



# **City of Manistee Housing Commission**

**273 6th Avenue • Manistee, Michigan 49660**

**Tuesday, April 27, 2021  
Meeting Agenda  
4:00 PM–VIRTUAL MEETING**

Good afternoon, it is Tuesday, April 27, 2021. I am Clinton McKinven-Copus, Executive Director and Secretary for the City of Manistee Housing Commission. The Housing Commission's April 27, 2021, Regular Meeting is being conducted remotely by Zoom.

The meeting is in audio-only mode for public participants. Deputy Director Lindsay McIntyre is assisting me with this meeting. You may hear her voice if there is an issue that requires her assistance. The microphones of all Housing Commission Board members, Ms. McIntyre, and myself will always be live unless there is an audio disruption.

It is important that members of the Housing Commission Board of Commissioners clearly speak their name before speaking or making a motion or a second. The Executive Director/Secretary will take roll call as usual.

We are ready now to call the meeting to order. President Priester, you may now call the meeting to order.

## 1. Call to Order and Roll Call

*The Commission Secretary/Executive Director will make a written record of Commissioner attendance and physical location (City/Township and County).*

## 2. Amendments to Agenda

## 3. Public Comments on Agenda Related Items

*Members of the public attending the virtual meeting will have their microphones muted. During public comment, members of the public will be unmuted, one at a time, using the last four digits of their telephone number. Individuals will be asked if they have a comment on an agenda item or if they are passing.*

*Those giving comments must:*

- *Have a good phone connection, and*
- *Shutoff all background sound*

*If the caller cannot correct the issue, we will move on to the next person in line.*

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

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

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

#### 4. Consent Agenda

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

*Consent Agenda items include:*

**a. Approval of Minutes\***

- i. Regular Meeting Minutes, February 23, 2021

**b. Financial Reports**

*In compliance with the Federal Privacy Act, CMHC has redacted all personal identifying information of current and past program participants' information from our financial documents.*

**i. Public Housing Financial Statements\***

**1. Public Housing Financial Statement\***

- a. December 2020
- b. January 2021
- c. February 2021

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

- a. December 2020
- b. January 2021
- c. February 2021

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

- a. December 2020
- b. January 2021
- c. February 2021

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

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

- a. December 2020
- b. January 2021
- c. February 2021

**2. Domestic Violence Bank Reconciliation**

- a. December 2020
- b. January 2021
- c. February 2021

**iii. Security Deposits Reconciliation\***

**1. Security Deposit Reconciliation**

- a. December 2020
- b. January 2021
- c. February 2021

**c. Resolutions**

*Consent Agenda resolutions are matters of compliance with the U.S. Department of Housing and Urban Development or federal law that requires the adoption of a policy or provision of public housing benefits. The contents of these Resolutions, items of compliance, policy, and regulation are not debatable but are a requirement of regulatory compliance.*

**i. Listed by Number and Title**

1. None

**5. Old Business**

- a. None

**6. New Business**

- a. None

**7. Reports and Communications**

*President Priester will ask if there are reports from the following individuals or if we have received any other communication. If there are no reports, the individual may respond, "no report/comment."*

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

**8. Public Comment**

*Members of the public attending the virtual meeting will have their microphones muted. During public comment, members of the public will be unmuted, one at a time, using the last four digits of their telephone number. Individuals will be asked if they wish to make a comment or if they are passing.*

*Those giving comments must:*

- *Have a good phone connection, and*
- *Shutoff all background sound*

*If the caller cannot correct the issue, we will move on to the next person in line.*

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

*Citizens may now make comments on the general Housing Commission affairs. Citizen comments are not limited to agenda items but should be directed to Housing Commission services, activities, or involvement areas. The City of Manistee Housing Commission's Public Comment Policy limits each individual to a three [3] minute statement. The City of Manistee Housing Commission will receive*

*public comments and respond later if the Housing Commission determines a response is appropriate.*

***We will now unmute and call on each person who has called into the meeting by the last four digits of their phone number and ask if they would like to comment.***

**9. Adjournment**

**10. Announcements and Upcoming Meetings**

- a. Regular Commission Meeting  
May 25, 2021  
4:00 PM



# City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Meeting Minutes  
February 23, 2021  
Regular

**NOTE: Remote meeting**

**Meeting Start Time:** 4:06 P.M.

**Roll Call:**

Commissioner	Present	Absent Excused	Absent Non-Excused	Remote Location
Dale Priester	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	City of Manistee, County of Manistee
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Manistee, County of Manistee
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Manistee, County of Manistee
Karen Goodman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Manistee, County of Manistee
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	City of Manistee, County of Manistee

**Housing Commission Staff & Others Present:**

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

Name	Representing

**Public Comment on Agenda Related Items:**

- None

**Amendments to the Agenda:**

- None

# DRAFT

## Consent Agenda:

- A. Approval of Minutes
  - i. Regular Meeting Minutes, January 26, 2021

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

## Old Business:

- None

## New Business:

Resolution # 2021-01	Title: Voiding of Outstanding Checks			Motion By: Parkes	Second By: Goodman
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <b>Approved</b>  <input type="checkbox"/> <b>Not Approved</b>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Karen Goodman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

## Reports and Communications:

- None

## Public Comment:

- None

# DRAFT

**Meeting Adjourned**

Adjournment Time: 4:14 P.M.		Motion By: Parkes		Second By: Goodman	
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <b>Approved</b>  <input type="checkbox"/> <b>Not Approved</b>	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Karen Goodman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

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

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









































































































































































































































































































































**Manistee Housing Commission**  
**Bank Account Reconciliation Worksheet**

Public Housing Checking  
February 1, 2021 - February 28, 2021

Reference	Date	GL Account	Description	Amount
			+ Open Deposits & Additions	622.00
			- Open Checks & Payments	706.53
			<b>Reconciled Bank Balance</b>	<u>755,209.64</u>
<b>General Ledger Information</b>				
			Unadjusted General Ledger Balance	755,209.64
			+/- Total Adjustments	0.00
			<b>Adjusted General Ledger Balance</b>	<u>755,209.64</u>
			<b>Unreconciled Amount</b>	<u>0.00</u>

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

HRA Account - 20016093

February 1, 2021 - February 28, 2021

**General Ledger**

Balance per General Ledger (Account 10011111.3) at 02/01/21	12,495.12
Activity for the month:	
Total Debits (Deposits and Additions)	585.85
Total Credits (Checks and Payments)	<u>(1,024.33)</u>
Unadjusted General Ledger Balance at 02/28/21	12,056.64
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 02/28/21	<u><u>12,056.64</u></u>

**Bank**

Balance per Bank Statement at 02/28/21	11,763.95
Total Additions (Deposits and Additions in Transit)	292.69
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 02/28/21	<u><u>12,056.64</u></u>

**Manistee Housing Commission**  
**Bank Account Reconciliation Worksheet**

HRA Account  
February 1, 2021 - February 28, 2021

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
Beginning Bank Balance				12,202.43
<b>Cleared Deposits &amp; Additions</b>				
102	02/28/21		January Cash Receipts	0.47
13398	01/20/21		CMHC - West Shore FSA	292.69
13400	02/03/21		CMHC - West Shore FSA	292.69
Total				585.85
Statement Total				585.85
Difference				0.00
<b>Cleared Checks &amp; Payments</b>				
RT3	02/28/21		To record HRA transactions per bank statement.	1,024.33
Total				1,024.33
Statement Total				1,024.33
Difference				0.00
Ending Bank Balance				<u>11,763.95</u>
<b>Reconciled Bank Information</b>				
Ending Bank Balance				11,763.95
<b>Open Deposits &amp; Additions</b>				
13403	02/17/21		CMHC - West Shore FSA	292.69
Total				<u>292.69</u>
<b>Open Checks &amp; Payments</b>				
Total				<u>0.00</u>
Reconciled Bank Balance				<u>12,056.64</u>
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
Beginning Bank Balance				12,202.43
+ Cleared Deposits & Additions				585.85
- Cleared Checks & Payments				<u>1,024.33</u>
Ending Bank Balance				11,763.95
<b>Reconciled Bank Information</b>				
+ Open Deposits & Additions				292.69
- Open Checks & Payments				<u>0.00</u>
Reconciled Bank Balance				<u>12,056.64</u>
<b>General Ledger Information</b>				
Unadjusted General Ledger Balance				12,056.64
+/- Total Adjustments				<u>0.00</u>
Adjusted General Ledger Balance				<u>12,056.64</u>
Unreconciled Amount				<u>0.00</u>

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

Money Market Savings - 558567  
February 1, 2021 - February 28, 2021

**General Ledger**

Balance per General Ledger (Account 10011111.4) at 02/01/21	55,008.16
Activity for the month:	
Total Debits (Deposits and Additions)	8.38
Total Credits (Checks and Payments)	<u>(827.43)</u>
Unadjusted General Ledger Balance at 02/28/21	54,189.11
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 02/28/21	<u><u>54,189.11</u></u>

**Bank**

Balance per Bank Statement at 02/28/21	54,189.11
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 02/28/21	<u><u>54,189.11</u></u>

**Manistee Housing Commission**  
**Bank Account Reconciliation Worksheet**

Money Market Savings  
 February 1, 2021 - February 28, 2021

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
			Beginning Bank Balance	55,213.11
<b>Cleared Deposits &amp; Additions</b>				
102	02/28/21		January Cash Receipts	8.38
			Total	<u>8.38</u>
			Statement Total	<u>8.38</u>
			Difference	<u>0.00</u>
<b>Cleared Checks &amp; Payments</b>				
102	02/28/21		January Cash Receipts	9.37
1023	01/20/21	10011111.2	Manistee Housing Commission	204.95
1024	02/10/21	10011111.2	Manistee Housing Commission	818.06
			Total	<u>1,032.38</u>
			Statement Total	<u>1,032.38</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>54,189.11</u></u>
<b>Reconciled Bank Information</b>				
			Ending Bank Balance	54,189.11
<b>Open Deposits &amp; Additions</b>				
			Total	<u>0.00</u>
<b>Open Checks &amp; Payments</b>				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>54,189.11</u></u>
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
			Beginning Bank Balance	55,213.11
			+ Cleared Deposits & Additions	8.38
			- Cleared Checks & Payments	<u>1,032.38</u>
			Ending Bank Balance	54,189.11
<b>Reconciled Bank Information</b>				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>54,189.11</u></u>
<b>General Ledger Information</b>				
			Unadjusted General Ledger Balance	54,189.11
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>54,189.11</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

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

	1 Month Ended February 28, 2021	1 Month Ended February 29, 2020	2 Months Ended February 28, 2021	2 Months Ended February 29, 2020
<b>Operating Income</b>				
3110 - Dwelling Rental Revenue	\$ 52,148.00	\$ 49,368.00	\$ 103,926.00	\$ 99,426.00
3120 - Tenant Revenue - Excess Utilities	815.80	631.30	1,627.45	1,235.32
3690 - Tenant Revenue - Other	525.00	1,171.87	1,611.80	2,286.87
3401.2 - Operating Subsidy	51,271.00	49,180.33	102,543.00	98,360.66
3610 - Interest Income	157.39	135.20	331.71	273.94
3690.1 - Other Revenue	278.96	91.32	3,408.75	91.32
3690.4 - Laundry Revenue	0.00	709.13	1,236.62	1,888.85
3690.6 - Fraud Recovery Revenue	0.00	0.00	0.00	425.56
3690.7 - Management Fee - DVG	833.33	833.00	1,666.66	1,666.00
<b>Total Operating Income</b>	<u>\$ 106,029.48</u>	<u>\$ 102,120.15</u>	<u>\$ 216,351.99</u>	<u>\$ 205,654.52</u>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
4110 - Administrative Wages	\$ 15,233.80	\$ 13,767.94	\$ 30,614.00	\$ 27,521.23
4130 - Legal Expense	1,452.98	86.00	2,466.72	680.75
4140 - Staff Training	0.00	0.00	1,475.00	0.00
4170 - Accounting Fees	686.88	686.88	1,441.26	1,373.76
4182 - Employee Benefits - Admin	7,851.51	7,514.63	15,863.32	15,196.73
4185 - Telephone	4,129.44	1,811.27	9,543.26	4,751.44
4190.1 - Publications	72.90	0.00	72.90	0.00
4190.2 - Membership Dues and Fees	419.00	799.00	1,394.00	1,724.00
4190.3 - Admin Service Contracts	2,843.05	3,684.72	8,947.23	6,909.10
4190.4 - Office Supplies	197.16	44.50	485.71	1,541.20
4190.5 - Other Sundry-Misc.	517.98	172.18	1,552.58	898.53
4221 - Resident Employee Stipend	600.00	550.00	1,200.00	1,100.00
4230 - Contract Costs-Cable & Other	68.36	59.96	136.72	119.91
4310 - Water & Sewer	6,507.95	5,422.87	12,131.35	9,530.86
4320 - Electricity	10,601.71	11,357.74	20,003.42	21,598.44
4330 - Gas	3,241.27	3,296.98	5,833.99	9,984.59
4410 - Maintenance Wages	5,795.70	7,949.18	14,887.10	17,242.24
4420 - Materials	792.73	4,126.30	2,343.28	8,556.47
4430.01 - Garbage Removal	1,749.67	1,688.98	3,100.19	3,038.24
4430.02 - Heating & Cooling Contracts	1,844.43	1,572.14	3,762.08	1,757.39
4430.04 - Elevator Contracts	0.00	0.00	12,579.30	12,069.06
4430.06 - Unit Turnaround Contracts	0.00	280.00	0.00	3,124.00
4430.07 - Electrical Contracts	176.07	0.00	176.07	0.00
4430.08 - Plumbing Contracts	0.00	466.99	0.00	666.99
4430.09 - Extermination Contracts	3,559.00	2,956.00	9,264.00	5,442.00
4430.11 - Routine Maintenance Contracts	1,591.60	0.00	1,591.60	0.00
4430.12 - Miscellaneous Contracts	0.00	0.00	3,477.52	606.20
4433 - Employee Benefits - Maint.	4,287.05	5,910.87	8,928.85	11,918.33
4510 - Insurance	8,287.41	8,105.82	16,592.07	16,211.64
4520 - Payment in Lieu of Taxes	3,125.00	3,125.00	6,250.00	6,250.00
4570 - Collection Losses	0.00	0.00	0.00	11.45
4580 - Interest Expense	5,258.79	5,583.97	10,546.38	11,193.25
<b>Total Routine Expense</b>	<u>\$ 90,891.44</u>	<u>\$ 91,019.92</u>	<u>\$ 206,659.90</u>	<u>\$ 201,017.80</u>

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

	1 Month Ended February 28, 2021	1 Month Ended February 29, 2020	2 Months Ended February 28, 2021	2 Months Ended February 29, 2020
<b>Non-Routine Expense</b>				
<b>Extraordinary Maintenance</b>				
<b>Total Extraordinary Maintenance</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Non-Routine Expense</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Operating Expenses</b>	<u>\$ 90,891.44</u>	<u>\$ 91,019.92</u>	<u>\$ 206,659.90</u>	<u>\$ 201,017.80</u>
<b>Operating Income (Loss)</b>	<u>\$ 15,138.04</u>	<u>\$ 11,100.23</u>	<u>\$ 9,692.09</u>	<u>\$ 4,636.72</u>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	\$ 23,115.00	\$ 24,055.00	\$ 46,230.00	\$ 48,110.00
<b>Total Depreciation Expense</b>	<u>\$ 23,115.00</u>	<u>\$ 24,055.00</u>	<u>\$ 46,230.00</u>	<u>\$ 48,110.00</u>
<b>Other Financial Items</b>				
<b>Total Other Financial Items</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Capital Expenditures</b>				
7510 - Principal Payments - EPC	\$ 4,563.77	\$ 3,957.80	\$ 9,103.33	\$ 7,894.61
7511 - Principal Payments - 2016 F250	476.29	448.84	950.23	895.47
7512 - Principal Payments - 2019 F250	432.18	406.06	862.12	810.01
7520 - Replacement of Equipment	0.00	1,556.29	0.00	1,556.29
7540 - Betterments and Additions	758.23	0.00	758.23	0.00
7590 - Operating Expenditures-Contra	<u>(6,230.47)</u>	<u>(6,368.99)</u>	<u>(11,673.91)</u>	<u>(11,156.38)</u>
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>HUD Net Income (Loss)</b>	<u><u>\$ 8,907.57</u></u>	<u><u>\$ 4,731.24</u></u>	<u><u>\$ (1,981.82)</u></u>	<u><u>\$ (6,519.66)</u></u>



Housing Authority Acct Specialists, Inc.  
311 Jefferson Ave  
Sparta, WI 54656  
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 February 28, 2021. These reports have been compiled in accordance with Generally Accepted Accounting Principles (GAAP):

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

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

Respectfully Submitted:

Housing Authority Acct Specialists, Inc.

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

**Manistee Housing Commission  
Domestic Violence Grant  
Balance Sheet  
As of February 28, 2021**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111 - Cash - MSHDA \$ 58,923.54

**Total Cash** 58,923.54

**Receivables**

1122 - Tenants Accounts Receivable 932.32

1129.4 - Interfund Receivable - P/H 1,448.62

**Total Receivables** 2,380.94

**Other Current Assets**

**Total Other Current Assets** 0.00

**TOTAL CURRENT ASSETS** 61,304.48

**Fixed Assets**

1400.7 - Buildings 373,231.29

1400.98 - Accumulated Depreciation-DVG (130,285.15)

**Total Fixed Assets** 242,946.14

**TOTAL ASSETS** \$ 304,250.62

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

**Manistee Housing Commission  
Domestic Violence Grant  
Balance Sheet  
As of February 28, 2021**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

2111 - Vendors and Contractors	\$ 333.04
2114 - Tenant Security Deposits	<u>1,496.00</u>
<b>Total Current Liabilities</b>	<b>1,829.04</b>

**Noncurrent Liabilities**

2128 - Mortgage 1 - MSHDA (Forgivable)	124,500.00
2129 - Mortgage 2 - MSHDA (Forgivable)	120,000.00
2130 - Mortgage 3 - MSHDA (Forgivable)	<u>130,500.00</u>
<b>Total Noncurrent Liabilities</b>	<b>375,000.00</b>

**TOTAL LIABILITIES**

376,829.04

**EQUITY**

2806.4 - Invested in Capital Assets-DVG	<u>(130,263.86)</u>
---	---------------------

**Unrestricted Net Assets**

2806 - Unrestricted Net Position	58,140.08
Current Year Profit/(Loss)	<u>(454.64)</u>
<b>Total Unrestricted Net Assets</b>	<b>57,685.44</b>

**TOTAL EQUITY**

(72,578.42)

**TOTAL LIABILITIES/EQUITY**

\$ 304,250.62

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**Manistee Housing Commission**  
**Domestic Violence Grant**  
**Statement of Revenue & Expense**  
**For the 1 Month and 2 Months Ended February 28, 2021**

	1 Month Ended	2 Months Ended
	<u>February 28, 2021</u>	<u>February 28, 2021</u>
<b>Operating Revenue</b>		
3110 - Dwelling Rental Revenue	\$ 1,680.00	\$ 3,360.00
3120 - Tenant Revenue - Excess Utilities	0.00	2.57
3690 - Tenant Revenue - Other	50.00	100.00
<b>Total Operating Revenue</b>	1,730.00	3,462.57
<b>Operating Expenses</b>		
<b>Administration</b>		
4170 - Accounting Fees	128.54	257.08
4172 - Management Fees	833.33	1,666.66
4190.4 - Office Supplies	0.00	131.15
<b>Total Administration</b>	961.87	2,054.89
<b>Ordinary Maint. &amp; Operations</b>		
<b>Total Ordinary Maint. &amp; Oper</b>	0.00	0.00
<b>General Expense</b>		
4590 - Other General Expense	0.00	72.32
<b>Total General Expense</b>	0.00	72.32
<b>Total Routine Operating Expenses</b>	961.87	2,127.21
<b>Depreciation Expense</b>		
4800 - Depreciation - Current Year	895.00	1,790.00
<b>Total Depreciation Expense</b>	895.00	1,790.00
<b>Capital Expenditures</b>		
<b>Total Capital Expenditures</b>	0.00	0.00
<b>Net Income (Loss)</b>	\$ 768.13	\$ 1,335.36

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**Manistee Housing Commission  
DVG Cash Disbursements Journal**

February 1, 2021 - February 28, 2021

Date	Reference	Account	Description	Amount
02/10/21	2810	20011111	H.A.A.S., Inc.	(128.54)
02/10/21	2810	20014170	H.A.A.S., Inc.	128.54
02/10/21	2811	20011111	Manistee Housing Commission	(833.33)
02/10/21	2811	20014172	Manistee Housing Commission	833.33
<b>Transaction Balance</b>				<u>0.00</u>

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**Manistee Housing Commission**

**DVG Cash Receipts Journal**

February 1, 2021 - February 28, 2021

Date	Reference	Account	Description	Amount
02/28/21	102	20011111	February Cash Receipts	1,487.00
02/28/21	102	20011122	February TAR Collections	(1,487.00)
<b>Transaction Balance</b>				<u>0.00</u>

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**Manistee Housing Commission**

**DVG Journal Entry Journal**

February 1, 2021 - February 28, 2021

Date	Reference	Account	Description	Amount
02/28/21	301	20011122	To record charges to tenants per Feb 2021 Statement of Operations.	1,730.00
02/28/21	301	20013110	To record charges to tenants per Feb 2021 Statement of Operations.	(1,680.00)
02/28/21	301	20013690	To record charges to tenants per Feb 2021 Statement of Operations.	(50.00)
02/28/21	DVG1	20014800	To record estimated depreciation expense.	895.00
02/28/21	DVG1	20011400.98	To record estimated depreciation expense.	(895.00)
02/28/21	RT1	20019996	To record units leased.	3.00
02/28/21	RT1	20019997	To record units leased.	(3.00)
<b>Transaction Balance</b>				<u>0.00</u>

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**Manistee Housing Commission  
General Ledger**

February 1, 2021 - February 28, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
<b>20011111</b>	<b>Cash - MSHDA</b>			58,398.41		
02/10/21	2810	2	H.A.A.S., Inc.		(128.54)	
02/10/21	2811	2	Manistee Housing Commission		(833.33)	
02/28/21	102	1	February Cash Receipts		1,487.00	
			<b>Totals for 20011111</b>		<u>525.13</u>	<u>58,923.54</u>
<b>20011122</b>	<b>Tenants Accounts Receivable</b>			689.32		
02/28/21	102	1	February TAR Collections		(1,487.00)	
02/28/21	301	3	To record charges to tenants per Feb 2021 Statement of Operations.		1,730.00	
			<b>Totals for 20011122</b>		<u>243.00</u>	<u>932.32</u>
<b>20011129.4</b>	<b>Interfund Receivable - P/H</b>			1,448.62		
			<b>Totals for 20011129.4</b>		<u>0.00</u>	<u>1,448.62</u>
<b>20011400.7</b>	<b>Buildings</b>			373,231.29		
			<b>Totals for 20011400.7</b>		<u>0.00</u>	<u>373,231.29</u>
<b>20011400.98</b>	<b>Accumulated Depreciation-DVG</b>			(129,390.15)		
02/28/21	DVG1	3	To record estimated depreciation expense.		(895.00)	
			<b>Totals for 20011400.98</b>		<u>(895.00)</u>	<u>(130,285.15)</u>
<b>20012111</b>	<b>Vendors &amp; Contractors</b>			(333.04)		
			<b>Totals for 20012111</b>		<u>0.00</u>	<u>(333.04)</u>
<b>20012114</b>	<b>Tenant Security Deposits</b>			(1,496.00)		
			<b>Totals for 20012114</b>		<u>0.00</u>	<u>(1,496.00)</u>
<b>20012128</b>	<b>Mortgage 1 - MSHDA (Forgivable)</b>			(124,500.00)		
			<b>Totals for 20012128</b>		<u>0.00</u>	<u>(124,500.00)</u>
<b>20012129</b>	<b>Mortgage 2 - MSHDA (Forgivable)</b>			(120,000.00)		
			<b>Totals for 20012129</b>		<u>0.00</u>	<u>(120,000.00)</u>
<b>20012130</b>	<b>Mortgage 3 - MSHDA (Forgivable)</b>			(130,500.00)		
			<b>Totals for 20012130</b>		<u>0.00</u>	<u>(130,500.00)</u>
<b>20012806</b>	<b>Unrestricted Net Assets</b>			(58,140.08)		
			<b>Totals for 20012806</b>		<u>0.00</u>	<u>(58,140.08)</u>
<b>20012806.4</b>	<b>Invested in Capital Assets-DVG</b>			130,263.86		
			<b>Totals for 20012806.4</b>		<u>0.00</u>	<u>130,263.86</u>
<b>20013110</b>	<b>Dwelling Rental</b>			(1,680.00)		
02/28/21	301	3	To record charges to tenants per Feb 2021 Statement of Operations.		(1,680.00)	
			<b>Totals for 20013110</b>		<u>(1,680.00)</u>	<u>(3,360.00)</u>
<b>20013120</b>	<b>Excess Utilities</b>			(2.57)		
			<b>Totals for 20013120</b>		<u>0.00</u>	<u>(2.57)</u>
<b>20013690</b>	<b>Tenant Income</b>			(50.00)		
02/28/21	301	3	To record charges to tenants per Feb 2021 Statement of Operations.		(50.00)	
			<b>Totals for 20013690</b>		<u>(50.00)</u>	<u>(100.00)</u>
<b>20014170</b>	<b>Accounting Fees</b>			128.54		
02/10/21	2810	2	H.A.A.S., Inc.		128.54	

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**Manistee Housing Commission  
General Ledger**

February 1, 2021 - February 28, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
<b>Totals for 20014170</b>					<u>128.54</u>	<u>257.08</u>
<b>20014172</b>	<b>Management Fees</b>			833.33		
02/10/21	2811	2	Manistee Housing Commission		<u>833.33</u>	
<b>Totals for 20014172</b>					<u>833.33</u>	<u>1,666.66</u>
<b>20014190.4</b>	<b>Office Supplies</b>			131.15		
<b>Totals for 20014190.4</b>					<u>0.00</u>	<u>131.15</u>
<b>20014590</b>	<b>General Expense</b>			72.32		
<b>Totals for 20014590</b>					<u>0.00</u>	<u>72.32</u>
<b>20014800</b>	<b>Depreciation - Current Year</b>			895.00		
02/28/21	DVG1	3	To record estimated depreciation expense.		<u>895.00</u>	
<b>Totals for 20014800</b>					<u>895.00</u>	<u>1,790.00</u>
<b>20019996</b>	<b>Unit Months Leased</b>			3.00		
02/28/21	RT1	3	To record units leased.		<u>3.00</u>	
<b>Totals for 20019996</b>					<u>3.00</u>	<u>6.00</u>
<b>20019997</b>	<b>Unit Months Leased - Contra</b>			(3.00)		
02/28/21	RT1	3	To record units leased.		<u>(3.00)</u>	
<b>Totals for 20019997</b>					<u>(3.00)</u>	<u>(6.00)</u>
<b>Report Total</b>						<u>0.00</u>
<b>Net Profit/(Loss)</b>						
Current Period			<u>(126.87)</u>			
Year-to-Date			<u>(454.64)</u>			

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

DVG Checking - 0610226573  
February 1, 2021 - February 28, 2021

**General Ledger**

Balance per General Ledger (Account 20011111) at 02/01/21	58,398.41
Activity for the month:	
Total Debits (Deposits and Additions)	1,487.00
Total Credits (Checks and Payments)	(961.87)
Unadjusted General Ledger Balance at 02/28/21	<u>58,923.54</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 02/28/21	<u><u>58,923.54</u></u>

**Bank**

Balance per Bank Statement at 02/28/21	58,923.54
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 02/28/21	<u><u>58,923.54</u></u>

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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

DVG Checking  
February 1, 2021 - February 28, 2021

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
				<b>Beginning Bank Balance</b>
				58,398.41
<b>Cleared Deposits &amp; Additions</b>				
102	02/28/21	20011122	February Cash Receipts	1,487.00
				<b>Total</b>
				1,487.00
				<b>Statement Total</b>
				1,487.00
				<b>Difference</b>
				0.00
<b>Cleared Checks &amp; Payments</b>				
2810	02/10/21	20014170	H.A.A.S., Inc.	128.54
2811	02/10/21	20014172	Manistee Housing Commission	833.33
				<b>Total</b>
				961.87
				<b>Statement Total</b>
				961.87
				<b>Difference</b>
				0.00
				<b>Ending Bank Balance</b>
				58,923.54
<b>Reconciled Bank Information</b>				
				<b>Ending Bank Balance</b>
				58,923.54
<b>Open Deposits &amp; Additions</b>				
				<b>Total</b>
				0.00
<b>Open Checks &amp; Payments</b>				
				<b>Total</b>
				0.00
				<b>Reconciled Bank Balance</b>
				58,923.54
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
Beginning Bank Balance				58,398.41
+ Cleared Deposits & Additions				1,487.00
- Cleared Checks & Payments				961.87
Ending Bank Balance				58,923.54
<b>Reconciled Bank Information</b>				
+ Open Deposits & Additions				0.00
- Open Checks & Payments				0.00
<b>Reconciled Bank Balance</b>				58,923.54
<b>General Ledger Information</b>				
Unadjusted General Ledger Balance				58,923.54
+/- Total Adjustments				0.00
<b>Adjusted General Ledger Balance</b>				58,923.54
<b>Unreconciled Amount</b>				0.00

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

For the Month Ending February 28, 2021  
 Prepared March 4, 2021 by Financial Analyst

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning PH Balance</b>				<b>\$ 52,694.60</b>
<b>Increases to PH</b>				\$ -
		None		\$ -
				\$ -
Total Increases to PH			<u>\$ -</u>	<u>\$ -</u>
<b>Decreases to PH</b>				\$ -
		None		\$ -
				\$ -
				\$ -
				\$ -
Total Decreases to PH			<u>\$ -</u>	<u>\$ -</u>
Net Increase (Decrease) to PH			<u>\$ -</u>	<u>\$ -</u>
<b>Ending PH Balance</b>				<b>\$ 52,694.60</b>
<b>Beginning DVG Balance</b>				\$ 1,495.50
<b>Increases to DVG</b>			\$ -	\$ -
Total Increases to DVG			<u>\$ -</u>	<u>\$ -</u>
<b>Decreases to DVG</b>			\$ -	\$ -
Total Decreases to DVG			<u>\$ -</u>	<u>\$ -</u>
Net Increase (Decrease) to DVG			<u>\$ -</u>	<u>\$ -</u>
<b>Ending DVG Balance</b>			<b>\$ -</b>	<b>\$ 1,495.50</b>
<b>Combined Ending Balance</b>				<b><u>\$ 54,190.10</u></b>
<b>Account Balance February 28, 2021</b>				<b>\$ 54,189.11</b>
<b>Difference</b>				<b>\$ 0.99</b>
				(From SD to PH)
				From PH to SD

**PH Owes SD \$0.99**