>(51,356.11)</u>
20012111 Vendors & Contractors				(453.84)		
					<u>0.00</u>	<u>(453.84)</u>
20012114 Tenant Security Deposits				(1,748.00)		
					<u>0.00</u>	<u>(1,748.00)</u>
20012130 Forgiveable Note - MSHDA				(500,000.00)		
					<u>0.00</u>	<u>(500,000.00)</u>
20012690 Undistributed Deposits After Cutoff				0.00		
06/30/13	110		Deposit After Cutoff		(632.00)	
					<u>(632.00)</u>	<u>(632.00)</u>
20012806 Unrestricted Net Assets				(57,951.53)		
					<u>0.00</u>	<u>(57,951.53)</u>
20012806.4 Invested in Capital Assets-DVG				182,042.82		
					<u>0.00</u>	<u>182,042.82</u>
20013110 Dwelling Rental				(6,920.00)		
06/30/13	308		To record charges to tenants per June 2013 MSO.		(1,232.00)	
					<u>(1,232.00)</u>	<u>(8,152.00)</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	20013120		Excess Utilities	(300.76)	<u>0.00</u>	<u>(300.76)</u>
	20014170		Accounting Fees	686.50	<u>124.80</u>	<u>811.30</u>
06/11/13	2478	V	H.A.A.S., Inc.		<u>124.80</u>	
	20014420		Materials	150.81	<u>0.00</u>	<u>150.81</u>
	20014430.02		Heating & Cooling Contracts	411.27	<u>0.00</u>	<u>411.27</u>
	20014430.12		Miscellaneous Contracts	63.00	<u>0.00</u>	<u>63.00</u>
	20014570		Collection Losses	4,008.41	<u>0.00</u>	<u>4,008.41</u>
	20014590		General Expense	400.39	<u>0.00</u>	<u>400.39</u>
	20014800		Depreciation - Current Year	4,125.00	<u>825.00</u>	<u>4,950.00</u>
06/30/13	A1	S	To record estimated depreciation expense.		<u>825.00</u>	
	20019996		Actual Unit Months for REAC Submission	15.00	<u>3.00</u>	<u>18.00</u>
06/30/13	RT1	S	To record units leased.		<u>3.00</u>	
	20019997		Actual Unit Months - Contra	(15.00)	<u>(3.00)</u>	<u>(18.00)</u>
06/30/13	RT1	S	To record units leased.		<u>(3.00)</u>	
Current Profit/(Loss)					<u>282.20</u>	
			YTD Profit/(Loss)			<u>(2,342.42)</u>
Number of Transactions						14
			The General Ledger is in balance			<u>0.00</u>