

CITY OF MANISTEE HOUSING COMMISSION

Tuesday, September 25, 2018

Community Room - Harborview

4:00 PM

AGENDA

1. Call to Order/Roll Call

a. 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. Amendments to Agenda

3. 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.

4. 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 August 28, 2018 3

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) July 31, 2018 6
- 2) Domestic Violence Grant Program *
a) July 31, 2018 45
- 3) Security Deposits Reconciliation *
a) July 31, 2018 56

c. Resolutions

Resolutions placed on the Consent Agenda concern matters of compliance with U.S. Department of Housing and Urban Development [HUD] and federal law that require the adoption of a policy or provision of a public housing benefit. The contents of these Resolutions, items of compliance, policy, and regulation are not debatable but are required to maintain regulatory compliance.

- 1) Resolution 2018-04 Flat Rent Schedule January 1, 2019 - December 31, 2019
- 2) Resolution 2018-05 Passbook Savings Rate December 1, 2018 - November 30, 2019
- 3) Resolution 2018-06 Utility Allowance 2018/2019

5. Old Business

- a. *None*

6. New Business

- a. Resolution 2018-04 Flat Rent Schedule January 1, 2019 - December 31, 2019* 57
- b. Resolution 2018-05 Passbook Savings Rate December 1, 2018 - November 30, 2019* 61
- c. Resolution 2018-06 Utility Allowance 2018/2019* 63

7. Review of the Executive Director Report 67

At this time the Executive Director may review or highlight an item or items from the Executive Director Report.

8. Reports and Communications

At this time Committee, Staff, or other reports and communications will be brought before the Commissioners.

9. Public Comment

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

10. Commissioner Report/Comment

11. Adjournment

12. Upcoming Meeting[s]

- a. Public Hearing - 2019 Annual Plan
Tuesday, October 9, 2018, 4:00 PM
Location - Harborview Apartments Community Room
- b. Commission Monthly Meeting
Tuesday, October 23, 2018, 4:00 PM
Location - Harborview Apartments Community Room



City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Meeting Minutes
[INSERT DATE]
[INSERT MEETING TYPE]

Meeting Start Time: 4:36 P.M.

Roll Call:

Commissioner	Present	Absent Excused	Absent Non-Excused
Dale Priester	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krista McDougall	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Housing Commission Staff Present:

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

Others Present:

- None

Public Comment on Agenda Related Items:

- None

Amendments to the Agenda:

- None

DRAFT

Consent Agenda:

- A. Approval of Minutes
 - i. Annual Meeting Minutes, June 26, 2018
 - ii. Regular Meeting Minutes, June 26, 2018
- B. Financial Reports
 - i. Public Housing
 - i. May 31, 2018
 - ii. June 30, 2018
 - ii. Domestic Violence Grant Program
 - i. May 31, 2018
 - ii. June 30, 2018
- C. Resolutions
 - i. None

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

Old Business:

- None

New Business:

Resolution # 2018-03	Title: Authorization to Submit Application for RAD			Motion By: Commissioner Bond	Second By: Commissioner Tomaszewski
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

DRAFT

Executive Director's Report:

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

Other Staff Reports:

- None

Finances:

- Approved with Consent Agenda

Committee Reports:

- None

Communications:

- None received

Public Comment:

- None

Commissioner Report/Comments:

- None

Meeting Adjourned

Adjournment Time: 4:53 PM			Motion By: Commissioner Tomaszewski		Second By: Commissioner Bond	
Commissioner	Yes	No	Absent Excused	Absent Non-Excused		
Dale Priester	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Dale Priester
President

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

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

To the Board of Commissioners
And Management:

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

Enclosed are the following reports for the month ending July 31, 2018. These reports have been compiled in accordance with Generally Accepted Accounting Principles (GAAP):

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

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

Respectfully Submitted:

Housing Authority Acct Specialists, Inc.

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

**Manistee Housing Commission
Low Rent Public Housing
Balance Sheet
As of July 31, 2018**

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$	173,834.34
1111.3 - HRA Account		9,341.33
1111.4 - Money Market Savings		53,208.57
1117 - Petty Cash Fund		250.00
1118 - Change Fund		50.00

Total Cash 236,684.24

Receivables

1122 - Tenants Accounts Receivable	3,062.62
1122.1 - Allowance for Doubtful Accounts-TAR	(29,377.66)
1129 - Accounts Receivable-Other	2,965.23

Total Receivables (23,349.81)

Other Current Assets

1211 - Prepaid Insurance	7,708.20
1690 - Undistributed Debits	13,076.41

Total Other Current Assets 20,784.61

TOTAL CURRENT ASSETS 234,119.04

NONCURRENT ASSETS

Fixed Assets

1400 - Construction in Progress-CFP	12,918.00
1400.6 - Land	360,271.62
1400.61 - Land Improvements	89,807.07
1400.7 - Buildings	4,657,515.77
1400.71 - Building Improvements	5,418,346.21
1400.72 - Non-dwelling Structures	8,525.00
1400.8 - Furn., Equip., Mach.-Dwellings	268,877.30
1400.9 - Furn., Equip., Mach.-Admin	324,286.07
1400.95 - Accumulated Depreciation-ALL	(8,386,504.79)

Total Fixed Assets 2,754,042.25

Other Noncurrent Assets

1701 - Deferred Outflows	30,452.96
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Total Other Noncurrent Assets 30,452.96

TOTAL NONCURRENT ASSETS 2,784,495.21

TOTAL ASSETS \$ 3,018,614.25

**Manistee Housing Commission
Low Rent Public Housing
Balance Sheet
As of July 31, 2018**

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2111 - Vendors and Contractors	\$ 42,816.42
2114 - Tenant Security Deposits	49,017.00
2117.12 - FSA Withheld	(342.39)
2117.13 - MERS HCSP Withheld	70.00
2117.14 - AFLAC Pre-Tax	487.98
2117.5 - Pension Withheld	1,294.62
2119.2 - Interfund Payable - DVG	935.90
2131 - EPC Loan - Current	16,644.68
2133 - Capital Lease - 2016 F250 - Current	2,073.52
2135 - Accrued Wages/Payroll Taxes Payable	6,656.92
2135.1 - Accrued Comp. Absences-Current	21,675.11
2137 - Payments in Lieu of Taxes	19,180.00
Total Current Liabilities	<u>160,509.76</u>

Noncurrent Liabilities

2132 - EPC Loan - Noncurrent	1,064,048.65
2135.3 - Accrued Comp. Absences-Non Current	10,588.82
2138 - Net Pension Liability	29,179.00
2139 - Capital Lease - 2016 F250 - Non Current	12,128.50
Total Noncurrent Liabilities	<u>1,115,944.97</u>

TOTAL LIABILITIES

1,276,454.73

EQUITY

2806.1 - Invested in Capital Assets	<u>1,759,028.37</u>
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Unrestricted Net Assets

2806 - Unrestricted Net Position	159,735.69
2820.00 - HUD Operating Reserve - Memo	83,012.62
2820.01 - HUD Operating Reserve-Contra	(83,012.62)
Current Year Profit/Loss - Public Housing/CFP	(176,604.54)
Total Unrestricted Net Assets	<u>(16,868.85)</u>

TOTAL EQUITY

1,742,159.52

TOTAL LIABILITIES/EQUITY

\$ 3,018,614.25

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 7 Months Ended July 31, 2018

	1 Month Ended	7 Months Ended	BUDGET	VARIANCE
	<u>July 31, 2018</u>	<u>July 31, 2018</u>		
Operating Revenue				
Tenant Rental Revenue				
3110 - Dwelling Rental Revenue	\$ 46,811.00	\$ 311,296.00	\$ 513,792	\$ 202,496.00
3120 - Tenant Revenue - Excess Utilities	512.89	3,452.02	10,000	6,547.98
3689 - Tenant Revenue - Cable TV	5,414.00	35,592.00	71,712	36,120.00
3690 - Tenant Revenue - Other	5,152.77	19,500.94	34,500	14,999.06
Total Tenant Rental Revenue	<u>57,890.66</u>	<u>369,840.96</u>	<u>630,004</u>	<u>260,163.04</u>
HUD PHA Grant Revenue				
3401.1 - Operating Grants	0.00	0.00	42,399	42,399.00
3401.2 - Operating Subsidy	48,074.00	332,458.00	492,000	159,542.00
Total HUD PHA Grant Revenue	<u>48,074.00</u>	<u>332,458.00</u>	<u>534,399</u>	<u>201,941.00</u>
Other Revenue				
3610 - Interest Income	58.23	391.29	1,100	708.71
3690.1 - Other Revenue	162.42	358.86	3,000	2,641.14
3690.4 - Laundry Revenue	1,003.22	5,458.49	11,350	5,891.51
3690.6 - Fraud Recovery Revenue	205.28	1,427.56	5,000	3,572.44
3690.7 - Management Fee - DVG	833.00	5,831.00	10,000	4,169.00
3690.8 - Health Ins. Reimb. - Retirees	0.00	2,497.00	0	(2,497.00)
Total Other Revenue	<u>2,262.15</u>	<u>15,964.20</u>	<u>30,450</u>	<u>14,485.80</u>
Total Operating Revenue	<u>108,226.81</u>	<u>718,263.16</u>	<u>1,194,853</u>	<u>476,589.84</u>
Operating Expenses				
Administration				
4110 - Administrative Wages	13,429.55	84,627.04	159,881	75,253.96
4130 - Legal Expense	0.00	5,753.87	15,000	9,246.13
4140 - Staff Training	0.00	0.00	2,400	2,400.00
4170 - Accounting Fees	686.88	5,550.66	9,600	4,049.34
4171 - Auditing	0.00	0.00	8,760	8,760.00
4182 - Employee Benefits - Admin	6,915.93	49,833.08	77,268	27,434.92
4185 - Telephone	1,573.17	12,627.21	22,800	10,172.79
4190.1 - Publications	0.00	1,354.00	1,000	(354.00)
4190.2 - Membership Dues and Fees	352.38	1,231.38	1,800	568.62
4190.3 - Admin Service Contracts	5,950.73	29,858.49	58,000	28,141.51
4190.4 - Office Supplies	92.55	4,478.23	8,400	3,921.77
4190.5 - Other Sundry-Misc.	1,450.04	9,358.48	16,800	7,441.52
Total Administration	<u>30,451.23</u>	<u>204,672.44</u>	<u>381,709</u>	<u>177,036.56</u>
Tenant Services				
4220 - Rec., Pub., & Other Services	0.00	326.40	50	(276.40)
4221 - Resident Employee Stipend	550.00	3,850.00	6,600	2,750.00
4230 - Contract Costs-Cable & Other	5,930.91	41,292.70	71,168	29,875.30
Total Tenant Services	<u>6,480.91</u>	<u>45,469.10</u>	<u>77,818</u>	<u>32,348.90</u>

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 7 Months Ended July 31, 2018

	1 Month Ended <u>July 31, 2018</u>	7 Months Ended <u>July 31, 2018</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Utilities				
4310 - Water & Sewer	4,193.74	34,076.04	58,800	24,723.96
4320 - Electricity	8,068.49	71,106.85	98,000	26,893.15
4330 - Gas	1,218.15	22,142.73	28,800	6,657.27
Total Utilities	<u>13,480.38</u>	<u>127,325.62</u>	<u>185,600</u>	<u>58,274.38</u>
Ordinary Maint. & Operations				
4410 - Maintenance Wages	8,147.31	61,469.41	105,000	43,530.59
4420 - Materials	1,226.07	22,748.15	50,000	27,251.85
4430.01 - Garbage Removal	1,854.70	13,759.51	18,000	4,240.49
4430.02 - Heating & Cooling Contracts	1,082.29	14,844.03	18,000	3,155.97
4430.03 - Snow Removal Contracts	200.00	200.00	100	(100.00)
4430.04 - Elevator Contracts	0.00	14,365.00	11,700	(2,665.00)
4430.05 - Landscape & Grounds Contracts	2,400.00	2,400.00	500	(1,900.00)
4430.06 - Unit Turnaround Contracts	135.00	7,715.00	10,000	2,285.00
4430.07 - Electrical Contracts	1,085.86	1,487.95	2,000	512.05
4430.08 - Plumbing Contracts	0.00	4,790.22	1,500	(3,290.22)
4430.09 - Extermination Contracts	0.00	9,672.00	12,000	2,328.00
4430.11 - Routine Maintenance Contracts	0.00	2,241.95	4,800	2,558.05
4430.12 - Miscellaneous Contracts	485.70	5,213.26	10,800	5,586.74
4433 - Employee Benefits - Maint.	5,330.92	40,216.43	69,600	29,383.57
4440 - Staff Training-Maintenance	0.00	409.00	1,000	591.00
Total Ordinary Maint. & Oper	<u>21,947.85</u>	<u>201,531.91</u>	<u>315,000</u>	<u>113,468.09</u>
General Expense				
4510 - Insurance	7,180.09	50,423.57	81,000	30,576.43
4520 - Payment in Lieu of Taxes	2,740.00	19,180.00	32,867	13,687.00
4550 - Compensated Absences	0.00	0.00	1,200	1,200.00
4570 - Collection Losses	0.00	41,394.93	16,800	(24,594.93)
4580 - Interest Expense	5,849.82	41,318.13	70,280	28,961.87
Total General Expense	<u>15,769.91</u>	<u>152,316.63</u>	<u>202,147</u>	<u>49,830.37</u>
Total Routine Operating Expenses	<u>88,130.28</u>	<u>731,315.70</u>	<u>1,162,274</u>	<u>430,958.30</u>
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maintenance	0.00	0.00	0	0.00
Casualty Losses-Not Cap.				
Total Casualty Losses	0.00	0.00	0	0.00
Total Non-Routine Expenses	0.00	0.00	0	0.00
Total Operating Expenses	<u>88,130.28</u>	<u>731,315.70</u>	<u>1,162,274</u>	<u>430,958.30</u>
Operating Income (Loss)	<u>20,096.53</u>	<u>(13,052.54)</u>	<u>32,579</u>	<u>45,631.54</u>
Depreciation Expense				
4800 - Depreciation - Current Year	25,210.00	176,470.00	0	(176,470.00)
Total Depreciation Expense	<u>25,210.00</u>	<u>176,470.00</u>	<u>0</u>	<u>(176,470.00)</u>

**Manistee Housing Commission
 Low Rent Public Housing
 Statement of Revenue & Expense
 For the 1 Month and 7 Months Ended July 31, 2018**

	1 Month Ended	7 Months Ended		
	<u>July 31, 2018</u>	<u>July 31, 2018</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Surplus Credits & Charges				
Total Surplus Credits & Charges	0.00	0.00	0	0.00
Capital Expenditures				
7510 - Principal Payments - EPC	2,965.97	20,434.41	37,080	16,645.59
7511 - Principal Payments - F150	408.59	2,818.12	4,890	2,071.88
7520 - Replacement of Equipment	0.00	7,673.00	5,000	(2,673.00)
7540 - Betterments and Additions	19,585.00	32,745.00	0	(32,745.00)
7590 - Operating Expenditures-Contra	(22,959.56)	(63,670.53)	(46,970)	16,700.53
Total Capital Expenditures	0.00	0.00	0	0.00
Other Financial Items				
Total Other Financial Items	0.00	0.00	0	0.00
HUD Net Income (Loss)	<u>\$ (2,863.03)</u>	<u>\$ (76,723.07)</u>	<u>\$ (14,391)</u>	<u>\$ 62,332.07</u>
GAAP Net Income (Loss)	<u>\$ (5,113.47)</u>	<u>\$ (189,522.54)</u>		

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

**Manistee Housing Commission
Capital Fund 501-16
Statement of Revenue & Expense
For the 1 Month and 7 Months Ended July 31, 2018**

	1 Month Ended	7 Months Ended
1016	<u>July 31, 2018</u>	<u>July 31, 2018</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.3 - Capital Grants	0.00	7,751.50
Total HUD PHA GRANTS	0.00	7,751.50
Total Operating Income	0.00	7,751.50
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	0.00	0.00
Net Income/(Loss)	0.00	7,751.50

DOCUMENT REDACTED
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 HAS BEEN REDACTED

**Manistee Housing Commission
Capital Fund 501-17
Statement of Revenue & Expense
For the 1 Month and 7 Months Ended July 31, 2018**

	1 Month Ended	7 Months Ended
1017	<u>July 31, 2018</u>	<u>July 31, 2018</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.1 - Operating Grants	7,164.00	39,126.95
3401.3 - Capital Grants	0.00	5,166.50
Total HUD PHA GRANTS	7,164.00	44,293.45
 Total Operating Income	 7,164.00	 44,293.45
 Operating Expenses		
Administration		
4110 - Administrative Wages	0.00	19,693.00
4182 - Employee Benefits - Admin	0.00	1,506.00
4190.3 - Admin Service Contracts	7,164.00	14,178.00
4190.5 - Other Sundry-Misc.	0.00	2,149.95
Total Administration	7,164.00	37,526.95
 Ordinary Maint. & Operations		
4430.12 - Miscellaneous Contracts	0.00	1,600.00
Total Ordinary Maint. & Oper	0.00	1,600.00
 Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
 Depreciation Expense		
Total Depreciation Expense	0.00	0.00
 Total Operating Expenses	 7,164.00	 39,126.95
 Net Income/(Loss)	 0.00	 5,166.50

Manistee Housing Commission
Capital Fund 501-16

Program ID:	1 Month Ended	Cumulative		
MI28P078501-16 **1516**	July 31, 2018	July 31, 2018	<u>BUDGET</u>	<u>DIFFERENCE</u>
Administration				
1406 - Operations	\$ 0.00	\$ 29,680.00	\$ 29,680	\$ 0.00
1408 - Management Improvements	0.00	21,200.00	21,200	0.00
1410 - Administration	0.00	21,200.00	21,200	0.00
Total Administration	0.00	72,080.00	72,080	0.00
A & E				
1430 - A & E Fees	0.00	15,000.00	15,000	0.00
Total A & E Fees	0.00	15,000.00	15,000	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0	0.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	64,008.84	109,918	45,909.16
1460.99 - Dwelling Structures-Soft Costs	0.00	30,032.50	0	(30,032.50)
Total Dwelling Structures	0.00	94,041.34	109,918	15,876.66
Dwelling Equipment				
1465 - Dwelling Equipment	0.00	6,027.00	0	(6,027.00)
Total Dwelling Equipment	0.00	6,027.00	0	(6,027.00)
Nondwelling Structures				
1470 - Nondwelling Structures	0.00	1,475.00	0	(1,475.00)
Total Nondwelling Structures	0.00	1,475.00	0	(1,475.00)
Nondwelling Equipment				
1475 - Nondwelling Equipment	0.00	15,000.00	15,000	0.00
Total Nondwelling Equipment	0.00	15,000.00	15,000	0.00
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 203,623.34</u>	<u>\$ 211,998</u>	<u>\$ 8,374.66</u>
1600 - CFP Funding	0.00	203,623.34	211,998	8,374.66
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Manistee Housing Commission
Capital Fund 501-17

Program ID:	1 Month Ended	Cumulative		
MI28P078501-17 **1517**	July 31, 2018	July 31, 2018	<u>BUDGET</u>	<u>DIFFERENCE</u>
Administration				
1406 - Operations	\$ 0.00	\$ 42,399.00	\$ 42,399	\$ 0.00
1408 - Management Improvements	7,164.00	15,875.36	25,440	9,564.64
1410 - Administration	0.00	21,199.00	21,199	0.00
Total Administration	<u>7,164.00</u>	<u>79,473.36</u>	<u>89,038</u>	<u>9,564.64</u>
A & E				
1430 - A & E Fees	0.00	10,425.61	15,000	4,574.39
Total A & E Fees	<u>0.00</u>	<u>10,425.61</u>	<u>15,000</u>	<u>4,574.39</u>
Site Improvements				
Total Site Improvements	0.00	0.00	0	0.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	0.00	112,490	112,490.00
Total Dwelling Structures	<u>0.00</u>	<u>0.00</u>	<u>112,490</u>	<u>112,490.00</u>
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0	0.00
Total Capital Funds Expended	<u>\$ 7,164.00</u>	<u>\$ 89,898.97</u>	<u>\$ 216,528</u>	<u>\$ 126,629.03</u>
1600 - CFP Funding	<u>7,164.00</u>	<u>89,898.97</u>	<u>216,528</u>	<u>126,629.03</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

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Manistee Housing Commission

Cash Disbursements Journal

July 1, 2018 - July 31, 2018

Date	Reference	Account	Description	Amount
07/01/18	9365	10011111.2	American Bankers Insurance Company	(1,583.00)
07/01/18	9365	10011211	American Bankers Insurance Company	1,583.00
07/01/18	9366	10011111.2	AT & T Mobile	(463.67)
07/01/18	9366	10014185	AT & T	463.67
07/01/18	9367	10011111.2	Bob's Roofing Company, Inc.	(14,712.00)
07/01/18	9367	10011400.71	Bob's Roofing Company, Inc.	14,712.00
07/01/18	9367	10017540	Bob's Roofing Company, Inc.	14,712.00
07/01/18	9367	10017590	Bob's Roofing Company, Inc.	(14,712.00)
07/01/18	9368	10011111.2	Byline Bank	(8,743.35)
07/01/18	9368	10012131	Byline Bank	2,965.97
07/01/18	9368	10014580	Byline Bank	5,777.38
07/01/18	9368	10017510	Byline Bank	2,965.97
07/01/18	9368	10017590	Byline Bank	(2,965.97)
07/01/18	9369	10011111.2	Custom Sheet Metal & Heating	(1,082.29)
07/01/18	9369	10014430.02	Custom Sheet Metal & Heating	1,082.29
07/01/18	9370	10011111.2	DTE Energy	(1,218.15)
07/01/18	9370	10014330	DTE Energy	1,218.15
07/01/18	9371	10011111.2	NAHRO	(307.38)
07/01/18	9371	10014190.2	NAHRO	307.38
07/01/18	9372	10011111.2	Next IT	(1,882.82)
07/01/18	9372	10014190.3	Next IT	1,882.82
07/01/18	9373	10011111.2	Principal Financial Group	(1,408.64)
07/01/18	9373	10014182	Principal Financial Group	804.78
07/01/18	9373	10014433	Principal Financial Group	603.86
07/01/18	9374	10011111.2	Staples	(33.40)
07/01/18	9374	10014190.4	Staples	33.40
07/01/18	9375	10011111.2	Sun Life Financial	(637.73)
07/01/18	9375	10014182	Sun Life Financial	399.07
07/01/18	9375	10014433	Sun Life Financial	238.66
07/01/18	9376	10011111.2	US Bank Equipment Finance	(859.69)
07/01/18	9376	10014190.3	US Bank Equipment Finance	859.69
07/01/18	9377	10011111.2	VSP	(263.88)
07/01/18	9377	10014182	VSP	142.44
07/01/18	9377	10014433	VSP	121.44
07/01/18	9378	10011111.2	██████████	(100.00)
07/01/18	9378	10014221	██████████	100.00
07/01/18	9379	10011111.2	██████████	(200.00)
07/01/18	9379	10014221	██████████	200.00
07/01/18	9380	10011111.2	██████████	(50.00)
07/01/18	9380	10014221	██████████	50.00
07/01/18	9381	10011111.2	██████████	(200.00)

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Manistee Housing Commission

Cash Disbursements Journal

July 1, 2018 - July 31, 2018

Date	Reference	Account	Description	Amount
07/01/18	9381	10014221	██████████	200.00
07/01/18	9382	10011111.2	Bob's Roofing Company, Inc.	(4,873.00)
07/01/18	9382	10011400.71	Bob's Roofing Company, Inc.	4,873.00
07/01/18	9382	10017540	Bob's Roofing Company, Inc.	4,873.00
07/01/18	9382	10017590	Bob's Roofing Company, Inc.	(4,873.00)
07/11/18	9383	10011111.2	Alerus Retirement Solutions	(50.00)
07/11/18	9383	10012117.13	Alerus Retirement Solutions	50.00
07/11/18	9384	10011111.2	Alerus Retirement Solutions	(20.00)
07/11/18	9384	10012117.13	Alerus Retirement Solutions	20.00
07/11/18	9385	10011111.2	Consumers Energy	(230.53)
07/11/18	9385	10011122	Consumers Energy	230.53
07/11/18	9386	10011111.2	AT & T	(996.17)
07/11/18	9386	10014185	AT & T	996.17
07/11/18	9387	10011111.2	Cadillac Plgb. & Htg. Supply Co., Inc.	(154.84)
07/11/18	9387	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	154.84
07/11/18	9388	10011111.2	CDM Mobile Shredding, Inc.	(45.00)
07/11/18	9388	10014190.3	CDM Mobile Shredding, Inc.	45.00
07/11/18	9389	10011111.2	Charter Business	(5,930.91)
07/11/18	9389	10014230	Charter Business	5,930.91
07/11/18	9390	10011111.2	City of Manistee	(4,193.74)
07/11/18	9390	10014310	City of Manistee	4,193.74
07/11/18	9391	10011111.2	City of Manistee	(600.00)
07/11/18	9391	10014190.3	City of Manistee	600.00
07/11/18	9392	10011111.2	Consumers Energy	(8,068.49)
07/11/18	9392	10014320	Consumers Energy	8,068.49
07/11/18	9393	10011111.2	Ford Credit	(481.03)
07/11/18	9393	10012133	Ford Credit	408.59
07/11/18	9393	10014580	Ford Credit	72.44
07/11/18	9393	10017511	Ford Credit	408.59
07/11/18	9393	10017590	Ford Credit	(408.59)
07/11/18	9394	10011111.2	Gill-Roy's Hardware	(20.99)
07/11/18	9394	10014420	Gill-Roy's Hardware	20.99
07/11/18	9395	10011111.2	H.A.A.S., Inc.	(686.88)
07/11/18	9395	10014170	H.A.A.S., Inc.	686.88
07/11/18	9396	10011111.2	Kushner & Company	(50.00)
07/11/18	9396	10014190.3	Kushner & Company	50.00
07/11/18	9397	10011111.2	McCardel Water Conditioning	(32.50)
07/11/18	9397	10014190.5	McCardel Water Conditioning	32.50
07/11/18	9398	10011111.2	Michigan NAHRO	(45.00)
07/11/18	9398	10014190.2	Michigan NAHRO	45.00

Manistee Housing Commission

Cash Disbursements Journal

July 1, 2018 - July 31, 2018

Date	Reference	Account	Description	Amount
07/11/18	9399	10011111.2	Next IT	(1,601.96)
07/11/18	9399	10014190.3	Next IT	1,601.96
07/11/18	9400	10011111.2	Olson Lumber Company	(44.95)
07/11/18	9400	10014420	Olson Lumber Company	44.95
07/11/18	9401	10011111.2	The PI Company	(43.80)
07/11/18	9401	10014190.5	The PI Company	43.80
07/11/18	9402	10011111.2	Pitney Bowes	(810.36)
07/11/18	9402	10014190.3	Pitney Bowes	810.36
07/11/18	9403	10011111.2	PNC Bank	(623.74)
07/11/18	9403	10014190.5	PNC Bank	623.74
07/11/18	9404	10011111.2	Reserve Account	(700.00)
07/11/18	9404	10014190.5	Reserve Account	700.00
07/11/18	9405	10011111.2	Republic Services	(1,854.70)
07/11/18	9405	10014430.01	Republic Services	1,854.70
07/11/18	9406	10011111.2	Sherwin-Williams Co.	(242.35)
07/11/18	9406	10014420	Sherwin-Williams Co.	242.35
07/11/18	9407	10011111.2	Siemens	(7,164.00)
07/11/18	9407	10174190.3	Siemens	7,164.00
07/11/18	9407	15171408	Siemens	7,164.00
07/11/18	9407	15179800	Siemens	(7,164.00)
07/11/18	9408	10011111.2	Stacey's Flowers & Gifts	(50.00)
07/11/18	9408	10014190.5	Stacey's Flowers & Gifts	50.00
07/11/18	9409	10011111.2	Wahr Hardware, Inc.	(237.89)
07/11/18	9409	10014420	Wahr Hardware, Inc.	237.89
07/11/18	13236	10011111.2	CMHC - West Shore FSA	(272.69)
07/11/18	13236	10011111.3	CMHC - West Shore FSA	272.69
07/11/18	13237	10011111.2	United Steel Workers	(6.00)
07/11/18	13237	10012117.6	United Steel Workers	6.00
07/11/18	13238	10011111.2	United Steel Workers	(66.36)
07/11/18	13238	10012117.9	United Steel Workers	66.36
07/19/18	9410	10011111.2	Alerus Retirement Solutions	(20.00)
07/19/18	9410	10012117.13	Alerus Retirement Solutions	20.00
07/19/18	9411	10011111.2	Alerus Retirement Solutions	(50.00)
07/19/18	9411	10012117.13	Alerus Retirement Solutions	50.00
07/19/18	9412	10011111.2	AmTrust North America Inc	(598.00)
07/19/18	9412	10014510	AmTrust North America Inc	598.00
07/19/18	9413	10011111.2	AT & T Long Distance	(113.33)
07/19/18	9413	10014185	AT & T	113.33
07/19/18	9414	10011111.2	Blarney Castle Fleet Program	(220.15)
07/19/18	9414	10014420	Blarney Castle Fleet Program	220.15

Manistee Housing Commission

Cash Disbursements Journal

July 1, 2018 - July 31, 2018

Date	Reference	Account	Description	Amount
07/19/18	9415	10011111.2	City of Manistee	(29,222.76)
07/19/18	9415	10012137	City of Manistee	29,222.76
07/19/18	9416	10011111.2	HD Supply Facilities Mtce	(304.90)
07/19/18	9416	10014420	HD Supply Facilities Mtce	304.90
07/19/18	9417	10011111.2	Jason Thompson Landscape & Design	(2,400.00)
07/19/18	9417	10014430.05	Jason Thompson Landscape & Design	2,400.00
07/19/18	9418	10011111.2	Manistee Cleaning Service	(135.00)
07/19/18	9418	10014430.06	Manistee Cleaning Service	135.00
07/19/18	9419	10011111.2	Swidorski Bros. Excavating LLC	(685.70)
07/19/18	9419	10014430.03	Swidorski Bros. Excavating LLC	200.00
07/19/18	9419	10014430.12	Swidorski Bros. Excavating LLC	485.70
07/19/18	9420	10011111.2	Top Line Electric	(1,085.86)
07/19/18	9420	10014430.07	Top Line Electric	1,085.86
07/25/18	13239	10011111.2	CMHC - West Shore FSA	(272.69)
07/25/18	13239	10011111.3	CMHC - West Shore FSA	272.69
07/25/18	13240	10011111.2	United Steel Workers	(3.00)
07/25/18	13240	10012117.6	United Steel Workers	3.00
07/25/18	13241	10011111.2	United Steel Workers	(62.07)
07/25/18	13241	10012117.9	United Steel Workers	62.07
Transaction Balance				0.00

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Manistee Housing Commission

Cash Receipts Journal

July 1, 2018 - July 31, 2018

Date	Reference	Account	Description	Amount
07/31/18	129	10011111.2	July Cash Receipts	63,107.21
07/31/18	129	10011111.2	July Cash Receipts	941.00
07/31/18	129	10011122	July TAR Collections	(58,876.35)
07/31/18	129	10012114	July Security Deposit Collections	(2,207.00)
07/31/18	129	10013690.1	Asset Disposal @ Padnos	(162.42)
07/31/18	129	10013690.7	Management Fee Income - DVG	(833.00)
07/31/18	129	10013690.4	Laundry Income	(1,003.22)
07/31/18	129	10011129	Pymt of Restitution - Forsythe	(589.50)
07/31/18	129	10013690.6	Pymt of Restitution - Wisniewski	(205.28)
07/31/18	129	10011122.1	July Bad Debt Collections	(171.44)
07/31/18	130	10011111.2	Operating Subsidy	48,074.00
07/31/18	130	10013401.2	Operating Subsidy	(48,074.00)
07/31/18	131	10011111.2	501-17 CFP Grant	7,164.00
07/31/18	131	10173401.1	501-17 CFP Grant	(7,164.00)
07/31/18	131	15171600	501-17 CFP Grant	7,164.00
07/31/18	131	15171699	501-17 CFP Grant	(7,164.00)
07/31/18	132	10011111.2	Now/Sweep Interest	46.72
07/31/18	132	10011111.3	HRA Interest	0.58
07/31/18	132	10011111.4	MM Savings Interest	10.93
07/31/18	132	10013610	Interest Income - July	(58.23)
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

Journal Entry Journal

July 1, 2018 - July 31, 2018

Date	Reference	Account	Description	Amount
07/31/18	319	10011122	To record charges to tenants per July 2018 Statement of Operations.	58,868.66
07/31/18	319	10013110	To record charges to tenants per July 2018 Statement of Operations.	(46,811.00)
07/31/18	319	10013120	To record charges to tenants per July 2018 Statement of Operations.	(512.89)
07/31/18	319	10013689	To record charges to tenants per July 2018 Statement of Operations.	(5,414.00)
07/31/18	319	10013690	To record charges to tenants per July 2018 Statement of Operations.	(5,152.77)
07/31/18	319	10011111.2	To record charges to tenants per July 2018 Statement of Operations.	(978.00)
07/31/18	320	10011122	To record transfers of security deposits to A/R per July 2017 Statement of Operations.	(929.00)
07/31/18	320	10012114	To record transfers of security deposits to A/R per July 2017 Statement of Operations.	929.00
07/31/18	321	10014190.4	To record Deluxe Bus Sys. debit per July 2018 bank statement.	59.15
07/31/18	321	10011111.2	To record Deluxe Bus Sys. debit per July 2018 bank statement.	(59.15)
07/31/18	322	10011690	To record August checks that cleared in July per July 2018 bank statement.	13,076.41
07/31/18	322	10011111.2	To record August checks that cleared in July per July 2018 bank statement.	(13,076.41)
07/31/18	PH1	10019998	To record units available.	214.00
07/31/18	PH1	10019999	To record units available.	(214.00)
07/31/18	PH2	10012137	To record estimated monthly PILOT expense.	(2,740.00)
07/31/18	PH2	10014520	To record estimated monthly PILOT expense.	2,740.00
07/31/18	PH3	10014800	To record estimated monthly depreciation expense.	25,210.00
07/31/18	PH3	10011400.95	To record estimated monthly depreciation expense.	(25,210.00)
07/31/18	RT1	10019996	To record units leased.	206.00
07/31/18	RT1	10019997	To record units leased.	(206.00)
07/31/18	RT2	10014510	To record monthly insurance write off.	6,582.09
07/31/18	RT2	10011211	To record monthly insurance write off.	(6,582.09)
07/31/18	RT3	10012117.12	To record HRA transactions per bank statement.	114.11
07/31/18	RT3	10011111.3	To record HRA transactions per bank statement.	(114.11)
07/31/18	RT4	10014110	To record payroll transactions per bank statement.	13,429.55
07/31/18	RT4	10014410	To record payroll transactions per bank statement.	8,147.31
07/31/18	RT4	10012117.4	To record payroll transactions per bank statement.	(1,912.04)
07/31/18	RT4	10012117.5	To record payroll transactions per bank statement.	(1,294.62)
07/31/18	RT4	10012117.6	To record payroll transactions per bank statement.	(9.00)
07/31/18	RT4	10012117.9	To record payroll transactions per bank statement.	(128.43)
07/31/18	RT4	10012117.12	To record payroll transactions per bank statement.	(545.38)
07/31/18	RT4	10012117.13	To record payroll transactions per bank statement.	(140.00)
07/31/18	RT4	10012117.14	To record payroll transactions per bank statement.	(487.98)
07/31/18	RT4	10014182	To record payroll transactions per bank statement.	1,007.60
07/31/18	RT4	10014433	To record payroll transactions per bank statement.	518.84
07/31/18	RT4	10014190.3	To record payroll transactions per bank statement.	100.90
07/31/18	RT4	10011111.2	To record payroll transactions per bank statement.	(18,686.75)
07/31/18	RT5	10012117.4	To record SHWF debit for payment of health insurance per bank statement.	1,912.04

Manistee Housing Commission

Journal Entry Journal

July 1, 2018 - July 31, 2018

Date	Reference	Account	Description	Amount
07/31/18	RT5	10014182	To record SHWF debit for payment of health insurance per bank statement.	4,562.04
07/31/18	RT5	10014433	To record SHWF debit for payment of health insurance per bank statement.	3,848.12
07/31/18	RT5	10011111.2	To record SHWF debit for payment of health insurance per bank statement.	(10,322.20)
07/31/18	RT6	10012117.5	To record MERS contribution per bank statement.	1,305.99
07/31/18	RT6	10011701	To record MERS contribution per bank statement.	920.00
07/31/18	RT6	10011111.2	To record MERS contribution per bank statement.	(2,225.99)
07/31/18	RT7	10012117.14	To record AFLAC debit per bank statement.	487.98
07/31/18	RT7	10011111.2	To record AFLAC debit per bank statement.	(487.98)
07/31/18	RT8	10012820.00	To record adjustment to Operating Reserve to reflect current month profit or loss.	2,863.03
07/31/18	RT8	10012820.01	To record adjustment to Operating Reserve to reflect current month profit or loss.	(2,863.03)
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

General Ledger

July 1, 2018 - July 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011111.2	NOW	Account		209,455.23		
07/01/18	9365	2	American Bankers Insurance Company		(1,583.00)	
07/01/18	9366	2	AT & T Mobile		(463.67)	
07/01/18	9367	2	Bob's Roofing Company, Inc.		(14,712.00)	
07/01/18	9368	2	Byline Bank		(8,743.35)	
07/01/18	9369	2	Custom Sheet Metal & Heating		(1,082.29)	
07/01/18	9370	2	DTE Energy		(1,218.15)	
07/01/18	9371	2	NAHRO		(307.38)	
07/01/18	9372	2	Next IT		(1,882.82)	
07/01/18	9373	2	Principal Financial Group		(1,408.64)	
07/01/18	9374	2	Staples		(33.40)	
07/01/18	9375	2	Sun Life Financial		(637.73)	
07/01/18	9376	2	US Bank Equipment Finance		(859.69)	
07/01/18	9377	2	VSP		(263.88)	
07/01/18	9378	2	[REDACTED]		(100.00)	
07/01/18	9379	2	[REDACTED]		(200.00)	
07/01/18	9380	2	[REDACTED]		(50.00)	
07/01/18	9381	2	[REDACTED]		(200.00)	
07/01/18	9382	2	Bob's Roofing Company, Inc.		(4,873.00)	
07/11/18	9383	2	Alerus Retirement Solutions		(50.00)	
07/11/18	9384	2	Alerus Retirement Solutions		(20.00)	
07/11/18	9385	2	Consumers Energy		(230.53)	
07/11/18	9386	2	AT & T		(996.17)	
07/11/18	9387	2	Cadillac Plgb. & Htg. Supply Co., Inc.		(154.84)	
07/11/18	9388	2	CDM Mobile Shredding, Inc.		(45.00)	
07/11/18	9389	2	Charter Business		(5,930.91)	
07/11/18	9390	2	City of Manistee		(4,193.74)	
07/11/18	9391	2	City of Manistee		(600.00)	
07/11/18	9392	2	Consumers Energy		(8,068.49)	
07/11/18	9393	2	Ford Credit		(481.03)	
07/11/18	9394	2	Gill-Roy's Hardware		(20.99)	
07/11/18	9395	2	H.A.A.S., Inc.		(686.88)	
07/11/18	9396	2	Kushner & Company		(50.00)	
07/11/18	9397	2	McCardel Water Conditioning		(32.50)	
07/11/18	9398	2	Michigan NAHRO		(45.00)	
07/11/18	9399	2	Next IT		(1,601.96)	
07/11/18	9400	2	Olson Lumber Company		(44.95)	
07/11/18	9401	2	The PI Company		(43.80)	
07/11/18	9402	2	Pitney Bowes		(810.36)	
07/11/18	9403	2	PNC Bank		(623.74)	
07/11/18	9404	2	Reserve Account		(700.00)	
07/11/18	9405	2	Republic Services		(1,854.70)	
07/11/18	9406	2	Sherwin-Williams Co.		(242.35)	
07/11/18	9407	2	Siemens		(7,164.00)	
07/11/18	9408	2	Stacey's Flowers & Gifts		(50.00)	
07/11/18	9409	2	Wahr Hardware, Inc.		(237.89)	
07/11/18	13236	2	CMHC - West Shore FSA		(272.69)	
07/11/18	13237	2	United Steel Workers		(6.00)	
07/11/18	13238	2	United Steel Workers		(66.36)	
07/19/18	9410	2	Alerus Retirement Solutions		(20.00)	
07/19/18	9411	2	Alerus Retirement Solutions		(50.00)	
07/19/18	9412	2	AmTrust North America Inc		(598.00)	
07/19/18	9413	2	AT & T Long Distance		(113.33)	
07/19/18	9414	2	Blarney Castle Fleet Program		(220.15)	
07/19/18	9415	2	City of Manistee		(29,222.76)	
07/19/18	9416	2	HD Supply Facilities Mtce		(304.90)	
07/19/18	9417	2	Jason Thompson Landscape & Design		(2,400.00)	
07/19/18	9418	2	Manistee Cleaning Service		(135.00)	

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
07/19/18	9419	2	Swidorski Bros. Excavating LLC		(685.70)	
07/19/18	9420	2	Top Line Electric		(1,085.86)	
07/25/18	13239	2	CMHC - West Shore FSA		(272.69)	
07/25/18	13240	2	United Steel Workers		(3.00)	
07/25/18	13241	2	United Steel Workers		(62.07)	
07/31/18	129	1	July Cash Receipts		63,107.21	
07/31/18	129	1	July Cash Receipts		941.00	
07/31/18	130	1	Operating Subsidy		48,074.00	
07/31/18	131	1	501-17 CFP Grant		7,164.00	
07/31/18	132	1	Now/Sweep Interest		46.72	
07/31/18	319	3	To record charges to tenants per July 2018 Statement of Operations.		(978.00)	
07/31/18	321	3	To record Deluxe Bus Sys. debit per July 2018 bank statement.		(59.15)	
07/31/18	322	3	To record August checks that cleared in July per July 2018 bank statement.		(13,076.41)	
07/31/18	RT4	3	To record payroll transactions per bank statement.		(18,686.75)	
07/31/18	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		(10,322.20)	
07/31/18	RT6	3	To record MERS contribution per bank statement.		(2,225.99)	
07/31/18	RT7	3	To record AFLAC debit per bank statement.		(487.98)	
			Totals for 10011111.2		<u>(35,620.89)</u>	<u>173,834.34</u>
10011111.3	HRA Account			8,909.48		
07/11/18	13236	2	CMHC - West Shore FSA		272.69	
07/25/18	13239	2	CMHC - West Shore FSA		272.69	
07/31/18	132	1	HRA Interest		0.58	
07/31/18	RT3	3	To record HRA transactions per bank statement.		(114.11)	
			Totals for 10011111.3		<u>431.85</u>	<u>9,341.33</u>
10011111.4	Money Market Savings			53,197.64		
07/31/18	132	1	MM Savings Interest		10.93	
			Totals for 10011111.4		<u>10.93</u>	<u>53,208.57</u>
10011117	Petty Cash Fund			250.00		
			Totals for 10011117		<u>0.00</u>	<u>250.00</u>
10011118	Change Fund			50.00		
			Totals for 10011118		<u>0.00</u>	<u>50.00</u>
10011122	Tenants Accounts Receivable			3,768.78		
07/11/18	9385	2	Consumers Energy		230.53	
07/31/18	129	1	July TAR Collections		(58,876.35)	
07/31/18	319	3	To record charges to tenants per July 2018 Statement of Operations.		58,868.66	
07/31/18	320	3	To record transfers of security deposits to A/R per July 2017 Statement of Operations.		(929.00)	
			Totals for 10011122		<u>(706.16)</u>	<u>3,062.62</u>
10011122.1	Allowance for Doubtful Accounts-TAR			(29,206.22)		
07/31/18	129	1	July Bad Debt Collections		(171.44)	
			Totals for 10011122.1		<u>(171.44)</u>	<u>(29,377.66)</u>
10011129	Accounts Receivable-Other			3,554.73		
07/31/18	129	1	Pymt of Restitution - Forsythe		(589.50)	
			Totals for 10011129		<u>(589.50)</u>	<u>2,965.23</u>

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011211	Prepaid Insurance			12,707.29		
07/01/18	9365	2	American Bankers Insurance Company		1,583.00	
07/31/18	RT2	3	To record monthly insurance write off.		(6,582.09)	
			Totals for 10011211		(4,999.09)	7,708.20
10011400	Construction in Progress-CFP			12,918.00		
			Totals for 10011400		0.00	12,918.00
10011400.6	Land			360,271.62		
			Totals for 10011400.6		0.00	360,271.62
10011400.61	Land Improvements			89,807.07		
			Totals for 10011400.61		0.00	89,807.07
10011400.7	Buildings			4,657,515.77		
			Totals for 10011400.7		0.00	4,657,515.77
10011400.71	Building Improvements			5,398,761.21		
07/01/18	9367	2	Bob's Roofing Company, Inc.		14,712.00	
07/01/18	9382	2	Bob's Roofing Company, Inc.		4,873.00	
			Totals for 10011400.71		19,585.00	5,418,346.21
10011400.72	Non-dwelling Structures			8,525.00		
			Totals for 10011400.72		0.00	8,525.00
10011400.8	Furn., Equip., Mach.-Dwellings			268,877.30		
			Totals for 10011400.8		0.00	268,877.30
10011400.9	Furn., Equip., Mach.-Admin			324,286.07		
			Totals for 10011400.9		0.00	324,286.07
10011400.95	Accumulated Depreciation-ALL			(8,361,294.79)		
07/31/18	PH3	3	To record estimated monthly depreciation expense.		(25,210.00)	
			Totals for 10011400.95		(25,210.00)	(8,386,504.79)
10011690	Undistributed Debits			0.00		
07/31/18	322	3	To record August checks that cleared in July per July 2018 bank statement.		13,076.41	
			Totals for 10011690		13,076.41	13,076.41
10011701	Deferred Outflows			29,532.96		
07/31/18	RT6	3	To record MERS contribution per bank statement.		920.00	
			Totals for 10011701		920.00	30,452.96
10012111	Vendors and Contractors			(42,816.42)		
			Totals for 10012111		0.00	(42,816.42)
10012114	Tenant Security Deposits			(47,739.00)		
07/31/18	129	1	July Security Deposit Collections		(2,207.00)	
07/31/18	320	3	To record transfers of security deposits to A/R per July 2017 Statement of Operations.		929.00	
			Totals for 10012114		(1,278.00)	(49,017.00)
10012117.12	FSA Withheld			773.66		
07/31/18	RT3	3	To record HRA transactions per bank statement.		114.11	

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
07/31/18	RT4	3	To record payroll transactions per bank statement.		<u>(545.38)</u>	
			Totals for 10012117.12		<u>(431.27)</u>	<u>342.39</u>
10012117.13	MERS HCSP	Withheld		(70.00)		
07/11/18	9383	2	Alerus Retirement Solutions		50.00	
07/11/18	9384	2	Alerus Retirement Solutions		20.00	
07/19/18	9410	2	Alerus Retirement Solutions		20.00	
07/19/18	9411	2	Alerus Retirement Solutions		50.00	
07/31/18	RT4	3	To record payroll transactions per bank statement.		<u>(140.00)</u>	
			Totals for 10012117.13		<u>0.00</u>	<u>(70.00)</u>
10012117.14	AFLAC Pre-Tax			(487.98)		
07/31/18	RT4	3	To record payroll transactions per bank statement.		<u>(487.98)</u>	
07/31/18	RT7	3	To record AFLAC debit per bank statement.		<u>487.98</u>	
			Totals for 10012117.14		<u>0.00</u>	<u>(487.98)</u>
10012117.4	125 Medical	Withheld		0.00		
07/31/18	RT4	3	To record payroll transactions per bank statement.		<u>(1,912.04)</u>	
07/31/18	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		<u>1,912.04</u>	
			Totals for 10012117.4		<u>0.00</u>	<u>0.00</u>
10012117.5	Pension	Withheld		(1,305.99)		
07/31/18	RT4	3	To record payroll transactions per bank statement.		<u>(1,294.62)</u>	
07/31/18	RT6	3	To record MERS contribution per bank statement.		<u>1,305.99</u>	
			Totals for 10012117.5		<u>11.37</u>	<u>(1,294.62)</u>
10012117.6	PAC	Withheld		0.00		
07/11/18	13237	2	United Steel Workers		6.00	
07/25/18	13240	2	United Steel Workers		3.00	
07/31/18	RT4	3	To record payroll transactions per bank statement.		<u>(9.00)</u>	
			Totals for 10012117.6		<u>0.00</u>	<u>0.00</u>
10012117.9	Union Dues	Withheld		0.00		
07/11/18	13238	2	United Steel Workers		66.36	
07/25/18	13241	2	United Steel Workers		62.07	
07/31/18	RT4	3	To record payroll transactions per bank statement.		<u>(128.43)</u>	
			Totals for 10012117.9		<u>0.00</u>	<u>0.00</u>
10012119.2	Interfund Payable - DVG			(935.90)		
			Totals for 10012119.2		<u>0.00</u>	<u>(935.90)</u>
10012131	EPC Loan - Current			(19,610.65)		
07/01/18	9368	2	Byline Bank		<u>2,965.97</u>	
			Totals for 10012131		<u>2,965.97</u>	<u>(16,644.68)</u>
10012132	EPC Loan - Noncurrent			(1,064,048.65)		
			Totals for 10012132		<u>0.00</u>	<u>(1,064,048.65)</u>
10012133	Capital Lease - 2016 F250 - Current			(2,482.11)		
07/11/18	9393	2	Ford Credit		<u>408.59</u>	
			Totals for 10012133		<u>408.59</u>	<u>(2,073.52)</u>

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10012135	Accrued Salaries and Wages			(6,656.92)		
			Totals for 10012135		<u>0.00</u>	<u>(6,656.92)</u>
10012135.1	Accrued Comp. Absences-Current			(21,675.11)		
			Totals for 10012135.1		<u>0.00</u>	<u>(21,675.11)</u>
10012135.3	Accrued Comp. Absences-Non Current			(10,588.82)		
			Totals for 10012135.3		<u>0.00</u>	<u>(10,588.82)</u>
10012137	Payments in Lieu of Taxes			(45,662.76)		
07/19/18	9415	2	City of Manistee		29,222.76	
07/31/18	PH2	3	To record estimated monthly PILOT expense.		<u>(2,740.00)</u>	
			Totals for 10012137		<u>26,482.76</u>	<u>(19,180.00)</u>
10012138	Net Pension Liability			(29,179.00)		
			Totals for 10012138		<u>0.00</u>	<u>(29,179.00)</u>
10012139	Capital Lease - 2016 F250 - Non Current			(12,128.50)		
			Totals for 10012139		<u>0.00</u>	<u>(12,128.50)</u>
10012806	Unrestricted Net Position			(159,735.69)		
			Totals for 10012806		<u>0.00</u>	<u>(159,735.69)</u>
10012806.1	Invested in Capital Assets			(1,759,028.37)		
			Totals for 10012806.1		<u>0.00</u>	<u>(1,759,028.37)</u>
10012820.00	HUD Operating Reserve - Memo			(85,875.65)		
07/31/18	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>2,863.03</u>	
			Totals for 10012820.00		<u>2,863.03</u>	<u>(83,012.62)</u>
10012820.01	HUD Operating Reserve-Contra			85,875.65		
07/31/18	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>(2,863.03)</u>	
			Totals for 10012820.01		<u>(2,863.03)</u>	<u>83,012.62</u>
10013110	Dwelling Rental Revenue			(264,485.00)		
07/31/18	319	3	To record charges to tenants per July 2018 Statement of Operations.		<u>(46,811.00)</u>	
			Totals for 10013110		<u>(46,811.00)</u>	<u>(311,296.00)</u>
10013120	Tenant Revenue - Excess Utilities			(2,939.13)		
07/31/18	319	3	To record charges to tenants per July 2018 Statement of Operations.		<u>(512.89)</u>	
			Totals for 10013120		<u>(512.89)</u>	<u>(3,452.02)</u>
10013401.2	Operating Subsidy			(284,384.00)		
07/31/18	130	1	Operating Subsidy		<u>(48,074.00)</u>	
			Totals for 10013401.2		<u>(48,074.00)</u>	<u>(332,458.00)</u>
10013610	Interest Income			(333.06)		
07/31/18	132	1	Interest Income - July		<u>(58.23)</u>	
			Totals for 10013610		<u>(58.23)</u>	<u>(391.29)</u>
10013689	Tenant Revenue - Cable TV			(30,178.00)		

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
07/31/18	319	3	To record charges to tenants per July 2018 Statement of Operations.		<u>(5,414.00)</u>	
			Totals for 10013689		<u>(5,414.00)</u>	<u>(35,592.00)</u>
10013690	Tenant Revenue - Other			(14,348.17)		
07/31/18	319	3	To record charges to tenants per July 2018 Statement of Operations.		<u>(5,152.77)</u>	
			Totals for 10013690		<u>(5,152.77)</u>	<u>(19,500.94)</u>
10013690.1	Other Revenue			(196.44)		
07/31/18	129	1	Asset Disposal @ Padnos		<u>(162.42)</u>	
			Totals for 10013690.1		<u>(162.42)</u>	<u>(358.86)</u>
10013690.4	Laundry Revenue			(4,455.27)		
07/31/18	129	1	Laundry Income		<u>(1,003.22)</u>	
			Totals for 10013690.4		<u>(1,003.22)</u>	<u>(5,458.49)</u>
10013690.6	Fraud Recovery Revenue			(1,222.28)		
07/31/18	129	1	Pymt of Restitution - Wisniewski		<u>(205.28)</u>	
			Totals for 10013690.6		<u>(205.28)</u>	<u>(1,427.56)</u>
10013690.7	Management Fee - DVG			(4,998.00)		
07/31/18	129	1	Management Fee Income - DVG		<u>(833.00)</u>	
			Totals for 10013690.7		<u>(833.00)</u>	<u>(5,831.00)</u>
10013690.8	Restitution Income			(2,497.00)		
			Totals for 10013690.8		<u>0.00</u>	<u>(2,497.00)</u>
10014110	Administrative Wages			71,197.49		
07/31/18	RT4	3	To record payroll transactions per bank statement.		<u>13,429.55</u>	
			Totals for 10014110		<u>13,429.55</u>	<u>84,627.04</u>
10014130	Legal Expense			5,753.87		
			Totals for 10014130		<u>0.00</u>	<u>5,753.87</u>
10014170	Accounting Fees			4,863.78		
07/11/18	9395	2	H.A.A.S., Inc.		<u>686.88</u>	
			Totals for 10014170		<u>686.88</u>	<u>5,550.66</u>
10014182	Employee Benefits - Admin			42,917.15		
07/01/18	9373	2	Principal Financial Group		804.78	
07/01/18	9375	2	Sun Life Financial		399.07	
07/01/18	9377	2	VSP		142.44	
07/31/18	RT4	3	To record payroll transactions per bank statement.		1,007.60	
07/31/18	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		<u>4,562.04</u>	
			Totals for 10014182		<u>6,915.93</u>	<u>49,833.08</u>
10014185	Telephone			11,054.04		
07/01/18	9366	2	AT & T		463.67	
07/11/18	9386	2	AT & T		996.17	
07/19/18	9413	2	AT & T		<u>113.33</u>	
			Totals for 10014185		<u>1,573.17</u>	<u>12,627.21</u>
10014190.1	Publications			1,354.00		
			Totals for 10014190.1		<u>0.00</u>	<u>1,354.00</u>
10014190.2	Membership Dues and Fees			879.00		

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07/01/18	9371	2	NAHRO		307.38	
07/11/18	9398	2	Michigan NAHRO		45.00	
Totals for 10014190.2					<u>352.38</u>	<u>1,231.38</u>
10014190.3	Admin Service Contracts			23,907.76		
07/01/18	9372	2	Next IT		1,882.82	
07/01/18	9376	2	US Bank Equipment Finance		859.69	
07/11/18	9388	2	CDM Mobile Shredding, Inc.		45.00	
07/11/18	9391	2	City of Manistee		600.00	
07/11/18	9396	2	Kushner & Company		50.00	
07/11/18	9399	2	Next IT		1,601.96	
07/11/18	9402	2	Pitney Bowes		810.36	
07/31/18	RT4	3	To record payroll transactions per bank statement.		100.90	
Totals for 10014190.3					<u>5,950.73</u>	<u>29,858.49</u>
10014190.4	Office Supplies			4,385.68		
07/01/18	9374	2	Staples		33.40	
07/31/18	321	3	To record Deluxe Bus Sys. debit per July 2018 bank statement.		59.15	
Totals for 10014190.4					<u>92.55</u>	<u>4,478.23</u>
10014190.5	Other Sundry-Misc.			7,908.44		
07/11/18	9397	2	McCardel Water Conditioning		32.50	
07/11/18	9401	2	The PI Company		43.80	
07/11/18	9403	2	PNC Bank		623.74	
07/11/18	9404	2	Reserve Account		700.00	
07/11/18	9408	2	Stacey's Flowers & Gifts		50.00	
Totals for 10014190.5					<u>1,450.04</u>	<u>9,358.48</u>
10014220	Rec., Pub., & Other Services			326.40		
Totals for 10014220					<u>0.00</u>	<u>326.40</u>
10014221	Resident Employee Stipend			3,300.00		
07/01/18	9378	2	██████████		100.00	
07/01/18	9379	2	██████████		200.00	
07/01/18	9380	2	██████████		50.00	
07/01/18	9381	2	██████████		200.00	
Totals for 10014221					<u>550.00</u>	<u>3,850.00</u>
10014230	Contract Costs-Cable & Other			35,361.79		
07/11/18	9389	2	Charter Business		5,930.91	
Totals for 10014230					<u>5,930.91</u>	<u>41,292.70</u>
10014310	Water & Sewer			29,882.30		
07/11/18	9390	2	City of Manistee		4,193.74	
Totals for 10014310					<u>4,193.74</u>	<u>34,076.04</u>
10014320	Electricity			63,038.36		
07/11/18	9392	2	Consumers Energy		8,068.49	
Totals for 10014320					<u>8,068.49</u>	<u>71,106.85</u>
10014330	Gas			20,924.58		
07/01/18	9370	2	DTE Energy		1,218.15	
Totals for 10014330					<u>1,218.15</u>	<u>22,142.73</u>
10014410	Maintenance Wages			53,322.10		
07/31/18	RT4	3	To record payroll transactions per bank statement.		8,147.31	

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Totals for 10014410					<u>8,147.31</u>	<u>61,469.41</u>
10014420	Materials			21,522.08		
07/11/18	9387	2	Cadillac Plgb. & Htg. Supply Co., Inc.		154.84	
07/11/18	9394	2	Gill-Roy's Hardware		20.99	
07/11/18	9400	2	Olson Lumber Company		44.95	
07/11/18	9406	2	Sherwin-Williams Co.		242.35	
07/11/18	9409	2	Wahr Hardware, Inc.		237.89	
07/19/18	9414	2	Blarney Castle Fleet Program		220.15	
07/19/18	9416	2	HD Supply Facilities Mtce		304.90	
Totals for 10014420					<u>1,226.07</u>	<u>22,748.15</u>
10014430.01	Garbage Removal			11,904.81		
07/11/18	9405	2	Republic Services		1,854.70	
Totals for 10014430.01					<u>1,854.70</u>	<u>13,759.51</u>
10014430.02	Heating & Cooling Contracts			13,761.74		
07/01/18	9369	2	Custom Sheet Metal & Heating		1,082.29	
Totals for 10014430.02					<u>1,082.29</u>	<u>14,844.03</u>
10014430.03	Snow Removal Contracts			0.00		
07/19/18	9419	2	Swidorski Bros. Excavating LLC		200.00	
Totals for 10014430.03					<u>200.00</u>	<u>200.00</u>
10014430.04	Elevator Contracts			14,365.00		
Totals for 10014430.04					<u>0.00</u>	<u>14,365.00</u>
10014430.05	Landscape & Grounds Contracts			0.00		
07/19/18	9417	2	Jason Thompson Landscape & Design		2,400.00	
Totals for 10014430.05					<u>2,400.00</u>	<u>2,400.00</u>
10014430.06	Unit Turnaround Contracts			7,580.00		
07/19/18	9418	2	Manistee Cleaning Service		135.00	
Totals for 10014430.06					<u>135.00</u>	<u>7,715.00</u>
10014430.07	Electrical Contracts			402.09		
07/19/18	9420	2	Top Line Electric		1,085.86	
Totals for 10014430.07					<u>1,085.86</u>	<u>1,487.95</u>
10014430.08	Plumbing Contracts			4,790.22		
Totals for 10014430.08					<u>0.00</u>	<u>4,790.22</u>
10014430.09	Extermination Contracts			9,672.00		
Totals for 10014430.09					<u>0.00</u>	<u>9,672.00</u>
10014430.11	Routine Maintenance Contracts			2,241.95		
Totals for 10014430.11					<u>0.00</u>	<u>2,241.95</u>
10014430.12	Miscellaneous Contracts			4,727.56		
07/19/18	9419	2	Swidorski Bros. Excavating LLC		485.70	
Totals for 10014430.12					<u>485.70</u>	<u>5,213.26</u>
10014433	Employee Benefits - Maint.			34,885.51		
07/01/18	9373	2	Principal Financial Group		603.86	
07/01/18	9375	2	Sun Life Financial		238.66	
07/01/18	9377	2	VSP		121.44	
07/31/18	RT4	3	To record payroll transactions per bank statement.		518.84	

Manistee Housing Commission

General Ledger

July 1, 2018 - July 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
07/31/18	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		3,848.12	
			Totals for 10014433		<u>5,330.92</u>	<u>40,216.43</u>
10014440	Staff Training-Maintenance			409.00		
			Totals for 10014440		<u>0.00</u>	<u>409.00</u>
10014510	Insurance			43,243.48		
07/19/18	9412	2	AmTrust North America Inc		598.00	
07/31/18	RT2	3	To record monthly insurance write off.		6,582.09	
			Totals for 10014510		<u>7,180.09</u>	<u>50,423.57</u>
10014520	Payment in Lieu of Taxes			16,440.00		
07/31/18	PH2	3	To record estimated monthly PILOT expense.		2,740.00	
			Totals for 10014520		<u>2,740.00</u>	<u>19,180.00</u>
10014570	Collection Losses			41,394.93		
			Totals for 10014570		<u>0.00</u>	<u>41,394.93</u>
10014580	Interest Expense			35,468.31		
07/01/18	9368	2	Byline Bank		5,777.38	
07/11/18	9393	2	Ford Credit		72.44	
			Totals for 10014580		<u>5,849.82</u>	<u>41,318.13</u>
10014800	Depreciation - Current Year			151,260.00		
07/31/18	PH3	3	To record estimated monthly depreciation expense.		25,210.00	
			Totals for 10014800		<u>25,210.00</u>	<u>176,470.00</u>
10017510	Principal Payments - EPC			17,468.44		
07/01/18	9368	2	Byline Bank		2,965.97	
			Totals for 10017510		<u>2,965.97</u>	<u>20,434.41</u>
10017511	Principal Payments - F150			2,409.53		
07/11/18	9393	2	Ford Credit		408.59	
			Totals for 10017511		<u>408.59</u>	<u>2,818.12</u>
10017520	Replacement of Equipment			7,673.00		
			Totals for 10017520		<u>0.00</u>	<u>7,673.00</u>
10017540	Betterments and Additions			13,160.00		
07/01/18	9367	2	Bob's Roofing Company, Inc.		14,712.00	
07/01/18	9382	2	Bob's Roofing Company, Inc.		4,873.00	
			Totals for 10017540		<u>19,585.00</u>	<u>32,745.00</u>
10017590	Operating Expenditures-Contra			(40,710.97)		
07/01/18	9367	2	Bob's Roofing Company, Inc.		(14,712.00)	
07/01/18	9368	2	Byline Bank		(2,965.97)	
07/01/18	9382	2	Bob's Roofing Company, Inc.		(4,873.00)	
07/11/18	9393	2	Ford Credit		(408.59)	
			Totals for 10017590		<u>(22,959.56)</u>	<u>(63,670.53)</u>
10019996	Unit Months Leased			1,204.00		
07/31/18	RT1	3	To record units leased.		206.00	
			Totals for 10019996		<u>206.00</u>	<u>1,410.00</u>
10019997	Unit Months Leased - Contra			(1,204.00)		
07/31/18	RT1	3	To record units leased.		(206.00)	

Manistee Housing Commission

General Ledger

July 1, 2018 - July 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 1001997		<u>(206.00)</u>	<u>(1,410.00)</u>
1001998	Unit Months Available			1,284.00		
07/31/18	PH1	3	To record units available.		<u>214.00</u>	
			Totals for 1001998		<u>214.00</u>	<u>1,498.00</u>
1001999	Unit Months Available - Contra			(1,284.00)		
07/31/18	PH1	3	To record units available.		<u>(214.00)</u>	
			Totals for 1001999		<u>(214.00)</u>	<u>(1,498.00)</u>
10163401.3	Capital Grants			(7,751.50)		
			Totals for 10163401.3		<u>0.00</u>	<u>(7,751.50)</u>
10173401.1	Operating Grants			(31,962.95)		
07/31/18	131	1	501-17 CFP Grant		<u>(7,164.00)</u>	
			Totals for 10173401.1		<u>(7,164.00)</u>	<u>(39,126.95)</u>
10173401.3	Capital Grants			(5,166.50)		
			Totals for 10173401.3		<u>0.00</u>	<u>(5,166.50)</u>
10174110	Administrative Wages			19,693.00		
			Totals for 10174110		<u>0.00</u>	<u>19,693.00</u>
10174182	Employee Benefits - Admin			1,506.00		
			Totals for 10174182		<u>0.00</u>	<u>1,506.00</u>
10174190.3	Administrative Service Contracts			7,014.00		
07/11/18	9407	2	Siemens		<u>7,164.00</u>	
			Totals for 10174190.3		<u>7,164.00</u>	<u>14,178.00</u>
10174190.5	Other Sundry-Misc.			2,149.95		
			Totals for 10174190.5		<u>0.00</u>	<u>2,149.95</u>
10174430.12	Miscellaneous Contracts			1,600.00		
			Totals for 10174430.12		<u>0.00</u>	<u>1,600.00</u>
15161406	Operations			29,680.00		
			Totals for 15161406		<u>0.00</u>	<u>29,680.00</u>
15161408	Management Improvements			21,200.00		
			Totals for 15161408		<u>0.00</u>	<u>21,200.00</u>
15161410	Administration			21,200.00		
			Totals for 15161410		<u>0.00</u>	<u>21,200.00</u>
15161430	A & E Fees			15,000.00		
			Totals for 15161430		<u>0.00</u>	<u>15,000.00</u>
15161460	Dwelling Structures			64,008.84		
			Totals for 15161460		<u>0.00</u>	<u>64,008.84</u>
15161460.99	Dwelling Structures - Soft Costs			30,032.50		
			Totals for 15161460.99		<u>0.00</u>	<u>30,032.50</u>
15161465	Dwelling Equipment			6,027.00		
			Totals for 15161465		<u>0.00</u>	<u>6,027.00</u>
15161470	Nondwelling Structures			1,475.00		

Manistee Housing Commission

General Ledger

July 1, 2018 - July 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 15161470		<u>0.00</u>	<u>1,475.00</u>
15161475	Non-dwelling	Equipment		15,000.00		
			Totals for 15161475		<u>0.00</u>	<u>15,000.00</u>
15161600	CFP Funding			203,623.34		
			Totals for 15161600		<u>0.00</u>	<u>203,623.34</u>
15161699	CFP Funding - Contra			(203,623.34)		
			Totals for 15161699		<u>0.00</u>	<u>(203,623.34)</u>
15169800	CFP Cost - Contra			(203,623.34)		
			Totals for 15169800		<u>0.00</u>	<u>(203,623.34)</u>
15171406	Operations			42,399.00		
			Totals for 15171406		<u>0.00</u>	<u>42,399.00</u>
15171408	Management Improvements			8,711.36		
07/11/18	9407	2	Siemens		<u>7,164.00</u>	
			Totals for 15171408		<u>7,164.00</u>	<u>15,875.36</u>
15171410	Administration			21,199.00		
			Totals for 15171410		<u>0.00</u>	<u>21,199.00</u>
15171430	A & E Fees			10,425.61		
			Totals for 15171430		<u>0.00</u>	<u>10,425.61</u>
15171600	CFP Funding			82,734.97		
07/31/18	131	1	501-17 CFP Grant		<u>7,164.00</u>	
			Totals for 15171600		<u>7,164.00</u>	<u>89,898.97</u>
15171699	CFP Funding - Contra			(82,734.97)		
07/31/18	131	1	501-17 CFP Grant		<u>(7,164.00)</u>	
			Totals for 15171699		<u>(7,164.00)</u>	<u>(89,898.97)</u>
15179800	CFP Cost - Contra			(82,734.97)		
07/11/18	9407	2	Siemens		<u>(7,164.00)</u>	
			Totals for 15179800		<u>(7,164.00)</u>	<u>(89,898.97)</u>
			Report Total			<u>0.00</u>
Net Profit/(Loss)						
Current Period			<u>(5,113.47)</u>			
Year-to-Date			<u>(176,604.54)</u>			

ALL CURRENT AND PAST PROGRAM PARTICIPANTS
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Manistee Housing Commission
Bank Account Reconciliation Transmittal

Public Housing Checking - 851620

July 1, 2018 - July 31, 2018

General Ledger

Balance per General Ledger (Account 10011111.2) at 07/01/18	209,455.23
Activity for the month:	
Total Debits (Deposits and Additions)	119,332.93
Total Credits (Checks and Payments)	(154,953.82)
Unadjusted General Ledger Balance at 07/31/18	<u>173,834.34</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 07/31/18	<u><u>173,834.34</u></u>

Bank

Balance per Bank Statement at 07/31/18	174,941.35
Total Additions (Deposits and Additions in Transit)	941.00
Total Subtractions (Checks and Payments in Transit)	(2,048.01)
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 07/31/18	<u><u>173,834.34</u></u>

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

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Public Housing Checking
July 1, 2018 - July 31, 2018

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	212,070.86
Cleared Deposits & Additions				
124	06/30/18		June Cash Receipts	418.00
129	07/31/18	Multiple	July Cash Receipts	63,107.21
130	07/31/18	10013401.2	Operating Subsidy	48,074.00
131	07/31/18	Multiple	501-17 CFP Grant	7,164.00
132	07/31/18	Multiple	Now/Sweep Interest	46.72
			Total	<u>118,809.93</u>
			Statement Total	<u>118,809.93</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
319	07/31/18		To record charges to tenants per July 2018 Statement of Operations.	978.00
321	07/31/18		To record Deluxe Bus Sys. debit per July 2018 bank statement.	59.15
322	07/31/18		To record August checks that cleared in July per July 2018 bank statement.	13,076.41
9340	06/08/18	10014190.5	Pitney Bowes	700.00
9362	06/19/18	Multiple	Petty Cash	10.00
9365	07/01/18	10011211	American Bankers Insurance Company	1,583.00
9366	07/01/18	10014185	AT & T Mobile	463.67
9367	07/01/18	Multiple	Bob's Roofing Company, Inc.	14,712.00
9368	07/01/18	Multiple	Byline Bank	8,743.35
9369	07/01/18	10014430.02	Custom Sheet Metal & Heating	1,082.29
9370	07/01/18	10014330	DTE Energy	1,218.15
9371	07/01/18	Multiple	NAHRO	307.38
9372	07/01/18	10014190.3	Next IT	1,882.82
9373	07/01/18	Multiple	Principal Financial Group	1,408.64
9374	07/01/18	10014190.4	Staples	33.40
9375	07/01/18	Multiple	Sun Life Financial	637.73
9376	07/01/18	10014190.3	US Bank Equipment Finance	859.69
9377	07/01/18	Multiple	VSP	263.88
9378	07/01/18	10014221	██████████	100.00
9379	07/01/18	10014221	██████████	200.00
9380	07/01/18	10014221	██████████	50.00
9381	07/01/18	10014221	██████████	200.00
9382	07/01/18	Multiple	Bob's Roofing Company, Inc.	4,873.00
9383	07/11/18	10012117.13	Alerus Retirement Solutions	50.00
9384	07/11/18	10012117.13	Alerus Retirement Solutions	20.00
9385	07/11/18	10011122	Consumers Energy	230.53
9386	07/11/18	10014185	AT & T	996.17
9387	07/11/18	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	154.84
9388	07/11/18	10014190.3	CDM Mobile Shredding, Inc.	45.00
9389	07/11/18	10014230	Charter Business	5,930.91
9390	07/11/18	10014310	City of Manistee	4,193.74
9391	07/11/18	10014190.3	City of Manistee	600.00
9392	07/11/18	10014320	Consumers Energy	8,068.49
9393	07/11/18	Multiple	Ford Credit	481.03
9394	07/11/18	10014420	Gill-Roy's Hardware	20.99
9395	07/11/18	10014170	H.A.A.S., Inc.	686.88
9396	07/11/18	10014190.3	Kushner & Company	50.00
9397	07/11/18	Multiple	McCardel Water Conditioning	32.50
9398	07/11/18	10014190.2	Michigan NAHRO	45.00
9399	07/11/18	10014190.3	Next IT	1,601.96
9400	07/11/18	10014420	Olson Lumber Company	44.95
9401	07/11/18	10014190.5	The PI Company	43.80
9402	07/11/18	10014190.3	Pitney Bowes	810.36
9403	07/11/18	10014190.5	PNC Bank	623.74
9404	07/11/18	10014190.5	Reserve Account	700.00

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Public Housing Checking
July 1, 2018 - July 31, 2018

Reference	Date	GL Account	Description	Amount	
9405	07/11/18	10014430.01	Republic Services	1,854.70	
9406	07/11/18	10014420	Sherwin-Williams Co.	242.35	
9407	07/11/18	Multiple	Siemens	7,164.00	
9408	07/11/18	10014190.5	Stacey's Flowers & Gifts	50.00	
9409	07/11/18	10014420	Wahr Hardware, Inc.	237.89	
9410	07/19/18	10012117.13	Alerus Retirement Solutions	20.00	
9411	07/19/18	10012117.13	Alerus Retirement Solutions	50.00	
9412	07/19/18	10014510	AmTrust North America Inc	598.00	
9413	07/19/18	10014185	AT & T Long Distance	113.33	
9414	07/19/18	10014420	Blarney Castle Fleet Program	220.15	
9415	07/19/18	10012137	City of Manistee	29,222.76	
9416	07/19/18	10014420	HD Supply Facilities Mtce	304.90	
9417	07/19/18	10014430.05	Jason Thompson Landscape & Design	2,400.00	
9418	07/19/18	10014430.06	Manistee Cleaning Service	135.00	
9419	07/19/18	Multiple	Swidorski Bros. Excavating LLC	685.70	
9420	07/19/18	10014430.07	Top Line Electric	1,085.86	
13231	06/13/18	10012117.6	United Steel Workers	3.00	
13232	06/13/18	10012117.9	United Steel Workers	67.06	
13234	06/28/18	10011111.3	CMHC - West Shore FSA	272.69	
13235	06/28/18	10012117.9	United Steel Workers	64.30	
13236	07/11/18	10011111.3	CMHC - West Shore FSA	272.69	
13237	07/11/18	10012117.6	United Steel Workers	6.00	
13239	07/25/18	10011111.3	CMHC - West Shore FSA	272.69	
RT4	07/31/18		To record payroll transactions per bank statement.	18,686.75	
RT5	07/31/18		To record SHWF debit for payment of health insurance per bank statement.	10,322.20	
RT6	07/31/18		To record MERS contribution per bank statement.	2,225.99	
RT7	07/31/18		To record AFLAC debit per bank statement.	487.98	
				Total	<u>155,939.44</u>
				Statement Total	<u>155,939.44</u>
				Difference	<u>0.00</u>
				Ending Bank Balance	<u><u>174,941.35</u></u>
Reconciled Bank Information					
				Ending Bank Balance	174,941.35
Open Deposits & Additions					
129	07/31/18		July Cash Receipts	941.00	
				Total	<u>941.00</u>
Open Checks & Payments					
8056	11/02/16		██████████	202.00	
8075	11/02/16		██████████	84.00	
8386	04/03/17		██████████	4.50	
8491	05/11/17		Northern Fire & Safety	469.00	
8509	06/01/17		██████████	183.08	
8611	07/20/17		██████████	76.00	
8625	07/20/17		██████████	91.00	
8983	01/04/18	10012114	██████████	284.00	
9250	05/01/18	10012114	██████████	475.00	
9318	06/05/18	10012114	██████████	45.00	
13150	03/08/17		United Steel Workers	3.00	
13238	07/11/18	10012117.9	United Steel Workers	66.36	
13240	07/25/18	10012117.6	United Steel Workers	3.00	
13241	07/25/18	10012117.9	United Steel Workers	62.07	
				Total	<u>2,048.01</u>
				Reconciled Bank Balance	<u><u>173,834.34</u></u>

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Public Housing Checking
July 1, 2018 - July 31, 2018

Reference	Date	GL Account	Description	Amount
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	212,070.86
			+ Cleared Deposits & Additions	118,809.93
			- Cleared Checks & Payments	155,939.44
			Ending Bank Balance	<u>174,941.35</u>
Reconciled Bank Information				
			+ Open Deposits & Additions	941.00
			- Open Checks & Payments	2,048.01
			Reconciled Bank Balance	<u><u>173,834.34</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	173,834.34
			+/- Total Adjustments	0.00
			Adjusted General Ledger Balance	<u><u>173,834.34</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Transmittal**

HRA Account - 20016093
July 1, 2018 - July 31, 2018

General Ledger

Balance per General Ledger (Account 10011111.3) at 07/01/18	8,909.48
Activity for the month:	
Total Debits (Deposits and Additions)	545.96
Total Credits (Checks and Payments)	(114.11)
Unadjusted General Ledger Balance at 07/31/18	<u>9,341.33</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 07/31/18	<u><u>9,341.33</u></u>

Bank

Balance per Bank Statement at 07/31/18	9,341.33
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 07/31/18	<u><u>9,341.33</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

HRA Account
July 1, 2018 - July 31, 2018

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	8,636.79
Cleared Deposits & Additions				
132	07/31/18		Now/Sweep Interest	0.58
13234	06/28/18		CMHC - West Shore FSA	272.69
13236	07/11/18		CMHC - West Shore FSA	272.69
13239	07/25/18		CMHC - West Shore FSA	272.69
			Total	818.65
			Statement Total	818.65
			Difference	0.00
Cleared Checks & Payments				
RT3	07/31/18		To record HRA transactions per bank statement.	114.11
			Total	114.11
			Statement Total	114.11
			Difference	0.00
			Ending Bank Balance	<u>9,341.33</u>
Reconciled Bank Information				
			Ending Bank Balance	9,341.33
Open Deposits & Additions				
			Total	0.00
Open Checks & Payments				
			Total	0.00
			Reconciled Bank Balance	<u>9,341.33</u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	8,636.79
			+ Cleared Deposits & Additions	818.65
			- Cleared Checks & Payments	114.11
			Ending Bank Balance	<u>9,341.33</u>
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	0.00
			Reconciled Bank Balance	<u>9,341.33</u>
General Ledger Information				
			Unadjusted General Ledger Balance	9,341.33
			+/- Total Adjustments	0.00
			Adjusted General Ledger Balance	<u>9,341.33</u>
			Unreconciled Amount	<u>0.00</u>

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Manistee Housing Commission
Bank Account Reconciliation Transmittal

Money Market Savings - 558567

July 1, 2018 - July 31, 2018

General Ledger

Balance per General Ledger (Account 10011111.4) at 07/01/18	53,197.64
Activity for the month:	
Total Debits (Deposits and Additions)	10.93
Total Credits (Checks and Payments)	<u>0.00</u>
Unadjusted General Ledger Balance at 07/31/18	53,208.57
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 07/31/18	<u><u>53,208.57</u></u>

Bank

Balance per Bank Statement at 07/31/18	53,208.57
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 07/31/18	<u><u>53,208.57</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Money Market Savings
July 1, 2018 - July 31, 2018

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	53,197.64
Cleared Deposits & Additions				
132	07/31/18		Now/Sweep Interest	10.93
			Total	<u>10.93</u>
			Statement Total	10.93
			Difference	<u>0.00</u>
Cleared Checks & Payments				
			Total	0.00
			Statement Total	<u>0.00</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u>53,208.57</u>
Reconciled Bank Information				
			Ending Bank Balance	53,208.57
Open Deposits & Additions			Total	<u>0.00</u>
Open Checks & Payments			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>53,208.57</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	53,197.64
			+ Cleared Deposits & Additions	10.93
			- Cleared Checks & Payments	<u>0.00</u>
			Ending Bank Balance	53,208.57
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>53,208.57</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	53,208.57
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>53,208.57</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

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

	1 Month Ended July 31, 2018	1 Month Ended July 31, 2017	7 Months Ended July 31, 2018	7 Months Ended July 31, 2017
Operating Income				
3110 - Dwelling Rental Revenue	\$ 46,811.00	\$ 38,485.00	\$ 311,296.00	\$ 280,742.00
3120 - Tenant Revenue - Excess Utilities	512.89	530.00	3,452.02	4,578.36
3689 - Tenant Revenue - Cable TV	5,414.00	4,860.00	35,592.00	33,386.35
3690 - Tenant Revenue - Other	5,152.77	1,591.99	19,500.94	18,968.94
3401.2 - Operating Subsidy	48,074.00	39,276.00	332,458.00	284,043.00
3610 - Interest Income	58.23	59.52	391.29	484.40
3690.1 - Other Revenue	162.42	0.00	358.86	36.25
3690.4 - Laundry Revenue	1,003.22	1,107.92	5,458.49	6,618.60
3690.6 - Fraud Recovery Revenue	205.28	0.00	1,427.56	0.00
3690.7 - Management Fee - DVG	833.00	0.00	5,831.00	10,000.00
3690.8 - Health Ins. Reimb. - Retirees	0.00	0.00	2,497.00	0.00
Total Operating Income	\$ 108,226.81	\$ 85,910.43	\$ 718,263.16	\$ 638,857.90
Operating Expenses				
Routine Expense				
4110 - Administrative Wages	\$ 13,429.55	\$ 13,852.81	\$ 84,627.04	\$ 101,088.90
4130 - Legal Expense	0.00	2,080.65	5,753.87	10,121.00
4150 - Travel Expense	0.00	0.00	0.00	4,286.67
4170 - Accounting Fees	686.88	686.88	5,550.66	5,550.66
4182 - Employee Benefits - Admin	6,915.93	5,704.06	49,833.08	42,970.88
4185 - Telephone	1,573.17	1,987.90	12,627.21	13,372.29
4190.1 - Publications	0.00	145.00	1,354.00	1,444.00
4190.2 - Membership Dues and Fees	352.38	0.00	1,231.38	1,186.38
4190.3 - Admin Service Contracts	5,950.73	3,941.67	29,858.49	37,219.56
4190.4 - Office Supplies	92.55	492.54	4,478.23	4,942.46
4190.5 - Other Sundry-Misc.	1,450.04	2,150.75	9,358.48	10,317.48
4220 - Rec., Pub., & Other Services	0.00	0.00	326.40	0.00
4221 - Resident Employee Stipend	550.00	956.67	3,850.00	4,696.99
4230 - Contract Costs-Cable & Other	5,930.91	5,481.82	41,292.70	38,111.98
4310 - Water & Sewer	4,193.74	5,486.40	34,076.04	34,465.14
4320 - Electricity	8,068.49	6,770.68	71,106.85	58,483.40
4330 - Gas	1,218.15	989.48	22,142.73	17,392.29
4410 - Maintenance Wages	8,147.31	8,010.31	61,469.41	61,707.26
4420 - Materials	1,226.07	2,668.66	22,748.15	31,200.73
4430.01 - Garbage Removal	1,854.70	1,542.86	13,759.51	10,563.60
4430.02 - Heating & Cooling Contracts	1,082.29	0.00	14,844.03	11,973.66
4430.03 - Snow Removal Contracts	200.00	0.00	200.00	0.00
4430.04 - Elevator Contracts	0.00	0.00	14,365.00	5,725.00
4430.05 - Landscape & Grounds Contracts	2,400.00	0.00	2,400.00	350.00
4430.06 - Unit Turnaround Contracts	135.00	0.00	7,715.00	8,619.00
4430.07 - Electrical Contracts	1,085.86	0.00	1,487.95	1,457.42
4430.08 - Plumbing Contracts	0.00	0.00	4,790.22	475.00
4430.09 - Extermination Contracts	0.00	1,890.00	9,672.00	14,057.00
4430.11 - Routine Maintenance Contracts	0.00	674.50	2,241.95	2,695.60
4430.12 - Miscellaneous Contracts	485.70	207.67	5,213.26	5,285.39
4433 - Employee Benefits - Maint.	5,330.92	5,282.43	40,216.43	40,959.74
4440 - Staff Training-Maintenance	0.00	0.00	409.00	0.00
4441 - Staff Travel-Maintenance	0.00	35.64	0.00	35.64

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

	1 Month Ended July 31, 2018	1 Month Ended July 31, 2017	7 Months Ended July 31, 2018	7 Months Ended July 31, 2017
4510 - Insurance	7,180.09	6,668.24	50,423.57	46,511.54
4520 - Payment in Lieu of Taxes	2,740.00	3,290.00	19,180.00	23,030.00
4570 - Collection Losses	0.00	9,964.63	41,394.93	9,964.63
4580 - Interest Expense	5,849.82	6,055.11	41,318.13	42,699.39
Total Routine Expense	<u>\$ 88,130.28</u>	<u>\$ 97,017.36</u>	<u>\$ 731,315.70</u>	<u>\$ 702,960.68</u>

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

	1 Month Ended July 31, 2018	1 Month Ended July 31, 2017	7 Months Ended July 31, 2018	7 Months Ended July 31, 2017
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maintenance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Casualty Losses-Not Cap.				
Total Casualty Losses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Non-Routine Expense	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Operating Expenses	<u>\$ 88,130.28</u>	<u>\$ 97,017.36</u>	<u>\$ 731,315.70</u>	<u>\$ 702,960.68</u>
Operating Income (Loss)	<u>\$ 20,096.53</u>	<u>\$ (11,106.93)</u>	<u>\$ (13,052.54)</u>	<u>\$ (64,102.78)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 25,210.00	\$ 24,750.00	\$ 176,470.00	\$ 173,250.00
Total Depreciation Expense	\$ 25,210.00	\$ 24,750.00	\$ 176,470.00	\$ 173,250.00
Surplus Credits & Charges				
6010 - Prior Year Adj. - Affecting RR	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,009.75
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,009.75
Capital Expenditures				
7510 - Principal Payments - EPC	\$ 2,965.97	\$ 2,483.07	\$ 20,434.41	\$ 17,107.43
7511 - Principal Payments - F150	408.59	385.04	2,818.12	2,655.72
7520 - Replacement of Equipment	0.00	0.00	7,673.00	8,986.60
7540 - Betterments and Additions	19,585.00	4,739.96	32,745.00	14,606.96
7590 - Operating Expenditures-Contra	<u>(22,959.56)</u>	<u>(7,608.07)</u>	<u>(63,670.53)</u>	<u>(43,356.71)</u>
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
HUD Net Income (Loss)	<u>\$ (2,863.03)</u>	<u>\$ (18,715.00)</u>	<u>\$ (76,723.07)</u>	<u>\$ (108,469.24)</u>

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

To the Board of Commissioners
And Management:

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

Enclosed are the following reports for the month ending July 31, 2018. These reports have been compiled in accordance with Generally Accepted Accounting Principles (GAAP):

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

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

Respectfully Submitted:

Housing Authority Acct Specialists, Inc.

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**Manistee Housing Commission
Domestic Violence Grant
Balance Sheet
As of July 31, 2018**

ASSETS

CURRENT ASSETS

Cash	
1111 - Cash - MSHDA	\$ 53,954.17
Total Cash	53,954.17

Receivables	
1122 - Tenants Accounts Receivable	(59.00)
1122.1 - Allowance for Doubtful Accounts-TAR	(1,875.62)
1129.4 - Interfund Receivable - P/H	935.90
Total Receivables	(998.72)

Other Current Assets	
Total Other Current Assets	0.00

TOTAL CURRENT ASSETS	52,955.45
-----------------------------	-----------

Fixed Assets	
1400.7 - Buildings	373,231.29
1400.98 - Accumulated Depreciation-DVG	(102,531.81)
Total Fixed Assets	270,699.48

TOTAL ASSETS	\$ 323,654.93
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**Manistee Housing Commission
Domestic Violence Grant
Balance Sheet
As of July 31, 2018**

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2111 - Vendors and Contractors	\$ 153.88
2114 - Tenant Security Deposits	1,391.00
Total Current Liabilities	<u>1,544.88</u>

Noncurrent Liabilities

2130 - Forgiveable Note - MSHDA	500,000.00
Total Noncurrent Liabilities	<u>500,000.00</u>

TOTAL LIABILITIES

501,544.88

EQUITY

2806.4 - Invested in Capital Assets-DVG	<u>(223,035.52)</u>
---	---------------------

Unrestricted Net Assets

2806 - Unrestricted Net Position	51,223.44
Current Year Profit/(Loss)	(6,077.87)
Total Unrestricted Net Assets	<u>45,145.57</u>

TOTAL EQUITY

(177,889.95)

TOTAL LIABILITIES/EQUITY

\$ 323,654.93

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**Manistee Housing Commission
Domestic Violence Grant
Statement of Revenue & Expense
For the 1 Month and 7 Months Ended July 31, 2018**

	1 Month Ended	7 Months Ended
	<u>July 31, 2018</u>	<u>July 31, 2018</u>
Operating Revenue		
3110 - Dwelling Rental Revenue	\$ 1,508.00	\$ 9,341.00
Total Operating Revenue	<u>1,508.00</u>	<u>9,341.00</u>
Operating Expenses		
Administration		
4170 - Accounting Fees	128.54	967.28
4172 - Management Fees	<u>833.00</u>	<u>5,831.00</u>
Total Administration	961.54	6,798.28
Ordinary Maint. & Operations		
4430.02 - Heating & Cooling Contracts	<u>0.00</u>	<u>454.63</u>
Total Ordinary Maint. & Oper	0.00	454.63
General Expense		
4570 - Collection Losses	0.00	1,875.62
4590 - Other General Expense	<u>0.00</u>	<u>25.34</u>
Total General Expense	0.00	1,900.96
Total Routine Operating Expenses	961.54	9,153.87
Depreciation Expense		
4800 - Depreciation - Current Year	<u>895.00</u>	<u>6,265.00</u>
Total Depreciation Expense	895.00	6,265.00
Capital Expenditures		
Total Capital Expenditures	0.00	0.00
Net Income (Loss)	<u>\$ 546.46</u>	<u>\$ 187.13</u>

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**Manistee Housing Commission
DVG Cash Disbursements Journal**

July 1, 2018 - July 31, 2018

Date	Reference	Account	Description	Amount
07/11/18	2669	20011111	H.A.A.S., Inc.	(128.54)
07/11/18	2669	20014170	H.A.A.S., Inc.	128.54
07/11/18	2670	20011111	Manistee Housing Commission	(833.00)
07/11/18	2670	20014172	Manistee Housing Commission	833.00
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

DVG Cash Receipts Journal

July 1, 2018 - July 31, 2018

Date	Reference	Account	Description	Amount
07/31/18	107	20011111	July Cash Receipts	1,563.00
07/31/18	107	20011122	July TAR Collections	(1,563.00)
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

DVG Journal Entry Journal

July 1, 2018 - July 31, 2018

Date	Reference	Account	Description	Amount
07/31/18	508	20011122	To record charges to tenants per July 2018 Statement of Operations.	1,508.00
07/31/18	508	20013110	To record charges to tenants per July 2018 Statement of Operations.	(1,508.00)
07/31/18	DVG1	20014800	To record estimated depreciation expense.	895.00
07/31/18	DVG1	20011400.98	To record estimated depreciation expense.	(895.00)
07/31/18	RT1	20019996	To record units leased.	3.00
07/31/18	RT1	20019997	To record units leased.	(3.00)
Transaction Balance				<u><u>0.00</u></u>

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Manistee Housing Commission

General Ledger

July 1, 2018 - July 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
20011111	Cash - MSHDA			53,352.71		
07/11/18	2669	2	H.A.A.S., Inc.		(128.54)	
07/11/18	2670	2	Manistee Housing Commission		(833.00)	
07/31/18	107	1	July Cash Receipts		<u>1,563.00</u>	
			Totals for 20011111		<u>601.46</u>	<u>53,954.17</u>
20011122	Tenants Accounts Receivable			(4.00)		
07/31/18	107	1	July TAR Collections		(1,563.00)	
07/31/18	508	3	To record charges to tenants per July 2018 Statement of Operations.		<u>1,508.00</u>	
			Totals for 20011122		<u>(55.00)</u>	<u>(59.00)</u>
20011122.1	Allowance for Doubtful Accounts-TAR			(1,875.62)		
			Totals for 20011122.1		<u>0.00</u>	<u>(1,875.62)</u>
20011129.4	Interfund Receivable - P/H			935.90		
			Totals for 20011129.4		<u>0.00</u>	<u>935.90</u>
20011400.7	Buildings			373,231.29		
			Totals for 20011400.7		<u>0.00</u>	<u>373,231.29</u>
20011400.98	Accumulated Depreciation-DVG			(101,636.81)		
07/31/18	DVG1	3	To record estimated depreciation expense.		(895.00)	
			Totals for 20011400.98		<u>(895.00)</u>	<u>(102,531.81)</u>
20012111	Vendors & Contractors			(153.88)		
			Totals for 20012111		<u>0.00</u>	<u>(153.88)</u>
20012114	Tenant Security Deposits			(1,391.00)		
			Totals for 20012114		<u>0.00</u>	<u>(1,391.00)</u>
20012130	Forgiveable Note - MSHDA			(500,000.00)		
			Totals for 20012130		<u>0.00</u>	<u>(500,000.00)</u>
20012806	Unrestricted Net Assets			(51,223.44)		
			Totals for 20012806		<u>0.00</u>	<u>(51,223.44)</u>
20012806.4	Invested in Capital Assets-DVG			223,035.52		
			Totals for 20012806.4		<u>0.00</u>	<u>223,035.52</u>
20013110	Dwelling Rental			(7,833.00)		
07/31/18	508	3	To record charges to tenants per July 2018 Statement of Operations.		(1,508.00)	
			Totals for 20013110		<u>(1,508.00)</u>	<u>(9,341.00)</u>
20014170	Accounting Fees			838.74		
07/11/18	2669	2	H.A.A.S., Inc.		128.54	
			Totals for 20014170		<u>128.54</u>	<u>967.28</u>
20014172	Management Fees			4,998.00		
07/11/18	2670	2	Manistee Housing Commission		833.00	
			Totals for 20014172		<u>833.00</u>	<u>5,831.00</u>
20014430.02	Heating & Cooling Contracts			454.63		
			Totals for 20014430.02		<u>0.00</u>	<u>454.63</u>
20014570	Collection Losses			1,875.62		
			Totals for 20014570		<u>0.00</u>	<u>1,875.62</u>

Manistee Housing Commission

General Ledger

July 1, 2018 - July 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
20014590	General Expense			25.34		
			Totals for 20014590		<u>0.00</u>	<u>25.34</u>
20014800	Depreciation - Current Year			5,370.00		
07/31/18	DVG1	3	To record estimated depreciation expense.		<u>895.00</u>	
			Totals for 20014800		<u>895.00</u>	<u>6,265.00</u>
20019996	Unit Months Leased			18.00		
07/31/18	RT1	3	To record units leased.		<u>3.00</u>	
			Totals for 20019996		<u>3.00</u>	<u>21.00</u>
20019997	Unit Months Leased - Contra			(18.00)		
07/31/18	RT1	3	To record units leased.		<u>(3.00)</u>	
			Totals for 20019997		<u>(3.00)</u>	<u>(21.00)</u>
			Report Total			<u>0.00</u>
Net Profit/(Loss)						
Current Period					<u>(348.54)</u>	
Year-to-Date					<u>(6,077.87)</u>	

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Manistee Housing Commission
Bank Account Reconciliation Transmittal

DVG Checking - 0610226573

July 1, 2018 - July 31, 2018

General Ledger

Balance per General Ledger (Account 20011111) at 07/01/18	53,352.71
Activity for the month:	
Total Debits (Deposits and Additions)	1,563.00
Total Credits (Checks and Payments)	(961.54)
Unadjusted General Ledger Balance at 07/31/18	<u>53,954.17</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 07/31/18	<u><u>53,954.17</u></u>

Bank

Balance per Bank Statement at 07/31/18	53,954.17
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 07/31/18	<u><u>53,954.17</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

DVG Checking
July 1, 2018 - July 31, 2018

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	53,352.71
Cleared Deposits & Additions				
107	07/31/18	20011122	July Cash Receipts	1,563.00
			Total	<u>1,563.00</u>
			Statement Total	<u>1,563.00</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
2669	07/11/18	20014170	H.A.A.S., Inc.	128.54
2670	07/11/18	20014172	Manistee Housing Commission	833.00
			Total	<u>961.54</u>
			Statement Total	<u>961.54</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>53,954.17</u></u>
Reconciled Bank Information				
			Ending Bank Balance	53,954.17
Open Deposits & Additions			Total	<u>0.00</u>
Open Checks & Payments			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>53,954.17</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	53,352.71
			+ Cleared Deposits & Additions	1,563.00
			- Cleared Checks & Payments	<u>961.54</u>
			Ending Bank Balance	53,954.17
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>53,954.17</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	53,954.17
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>53,954.17</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

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

City of Manistee Housing Commission
Security Deposit Reconciliation
For the Month Ending July 31, 2018
Prepared August 10, 2018 by Financial Analyst

Tenant Name	Date	Description	Amount	Balance
Beginning PH Balance				\$ 52,420.60
Increases to PH				
██████████	7/17/2018	New Tenant	\$ 149.00	\$ 149.00
██████████	7/19/2018	New Tenant	\$ 561.00	\$ 710.00
██████████	7/26/2018	New Tenant	\$ 219.00	\$ 929.00
██████████	7/31/2018	New Tenant	\$ 426.00	\$ 1,355.00
Total Increases to PH			<u>\$ 1,355.00</u>	<u>\$ 1,355.00</u>
Decreases to PH				
██████████	7/18/2018	Transferred Against Owed	\$ (25.00)	\$ (25.00)
██████████	7/18/2018	Refund of Security Deposit	\$ (470.00)	\$ (495.00)
██████████	7/23/2018	Transferred Against Owed	\$ (188.00)	\$ (683.00)
██████████	7/23/2018	Transferred Against Owed	\$ (197.00)	\$ (880.00)
██████████	7/23/2018	Transferred Against Owed	\$ (195.00)	\$ (1,075.00)
██████████	7/23/2018	Transferred Against Owed	\$ (221.00)	\$ (1,296.00)
██████████	7/23/2018	Transferred Against Owed	\$ (103.00)	\$ (1,399.00)
Total Decreases to PH			<u>\$ (1,399.00)</u>	<u>\$ (1,399.00)</u>
Net Increase (Decrease) to PH			<u>\$ (44.00)</u>	<u>\$ (44.00)</u>
Ending PH Balance				\$ 52,376.60
Beginning DVG Balance				\$ 1,390.90
Increases to DVG				
Total Increases to DVG			<u>\$ -</u>	<u>\$ -</u>
Decreases to DVG				
Total Decreases to DVG			<u>\$ -</u>	<u>\$ -</u>
Net Increase (Decrease) to DVG			<u>\$ -</u>	<u>\$ -</u>
Ending DVG Balance				\$ 1,390.90
Combined Ending Balance				<u>\$ 53,767.50</u>
Account Balance July 31 , 2018				\$ 53,208.57
Difference				\$ 558.93
				(From SD to PH)
				From PH to SD

PH Owes SD \$558.93



RESOLUTION 2018-04

Flat Rent Schedule January 1, 2019 – December 31, 2019

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 **Commissioner - [REDACTED]**, supported by **Commissioner - [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, 2019 – December 31, 2019, as documented in the flat rent schedule for that period. The revised flat rent schedule shall be effective January 1, 2018, and implemented at the family’s next annual rent option or reexamination.

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

RESOLUTION DECLARED

Passed Failed

CERTIFICATION

By the signatures of the President and Executive Director below, it is CERTIFIED that on September 25, 2018-04, the City of Manistee Housing Commission Board of Commissioners approved Resolution 2018 – 04 and that the foregoing is a true and correct copy.

Dale Priester, President

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

City of Manistee Housing Commission Flat Rent Schedule Effective: January 1, 2019 – December 31, 2019

All Properties:

1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
\$424.80	\$560.00	\$755.20	\$756.80

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 2018-04

City of Manistee Housing Commission Flat Rent Schedule Comparison 2018 to 2019

All Properties:

Year	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
2018 Flat Rent ¹	\$426.40	\$560.80	\$760.80	\$764.00
2019 Flat Rent Proposed ¹	\$424.80	\$560.00	\$755.20	\$756.80
Percentage of Change	0%	0%	-1%	1%
Fair Market Rent 2018 ²	\$533.00	\$681.00	\$931.00	\$939.00
Fair Market Rent 2019 ²	\$531.00	\$700.00	\$944.00	\$946.00

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.

¹HUD regulations require that Flat Rents are at least 80% of Fair Market Rent

²HUD sets the Fair Market Rent for every County throughout the U.S.



RESOLUTION 2018-05

Passbook Savings Rate December 1, 2018 – November 30, 2019

WHEREAS, the City of Manistee Housing Commission [CMHC], a Public Housing Authority [Public Housing Authority] 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 September 14, 2018, is 0.08;

NOW, THEREFORE, on the motion of Commissioner - [REDACTED], supported by Commissioner - [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,

- sets the December 1, 2018, thru November 30, 2019, Passbook Savings Rate at 0.08, 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

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

RESOLUTION DECLARED

Passed Failed

CERTIFICATION

By the signatures of the President and Executive Director below, it is CERTIFIED that on September 25, 2018, the City of Manistee Housing Commission Board of Commissioners approved Resolution 2018 – 05 and that the foregoing is a true and correct copy.

Dale Priester, President

Clinton McKinven-Copus, Executive Director

Pending Approval



RESOLUTION 2018-06

Resident Utility Allowance Effective December 1, 2018

WHEREAS, the City of Manistee Housing Commission is a Public Housing Authority of the U.S. Department of Housing and Urban Development, and

WHEREAS, the City of Manistee Housing Commission is required to provide an Allowance for Utilities to Tenants who pay the utility supplier directly for utilities (CFR 966.4 (b) (1)), and

WHEREAS, the City of Manistee Housing Commission lease requires that if the utility allowance exceeds the Total Tenant Payment (monthly rent), CMHC will pay a Utility Reimbursement each month directly to the utility company (Lease Part 1, Section VI. (b)), and

WHEREAS, the City of Manistee Housing Commission is required to provide Tenants a 60-day written notice of the revision of Utility Allowances (Lease Part 1, Section VI (b)), and

WHEREAS, the City of Manistee Housing Commission has entered into an Energy Performance Contract with the Siemens Corporation which requires that Siemens provide CMHC with annually adjusted Utility Allowances, and

WHEREAS, the City of Manistee Housing Commission has received from the Siemens Corporation the current adjusted Utility Allowances,

NOW, THEREFORE, on the motion of **Commissioner - [REDACTED]**, supported by **Commissioner - [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 Board of Commissioners adopt the Utility Allowance rates as prepared by Siemens Corporation.

IT IS FURTHER RESOLVED, that

- The new Utility Allowances become effective December 1, 2018
- The new Utility Allowance calculation for the Total Tenant Payment (monthly rent) be effective at the time of the Tenant’s annual recertification

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

RESOLUTION DECLARED

Passed Failed

CERTIFICATION

By the signatures of the President and Executive Director below, it is CERTIFIED that on September 25, 2018, the City of Manistee Housing Commission Board of Commissioners approved Resolution 2018 – 06 and that the foregoing is a true and correct copy.

Dale Priester, President

Clinton McKinven-Copus, Executive Director

City of Manistee Housing Commission

Utility Allowance

Comparison of 2017 to 2018

Scattered Sites

	2 Bedroom		3 Bedroom		4 Bedroom	
	2018	2017	2018	2017	2018	2017
Electrical	\$ 48.00	\$ 47.00	\$ 55.00	\$ 53.00	\$ 61.00	\$ 59.00
Natural Gas	\$ 61.00	\$ 60.00	\$ 74.00	\$ 74.00	\$ 89.00	\$ 89.00
TOTAL	\$109.00	\$108.00	\$129.00	\$127.00	\$150.00	\$148.00
1703, 1703 ½, 1707, 1707 ½ Vine St.						
	2 Bedroom					
	2018	2017				
Electrical	\$ 65.00	\$ 63.00				
Natural Gas	\$ 63.00	\$ 63.00				
TOTAL	\$128.00	\$126.00				

Water/Sewer

Scattered Sites: Residents pay excess water use at the rate of \$11.34/1,000-gallon of water

Rate for 2018 \$11.34/1,000 gallon of water used in excess

Rate for 2017 \$10.59/1,000 gallon of water used in excess

	2 Bedroom	3 Bedroom	4 Bedroom
Gallons/Month	3,000	5,000	6,000

Harborview

	1 Bedroom		2 Bedroom	
	2018	2017	2018	2017
Electrical	\$ 45.00	\$ 44.00	\$ 50.00	\$ 49.00
TOTAL	\$ 45.00	\$ 44.00	\$ 50.00	\$ 49.00

Approved by Resolution 2018-06: September 25, 2018
 Effective December 1, 2018 [at time of annual tenant certification]

City of Manistee Housing Commission

Utility Allowance

Effective December 1, 2018

Scattered Sites

	2 Bedroom	3 Bedroom	4 Bedroom
Electrical	\$ 48.00	\$ 55.00	\$ 61.00
Natural Gas	\$ 61.00	\$ 74.00	\$ 89.00
TOTAL	\$109.00	\$129.00	\$150.00
1703, 1703 ½, 1707, 1707 ½ Vine St.			
	2 Bedroom		
Electrical	\$ 65.00		
Natural Gas	\$ 63.00		
TOTAL	\$128.00		

Water/Sewer

Scattered Sites: Residents pay excess water use at the rate of \$11.34/1000-gallon of water

	2 Bedroom	3 Bedroom	4 Bedroom
Gallons/Month	3,000	5,000	6,000

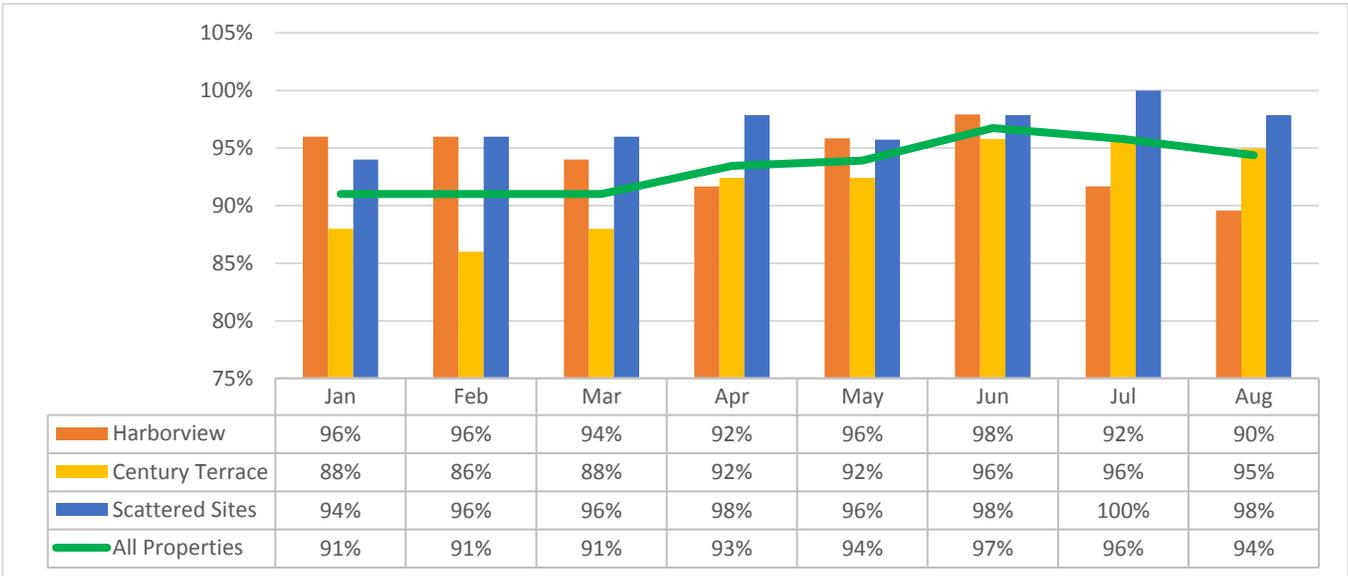
Harborview

	1 Bedroom	2 Bedroom
Electrical	\$ 45.00	\$ 50.00
TOTAL	\$ 45.00	\$ 50.00

Approved by Resolution 2018-06: September 26, 2018
 Effective December 1, 2018 [at time of tenant annual certification]

Public Housing Occupancy

All Properties Monthly Occupancy Rate 2018

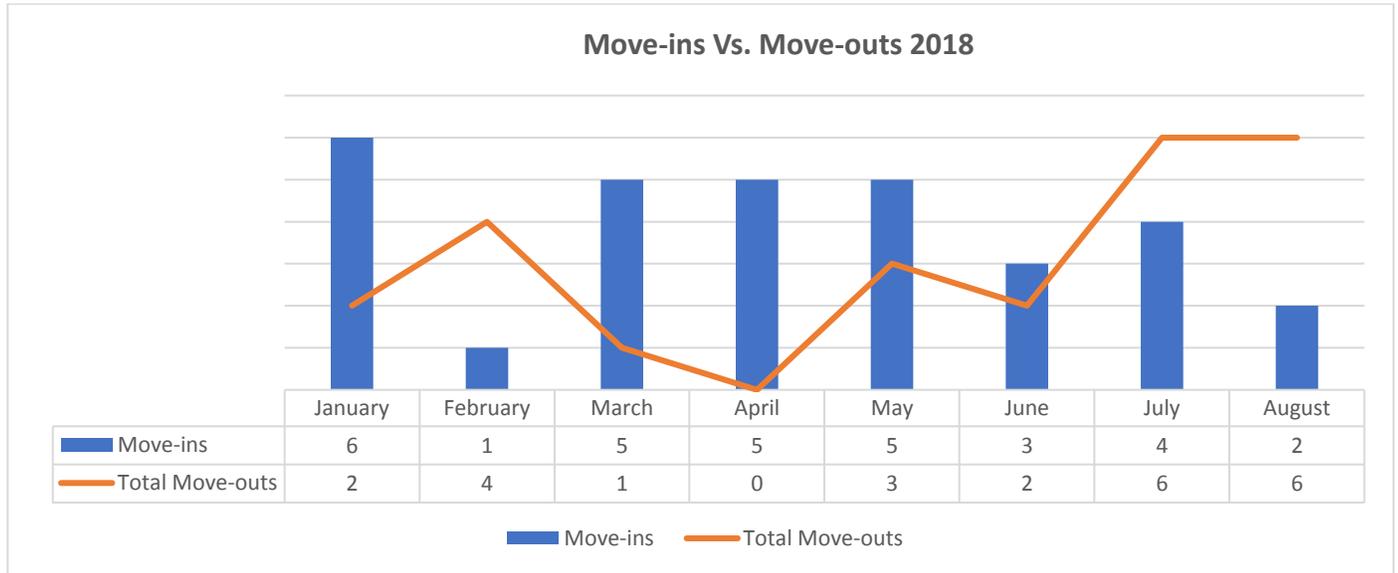


The 214 public housing units of CMHC consists of:

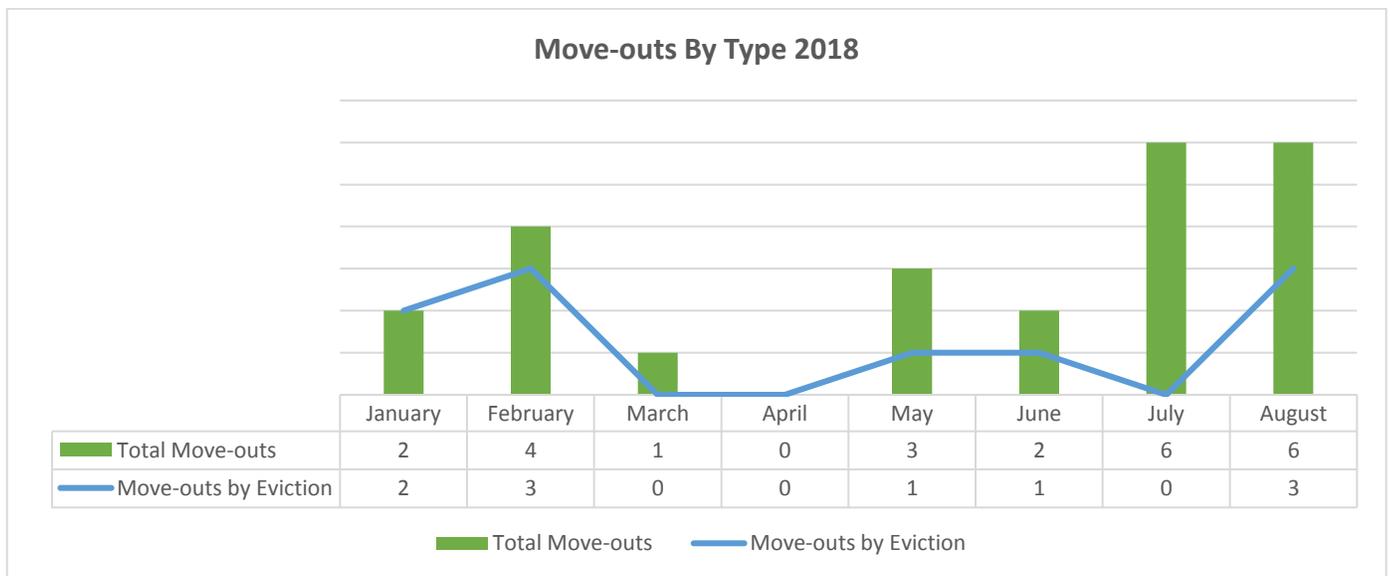
- Near Elderly, Elderly & Disabled
 - Century Terrace 119 units
 - Harborview 48 units
- General Population
 - Family homes [scattered sites] 47 units

Our goal is to limit the number of move-outs and increase the number of move-outs. Thus far in 2018, we have had five months in which move-ins have been greater than move-outs:

- January +4 move-ins versus move-outs
- March +4 move-ins versus move-outs
- April +5 move-ins versus move-outs
- May +2 move-ins versus move-outs
- June +1 move-ins versus move-outs

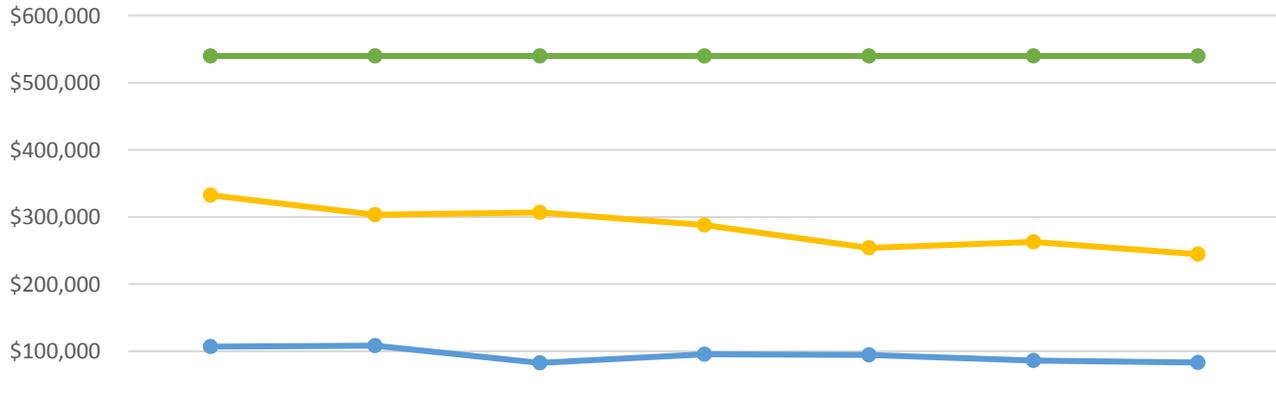


The next chart, move-outs by type, tracks move-outs initiated by a resident versus move-outs initiated by CMHC [evictions]. The chart shows that the majority of our move-outs [24] are resident initiated, while 10 are by evictions.



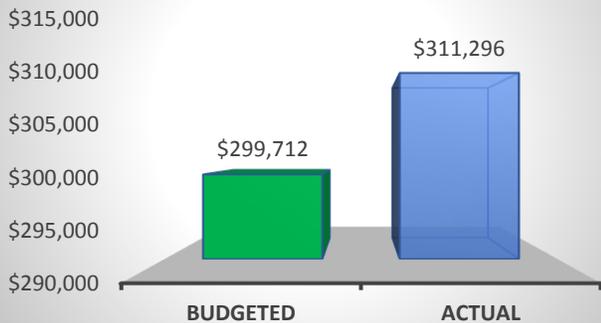
Financial Dashboards

Operating Reserve Tracking 2018



	Jan	Feb	Mar	Apr	May	Jun	Jul
2018	\$106,999	\$108,425	\$82,783	\$95,468	\$94,469	\$85,876	\$83,013
2017	\$332,667	\$303,157	\$306,690	\$288,219	\$254,125	\$263,004	\$244,674
GOAL	\$540,000	\$540,000	\$540,000	\$540,000	\$540,000	\$540,000	\$540,000

Rental Income Year-to-Date Thru July 2018

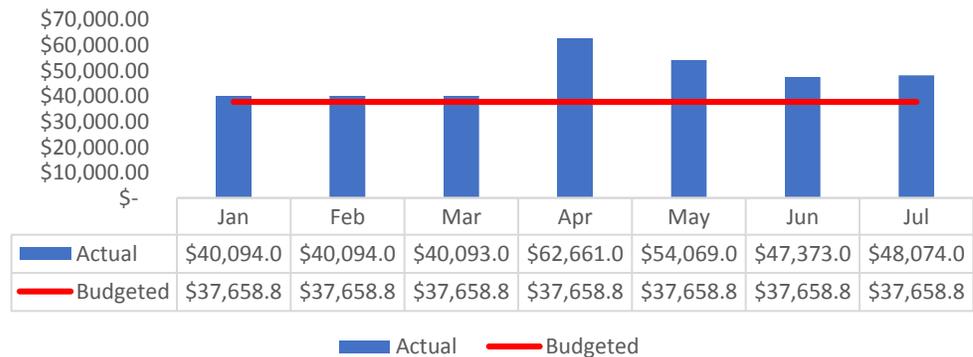


- Rental Income: We have collected \$11,584.00 more than budgeted through July
- Operating Subsidy: We have received \$68,846.19 more than budgeted through July

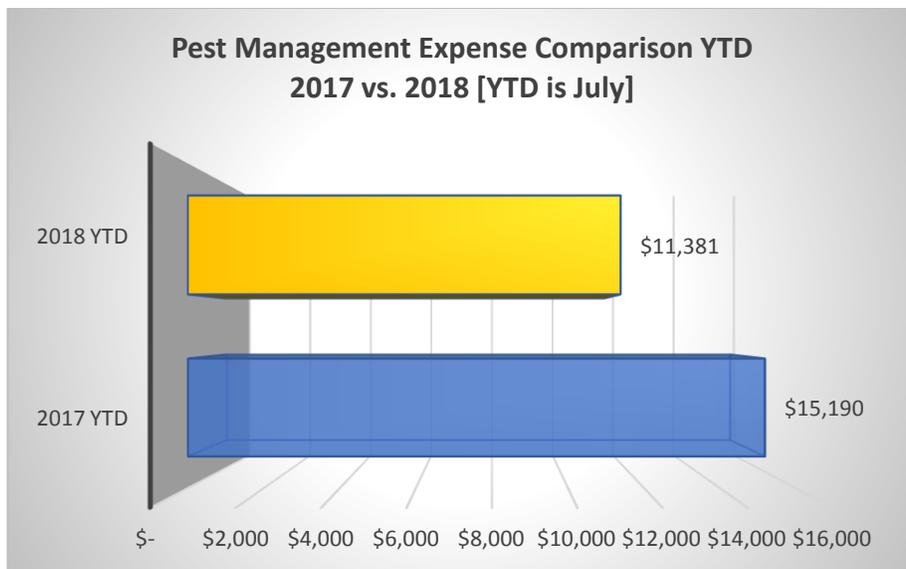
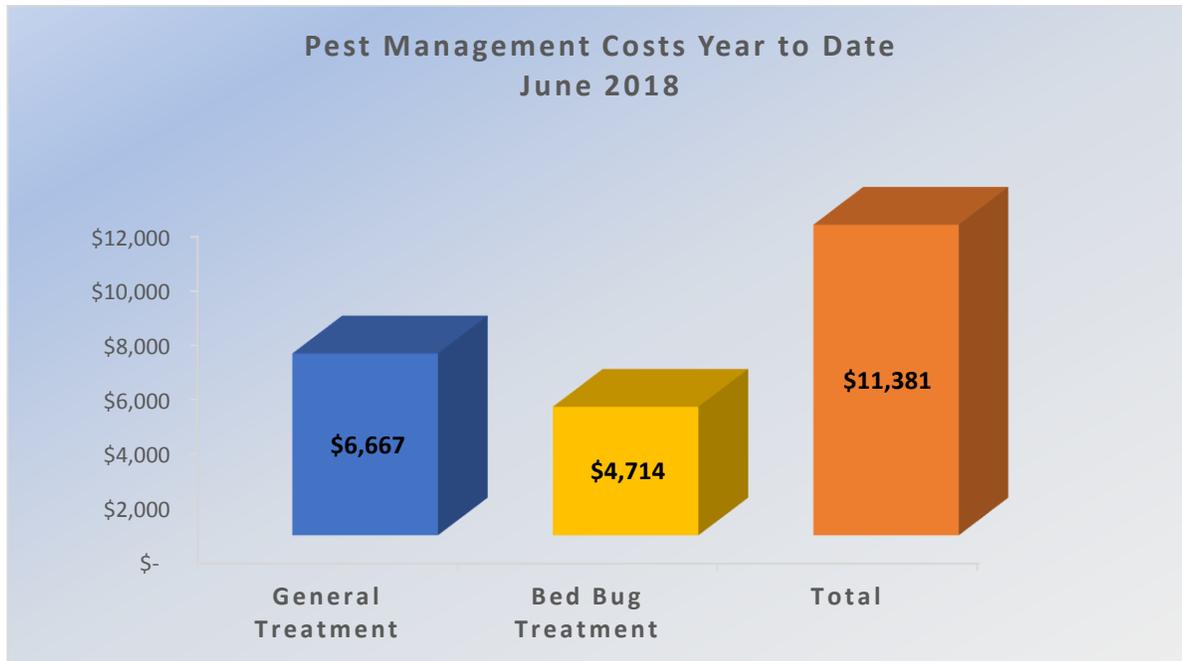
We have seen an increase of \$80,430.19 in income between these two accounts.

Based on information recently received from HUD, we anticipate receiving \$117,807 more than budgeted in Operating Subsidy for this fiscal year.

Operating Subsidy Received Thru July 2018



Pest management costs, one of our larger monthly operational expenses, have decreased in comparison to the same period in 2017. The costs savings is due to the renegotiated fees with Griffin and fewer bedbug cases.



We have spent \$3,809 less through July 2018 than the same period in 2017.

Pest management, particularly at the Century Terrace building, is going to be an ongoing, volatile expense. There is a handful of units at Century Terrace that have had repeated bed bug infection. We are required to clean up all bed bug infestations, without costs, even those whose units have repeated infestations.

Please refer to the financial statements included with the meeting packet for more details.

Resolutions for Consideration

Resolution No.	Consent Agenda	Resolution Title	Resolution Attachments	Executive Director Discussion & Recommendations
2018-04	Yes	Flat Rent Schedule January 1, 2019 – December 31, 2019	#1 – Attachment 1, Flat Rent Schedule 2019 #2 – Attachment 2, Flat Rent Schedule Comparison 2018 – 2019	<ul style="list-style-type: none"> • CMHC is required by HUD regulation to set the flat rent amount annually. Flat Rent must be 80% of the fair market rent as set by HUD for Manistee County. Flat rent is the alternative to income-based rent we are required to offer. • HUD requires the passing of a resolution authorizing the use of the new Flat Rent amounts. The determination of the amount of flat rent requires the following of a HUD set formula. Thus, this resolution is on the Consent Agenda • <i>Recommendation – Adoption</i>
2018-05	Yes	Passbook Savings Rate December 1, 2018, thru November 30, 2019.	<i>None</i>	<ul style="list-style-type: none"> • CMHC is required by HUD regulation to annually set the passbook savings rate used when calculating income earned from savings. We are required to use the National Savings Rate calculated by the FDIC. • HUD requires the passing of a resolution authorizing the passbook savings rate. Since HUD sets the parameters of this authorization, the resolution is on the Consent Agenda. • <i>Recommendation – Adoption</i>
2018-06	Yes	Utility Allowances 2018/2019	#1 – Attachment 1, Utility allowance 2017/2018 compared #2 – Attachment 2, Utility Allowances Effective 12/01/2018	<ul style="list-style-type: none"> • HUD regulations and the terms of our Energy Performance Contract require the review and updating of utility allowances annually • The terms of the Energy Performance Contract require that Siemens calculate the utility allowance amounts to be provided to our residents. • This item was placed on the consent agenda because it is a normal and usual governance issue

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Notices and General Information

None