

CITY OF MANISTEE HOUSING COMMISSION

Tuesday, November 15, 2016

Community Room - Harborview

4:00 PM

AGENDA

1. Call to Order/Roll Call

- a. Welcome of new Commissioner: Krista McDougall
- b. *General Notice:*

The staff of CMHC carefully reviews each item attached to the agenda for errors and omissions, and though the review is thorough, there still remains the chance for an error or omission to occur. Please bring to the attention of the Executive Director any errors or omissions you may find.

Thank you

2. Public Comments on Agenda Related Items

This is an opportunity for citizens to comment on items on the Agenda. Citizens in attendance may be recognized by the Commission President. 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 on agenda items only at this time.

3. Consent Agenda

All agenda items marked with an asterisk () 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**

- 1) Regular Meeting Minutes October 25, 2016

4

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.

- 1) Public Housing Financial Statements

- a) September 30, 2016

6

- 2) Domestic Violence Grant Program

a) September 30, 2016	58
3) Security Deposits Reconciliation	
a) September 30, 2016	69
4. Amendments to Agenda	
5. *Approval of Minutes	
<i>See Consent Agenda</i>	
6. Old Business	
a. <i>None</i>	
7. New Business	
a. Nomination and Election of Commission Treasurer	
1) The City of Manistee Housing Commission By-laws, in Section 2.7 "Election or Appointment of Officers" states, <i>When a vacancy occurs in an Officer position, a special meeting may be called to fill such a vacancy until the next annual meeting.</i>	
In lieu of calling a special meeting, the Board of Commissioners has elected to use the regular November 2016 meeting to fill the vacancy of Treasurer.	
The President of the Board shall receive nominations for the position of Treasurer from Commissioners present. When nominations have been closed, the President may call for a vote on the nominations.	
b. Resolution 2016-14: Passbook Savings Rate December 1, 2016 - November 30, 2017	70
c. Resolution 2016-15: Flat Rent Schedule January 1, 2017 - December 31, 2017	72
8. Report of the Executive Director	75
9. Other Staff Reports	
<i>At this time other CMHC staff may make a presentation to the Commissioners or the Commissioners may make inquiry of a CMHC staff member.</i>	
10. Committee Reports	
<i>At this time CMHC standing committees may make a report to the Commissioners as needed.</i>	
11. *Finances	
a. Presentation of the 2015 Audit	
b. <i>*Monthly financial statements are included in the consent agenda.</i>	
12. Communications	
<i>None received</i>	
13. Public Comment	
<i>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</i>	

receive public comments at this time and will respond at a later date if the Housing Commission determines a response is appropriate.

14. Commissioner Report/Comment

15. Adjournment

CITY OF MANISTEE HOUSING COMMISSION
Meeting Minutes
October 25, 2016
Regular Meeting

Meeting Start Time: 4:02 P.M.

Roll Call:

<u>Commissioner</u>	<u>Present</u>	<u>Absent Excused</u>	<u>Absent Non-Excused</u>
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donna Korzeniewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheryl Kuenzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Housing Commission Staff Present:

- Lindsay McIntyre, Program Director
- Kevin Helminiak, Crew Leader – Maintenance Department
- Clinton McKinven-Copus, Executive Director/Commission Secretary

Others Present:

- None

Public Comment on Agenda Related Items:

- None

Amendments to the Agenda:

- None

Consent Agenda:

Motion: Vice-President Parkes
Second: Commissioner Kuenzer
Approval: All in favor

Old Business:

- None

City of Manistee Housing Commission Minutes

Meeting Date: [Insert Date]

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Page 1 of 2

New Business:

- None

Executive Director’s Report:

- No additions to the information presented in the meeting packet

Finances:

- No additions to the information presented in the meeting packet

Communications:

- None received

Public Comment:

- Nancy Strzynski – Resident of Century Terrace: Comments about homeless individuals sleeping in program participant apartments; such activity is not permitted by HUD.

Commissioner Report/Comments:

- None

Meeting Adjourned

Motion: Commissioner Kuenzer

Second: Vice-President Parkes

Approval: All in favor

Time: 4:20 P.M.

Dale Priester
President

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

FY 2016 Budget Tracking				
Total Units: 214	Annual-2016	Monthly	September	YTD Actual
Operating Income				
Rental Income				
3110-Dwelling Rental	\$ 600,000.00	\$ 50,000.00	\$ 44,046.00	\$ 397,846.00
3120-Excess Utilities	\$ 10,000.00	\$ 833.33	\$ 678.31	\$ 6,880.59
Total Rental Income	\$ 610,000.00	\$ 50,833.33	\$ 44,724.31	\$ 404,726.59
Revenues-HUD PHA Grants				
3401.1-Operating Grants	\$ 40,000.00	\$ 3,333.33	\$ -	\$ 29,680.00
3401.2-Operating Subsidy	\$ 412,000.00	\$ 34,333.33	\$ 39,760.00	\$ 356,878.00
Total HUD PHA Grants	\$ 452,000.00	\$ 37,666.67	\$ 39,760.00	\$ 386,558.00
Nonrental Income	\$ 115,480.00	\$ 9,623.33	\$ 9,087.04	\$ 78,854.49
Total Operating Income	\$ 1,177,480.00	\$ 98,123.33	\$ 93,571.35	\$ 870,139.08
Operating Expenses				
Routine Expenses				
Administration	\$ 344,793.00	\$ 28,732.75	\$ 27,710.02	\$ 249,005.67
<i>Unusual Administration</i>	\$ -	\$ -	\$ 3,140.24	\$ 20,550.37
Total Administration	\$ 344,793.00	\$ 28,732.75	\$ 30,850.26	\$ 269,556.04
Tenant Services	\$ 72,400.00	\$ 6,033.33	\$ 5,876.25	\$ 54,221.95
<i>Unusual Tenant Services</i>	\$ -	\$ -	\$ -	\$ -
Total Tenant Services	\$ 72,400.00	\$ 6,033.33	\$ 5,876.25	\$ 54,221.95
Utilities	\$ 179,600.00	\$ 14,966.67	\$ 18,302.73	\$ 143,244.82
<i>Unusual Utilities</i>	\$ -	\$ -	\$ -	\$ -
Total Utilities	\$ 179,600.00	\$ 14,966.67	\$ 18,302.73	\$ 143,244.82
Ordinary Maintenance & Operations	\$ 357,370.00	\$ 29,780.83	\$ 26,212.45	\$ 220,518.57
<i>Unusual Ordinary Maintenance & Operations</i>	\$ -	\$ -	\$ 3,527.88	\$ 17,319.69
Total Ordinary Maintenance & Operations	\$ 357,370.00	\$ 29,780.83	\$ 29,740.33	\$ 237,838.26
Protective Services	\$ 3,500.00	\$ 291.67	\$ -	\$ -
<i>Unusual Protective Services</i>	\$ -	\$ -	\$ -	\$ -
Total Protective Services	\$ 3,500.00	\$ 291.67	\$ -	\$ -
General Expenses	\$ 207,378.00	\$ 17,281.50	\$ 16,368.56	\$ 141,221.17
<i>Unusual General Expenses</i>	\$ -	\$ -	\$ -	\$ 11,726.48
Total General Expenses	\$ 207,378.00	\$ 17,281.50	\$ 16,368.56	\$ 152,947.65
Total Routine Expense	\$ 1,165,041.00	\$ 97,086.75	\$ 101,138.13	\$ 857,808.72
Non-Routine Expenses				
Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ -
Total Casualty Losses	\$ -	\$ -	\$ -	\$ -
Total Non-Routine Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 1,165,041.00	\$ 97,086.75	\$ 101,138.13	\$ 857,808.72
Operating Income (Loss)	\$ 12,439.00	\$ 1,036.58	\$ (7,566.78)	\$ 12,330.36
Total Depreciation Expense	\$ -	\$ -	\$ 22,370.00	\$ 201,330.00
Surplus Credits & Charges	\$ -	\$ -	\$ -	\$ -
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
HUD Net Income (Loss)	\$ (18,453.00)	\$ (1,537.75)	\$ (12,253.68)	\$ (51,537.52)
GAAP Net Income (Loss)	\$ 12,439.00	\$ 1,036.58	\$ (29,936.78)	\$ (188,999.64)

Unusual Expense Detail:		
Administration Expenses		
4190.3-Admin Service Contracts	\$ 3,140.24	U.S. Bank Equipment Finance / Prior Months
Total Administration	\$ 3,140.24	
Ordinary Maint & Operation Expenses		
4190.3-Admin Service Contracts	\$ 2,751.40	Schindler Elevator Call Ins
4430.12-Miscellaneous Contracts	\$ 776.48	Water Conditioner Repair
Total Ordinary Maint & Operation	\$ 3,527.88	

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

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 September 30, 2016. 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.

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED
DOCUMENT REDACTED IN COMPLIANCE WITH THE FEDERAL PRIVACY ACT.

**Manistee Housing Commission
Low Rent Public Housing
BALANCE SHEET
As of September 30, 2016**

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$ 380,554.19
1111.3 - HRA Account	10,736.46
1111.4 - Money Market Savings	51,761.14
1117 - Petty Cash Fund	250.00
1118 - Change Fund	<u>50.00</u>

Total Cash 443,351.79

Receivables

1122 - Tenants Accounts Receivable	13,248.50
1122.1 - Allowance for Doubtful Accounts	(10,492.83)
1129 - Accounts Receivable-Other	<u>1,413.04</u>

Total Receivables 4,168.71

Investments

Total Investments 0.00

Prepaid Expenses & Other Assets

1211 - Prepaid Insurance	19,470.58
1690 - Undistributed Debits	<u>1,266.21</u>

Total Prepaid Expenses & Other Assets 20,736.79

Total Current Assets 468,257.29

Non Current Assets - Other

1700 - Net Pension Asset	52,763.00
1701 - Deferred Outflows	<u>8,476.00</u>

Total Non Current Assets - Other 61,239.00

CAPITAL ASSETS

Land, Structures & Equipment

1400 - Construction in Progress-CFP	467,380.14
1400.6 - Land	360,271.62
1400.61 - Land Improvements	89,807.07
1400.7 - Buildings	4,657,515.77
1400.71 - Building Improvements	4,889,790.32
1400.72 - Non-dwelling Structures	7,050.00
1400.8 - Furn., Equip., Mach.-Dwellings	253,131.90
1400.9 - Furn., Equip., Mach.-Admin	535,252.83
1400.95 - Accumulated Depreciation-ALL	<u>(8,089,618.23)</u>

Total Land, Structures & Equipment 3,170,581.42

TOTAL CAPITAL ASSETS 3,170,581.42

TOTAL ASSETS \$ 3,700,077.71

**Manistee Housing Commission
Low Rent Public Housing
BALANCE SHEET
As of September 30, 2016**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 36,369.93
2114 - Tenant Security Deposits	47,434.00
2117.12 - FSA Withheld	638.59
2117.5 - Pension Withheld	1,229.20
2119.2 - Interfund Payable - DVG	<u>1,935.90</u>

Total Accounts Payable

87,607.62

Accrued Liabilities

2131 - EPC Loan - Current	7,139.05
2133 - Capital Lease - 2016 F250 - Current	5,351.79
2135 - Accrued Wages/Payroll Taxes Payable	4,697.21
2135.1 - Accrued Comp. Absences-Current	14,890.75
2137 - Payments in Lieu of Taxes	<u>29,610.00</u>

Total Accrued Liabilities

61,688.80

Total Current Liabilities

149,296.42

Non Current Liabilities

2132 - EPC Loan - Noncurrent	1,132,372.47
2135.3 - Accrued Comp. Absences-Non Current	11,798.08
2139 - Capital Lease - 2016 F250 - Non Current	<u>17,020.14</u>

Total Non Current Liabilities

1,161,190.69

Deferred Credits

Total Deferred Credits

0.00

TOTAL LIABILITIES/DEFERRED CREDITS

1,310,487.11

EQUITY

Unreserved Fund Balance

2806 - Unrestricted Net Position	411,708.81
2806.1 - Invested in Capital Assets	1,838,559.37
2820 - HUD Operating Reserve - Memo	411,708.81
2820.1 - HUD Operating Reserve-Contra	(411,708.81)
Current Year Profit(Loss) - P/H	(188,999.64)
Current Year Profit(Loss) - 501-12 CFP	18,999.58
Current Year Profit(Loss) - 501-13 CFP	107,562.85
Current Year Profit(Loss) - 501-14 CFP	78,374.25
Current Year Profit(Loss) - 501-15 CFP	92,976.25
Current Year Profit(Loss) - 501-16 CFP	<u>30,409.13</u>

Total Unreserved Fund Balance

2,389,590.60

TOTAL EQUITY

2,389,590.60

TOTAL LIABILITIES/EQUITY

\$ 3,700,077.71

Manistee Housing Commission
Low Rent Public Housing
Statement of Income & Expense
For the 1 Month and 9 Months Ended September 30, 2016

Units	1 Month Ended		9 Months		BUDGET	PUM	OVER/UNDER
	September 30, 2016	PUM	September 30, 2016	PUM			
214							
Operating Income							
Rental Income							
3110 - Dwelling Rental	44,046.00	205.82	397,846.00	206.57	600,000.00	233.64	202,154.00
3120 - Excess Utilities	<u>678.31</u>	3.17	<u>6,880.59</u>	3.57	<u>10,000.00</u>	3.89	<u>3,119.41</u>
Total Rental Income	44,724.31	208.99	404,726.59	210.14	610,000.00	237.54	205,273.41
Revenues - HUD PHA Grants							
3401.1 - Operating Grants	0.00	0.00	29,680.00	15.41	40,000.00	15.58	10,320.00
3401.2 - Operating Subsidy	<u>39,760.00</u>	185.79	<u>356,878.00</u>	185.29	<u>412,000.00</u>	160.44	<u>55,122.00</u>
Total HUD PHA Grants	39,760.00	185.79	386,558.00	200.71	452,000.00	176.01	65,442.00
Nonrental Income							
3610 - Interest Income-Gen. Fund	91.24	0.43	837.02	0.43	1,140.00	0.44	302.98
3689 - Tenant Income - Cable TV	5,127.00	23.96	33,195.00	17.24	56,400.00	21.96	23,205.00
3690 - Tenant Income	2,121.01	9.91	26,077.50	13.54	30,000.00	11.68	3,922.50
3690.1 - Non-Tenant Income	1,747.79	8.17	1,959.89	1.02	5,500.00	2.14	3,540.11
3690.2 - Gain/Loss-Sale of Fixed Assets	0.00	0.00	8,455.00	4.39	0.00	0.00	(8,455.00)
3690.3 - Gain/(Loss)-Disposal of Fixed Assets	0.00	0.00	(2,329.41)	(1.21)	0.00	0.00	2,329.41
3690.4 - Laundry Income	0.00	0.00	7,456.09	3.87	11,040.00	4.30	3,583.91
3690.6 - Fraud Recovery Revenue	0.00	0.00	203.40	0.11	2,400.00	0.93	2,196.60
3690.7 - Management Fee - DVG	<u>0.00</u>	0.00	<u>3,000.00</u>	1.56	<u>9,000.00</u>	3.50	<u>6,000.00</u>
Total Nonrental Income	9,087.04	42.46	78,854.49	40.94	115,480.00	44.97	36,625.51
Total Operating Income	93,571.35	437.25	870,139.08	451.79	1,177,480.00	458.52	307,340.92
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	12,548.38	58.64	110,213.99	57.22	152,240.00	59.28	42,026.01
4130 - Legal Expense	914.86	4.28	14,353.99	7.45	20,400.00	7.94	6,046.01
4140 - Staff Training	0.00	0.00	547.00	0.28	5,000.00	1.95	4,453.00
4150 - Travel Expense	393.68	1.84	461.52	0.24	2,000.00	0.78	1,538.48
4170 - Accounting Fees	754.38	3.53	7,401.42	3.84	9,500.00	3.70	2,098.58
4171 - Auditing	0.00	0.00	0.00	0.00	8,700.00	3.39	8,700.00
4182 - Employee Benefits - Admin	5,901.62	27.58	62,899.15	32.66	68,680.00	26.74	5,780.85
4185 - Telephone	1,720.48	8.04	14,798.11	7.68	19,200.00	7.48	4,401.89
4190.1 - Publications	0.00	0.00	1,299.00	0.67	1,400.00	0.55	101.00
4190.2 - Membership Dues and Fees	0.00	0.00	957.50	0.50	1,670.00	0.65	712.50
4190.3 - Admin Service Contracts	5,909.86	27.62	38,279.01	19.87	27,780.00	10.82	(10,499.01)
4190.4 - Office Supplies	1,034.53	4.83	6,227.16	3.23	9,600.00	3.74	3,372.84
4190.5 - Other Sundry-Misc.	<u>1,672.47</u>	7.82	<u>12,118.19</u>	6.29	<u>15,000.00</u>	5.84	<u>2,881.81</u>
Total Administration	30,850.26	144.16	269,556.04	139.96	341,170.00	132.85	71,613.96
Tenant Services							
4220 - Rec., Pub., & Other Services	0.00	0.00	0.00	0.00	5,200.00	2.02	5,200.00
4221 - Resident Employee Stipend	800.00	3.74	8,700.00	4.52	10,800.00	4.21	2,100.00
4230 - Contract Costs-Cable & Other	<u>5,076.25</u>	23.72	<u>45,521.95</u>	23.64	<u>56,400.00</u>	21.96	<u>10,878.05</u>
Total Tenant Services	5,876.25	27.46	54,221.95	28.15	72,400.00	28.19	18,178.05

Manistee Housing Commission
Low Rent Public Housing
Statement of Income & Expense
For the 1 Month and 9 Months Ended September 30, 2016

Units	1 Month Ended		9 Months		BUDGET	PUM	*OVER/UNDER
	September 30, 2016	PUM	September 30, 2016	PUM			
214							
Utilities							
4310 - Water & Sewer	5,201.29	24.31	44,784.98	23.25	42,800.00	16.67	(1,984.98)
4320 - Electricity	11,842.97	55.34	77,381.43	40.18	108,000.00	42.06	30,618.57
4330 - Gas	<u>1,258.47</u>	5.88	<u>21,078.41</u>	10.94	<u>28,800.00</u>	11.21	<u>7,721.59</u>
Total Utilities	18,302.73	85.53	143,244.82	74.37	179,600.00	69.94	36,355.18
Ordinary Maint. & Operation							
4410 - Labor Maintenance	7,938.60	37.10	73,775.00	38.30	103,660.00	40.37	29,885.00
4420 - Materials	5,202.29	24.31	30,507.13	15.84	54,000.00	21.03	23,492.87
4430.01 - Garbage Removal	1,418.52	6.63	13,165.99	6.84	16,000.00	6.23	2,834.01
4430.02 - Heating & Cooling Contracts	182.48	0.85	10,179.10	5.29	18,000.00	7.01	7,820.90
4430.03 - Snow Removal Contracts	0.00	0.00	100.00	0.05	10,000.00	3.89	9,900.00
4430.04 - Elevator Contracts	3,837.74	17.93	10,766.82	5.59	15,000.00	5.84	4,233.18
4430.05 - Landscape & Grounds Contracts	1,800.00	8.41	2,150.00	1.12	1,500.00	0.58	(650.00)
4430.06 - Unit Turnaround Contracts	0.00	0.00	5,695.00	2.96	30,000.00	11.68	24,305.00
4430.07 - Electrical Contracts	413.44	1.93	2,514.24	1.31	7,000.00	2.73	4,485.76
4430.08 - Plumbing Contracts	266.45	1.25	5,090.59	2.64	7,000.00	2.73	1,909.41
4430.09 - Extermination Contracts	1,352.00	6.32	13,947.00	7.24	5,000.00	1.95	(8,947.00)
4430.11 - Routine Maintenance Contracts	42.76	0.20	2,389.26	1.24	7,000.00	2.73	4,610.74
4430.12 - Miscellaneous Contracts	1,136.15	5.31	13,024.77	6.76	11,000.00	4.28	(2,024.77)
4431 - Garbage Removal	0.00	0.00	0.00	0.00	16,000.00	6.23	16,000.00
4433 - Employee Benefits - Maint.	6,149.90	28.74	54,155.49	28.12	67,670.00	26.35	13,514.51
4440 - Staff Training-Maintenance	0.00	0.00	0.00	0.00	2,000.00	0.78	2,000.00
4441 - Staff Travel-Maintenance	<u>0.00</u>	0.00	<u>377.87</u>	0.20	<u>2,000.00</u>	0.78	<u>1,622.13</u>
Total Ordinary Maint & Oper	29,740.33	138.97	237,838.26	123.49	372,830.00	145.18	134,991.74
Protective Services							
4480 - Security Contract Costs	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>3,500.00</u>	1.36	<u>3,500.00</u>
Total Protective Services	0.00	0.00	0.00	0.00	3,500.00	1.36	3,500.00
General Expense							
4510 - Insurance	6,765.34	31.61	55,717.04	28.93	77,000.00	29.98	21,282.96
4520 - Payment in Lieu of Taxes	3,290.00	15.37	29,610.00	15.37	39,500.00	15.38	9,890.00
4550 - Compensated Absences	0.00	0.00	0.00	0.00	5,500.00	2.14	5,500.00
4570 - Collection Losses	0.00	0.00	11,726.48	6.09	12,000.00	4.67	273.52
4580 - Interest Expense	<u>6,313.22</u>	29.50	<u>55,894.13</u>	29.02	<u>73,378.00</u>	28.57	<u>17,483.87</u>
Total General Expense	16,368.56	76.49	152,947.65	79.41	207,378.00	80.75	54,430.35
Total Routine Expense	101,138.13	472.61	857,808.72	445.38	1,176,878.00	458.29	319,069.28
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.							
Total Casualty Losses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Expenses	<u>101,138.13</u>	472.61	<u>857,808.72</u>	445.38	<u>1,176,878.00</u>	458.29	<u>319,069.28</u>

**Manistee Housing Commission
Low Rent Public Housing
Statement of Income & Expense
For the 1 Month and 9 Months Ended September 30, 2016**

Units	1 Month Ended		9 Months		<u>BUDGET</u>	<u>PUM</u>	<u>OVER/UNDER</u>
	<u>September 30, 2016</u>	<u>PUM</u>	<u>September 30, 2016</u>	<u>PUM</u>			
214							
Operating Income (Loss)	<u>(7,566.78)</u>	(35.36)	<u>12,330.36</u>	6.40	<u>602.00</u>	0.23	<u>(11,728.36)</u>
Depreciation Expense							
4800 - Depreciation - Current Year	<u>22,370.00</u>	104.53	<u>201,330.00</u>	104.53	<u>0.00</u>	0.00	<u>(201,330.00)</u>
Total Depreciation Expense	<u>22,370.00</u>	104.53	<u>201,330.00</u>	104.53	<u>0.00</u>	0.00	<u>(201,330.00)</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	2,354.49	11.00	18,753.30	9.74	25,892.00	10.08	7,138.70
7520 - Replacement of Equipment	2,332.41	10.90	7,114.41	3.69	5,000.00	1.95	(2,114.41)
7530 - Cash Proceeds-Sale of Equipment	0.00	0.00	(8,630.00)	(4.48)	0.00	0.00	8,630.00
7540 - Betterments and Additions	0.00	0.00	38,175.17	19.82	0.00	0.00	(38,175.17)
7590 - Operating Expenditures-Contra	<u>(4,686.90)</u>	(21.90)	<u>(55,412.88)</u>	(28.77)	<u>(30,892.00)</u>	(12.03)	<u>24,520.88</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>(12,253.68)</u>	(57.26)	<u>(51,537.52)</u>	(26.76)	<u>(30,290.00)</u>	(11.80)	21,247.52
GAAP Net Income (Loss)	<u>(29,936.78)</u>	(139.89)	<u>(188,999.64)</u>	(98.13)	<u>602.00</u>	0.23	
Occupancy Percentage							
9996 - Actual Unit Months for REAC submit	206.00		1,802.00				
9998 - Unit Months - Memorandum	<u>214.00</u>		<u>1,926.00</u>				
Total Occupancy Percentage	<u>96.26%</u>		<u>93.56%</u>				
UNA as of: September 30, 2016			360,171.29				

**Manistee Housing Commission
Capital Fund 501-12
Statement of Income & Expense
For the 1 Month and 9 Months Ended September 30, 2016**

	1 Month Ended	9 Months Ended
1012	<u>September 30, 2016</u>	<u>September 30, 2016</u>
Revenues - HUD PHA Grants		
3401.3 - Capital Grants	0.00	18,999.58
Total HUD PHA Grants	0.00	18,999.58
Nonrental Income		
Total Nonrental Income	0.00	0.00
Total Operating Income	0.00	18,999.58
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	0.00	0.00
Net Income/(Loss)	0.00	18,999.58

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-13
Statement of Income & Expense
For the 1 Month and 9 Months Ended September 30, 2016**

	1 Month Ended	9 Months Ended
1013	<u>September 30, 2016</u>	<u>September 30, 2016</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	968.05
3401.3 - Capital Grants	<u>0.00</u>	<u>107,562.85</u>
Total HUD PHA Grants	0.00	108,530.90
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>108,530.90</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operation		
4430.12 - Miscellaneous Contracts	<u>0.00</u>	<u>968.05</u>
Total Ordinary Maint & Oper	0.00	968.05
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>968.05</u>
Net Income/(Loss)	<u>0.00</u>	<u>107,562.85</u>

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-14
Statement of Income & Expense
For the 1 Month and 9 Months Ended September 30, 2016**

	1 Month Ended	9 Months Ended
1014	<u>September 30, 2016</u>	<u>September 30, 2016</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	1,977.59
3401.3 - Capital Grants	<u>0.00</u>	<u>78,374.25</u>
Total HUD PHA Grants	0.00	80,351.84
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>80,351.84</u>
Operating Expenses		
Administration		
4190.5 - Other Sundry-Misc.	<u>0.00</u>	<u>1,977.59</u>
Total Administration	0.00	1,977.59
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>1,977.59</u>
Net Income/(Loss)	<u>0.00</u>	<u>78,374.25</u>

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-15
Statement of Income & Expense
For the 1 Month and 9 Months Ended September 30, 2016**

	1 Month Ended	9 Months Ended
1015	<u>September 30, 2016</u>	<u>September 30, 2016</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	14,723.75
3401.3 - Capital Grants	<u>0.00</u>	<u>92,976.25</u>
Total HUD PHA Grants	0.00	107,700.00
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>107,700.00</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operation		
4420 - Materials	0.00	149.05
4430.12 - Miscellaneous Contracts	<u>0.00</u>	<u>14,574.70</u>
Total Ordinary Maint & Oper	0.00	14,723.75
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>14,723.75</u>
Net Income/(Loss)	<u>0.00</u>	<u>92,976.25</u>

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-16
Statement of Income & Expense
For the 1 Month and 9 Months Ended September 30, 2016**

	1 Month Ended	9 Months Ended
1016	<u>September 30, 2016</u>	<u>September 30, 2016</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	800.00	34,804.06
3401.3 - Capital Grants	<u>26,299.70</u>	<u>33,409.13</u>
Total HUD PHA Grants	<u>27,099.70</u>	<u>68,213.19</u>
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>27,099.70</u>	<u>68,213.19</u>
Operating Expenses		
Administration		
4110 - Administrative Salaries	0.00	19,693.45
4182 - Employee Benefits - Admin	0.00	1,506.55
4190.3 - Admin Service Contracts	<u>0.00</u>	<u>3,000.00</u>
Total Administration	0.00	24,200.00
Ordinary Maint. & Operation		
4420 - Materials	0.00	3,277.79
4430.12 - Miscellaneous Contracts	<u>0.00</u>	<u>10,326.27</u>
Total Ordinary Maint & Oper	0.00	13,604.06
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>37,804.06</u>
Net Income/(Loss)	<u>27,099.70</u>	<u>30,409.13</u>

See Accountants' Compilation Report

Manistee Housing Commission
Capital Fund 501-12

Program ID:	1 Month Ended September 30, 2016	9 Months Ended September 30, 2016	BUDGET	OVER/UNDER
MI33P078501-12 **1512**				
Administration				
1406 - Operations	\$ 0.00	\$ 40,000.00	\$ 40,000.00	\$ 0.00
1408 - Management Improvements	0.00	20,000.00	20,000.00	0.00
1410 - Administration	0.00	20,000.00	20,000.00	0.00
Total Administration	<u>0.00</u>	<u>80,000.00</u>	<u>80,000.00</u>	<u>0.00</u>
A & E				
1430 - A & E Fees	0.00	9,375.91	10,000.00	624.09
1430.99 - A & E Fees - Soft Costs	0.00	3,531.25	0.00	(3,531.25)
Total A & E Fees	<u>0.00</u>	<u>12,907.16</u>	<u>10,000.00</u>	<u>(2,907.16)</u>
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	98,941.84	101,849.00	2,907.16
Total Dwelling Structures	<u>0.00</u>	<u>98,941.84</u>	<u>101,849.00</u>	<u>2,907.16</u>
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>191,849.00</u>	<u>191,849.00</u>	<u>0.00</u>
1600 - CFP Funding	<u>0.00</u>	<u>191,849.00</u>	<u>191,849.00</u>	<u>0.00</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Manistee Housing Commission
Capital Fund 501-13

Program ID:	1 Month Ended September 30, 2016	9 Months Ended September 30, 2016	BUDGET	OVER/UNDER
MI33P078501-13 **1513**				
<hr/>				
Administration				
1406 - Operations	\$ 0.00	\$ 39,637.40	\$ 39,637.40	\$ 0.00
1408 - Management Improvements	0.00	17,793.00	20,000.00	2,207.00
1410 - Administration	0.00	19,818.70	19,818.70	0.00
Total Administration	0.00	77,249.10	79,456.10	2,207.00
A & E				
1430 - A & E Fees	0.00	12,785.00	10,543.90	(2,241.10)
Total A & E Fees	0.00	12,785.00	10,543.90	(2,241.10)
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	104,977.85	0.00	(104,977.85)
1460.1 - Equipment Upgrade-Harborview	0.00	0.00	80,179.00	80,179.00
1460.2 - Unit Modernization-HA Wide	0.00	0.00	28,008.00	28,008.00
1460.99 - Dwelling Structures-Soft Costs	0.00	3,175.05	0.00	(3,175.05)
Total Dwelling Structures	0.00	108,152.90	108,187.00	34.10
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	198,187.00	198,187.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
1600 - CFP Funding	0.00	198,187.00	198,187.00	0.00
Over/(Under) Funding	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Manistee Housing Commission
Capital Fund 501-14

Program ID:	1 Month Ended September 30, 2016	CUMULATIVE September 30, 2016	BUDGET	OVER/UNDER
MI33P078501-14 **1514**				
Administration				
1406 - Operations	\$ 0.00	\$ 34,232.00	\$ 34,232.00	\$ 0.00
1408 - Management Improvements	0.00	20,000.00	20,000.00	0.00
1410 - Administration	0.00	19,018.00	19,018.00	0.00
Total Administration	0.00	73,250.00	73,250.00	0.00
A & E				
1430 - A & E Fees	980.00	8,742.10	16,750.00	8,007.90
1430.99 - A & E Fees - Soft Costs	0.00	4,580.00	0.00	(4,580.00)
Total A & E Fees	980.00	13,322.10	16,750.00	3,427.90
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	100,182.00	0.00	(100,182.00)
1460.3 - Roof Replacement-Scattered Sites	0.00	0.00	17,000.00	17,000.00
1460.4 - Boiler Replacement	0.00	0.00	2,500.00	2,500.00
1460.5 - Water Heater Replacements	0.00	0.00	2,500.00	2,500.00
1460.6 - HVAC/Split System - Harborview	0.00	0.00	8,000.00	8,000.00
1460.7 - Air Handler Repair - Harborview	0.00	0.00	15,000.00	15,000.00
1460.8 - Corridor Lighting Replacment - CT	0.00	0.00	55,182.00	55,182.00
Total Dwelling Structures	0.00	100,182.00	100,182.00	0.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
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	980.00	186,754.10	190,182.00	3,427.90
1600 - CFP Funding	0.00	185,774.10	190,182.00	4,407.90
Over/(Under) Funding	\$ 980.00	\$ 980.00	\$ 0.00	\$ (980.00)

Manistee Housing Commission
Capital Fund 501-15

Program ID:	1 Month Ended September 30, 2016	CUMULATIVE September 30, 2016	BUDGET	OVER/UNDER
MI33P078501-15 **1515**				
Administration				
1406 - Operations	\$ 0.00	\$ 37,758.00	\$ 37,758.00	\$ 0.00
1408 - Management Improvements	0.00	20,000.00	20,000.00	0.00
1410 - Administration	0.00	18,879.00	18,879.00	0.00
Total Administration	<u>0.00</u>	<u>76,637.00</u>	<u>76,637.00</u>	<u>0.00</u>
A & E				
1430 - A & E Fees	0.00	0.00	10,000.00	10,000.00
Total A & E Fees	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
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	87,429.25	102,153.00	14,723.75
1460.99 - Dwelling Structures-Soft Costs	0.00	14,723.75	0.00	(14,723.75)
Total Dwelling Structures	<u>0.00</u>	<u>102,153.00</u>	<u>102,153.00</u>	<u>0.00</u>
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>178,790.00</u>	<u>188,790.00</u>	<u>10,000.00</u>
1600 - CFP Funding	<u>0.00</u>	<u>178,790.00</u>	<u>188,790.00</u>	<u>10,000.00</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 501-16

Program ID:	1 Month Ended September 30, 2016	CUMULATIVE September 30, 2016	BUDGET	OVER/UNDER
MI33P078501-16 **1516**				
Administration				
1406 - Operations	\$ 0.00	\$ 29,680.00	\$ 29,680.00	\$ 0.00
1408 - Management Improvements	0.00	16,928.43	21,200.00	4,271.57
1410 - Administration	0.00	21,200.00	21,200.00	0.00
Total Administration	0.00	67,808.43	72,080.00	4,271.57
A & E				
1430 - A & E Fees	0.00	0.00	15,000.00	15,000.00
Total A & E Fees	0.00	0.00	15,000.00	15,000.00
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	26,299.70	26,299.70	109,918.00	83,618.30
1460.99 - Dwelling Structures-Soft Costs	0.00	6,785.06	0.00	(6,785.06)
Total Dwelling Structures	26,299.70	33,084.76	109,918.00	76,833.24
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				
1475 - Nondwelling Equipment	0.00	0.00	15,000.00	15,000.00
Total Nondwelling Equip.	0.00	0.00	15,000.00	15,000.00
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	26,299.70	100,893.19	211,998.00	111,104.81
1600 - CFP Funding	27,099.70	97,893.19	211,998.00	114,104.81
Over/(Under) Funding	\$ (800.00)	\$ 3,000.00	\$ 0.00	\$ (3,000.00)

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

Date	Reference	T	Account	Description	Amount	Reference Total
09/01/16	7874	V	10014185	AT & T	569.53	569.53
09/01/16	7875	V	10014185	AT & T Mobile	954.65	954.65
09/01/16	7876	V	10014190.3	CDM Mobile Shredding, Inc	45.00	45.00
09/01/16	7877	V	10014185	Charter Business	123.19	
09/01/16	7877	V	10014230	Charter Business	5,076.25	5,199.44
09/01/16	7878	V	10014310	City of Manistee	5,201.29	5,201.29
09/01/16	7879	V	10014320	Consumers Energy	6,848.53	6,848.53
09/01/16	7880	V	10014330	DTE Energy	106.11	106.11
09/01/16	7881	V	10012133	Ford Credit	366.46	
09/01/16	7881	V	10014580	Ford Credit	114.57	481.03
09/01/16	7882	V	10014420	HD Supply Facilities Mtce	749.32	749.32
09/01/16	7883		10014430.11	Manistee Ford	42.76	42.76
09/01/16	7884	V	10014430.01	Manistee Landfill	88.93	88.93
09/01/16	7885		10014430.08	Manistee Plumbing	266.45	266.45
09/01/16	7886	V	10014182	Principal Financial Group	592.62	
09/01/16	7886	V	10014433	Principal Financial Group	671.42	1,264.04
09/01/16	7887		10014130	Special Deputy Sheriff	108.24	108.24
09/01/16	7888	V	10014190.4	Staples	197.97	197.97
09/01/16	7889	V	10014430.07	Top Line Electric	413.44	413.44
09/01/16	7890	V	10012131	Byline Bank	2,354.49	
09/01/16	7890	V	10014580	Byline Bank	6,087.70	
09/01/16	7890	V	10017510	Byline Bank	2,354.49	
09/01/16	7890	V	10017590	Byline Bank	(2,354.49)	8,442.19
09/01/16	7891		10014221	██████████	200.00	200.00
09/01/16	7892	V	10014221	██████████	100.00	100.00
09/01/16	7893	V	10014221	██████████	200.00	200.00
09/01/16	7894	V	10014221	██████████	200.00	200.00
09/01/16	7895		10014221	██████████	100.00	100.00
09/01/16	7896	V	10014190.3	The Nelrod Company	199.00	199.00
09/01/16	7897		10011400	Rivertown Contractors, Inc.	26,299.70	
09/01/16	7897		15161460	Rivertown Contractors, Inc.	26,299.70	
09/01/16	7897		15169800	Rivertown Contractors, Inc.	(26,299.70)	26,299.70
09/01/16	7898		10014420	Cadillac Plumbing	48.21	48.21
09/07/16	7899		10011122	Consumers Energy	32.53	32.53
09/07/16	7900	V	10014420	Fastenal Company	1,463.26	1,463.26
09/07/16	7901	V	10014420	Grand Rental Station	80.40	80.40

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

Date	Reference	T	Account	Description	Amount	Reference Total
09/07/16	7902		10014190.3	Great Lakes Collection Agency	86.57	86.57
09/07/16	7903	V	10014430.09	Griffin Pest Solutions	952.00	952.00
09/07/16	7904	V	10014420	HD Supply Facilities Mtce	274.38	274.38
09/07/16	7905		10014430.05	Jason Thompson	1,800.00	1,800.00
09/07/16	7906	V	10014190.3	Kushner & Company	50.00	50.00
09/07/16	7907	V	10014190.5	McCardel Water Conditioning	25.00	
09/07/16	7907	V	10014420	McCardel Water Conditioning	160.10	185.10
09/07/16	7908	V	10014190.3	Next IT	1,246.75	1,246.75
09/07/16	7909	V	10014420	Olson Lumber Company	142.54	142.54
09/07/16	7910	V	10014190.5	The Pioneer Group	225.07	225.07
09/07/16	7911		10014190.5	PNC Bank	491.65	491.65
09/07/16	7912	V	10014430.04	Schindler Elevator Corp.	596.34	596.34
09/07/16	7913		10014190.3	U.S. Bank Equipment Finance	3,140.24	3,140.24
09/07/16	7914	V	10014420	Wahr Hardware	141.58	141.58
09/13/16	7915		10011122	██████████	45.50	
09/13/16	7915		10012114	██████████	220.00	265.50
09/13/16	7916	V	10014430.01	Allied Waste Services	1,329.59	1,329.59
09/13/16	7917	V	10014510	AmTrust North America Inc	723.00	723.00
09/13/16	7918	V	10014420	Blarney Castle Fleet Program	214.72	214.72
09/13/16	7919	V	10014320	Consumers Energy	13.85	13.85
09/13/16	7920	V	10014430.12	Crystal Lock & Supply	54.00	54.00
09/13/16	7921		10014430.02	Custom Sheet Metal & Heating	182.48	182.48
09/13/16	7922	V	10014330	DTE Energy	856.31	856.31
09/13/16	7923		10012114	██████████	135.50	135.50
09/13/16	7924	V	10014430.09	Griffin Pest Solutions	400.00	400.00
09/13/16	7925	V	10014190.3	Housing Data Systems	200.00	
09/13/16	7925	V	10014190.4	Housing Data Systems	303.95	503.95
09/13/16	7926	V	10014420	HD Supply Facilities Mtce	1,851.21	1,851.21
09/13/16	7927	V	10014170	H.A.A.S., Inc.	754.38	754.38
09/13/16	7928	V	10014430.12	McCardel Water Conditioning	711.48	711.48
09/13/16	7929	V	10011400.9	Next IT	396.41	
09/13/16	7929	V	10014190.3	Next IT	500.00	
09/13/16	7929	V	10017520	Next IT	396.41	
09/13/16	7929	V	10017590	Next IT	(396.41)	896.41

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

Date	Reference	T	Account	Description	Amount	Reference Total
09/13/16	7930	V	10014190.5	The PI Company	132.80	132.80
09/13/16	7931	V	10014190.3	Pitney Bowes	405.96	405.96
09/13/16	7932	V	10014430.04	Schindler Elevator Corp.	739.62	739.62
09/13/16	7933		10014430.12	Amor Sign Studios	305.67	305.67
09/20/16	7934	V	10014185	AT & T Long Distance	73.11	73.11
09/20/16	7935		10014150	Clinton McKinven-Copus	185.36	185.36
09/20/16	7936	V	10014320	Consumers Energy	4,935.33	4,935.33
09/20/16	7937	V	10014330	DTE Energy	296.05	296.05
09/20/16	7938	V	10014420	Grand Rental Station	12.79	12.79
09/20/16	7939		10011400.8	Gunberg's Appliances, Inc.	1,537.00	
09/20/16	7939		10011400.9	Gunberg's Appliances, Inc.	399.00	
09/20/16	7939		10017520	Gunberg's Appliances, Inc.	1,936.00	
09/20/16	7939		10017590	Gunberg's Appliances, Inc.	(1,936.00)	1,936.00
09/20/16	7940	V	10014420	HD Supply Facilities Mfce	63.78	63.78
09/20/16	7941	V	10014190.3	Kushner & Company	50.00	50.00
09/20/16	7942		10014430.04	MI Department of Licensing & Regulatory Affairs	490.00	490.00
09/20/16	7943	V	10014182	Sun Life Financial	348.91	
09/20/16	7943	V	10014433	Sun Life Financial	205.49	554.40
09/20/16	7944		10014150	Clinton McKinven-Copus	208.32	208.32
09/27/16	7945	V	10014320	Consumers Energy	45.26	45.26
09/27/16	7946		10011122	Consumers Energy	75.78	75.78
09/27/16	7947	V	10012133	Ford Credit	368.28	
09/27/16	7947	V	10014580	Ford Credit	112.75	481.03
09/27/16	7948	V	10014190.4	Jackpine Business Centers	140.00	140.00
09/27/16	7949		10011400	MC Smith Associates	980.00	
09/27/16	7949		15141430	MC Smith Associates	980.00	
09/27/16	7949		15149800	MC Smith Associates	(980.00)	980.00
09/27/16	7950	V	10014430.12	McCardel Water Conditioning	65.00	65.00
09/27/16	7951	V	10014130	Mika Meyers Beckett & Jones PLC	806.62	806.62
09/27/16	7952		10014190.5	PNC Bank	797.95	797.95
09/27/16	7953	V	10014182	Principal Financial Group	592.62	
09/27/16	7953	V	10014433	Principal Financial Group	671.42	1,264.04
09/27/16	7954	V	10014430.04	Schindler Elevator Corp.	2,011.78	2,011.78
09/27/16	7955	V	10014190.4	Staples	392.61	392.61
09/27/16	7956		10014190.3	U.S. Bank Equipment Finance	244.71	244.71

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

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
09/27/16	7957	V	10014182	VSP	112.31	
09/27/16	7957	V	10014433	VSP	121.44	233.75
09/30/16	MI078		10011111.2	Checks 7874 - 7857	(96,054.34)	<u>(96,054.34)</u>
					Transaction Balance	<u><u>0.00</u></u>
Total Debits				Total Credits		
	<u>128,020.94</u>			<u>128,020.94</u>	A/C Hash Total	<u>1102092168.370</u>
Number of Transactions		108				

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

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

Date	Reference	T	Account	Description	Amount	Reference Total
09/30/16	174		10011111.2	September Cash Receipts	49,494.91	
09/30/16	174		10011122	September TAR Collections	(46,514.30)	
09/30/16	174		10012114	September Security Deposit Collections	(810.00)	
09/30/16	174		10013690.1	HARRG/HAIG Dividends	(1,747.79)	
09/30/16	174		10014190.3	Refund - U.S. Bank	(422.82)	
09/30/16	175		10011111.2	501-16 CFP Grant	26,299.70	
09/30/16	175		10163401.3	501-16 CFP Grant	(26,299.70)	
09/30/16	175		15161600	501-16 CFP Grant	26,299.70	
09/30/16	175		15161699	501-16 CFP Grant	(26,299.70)	
09/30/16	176		10011111.2	Operating Subsidy	39,760.00	
09/30/16	176		10013401.2	Operating Subsidy	(39,760.00)	
09/30/16	177		10011111.2	Refund - MyPay	893.65	
09/30/16	177		10011129	Refund - MyPay	(893.65)	
09/30/16	178		10011111.2	501-16 CFP Grant	800.00	
09/30/16	178		10163401.1	501-16 CFP Grant	(800.00)	
09/30/16	178		15161600	501-16 CFP Grant	800.00	
09/30/16	178		15161699	501-16 CFP Grant	(800.00)	
09/30/16	179		10011111.2	Sweep Interest	86.03	
09/30/16	179		10011111.2	NOW Interest	0.22	
09/30/16	179		10011111.3	HRA Interest	0.46	
09/30/16	179		10011111.4	MM Savings Interest	4.53	
09/30/16	179		10013610	Interest Income	(91.24)	
					Transaction Balance	<u>0.00</u>
Total Debits			<u>144,439.20</u>	Total Credits	<u>144,439.20</u>	A/C Hash Total <u>241162658.100</u>
Number of Transactions		22				

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

Date	Reference	T	Account	Description	Amount	Reference Total
09/30/16	366		10011111.2	To record charges to tenants per Sept 2016 Statement of Operations.	(82.00)	
09/30/16	366		10011122	To record charges to tenants per Sept 2016 Statement of Operations.	51,997.94	
09/30/16	366		10013110	To record charges to tenants per Sept 2016 Statement of Operations.	(44,046.00)	
09/30/16	366		10013120	To record charges to tenants per Sept 2016 Statement of Operations.	(678.31)	
09/30/16	366		10013689	To record charges to tenants per Sept 2016 Statement of Operations.	(5,127.00)	
09/30/16	366		10013690	To record charges to tenants per Sept 2016 Statement of Operations.	(2,064.63)	
09/30/16	367		10011122	To record transfers of security deposits to A/R per Sept 2016 Statement of Operations.	(111.50)	
09/30/16	367		10012114	To record transfers of security deposits to A/R per Sept 2016 Statement of Operations.	111.50	
09/30/16	368		10011122	To credit A/R per Sept 2016 Statement of Operations.	(548.62)	
09/30/16	368		10013690	To credit A/R per Sept 2016 Statement of Operations.	548.62	
09/30/16	369		10012114	To close security deposit per Sept 2016 Statement of Operations.	605.00	
09/30/16	369		10013690	To close security deposit per Sept 2016 Statement of Operations.	(605.00)	
09/30/16	370		10012133	To reclassify CK 7826 dated 08/03/16.	1.80	
09/30/16	370		10014580	To reclassify CK 7826 dated 08/03/16.	(1.80)	
09/30/16	371		10011111.3	To record HRA transactions per Sept 2016 bank statement.	(251.26)	
09/30/16	371		10012117.12	To record HRA transactions per Sept 2016 bank statement.	251.26	
09/30/16	372		10011111.2	To record Sept 2016 payroll transactions per MyPay reports & bank statement.	(20,045.51)	
09/30/16	372		10011129	To record Sept 2016 payroll transactions per MyPay reports & bank statement.	893.65	
09/30/16	372		10012117.12	To record Sept 2016 payroll transactions per MyPay reports & bank statement.	(394.62)	
09/30/16	372		10012117.4	To record Sept 2016 payroll transactions per MyPay reports & bank statement.	(1,193.10)	
09/30/16	372		10012117.5	To record Sept 2016 payroll transactions per MyPay reports & bank statement.	(1,229.20)	
09/30/16	372		10012117.6	To record Sept 2016 payroll transactions per MyPay reports & bank statement.	(3.00)	
09/30/16	372		10012117.9	To record Sept 2016 payroll transactions per MyPay reports & bank statement.	(125.46)	
09/30/16	372		10014110	To record Sept 2016 payroll transactions per MyPay reports & bank statement.	12,548.38	
09/30/16	372		10014182	To record Sept 2016 payroll transactions per MyPay reports & bank statement.	896.34	
09/30/16	372		10014190.3	To record Sept 2016 payroll transactions per MyPay reports & bank statement.	164.45	
09/30/16	372		10014410	To record Sept 2016 payroll transactions per MyPay reports & bank statement.	7,938.60	
09/30/16	372		10014433	To record Sept 2016 payroll transactions per MyPay reports & bank statement.	549.47	

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
09/30/16	373		10011111.2	To record MERS PURCHASE per Sept 2016 bank statement.	(1,193.24)	
09/30/16	373		10012117.5	To record MERS PURCHASE per Sept 2016 bank statement.	1,193.24	
09/30/16	374		10011111.2	To record SHWF debit for payment of health insurance per Sept 2016 bank statement.	(8,482.58)	
09/30/16	374		10012117.4	To record SHWF debit for payment of health insurance per Sept 2016 bank statement.	1,193.10	
09/30/16	374		10014182	To record SHWF debit for payment of health insurance per Sept 2016 bank statement.	3,358.82	
09/30/16	374		10014433	To record SHWF debit for payment of health insurance per Sept 2016 bank statement.	3,930.66	
09/30/16	375		10011111.2	To record CK 7965 dated 10/1/16 that cleared the bank in September.	(1,266.21)	
09/30/16	375		10011690	To record CK 7965 dated 10/1/16 that cleared the bank in September.	1,266.21	
09/30/16	A1	S	10019998	To record unit months for PUM calculation.	214.00	
09/30/16	A1	S	10019999	To record unit months for PUM calculation.	(214.00)	
09/30/16	A2	S	10012137	To record estimated monthly PILOT expense.	(3,290.00)	
09/30/16	A2	S	10014520	To record estimated monthly PILOT expense.	3,290.00	
09/30/16	A3	S	10011400.95	To record estimated monthly depreciation expense.	(22,370.00)	
09/30/16	A3	S	10014800	To record estimated monthly depreciation expense.	22,370.00	
09/30/16	RT1	S	10019996	To record actual units leased for REAC reporting purposes.	206.00	
09/30/16	RT1	S	10019997	To record actual units leased for REAC reporting purposes.	(206.00)	
09/30/16	RT2	S	10011211	To record monthly insurance write off.	(6,042.34)	
09/30/16	RT2	S	10014510	To record monthly insurance write off.	6,042.34	
				Transaction Balance		<u>0.00</u>

Total Debits 119,571.38 Total Credits 119,571.38 A/C Hash Total 460610231.090
 Number of Transactions 46

**Manistee Housing Commission
Payroll Disbursements Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
09/07/16	13117	V	10011111.3	CMHC - West Shore FSA	197.31	197.31
09/07/16	13118	V	10012117.9	United Steel Workers	59.36	59.36
09/07/16	13119	V	10012117.6	United Steel Workers	3.00	3.00
09/07/16	13120	V	10011690	Void Check	0.00	
09/21/16	13121	V	10011111.3	CMHC - West Shore FSA	197.31	197.31
09/21/16	13122	V	10012117.9	United Steel Workers	66.10	66.10
09/30/16	MI078		10011111.2	Sept 2016 Payroll Disbursements	(523.08)	<u>(523.08)</u>
					Transaction Balance	<u><u>0.00</u></u>
Total Debits		<u>523.08</u>		Total Credits	<u>523.08</u>	A/C Hash Total <u>70081377.200</u>
Number of Transactions		7				

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED
DOCUMENT REDACTED IN COMPLIANCE WITH THE FEDERAL PRIVACY ACT.

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10011111.2 NOW Account				390,866.64		
09/30/16	174		September Cash Receipts		49,494.91	
09/30/16	175		501-16 CFP Grant		26,299.70	
09/30/16	176		Operating Subsidy		39,760.00	
09/30/16	177		Refund - MyPay		893.65	
09/30/16	178		501-16 CFP Grant		800.00	
09/30/16	179		NOW Interest		0.22	
09/30/16	179		Sweep Interest		86.03	
09/30/16	366		To record charges to tenants per Sept 2016 Statement of Operations.		(82.00)	
09/30/16	372		To record Sept 2016 payroll transactions per MyPay reports & bank statement.		(20,045.51)	
09/30/16	373		To record MERS PURCHASE per Sept 2016 bank statement.		(1,193.24)	
09/30/16	374		To record SHWF debit for payment of health insurance per Sept 2016 bank statement.		(8,482.58)	
09/30/16	375		To record CK 7965 dated 10/1/16 that cleared the bank in September.		(1,266.21)	
09/30/16	MI078		Checks 7874 - 7857		(96,054.34)	
09/30/16	MI078		Sept 2016 Payroll Disbursements		(523.08)	
					<u>(10,312.45)</u>	<u>380,554.19</u>
10011111.3 HRA Account				10,592.64		
09/30/16	179		HRA Interest		0.46	
09/30/16	371		To record HRA transactions per Sept 2016 bank statement.		(251.26)	
09/07/16	13117	V	CMHC - West Shore FSA		197.31	
09/21/16	13121	V	CMHC - West Shore FSA		197.31	
					<u>143.82</u>	<u>10,736.46</u>
10011111.4 Money Market Savings				51,756.61		
09/30/16	179		MM Savings Interest		4.53	
					<u>4.53</u>	<u>51,761.14</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				8,271.17		
09/30/16	174		September TAR Collections		(46,514.30)	
09/30/16	366		To record charges to tenants per Sept 2016 Statement of Operations.		51,997.94	
09/30/16	367		To record transfers of security deposits to A/R per Sept 2016 Statement of Operations.		(111.50)	
09/30/16	368		To credit A/R per Sept 2016 Statement of Operations.		(548.62)	
09/07/16	7899		Consumers Energy		32.53	
09/13/16	7915		██████████		45.50	
09/27/16	7946		Consumers Energy		75.78	
					<u>4,977.33</u>	<u>13,248.50</u>
10011122.1 Allowance for Doubtful Accounts				(10,492.83)		
					<u>0.00</u>	<u>(10,492.83)</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10011129	Accounts	Receivable-Other	1,413.04		
09/30/16	177		Refund - MyPay		(893.65)	
09/30/16	372		To record Sept 2016 payroll transactions per MyPay reports & bank statement.		893.65	
					<u>0.00</u>	<u>1,413.04</u>
	10011211	Prepaid Insurance		25,512.92		
09/30/16	RT2	S	To record monthly insurance write off.		(6,042.34)	
					<u>(6,042.34)</u>	<u>19,470.58</u>
	10011400	Construction in Progress-CFP		440,100.44		
09/01/16	7897		Rivertown Contractors, Inc.		26,299.70	
09/27/16	7949		MC Smith Associates		980.00	
					<u>27,279.70</u>	<u>467,380.14</u>
	10011400.6	Land		360,271.62		
					<u>0.00</u>	<u>360,271.62</u>
	10011400.61	Land Improvements		89,807.07		
					<u>0.00</u>	<u>89,807.07</u>
	10011400.7	Buildings		4,657,515.77		
					<u>0.00</u>	<u>4,657,515.77</u>
	10011400.71	Building Improvements		4,889,790.32		
					<u>0.00</u>	<u>4,889,790.32</u>
	10011400.72	Non-dwelling Structures		7,050.00		
					<u>0.00</u>	<u>7,050.00</u>
	10011400.8	Furn., Equip., Mach.-Dwellings		251,594.90		
09/20/16	7939		Gunberg's Appliances, Inc.		1,537.00	
					<u>1,537.00</u>	<u>253,131.90</u>
	10011400.9	Furn., Equip., Mach.-Admin		534,457.42		
09/13/16	7929	V	Next IT		396.41	
09/20/16	7939		Gunberg's Appliances, Inc.		399.00	
					<u>795.41</u>	<u>535,252.83</u>
	10011400.95	Accumulated Depreciation-ALL		(8,067,248.23)		
09/30/16	A3	S	To record estimated monthly depreciation expense.		(22,370.00)	
					<u>(22,370.00)</u>	<u>(8,089,618.23)</u>
	10011690	Undistributed Debits		0.00		
09/30/16	375		To record CK 7965 dated 10/1/16 that cleared the bank in September.		1,266.21	
09/07/16	13120	V	Void Check		0.00	
					<u>1,266.21</u>	<u>1,266.21</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10011700		Net Pension Asset	52,763.00		
					0.00	52,763.00
	10011701		Deferred Outflows	8,476.00		
					0.00	8,476.00
	10012111		Vendors and Contractors	(36,369.93)		
					0.00	(36,369.93)
	10012114		Tenant Security Deposits	(47,696.00)		
09/30/16	174		September Security Deposit Collections		(810.00)	
09/30/16	367		To record transfers of security deposits to A/R per Sept 2016 Statement of Operations.		111.50	
09/30/16	369		To close security deposit per Sept 2016 Statement of Operations.		605.00	
09/13/16	7915		██████████		220.00	
09/13/16	7923		██████████		135.50	
					262.00	(47,434.00)
	10012117.12		FSA Withheld	(495.23)		
09/30/16	371		To record HRA transactions per Sept 2016 bank statement.		251.26	
09/30/16	372		To record Sept 2016 payroll transactions per MyPay reports & bank statement.		(394.62)	
					(143.36)	(638.59)
	10012117.4		125 Medical Withheld	0.00		
09/30/16	372		To record Sept 2016 payroll transactions per MyPay reports & bank statement.		(1,193.10)	
09/30/16	374		To record SHWF debit for payment of health insurance per Sept 2016 bank statement.		1,193.10	
					0.00	0.00
	10012117.5		Pension Withheld	(1,193.24)		
09/30/16	372		To record Sept 2016 payroll transactions per MyPay reports & bank statement.		(1,229.20)	
09/30/16	373		To record MERS PURCHASE per Sept 2016 bank statement.		1,193.24	
					(35.96)	(1,229.20)
	10012117.6		PAC Withheld	0.00		
09/30/16	372		To record Sept 2016 payroll transactions per MyPay reports & bank statement.		(3.00)	
09/07/16	13119	V	United Steel Workers		3.00	
					0.00	0.00
	10012117.9		Union Dues Withheld	0.00		
09/30/16	372		To record Sept 2016 payroll transactions per MyPay reports & bank statement.		(125.46)	
09/07/16	13118	V	United Steel Workers		59.36	
09/21/16	13122	V	United Steel Workers		66.10	
					0.00	0.00

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10012119.2		Interfund Payble - DVG	(1,935.90)	<u>0.00</u>	<u>(1,935.90)</u>
	10012131		EPC Loan - Current	(9,493.54)		
09/01/16	7890	V	Byline Bank		<u>2,354.49</u>	
					<u>2,354.49</u>	<u>(7,139.05)</u>
	10012132		EPC Loan - Noncurrent	(1,132,372.47)	<u>0.00</u>	<u>(1,132,372.47)</u>
	10012133		Capital Lease - 2016 F250 - Current	(6,088.33)		
09/30/16	370		To reclassify CK 7826 dated 08/03/16.		<u>1.80</u>	
09/01/16	7881	V	Ford Credit		<u>366.46</u>	
09/27/16	7947	V	Ford Credit		<u>368.28</u>	
					<u>736.54</u>	<u>(5,351.79)</u>
	10012135		Accrued Salaries and Wages	(4,697.21)	<u>0.00</u>	<u>(4,697.21)</u>
	10012135.1		Accrued Comp. Absences-Current	(14,890.75)	<u>0.00</u>	<u>(14,890.75)</u>
	10012135.3		Accrued Comp. Absences-Non Current	(11,798.08)	<u>0.00</u>	<u>(11,798.08)</u>
	10012137		Payments in Lieu of Taxes	(26,320.00)		
09/30/16	A2	S	To record estimated monthly PILOT expense.		<u>(3,290.00)</u>	
					<u>(3,290.00)</u>	<u>(29,610.00)</u>
	10012139		Capital Lease - 2016 F250 - Non Current	(17,020.14)	<u>0.00</u>	<u>(17,020.14)</u>
	10012806		Unrestricted Net Position	(411,708.81)	<u>0.00</u>	<u>(411,708.81)</u>
	10012806.1		Invested in Capital Assets	(1,838,559.37)	<u>0.00</u>	<u>(1,838,559.37)</u>
	10012820		HUD Operating Reserve - Memo	(411,708.81)	<u>0.00</u>	<u>(411,708.81)</u>
	10012820.1		HUD Operating Reserve-Contra	411,708.81	<u>0.00</u>	<u>411,708.81</u>
	10013110		Dwelling Rental	(353,800.00)		
09/30/16	366		To record charges to tenants per Sept 2016 Statement of Operations.		<u>(44,046.00)</u>	

**Manistee Housing Commission
General Ledger**

Date	Reference T	Description	Beginning Balance	Current Amount	YTD Balance
		10013110 Dwelling Rental (cont.)		<u>(44,046.00)</u>	<u>(397,846.00)</u>
		10013120 Excess Utilities	(6,202.28)		
09/30/16	366	To record charges to tenants per Sept 2016 Statement of Operations.		<u>(678.31)</u>	
				<u>(678.31)</u>	<u>(6,880.59)</u>
		10013401.1 Operating Grants	(29,680.00)		
				<u>0.00</u>	<u>(29,680.00)</u>
		10013401.2 Operating Subsidy	(317,118.00)		
09/30/16	176	Operating Subsidy		<u>(39,760.00)</u>	
				<u>(39,760.00)</u>	<u>(356,878.00)</u>
		10013610 Interest Income-Gen. Fund	(745.78)		
09/30/16	179	Interest Income		<u>(91.24)</u>	
				<u>(91.24)</u>	<u>(837.02)</u>
		10013689 Tenant Income - Cable TV	(28,068.00)		
09/30/16	366	To record charges to tenants per Sept 2016 Statement of Operations.		<u>(5,127.00)</u>	
				<u>(5,127.00)</u>	<u>(33,195.00)</u>
		10013690 Tenant Income	(23,956.49)		
09/30/16	366	To record charges to tenants per Sept 2016 Statement of Operations.		<u>(2,064.63)</u>	
09/30/16	368	To credit A/R per Sept 2016 Statement of Operations.		<u>548.62</u>	
09/30/16	369	To close security deposit per Sept 2016 Statement of Operations.		<u>(605.00)</u>	
				<u>(2,121.01)</u>	<u>(26,077.50)</u>
		10013690.1 Non-Tenant Income	(212.10)		
09/30/16	174	HARRG/HAIG Dividends		<u>(1,747.79)</u>	
				<u>(1,747.79)</u>	<u>(1,959.89)</u>
		10013690.2 Gain/Loss-Sale of Fixed Assets	(8,455.00)		
				<u>0.00</u>	<u>(8,455.00)</u>
		10013690.3 Gain/(Loss)-Disposal of Fixed Assets	2,329.41		
				<u>0.00</u>	<u>2,329.41</u>
		10013690.4 Laundry Income	(7,456.09)		
				<u>0.00</u>	<u>(7,456.09)</u>
		10013690.6 Fraud Recovery Revenue	(203.40)		
				<u>0.00</u>	<u>(203.40)</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10013690.7		Management Fee - DVG	(3,000.00)		
					0.00	(3,000.00)
	10014110		Administrative Salaries	97,665.61		
09/30/16	372		To record Sept 2016 payroll transactions per MyPay reports & bank statement.		12,548.38	
					12,548.38	110,213.99
	10014130		Legal Expense	13,439.13		
09/01/16	7887		Special Deputy Sheriff		108.24	
09/27/16	7951	V	Mika Meyers Beckett & Jones PLC		806.62	
					914.86	14,353.99
	10014140		Staff Training	547.00		
					0.00	547.00
	10014150		Travel Expense	67.84		
09/20/16	7935		Clinton McKinven-Copus		185.36	
09/20/16	7944		Clinton McKinven-Copus		208.32	
					393.68	461.52
	10014170		Accounting Fees	6,647.04		
09/13/16	7927	V	H.A.A.S., Inc.		754.38	
					754.38	7,401.42
	10014182		Employee Benefits - Admin	56,997.53		
09/30/16	372		To record Sept 2016 payroll transactions per MyPay reports & bank statement.		896.34	
09/30/16	374		To record SHWF debit for payment of health insurance per Sept 2016 bank statement.		3,358.82	
09/01/16	7886	V	Principal Financial Group		592.62	
09/20/16	7943	V	Sun Life Financial		348.91	
09/27/16	7953	V	Principal Financial Group		592.62	
09/27/16	7957	V	VSP		112.31	
					5,901.62	62,899.15
	10014185		Telephone	13,077.63		
09/01/16	7874	V	AT & T		569.53	
09/01/16	7875	V	AT & T Mobile		954.65	
09/01/16	7877	V	Charter Business		123.19	
09/20/16	7934	V	AT & T Long Distance		73.11	
					1,720.48	14,798.11
	10014190.1		Publications	1,299.00		
					0.00	1,299.00
	10014190.2		Membership Dues and Fees	957.50		
					0.00	957.50
	10014190.3		Admin Service Contracts	32,369.15		

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014190.3 Admin Service Contracts (cont.)						
09/30/16	174		Refund - U.S. Bank		(422.82)	
09/30/16	372		To record Sept 2016 payroll transactions per MyPay reports & bank statement.		164.45	
09/01/16	7876	V	CDM Mobile Shredding, Inc		45.00	
09/01/16	7896	V	The Nelrod Company		199.00	
09/07/16	7902		Great Lakes Collection Agency		86.57	
09/07/16	7906	V	Kushner & Company		50.00	
09/07/16	7908	V	Next IT		1,246.75	
09/07/16	7913		U.S. Bank Equipment Finance		3,140.24	
09/13/16	7925	V	Housing Data Systems		200.00	
09/13/16	7929	V	Next IT		500.00	
09/13/16	7931	V	Pitney Bowes		405.96	
09/20/16	7941	V	Kushner & Company		50.00	
09/27/16	7956		U.S. Bank Equipment Finance		244.71	
					<u>5,909.86</u>	<u>38,279.01</u>
10014190.4 Office Supplies				5,192.63		
09/01/16	7888	V	Staples		197.97	
09/13/16	7925	V	Housing Data Systems		303.95	
09/27/16	7948	V	Jackpine Business Centers		140.00	
09/27/16	7955	V	Staples		392.61	
					<u>1,034.53</u>	<u>6,227.16</u>
10014190.5 Other Sundry-Misc.				10,445.72		
09/07/16	7907	V	McCardel Water Conditioning		25.00	
09/07/16	7910	V	The Pioneer Group		225.07	
09/07/16	7911		PNC Bank		491.65	
09/13/16	7930	V	The PI Company		132.80	
09/27/16	7952		PNC Bank		797.95	
					<u>1,672.47</u>	<u>12,118.19</u>
10014221 Resident Employee Stipend				7,900.00		
09/01/16	7891		██████████		200.00	
09/01/16	7892	V	██████████		100.00	
09/01/16	7893	V	██████████		200.00	
09/01/16	7894	V	██████████		200.00	
09/01/16	7895		██████████		100.00	
					<u>800.00</u>	<u>8,700.00</u>
10014230 Contract Costs-Cable & Other				40,445.70		
09/01/16	7877	V	Charter Business		5,076.25	
					<u>5,076.25</u>	<u>45,521.95</u>
10014310 Water & Sewer				39,583.69		
09/01/16	7878	V	City of Manistee		5,201.29	
					<u>5,201.29</u>	<u>44,784.98</u>
10014320 Electricity				65,538.46		
09/01/16	7879	V	Consumers Energy		6,848.53	
09/13/16	7919	V	Consumers Energy		13.85	
09/20/16	7936	V	Consumers Energy		4,935.33	
09/27/16	7945	V	Consumers Energy		45.26	
					<u>11,842.97</u>	<u>77,381.43</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014330 Gas				19,819.94		
09/01/16	7880	V	DTE Energy		106.11	
09/13/16	7922	V	DTE Energy		856.31	
09/20/16	7937	V	DTE Energy		296.05	
					<u>1,258.47</u>	<u>21,078.41</u>
10014410 Labor, Maintenance				65,836.40		
09/30/16	372		To record Sept 2016 payroll transactions per MyPay reports & bank statement.		7,938.60	
					<u>7,938.60</u>	<u>73,775.00</u>
10014420 Materials				25,304.84		
09/01/16	7882	V	HD Supply Facilities Mtce		749.32	
09/01/16	7898		Cadillac Plumbing		48.21	
09/07/16	7900	V	Fastenal Company		1,463.26	
09/07/16	7901	V	Grand Rental Station		80.40	
09/07/16	7904	V	HD Supply Facilities Mtce		274.38	
09/07/16	7907	V	McCardel Water Conditioning		160.10	
09/07/16	7909	V	Olson Lumber Company		142.54	
09/07/16	7914	V	Wahr Hardware		141.58	
09/13/16	7918	V	Blarney Castle Fleet Program		214.72	
09/13/16	7926	V	HD Supply Facilities Mtce		1,851.21	
09/20/16	7938	V	Grand Rental Station		12.79	
09/20/16	7940	V	HD Supply Facilities Mtce		63.78	
					<u>5,202.29</u>	<u>30,507.13</u>
10014430.01 Garbage Removal				11,747.47		
09/01/16	7884	V	Manistee Landfill		88.93	
09/13/16	7916	V	Allied Waste Services		1,329.59	
					<u>1,418.52</u>	<u>13,165.99</u>
10014430.02 Heating & Cooling Contracts				9,996.62		
09/13/16	7921		Custom Sheet Metal & Heating		182.48	
					<u>182.48</u>	<u>10,179.10</u>
10014430.03 Snow Removal Contracts				100.00		
					<u>0.00</u>	<u>100.00</u>
10014430.04 Elevator Contracts				6,929.08		
09/07/16	7912	V	Schindler Elevator Corp.		596.34	
09/13/16	7932	V	Schindler Elevator Corp.		739.62	
09/20/16	7942		MI Department of Licensing & Regulatory Affairs		490.00	
09/27/16	7954	V	Schindler Elevator Corp.		2,011.78	
					<u>3,837.74</u>	<u>10,766.82</u>
10014430.05 Landscape & Grounds Contracts				350.00		
09/07/16	7905		Jason Thompson		1,800.00	
					<u>1,800.00</u>	<u>2,150.00</u>
10014430.06 Unit Turnaround Contracts				5,695.00		
					<u>0.00</u>	<u>5,695.00</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014430.07 Electrical Contracts				2,100.80		
09/01/16	7889	V	Top Line Electric		413.44	
					<u>413.44</u>	<u>2,514.24</u>
10014430.08 Plumbing Contracts				4,824.14		
09/01/16	7885		Manistee Plumbing		266.45	
					<u>266.45</u>	<u>5,090.59</u>
10014430.09 Extermination Contracts				12,595.00		
09/07/16	7903	V	Griffin Pest Solutions		952.00	
09/13/16	7924	V	Griffin Pest Solutions		400.00	
					<u>1,352.00</u>	<u>13,947.00</u>
10014430.11 Routine Maintenance Contracts				2,346.50		
09/01/16	7883		Manistee Ford		42.76	
					<u>42.76</u>	<u>2,389.26</u>
10014430.12 Miscellaneous Contracts				11,888.62		
09/13/16	7920	V	Crystal Lock & Supply		54.00	
09/13/16	7928	V	McCardel Water Conditioning		711.48	
09/13/16	7933		Amor Sign Studios		305.67	
09/27/16	7950	V	McCardel Water Conditioning		65.00	
					<u>1,136.15</u>	<u>13,024.77</u>
10014433 Employee Benefits - Maint.				48,005.59		
09/30/16	372		To record Sept 2016 payroll transactions per MyPay reports & bank statement.		549.47	
09/30/16	374		To record SHWF debit for payment of health insurance per Sept 2016 bank statement.		3,930.66	
09/01/16	7886	V	Principal Financial Group		671.42	
09/20/16	7943	V	Sun Life Financial		205.49	
09/27/16	7953	V	Principal Financial Group		671.42	
09/27/16	7957	V	VSP		121.44	
					<u>6,149.90</u>	<u>54,155.49</u>
10014441 Staff Travel-Maintenance				377.87		
					<u>0.00</u>	<u>377.87</u>
10014510 Insurance				48,951.70		
09/13/16	7917	V	AmTrust North America Inc		723.00	
09/30/16	RT2	S	To record monthly insurance write off.		6,042.34	
					<u>6,765.34</u>	<u>55,717.04</u>
10014520 Payment in Lieu of Taxes				26,320.00		
09/30/16	A2	S	To record estimated monthly PILOT expense.		3,290.00	
					<u>3,290.00</u>	<u>29,610.00</u>
10014570 Collection Losses				11,726.48		
					<u>0.00</u>	<u>11,726.48</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014580 Interest Expense				49,580.91		
09/30/16	370		To reclassify CK 7826 dated 08/03/16.		(1.80)	
09/01/16	7881	V	Ford Credit		114.57	
09/01/16	7890	V	Byline Bank		6,087.70	
09/27/16	7947	V	Ford Credit		112.75	
					<u>6,313.22</u>	<u>55,894.13</u>
10014800 Depreciation - Current Year				178,960.00		
09/30/16	A3	S	To record estimated monthly depreciation expense.		22,370.00	
					<u>22,370.00</u>	<u>201,330.00</u>
10017510 Principal Payments - EPC				16,398.81		
09/01/16	7890	V	Byline Bank		2,354.49	
					<u>2,354.49</u>	<u>18,753.30</u>
10017520 Replacement of Equipment				4,782.00		
09/13/16	7929	V	Next IT		396.41	
09/20/16	7939		Gunberg's Appliances, Inc.		1,936.00	
					<u>2,332.41</u>	<u>7,114.41</u>
10017530 Cash Proceeds-Sale of Equipment				(8,630.00)		
					<u>0.00</u>	<u>(8,630.00)</u>
10017540 Betterments and Additions				38,175.17		
					<u>0.00</u>	<u>38,175.17</u>
10017590 Operating Expenditures-Contra				(50,725.98)		
09/01/16	7890	V	Byline Bank		(2,354.49)	
09/13/16	7929	V	Next IT		(396.41)	
09/20/16	7939		Gunberg's Appliances, Inc.		(1,936.00)	
					<u>(4,686.90)</u>	<u>(55,412.88)</u>
10019996 Actual Unit Months for REAC submission				1,596.00		
09/30/16	RT1	S	To record actual units leased for REAC reporting purposes.		206.00	
					<u>206.00</u>	<u>1,802.00</u>
10019997 Actual Unit Months - Contra				(1,596.00)		
09/30/16	RT1	S	To record actual units leased for REAC reporting purposes.		(206.00)	
					<u>(206.00)</u>	<u>(1,802.00)</u>
10019998 Unit Months - Memorandum				1,712.00		
09/30/16	A1	S	To record unit months for PUM calculation.		214.00	
					<u>214.00</u>	<u>1,926.00</u>
10019999 Unit Months - Contra				(1,712.00)		
09/30/16	A1	S	To record unit months for PUM calculation.		(214.00)	
					<u>(214.00)</u>	<u>(1,926.00)</u>
10123401.3 Capital Grants				(18,999.58)		

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10123401.3		Capital Grants (cont.)		0.00	(18,999.58)
	10133401.1		Operating Grants	(968.05)	0.00	(968.05)
	10133401.3		Capital Grants	(107,562.85)	0.00	(107,562.85)
	10134430.12		Miscellaneous Contracts	968.05	0.00	968.05
	10143401.1		Operating Grants	(1,977.59)	0.00	(1,977.59)
	10143401.3		Capital Grants	(78,374.25)	0.00	(78,374.25)
	10144190.5		Other Sundry-Misc.	1,977.59	0.00	1,977.59
	10153401.1		Operating Grants	(14,723.75)	0.00	(14,723.75)
	10153401.3		Capital Grants	(92,976.25)	0.00	(92,976.25)
	10154420		Materials	149.05	0.00	149.05
	10154430.12		Miscellaneous Contract Costs	14,574.70	0.00	14,574.70
	10163401.1		Operating Grants	(34,004.06)		
09/30/16	178		501-16 CFP Grant		(800.00)	
					(800.00)	(34,804.06)
	10163401.3		Capital Grants	(7,109.43)		
09/30/16	175		501-16 CFP Grant		(26,299.70)	
					(26,299.70)	(33,409.13)
	10164110		Administrative Salaries	19,693.45	0.00	19,693.45
	10164182		Employee Benefits - Admin	1,506.55	0.00	1,506.55

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED

**Manistee Housing Commission
General Ledger**

Date	Reference T	Description	Beginning Balance	Current Amount	YTD Balance
	10164190.3	Administrative Service Contracts	3,000.00	<u>0.00</u>	<u>3,000.00</u>
	10164420	Materials	3,277.79	<u>0.00</u>	<u>3,277.79</u>
	10164430.12	Miscellaneous Contract Costs	10,326.27	<u>0.00</u>	<u>10,326.27</u>
	15121406	Operations	40,000.00	<u>0.00</u>	<u>40,000.00</u>
	15121408	Management Improvements	20,000.00	<u>0.00</u>	<u>20,000.00</u>
	15121410	Administration	20,000.00	<u>0.00</u>	<u>20,000.00</u>
	15121430	A & E Fees	9,375.91	<u>0.00</u>	<u>9,375.91</u>
	15121430.99	A & E Fees - Soft Costs	3,531.25	<u>0.00</u>	<u>3,531.25</u>
	15121460	Dwelling Structures	98,941.84	<u>0.00</u>	<u>98,941.84</u>
	15121600	CFP Funding	191,849.00	<u>0.00</u>	<u>191,849.00</u>
	15121699	CFP Funding - Contra	(191,849.00)	<u>0.00</u>	<u>(191,849.00)</u>
	15129800	CFP Cost - Contra	(191,849.00)	<u>0.00</u>	<u>(191,849.00)</u>
	15131406	Operations	39,637.40	<u>0.00</u>	<u>39,637.40</u>
	15131408	Management Improvements	17,793.00	<u>0.00</u>	<u>17,793.00</u>
	15131410	Administration	19,818.70	<u>0.00</u>	<u>19,818.70</u>

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

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	15131430		A & E Fees	12,785.00	0.00	12,785.00
	15131460		Dwelling Structures	104,977.85	0.00	104,977.85
	15131460.99		Dwelling Structures-Soft Costs	3,175.05	0.00	3,175.05
	15131600		CFP Funding	198,187.00	0.00	198,187.00
	15131699		CFP Funding - Contra	(198,187.00)	0.00	(198,187.00)
	15139800		CFP Cost - Contra	(198,187.00)	0.00	(198,187.00)
	15141406		Operations	34,232.00	0.00	34,232.00
	15141408		Management Improvements	20,000.00	0.00	20,000.00
	15141410		Administration	19,018.00	0.00	19,018.00
09/27/16	15141430	7949	MC Smith Associates	7,762.10	980.00	8,742.10
	15141430.99		A & E Fees - Soft Costs	4,580.00	0.00	4,580.00
	15141460		Dwelling Structures	100,182.00	0.00	100,182.00
	15141600		CFP Funding	185,774.10	0.00	185,774.10
	15141699		CFP Funding - Contra	(185,774.10)	0.00	(185,774.10)
09/27/16	15149800	7949	MC Smith Associates	(185,774.10)	(980.00)	(186,754.10)
					(980.00)	(186,754.10)

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

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	15151406		Operations	37,758.00	<u>0.00</u>	<u>37,758.00</u>
	15151408		Management Improvements	20,000.00	<u>0.00</u>	<u>20,000.00</u>
	15151410		Administration	18,879.00	<u>0.00</u>	<u>18,879.00</u>
	15151460		Dwelling Structures	87,429.25	<u>0.00</u>	<u>87,429.25</u>
	15151460.99		Dwelling Structures - Soft Costs	14,723.75	<u>0.00</u>	<u>14,723.75</u>
	15151600		CFP Funding	178,790.00	<u>0.00</u>	<u>178,790.00</u>
	15151699		CFP Funding - Contra	(229,670.00)	<u>0.00</u>	<u>(229,670.00)</u>
	15159800		CFP Cost - Contra	(178,790.00)	<u>0.00</u>	<u>(178,790.00)</u>
	15161406		Operations	29,680.00	<u>0.00</u>	<u>29,680.00</u>
	15161408		Management Improvements	16,928.43	<u>0.00</u>	<u>16,928.43</u>
	15161410		Administration	21,200.00	<u>0.00</u>	<u>21,200.00</u>
	15161460		Dwelling Structures	0.00		
09/01/16	7897		Rivertown Contractors, Inc.		26,299.70	
					<u>26,299.70</u>	<u>26,299.70</u>
	15161460.99		Dwelling Structures - Soft Costs	6,785.06	<u>0.00</u>	<u>6,785.06</u>
	15161600		CFP Funding	70,793.49		
09/30/16	175		501-16 CFP Grant		26,299.70	
09/30/16	178		501-16 CFP Grant		800.00	
					<u>27,099.70</u>	<u>97,893.19</u>
	15161699		CFP Funding - Contra	(19,913.49)		

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

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
15161699 CFP Funding - Contra (cont.)						
09/30/16	175		501-16 CFP Grant		(26,299.70)	
09/30/16	178		501-16 CFP Grant		(800.00)	
					<u>(27,099.70)</u>	<u>(47,013.19)</u>
15169800 CFP Cost - Contra				(74,593.49)		
09/01/16	7897		Rivertown Contractors, Inc.		(26,299.70)	
					<u>(26,299.70)</u>	<u>(100,893.19)</u>
Current Profit/(Loss)					<u>(2,837.08)</u>	
YTD Profit/(Loss)						<u>139,322.42</u>
Number of Transactions			183			
The General Ledger is in balance.						<u>0.00</u>

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

**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number: 851620
Statement Ending date: 09/30/16
Checkbook Name: Public Housing Checking

General Ledger

Balance per General Ledger (Account 10011111.2) at 09/01/16	390,866.64
Activity for the month:	
Total Debits (Deposits and Credit Memos)	117,334.51
Total Credits (Checks and Debit Memos)	-127,646.96
Unreconciled General Ledger Balance at 09/30/16	<u>380,554.19</u>
Adjustments and Other Bank Items	0.00
Reconciled General Ledger Balance at 09/30/16	<u><u>380,554.19</u></u>

Bank

Balance per Bank Statement at 09/30/16	387,947.97
Total Additions (Deposits and Credit Memos in transit)	1,540.00
Total Subtractions (Checks and Debit Memos in transit)	-8,933.78
Total Bank Errors	0.00
Bank Balance Adjusted at 09/30/16	<u><u>380,554.19</u></u>

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 09/01/16
Statement Ending date: 09/30/16
Checkbook Name: Public Housing Checking

Statement Summary

Beginning Balance				392,360.29
Deposits and Credit Memos				
167	08/31/16	10011122	August Cash Receipts	2,891.68
175	09/30/16	10163401.3	501-16 CFP Grant	26,299.70
176	09/30/16	10013401.2	Operating Subsidy	39,760.00
177	09/30/16	10011129	Refund - MyPay	893.65
178	09/30/16	10163401.1	501-16 CFP Grant	800.00
179	09/30/16	10011111.3	NOW Interest	86.25
174	09/30/16	10011122	September Cash Receipts	47,954.91
			Total	<u>118,686.19</u>

Checks and Debit Memos

366	09/30/16	10011122	To record charges to tenants per Sept 2016 Statement of Operations.	(82.00)
372	09/30/16	10014110	To record Sept 2016 payroll transactions per MyPay reports & bank	(20,045.51)
373	09/30/16	10012117.5	To record MERS PURCHASE per Sept 2016 bank statement.	(1,193.24)
374	09/30/16	10012117.4	To record SHWF debit for payment of health insurance per Sept 2016	(8,482.58)
375	09/30/16	10011690	To record CK 7965 dated 10/1/16 that cleared the bank in September	(1,266.21)
7841	08/12/16	10014430.01	Allied Waste Services	(1,292.03)
7846	08/12/16	10014330	DTE Energy	(707.20)
7847	08/12/16	10011122	DTE Energy	(37.25)
7852	08/12/16	10011400	MC Smith Associates	(1,100.00)
7865	08/22/16	10014420	Blarney Castle Fleet Program	(141.03)
7874	09/01/16	10014185	AT & T	(569.53)
7875	09/01/16	10014185	AT & T Mobile	(954.65)
7876	09/01/16	10014190.3	CDM Mobile Shredding, Inc	(45.00)
7877	09/01/16	10014185	Charter Business	(5,199.44)
7878	09/01/16	10014310	City of Manistee	(5,201.29)
7879	09/01/16	10014320	Consumers Energy	(6,848.53)
7880	09/01/16	10014330	DTE Energy	(106.11)
7881	09/01/16	10012133	Ford Credit	(481.03)
7882	09/01/16	10014420	HD Supply Facilities Mtce	(749.32)
7883	09/01/16	10014430.11	Manistee Ford	(42.76)
7884	09/01/16	10014430.01	Manistee Landfill	(88.93)
7885	09/01/16	10014430.08	Manistee Plumbing	(266.45)
7886	09/01/16	10014182	Principal Financial Group	(1,264.04)
7887	09/01/16	10014130	Special Deputy Sheriff	(108.24)
7888	09/01/16	10014190.4	Staples	(197.97)
7889	09/01/16	10014430.07	Top Line Electric	(413.44)
7890	09/01/16	10012131	Byline Bank	(8,442.19)
7891	09/01/16	10014221	[REDACTED]	(200.00)
7892	09/01/16	10014221	[REDACTED]	(100.00)
7893	09/01/16	10014221	[REDACTED]	(200.00)
7894	09/01/16	10014221	[REDACTED]	(200.00)
7895	09/01/16	10014221	[REDACTED]	(100.00)
7896	09/01/16	10014190.3	The Nelrod Company	(199.00)
7897	09/01/16	10011400	Rivertown Contractors, Inc.	(26,299.70)
7898	09/01/16	10014420	Cadillac Plumbing	(48.21)
7899	09/07/16	10011122	Consumers Energy	(32.53)
7900	09/07/16	10014420	Fastenal Company	(1,463.26)
7901	09/07/16	10014420	Grand Rental Station	(80.40)
7902	09/07/16	10014190.3	Great Lakes Collection Agency	(86.57)
7903	09/07/16	10014430.09	Griffin Pest Solutions	(952.00)
7904	09/07/16	10014420	HD Supply Facilities Mtce	(274.38)
7905	09/07/16	10014430.05	Jason Thompson	(1,800.00)
7906	09/07/16	10014190.3	Kushner & Company	(50.00)
7907	09/07/16	10014190.5	McCardel Water Conditioning	(185.10)
7908	09/07/16	10014190.3	Next IT	(1,246.75)
7909	09/07/16	10014420	Olson Lumber Company	(142.54)
7910	09/07/16	10014190.5	The Pioneer Group	(225.07)
7911	09/07/16	10014190.5	PNC Bank	(491.65)
7912	09/07/16	10014430.04	Schindler Elevator Corp.	(596.34)
7913	09/07/16	10014190.3	U.S. Bank Equipment Finance	(3,140.24)
7914	09/07/16	10014420	Wahr Hardware	(141.58)

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 09/01/16
Statement Ending date: 09/30/16
Checkbook Name: Public Housing Checking

7916	09/13/16	10014430.01	Allied Waste Services	(1,329.59)
7917	09/13/16	10014510	AmTrust North America Inc	(723.00)
7918	09/13/16	10014420	Blarney Castle Fleet Program	(214.72)
7919	09/13/16	10014320	Consumers Energy	(13.85)
7920	09/13/16	10014430.12	Crystal Lock & Supply	(54.00)
7921	09/13/16	10014430.02	Custom Sheet Metal & Heating	(182.48)
7922	09/13/16	10014330	DTE Energy	(856.31)
7923	09/13/16	10012114	██████████	(135.50)
7924	09/13/16	10014430.09	Griffin Pest Solutions	(400.00)
7925	09/13/16	10014190.3	Housing Data Systems	(503.95)
7926	09/13/16	10014420	HD Supply Facilities Mtce	(1,851.21)
7927	09/13/16	10014170	H.A.A.S., Inc.	(754.38)
7928	09/13/16	10014430.12	McCardel Water Conditioning	(711.48)
7929	09/13/16	10014190.3	Next IT	(896.41)
7930	09/13/16	10014190.5	The PI Company	(132.80)
7931	09/13/16	10014190.3	Pitney Bowes	(405.96)
7932	09/13/16	10014430.04	Schindler Elevator Corp.	(739.62)
7933	09/13/16	10014430.12	Amor Sign Studios	(305.67)
7934	09/20/16	10014185	AT & T Long Distance	(73.11)
7935	09/20/16	10014150	Clinton McKinven-Copus	(185.36)
7936	09/20/16	10014320	Consumers Energy	(4,935.33)
7937	09/20/16	10014330	DTE Energy	(296.05)
7939	09/20/16	10011400.8	Gunberg's Appliances, Inc.	(1,936.00)
7940	09/20/16	10014420	HD Supply Facilities Mtce	(63.78)
7941	09/20/16	10014190.3	Kushner & Company	(50.00)
7942	09/20/16	10014430.04	MI Department of Licensing & Regulatory Affairs	(490.00)
7943	09/20/16	10014182	Sun Life Financial	(554.40)
7944	09/20/16	10014150	Clinton McKinven-Copus	(208.32)
13112	08/10/16	10011111.3	CMHC - West Shore FSA	(197.31)
13113	08/10/16	10012117.9	United Steel Workers	(58.38)
13115	08/24/16	10011111.3	CMHC - West Shore FSA	(197.31)
13116	08/24/16	10012117.9	United Steel Workers	(60.94)
			Total	<u>(123,098.51)</u>

Ending Balance 387,947.97

Bank Summary

Ending Bank Balance 387,947.97

Deposits and Credit Memos in transit				
174	09/30/16	10011122	September Cash Receipts	1,540.00
			Total	<u>1,540.00</u>

Checks and Debit Memos in transit				
6744	04/28/15	10012114	██████████	39.00
6750	04/28/15	10012114	██████████	125.00
6787	05/13/15	10011122	██████████	78.00
7057	09/01/15	10014221	██████████	100.00
7080	09/16/15	10012114	██████████	86.07
7468	03/02/16	10012114	██████████	45.00
7727	06/14/16	10012114	██████████	120.81
7915	09/13/16	10011122	██████████	265.50
7938	09/20/16	10014420	Grand Rental Station	12.79
7945	09/27/16	10014320	Consumers Energy	45.26
7946	09/27/16	10011122	Consumers Energy	75.78
7947	09/27/16	10012133	Ford Credit	481.03
7948	09/27/16	10014190.4	Jackpine Business Centers	140.00
7949	09/27/16	10011400	MC Smith Associates	980.00
7950	09/27/16	10014430.12	McCardel Water Conditioning	65.00
7951	09/27/16	10014130	Mika Meyers Beckett & Jones PLC	806.62
7952	09/27/16	10014190.5	PNC Bank	797.95
7953	09/27/16	10014182	Principal Financial Group	1,264.04
7954	09/27/16	10014430.04	Schindler Elevator Corp.	2,011.78
7955	09/27/16	10014190.4	Staples	392.61

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 09/01/16
 Statement Ending date: 09/30/16
 Checkbook Name: Public Housing Checking

7956	09/27/16	10014190.3	U.S. Bank Equipment Finance	244.71
7957	09/27/16	10014182	VSP	233.75
13117	09/07/16	10011111.3	CMHC - West Shore FSA	197.31
13118	09/07/16	10012117.9	United Steel Workers	59.36
13119	09/07/16	10012117.6	United Steel Workers	3.00
13121	09/21/16	10011111.3	CMHC - West Shore FSA	197.31
13122	09/21/16	10012117.9	United Steel Workers	66.10
			Total	<u>(8,933.78)</u>

Ending Balance 380,554.19

Book Summary

G/L account: 10011111.2
 G/L journal: Journal Entry - PH
 G/L period: 09/30/16

Total Adjustments: 0.00

Ending Balance 380,554.19

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

**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number:
Statement Ending date: 09/30/16
Checkbook Name: HRA Account

General Ledger

Balance per General Ledger (Account 10011111.3) at 09/01/16	10,592.64
Activity for the month:	
Total Debits (Deposits and Credit Memos)	395.08
Total Credits (Checks and Debit Memos)	<u>-251.26</u>
Unreconciled General Ledger Balance at 09/30/16	<u>10,736.46</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 09/30/16	<u><u>10,736.46</u></u>

Bank

Balance per Bank Statement at 09/30/16	10,341.84
Total Additions (Deposits and Credit Memos in transit)	394.62
Total Subtractions (Checks and Debit Memos in transit)	-0.00
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 09/30/16	<u><u>10,736.46</u></u>

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 09/01/16
Statement Ending date: 09/30/16
Checkbook Name: HRA Account

Statement Summary

Beginning Balance				10,198.02
Deposits and Credit Memos				
13112	08/10/16		CMHC - West Shore FSA	197.31
13115	08/24/16		CMHC - West Shore FSA	197.31
179	09/30/16	10011111.2	NOW Interest	0.46
			Total	<u>395.08</u>
Checks and Debit Memos				
371	09/30/16	10012117.12	To record HRA transactions per Sept 2016 bank statement.	(251.26)
			Total	<u>(251.26)</u>
Ending Balance				<u><u>10,341.84</u></u>

Bank Summary

Ending Bank Balance				10,341.84
Deposits and Credit Memos in transit				
13117	09/07/16		CMHC - West Shore FSA	197.31
13121	09/21/16		CMHC - West Shore FSA	197.31
			Total	<u>394.62</u>
Ending Balance				<u><u>10,736.46</u></u>

Book Summary

G/L account: 10011111.3				
G/L journal: Journal Entry - PH				
G/L period: 09/30/16				
			Total Adjustments:	<u>0.00</u>
Ending Balance				<u><u>10,736.46</u></u>

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

**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number: 558567
Statement Ending date: 09/30/16
Checkbook Name: Money Market Savings

General Ledger

Balance per General Ledger (Account 10011111.4) at 09/01/16	51,756.61
Activity for the month:	
Total Debits (Deposits and Credit Memos)	4.53
Total Credits (Checks and Debit Memos)	-0.00
Unreconciled General Ledger Balance at 09/30/16	<u>51,761.14</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 09/30/16	<u><u>51,761.14</u></u>

Bank

Balance per Bank Statement at 09/30/16	51,761.14
Total Additions (Deposits and Credit Memos in transit)	0.00
Total Subtractions (Checks and Debit Memos in transit)	-0.00
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 09/30/16	<u><u>51,761.14</u></u>

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 09/01/16
Statement Ending date: 09/30/16
Checkbook Name: Money Market Savings

Statement Summary

Beginning Balance		51,756.61	
Deposits and Credit Memos			
179	09/30/16	10011111.2 NOW Interest	4.53
		Total	<u>4.53</u>
Ending Balance		<u><u>51,761.14</u></u>	

Bank Summary

Ending Bank Balance		<u>51,761.14</u>
Ending Balance		<u><u>51,761.14</u></u>

Book Summary

G/L account: 10011111.4
G/L journal: Journal Entry - PH
G/L period: 09/30/16

Total Adjustments: 0.00

Ending Balance 51,761.14

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED IN COMPLIANCE WITH THE FEDERAL PRIVACY ACT.

**Manistee Housing Commission
Public Housing
Statement of Income & Expense**

	1 Month Ended September 30, 2016	1 Month Ended September 30, 2015	9 Months Ended September 30, 2016	9 Months Ended September 30, 2015
Operating Income				
3110 - Dwelling Rental	\$ 44,046.00	\$ 44,509.00	\$ 397,846.00	\$ 431,042.00
3120 - Excess Utilities	678.31	758.00	6,880.59	8,688.80
3401.1 - Operating Grants	0.00	4,704.82	29,680.00	61,458.22
3401.2 - Operating Subsidy	39,760.00	37,489.00	356,878.00	338,348.00
3610 - Interest Income-Gen. Fund	91.24	83.16	837.02	849.92
3689 - Tenant Income - Cable TV	5,127.00	3,487.00	33,195.00	33,552.00
3690 - Tenant Income	2,121.01	3,386.65	26,077.50	23,907.93
3690.1 - Non-Tenant Income	1,747.79	2,837.54	1,959.89	2,948.72
3690.2 - Gain/Loss-Sale of Fixed Ass	0.00	0.00	8,455.00	0.00
3690.3 - Gain/(Loss)-Disposal of Fixe	0.00	0.00	(2,329.41)	0.00
3690.4 - Laundry Income	0.00	805.69	7,456.09	8,592.21
3690.6 - Fraud Recovery Revenue	0.00	402.90	203.40	1,799.40
3690.7 - Management Fee - DVG	0.00	0.00	3,000.00	6,000.00
Total Operating Income	<u>93,571.35</u>	<u>98,463.76</u>	<u>870,139.08</u>	<u>917,187.20</u>
Operating Expenses				
Routine Expenses				
4110 - Administrative Salaries	12,548.38	12,757.96	110,213.99	150,555.95
4111 - Admin Wage-Contracted	0.00	1,411.60	0.00	17,817.40
4120 - Compensated Absences	0.00	0.00	0.00	0.00
4130 - Legal Expense	914.86	0.00	14,353.99	18,144.95
4130.3 - Legal Expense-Restitution	0.00	0.00	0.00	0.00
4140 - Staff Training	0.00	0.00	547.00	762.46
4150 - Travel Expense	393.68	0.00	461.52	1,027.35
4170 - Accounting Fees	754.38	889.38	7,401.42	7,935.07
4171 - Auditing	0.00	0.00	0.00	0.00
4171.1 - Fraud Audit	0.00	0.00	0.00	0.00
4172 - Management Fees	0.00	0.00	0.00	0.00
4182 - Employee Benefits - Admin	5,901.62	6,114.54	62,899.15	64,636.81
4185 - Telephone	1,720.48	1,576.08	14,798.11	14,874.78
4190 - Sundry Administration	0.00	0.00	0.00	0.00
4190.1 - Publications	0.00	0.00	1,299.00	30.00
4190.2 - Membership Dues and Fees	0.00	0.00	957.50	1,286.50
4190.3 - Admin Service Contracts	5,909.86	2,210.26	38,279.01	18,989.72
4190.4 - Office Supplies	1,034.53	611.28	6,227.16	6,954.89
4190.5 - Other Sundry-Misc.	1,672.47	1,503.77	12,118.19	9,003.79
4190.55 - Computer Repair/Upgrades	0.00	0.00	0.00	0.00
4210 - Tenant Services - Salaries	0.00	0.00	0.00	0.00
4220 - Rec., Pub., & Other Services	0.00	0.00	0.00	3,951.94
4221 - Resident Employee Stipend	800.00	900.00	8,700.00	7,800.00
4222 - Employee Benefits - Tenant Se	0.00	0.00	0.00	0.00
4230 - Contract Costs-Cable & Other	5,076.25	4,696.08	45,521.95	42,009.18
4310 - Water & Sewer	5,201.29	5,922.10	44,784.98	39,462.40
4320 - Electricity	11,842.97	7,053.99	77,381.43	74,646.57
4330 - Gas	1,258.47	1,333.87	21,078.41	26,425.13
4390 - EPC Savings	0.00	0.00	0.00	0.00

See Accountants' Compilation Report

**Manistee Housing Commission
Public Housing
Statement of Income & Expense**

	1 Month Ended September 30, 2016	1 Month Ended September 30, 2015	9 Months Ended September 30, 2016	9 Months Ended September 30, 2015
4410 - Labor, Maintenance	7,938.60	7,574.00	73,775.00	71,337.88
4420 - Materials	5,202.29	3,999.98	30,507.13	41,068.99
4430 - Contract Costs	0.00	0.00	0.00	0.00
4430.01 - Garbage Removal	1,418.52	0.00	13,165.99	0.00
4430.02 - Heating & Cooling Contract	182.48	(2,600.00)	10,179.10	14,937.60
4430.03 - Snow Removal Contracts	0.00	0.00	100.00	0.00
4430.04 - Elevator Contracts	3,837.74	1,152.68	10,766.82	10,945.72
4430.05 - Landscape & Grounds Cont	1,800.00	0.00	2,150.00	2,500.00
4430.06 - Unit Turnaround Contracts	0.00	2,957.00	5,695.00	20,282.95
4430.07 - Electrical Contracts	413.44	(7,037.00)	2,514.24	3,374.09
4430.08 - Plumbing Contracts	266.45	175.00	5,090.59	7,945.35
4430.09 - Extermination Contracts	1,352.00	0.00	13,947.00	6,402.00
4430.11 - Routine Maintenance Contr	42.76	0.00	2,389.26	4,751.35
4430.12 - Miscellaneous Contracts	1,136.15	609.51	13,024.77	5,510.53
4431 - Garbage Removal	0.00	1,322.44	0.00	12,430.38
4433 - Employee Benefits - Maint.	6,149.90	4,672.97	54,155.49	50,724.31
4434 - Employee Benefits-Retirees	0.00	0.00	0.00	0.00
4440 - Staff Training-Maintenance	0.00	0.00	0.00	1,298.00
4441 - Staff Travel-Maintenance	0.00	277.03	377.87	277.03
4480 - Security Contract Costs	0.00	0.00	0.00	0.00
4510 - Insurance	6,765.34	6,845.75	55,717.04	58,440.81
4520 - Payment in Lieu of Taxes	3,290.00	3,290.00	29,610.00	29,610.00
4540 - Employee Benefit Contribution	0.00	0.00	0.00	0.00
4543 - Benefits-Pension	0.00	0.00	0.00	0.00
4550 - Compensated Absences	0.00	0.00	0.00	0.00
4570 - Collection Losses	0.00	0.00	11,726.48	0.00
4580 - Interest Expense	6,313.22	6,216.71	55,894.13	56,273.96
4590 - Other General Expense	0.00	0.00	0.00	0.00
Total Routine Expenses	<u>101,138.13</u>	<u>76,436.98</u>	<u>857,808.72</u>	<u>904,425.84</u>
Non-Routine Expenses				
Casualty Losses-Not Cap.				
Total Casualty Losses-Not Cap.	0.00	0.00	0.00	0.00
Total Operating Expenses	<u>101,138.13</u>	<u>76,436.98</u>	<u>857,808.72</u>	<u>904,425.84</u>
Operating Income (Loss)	<u>(7,566.78)</u>	<u>22,026.78</u>	<u>12,330.36</u>	<u>12,761.36</u>
Depreciation Expense				
4800 - Depreciation - Current Year	<u>22,370.00</u>	<u>22,440.00</u>	<u>201,330.00</u>	<u>201,960.00</u>
Total Depreciation Expense	22,370.00	22,440.00	201,330.00	201,960.00
Surplus Credits & Charges				
6010 - Prior Year Adj. - Affecting RR	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(640.00)</u>
Total Surplus Credits & Charges	0.00	0.00	0.00	(640.00)
Capital Expenditures				

See Accountants' Compilation Report

**Manistee Housing Commission
Public Housing
Statement of Income & Expense**

	1 Month Ended September 30, 2016	1 Month Ended September 30, 2015	9 Months Ended September 30, 2016	9 Months Ended September 30, 2015
7510 - Principal Payments - EPC	2,354.49	1,934.64	18,753.30	15,122.10
7520 - Replacement of Equipment	2,332.41	3,192.00	7,114.41	11,790.45
7530 - Cash Proceeds-Sale of Equipm	0.00	0.00	(8,630.00)	0.00
7540 - Betterments and Additions	0.00	0.00	38,175.17	12,160.32
7590 - Operating Expenditures-Contra	<u>(4,686.90)</u>	<u>(5,126.64)</u>	<u>(55,412.88)</u>	<u>(39,072.87)</u>
Total Capital Expenditures	0.00	0.00	0.00	0.00
HUD Net Income (Loss)	<u>\$ (12,253.68)</u>	<u>\$ 16,900.14</u>	<u>\$ (51,712.52)</u>	<u>\$ (25,671.51)</u>
GAAP Net Income (Loss)	<u>\$ (29,936.78)</u>	<u>\$ (413.22)</u>	<u>\$ (188,999.64)</u>	<u>\$ (188,558.64)</u>

See Accountants' Compilation Report

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

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 September 30, 2016. 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.

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED
DOCUMENT REDACTED IN COMPLIANCE WITH THE FEDERAL PRIVACY ACT.

**Manistee Housing Commission
Domestic Violence Grant
BALANCE SHEET
As of September 30, 2016**

ASSETS

CURRENT ASSETS

Cash

1111 - Cash - MSHDA \$ 72,974.98

Total Cash 72,974.98

Receivables

1122 - Tenants Accounts Receivable (221.90)

1129.4 - Interfund Receivable - P/H 1,935.90

Total Receivables 1,714.00

Investments

Total Investments 0.00

Prepaid Expenses & Other Assets

Total Prepaid Expenses & Other Assets 0.00

Total Current Assets 74,688.98

CAPITAL ASSETS

Land, Structures & Equipment

1400.7 - Buildings 364,363.29

1400.98 - Accumulated Depreciation-DVG (83,366.02)

Total Land, Structures & Equipment 280,997.27

TOTAL CAPITAL ASSETS 280,997.27

TOTAL ASSETS \$ 355,686.25

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED WITH THE FEDERAL PRIVACY ACT

**Manistee Housing Commission
Domestic Violence Grant
BALANCE SHEET
As of September 30, 2016**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 250.33
2114 - Tenant Security Deposits	<u>1,586.00</u>
Total Accounts Payable	1,836.33

Accrued Liabilities

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

Total Current Liabilities

501,836.33

Non Current Liabilities

Total Non Current Liabilities

0.00

Deferred Credits

Total Deferred Credits

0.00

TOTAL LIABILITIES/DEFERRED CREDITS

501,836.33

EQUITY

Unreserved Fund Balance

2806 - Unrestricted Net Position	63,849.07
2806.4 - Invested in Capital Assets-DVG	(211,610.76)
Current Year Profit(Loss)	<u>1,611.61</u>
Total Unreserved Fund Balance	(146,150.08)

TOTAL EQUITY

(146,150.08)

TOTAL LIABILITIES/EQUITY

\$ 355,686.25

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

**Manistee Housing Commission
Domestic Violence Grant
Statement of Income & Expense
For the 1 Month and 9 Months Ended September 30, 2016**

	1 Month Ended	9 Months Ended
	<u>September 30, 2016</u>	<u>September 30, 2016</u>
Operating Income		
3110 - Dwelling Rental	1,502.00	13,518.00
3690 - Tenant Income	<u>250.00</u>	<u>410.00</u>
Total Operating Income	1,752.00	13,928.00
Operating Expenses		
Administration		
4170 - Accounting Fees	128.54	1,224.36
4172 - Management Fees	<u>0.00</u>	<u>3,000.00</u>
Total Administration	128.54	4,224.36
Ordinary Maint. & Operation		
4420 - Materials	0.00	78.97
4430.02 - Heating & Cooling Contracts	<u>105.00</u>	<u>341.78</u>
Total Ordinary Maint. & Oper.	105.00	420.75
General Expense		
4590 - Other General Expense	<u>0.00</u>	279.31
Total General Expense	0.00	279.31
Depreciation Expense		
4800 - Depreciation - Current Year	<u>821.33</u>	<u>7,391.97</u>
Total Depreciation Expense	821.33	7,391.97
Capital Expenditures		
Total Capital Expenditures	0.00	0.00
Total Operating Expenses	<u>1,054.87</u>	<u>12,316.39</u>
Net Income/(Loss)	<u>1,518.46</u>	<u>9,003.58</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>
09/13/16	2596	20014430.02	Custom Sheet Metal & Heating Inc.	105.00	105.00
09/13/16	2597	20014170	H.A.A.S., Inc.	128.54	128.54
09/30/16	MI078	20011111	Checks 2596 - 2597	(233.54)	<u>(233.54)</u>
				Transaction Balance	<u><u>0.00</u></u>
Total Debits			Total Credits		A/C Hash Total
<u><u>233.54</u></u>			<u><u>233.54</u></u>		<u><u>60039711.020</u></u>
Number of Transactions		3			

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

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

Date	Reference	Account	Description	Amount	Reference Total
09/30/16	110	20011111	September Cash Receipts	2,005.00	
09/30/16	110	20011122	September TAR Collections	(2,005.00)	
				Transaction Balance	<u>0.00</u>
Total Debits		Total Credits		A/C Hash Total	
<u>2,005.00</u>		<u>2,005.00</u>		<u>40022233.000</u>	
Number of Transactions		2			

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

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

Date	Reference	Account	Description	Amount	Reference Total
09/30/16	309	20011122	To record charges to tenants per Sept 2016 Statement of Operations.	1,752.00	
09/30/16	309	20013110	To record charges to tenants per Sept 2016 Statement of Operations.	(1,502.00)	
09/30/16	309	20013690	To record charges to tenants per Sept 2016 Statement of Operations.	(250.00)	
09/30/16	A1	20011400.98	To record estimated depreciation expense.	(821.33)	
09/30/16	A1	20014800	To record estimated depreciation expense.	821.33	
09/30/16	RT1	20019996	To record units leased.	3.00	
09/30/16	RT1	20019997	To record units leased.	(3.00)	
				Transaction Balance	<u>0.00</u>

Total Debits 2,576.33 Total Credits 2,576.33 A/C Hash Total 140104115.980

Number of Transactions 7

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

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	20011111		Cash - MSHDA	71,203.52		
09/30/16	110		September Cash Receipts		2,005.00	
09/30/16	MI078		Checks 2596 - 2597		(233.54)	
					<u>1,771.46</u>	<u>72,974.98</u>
	20011122		Tenants Accounts Receivable	31.10		
09/30/16	110		September TAR Collections		(2,005.00)	
09/30/16	309		To record charges to tenants per Sept 2016 Statement of Operations.		1,752.00	
					<u>(253.00)</u>	<u>(221.90)</u>
	20011129.4		Interfund Receivable - P/H	1,935.90		
					<u>0.00</u>	<u>1,935.90</u>
	20011400.7		Buildings	364,363.29		
					<u>0.00</u>	<u>364,363.29</u>
	20011400.98		Accumulated Depreciation-DVG	(82,544.69)		
09/30/16	A1 S		To record estimated depreciation expense.		(821.33)	
					<u>(821.33)</u>	<u>(83,366.02)</u>
	20012111		Vendors & Contractors	(250.33)		
					<u>0.00</u>	<u>(250.33)</u>
	20012114		Tenant Security Deposits	(1,586.00)		
					<u>0.00</u>	<u>(1,586.00)</u>
	20012130		Forgiveable Note - MSHDA	(500,000.00)		
					<u>0.00</u>	<u>(500,000.00)</u>
	20012806		Unrestricted Net Assets	(63,849.07)		
					<u>0.00</u>	<u>(63,849.07)</u>
	20012806.4		Invested in Capital Assets-DVG	211,610.76		
					<u>0.00</u>	<u>211,610.76</u>
	20013110		Dwelling Rental	(12,016.00)		
09/30/16	309		To record charges to tenants per Sept 2016 Statement of Operations.		(1,502.00)	
					<u>(1,502.00)</u>	<u>(13,518.00)</u>
	20013690		Tenant Income	(160.00)		
09/30/16	309		To record charges to tenants per Sept 2016 Statement of Operations.		(250.00)	
					<u>(250.00)</u>	<u>(410.00)</u>
	20014170		Accounting Fees	1,095.82		
09/13/16	2597 V		H.A.A.S., Inc.		128.54	

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
20014170 Accounting Fees (cont.)					<u>128.54</u>	<u>1,224.36</u>
	20014172		Management Fees	3,000.00	<u>0.00</u>	<u>3,000.00</u>
	20014420		Materials	78.97	<u>0.00</u>	<u>78.97</u>
	20014430.02		Heating & Cooling Contracts	236.78		
09/13/16	2596		Custom Sheet Metal & Heating Inc.		<u>105.00</u>	
					<u>105.00</u>	<u>341.78</u>
	20014590		General Expense	279.31	<u>0.00</u>	<u>279.31</u>
	20014800		Depreciation - Current Year	6,570.64		
09/30/16	A1	S	To record estimated depreciation expense.		<u>821.33</u>	
					<u>821.33</u>	<u>7,391.97</u>
	20019996		Actual Unit Months for REAC Submission	24.00		
09/30/16	RT1	S	To record units leased.		<u>3.00</u>	
					<u>3.00</u>	<u>27.00</u>
	20019997		Actual Unit Months - Contra	(24.00)		
09/30/16	RT1	S	To record units leased.		<u>(3.00)</u>	
					<u>(3.00)</u>	<u>(27.00)</u>
Current Profit/(Loss)					<u>697.13</u>	
			YTD Profit/(Loss)			<u>1,611.61</u>
Number of Transactions			12			
The General Ledger is in balance						<u>0.00</u>

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

**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number:
Statement Ending date: 09/30/16
Checkbook Name: DVG Checking

General Ledger

Balance per General Ledger (Account 20011111) at 09/01/16	71,203.52
Activity for the month:	
Total Debits (Deposits and Credit Memos)	2,005.00
Total Credits (Checks and Debit Memos)	<u>-233.54</u>
Unreconciled General Ledger Balance at 09/30/16	<u>72,974.98</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 09/30/16	<u><u>72,974.98</u></u>

Bank

Balance per Bank Statement at 09/30/16	72,974.98
Total Additions (Deposits and Credit Memos in transit)	0.00
Total Subtractions (Checks and Debit Memos in transit)	-0.00
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 09/30/16	<u><u>72,974.98</u></u>

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 09/01/16
Statement Ending date: 09/30/16
Checkbook Name: DVG Checking

Statement Summary

Beginning Balance				71,203.52
Deposits and Credit Memos				
110	09/30/16	20011122	September Cash Receipts	2,005.00
			Total	<u>2,005.00</u>
Checks and Debit Memos				
2596	09/13/16	20014430.02	Custom Sheet Metal & Heating Inc.	(105.00)
2597	09/13/16	20014170	H.A.A.S., Inc.	(128.54)
			Total	<u>(233.54)</u>
Ending Balance				<u><u>72,974.98</u></u>

Bank Summary

Ending Bank Balance				72,974.98
Ending Balance				<u><u>72,974.98</u></u>

Book Summary

G/L account: 20011111				
G/L journal: Journal Entry - DVG				
G/L period: 09/30/16				
			Total Adjustments:	<u>0.00</u>
Ending Balance				<u><u>72,974.98</u></u>

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED IN COMPLIANCE WITH THE FEDERAL PRIVACY ACT.

City of Manistee Housing Commission
Security Deposit Reconciliation
For the Month Ending September 30, 2016
Prepared October 19, 2016 by Bookkeeper

Tenant Name	Date	Description	Amount	Balance
Beginning PH Balance				\$ 50,786.50
Increases to PH				
[REDACTED]	9/2/2016	New Tenant	\$ 313.00	\$ 313.00
[REDACTED]	9/7/2016	New Tenant	\$ 50.00	\$ 363.00
[REDACTED]	9/9/2016	New Tenant	\$ 221.00	\$ 584.00
[REDACTED]	9/16/2016	New Tenant	\$ 87.00	\$ 671.00
[REDACTED]	9/16/2016	New Tenant	\$ 211.00	\$ 882.00
[REDACTED]	9/19/2016	New Tenant	\$ 92.00	\$ 974.00
Total Increases to PH			<u>\$ 974.00</u>	<u>\$ 974.00</u>
Decreases to PH				
[REDACTED]	9/13/2016	Loss of Security Deposit	\$ (605.00)	\$ (605.00)
[REDACTED]	9/12/2016	Refund of Deposit	\$ (220.00)	\$ (825.00)
[REDACTED]	9/12/2016	Transfer Against Owed	\$ (81.50)	\$ (906.50)
[REDACTED]	9/12/2016	Refund of Deposit	\$ (135.50)	\$ (1,042.00)
[REDACTED]	9/12/2016	Transfer Against Owed	\$ (30.00)	\$ (1,072.00)
Total Decreases to PH			<u>\$ (1,072.00)</u>	<u>\$ (1,072.00)</u>
Net Increase (Decrease) to PH			<u>\$ (98.00)</u>	<u>\$ (98.00)</u>
Ending PH Balance			<u>\$ (98.00)</u>	<u>\$ 50,688.50</u>
Beginning DVG Balance				\$ 516.00
Increases to DVG				
N/A			\$ -	\$ -
Total Increases to DVG			<u>\$ -</u>	<u>\$ -</u>
Decreases to DVG				
N/A			\$ -	\$ -
Total Decreases to DVG			<u>\$ -</u>	<u>\$ -</u>
Net Increase (Decrease) to DVG			<u>\$ -</u>	<u>\$ -</u>
Ending DVG Balance			<u>\$ -</u>	<u>\$ 516.00</u>
Combined Ending Balance				<u><u>\$ 51,204.50</u></u>

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED



Phone: (231) 723-6201
Fax: (231) 723-8900
TDD/TTY: (800) 545-1833, ext. 870
manisteehousing@manisteehousing.com

Resolution 2016-14
Passbook Savings Rate December 1, 2016 – November 30, 2017

WHEREAS, the City of Manistee Housing Commission, a Public Housing Authority (PHA) of the U.S. Department of Housing and Urban Development (HUD), is required by Public and Indian Housing (PIH) Notice 2012-29 to annually set the Passbook Savings Rate used to determine income earned on investments held by eligible program participants [residents]; and

WHEREAS, PIH 2012-29 establishes that a PHA's establishment of the Passbook Savings Rate is considered within "Safe Harbor" when based on the Savings National Rate as calculated by the Federal Deposit Insurance Corporation (FDIC), and

WHEREAS, the National Savings Rate calculated by the FDIC and updated on October 31, 2016 is 0.06;

NOW, THEREFORE, on the motion of [REDACTED], supported by [REDACTED], and voted upon as follows, **BE IT RESOLVED**, that the CMHC adopt the following resolution:

IT IS HEREBY RESOLVED that the Board of Commissioners of CMHC

- sets December 1, 2016, thru November 30, 2017, Passbook Savings Rate at 0.06, and
- approves the use of the Passbook Savings Rate, as herein set, for use in the calculation of income for eligible program participants [residents] of the Housing Commission

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 15th day of November 2016.

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 15th day of November 2016.

Clinton McKinven-Copus, Executive Director

PENDING APPROVAL



Phone: (231) 723-6201
Fax: (231) 723-8900
TDD/TTY: (800) 545-1833, ext. 870
manisteehousing@manisteehousing.com

Resolution 2016-15
Flat Rent Schedule January 1, 2017 – December 31, 2017

WHEREAS, the Quality Housing and Work Responsibility Act of 1998, Section 523, requires that all Housing Agencies establish a Flat Rent, and

WHEREAS, Housing Agencies are required to review and update the Flat Rent Schedule to ensure that Flat Rents are no less than 80 percent of the fair market rent [FMR]

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

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City of Manistee Housing Commission, in accordance with HUD regulations, sets Flat Rents for the period of January 1, 2017 – December 31, 2017 as documented in the flat rent schedule for that period. The revised flat rent schedule shall be effective January 1, 2017 and implemented at the family's next annual rent option or reexamination.

Those voting in favor:

Those voting against:

Those absent or abstaining:

RESOLUTION DECLARED PASSED

CERTIFICATION

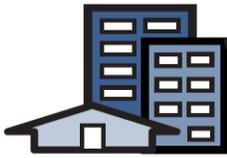
I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 15th day of November 2016.

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 15th day of November 2016.

Clinton McKinven-Copus, Executive Director

PENDING APPROVAL



**City of Manistee Housing Commission
Flat Rent Schedule
Effective: January 1, 2017 – December 31, 2017**

All Properties

1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
\$409.00	\$544.00	\$744.00	\$750.00

Tenants who choose Flat Rent instead of income-based rent also qualify for a utility allowance for tenant paid utilities. Flat Rent shall be reduced by the appropriate utility allowance [please refer to the current CMHC utility allowance schedule] for qualifying tenants.

Approving Resolution 2016-15

PENDING APPROVAL

**Report of the Executive Director
Commission Meeting November 15, 2016**

CMHC Performance Dashboards

Occupancy

	Total Units	Total Occupied	Occupancy Rate	Total Rentable Units	Rentable Occupied	Occupancy Rate
HA Wide	220	206	94%	216	206	95%
Century Terrace	120	116	97%	119	116	97%
Harborview	52	43	83%	50	43	86%
Scattered Sites	48	47	98%	47	47	100%

Vacant Unit Turn Around

Period: 01/01/2012 – 11/08/2016

	Total Units Turned	Maintenance Turn Days	Maintenance Turn Days Average	Lease-up Days	Lease-up Days Average	Vacancy Days Total	Vacancy Days Average	Capital Fund Days
2016	81.00	804.00	9.93	4,340.00	53.58	5,260.00	64.94	0.00
2015	75.00	1,133.00	15.11	1,820.00	24.27	2,973.00	39.65	0.00
2014	27.00	356.00	10.33	65.00	2.41	421.00	12.74	77.00
2013	25.00	131.00	3.76	49.00	1.96	185.00	5.92	0.00
2012	32.00	1,106.00	34.56	285.00	8.91	1,399.00	43.72	0.00
Total	240.00	3,530.00	73.69	6,559.00	91.13	10,238.00	166.97	77.00
5-Year Average	48.00	706.00	14.74	1,311.80	18.23	2,047.60	33.39	15.40

Financial Snapshots

Financial Reserves – September 30, 2016			
HUD Recommended Months	Funds Needed to Meet	Current CMHC Reserve Months	Reserve Fund Amount
6 Months	\$540,000	4.00	\$360,171.29
CMHC Percentage of Recommended Amount – 66%			

KEY FINANCIAL INDICATORS [Public Housing Program] – September 30, 2016					
Rent Roll	Rent Collected	Total Income	Total Expense	Capital Expense	Profit/(Loss)
\$43,521.00	\$44,046.00	\$93,571.35	\$101,138.13	\$4,686.90	\$(7,566.78)

New Business

Nomination and Election of Commission Treasurer

The Office of Commission Treasurer was vacated upon the resignation of Mr. Elbert Purdom from the Housing Commission Board of Commissioners, effective October 1, 2016. The City of Manistee Council appointed Ms. Krista McDougall, C.P.A. to the Housing Commission Board of Commissioner at the regular Council Meeting of November 1, 2016. The Bylaws of the City of Manistee Housing Commission, in Section 2.7 “Election or Appointment of Officers” states, “when a vacancy occurs in an Officer position, a special meeting may be called to fill such a vacancy until the next annual meeting.”

The November 15, 2016, regular meeting of the City of Manistee Housing Commission Board of Commissioners was already scheduled; thus, the calling of a special meeting was not necessary. At this time, nominations from the Board of Commissioners for the Office of Treasurer may be taken and voted upon. The next Annual Meeting is scheduled for June 2017.

Resolutions

Resolution No.	Resolution Name	Attachments	Discussion & Recommendation
2016-14	Passbook Savings Rate December 1, 2016 – November 30, 2017	None	<ul style="list-style-type: none"> Explanation provided within the resolution. Recommendation – The review and adjustment of the passbook savings rate is a regulatory matter required of the public housing program. Management recommends adoption of the resolution.
2016-15	Flat Rent Schedule January 1, 2017 – December 31, 2017	Proposed Flat Rent Schedule	<ul style="list-style-type: none"> Explanation provided within the resolution. Recommendation – The review and adjustment of the passbook savings rate is a regulatory matter required of the public housing program. Management recommends adoption of the resolution.

General Information

Please welcome Ms. Krista McDougall, C.P.A as our newest Commissioner. Ms. McDougall is an accountant with Vanderwal, Spratto & Richards here in Manistee and brings with her eagerness to serve on the Commission and to learn about our regulatory environment.