



**City of Manistee
Housing Commission**
273 6th Avenue • Manistee, Michigan 49660

**Tuesday, October 26, 2021
Meeting Agenda
4:00 PM
4:00 PM–VIRTUAL MEETING**

Good afternoon. It is Tuesday, October 26, 2021. I am Clinton McKinven-Copus, Executive Director and Secretary for the City of Manistee Housing Commission. The Housing Commission's October 26, 2021, Regular Meeting is being conducted remotely by Zoom.

The meeting is in an 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.

Members of the Housing Commission Board of Commissioners are asked to speak their name clearly before speaking or making a motion or a second.

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, public members 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. Meeting Minutes, September 28, 2021

b. Financial Reports

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

i. Public Housing Financial Statements*

1. Public Housing Financial Statement*

- a. August 2021

2. Public Housing Bank Reconciliation*

- a. August 2021

3. Public Housing Current Year vs. Prior Year*

- a. August 2021

ii. Domestic Violence Grant Program*

1. Domestic Violence Grant Program Financial Statement

- a. August 2021

2. Domestic Violence Bank Reconciliation

- a. August 2021

iii. Security Deposits Reconciliation*

1. Security Deposit Reconciliation

- a. August 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 adopting a policy or providing public housing benefits. The contents of these resolutions, such as compliance items, policy, and regulation, are not debatable but are a requirement of regulatory compliance.

i. Listed by Number and Title

1. None

5. Financial Reports

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

i. Public Housing Financial Statements*

1. Public Housing Financial Statement*

- a. August 2021

2. Public Housing Bank Reconciliation*

- a. August 2021

3. Public Housing Current Year vs. Prior Year*

- a. August 2021

ii. Domestic Violence Grant Program*

1. Domestic Violence Grant Program Financial Statement

- a. August 2021

2. Domestic Violence Bank Reconciliation

- a. August 2021

iii. Security Deposits Reconciliation*

1. Security Deposit Reconciliation

- a. August 2021

6. Old Business

- a. None

7. New Business

- a. Resolution 2021-08 Ratification of Century Terrace and Harborview Apartments RAD Conversion and Execution of Related Documents

8. 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

9. Public Comment

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

<p><i>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.</i></p>
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10. Adjournment

11. Announcements and Upcoming Meetings

- a. Regular Commission Meeting
November 16, 2021
4:00 PM
Zoom Meeting



City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

**Meeting Minutes
September 28, 2021
Regular Meeting**

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

Meeting Start Time: 4:01 P.M.

Roll Call:

Commissioner	Present	Absent Excused	Absent Non-Excused	Remote Location
Dale Priester	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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
Yarrow Brown	Executive Director of Housing North
Bill Gambill	City Manager, City of Manistee

Public Comment on Agenda Related Items:

- Two members of the public participated in the call, and both passed when asked if they would like to comment on agenda-related items.

Amendments to the Agenda:

- Mr. McKinven-Copus pointed out that for Resolution 2021-06, Passbook Savings Rate should be written as 0.06%

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Consent Agenda:

- A. Approval of Minutes
 - i. Meeting Minutes, August 24, 2021
- B. Financial Reports
 - i. Public Housing Financial Statements*
 - i. Public Housing Financial Statement*
 - 1. July 2021
 - ii. Public Housing Bank Reconciliation*
 - 1. July 2021
 - iii. Public Housing Current Year vs. Prior Year*
 - 1. July 2021
 - ii. Domestic Violence Grant Program*
 - i. Domestic Violence Grant Program Financial Statement
 - 1. July 2021
 - ii. Domestic Violence Bank Reconciliation
 - 1. July 2021
 - iii. Security Deposits Reconciliation*
 - i. Security Deposit Reconciliation
 - 1. July 2021
- C. Resolutions
 - i. Listed by Number and Title
 - i. Resolution 2021-04 Flat Rent Schedule December 1, 2021—November 30, 2022*
 - ii. Resolution 2021-05 Resident Utility Allowances Effective December 1, 2021*
 - iii. Resolution 2021-06 Passbook Savings Rate December 1, 2021—November 30, 2022*

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

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Presentation by Yarrow Brown, Executive Director of Housing North:

Mr. McKinven-Copus invited Ms. Brown to present to the Board of Commissioners information about the work of Housing North and the development of the Housing Ready Program Coordinator for Manistee County. The CMHC Board of Commissioners is considering partnering with Housing North to develop the Housing Ready Program Coordinator for Manistee County.

Ms. Brown’s presentation provided information on the general work of Housing North in the ten counties of Northwest Michigan to identify the housing needs within each county, and local communities, such as the City of Manistee. Ms. Brown also provided information about the Housing Ready Program Coordinator position for Manistee County. She began by using the results of the work of the Charlevoix Housing Ready Program Coordinator, then explained the process of developing the position for Manistee County.

Old Business:

- None

New Business:

Resolution # 2021-07	Title: Authorization To Enter Into Agreement With Housing North			Motion By: Parkes	Second By: Bond
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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:

- Executive Director
 - CT & HV RAD Conversion Closing
 - Between October 14-22
 - Hold-ups
 - EGLE sign off on mitigation plans. Plans have been approved, waiting for the authorized individual to sign
 - HUD legal review of documents—R & C has made several contact efforts without an updated response
 - Meeting with the new City Manager, Bill Gambill
 - Lindsay and I met with Bill last Friday, September 24
 - It was a 30-minute introductory meeting
 - We had a very good discussion covering a lot of ground. There is a lot of information to assist a new City Manager in understanding a Public Housing Authority within his City.

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- We answered a lot of Bill's questions, many of which will be an ongoing discussion. One question Bill asked is concerning the tenant-damaged unit on 10th St. (343 ½). Bill had been approached by Habitat for Humanity offering their services to make the unit rentable. I am researching that potential, with foci on
 - CMHC's CBA with the maintenance department, since the majority of the work in that unit's repair, is within their scope
 - Procurement regulations
 - CMHC's insurance carrier and its insurance requirements of Habitat of Humanity
- Commonwealth Management Corporation LIHTC current resident eligibility testing
 - Representatives from Commonwealth Management Corporation will be on-site Monday, October 4 thru Friday, October 22, to screen all current residents of Century Terrace and Harborview for program eligibility for the LIHTC program
 - It is a requirement of that program; however, it will not affect any residents right, under the RAD conversion program, to continue in our program. The paperwork is required for the program
- After closing, residents will be required to sign a new lease with us. The lease they will sign is for the Project-Based Rental Assistance program, which provides the rent subsidy for the residents.
- Residents are kept informed of all that is required of them during the RAD conversion
- Members of the Board entered into discussion with Mr. McKinven-Copus concerning the scattered-site unit, 343 ½ 10th street
- No further reports and no communications

Public Comment:

- City Manager, Bill Gambill, thanked the Commissioner for supporting the Housing Ready Coordinator Position

Commissioner Discussion—RAD Project

The Commissioners requested Executive Director Clinton McKinven-Copus to prepare a document that presented the timeline of the Housing Commission's move toward the HUD RAD Conversion program. Mr. McKinven-Copus prepared the requested document, which was included in the Commissioners meeting packet.

President Priester asked Executive Director Clinton McKinven-Copus to introduce the materials prepared for the discussion and begin the discussion. Mr. McKinven-Copus introduced the materials and offered that the Commissioners should feel free to ask questions. Then, president Priester opened the floor for discussion by the Commissioners. After each Commissioner stated they had no questions or comments, President Priester moved us to adjournment.

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Meeting Adjourned

Adjournment Time: 4:50 P.M.		Motion By: Bond		Second By: Goodman	
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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

Memo To: President Dale Priester
CMHC Board of Commissioners

From: Clinton McKinven-Copus, Executive Director

Date: October 26, 2021

Subject: August 2021 Financial Statements



Commissioners,

The August 2021 financial statements indicate the following:

- Operating reserves at the end of July were \$615,456.27
- July's operating income/(loss) was \$ 52,234.89
- Year-to-date operating income (loss) was \$168,880.72

Documents attached are:

- August 2021 Public Housing Financial Statement
- August 2021 Bank Reconciliation
- August 2021 Current Year vs. Prior Year Statement
- August 2021 Domestic Violence Grant Program Financial Statement
- August 2021 Bank Reconciliation
- August 2021 Security Deposit Account Reconciliation

Clinton McKinven-Copus

Housing Authority Acct Specialists, Inc.
311 Jefferson Ave
Sparta, WI 54656
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 August 31, 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 IDENTIFYING INFORMATION
OF CURRENT AND PAST PROGRAM PARTICIPANTS
HAS BEEN REDACTED

**Manistee Housing Commission
Low Rent Public Housing
Balance Sheet
As of August 31, 2021**

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$	851,847.32
1111.3 - HRA Account		10,827.91
1111.4 - Money Market Savings		51,719.82
1117 - Petty Cash Fund		250.00
1118 - Change Fund		50.00

Total Cash 914,695.05

Receivables

1122 - Tenants Accounts Receivable	15,833.12
1122.1 - Allowance for Doubtful Accounts-TAR	(6,958.86)
1129 - Accounts Receivable-Other	2,708.75

Total Receivables 11,583.01

Other Current Assets

1211 - Prepaid Insurance	13,903.29
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Total Other Current Assets 13,903.29

TOTAL CURRENT ASSETS 940,181.35

NONCURRENT ASSETS

Fixed Assets

1400 - Construction in Progress-CFP	3,795.30
1400.6 - Land	360,271.62
1400.61 - Land Improvements	108,672.61
1400.7 - Buildings	4,657,515.77
1400.71 - Building Improvements	5,521,511.26
1400.72 - Non-dwelling Structures	8,525.00
1400.8 - Furn., Equip., Mach.-Dwellings	283,655.63
1400.9 - Furn., Equip., Mach.-Admin	399,482.38
1400.95 - Accumulated Depreciation-ALL	(9,261,773.29)

Total Fixed Assets 2,081,656.28

Other Noncurrent Assets

1701 - Deferred Outflows	41,760.96
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Total Other Noncurrent Assets 41,760.96

TOTAL NONCURRENT ASSETS 2,123,417.24

TOTAL ASSETS \$ 3,063,598.59

**Manistee Housing Commission
Low Rent Public Housing
Balance Sheet
As of August 31, 2021**

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2111 - Vendors and Contractors	\$	49,951.22
2114 - Tenant Security Deposits		44,368.00
2117.12 - FSA Withheld		1,417.01
2117.13 - MERS HCSP Withheld		50.00
2117.15 - MERS 457		112.34
2117.16 - Roth 457		54.32
2117.5 - Pension Withheld		1,893.02
2117.6 - PAC Withheld		2.00
2117.9 - Union Dues Withheld		45.58
2119.2 - Interfund Payable - DVG		1,496.00
2131 - EPC Loan - Current		20,502.95
2134 - Capital Lease - 2019 F250 - Current		1,806.78
2135 - Accrued Wages/Payroll Taxes Payable		5,550.31
2135.1 - Accrued Comp. Absences-Current		38,956.49
2137 - Payments in Lieu of Taxes		25,000.00

Total Current Liabilities 191,206.02

Noncurrent Liabilities

2132 - EPC Loan - Noncurrent	869,843.35
2135.3 - Accrued Comp. Absences-Non Current	18,221.98
2138 - Net Pension Liability	52,829.00
2140 - Capital Lease - 2019 F250 - Non Current	15,352.07
2701 - Deferred Inflows	5,011.00

Total Noncurrent Liabilities 961,257.40

TOTAL LIABILITIES

1,152,463.42

EQUITY

2806.1 - Invested in Capital Assets	1,307,922.88
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Unrestricted Net Assets

2806 - Unrestricted Net Position	615,456.27
2820.00 - HUD Operating Reserve - Memo	736,984.04
2820.01 - HUD Operating Reserve-Contra	(736,984.04)
Current Year Profit/Loss - Public Housing/CFP	(12,243.98)

Total Unrestricted Net Assets 603,212.29

TOTAL EQUITY

1,911,135.17

TOTAL LIABILITIES/EQUITY

\$ 3,063,598.59

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2021

	1 Month Ended	8 Months Ended	BUDGET	VARIANCE
	<u>August 31, 2021</u>	<u>August 31, 2021</u>		
Operating Revenue				
Tenant Rental Revenue				
3110 - Dwelling Rental Revenue	\$ 46,510.00	\$ 398,593.00	\$ 600,210	\$ 201,617.00
3120 - Tenant Revenue - Excess Utilities	705.05	6,514.10	8,000	1,485.90
3690 - Tenant Revenue - Other	5,019.84	26,918.14	30,000	3,081.86
Total Tenant Rental Revenue	<u>52,234.89</u>	<u>432,025.24</u>	<u>638,210</u>	<u>206,184.76</u>
HUD PHA Grant Revenue				
3401.1 - Operating Grants	0.00	0.00	65,987	65,987.00
3401.2 - Operating Subsidy	56,195.00	454,322.00	703,715	249,393.00
Total HUD PHA Grant Revenue	<u>56,195.00</u>	<u>454,322.00</u>	<u>769,702</u>	<u>315,380.00</u>
Other Revenue				
3610 - Interest Income	116.38	1,291.59	1,200	(91.59)
3690.1 - Other Revenue	13.31	3,431.17	1,000	(2,431.17)
3690.4 - Laundry Revenue	0.00	8,407.55	13,300	4,892.45
3690.6 - Fraud Recovery Revenue	213.62	213.62	3,000	2,786.38
3690.7 - Management Fee - DVG	833.33	6,667.67	10,000	3,332.33
Total Other Revenue	<u>1,176.64</u>	<u>20,011.60</u>	<u>28,500</u>	<u>8,488.40</u>
Total Operating Revenue	<u>109,606.53</u>	<u>906,358.84</u>	<u>1,436,412</u>	<u>530,053.16</u>
Operating Expenses				
Administration				
4110 - Administrative Wages	22,899.50	107,432.01	163,207	55,774.99
4130 - Legal Expense	279.50	7,278.22	8,000	721.78
4140 - Staff Training	0.00	1,475.00	8,000	6,525.00
4170 - Accounting Fees	727.92	6,413.58	9,600	3,186.42
4171 - Auditing	0.00	0.00	8,760	8,760.00
4182 - Employee Benefits - Admin	7,032.55	57,387.28	90,000	32,612.72
4185 - Telephone	2,748.31	25,242.69	25,000	(242.69)
4190.1 - Publications	0.00	1,208.90	2,000	791.10
4190.2 - Membership Dues and Fees	874.00	2,648.72	3,000	351.28
4190.3 - Admin Service Contracts	1,940.86	35,676.03	45,000	9,323.97
4190.4 - Office Supplies	1,194.50	4,585.53	11,000	6,414.47
4190.5 - Other Sundry-Misc.	823.20	7,922.66	12,000	4,077.34
Total Administration	<u>38,520.34</u>	<u>257,270.62</u>	<u>385,567</u>	<u>128,296.38</u>
Tenant Services				
4220 - Rec., Pub., & Other Services	0.00	0.00	50	50.00
4221 - Resident Employee Stipend	600.00	4,800.00	7,200	2,400.00
4230 - Contract Costs-Cable & Other	68.27	543.64	900	356.36
Total Tenant Services	<u>668.27</u>	<u>5,343.64</u>	<u>8,150</u>	<u>2,806.36</u>

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2021

	1 Month Ended	8 Months Ended	<u>BUDGET</u>	<u>VARIANCE</u>
	<u>August 31, 2021</u>	<u>August 31, 2021</u>		
Utilities				
4310 - Water & Sewer	5,618.49	45,928.59	58,800	12,871.41
4320 - Electricity	7,772.91	73,973.24	117,000	43,026.76
4330 - Gas	1,053.46	19,811.25	35,000	15,188.75
Total Utilities	<u>14,444.86</u>	<u>139,713.08</u>	<u>210,800</u>	<u>71,086.92</u>
Ordinary Maint. & Operations				
4410 - Maintenance Wages	8,650.82	55,993.18	92,380	36,386.82
4420 - Materials	2,481.44	14,622.41	40,000	25,377.59
4430.01 - Garbage Removal	1,697.30	14,697.50	18,000	3,302.50
4430.02 - Heating & Cooling Contracts	792.30	9,143.93	15,000	5,856.07
4430.04 - Elevator Contracts	0.00	12,579.30	20,000	7,420.70
4430.05 - Landscape & Grounds Contracts	0.00	1,050.00	5,000	3,950.00
4430.06 - Unit Turnaround Contracts	1,990.00	1,990.00	5,000	3,010.00
4430.07 - Electrical Contracts	276.62	920.69	2,500	1,579.31
4430.08 - Plumbing Contracts	0.00	992.29	2,500	1,507.71
4430.09 - Extermination Contracts	1,718.00	30,470.00	27,500	(2,970.00)
4430.11 - Routine Maintenance Contracts	0.00	2,701.60	5,000	2,298.40
4430.12 - Miscellaneous Contracts	215.00	10,525.81	5,000	(5,525.81)
4433 - Employee Benefits - Maint.	3,768.20	32,870.61	60,000	27,129.39
4440 - Staff Training-Maintenance	0.00	420.00	1,000	580.00
Total Ordinary Maint. & Oper	<u>21,589.68</u>	<u>188,977.32</u>	<u>298,880</u>	<u>109,902.68</u>
General Expense				
4510 - Insurance	6,531.53	63,540.60	97,800	34,259.40
4520 - Payment in Lieu of Taxes	3,125.00	25,000.00	37,500	12,500.00
4550 - Compensated Absences	0.00	0.00	6,000	6,000.00
4570 - Collection Losses	8,383.69	8,529.57	12,000	3,470.43
4580 - Interest Expense	5,092.43	41,509.17	61,584	20,074.83
Total General Expense	<u>23,132.65</u>	<u>138,579.34</u>	<u>214,884</u>	<u>76,304.66</u>
Total Routine Operating Expenses	98,355.80	729,884.00	1,118,281	388,397.00
Non-Routine Expense				
Extraordinary Maintenance				
4610.3 - Extraordinary Maint-Contract Costs	7,594.12	7,594.12	0	(7,594.12)
Total Extraordinary Maintenance	<u>7,594.12</u>	<u>7,594.12</u>	<u>0</u>	<u>(7,594.12)</u>
Casualty Losses-Not Cap.				
Total Casualty Losses	0.00	0.00	0	0.00
Total Non-Routine Expenses	7,594.12	7,594.12	0	(7,594.12)
Total Operating Expenses	<u>105,949.92</u>	<u>737,478.12</u>	<u>1,118,281</u>	<u>380,802.88</u>
Operating Income (Loss)	<u>3,656.61</u>	<u>168,880.72</u>	<u>318,131</u>	<u>149,250.28</u>
Depreciation Expense				
4800 - Depreciation - Current Year	23,115.00	184,920.00	0	(184,920.00)
Total Depreciation Expense	<u>23,115.00</u>	<u>184,920.00</u>	<u>0</u>	<u>(184,920.00)</u>

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2021

	1 Month Ended	8 Months Ended	<u>BUDGET</u>	<u>VARIANCE</u>
	<u>August 31, 2021</u>	<u>August 31, 2021</u>		
Surplus Credits & Charges				
Total Surplus Credits & Charges	0.00	0.00	0	0.00
Capital Expenditures				
7510 - Principal Payments - EPC	5,057.96	37,347.70	57,851	20,503.30
7511 - Principal Payments - 2016 F250	0.00	1,429.61	1,430	0.39
7512 - Principal Payments - 2019 F250	445.86	3,502.86	5,310	1,807.14
7520 - Replacement of Equipment	0.00	2,014.84	5,000	2,985.16
7540 - Betterments and Additions	0.00	3,057.94	0	(3,057.94)
7590 - Operating Expenditures-Contra	(5,503.82)	(47,352.95)	(69,591)	(22,238.05)
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)	\$ (1,847.21)	\$ 121,527.77	\$ 248,540	\$ 127,012.23
GAAP Net Income (Loss)	\$ (19,458.39)	\$ (16,039.28)		

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**Manistee Housing Commission
2019 Capital Fund Grant
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2021**

	1 Month Ended	8 Months Ended
1019	<u>August 31, 2021</u>	<u>August 31, 2021</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.1 - Operating Grants	22,398.30	121,320.30
3401.3 - Capital Grants	0.00	3,795.30
Total HUD PHA GRANTS	22,398.30	125,115.60
Total Operating Income	22,398.30	125,115.60
Operating Expenses		
Administration		
4110 - Administrative Wages	0.00	29,940.00
4130 - Legal Expense	16,397.50	75,262.50
4173 - RAD Consulting Fees	6,000.80	13,202.80
4182 - Employee Benefits - Admin	0.00	2,290.00
4190.3 - Admin Service Contracts	0.00	625.00
Total Administration	22,398.30	121,320.30
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	22,398.30	121,320.30
Net Income/(Loss)	0.00	3,795.30

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**Manistee Housing Commission
2020 Capital Fund Grant
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2021**

	1 Month Ended	8 Months Ended
1020	<u>August 31, 2021</u>	<u>August 31, 2021</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Total Operating Income	0.00	0.00
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	0.00

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Manistee Housing Commission
2019 Capital Fund Grant

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-19 **1519**	August 31, 2021	August 31, 2021		
Administration				
1406 - Operations	\$ 0.00	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	0.00	12,158.80	32,230.00	20,071.20
1410 - Administration	0.00	32,230.00	32,230.00	0.00
Total Administration	<u>0.00</u>	<u>110,375.60</u>	<u>130,446.80</u>	<u>20,071.20</u>
A & E				
Total A & E Fees	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
Total Dwelling Structures	0.00	0.00	0.00	0.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
General Capital Activity				
1480 - General Capital Activity	22,398.30	179,044.62	193,469.20	14,424.58
Total General Capital Activity	<u>22,398.30</u>	<u>179,044.62</u>	<u>193,469.20</u>	<u>14,424.58</u>
Total Grant Funds Expended	<u>\$ 22,398.30</u>	<u>\$ 289,420.22</u>	<u>\$ 323,916.00</u>	<u>\$ 34,495.78</u>
1600 - Grant Funding	<u>22,398.30</u>	<u>289,420.22</u>	<u>323,916.00</u>	<u>34,495.78</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
2020 Capital Fund Grant

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-20 **1520**	August 31, 2021	August 31, 2021		
Administration				
1406 - Operations	\$ 0.00	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	0.00	0.00	32,993.40	32,993.40
1410 - Administration	0.00	0.00	32,993.40	32,993.40
Total Administration	0.00	65,986.80	131,973.60	65,986.80
A & E				
Total A & E Fees	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
Total Dwelling Structures	0.00	0.00	0.00	0.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
General Capital Activity				
1480 - General Capital Activity	0.00	0.00	208,258.40	208,258.40
Total General Capital Activity	0.00	0.00	208,258.40	208,258.40
Total Grant Funds Expended	\$ 0.00	\$ 65,986.80	\$ 340,232.00	\$ 274,245.20
1600 - Grant Funding	0.00	65,986.80	340,232.00	274,245.20
Over/(Under) Funding	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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Manistee Housing Commission

Cash Disbursements Journal

August 1, 2021 - August 31, 2021

Date	Reference	Account	Description	Amount
08/01/21	11706	10011111.2	AmTrust North America Inc	(456.00)
08/01/21	11706	10014510	AmTrust North America Inc	456.00
08/01/21	11707	10011111.2	AT & T	(1,252.53)
08/01/21	11707	10014185	AT & T	1,252.53
08/01/21	11708	10011111.2	AT & T	(355.52)
08/01/21	11708	10014185	AT & T	355.52
08/01/21	11709	10011111.2	AT & T Long Distance	(154.72)
08/01/21	11709	10014185	AT & T Long Distance	154.72
08/01/21	11710	10011111.2	AT & T Mobility	(720.56)
08/01/21	11710	10014185	AT & T Mobility	720.56
08/01/21	11711	10011111.2	Byline Bank	(10,058.70)
08/01/21	11711	10012131	Byline Bank	5,057.96
08/01/21	11711	10014580	Byline Bank	5,000.74
08/01/21	11711	10017510	Byline Bank	5,057.96
08/01/21	11711	10017590	Byline Bank	(5,057.96)
08/01/21	11712	10011111.2	Carahsoft Technology Corporation	(10.00)
08/01/21	11712	10014190.5	Carahsoft Technology Corporation	10.00
08/01/21	11713	10011111.2	Consumers Energy	(5,552.19)
08/01/21	11713	10014320	Consumers Energy	5,552.19
08/01/21	11714	10011111.2	Custom Sheet Metal & Heating	(334.30)
08/01/21	11714	10014430.02	Custom Sheet Metal & Heating	334.30
08/01/21	11715	10011111.2	DTE Energy	(1,030.19)
08/01/21	11715	10014330	DTE Energy	1,030.19
08/01/21	11716	10011111.2	Kevin Helminiak	(326.88)
08/01/21	11716	10014420	Kevin Helminiak	326.88
08/01/21	11717	10011111.2	Mika Meyers PLC	(279.50)
08/01/21	11717	10014130	Mika Meyers PLC	279.50
08/01/21	11718	10011111.2	Next IT	(413.44)
08/01/21	11718	10014190.3	Next IT	413.44
08/01/21	11719	10011111.2	Reserve Account	(500.00)
08/01/21	11719	10014190.5	Reserve Account	500.00
08/01/21	11720	10011111.2	Principal Financial Group	(1,240.84)
08/01/21	11720	10014182	Principal Financial Group	804.78
08/01/21	11720	10014433	Principal Financial Group	436.06
08/01/21	11721	10011111.2	Sherwin-Williams Co.	(174.83)
08/01/21	11721	10014420	Sherwin-Williams Co.	174.83
08/01/21	11722	10011111.2	Sun Life Financial	(604.24)
08/01/21	11722	10014182	Sun Life Financial	431.37
08/01/21	11722	10014433	Sun Life Financial	172.87
08/01/21	11723	10011111.2	VSP	(242.15)

Manistee Housing Commission

Cash Disbursements Journal

August 1, 2021 - August 31, 2021

Date	Reference	Account	Description	Amount
08/01/21	11723	10014182	VSP	96.86
08/01/21	11723	10014433	VSP	145.29
08/01/21	11724	10011111.2	██████████	(200.00)
08/01/21	11724	10014221	██████████	200.00
08/01/21	11725	10011111.2	██████████	(200.00)
08/01/21	11725	10014221	██████████	200.00
08/01/21	11726	10011111.2	██████████	(200.00)
08/01/21	11726	10014221	██████████	200.00
08/04/21	13431	10011111.2	CMHC - West Shore FSA	(292.69)
08/04/21	13431	10011111.3	CMHC - West Shore FSA	292.69
08/04/21	13432	10011111.2	United Steel Workers of America	(2.00)
08/04/21	13432	10012117.6	United Steel Workers of America	2.00
08/04/21	13433	10011111.2	United Steel Workers of America	(45.55)
08/04/21	13433	10012117.9	United Steel Workers of America	45.55
08/06/21	11727	10011111.2	Consumers Energy	(75.00)
08/06/21	11727	10011122	Consumers Energy	75.00
08/06/21	11728	10011111.2	Consumers Energy	(23.00)
08/06/21	11728	10011122	Consumers Energy	23.00
08/06/21	11729	10011111.2	Consumers Energy	(70.00)
08/06/21	11729	10011122	Consumers Energy	70.00
08/06/21	11730	10011111.2	DTE Energy	(27.00)
08/06/21	11730	10011122	DTE Energy	27.00
08/06/21	11731	10011111.2	Amor Sign Studios	(215.00)
08/06/21	11731	10014430.12	Amor Sign Studios	215.00
08/06/21	11732	10011111.2	Charter Communications	(68.27)
08/06/21	11732	10014230	Charter Communications	68.27
08/06/21	11733	10011111.2	City of Manistee	(5,618.49)
08/06/21	11733	10014310	City of Manistee	5,618.49
08/06/21	11734	10011111.2	Consumers Energy	(2,220.72)
08/06/21	11734	10014320	Consumers Energy	2,220.72
08/06/21	11735	10011111.2	DTE Energy	(23.27)
08/06/21	11735	10014330	DTE Energy	23.27
08/06/21	11736	10011111.2	EJP Consulting Group, LLC	(6,000.80)
08/06/21	11736	10194173	EJP Consulting Group, LLC	6,000.80
08/06/21	11736	15191480	EJP Consulting Group, LLC	6,000.80
08/06/21	11736	15199800	EJP Consulting Group, LLC	(6,000.80)
08/06/21	11737	10011111.2	Fastenal Company	(935.43)
08/06/21	11737	10014420	Fastenal Company	935.43
08/06/21	11738	10011111.2	Gill-Roy's Hardware	(277.25)
08/06/21	11738	10014420	Gill-Roy's Hardware	277.25

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Manistee Housing Commission

Cash Disbursements Journal

August 1, 2021 - August 31, 2021

Date	Reference	Account	Description	Amount
08/06/21	11739	10011111.2	Griffin Pest Solutions	(1,718.00)
08/06/21	11739	10014430.09	Griffin Pest Solutions	1,718.00
08/06/21	11740	10011111.2	Haglund's Floor Covering	(1,990.00)
08/06/21	11740	10014430.06	Haglund's Floor Covering	1,990.00
08/06/21	11741	10011111.2	H.A.A.S., Inc.	(727.92)
08/06/21	11741	10014170	H.A.A.S., Inc.	727.92
08/06/21	11742	10011111.2	Housing Insurance Services, Inc.	(9,746.00)
08/06/21	11742	10011211	Housing Insurance Services, Inc.	9,746.00
08/06/21	11743	10011111.2	Laser Printer Technologies	(298.00)
08/06/21	11743	10014190.4	Laser Printer Technologies	298.00
08/06/21	11744	10011111.2	Linke Lumber	(58.14)
08/06/21	11744	10014420	Linke Lumber	58.14
08/06/21	11745	10011111.2	McCardel Water Conditioning	(19.75)
08/06/21	11745	10014190.5	McCardel Water Conditioning	19.75
08/06/21	11746	10011111.2	MRI Software LLC	(18.79)
08/06/21	11746	10014190.5	MRI Software LLC	18.79
08/06/21	11747	10011111.2	NCRC NAHRO	(75.00)
08/06/21	11747	10014190.2	NCRC NAHRO	75.00
08/06/21	11748	10011111.2	PNC Bank	(686.88)
08/06/21	11748	10014190.3	PNC Bank	193.00
08/06/21	11748	10014190.4	PNC Bank	260.50
08/06/21	11748	10014190.5	PNC Bank	233.38
08/06/21	11749	10011111.2	Premier Heating & Cooling Co.	(389.00)
08/06/21	11749	10014430.02	Premier Heating & Cooling Co.	389.00
08/06/21	11750	10011111.2	Reno & Cavanaugh PLLC	(16,397.50)
08/06/21	11750	10194130	Reno & Cavanaugh PLLC	16,397.50
08/06/21	11750	15191480	Reno & Cavanaugh PLLC	16,397.50
08/06/21	11750	15199800	Reno & Cavanaugh PLLC	(16,397.50)
08/06/21	11751	10011111.2	Robert Krolczyk	(173.25)
08/06/21	11751	10014420	Robert Krolczyk	173.25
08/06/21	11752	10011111.2	Servpro of Manistee, Ludington, and Cadillac	(7,244.12)
08/06/21	11752	10014610.3	Servpro of Manistee, Ludington, and Cadillac	7,244.12
08/06/21	11753	10011111.2	US Bank Equipment Finance	(769.07)
08/06/21	11753	10014190.3	US Bank Equipment Finance	769.07
08/06/21	11754	10011111.2	Wahr Hardware, Inc.	(81.76)
08/06/21	11754	10014420	Wahr Hardware, Inc.	81.76
08/18/21	13434	10011111.2	CMHC - West Shore FSA	(292.69)
08/18/21	13434	10011111.3	CMHC - West Shore FSA	292.69
08/18/21	13435	10011111.2	United Steel Workers of America	(44.47)
08/18/21	13435	10012117.9	United Steel Workers of America	44.47

Manistee Housing Commission

Cash Disbursements Journal

August 1, 2021 - August 31, 2021

Date	Reference	Account	Description	Amount
08/19/21	11755	10011111.2	Manistee Housing Commission	(439.17)
08/19/21	11755	10011111.4	Manistee Housing Commission	439.17
08/19/21	11756	10011111.2	██████████	(394.00)
08/19/21	11756	10012114	██████████	394.00
08/19/21	11757	10011111.2	██████████	(65.00)
08/19/21	11757	10012114	██████████	65.00
08/19/21	11758	10011111.2	Blarney Castle Fleet Program	(182.87)
08/19/21	11758	10014420	Blarney Castle Fleet Program	182.87
08/19/21	11759	10011111.2	Charter Communications	(264.98)
08/19/21	11759	10014185	Charter Communications	264.98
08/19/21	11760	10011111.2	Ford Motor Credit	(537.55)
08/19/21	11760	10012134	Ford Motor Credit	445.86
08/19/21	11760	10014580	Ford Motor Credit	91.69
08/19/21	11760	10017512	Ford Motor Credit	445.86
08/19/21	11760	10017590	Ford Motor Credit	(445.86)
08/19/21	11761	10011111.2	HDS, LLC	(135.00)
08/19/21	11761	10014190.3	HDS, LLC	135.00
08/19/21	11762	10011111.2	HD Supply Facilities Mtce	(271.03)
08/19/21	11762	10014420	HD Supply Facilities Mtce	271.03
08/19/21	11763	10011111.2	Kushner & Company	(50.00)
08/19/21	11763	10014190.3	Kushner & Company	50.00
08/19/21	11764	10011111.2	Laser Printer Technologies	(862.00)
08/19/21	11764	10014190.3	Laser Printer Technologies	226.00
08/19/21	11764	10014190.4	Laser Printer Technologies	636.00
08/19/21	11765	10011111.2	The Nelrod Company	(799.00)
08/19/21	11765	10014190.2	The Nelrod Company	799.00
08/19/21	11766	10011111.2	Premier Heating & Cooling Co.	(69.00)
08/19/21	11766	10014430.02	Premier Heating & Cooling Co.	69.00
08/19/21	11767	10011111.2	Albin Acquisition Corp.	(26.28)
08/19/21	11767	10014190.5	Albin Acquisition Corp.	26.28
08/19/21	11768	10011111.2	Republic Services	(1,697.30)
08/19/21	11768	10014430.01	Republic Services	1,697.30
08/19/21	11769	10011111.2	Servpro of Manistee, Ludington, and Cadillac	(350.00)
08/19/21	11769	10014610.3	`	350.00
08/19/21	11770	10011111.2	Top Line Electric	(276.62)
08/19/21	11770	10014430.07	Top Line Electric	276.62
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

Cash Receipts Journal

August 1, 2021 - August 31, 2021

Date	Reference	Account	Description	Amount
08/31/21	108	10011111.2	August Cash Receipts	127,562.18
08/31/21	108	10011111.2	August Cash Receipts	2,335.00
08/31/21	108	10011111.3	August Cash Receipts	0.46
08/31/21	108	10011111.4	August Cash Receipts	4.22
08/31/21	108	10011122	August TAR Collections	(49,596.30)
08/31/21	108	10011122.1	August Bad Debt Collections	(531.12)
08/31/21	108	10013690.7	Management Fee Income - DVG	(833.33)
08/31/21	108	10013690.1	Rebate - Staples	(13.31)
08/31/21	108	10013690.6	Restitution - Wisniewski	(213.62)
08/31/21	108	10013401.2	Operating Subsidy - August	(56,195.00)
08/31/21	108	10193401.1	2019 CFP Grant	(22,398.30)
08/31/21	108	15191600	2019 CFP Grant	22,398.30
08/31/21	108	15191699	2019 CFP Grant	(22,398.30)
08/31/21	108	10011111.4	Transfer to Checking	(4.50)
08/31/21	108	10013610	Interest Income - August	(116.38)
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

Journal Entry Journal

August 1, 2021 - August 31, 2021

Date	Reference	Account	Description	Amount
08/31/21	321	10011122	To record charges to tenants per Aug 2021 Statement of Operations.	53,063.89
08/31/21	321	10013110	To record charges to tenants per Aug 2021 Statement of Operations.	(46,510.00)
08/31/21	321	10013120	To record charges to tenants per Aug 2021 Statement of Operations.	(705.05)
08/31/21	321	10013690	To record charges to tenants per Aug 2021 Statement of Operations.	(5,019.84)
08/31/21	321	10011111.2	To record charges to tenants per Aug 2021 Statement of Operations.	(829.00)
08/31/21	322	10011122	To record transfers of security deposits to A/R per Aug 2021 Statement of Operations.	(1,178.00)
08/31/21	322	10012114	To record transfers of security deposits to A/R per Aug 2021 Statement of Operations.	1,178.00
08/31/21	323	10011122	To record balance transfers to bad debt per Aug 2021 Statement of Operations.	(8,383.69)
08/31/21	323	10014570	To record balance transfers to bad debt per Aug 2021 Statement of Operations.	8,383.69
08/31/21	PH1	10019998	To record units available.	214.00
08/31/21	PH1	10019999	To record units available.	(214.00)
08/31/21	PH2	10012137	To record estimated monthly PILOT expense.	(3,125.00)
08/31/21	PH2	10014520	To record estimated monthly PILOT expense.	3,125.00
08/31/21	PH3	10014800	To record estimated monthly depreciation expense.	23,115.00
08/31/21	PH3	10011400.95	To record estimated monthly depreciation expense.	(23,115.00)
08/31/21	RT1	10019996	To record units leased.	172.00
08/31/21	RT1	10019997	To record units leased.	(172.00)
08/31/21	RT2	10014510	To record monthly insurance write off.	6,075.53
08/31/21	RT2	10011211	To record monthly insurance write off.	(6,075.53)
08/31/21	RT3	10012117.12	To record HRA transactions per bank statement.	687.39
08/31/21	RT3	10011111.3	To record HRA transactions per bank statement.	(687.39)
08/31/21	RT4	10014110	To record payroll transactions per bank statement.	22,899.50
08/31/21	RT4	10014410	To record payroll transactions per bank statement.	8,650.82
08/31/21	RT4	10012117.4	To record payroll transactions per bank statement.	(3,535.74)
08/31/21	RT4	10012117.5	To record payroll transactions per bank statement.	(1,893.02)
08/31/21	RT4	10012117.6	To record payroll transactions per bank statement.	(4.00)
08/31/21	RT4	10012117.9	To record payroll transactions per bank statement.	(135.60)
08/31/21	RT4	10012117.12	To record payroll transactions per bank statement.	(878.07)
08/31/21	RT4	10012117.13	To record payroll transactions per bank statement.	(150.00)
08/31/21	RT4	10012117.15	To record payroll transactions per bank statement.	(337.02)
08/31/21	RT4	10012117.16	To record payroll transactions per bank statement.	(162.96)
08/31/21	RT4	10014182	To record payroll transactions per bank statement.	1,523.48
08/31/21	RT4	10014433	To record payroll transactions per bank statement.	540.96
08/31/21	RT4	10014190.3	To record payroll transactions per bank statement.	154.35
08/31/21	RT4	10011111.2	To record payroll transactions per bank statement.	(26,672.70)
08/31/21	RT5	10012117.4	To record SHWF debit for payment of health insurance per bank statement.	3,535.74
08/31/21	RT5	10014182	To record SHWF debit for payment of health insurance per bank statement.	4,176.06
08/31/21	RT5	10014433	To record SHWF debit for payment of health insurance per bank statement.	2,473.02

Manistee Housing Commission

Journal Entry Journal

August 1, 2021 - August 31, 2021

Date	Reference	Account	Description	Amount
08/31/21	RT5	10011111.2	To record SHWF debit for payment of health insurance per bank statement.	(10,184.82)
08/31/21	RT6	10012117.5	To record MERS contribution per bank statement.	1,269.02
08/31/21	RT6	10011701	To record MERS contribution per bank statement.	1,500.00
08/31/21	RT6	10011111.2	To record MERS contribution per bank statement.	(2,769.02)
08/31/21	RT7	10014190.5	To record MERCHANT SERVICE debit per bank statement.	15.00
08/31/21	RT7	10011111.2	To record MERCHANT SERVICE debit per bank statement.	(15.00)
08/31/21	RT8	10012117.13	To record Alerus Retirement debits per bank statement.	100.00
08/31/21	RT8	10012117.15	To record Alerus Retirement debits per bank statement.	224.68
08/31/21	RT8	10012117.16	To record Alerus Retirement debits per bank statement.	108.64
08/31/21	RT8	10011111.2	To record Alerus Retirement debits per bank statement.	(433.32)
08/31/21	RT9	10012820.00	To record adjustment to Operating Reserve to reflect current month profit or loss.	1,847.21
08/31/21	RT9	10012820.01	To record adjustment to Operating Reserve to reflect current month profit or loss.	(1,847.21)
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

General Ledger

August 1, 2021 - August 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/19/21	11757	2	██████████		(65.00)	
08/19/21	11758	2	Blarney Castle Fleet Program		(182.87)	
08/19/21	11759	2	Charter Communications		(264.98)	
08/19/21	11760	2	Ford Motor Credit		(537.55)	
08/19/21	11761	2	HDS, LLC		(135.00)	
08/19/21	11762	2	HD Supply Facilities Mtce		(271.03)	
08/19/21	11763	2	Kushner & Company		(50.00)	
08/19/21	11764	2	Laser Printer Technologies		(862.00)	
08/19/21	11765	2	The Nelrod Company		(799.00)	
08/19/21	11766	2	Premier Heating & Cooling Co.		(69.00)	
08/19/21	11767	2	Albin Acquisition Corp.		(26.28)	
08/19/21	11768	2	Republic Services		(1,697.30)	
08/19/21	11769	2	Servpro of Manistee, Ludington, and Cadillac		(350.00)	
08/19/21	11770	2	Top Line Electric		(276.62)	
08/31/21	108	1	August Cash Receipts		127,562.18	
08/31/21	108	1	August Cash Receipts		2,335.00	
08/31/21	321	3	To record charges to tenants per Aug 2021 Statement of Operations.		(829.00)	
08/31/21	RT4	3	To record payroll transactions per bank statement.		(26,672.70)	
08/31/21	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		(10,184.82)	
08/31/21	RT6	3	To record MERS contribution per bank statement.		(2,769.02)	
08/31/21	RT7	3	To record MERCHANT SERVICE debit per bank statement.		(15.00)	
08/31/21	RT8	3	To record Alerus Retirement debits per bank statement.		(433.32)	
			Totals for 10011111.2		<u>1,642.12</u>	<u>851,847.32</u>
10011111.3	HRA Account			10,929.46		
08/04/21	13431	2	CMHC - West Shore FSA		292.69	
08/18/21	13434	2	CMHC - West Shore FSA		292.69	
08/31/21	108	1	August Cash Receipts		0.46	
08/31/21	RT3	3	To record HRA transactions per bank statement.		(687.39)	
			Totals for 10011111.3		<u>(101.55)</u>	<u>10,827.91</u>
10011111.4	Money Market Savings			51,280.93		
08/19/21	11755	2	Manistee Housing Commission		439.17	
08/31/21	108	1	August Cash Receipts		4.22	
08/31/21	108	1	Transfer to Checking		(4.50)	
			Totals for 10011111.4		<u>438.89</u>	<u>51,719.82</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			21,732.22		
08/06/21	11727	2	Consumers Energy		75.00	
08/06/21	11728	2	Consumers Energy		23.00	
08/06/21	11729	2	Consumers Energy		70.00	
08/06/21	11730	2	DTE Energy		27.00	
08/31/21	108	1	August TAR Collections		(49,596.30)	
08/31/21	321	3	To record charges to tenants per Aug 2021 Statement of Operations.		53,063.89	

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Manistee Housing Commission

General Ledger

August 1, 2021 - August 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/31/21	322	3	To record transfers of security deposits to A/R per Aug 2021 Statement of Operations.		(1,178.00)	
08/31/21	323	3	To record balance transfers to bad debt per Aug 2021 Statement of Operations.		(8,383.69)	
			Totals for 10011122		<u>(5,899.10)</u>	<u>15,833.12</u>
10011122.1	Allowance for Doubtful Accounts-TAR			(6,427.74)		
08/31/21	108	1	August Bad Debt Collections		(531.12)	
			Totals for 10011122.1		<u>(531.12)</u>	<u>(6,958.86)</u>
10011129	Accounts Receivable-Other			2,708.75		
			Totals for 10011129		<u>0.00</u>	<u>2,708.75</u>
10011211	Prepaid Insurance			10,232.82		
08/06/21	11742	2	Housing Insurance Services, Inc.		9,746.00	
08/31/21	RT2	3	To record monthly insurance write off.		(6,075.53)	
			Totals for 10011211		<u>3,670.47</u>	<u>13,903.29</u>
10011400	Construction in Progress-CFP			3,795.30		
			Totals for 10011400		<u>0.00</u>	<u>3,795.30</u>
10011400.6	Land			360,271.62		
			Totals for 10011400.6		<u>0.00</u>	<u>360,271.62</u>
10011400.61	Land Improvements			108,672.61		
			Totals for 10011400.61		<u>0.00</u>	<u>108,672.61</u>
10011400.7	Buildings			4,657,515.77		
			Totals for 10011400.7		<u>0.00</u>	<u>4,657,515.77</u>
10011400.71	Building Improvements			5,521,511.26		
			Totals for 10011400.71		<u>0.00</u>	<u>5,521,511.26</u>
10011400.72	Non-dwelling Structures			8,525.00		
			Totals for 10011400.72		<u>0.00</u>	<u>8,525.00</u>
10011400.8	Furn., Equip., Mach.-Dwellings			283,655.63		
			Totals for 10011400.8		<u>0.00</u>	<u>283,655.63</u>
10011400.9	Furn., Equip., Mach.-Admin			399,482.38		
			Totals for 10011400.9		<u>0.00</u>	<u>399,482.38</u>
10011400.95	Accumulated Depreciation-ALL			(9,238,658.29)		
08/31/21	PH3	3	To record estimated monthly depreciation expense.		(23,115.00)	
			Totals for 10011400.95		<u>(23,115.00)</u>	<u>(9,261,773.29)</u>
10011701	Deferred Outflows			40,260.96		
08/31/21	RT6	3	To record MERS contribution per bank statement.		1,500.00	
			Totals for 10011701		<u>1,500.00</u>	<u>41,760.96</u>
10012111	Vendors and Contractors			(49,951.22)		
			Totals for 10012111		<u>0.00</u>	<u>(49,951.22)</u>
10012114	Tenant Security Deposits			(46,005.00)		
08/19/21	11756	2	██████████		394.00	
08/19/21	11757	2	██████████		65.00	

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Manistee Housing Commission

General Ledger

August 1, 2021 - August 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/31/21	322	3	To record transfers of security deposits to A/R per Aug 2021 Statement of Operations.		<u>1,178.00</u>	
			Totals for 10012114		<u>1,637.00</u>	<u>(44,368.00)</u>
10012117.12	FSA Withheld			(1,226.33)		
08/31/21	RT3	3	To record HRA transactions per bank statement.		687.39	
08/31/21	RT4	3	To record payroll transactions per bank statement.		<u>(878.07)</u>	
			Totals for 10012117.12		<u>(190.68)</u>	<u>(1,417.01)</u>
10012117.13	MERS HCSP Withheld			0.00		
08/31/21	RT4	3	To record payroll transactions per bank statement.		(150.00)	
08/31/21	RT8	3	To record Alerus Retirement debits per bank statement.		100.00	
			Totals for 10012117.13		<u>(50.00)</u>	<u>(50.00)</u>
10012117.15	MERS 457			0.00		
08/31/21	RT4	3	To record payroll transactions per bank statement.		(337.02)	
08/31/21	RT8	3	To record Alerus Retirement debits per bank statement.		224.68	
			Totals for 10012117.15		<u>(112.34)</u>	<u>(112.34)</u>
10012117.16	Roth 457			0.00		
08/31/21	RT4	3	To record payroll transactions per bank statement.		(162.96)	
08/31/21	RT8	3	To record Alerus Retirement debits per bank statement.		108.64	
			Totals for 10012117.16		<u>(54.32)</u>	<u>(54.32)</u>
10012117.4	125 Medical Withheld			0.00		
08/31/21	RT4	3	To record payroll transactions per bank statement.		(3,535.74)	
08/31/21	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		3,535.74	
			Totals for 10012117.4		<u>0.00</u>	<u>0.00</u>
10012117.5	Pension Withheld			(1,269.02)		
08/31/21	RT4	3	To record payroll transactions per bank statement.		(1,893.02)	
08/31/21	RT6	3	To record MERS contribution per bank statement.		1,269.02	
			Totals for 10012117.5		<u>(624.00)</u>	<u>(1,893.02)</u>
10012117.6	PAC Withheld			0.00		
08/04/21	13432	2	United Steel Workers of America		2.00	
08/31/21	RT4	3	To record payroll transactions per bank statement.		<u>(4.00)</u>	
			Totals for 10012117.6		<u>(2.00)</u>	<u>(2.00)</u>
10012117.9	Union Dues Withheld			0.00		
08/04/21	13433	2	United Steel Workers of America		45.55	
08/18/21	13435	2	United Steel Workers of America		44.47	
08/31/21	RT4	3	To record payroll transactions per bank statement.		<u>(135.60)</u>	
			Totals for 10012117.9		<u>(45.58)</u>	<u>(45.58)</u>
10012119.2	Interfund Payable - DVG			(1,496.00)		
			Totals for 10012119.2		<u>0.00</u>	<u>(1,496.00)</u>

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Manistee Housing Commission

General Ledger

August 1, 2021 - August 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10012131	EPC Loan - Current			(25,560.91)		
08/01/21	11711	2	Byline Bank		5,057.96	
			Totals for 10012131		<u>5,057.96</u>	<u>(20,502.95)</u>
10012132	EPC Loan - Noncurrent			(869,843.35)		
			Totals for 10012132		<u>0.00</u>	<u>(869,843.35)</u>
10012134	Capital Lease - 2019 F250 - Current			(2,252.64)		
08/19/21	11760	2	Ford Motor Credit		445.86	
			Totals for 10012134		<u>445.86</u>	<u>(1,806.78)</u>
10012135	Accrued Salaries and Wages			(5,550.31)		
			Totals for 10012135		<u>0.00</u>	<u>(5,550.31)</u>
10012135.1	Accrued Comp. Absences-Current			(38,956.49)		
			Totals for 10012135.1		<u>0.00</u>	<u>(38,956.49)</u>
10012135.3	Accrued Comp. Absences-Non Current			(18,221.98)		
			Totals for 10012135.3		<u>0.00</u>	<u>(18,221.98)</u>
10012137	Payments in Lieu of Taxes			(21,875.00)		
08/31/21	PH2	3	To record estimated monthly PILOT expense.		(3,125.00)	
			Totals for 10012137		<u>(3,125.00)</u>	<u>(25,000.00)</u>
10012138	Net Pension Liability			(52,829.00)		
			Totals for 10012138		<u>0.00</u>	<u>(52,829.00)</u>
10012140	Capital Lease - 2019 F250 - Non Current			(15,352.07)		
			Totals for 10012140		<u>0.00</u>	<u>(15,352.07)</u>
10012701	Deferred Inflows			(5,011.00)		
			Totals for 10012701		<u>0.00</u>	<u>(5,011.00)</u>
10012806	Unrestricted Net Position			(615,456.27)		
			Totals for 10012806		<u>0.00</u>	<u>(615,456.27)</u>
10012806.1	Invested in Capital Assets			(1,307,922.88)		
			Totals for 10012806.1		<u>0.00</u>	<u>(1,307,922.88)</u>
10012820.00	HUD Operating Reserve - Memo			(738,831.25)		
08/31/21	RT9	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		1,847.21	
			Totals for 10012820.00		<u>1,847.21</u>	<u>(736,984.04)</u>
10012820.01	HUD Operating Reserve-Contra			738,831.25		
08/31/21	RT9	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		(1,847.21)	
			Totals for 10012820.01		<u>(1,847.21)</u>	<u>736,984.04</u>
10013110	Dwelling Rental Revenue			(352,083.00)		
08/31/21	321	3	To record charges to tenants per Aug 2021 Statement of Operations.		(46,510.00)	
			Totals for 10013110		<u>(46,510.00)</u>	<u>(398,593.00)</u>
10013120	Tenant Revenue - Excess Utilities			(5,809.05)		

Manistee Housing Commission

General Ledger

August 1, 2021 - August 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/31/21	321	3	To record charges to tenants per Aug 2021 Statement of Operations.		<u>(705.05)</u>	
			Totals for 10013120		<u>(705.05)</u>	<u>(6,514.10)</u>
10013401.2	Operating Subsidy			(398,127.00)		
08/31/21	108	1	Operating Subsidy - August		<u>(56,195.00)</u>	
			Totals for 10013401.2		<u>(56,195.00)</u>	<u>(454,322.00)</u>
10013610	Interest Income			(1,175.21)		
08/31/21	108	1	Interest Income - August		<u>(116.38)</u>	
			Totals for 10013610		<u>(116.38)</u>	<u>(1,291.59)</u>
10013690	Tenant Revenue - Other			(21,898.30)		
08/31/21	321	3	To record charges to tenants per Aug 2021 Statement of Operations.		<u>(5,019.84)</u>	
			Totals for 10013690		<u>(5,019.84)</u>	<u>(26,918.14)</u>
10013690.1	Other Revenue			(3,417.86)		
08/31/21	108	1	Rebate - Staples		<u>(13.31)</u>	
			Totals for 10013690.1		<u>(13.31)</u>	<u>(3,431.17)</u>
10013690.4	Laundry Revenue			(8,407.55)		
			Totals for 10013690.4		<u>0.00</u>	<u>(8,407.55)</u>
10013690.6	Fraud Recovery Revenue			0.00		
08/31/21	108	1	Restitution - Wisniewski		<u>(213.62)</u>	
			Totals for 10013690.6		<u>(213.62)</u>	<u>(213.62)</u>
10013690.7	Management Fee - DVG			(5,834.34)		
08/31/21	108	1	Management Fee Income - DVG		<u>(833.33)</u>	
			Totals for 10013690.7		<u>(833.33)</u>	<u>(6,667.67)</u>
10014110	Administrative Wages			84,532.51		
08/31/21	RT4	3	To record payroll transactions per bank statement.		<u>22,899.50</u>	
			Totals for 10014110		<u>22,899.50</u>	<u>107,432.01</u>
10014130	Legal Expense			6,998.72		
08/01/21	11717	2	Mika Meyers PLC		<u>279.50</u>	
			Totals for 10014130		<u>279.50</u>	<u>7,278.22</u>
10014140	Staff Training			1,475.00		
			Totals for 10014140		<u>0.00</u>	<u>1,475.00</u>
10014170	Accounting Fees			5,685.66		
08/06/21	11741	2	H.A.A.S., Inc.		<u>727.92</u>	
			Totals for 10014170		<u>727.92</u>	<u>6,413.58</u>
10014182	Employee Benefits - Admin			50,354.73		
08/01/21	11720	2	Principal Financial Group		<u>804.78</u>	
08/01/21	11722	2	Sun Life Financial		<u>431.37</u>	
08/01/21	11723	2	VSP		<u>96.86</u>	
08/31/21	RT4	3	To record payroll transactions per bank statement.		<u>1,523.48</u>	
08/31/21	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		<u>4,176.06</u>	
			Totals for 10014182		<u>7,032.55</u>	<u>57,387.28</u>
10014185	Telephone			22,494.38		
08/01/21	11707	2	AT & T		<u>1,252.53</u>	

**Manistee Housing Commission
General Ledger**

August 1, 2021 - August 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/01/21	11708	2	AT & T		355.52	
08/01/21	11709	2	AT & T Long Distance		154.72	
08/01/21	11710	2	AT & T Mobility		720.56	
08/19/21	11759	2	Charter Communications		264.98	
			Totals for 10014185		<u>2,748.31</u>	<u>25,242.69</u>
10014190.1	Publications			1,208.90		
			Totals for 10014190.1		<u>0.00</u>	<u>1,208.90</u>
10014190.2	Membership Dues and Fees			1,774.72		
08/06/21	11747	2	NCRC NAHRO		75.00	
08/19/21	11765	2	The Nelrod Company		799.00	
			Totals for 10014190.2		<u>874.00</u>	<u>2,648.72</u>
10014190.3	Admin Service Contracts			33,735.17		
08/01/21	11718	2	Next IT		413.44	
08/06/21	11748	2	PNC Bank		193.00	
08/06/21	11753	2	US Bank Equipment Finance		769.07	
08/19/21	11761	2	HDS, LLC		135.00	
08/19/21	11763	2	Kushner & Company		50.00	
08/19/21	11764	2	Laser Printer Technologies		226.00	
08/31/21	RT4	3	To record payroll transactions per bank statement.		154.35	
			Totals for 10014190.3		<u>1,940.86</u>	<u>35,676.03</u>
10014190.4	Office Supplies			3,391.03		
08/06/21	11743	2	Laser Printer Technologies		298.00	
08/06/21	11748	2	PNC Bank		260.50	
08/19/21	11764	2	Laser Printer Technologies		636.00	
			Totals for 10014190.4		<u>1,194.50</u>	<u>4,585.53</u>
10014190.5	Other Sundry-Misc.			7,099.46		
08/01/21	11712	2	Carahsoft Technology Corporation		10.00	
08/01/21	11719	2	Reserve Account		500.00	
08/06/21	11745	2	McCardel Water Conditioning		19.75	
08/06/21	11746	2	MRI Software LLC		18.79	
08/06/21	11748	2	PNC Bank		233.38	
08/19/21	11767	2	Albin Acquisition Corp.		26.28	
08/31/21	RT7	3	To record MERCHANT SERVICE debit per bank statement.		15.00	
			Totals for 10014190.5		<u>823.20</u>	<u>7,922.66</u>
10014221	Resident Employee Stipend			4,200.00		
08/01/21	11724	2	██████████		200.00	
08/01/21	11725	2	██████████		200.00	
08/01/21	11726	2	██████████		200.00	
			Totals for 10014221		<u>600.00</u>	<u>4,800.00</u>
10014230	Contract Costs-Cable & Other			475.37		
08/06/21	11732	2	Charter Communications		68.27	
			Totals for 10014230		<u>68.27</u>	<u>543.64</u>
10014310	Water & Sewer			40,310.10		
08/06/21	11733	2	City of Manistee		5,618.49	
			Totals for 10014310		<u>5,618.49</u>	<u>45,928.59</u>
10014320	Electricity			66,200.33		
08/01/21	11713	2	Consumers Energy		5,552.19	
08/06/21	11734	2	Consumers Energy		2,220.72	

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 DATE 08-11-2021 BY 60322 UC/ML/STP
 OF CURRENTLY IDENTIFYING INFORMATION
 AND PAST PROGRAM PARTICIPANTS
 HAS BEEN REDACTED

Manistee Housing Commission

General Ledger

August 1, 2021 - August 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 10014320					<u>7,772.91</u>	<u>73,973.24</u>
10014330	Gas			18,757.79		
08/01/21	11715	2	DTE Energy		1,030.19	
08/06/21	11735	2	DTE Energy		23.27	
Totals for 10014330					<u>1,053.46</u>	<u>19,811.25</u>
10014410	Maintenance Wages			47,342.36		
08/31/21	RT4	3	To record payroll transactions per bank statement.		8,650.82	
Totals for 10014410					<u>8,650.82</u>	<u>55,993.18</u>
10014420	Materials			12,140.97		
08/01/21	11716	2	Kevin Helminiak		326.88	
08/01/21	11721	2	Sherwin-Williams Co.		174.83	
08/06/21	11737	2	Fastenal Company		935.43	
08/06/21	11738	2	Gill-Roy's Hardware		277.25	
08/06/21	11744	2	Linke Lumber		58.14	
08/06/21	11751	2	Robert Krolczyk		173.25	
08/06/21	11754	2	Wahr Hardware, Inc.		81.76	
08/19/21	11758	2	Blarney Castle Fleet Program		182.87	
08/19/21	11762	2	HD Supply Facilities Mtce		271.03	
Totals for 10014420					<u>2,481.44</u>	<u>14,622.41</u>
10014430.01	Garbage Removal			13,000.20		
08/19/21	11768	2	Republic Services		1,697.30	
Totals for 10014430.01					<u>1,697.30</u>	<u>14,697.50</u>
10014430.02	Heating & Cooling Contracts			8,351.63		
08/01/21	11714	2	Custom Sheet Metal & Heating		334.30	
08/06/21	11749	2	Premier Heating & Cooling Co.		389.00	
08/19/21	11766	2	Premier Heating & Cooling Co.		69.00	
Totals for 10014430.02					<u>792.30</u>	<u>9,143.93</u>
10014430.04	Elevator Contracts			12,579.30		
Totals for 10014430.04					<u>0.00</u>	<u>12,579.30</u>
10014430.05	Landscape & Grounds Contracts			1,050.00		
Totals for 10014430.05					<u>0.00</u>	<u>1,050.00</u>
10014430.06	Unit Turnaround Contracts			0.00		
08/06/21	11740	2	Haglund's Floor Covering		1,990.00	
Totals for 10014430.06					<u>1,990.00</u>	<u>1,990.00</u>
10014430.07	Electrical Contracts			644.07		
08/19/21	11770	2	Top Line Electric		276.62	
Totals for 10014430.07					<u>276.62</u>	<u>920.69</u>
10014430.08	Plumbing Contracts			992.29		
Totals for 10014430.08					<u>0.00</u>	<u>992.29</u>
10014430.09	Extermination Contracts			28,752.00		
08/06/21	11739	2	Griffin Pest Solutions		1,718.00	
Totals for 10014430.09					<u>1,718.00</u>	<u>30,470.00</u>
10014430.11	Routine Maintenance Contracts			2,701.60		
Totals for 10014430.11					<u>0.00</u>	<u>2,701.60</u>

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

Manistee Housing Commission

General Ledger

August 1, 2021 - August 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10014430.12	Miscellaneous		Contracts	10,310.81		
08/06/21	11731	2	Amor Sign Studios		215.00	
			Totals for 10014430.12		<u>215.00</u>	<u>10,525.81</u>
10014433	Employee Benefits - Maint.			29,102.41		
08/01/21	11720	2	Principal Financial Group		436.06	
08/01/21	11722	2	Sun Life Financial		172.87	
08/01/21	11723	2	VSP		145.29	
08/31/21	RT4	3	To record payroll transactions per bank statement.		540.96	
08/31/21	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		2,473.02	
			Totals for 10014433		<u>3,768.20</u>	<u>32,870.61</u>
10014440	Staff Training-Maintenance			420.00		
			Totals for 10014440		<u>0.00</u>	<u>420.00</u>
10014510	Insurance			57,009.07		
08/01/21	11706	2	AmTrust North America Inc		456.00	
08/31/21	RT2	3	To record monthly insurance write off.		6,075.53	
			Totals for 10014510		<u>6,531.53</u>	<u>63,540.60</u>
10014520	Payment in Lieu of Taxes			21,875.00		
08/31/21	PH2	3	To record estimated monthly PILOT expense.		3,125.00	
			Totals for 10014520		<u>3,125.00</u>	<u>25,000.00</u>
10014570	Collection Losses			145.88		
08/31/21	323	3	To record balance transfers to bad debt per Aug 2021 Statement of Operations.		8,383.69	
			Totals for 10014570		<u>8,383.69</u>	<u>8,529.57</u>
10014580	Interest Expense			36,416.74		
08/01/21	11711	2	Byline Bank		5,000.74	
08/19/21	11760	2	Ford Motor Credit		91.69	
			Totals for 10014580		<u>5,092.43</u>	<u>41,509.17</u>
10014610.3	Extraordinary Maint-Contract Costs			0.00		
08/06/21	11752	2	Servpro of Manistee, Ludington, and Cadillac		7,244.12	
08/19/21	11769	2			350.00	
			Totals for 10014610.3		<u>7,594.12</u>	<u>7,594.12</u>
10014800	Depreciation - Current Year			161,805.00		
08/31/21	PH3	3	To record estimated monthly depreciation expense.		23,115.00	
			Totals for 10014800		<u>23,115.00</u>	<u>184,920.00</u>
10017510	Principal Payments - EPC			32,289.74		
08/01/21	11711	2	Byline Bank		5,057.96	
			Totals for 10017510		<u>5,057.96</u>	<u>37,347.70</u>
10017511	Principal Payments - 2016 F250			1,429.61		
			Totals for 10017511		<u>0.00</u>	<u>1,429.61</u>
10017512	Principal Payments - 2019 F250			3,057.00		
08/19/21	11760	2	Ford Motor Credit		445.86	
			Totals for 10017512		<u>445.86</u>	<u>3,502.86</u>
10017520	Replacement of Equipment			2,014.84		

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**Manistee Housing Commission
General Ledger**

August 1, 2021 - August 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 10017520		<u>0.00</u>	<u>2,014.84</u>
10017540			Betterments and Additions	3,057.94		
			Totals for 10017540		<u>0.00</u>	<u>3,057.94</u>
10017590			Operating Expenditures-Contra	(41,849.13)		
08/01/21	11711	2	Byline Bank		(5,057.96)	
08/19/21	11760	2	Ford Motor Credit		(445.86)	
			Totals for 10017590		<u>(5,503.82)</u>	<u>(47,352.95)</u>
10019996			Unit Months Leased	1,292.00		
08/31/21	RT1	3	To record units leased.		172.00	
			Totals for 10019996		<u>172.00</u>	<u>1,464.00</u>
10019997			Unit Months Leased - Contra	(1,292.00)		
08/31/21	RT1	3	To record units leased.		(172.00)	
			Totals for 10019997		<u>(172.00)</u>	<u>(1,464.00)</u>
10019998			Unit Months Available	1,498.00		
08/31/21	PH1	3	To record units available.		214.00	
			Totals for 10019998		<u>214.00</u>	<u>1,712.00</u>
10019999			Unit Months Available - Contra	(1,498.00)		
08/31/21	PH1	3	To record units available.		(214.00)	
			Totals for 10019999		<u>(214.00)</u>	<u>(1,712.00)</u>
10193401.1			Operating Grants	(98,922.00)		
08/31/21	108	1	2019 CFP Grant		(22,398.30)	
			Totals for 10193401.1		<u>(22,398.30)</u>	<u>(121,320.30)</u>
10193401.3			Capital Grants	(3,795.30)		
			Totals for 10193401.3		<u>0.00</u>	<u>(3,795.30)</u>
10194110			Administrative Wages	29,940.00		
			Totals for 10194110		<u>0.00</u>	<u>29,940.00</u>
10194130			Legal Expense	58,865.00		
08/06/21	11750	2	Reno & Cavanaugh PLLC		16,397.50	
			Totals for 10194130		<u>16,397.50</u>	<u>75,262.50</u>
10194173			RAD Consulting Fees	7,202.00		
08/06/21	11736	2	EJP Consulting Group, LLC		6,000.80	
			Totals for 10194173		<u>6,000.80</u>	<u>13,202.80</u>
10194182			Employee Benefits - Admin	2,290.00		
			Totals for 10194182		<u>0.00</u>	<u>2,290.00</u>
10194190.3			Admin Service Contracts	625.00		
			Totals for 10194190.3		<u>0.00</u>	<u>625.00</u>
15191406			Operations	65,986.80		
			Totals for 15191406		<u>0.00</u>	<u>65,986.80</u>
15191408			Management Improvement	12,158.80		
			Totals for 15191408		<u>0.00</u>	<u>12,158.80</u>
15191410			Administration	32,230.00		
			Totals for 15191410		<u>0.00</u>	<u>32,230.00</u>

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Manistee Housing Commission

General Ledger

August 1, 2021 - August 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
15191480	General Capital Activity			156,646.32		
08/06/21	11736	2	EJP Consulting Group, LLC		6,000.80	
08/06/21	11750	2	Reno & Cavanaugh PLLC		16,397.50	
	Totals for 15191480				<u>22,398.30</u>	<u>179,044.62</u>
15191600	Grant Funding			267,021.92		
08/31/21	108	1	2019 CFP Grant		22,398.30	
	Totals for 15191600				<u>22,398.30</u>	<u>289,420.22</u>
15191699	Grant Funding Contra			(267,021.92)		
08/31/21	108	1	2019 CFP Grant		(22,398.30)	
	Totals for 15191699				<u>(22,398.30)</u>	<u>(289,420.22)</u>
15199800	Grant Cost Contra			(267,021.92)		
08/06/21	11736	2	EJP Consulting Group, LLC		(6,000.80)	
08/06/21	11750	2	Reno & Cavanaugh PLLC		(16,397.50)	
	Totals for 15199800				<u>(22,398.30)</u>	<u>(289,420.22)</u>
15201406	Operations			65,986.80		
	Totals for 15201406				<u>0.00</u>	<u>65,986.80</u>
15201600	Grant Funding			65,986.80		
	Totals for 15201600				<u>0.00</u>	<u>65,986.80</u>
15201699	Grant Funding Contra			(65,986.80)		
	Totals for 15201699				<u>0.00</u>	<u>(65,986.80)</u>
15209800	Grant Cost Contra			(65,986.80)		
	Totals for 15209800				<u>0.00</u>	<u>(65,986.80)</u>
	Report Total					<u>0.00</u>
Net Profit/(Loss)						
Current Period			(19,458.39)			
Year-to-Date			<u>(12,243.98)</u>			

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Manistee Housing Commission
Bank Account Reconciliation Transmittal

Public Housing Checking - 851620
August 1, 2021 - August 31, 2021

General Ledger

Balance per General Ledger (Account 10011111.2) at 08/01/21	850,205.20
Activity for the month:	
Total Debits (Deposits and Additions)	129,897.18
Total Credits (Checks and Payments)	(128,255.06)
Unadjusted General Ledger Balance at 08/31/21	<u>851,847.32</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 08/31/21	<u><u>851,847.32</u></u>

Bank

Balance per Bank Statement at 08/31/21	850,888.21
Total Additions (Deposits and Additions in Transit)	2,335.00
Total Subtractions (Checks and Payments in Transit)	(1,375.89)
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 08/31/21	<u><u>851,847.32</u></u>

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PER FEDERAL PRIVACY ACT
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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Public Housing Checking
August 1, 2021 - August 31, 2021

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	850,401.48
Cleared Deposits & Additions				
107	07/31/21		July Cash Receipts	1,836.30
108	08/31/21	Multiple	August Cash Receipts	127,562.18
			Total	129,398.48
			Statement Total	129,398.48
			Difference	0.00
Cleared Checks & Payments				
321	08/31/21		To record charges to tenants per Aug 2021 Statement of Operations.	829.00
11691	07/07/21	10014190.2	MI Chapter of NAHRO	45.00
11700	07/21/21	10014420	Blarney Castle Fleet Program	61.32
11701	07/21/21	10014185	Charter Communications	264.98
11702	07/21/21	10014190.3	City of Manistee	600.00
11704	07/21/21	10014420	Seymour's Sales & Service LLC	141.91
11705	07/21/21	Multiple	Staples	257.82
11706	08/01/21	10014510	AmTrust North America Inc	456.00
11707	08/01/21	10014185	AT & T	1,252.53
11708	08/01/21	10014185	AT & T	355.52
11709	08/01/21	10014185	AT & T Long Distance	154.72
11710	08/01/21	10014185	AT & T Mobility	720.56
11711	08/01/21	Multiple	Byline Bank	10,058.70
11712	08/01/21	10014190.5	Carahsoft Technology Corporation	10.00
11713	08/01/21	10014320	Consumers Energy	5,552.19
11714	08/01/21	10014430.02	Custom Sheet Metal & Heating	334.30
11715	08/01/21	10014330	DTE Energy	1,030.19
11716	08/01/21	10014420	Kevin Helminiak	326.88
11717	08/01/21	10014130	Mika Meyers PLC	279.50
11718	08/01/21	10014190.3	Next IT	413.44
11719	08/01/21	10014190.5	Reserve Account	500.00
11720	08/01/21	Multiple	Principal Financial Group	1,240.84
11721	08/01/21	10014420	Sherwin-Williams Co.	174.83
11722	08/01/21	Multiple	Sun Life Financial	604.24
11723	08/01/21	Multiple	VSP	242.15
11724	08/01/21	10014221	[REDACTED]	200.00
11725	08/01/21	10014221	[REDACTED]	200.00
11726	08/01/21	10014221	[REDACTED]	200.00
11727	08/06/21	10011122	Consumers Energy	75.00
11728	08/06/21	10011122	Consumers Energy	23.00
11729	08/06/21	10011122	Consumers Energy	70.00
11730	08/06/21	10011122	DTE Energy	27.00
11731	08/06/21	10014430.12	Amor Sign Studios	215.00
11732	08/06/21	10014230	Charter Communications	68.27
11733	08/06/21	10014310	City of Manistee	5,618.49
11734	08/06/21	10014320	Consumers Energy	2,220.72
11735	08/06/21	10014330	DTE Energy	23.27
11736	08/06/21	Multiple	EJP Consulting Group, LLC	6,000.80
11737	08/06/21	10014420	Fastenal Company	935.43
11738	08/06/21	10014420	Gill-Roy's Hardware	277.25
11739	08/06/21	10014430.09	Griffin Pest Solutions	1,718.00
11740	08/06/21	10014430.06	Haglund's Floor Covering	1,990.00
11741	08/06/21	10014170	H.A.A.S., Inc.	727.92
11742	08/06/21	10011211	Housing Insurance Services, Inc.	9,746.00
11743	08/06/21	10014190.4	Laser Printer Technologies	298.00
11744	08/06/21	10014420	Linke Lumber	58.14
11745	08/06/21	Multiple	McCardel Water Conditioning	19.75
11746	08/06/21	10014190.5	MRI Software LLC	18.79

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Public Housing Checking
August 1, 2021 - August 31, 2021

Reference	Date	GL Account	Description	Amount
11748	08/06/21	Multiple	PNC Bank	686.88
11749	08/06/21	10014430.02	Premier Heating & Cooling Co.	389.00
11750	08/06/21	Multiple	Reno & Cavanaugh PLLC	16,397.50
11751	08/06/21	10014420	Robert Krolczyk	173.25
11752	08/06/21	10014610.3	Servpro of Manistee, Ludington, and Cadillac	7,244.12
11753	08/06/21	10014190.3	US Bank Equipment Finance	769.07
11754	08/06/21	10014420	Wahr Hardware, Inc.	81.76
11755	08/19/21	10011111.4	Manistee Housing Commission	439.17
11759	08/19/21	10014185	Charter Communications	264.98
11760	08/19/21	Multiple	Ford Motor Credit	537.55
11761	08/19/21	10014190.3	HDS, LLC	135.00
11762	08/19/21	10014420	HD Supply Facilities Mtce	271.03
11763	08/19/21	10014190.3	Kushner & Company	50.00
11764	08/19/21	Multiple	Laser Printer Technologies	862.00
11765	08/19/21	10014190.2	The Nelrod Company	799.00
11766	08/19/21	10014430.02	Premier Heating & Cooling Co.	69.00
11767	08/19/21	10014190.5	Albin Acquisition Corp.	26.28
11768	08/19/21	10014430.01	Republic Services	1,697.30
11769	08/19/21	10014610.3	Servpro of Manistee, Ludington, and Cadillac	350.00
11770	08/19/21	10014430.07	Top Line Electric	276.62
13427	07/07/21	10012117.6	United Steel Workers of America	2.00
13428	07/07/21	10012117.9	United Steel Workers of America	45.36
13430	07/21/21	10012117.9	United Steel Workers of America	47.19
13431	08/04/21	10011111.3	CMHC - West Shore FSA	292.69
13434	08/18/21	10011111.3	CMHC - West Shore FSA	292.69
RT4	08/31/21		To record payroll transactions per bank statement.	26,672.70
RT5	08/31/21		To record SHWF debit for payment of health insurance per bank statement.	10,184.82
RT6	08/31/21		To record MERS contribution per bank statement.	2,769.02
RT7	08/31/21		To record MERCHANT SERVICE debit per bank statement.	15.00
RT8	08/31/21		To record Alerus Retirement debits per bank statement.	433.32
			Total	128,911.75
			Statement Total	128,911.75
			Difference	0.00
			Ending Bank Balance	850,888.21
Reconciled Bank Information				
			Ending Bank Balance	850,888.21
Open Deposits & Additions				
108	08/31/21		August Cash Receipts	2,335.00
			Total	2,335.00
Open Checks & Payments				
11192	10/22/20	10012114	██████████	36.00
11377	01/20/21	10012114	██████████	227.00
11536	05/01/21	10012114	██████████	25.00
11656	07/01/21	Multiple	██████████	279.00
11747	08/06/21	10014190.2	NCRC NAHRO	75.00
11756	08/19/21	10012114	██████████	394.00
11757	08/19/21	10012114	██████████	65.00
11758	08/19/21	10014420	Blarney Castle Fleet Program	182.87
13432	08/04/21	10012117.6	United Steel Workers of America	2.00
13433	08/04/21	10012117.9	United Steel Workers of America	45.55
13435	08/18/21	10012117.9	United Steel Workers of America	44.47
			Total	1,375.89
			Reconciled Bank Balance	851,847.32

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Manistee Housing Commission
Bank Account Reconciliation Worksheet

Public Housing Checking
August 1, 2021 - August 31, 2021

Reference	Date	GL Account	Description	Amount
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	850,401.48
			+ Cleared Deposits & Additions	129,398.48
			- Cleared Checks & Payments	<u>128,911.75</u>
			Ending Bank Balance	850,888.21
Reconciled Bank Information				
			+ Open Deposits & Additions	2,335.00
			- Open Checks & Payments	<u>1,375.89</u>
			Reconciled Bank Balance	<u>851,847.32</u>
General Ledger Information				
			Unadjusted General Ledger Balance	851,847.32
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u>851,847.32</u>
			Unreconciled Amount	<u>0.00</u>

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Manistee Housing Commission
Bank Account Reconciliation Transmittal

HRA Account - 20016093
August 1, 2021 - August 31, 2021

General Ledger

Balance per General Ledger (Account 10011111.3) at 08/01/21	10,929.46
Activity for the month:	
Total Debits (Deposits and Additions)	585.84
Total Credits (Checks and Payments)	<u>(687.39)</u>
Unadjusted General Ledger Balance at 08/31/21	10,827.91
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 08/31/21	<u><u>10,827.91</u></u>

Bank

Balance per Bank Statement at 08/31/21	10,827.91
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 08/31/21	<u><u>10,827.91</u></u>

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Manistee Housing Commission
Bank Account Reconciliation Worksheet

HRA Account
 August 1, 2021 - August 31, 2021

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
Beginning Bank Balance				10,929.46
Cleared Deposits & Additions				
108	08/31/21		August Cash Receipts	0.46
13431	08/04/21		CMHC - West Shore FSA	292.69
13434	08/18/21		CMHC - West Shore FSA	292.69
Total				585.84
Statement Total				585.84
Difference				0.00
Cleared Checks & Payments				
RT3	08/31/21		To record HRA transactions per bank statement.	687.39
Total				687.39
Statement Total				687.39
Difference				0.00
Ending Bank Balance				<u>10,827.91</u>
Reconciled Bank Information				
Ending Bank Balance				10,827.91
Open Deposits & Additions				
Total				<u>0.00</u>
Open Checks & Payments				
Total				<u>0.00</u>
Reconciled Bank Balance				<u>10,827.91</u>
Bank Account Reconciliation Summary				
Bank Statement Information				
Beginning Bank Balance				10,929.46
+ Cleared Deposits & Additions				585.84
- Cleared Checks & Payments				<u>687.39</u>
Ending Bank Balance				10,827.91
Reconciled Bank Information				
+ Open Deposits & Additions				0.00
- Open Checks & Payments				<u>0.00</u>
Reconciled Bank Balance				<u>10,827.91</u>
General Ledger Information				
Unadjusted General Ledger Balance				10,827.91
+/- Total Adjustments				<u>0.00</u>
Adjusted General Ledger Balance				<u>10,827.91</u>
Unreconciled Amount				<u>0.00</u>

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Manistee Housing Commission
Bank Account Reconciliation Transmittal

Money Market Savings - 558567
August 1, 2021 - August 31, 2021

General Ledger

Balance per General Ledger (Account 10011111.4) at 08/01/21	51,280.93
Activity for the month:	
Total Debits (Deposits and Additions)	443.39
Total Credits (Checks and Payments)	(4.50)
Unadjusted General Ledger Balance at 08/31/21	<u>51,719.82</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 08/31/21	<u><u>51,719.82</u></u>

Bank

Balance per Bank Statement at 08/31/21	51,719.82
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 08/31/21	<u><u>51,719.82</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Money Market Savings
August 1, 2021 - August 31, 2021

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	51,280.93
Cleared Deposits & Additions				
108	08/31/21		August Cash Receipts	4.22
11755	08/19/21		Manistee Housing Commission	439.17
			Total	<u>443.39</u>
			Statement Total	<u>443.39</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
108	08/31/21		August Cash Receipts	4.50
			Total	<u>4.50</u>
			Statement Total	<u>4.50</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>51,719.82</u></u>
Reconciled Bank Information				
			Ending Bank Balance	51,719.82
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>51,719.82</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	51,280.93
			+ Cleared Deposits & Additions	443.39
			- Cleared Checks & Payments	4.50
			Ending Bank Balance	<u>51,719.82</u>
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	0.00
			Reconciled Bank Balance	<u><u>51,719.82</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	51,719.82
			+/- Total Adjustments	0.00
			Adjusted General Ledger Balance	<u><u>51,719.82</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 August 31, 2021	1 Month Ended August 31, 2020	8 Months Ended August 31, 2021	8 Months Ended August 31, 2020
Operating Income				
3110 - Dwelling Rental Revenue	\$ 46,510.00	\$ 50,347.00	\$ 398,593.00	\$ 400,912.05
3120 - Tenant Revenue - Excess Utilities	705.05	1,111.34	6,514.10	5,472.56
3690 - Tenant Revenue - Other	5,019.84	710.00	26,918.14	11,431.87
3401.1 - Operating Grants	0.00	0.00	0.00	65,986.80
3401.2 - Operating Subsidy	56,195.00	0.00	454,322.00	196,721.34
3610 - Interest Income	116.38	118.15	1,291.59	1,090.47
3690.1 - Other Revenue	13.31	492.34	3,431.17	2,757.47
3690.4 - Laundry Revenue	0.00	0.00	8,407.55	9,830.36
3690.6 - Fraud Recovery Revenue	213.62	426.80	213.62	2,190.54
3690.7 - Management Fee - DVG	833.33	833.33	6,667.67	6,665.65
Total Operating Income	<u>\$ 109,606.53</u>	<u>\$ 54,038.96</u>	<u>\$ 906,358.84</u>	<u>\$ 703,059.11</u>
Operating Expenses				
Routine Expense				
4110 - Administrative Wages	\$ 22,899.50	\$ 20,599.12	\$ 107,432.01	\$ 110,866.38
4130 - Legal Expense	279.50	537.50	7,278.22	3,623.86
4140 - Staff Training	0.00	0.00	1,475.00	0.00
4170 - Accounting Fees	727.92	686.88	6,413.58	6,842.04
4182 - Employee Benefits - Admin	7,032.55	6,773.28	57,387.28	57,467.22
4185 - Telephone	2,748.31	1,786.97	25,242.69	20,190.92
4190.1 - Publications	0.00	0.00	1,208.90	1,136.00
4190.2 - Membership Dues and Fees	874.00	75.00	2,648.72	2,691.50
4190.3 - Admin Service Contracts	1,940.86	2,734.66	35,676.03	29,027.78
4190.4 - Office Supplies	1,194.50	644.34	4,585.53	7,606.65
4190.5 - Other Sundry-Misc.	823.20	509.76	7,922.66	6,490.61
4221 - Resident Employee Stipend	600.00	450.00	4,800.00	4,300.00
4230 - Contract Costs-Cable & Other	68.27	0.00	543.64	419.71
4310 - Water & Sewer	5,618.49	5,081.80	45,928.59	37,669.07
4320 - Electricity	7,772.91	13,544.97	73,973.24	80,924.89
4330 - Gas	1,053.46	1,075.41	19,811.25	21,035.90
4410 - Maintenance Wages	8,650.82	10,519.90	55,993.18	72,540.88
4420 - Materials	2,481.44	3,971.05	14,622.41	22,404.50
4430.01 - Garbage Removal	1,697.30	1,343.23	14,697.50	11,828.41
4430.02 - Heating & Cooling Contracts	792.30	0.00	9,143.93	8,488.54
4430.04 - Elevator Contracts	0.00	0.00	12,579.30	14,448.58
4430.05 - Landscape & Grounds Contracts	0.00	3,500.00	1,050.00	3,500.00
4430.06 - Unit Turnaround Contracts	1,990.00	0.00	1,990.00	5,215.90
4430.07 - Electrical Contracts	276.62	0.00	920.69	0.00
4430.08 - Plumbing Contracts	0.00	0.00	992.29	1,291.99
4430.09 - Extermination Contracts	1,718.00	1,783.00	30,470.00	17,909.00
4430.11 - Routine Maintenance Contracts	0.00	918.00	2,701.60	3,756.86
4430.12 - Miscellaneous Contracts	215.00	203.25	10,525.81	1,169.45
4433 - Employee Benefits - Maint.	3,768.20	5,399.60	32,870.61	44,998.55
4440 - Staff Training-Maintenance	0.00	0.00	420.00	0.00
4510 - Insurance	6,531.53	20,679.29	63,540.60	62,209.52
4520 - Payment in Lieu of Taxes	3,125.00	3,125.00	25,000.00	25,000.00
4570 - Collection Losses	8,383.69	26.50	8,529.57	8,090.52
4580 - Interest Expense	5,092.43	5,429.29	41,509.17	44,158.06

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

	1 Month Ended August 31, 2021	1 Month Ended August 31, 2020	8 Months Ended August 31, 2021	8 Months Ended August 31, 2020
Total Routine Expense	\$ <u>98,355.80</u>	\$ <u>111,397.80</u>	\$ <u>729,884.00</u>	\$ <u>737,303.29</u>

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

	1 Month Ended August 31, 2021	1 Month Ended August 31, 2020	8 Months Ended August 31, 2021	8 Months Ended August 31, 2020
Non-Routine Expense				
Extraordinary Maintenance				
4610.3 - Extraordinary Maint-Contract Costs	\$ 7,594.12	\$ 0.00	\$ 7,594.12	\$ 0.00
Total Extraordinary Maintenance	\$ 7,594.12	\$ 0.00	\$ 7,594.12	\$ 0.00
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Non-Routine Expense	\$ 7,594.12	\$ 0.00	\$ 7,594.12	\$ 0.00
Total Operating Expenses	\$ 105,949.92	\$ 111,397.80	\$ 737,478.12	\$ 737,303.29
Operating Income (Loss)	\$ 3,656.61	\$ (57,358.84)	\$ 168,880.72	\$ (34,244.18)
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 23,115.00	\$ 24,055.00	\$ 184,920.00	\$ 192,440.00
Total Depreciation Expense	\$ 23,115.00	\$ 24,055.00	\$ 184,920.00	\$ 192,440.00
Other Financial Items				
8010 - Operating Transfers In	\$ 0.00	\$ 1,128.63	\$ 0.00	\$ (5,070.98)
Total Other Financial Items	\$ 0.00	\$ 1,128.63	\$ 0.00	\$ (5,070.98)
Capital Expenditures				
7510 - Principal Payments - EPC	\$ 5,057.96	\$ 4,420.47	\$ 37,347.70	\$ 32,422.86
7511 - Principal Payments - 2016 F250	0.00	462.36	1,429.61	3,635.65
7512 - Principal Payments - 2019 F250	445.86	418.91	3,502.86	3,291.15
7520 - Replacement of Equipment	0.00	0.00	2,014.84	1,556.29
7540 - Betterments and Additions	0.00	1,128.63	3,057.94	8,989.08
7590 - Operating Expenditures-Contra	(5,503.82)	(6,430.37)	(47,352.95)	(49,895.03)
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
HUD Net Income (Loss)	\$ (1,847.21)	\$ (62,660.58)	\$ 121,527.77	\$ (79,068.23)

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 August 31, 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.

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**Manistee Housing Commission
Domestic Violence Grant
Balance Sheet
As of August 31, 2021**

ASSETS

CURRENT ASSETS

Cash

1111 - Cash - MSHDA \$ 64,138.70

Total Cash 64,138.70

Receivables

1122 - Tenants Accounts Receivable 175.32

1129.4 - Interfund Receivable - P/H 1,496.00

Total Receivables 1,671.32

Other Current Assets

Total Other Current Assets 0.00

TOTAL CURRENT ASSETS 65,810.02

Fixed Assets

1400.7 - Buildings 373,231.29

1400.98 - Accumulated Depreciation-DVG (135,655.15)

Total Fixed Assets 237,576.14

TOTAL ASSETS \$ 303,386.16

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**Manistee Housing Commission
Domestic Violence Grant
Balance Sheet
As of August 31, 2021**

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

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

Noncurrent Liabilities

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

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)	(1,319.10)
Total Unrestricted Net Assets	<u>56,820.98</u>

TOTAL EQUITY

(73,442.88)

TOTAL LIABILITIES/EQUITY

\$ 303,386.16

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Manistee Housing Commission
Domestic Violence Grant
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2021

	1 Month Ended	8 Months Ended
	<u>August 31, 2021</u>	<u>August 31, 2021</u>
Operating Revenue		
3110 - Dwelling Rental Revenue	\$ 1,803.00	\$ 13,563.00
3120 - Tenant Revenue - Excess Utilities	0.00	2.57
3690 - Tenant Revenue - Other	0.00	250.00
Total Operating Revenue	1,803.00	13,815.57
Operating Expenses		
Administration		
4170 - Accounting Fees	136.25	1,103.53
4172 - Management Fees	833.33	6,667.67
4190.4 - Office Supplies	0.00	131.15
Total Administration	969.58	7,902.35
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
General Expense		
4590 - Other General Expense	0.00	72.32
Total General Expense	0.00	72.32
Total Routine Operating Expenses	969.58	7,974.67
Depreciation Expense		
4800 - Depreciation - Current Year	895.00	7,160.00
Total Depreciation Expense	895.00	7,160.00
Capital Expenditures		
Total Capital Expenditures	0.00	0.00
Net Income (Loss)	\$ 833.42	\$ 5,840.90

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Manistee Housing Commission
DVG Cash Disbursements Journal

August 1, 2021 - August 31, 2021

Date	Reference	Account	Description	Amount
08/06/21	2823	20011111	H.A.A.S., Inc.	(136.25)
08/06/21	2823	20014170	H.A.A.S., Inc.	136.25
08/06/21	2824	20011111	Manistee Housing Commission	(833.33)
08/06/21	2824	20014172	Manistee Housing Commission	833.33
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

DVG Cash Receipts Journal

August 1, 2021 - August 31, 2021

Date	Reference	Account	Description	Amount
08/31/21	108	20011111	August Cash Receipts	1,870.00
08/31/21	108	20011122	August TAR Collections	(1,870.00)
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

DVG Journal Entry Journal

August 1, 2021 - August 31, 2021

Date	Reference	Account	Description	Amount
08/31/21	307	20011122	To record charges to tenants per Aug 2021 Statement of Operations.	1,803.00
08/31/21	307	20013110	To record charges to tenants per Aug 2021 Statement of Operations.	(1,803.00)
08/31/21	DVG1	20014800	To record estimated depreciation expense.	895.00
08/31/21	DVG1	20011400.98	To record estimated depreciation expense.	(895.00)
08/31/21	RT1	20019996	To record units leased.	3.00
08/31/21	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**

August 1, 2021 - August 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
20011111	Cash - MSHDA			63,238.28		
08/06/21	2823	2	H.A.A.S., Inc.		(136.25)	
08/06/21	2824	2	Manistee Housing Commission		(833.33)	
08/31/21	108	1	August Cash Receipts		1,870.00	
			Totals for 20011111		<u>900.42</u>	<u>64,138.70</u>
20011122	Tenants Accounts Receivable			242.32		
08/31/21	108	1	August TAR Collections		(1,870.00)	
08/31/21	307	3	To record charges to tenants per Aug 2021 Statement of Operations.		1,803.00	
			Totals for 20011122		<u>(67.00)</u>	<u>175.32</u>
20011129.4	Interfund Receivable - P/H			1,496.00		
			Totals for 20011129.4		<u>0.00</u>	<u>1,496.00</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			(134,760.15)		
08/31/21	DVG1	3	To record estimated depreciation expense.		(895.00)	
			Totals for 20011400.98		<u>(895.00)</u>	<u>(135,655.15)</u>
20012111	Vendors & Contractors			(333.04)		
			Totals for 20012111		<u>0.00</u>	<u>(333.04)</u>
20012114	Tenant Security Deposits			(1,496.00)		
			Totals for 20012114		<u>0.00</u>	<u>(1,496.00)</u>
20012128	Mortgage 1 - MSHDA (Forgivable)			(124,500.00)		
			Totals for 20012128		<u>0.00</u>	<u>(124,500.00)</u>
20012129	Mortgage 2 - MSHDA (Forgivable)			(120,000.00)		
			Totals for 20012129		<u>0.00</u>	<u>(120,000.00)</u>
20012130	Mortgage 3 - MSHDA (Forgivable)			(130,500.00)		
			Totals for 20012130		<u>0.00</u>	<u>(130,500.00)</u>
20012806	Unrestricted Net Assets			(58,140.08)		
			Totals for 20012806		<u>0.00</u>	<u>(58,140.08)</u>
20012806.4	Invested in Capital Assets-DVG			130,263.86		
			Totals for 20012806.4		<u>0.00</u>	<u>130,263.86</u>
20013110	Dwelling Rental			(11,760.00)		
08/31/21	307	3	To record charges to tenants per Aug 2021 Statement of Operations.		(1,803.00)	
			Totals for 20013110		<u>(1,803.00)</u>	<u>(13,563.00)</u>
20013120	Excess Utilities			(2.57)		
			Totals for 20013120		<u>0.00</u>	<u>(2.57)</u>
20013690	Tenant Income			(250.00)		
			Totals for 20013690		<u>0.00</u>	<u>(250.00)</u>
20014170	Accounting Fees			967.28		
08/06/21	2823	2	H.A.A.S., Inc.		136.25	
			Totals for 20014170		<u>136.25</u>	<u>1,103.53</u>

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**Manistee Housing Commission
General Ledger**

August 1, 2021 - August 31, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
20014172	Management Fees			5,834.34		
08/06/21	2824	2	Manistee Housing Commission		833.33	
			Totals for 20014172		<u>833.33</u>	<u>6,667.67</u>
20014190.4	Office Supplies			131.15		
			Totals for 20014190.4		<u>0.00</u>	<u>131.15</u>
20014590	General Expense			72.32		
			Totals for 20014590		<u>0.00</u>	<u>72.32</u>
20014800	Depreciation - Current Year			6,265.00		
08/31/21	DVG1	3	To record estimated depreciation expense.		895.00	
			Totals for 20014800		<u>895.00</u>	<u>7,160.00</u>
20019996	Unit Months Leased			21.00		
08/31/21	RT1	3	To record units leased.		3.00	
			Totals for 20019996		<u>3.00</u>	<u>24.00</u>
20019997	Unit Months Leased - Contra			(21.00)		
08/31/21	RT1	3	To record units leased.		(3.00)	
			Totals for 20019997		<u>(3.00)</u>	<u>(24.00)</u>
			Report Total			<u>0.00</u>
Net Profit/(Loss)						
Current Period			(61.58)			
Year-to-Date			<u>(1,319.10)</u>			

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Manistee Housing Commission
Bank Account Reconciliation Transmittal

DVG Checking - 0610226573
August 1, 2021 - August 31, 2021

General Ledger

Balance per General Ledger (Account 20011111) at 08/01/21	63,238.28
Activity for the month:	
Total Debits (Deposits and Additions)	1,870.00
Total Credits (Checks and Payments)	(969.58)
Unadjusted General Ledger Balance at 08/31/21	<u>64,138.70</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 08/31/21	<u><u>64,138.70</u></u>

Bank

Balance per Bank Statement at 08/31/21	64,138.70
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 08/31/21	<u><u>64,138.70</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**

DVG Checking
August 1, 2021 - August 31, 2021

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
Beginning Bank Balance				63,238.28
Cleared Deposits & Additions				
108	08/31/21	20011122	August Cash Receipts	1,870.00
Total				<u>1,870.00</u>
Statement Total				<u>1,870.00</u>
Difference				<u>0.00</u>
Cleared Checks & Payments				
2823	08/06/21	20014170	H.A.A.S., Inc.	136.25
2824	08/06/21	20014172	Manistee Housing Commission	833.33
Total				<u>969.58</u>
Statement Total				<u>969.58</u>
Difference				<u>0.00</u>
Ending Bank Balance				<u><u>64,138.70</u></u>
Reconciled Bank Information				
Ending Bank Balance				64,138.70
Open Deposits & Additions				
Total				<u>0.00</u>
Open Checks & Payments				
Total				<u>0.00</u>
Reconciled Bank Balance				<u><u>64,138.70</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
Beginning Bank Balance				63,238.28
+ Cleared Deposits & Additions				1,870.00
- Cleared Checks & Payments				<u>969.58</u>
Ending Bank Balance				64,138.70
Reconciled Bank Information				
+ Open Deposits & Additions				0.00
- Open Checks & Payments				<u>0.00</u>
Reconciled Bank Balance				<u><u>64,138.70</u></u>
General Ledger Information				
Unadjusted General Ledger Balance				64,138.70
+/- Total Adjustments				<u>0.00</u>
Adjusted General Ledger Balance				<u><u>64,138.70</u></u>
Unreconciled Amount				<u><u>0.00</u></u>

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City of Manistee Housing Commission

Security Deposit Reconciliation

For the Month Ending August 31, 2021

Prepared September 2, 2021 by Financial Analyst

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
Beginning PH Balance				\$ 50,224.60
Increases to PH				
		None		\$ -
				\$ -
				\$ -
Total Increases to PH			<u>\$ -</u>	<u>\$ -</u>
Decreases to PH				
	8/9/2021	Transfer SD to Rent	\$ (31.00)	\$ (31.00)
	8/9/2021	Refund of SD	\$ (394.00)	\$ (425.00)
	8/9/2021	Transfer SD to Other	\$ (132.00)	\$ (557.00)
	8/9/2021	Refund of SD	\$ (65.00)	\$ (622.00)
	8/10/2021	Transfer SD to Rent	\$ (225.00)	\$ (847.00)
	8/9/2021	Transfer of SD to Other	\$ (216.00)	\$ (1,063.00)
	8/10/2021	Transfer of SD to Rent and Other	\$ (207.00)	\$ (1,270.00)
	8/31/2021	Transfer of SD to Rent	\$ (50.00)	\$ (1,320.00)
	8/31/2021	Transfer of SD to Rent and Other	\$ (317.00)	\$ (1,637.00)
Total Decreases to PH			<u>\$ (1,637.00)</u>	<u>\$ (1,637.00)</u>
Net Increase (Decrease) to PH			<u>\$ (1,637.00)</u>	<u>\$ (1,637.00)</u>
Ending PH Balance				\$ 48,587.60
Beginning DVG Balance				\$ 1,495.50
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			\$ -	\$ 1,495.50
Combined Ending Balance				\$ 50,083.10
Account Balance August 31, 2021				\$ 51,719.82
Difference				\$ (1,636.72)
				(From SD to PH)
				From PH to SD

SD Owes PH \$1636.72

Memo To: President Dale Priester
CMHC Board of Commissioners

From: Clinton McKinven-Copus, Executive Director

Date: October 26, 2021

Subject: Ratification of Century Terrace and Harborview Apartments
RAD Conversion and Execution of Related Documents



Commissioners,

As you know, the CMHC is redeveloping Century Terrace and Harborview Apartments with Commonwealth Development Corporation of America (the "Developer"). On June 3, 2021, the U.S. Department of Housing and Urban Development ("HUD") issued a RAD Conversion Commitment ("RCC") for the project, approving and setting forth the requirements to convert Century Terrace and Harborview Apartments from public housing to Section 8 Project Based Rental Assistance ("PBRA") through the Rental Assistance Demonstration ("RAD") program. In accordance with the RCC and related HUD requirements, the CMHC must execute a PBRA Housing Assistance Payments Contract, a Rental Assistance Demonstration Use Agreement, and other ancillary documents required by HUD in connection with the RAD conversion (collectively, the "RAD Documents").

The project will be funded in large part by Cinnaire Fund for Housing Limited Partnership 36, a Michigan limited partnership (the "Investor"), which will receive low-income housing tax credits for its funding. The Investor, along with affiliates of the Developer and the CMHC, will own interests in the project's owner, CT HV Limited Dividend Housing Association LLC, a Michigan limited liability company (the "Owner").

To satisfy the funder's requirements and effectuate the RAD conversion, the CMHC and its affiliate entities will enter into several additional agreements and commitments, including, but not limited to, a ground lease, a seller loan, and a guaranty. In addition, HUD requires that CMHC pay off its Energy Performance Contract loan from Byline Bank as part of the RAD conversion.

Lastly, Riverside Housing, Inc., CMHC's affiliate, will serve as the project's management agent and will be responsible for ensuring the project's compliance with the RAD requirements. CMHC staff will perform the property management activities on behalf of Riverside, and Riverside will, in turn, reimburse the CMHC for the CMHC staff time spent on Riverside activities. An affiliate of the Developer will co-manage the project to ensure compliance with tax credit requirements. Riverside is expected to take over all of the project's property management responsibilities after five years of operation.

Documents for Resolution 2021-08 are:

- The Resolution

Resolution 2021-08 is required for compliance with HUD regulations for the RAD of Century Terrace and Harborview Apartments. A rollcall vote will be taken for this resolution

Recommendation: Approve.

Clinton McKinven-Copus



RESOLUTION 2021-08

Ratification of Century Terrace and Harborview Apartments RAD Conversion and Execution of Related Documents

WHEREAS, the City of Manistee Housing Commission (“**CMHC**”) is a public body corporate pursuant to the Michigan Housing Facilities Act, MCL 125.651 et seq., and deemed a public housing authority by the U.S. Department of Housing and Urban Development (“**HUD**”);

WHEREAS, CMHC owns fee simple interest in certain real property located at 237, 250, 256, 261, 273, and 275 Sixth Avenue, Manistee, MI 49660 (the “**Property**”), which is improved with a multifamily housing project consisting of one hundred sixty seven (167) public housing units (the “**PH Units**”), commonly known as Century Terrace and Harborview Apartments (the “**Project**”);

WHEREAS, pursuant to the Development Agreement for Redevelopment of the City of Manistee Housing Commission’s Public Housing Portfolio, dated as of October 6, 2020 and approved by the CMHC Board of Commissioners through Resolution 2020-06, CMHC has partnered with Commonwealth Development Corporation of America (the “**Developer**”) to rehabilitate the Project with financing from the sale of low-income housing tax credits (“**LIHTC**”) and by converting the PH Units to Section 8 Project Based Rental Assistance (“**PBRA**”) assistance pursuant to HUD’s Rental Assistance Demonstration (“**RAD**”) program;

WHEREAS, HUD approved the RAD conversion and issued a RAD Conversion Commitment for the Project on June 3, 2021;

WHEREAS, in connection with the RAD conversion, CMHC will ground lease the Property (the “**Ground Lease**”) to CT HV Limited Dividend Housing Association LLC, a Michigan limited liability company (the “**Owner**”), in order to satisfy requirements of the funders for the Project;

WHEREAS, Cinnaire Fund for Housing Limited Partnership 36, a Michigan limited partnership (the “**Investor**”) will purchase the Project’s LIHTCs and in return will provide a substantial sum of funding for the Project and will be part of the Owner during the LIHTC compliance period;

WHEREAS, the Developer, via its affiliate, Commonwealth Holdings II, LLC, and CMHC through its affiliate, CT HV Riverside LLC, will co-own the remainder of the Owner’s interest through CT HV Managing Member LLC (the “**Managing Member**”);

WHEREAS, in accordance with the RAD program, CMHC, the Owner and HUD will enter into a PBRA Housing Assistance Payments Contract, a Rental Assistance Demonstration Use Agreement (the “**RAD Use Agreement**”) and other ancillary documents required by HUD in connection with the RAD

conversion (collectively, the “**RAD Documents**”) providing PBRA assistance and long term affordability restrictions at the Project;

WHEREAS, to increase the value upon which LIHTCs can be generated, CMHC will provide an acquisition loan to Owner equal to the value of the existing buildings, approximately \$2,715,146.00, which will be evidenced by a promissory note and secured by a leasehold mortgage in favor of CMHC (the “**Seller Loan**”);

WHEREAS, as required by HUD in connection with the RAD conversion, CMHC will repay the full amount of the Energy Performance Contract loan from Byline Bank in the approximate amount of \$879,258.45 (the “**EPC Loan**”);

WHEREAS, the Owner has secured additional financing for the development of the Project including: (i) a construction loan of approximately \$13,000,000.00 from Legacy Bank & Trust Company, a Missouri chartered bank (“**Legacy**”); (ii) LIHTC equity of approximately \$13,107,518.00 from the Investor; and (iii) a permanent loan of approximately \$4,693,000.00 from Legacy;

WHEREAS, Riverside Housing, Inc., a Michigan nonprofit corporation and instrumentality of CMHC (“**Riverside**”), will serve as the management agent for the Project in conjunction with Commonwealth Management Corporation, a subsidiary of the Developer (“**Commonwealth Management**”), as outlined in the Property Management Agreement by and between the Owner and Riverside, the Property Co-Management Agreement, by and between CMHC and Commonwealth Management, the Management and Occupancy Plan for the Project, and any related management policies or agreements (collectively, the “**Management Agreements**”);

WHEREAS, in accordance with the Management Agreements, Riverside shall undertake the day-to-day management and all RAD-related requirements at the Project, and for approximately the first five (5) years, Commonwealth Management will ensure that all LIHTC-related requirements are met;

WHEREAS, pursuant to the Allocation of Services Agreement by and between CMHC and Riverside, dated as of June 1, 2021, CMHC staff will perform property management activities for the Project on behalf of Riverside, and Riverside will in turn reimburse CMHC for CMHC staff time spent on Riverside activities;

WHEREAS, upon the release of the Project’s operating deficit guaranty, anticipated approximately five (5) years after the redevelopment activities are complete, and subject to the Investor’s approval, CMHC and its related entities will assume all Managing Member responsibilities including guaranteeing certain activities and functions of the Project (the “**Guaranty**”);

WHEREAS, CMHC desires to approve and authorize CMHC to enter into the Ground Lease, the RAD Documents, the Seller Loan, payoff of the EPC Loan, the Management Agreements, the Guaranty, and any related activities and documents necessary to effectuate the conversion of the PH Units at the Project to PBRA assistance under the RAD program (collectively, the “**RAD-Related Transactions**”);

WHEREAS, the forgoing RAD conversion activities are essential to the preservation of affordable housing in the City of Manistee, Michigan and are in furtherance of CMHC’s mission.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the City of Manistee Housing Commission Board of Commissioners adopts the following resolutions:

RESOLVED, that Clinton McKinven-Copus, the Executive Director of CMHC, is hereby authorized, empowered and directed to enter into and take all actions necessary to effectuate on behalf of CMHC the following: (i) the RAD conversion of the Project, (ii) the RAD Documents, (iii) the RAD-Related Transactions, and (iv) any additional or ancillary documents, instruments, certifications, guarantees, and agreements required thereunder and to take such further actions to carry out the forgoing transactions and as may be necessary in connection with the closing of the RAD conversion of the Project or related thereto;

RESOLVED, that to the extent any of the actions authorized by this Resolution have already been taken, such actions are hereby ratified and confirmed as the valid actions of CMHC, effective as of the date such actions were taken.

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"/>
Karen Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION DECLARED

Passed Failed

CERTIFICATION

By the signatures of the President and Executive Director below, it is CERTIFIED that on October 26, 2021, the City of Manistee Housing Commission Board of Commissioners approved Resolution 2021-08 and that the foregoing is a true and correct copy.

Dale Priester, President

Clinton McKinven-Copus, Executive Director