

CITY OF MANISTEE HOUSING COMMISSION

Tuesday, August 23, 2016

Community Room - Harborview

4:00 PM

AGENDA

1. Call to Order/Roll Call

a. General Notice:

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

Thank you

2. Public Comments on Agenda Related Items

This is an opportunity for citizens to comment on items on the Agenda. Citizens in attendance may be recognized by the Commission President. The City of Manistee Housing Commission Public Comment Policy limits each individual to a three (3) minute statement. The City of Manistee Housing Commission will receive public comments on agenda items only at this time.

3. Consent Agenda

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

Consent Agenda items include:

a. Approval of Minutes

- 1) Regular Meeting Minutes July 26, 2016 3
- 2) Work Session Minutes August 9, 2016 5

b. Financial Reports

Financial documents are redacted in compliance with the requirements of the Federal Privacy Act. All personally identifying information of current and past program participants has been redacted.

- 1) Public Housing Financial Statements
 - a) June 30, 2016 7

2) Domestic Violence Grant Program	
a) June 30, 2016	56
3) Security Deposits Reconciliation	
a) June 30, 2016	67
4. Amendments to Agenda	
5. *Approval of Minutes	
<i>See Consent Agenda</i>	
6. Old Business	
<i>None</i>	
7. New Business	
a. Resolution: 2016-11 Mandated Update of Procurement Policy	68
b. Resolution: 2016-12: Operating Budget Fiscal Year 2017	97
8. Report of the Executive Director	
a. Executive Director Discussion Notes	102
b. Key Performance Indicators	104
9. Other Staff Reports	
<i>At this time other CMHC staff may make a presentation to the Commissioners or the Commissioners may make inquiry of a CMHC staff member.</i>	
10. Committee Reports	
<i>At this time CMHC standing committees may make a report to the Commissioners as needed.</i>	
11. *Finances	
<i>See Consent Agenda</i>	
12. Communications	
<i>None received</i>	
13. Public Comment	
<i>This is an opportunity for citizens to comment on Housing Commission affairs. Citizens in attendance may be recognized by the Commission President. Citizen comments are not limited to agenda items but should be directed to Housing Commission services, activities or areas of involvement. The City of Manistee Housing Commission Public Comment Policy limits each individual to a three (3) minute statement. The City of Manistee Housing Commission will receive public comments at this time and will respond at a later date if the Housing Commission determines a response is appropriate.</i>	
14. Commissioner Report/Comment	
15. Adjournment	

CITY OF MANISTEE HOUSING COMMISSION
Meeting Minutes
July 26, 2016
Regular Meeting

Meeting Start Time: 4:12 PM

Roll Call:

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

Housing Commission Staff Present:

- Clinton McKinven-Copus, Executive Director/Commission Secretary

Others Present:

- None

Public Comment on Agenda Related Items:

- None

Amendments to the Agenda:

- None

Consent Agenda:

Motion: Commissioner Kuenzer
Second: Commissioner Korzeniewski
Approval: All in favor

Old Business:

- None

New Business:

- Resolution 2016-09 - Adjustment to Tenant Charge for Basic Expanded Cable Service
Motion: Commissioner Purdom
Second: Commissioner Korzeniewski
Approval: All in Favor

- Resolution 2016-10 – Utility Allowance Effective October 1, 2016
Motion: Commissioner Korzeniewski
Second: Commissioner Purdom
Approval: All in Favor

Executive Director’s Report:

Executive Director, Clinton McKinven-Copus, presented to the Commissioners information located in the Executive Director’s report and responded to questions from the Commissioners.

Public Comment:

Ms. Susan Kukla brought to the attention of the Commissioners landscaping needs around the Harborview building.

Commissioner Report/Comments:

Commissioner Purdom inquired about the landscaping needs of Century Terrace.

Meeting Adjourned

Motion: Commissioner Korzeniewski
Second: Commissioner Kuenzer
Approval: All in favor

Time: 4:55 PM

Dale Priester
President

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

CITY OF MANISTEE HOUSING COMMISSION
Meeting Minutes
August 9, 2016
Work Session

Meeting Start Time: 4:04 PM

Roll Call:

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

Housing Commission Staff Present:

- Clinton McKinven-Copus, Executive Director/Commission Secretary
- Monica Otis, Financial Analyst

Others Present:

- None

Amendments to the Agenda:

- None

Agenda:

Presentation of the proposed 2017 operating budget for the public housing program by Monica Otis, Financial Analyst. Ms. Otis presented the proposed budget and highlighted the changes between the 2016 operating budget and the proposed 2017 operating budget. Ms. Otis answered Commissioner questions and provided support in reviewing the budget.

Presentation of the proposed 2017 operating budget for the domestic violence grant program by Monia Otis, Financial Analyst. Ms. Otis presented the proposed budget and highlighted the changes between the 2016 operating budget and the proposed 2017 operating budget. Ms. Otis answered Commissioner questions and provided support in reviewing the budget.

Work Session Adjourned 4:45 PM

Dale Priester
President

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

DRAFT

City of Manistee Housing Commission Work Session Minutes

Meeting Date: August 9, 2016

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

To the Board of Directors
And Management

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

Enclosed are the following reports for the month ending June 30, 2016. These reports have been compiled in accordance with Generally Accepted Accounting Principles.

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

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

Respectfully Submitted:

Housing Authority Accounting Specialists, Inc.

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

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

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$ 427,543.09
1111.3 - HRA Account	10,018.71
1111.4 - Money Market Savings	51,747.85
1117 - Petty Cash Fund	250.00
1118 - Change Fund	<u>50.00</u>

Total Cash

489,609.65

Receivables

1122 - Tenants Accounts Receivable	16,479.74
1122.1 - Allowance for Doubtful Accounts	(10,278.83)
1129 - Accounts Receivable-Other	<u>1,913.04</u>

Total Receivables

8,113.95

Investments

Total Investments

0.00

Prepaid Expenses & Other Assets

1211 - Prepaid Insurance	<u>11,266.83</u>
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Total Prepaid Expenses & Other Assets

11,266.83

Total Current Assets

508,990.43

Non Current Assets - Other

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

Total Non Current Assets - Other

61,239.00

CAPITAL ASSETS

Land, Structures & Equipment

1400 - Construction in Progress-CFP	438,500.44
1400.6 - Land	360,271.62
1400.61 - Land Improvements	89,807.07
1400.7 - Buildings	4,657,515.77
1400.71 - Building Improvements	4,889,790.32
1400.72 - Non-dwelling Structures	7,050.00
1400.8 - Furn., Equip., Mach.-Dwellings	264,024.34
1400.9 - Furn., Equip., Mach.-Admin	534,454.43
1400.95 - Accumulated Depreciation-ALL	<u>(8,032,772.26)</u>

Total Land, Structures & Equipment

3,208,641.73

TOTAL CAPITAL ASSETS

3,208,641.73

TOTAL ASSETS

\$ 3,778,871.16

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

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 36,369.93
2114 - Tenant Security Deposits	46,963.00
2117.12 - FSA Withheld	(77.84)
2117.5 - Pension Withheld	1,922.45
2119.2 - Interfund Payable - DVG	<u>1,935.90</u>

Total Accounts Payable

87,113.44

Accrued Liabilities

2131 - EPC Loan - Current	13,875.84
2133 - Capital Lease - 2016 F250 - Current	6,572.31
2135 - Accrued Wages/Payroll Taxes Payable	4,697.21
2135.1 - Accrued Comp. Absences-Current	14,890.75
2137 - Payments in Lieu of Taxes	<u>56,884.68</u>

Total Accrued Liabilities

96,920.79

Total Current Liabilities

184,034.23

Non Current Liabilities

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

Total Non Current Liabilities

1,161,190.69

Deferred Credits

Total Deferred Credits

0.00

TOTAL LIABILITIES/DEFERRED CREDITS

1,345,224.92

EQUITY

Unreserved Fund Balance

2806 - Unrestricted Net Position	411,708.81
2806.1 - Invested in Capital Assets	1,838,559.37
2820 - HUD Operating Reserve - Memo	411,708.81
2820.1 - HUD Operating Reserve-Contra	(411,708.81)
Current Year Profit(Loss) - P/H	(120,044.30)
Current Year Profit(Loss) - 501-12 CFP	18,999.58
Current Year Profit(Loss) - 501-13 CFP	107,562.85
Current Year Profit(Loss) - 501-14 CFP	76,774.25
Current Year Profit(Loss) - 501-15 CFP	92,976.25
Current Year Profit(Loss) - 501-16 CFP	<u>7,109.43</u>

Total Unreserved Fund Balance

2,433,646.24

TOTAL EQUITY

2,433,646.24

TOTAL LIABILITIES/EQUITY

\$ 3,778,871.16

**Manistee Housing Commission
Low Rent Public Housing
Statement of Income & Expense
For the 1 Month and 6 Months Ended June 30, 2016**

Units	1 Month Ended		6 Months		BUDGET	PUM	*OVER/UNDER
	June 30, 2016	PUM	June 30, 2016	PUM			
214							
Operating Income							
Rental Income							
3110 - Dwelling Rental	44,114.00	206.14	265,962.00	207.14	600,000.00	233.64	334,038.00
3120 - Excess Utilities	<u>763.32</u>	3.57	<u>4,953.15</u>	3.86	<u>10,000.00</u>	3.89	<u>5,046.85</u>
Total Rental Income	44,877.32	209.71	270,915.15	210.99	610,000.00	237.54	339,084.85
Revenues - HUD PHA Grants							
3401.1 - Operating Grants	0.00	0.00	29,680.00	23.12	40,000.00	15.58	10,320.00
3401.2 - Operating Subsidy	<u>43,244.50</u>	202.08	<u>237,766.00</u>	185.18	<u>412,000.00</u>	160.44	<u>174,234.00</u>
Total HUD PHA Grants	43,244.50	202.08	267,446.00	208.29	452,000.00	176.01	184,554.00
Nonrental Income							
3610 - Interest Income-Gen. Fund	94.29	0.44	554.58	0.43	1,140.00	0.44	585.42
3689 - Tenant Income - Cable TV	3,626.00	16.94	20,523.00	15.98	56,400.00	21.96	35,877.00
3690 - Tenant Income	2,460.92	11.50	18,280.18	14.24	30,000.00	11.68	11,719.82
3690.1 - Non-Tenant Income	0.00	0.00	197.10	0.15	5,500.00	2.14	5,302.90
3690.2 - Gain/Loss-Sale of Fixed Assets	0.00	0.00	8,455.00	6.58	0.00	0.00	(8,455.00)
3690.4 - Laundry Income	0.00	0.00	3,520.93	2.74	11,040.00	4.30	7,519.07
3690.6 - Fraud Recovery Revenue	0.00	0.00	203.40	0.16	2,400.00	0.93	2,196.60
3690.7 - Management Fee - DVG	<u>0.00</u>	0.00	<u>3,000.00</u>	2.34	<u>9,000.00</u>	3.50	<u>6,000.00</u>
Total Nonrental Income	6,181.21	28.88	54,734.19	42.63	115,480.00	44.97	60,745.81
Total Operating Income	94,303.03	440.67	593,095.34	461.91	1,177,480.00	458.52	584,384.66
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	20,870.33	97.52	72,444.84	56.42	152,240.00	59.28	79,795.16
4130 - Legal Expense	0.00	0.00	9,888.74	7.70	20,400.00	7.94	10,511.26
4140 - Staff Training	0.00	0.00	547.00	0.43	5,000.00	1.95	4,453.00
4150 - Travel Expense	0.00	0.00	67.84	0.05	2,000.00	0.78	1,932.16
4170 - Accounting Fees	686.88	3.21	5,066.28	3.95	9,500.00	3.70	4,433.72
4171 - Auditing	0.00	0.00	0.00	0.00	8,700.00	3.39	8,700.00
4182 - Employee Benefits - Admin	6,831.72	31.92	48,204.91	37.54	68,680.00	26.74	20,475.09
4185 - Telephone	1,647.89	7.70	9,782.21	7.62	19,200.00	7.48	9,417.79
4190.1 - Publications	0.00	0.00	1,299.00	1.01	1,400.00	0.55	101.00
4190.2 - Membership Dues and Fees	372.50	1.74	552.50	0.43	1,670.00	0.65	1,117.50
4190.3 - Admin Service Contracts	1,687.96	7.89	26,392.38	20.55	27,780.00	10.82	1,387.62
4190.4 - Office Supplies	0.00	0.00	3,530.44	2.75	9,600.00	3.74	6,069.56
4190.5 - Other Sundry-Misc.	<u>352.80</u>	1.65	<u>7,656.49</u>	5.96	<u>15,000.00</u>	5.84	<u>7,343.51</u>
Total Administration	32,450.08	151.64	185,432.63	144.42	341,170.00	132.85	155,737.37
Tenant Services							
4220 - Rec., Pub., & Other Services	0.00	0.00	0.00	0.00	5,200.00	2.02	5,200.00
4221 - Resident Employee Stipend	1,000.00	4.67	5,900.00	4.60	10,800.00	4.21	4,900.00
4230 - Contract Costs-Cable & Other	<u>5,076.25</u>	23.72	<u>30,293.20</u>	23.59	<u>56,400.00</u>	21.96	<u>26,106.80</u>
Total Tenant Services	6,076.25	28.39	36,193.20	28.19	72,400.00	28.19	36,206.80

**Manistee Housing Commission
Low Rent Public Housing
Statement of Income & Expense
For the 1 Month and 6 Months Ended June 30, 2016**

Units	1 Month Ended		6 Months		<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
	<u>June 30, 2016</u>	<u>PUM</u>	<u>June 30, 2016</u>	<u>PUM</u>			
214							
Utilities							
4310 - Water & Sewer	4,273.75	19.97	28,619.52	22.29	42,800.00	16.67	14,180.48
4320 - Electricity	6,880.58	32.15	52,183.59	40.64	108,000.00	42.06	55,816.41
4330 - Gas	<u>1,701.05</u>	7.95	<u>17,751.80</u>	13.83	<u>28,800.00</u>	11.21	<u>11,048.20</u>
Total Utilities	12,855.38	60.07	98,554.91	76.76	179,600.00	69.94	81,045.09
Ordinary Maint. & Operation							
4410 - Labor, Maintenance	11,170.61	52.20	50,767.20	39.54	103,660.00	40.37	52,892.80
4420 - Materials	5,747.21	26.86	21,567.06	16.80	54,000.00	21.03	32,432.94
4430.02 - Heating & Cooling Contracts	1,192.30	5.57	9,996.62	7.79	18,000.00	7.01	8,003.38
4430.03 - Snow Removal Contracts	0.00	0.00	100.00	0.08	10,000.00	3.89	9,900.00
4430.04 - Elevator Contracts	576.34	2.69	4,384.89	3.42	15,000.00	5.84	10,615.11
4430.05 - Landscape & Grounds Contracts	350.00	1.64	350.00	0.27	1,500.00	0.58	1,150.00
4430.06 - Unit Turnaround Contracts	0.00	0.00	5,695.00	4.44	30,000.00	11.68	24,305.00
4430.07 - Electrical Contracts	151.50	0.71	1,434.44	1.12	7,000.00	2.73	5,565.56
4430.08 - Plumbing Contracts	1,651.04	7.72	3,969.14	3.09	7,000.00	2.73	3,030.86
4430.09 - Extermination Contracts	550.00	2.57	8,871.00	6.91	5,000.00	1.95	(3,871.00)
4430.11 - Routine Maintenance Contracts	0.00	0.00	2,346.50	1.83	7,000.00	2.73	4,653.50
4430.12 - Miscellaneous Contracts	0.00	0.00	11,439.95	8.91	11,000.00	4.28	(439.95)
4431 - Garbage Removal	0.00	0.00	6,515.13	5.07	16,000.00	6.23	9,484.87
4433 - Employee Benefits - Maint.	5,319.88	24.86	37,820.72	29.46	67,670.00	26.35	29,849.28
4440 - Staff Training-Maintenance	0.00	0.00	0.00	0.00	2,000.00	0.78	2,000.00
4441 - Staff Travel-Maintenance	<u>0.00</u>	0.00	<u>377.87</u>	0.29	<u>2,000.00</u>	0.78	<u>1,622.13</u>
Total Ordinary Maint & Oper	26,708.88	124.81	165,635.52	129.00	356,830.00	138.95	191,194.48
Protective Services							
4480 - Security Contract Costs	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>3,500.00</u>	1.36	<u>3,500.00</u>
Total Protective Services	0.00	0.00	0.00	0.00	3,500.00	1.36	3,500.00
General Expense							
4510 - Insurance	5,870.33	27.43	36,471.79	28.40	77,000.00	29.98	40,528.21
4520 - Payment in Lieu of Taxes	3,290.00	15.37	19,740.00	15.37	39,500.00	15.38	19,760.00
4550 - Compensated Absences	0.00	0.00	0.00	0.00	5,500.00	2.14	5,500.00
4570 - Collection Losses	0.00	0.00	0.00	0.00	12,000.00	4.67	12,000.00
4580 - Interest Expense	<u>6,121.88</u>	28.61	<u>36,891.59</u>	28.73	<u>73,378.00</u>	28.57	<u>36,486.41</u>
Total General Expense	15,282.21	71.41	93,103.38	72.51	207,378.00	80.75	114,274.62
Total Routine Expense	93,372.80	436.32	578,919.64	450.87	1,160,878.00	452.06	581,958.36
Non-Routine Expense							
Extraordinary Maintenance							
Total Extraordinary Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Casualty Losses-Not Cap.							
Total Casualty Losses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Expenses	<u>93,372.80</u>	436.32	<u>578,919.64</u>	450.87	<u>1,160,878.00</u>	452.06	<u>581,958.36</u>

**Manistee Housing Commission
Low Rent Public Housing
Statement of Income & Expense
For the 1 Month and 6 Months Ended June 30, 2016**

Units	1 Month Ended		6 Months		<u>BUDGET</u>	<u>PUM</u>	<u>OVER/UNDER</u>
	<u>June 30, 2016</u>	<u>PUM</u>	<u>June 30, 2016</u>	<u>PUM</u>			
214							
Operating Income (Loss)	<u>930.23</u>	4.35	<u>14,175.70</u>	11.04	<u>16,602.00</u>	6.46	<u>2,426.30</u>
Depreciation Expense							
4800 - Depreciation - Current Year	<u>22,370.00</u>	104.53	<u>134,220.00</u>	104.53	<u>0.00</u>	0.00	<u>(134,220.00)</u>
Total Depreciation Expense	<u>22,370.00</u>	104.53	<u>134,220.00</u>	104.53	<u>0.00</u>	0.00	<u>(134,220.00)</u>
Surplus Credits & Charges							
Total Surplus Credits & Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Expenditures							
7510 - Principal Payments - EPC	2,029.47	9.48	12,016.51	9.36	25,892.00	10.08	13,875.49
7520 - Replacement of Equipment	0.00	0.00	4,782.00	3.72	5,000.00	1.95	218.00
7530 - Cash Proceeds-Sale of Equipment	0.00	0.00	(8,455.00)	(6.58)	0.00	0.00	8,455.00
7540 - Betterments and Additions	0.00	0.00	37,833.18	29.47	0.00	0.00	(37,833.18)
7590 - Operating Expenditures-Contra	<u>(2,029.47)</u>	(9.48)	<u>(46,176.69)</u>	(35.96)	<u>(30,892.00)</u>	(12.03)	<u>15,284.69</u>
Total Capital Expenditures	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0.00</u>
HUD Net Income (Loss)	<u>(1,099.24)</u>	(5.14)	<u>(40,455.99)</u>	(31.51)	<u>(14,290.00)</u>	(5.56)	26,165.99
GAAP Net Income (Loss)	<u>(21,439.77)</u>	(100.19)	<u>(120,044.30)</u>	(93.49)	<u>16,602.00</u>	6.46	
Occupancy Percentage							
9996 - Actual Unit Months for REAC submis	199.00		1,192.00				
9998 - Unit Months - Memorandum	<u>214.00</u>		<u>1,284.00</u>				
Total Occupancy Percentage	<u>92.99%</u>		<u>92.83%</u>				
UNA as of: June 30, 2016			371,252.82				

**Manistee Housing Commission
Capital Fund 501-12
Statement of Income & Expense
For the 1 Month and 6 Months Ended June 30, 2016**

1012	1 Month Ended <u>June 30, 2016</u>	6 Months Ended <u>June 30, 2016</u>
Revenues - HUD PHA Grants		
3401.3 - Capital Grants	0.00	18,999.58
Total HUD PHA Grants	<u>0.00</u>	<u>18,999.58</u>
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>18,999.58</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operation		
Total Ordinary Maint & Oper	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>0.00</u>
Net Income/(Loss)	<u>0.00</u>	<u>18,999.58</u>

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

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-13
Statement of Income & Expense
For the 1 Month and 6 Months Ended June 30, 2016**

1013	1 Month Ended <u>June 30, 2016</u>	6 Months Ended <u>June 30, 2016</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	968.05
3401.3 - Capital Grants	<u>0.00</u>	<u>107,562.85</u>
Total HUD PHA Grants	0.00	108,530.90
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>108,530.90</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operation		
4430.12 - Miscellaneous Contracts	<u>0.00</u>	<u>968.05</u>
Total Ordinary Maint & Oper	0.00	968.05
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>968.05</u>
Net Income/(Loss)	<u>0.00</u>	<u>107,562.85</u>

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-14
Statement of Income & Expense
For the 1 Month and 6 Months Ended June 30, 2016**

1014	1 Month Ended <u>June 30, 2016</u>	6 Months Ended <u>June 30, 2016</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	1,977.59
3401.3 - Capital Grants	<u>1,380.00</u>	<u>76,774.25</u>
Total HUD PHA Grants	1,380.00	78,751.84
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>1,380.00</u>	<u>78,751.84</u>
Operating Expenses		
Administration		
4190.5 - Other Sundry-Misc.	<u>0.00</u>	1,977.59
Total Administration	0.00	1,977.59
Ordinary Maint. & Operation		
Total Ordinary Maint & Oper	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>1,977.59</u>
Net Income/(Loss)	<u>1,380.00</u>	<u>76,774.25</u>

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-15
Statement of Income & Expense
For the 1 Month and 6 Months Ended June 30, 2016**

1015	1 Month Ended <u>June 30, 2016</u>	6 Months Ended <u>June 30, 2016</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	12,424.70
3401.3 - Capital Grants	<u>0.00</u>	<u>92,976.25</u>
Total HUD PHA Grants	0.00	105,400.95
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>105,400.95</u>
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operation		
4430.12 - Miscellaneous Contracts	<u>0.00</u>	<u>12,424.70</u>
Total Ordinary Maint & Oper	0.00	12,424.70
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>12,424.70</u>
Net Income/(Loss)	<u>0.00</u>	<u>92,976.25</u>

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

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-16
Statement of Income & Expense
For the 1 Month and 6 Months Ended June 30, 2016**

1016	1 Month Ended <u>June 30, 2016</u>	6 Months Ended <u>June 30, 2016</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	21,200.00
3401.3 - Capital Grants	<u>0.00</u>	<u>7,109.43</u>
Total HUD PHA Grants	0.00	28,309.43
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>0.00</u>	<u>28,309.43</u>
Operating Expenses		
Administration		
4110 - Administrative Salaries	0.00	19,693.45
4182 - Employee Benefits - Admin	<u>0.00</u>	<u>1,506.55</u>
Total Administration	0.00	21,200.00
Ordinary Maint. & Operation		
Total Ordinary Maint & Oper	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>21,200.00</u>
Net Income/(Loss)	<u>0.00</u>	<u>7,109.43</u>

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED

See Accountants' Compilation Report

Manistee Housing Commission
Capital Fund 501-12

Program ID:	1 Month Ended June 30, 2016	6 Months Ended June 30, 2016	BUDGET	OVER/UNDER
MI33P078501-12 **1512**				
<hr/>				
Administration				
1406 - Operations	\$ 0.00	\$ 40,000.00	\$ 40,000.00	\$ 0.00
1408 - Management Improvements	0.00	20,000.00	20,000.00	0.00
1410 - Administration	0.00	20,000.00	20,000.00	0.00
Total Administration	0.00	80,000.00	80,000.00	0.00
A & E				
1430 - A & E Fees	0.00	9,375.91	10,000.00	624.09
1430.99 - A & E Fees - Soft Costs	0.00	3,531.25	0.00	(3,531.25)
Total A & E Fees	0.00	12,907.16	10,000.00	(2,907.16)
Site Acquisition				
Total Site Acquisition	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	98,941.84	101,849.00	2,907.16
Total Dwelling Structures	0.00	98,941.84	101,849.00	2,907.16
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equip.	0.00	0.00	0.00	0.00
Demolition				
Total Demolition	0.00	0.00	0.00	0.00
Development Activities				
Total Development Activities	0.00	0.00	0.00	0.00
Total Capital Funds Expended	0.00	191,849.00	191,849.00	0.00
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
1600 - CFP Funding	0.00	191,849.00	191,849.00	0.00
Over/(Under) Funding	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Manistee Housing Commission
Capital Fund 501-13

Program ID:	1 Month Ended June 30, 2016	6 Months Ended June 30, 2016	BUDGET	OVER/UNDER
MI33P078501-13 **1513**				
Administration				
1406 - Operations	\$ 0.00	\$ 39,637.40	\$ 39,637.40	\$ 0.00
1408 - Management Improvements	0.00	17,793.00	20,000.00	2,207.00
1410 - Administration	0.00	19,818.70	19,818.70	0.00
Total Administration	0.00	77,249.10	79,456.10	2,207.00
A & E				
1430 - A & E Fees	0.00	12,785.00	10,543.90	(2,241.10)
Total A & E Fees	0.00	12,785.00	10,543.90	(2,241.10)
Site Acquisition				
Total Site Acquisition	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	104,977.85	0.00	(104,977.85)
1460.1 - Equipment Upgrade-Harborview	0.00	0.00	80,179.00	80,179.00
1460.2 - Unit Modernization-HA Wide	0.00	0.00	28,008.00	28,008.00
1460.99 - Dwelling Structures-Soft Costs	0.00	3,175.05	0.00	(3,175.05)
Total Dwelling Structures	0.00	108,152.90	108,187.00	34.10
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equip.	0.00	0.00	0.00	0.00
Demolition				
Total Demolition	0.00	0.00	0.00	0.00
Development Activities				
Total Development Activities	0.00	0.00	0.00	0.00
Total Capital Funds Expended	0.00	198,187.00	198,187.00	0.00
1600 - CFP Funding	0.00	198,187.00	198,187.00	0.00
Over/(Under) Funding	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Manistee Housing Commission
Capital Fund 501-14

Program ID: 1 Month CUMULATIVE BUDGET OVER/UNDER
 MI33P078501-14 Ended June 30, 2016 June 30, 2016
 1514

Administration				
1406 - Operations	\$ 0.00	\$ 34,232.00	\$ 34,232.00	\$ 0.00
1408 - Management Improvements	0.00	20,000.00	20,000.00	0.00
1410 - Administration	0.00	19,018.00	19,018.00	0.00
Total Administration	<u>0.00</u>	<u>73,250.00</u>	<u>73,250.00</u>	<u>0.00</u>
A & E				
1430 - A & E Fees	1,380.00	6,162.10	16,750.00	10,587.90
1430.99 - A & E Fees - Soft Costs	0.00	4,580.00	0.00	(4,580.00)
Total A & E Fees	<u>1,380.00</u>	<u>10,742.10</u>	<u>16,750.00</u>	<u>6,007.90</u>
Site Acquisition				
Total Site Acquisition	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	100,182.00	0.00	(100,182.00)
1460.3 - Roof Replacement-Scattered Sites	0.00	0.00	17,000.00	17,000.00
1460.4 - Boiler Replacement	0.00	0.00	2,500.00	2,500.00
1460.5 - Water Heater Replacements	0.00	0.00	2,500.00	2,500.00
1460.6 - HVAC/Split System - Harborview	0.00	0.00	8,000.00	8,000.00
1460.7 - Air Handler Repair - Harborview	0.00	0.00	15,000.00	15,000.00
1460.8 - Corridor Lighting Replacment - CT	0.00	0.00	55,182.00	55,182.00
Total Dwelling Structures	<u>0.00</u>	<u>100,182.00</u>	<u>100,182.00</u>	<u>0.00</u>
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equip.	0.00	0.00	0.00	0.00
Demolition				
Total Demolition	0.00	0.00	0.00	0.00
Development Activities				
Total Development Activities	0.00	0.00	0.00	0.00
Total Capital Funds Expended	1,380.00	184,174.10	190,182.00	6,007.90
1600 - CFP Funding	<u>1,380.00</u>	<u>184,174.10</u>	<u>190,182.00</u>	<u>6,007.90</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Manistee Housing Commission
Capital Fund 501-15

Program ID:	1 Month Ended	CUMULATIVE	BUDGET	OVER/UNDER
MI33P078501-15 **1515**	June 30, 2016	June 30, 2016		
Administration				
1406 - Operations	\$ 0.00	\$ 37,758.00	\$ 37,758.00	\$ 0.00
1408 - Management Improvements	0.00	20,000.00	20,000.00	0.00
1410 - Administration	0.00	18,879.00	18,879.00	0.00
Total Administration	0.00	76,637.00	76,637.00	0.00
A & E				
1430 - A & E Fees	0.00	0.00	10,000.00	10,000.00
Total A & E Fees	0.00	0.00	10,000.00	10,000.00
Site Acquisition				
Total Site Acquisition	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	87,429.25	102,153.00	14,723.75
1460.99 - Dwelling Structures-Soft Costs	0.00	12,424.70	0.00	(12,424.70)
Total Dwelling Structures	0.00	99,853.95	102,153.00	2,299.05
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equip.	0.00	0.00	0.00	0.00
Demolition				
Total Demolition	0.00	0.00	0.00	0.00
Development Activities				
Total Development Activities	0.00	0.00	0.00	0.00
Total Capital Funds Expended	0.00	176,490.95	188,790.00	12,299.05
1600 - CFP Funding	0.00	176,490.95	188,790.00	12,299.05
Over/(Under) Funding	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Manistee Housing Commission
Capital Fund 501-16

Program ID:	1 Month Ended	CUMULATIVE	BUDGET	OVER/UNDER
MI33P078501-16 **1516**	June 30, 2016	June 30, 2016		
Administration				
1406 - Operations	\$ 0.00	\$ 29,680.00	\$ 29,680.00	\$ 0.00
1408 - Management Improvements	0.00	7,109.43	21,200.00	14,090.57
1410 - Administration	0.00	21,200.00	21,200.00	0.00
Total Administration	0.00	57,989.43	72,080.00	14,090.57
A & E				
1430 - A & E Fees	0.00	0.00	15,000.00	15,000.00
Total A & E Fees	0.00	0.00	15,000.00	15,000.00
Site Acquisition				
Total Site Acquisition	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	0.00	109,918.00	109,918.00
Total Dwelling Structures	0.00	0.00	109,918.00	109,918.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
1475 - Nondwelling Equipment	0.00	0.00	15,000.00	15,000.00
Total Nondwelling Equip.	0.00	0.00	15,000.00	15,000.00
Demolition				
Total Demolition	0.00	0.00	0.00	0.00
Development Activities				
Total Development Activities	0.00	0.00	0.00	0.00
Total Capital Funds Expended	0.00	57,989.43	211,998.00	154,008.57
1600 - CFP Funding	0.00	57,989.43	211,998.00	154,008.57
Over/(Under) Funding	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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

Date	Reference	T	Account	Description	Amount	Reference Total
06/01/16	7678	V	10014320	Consumers Energy	5,162.68	5,162.68
06/01/16	7679	V	10014330	DTE Energy	571.93	571.93
06/01/16	7680	V	10012131	Byline Bank	2,029.47	
06/01/16	7680	V	10014580	Byline Bank	6,121.88	
06/01/16	7680	V	10017510	Byline Bank	2,029.47	
06/01/16	7680	V	10017590	Byline Bank	(2,029.47)	8,151.35
06/01/16	7681	V	10014221	██████████	200.00	200.00
06/01/16	7682		10014221	██████████	200.00	200.00
06/01/16	7683	V	10014221	██████████	100.00	100.00
06/01/16	7684	V	10014221	██████████	200.00	200.00
06/01/16	7685	V	10014221	██████████	200.00	200.00
06/01/16	7686		10014221	██████████	100.00	100.00
06/01/16	7687	V	10014190.3	The Nelrod Company	199.00	199.00
06/01/16	7688	V	10014185	AT & T	517.57	517.57
06/01/16	7689	V	10014185	AT & T Mobile	948.91	948.91
06/01/16	7690	V	10014185	Charter Business	123.19	
06/01/16	7690	V	10014230	Charter Business	5,076.25	5,199.44
06/01/16	7691	V	10014310	City of Manistee	4,273.75	4,273.75
06/01/16	7692	V	10014320	Consumers Energy	1,647.03	1,647.03
06/01/16	7693	V	10011122	Consumers Energy	199.48	199.48
06/01/16	7694		10014430.02	Custom Sheet Metal & Heating	1,192.30	1,192.30
06/01/16	7695	V	10012133	Ford Credit	481.03	481.03
06/01/16	7696	V	10014430.09	Griffin Pest Solutions	400.00	400.00
06/01/16	7697	V	10014420	Haglund's Floor Covering	68.95	68.95
06/01/16	7698	V	10014420	HD Supply Facilities Mtee	726.36	726.36
06/01/16	7699	V	10014420	Linke Lumber Company	52.22	52.22
06/01/16	7700		10014430.08	Manistee Plumbing Co LLC	1,651.04	1,651.04
06/01/16	7701		10014190.5	PNC Bank	110.00	110.00
06/01/16	7702	V	10014430.04	Schindler Elevator Corp.	576.34	576.34
06/01/16	7703	V	10014420	State Industrial Products	615.90	615.90
06/01/16	7704		10014420	Swidorski Bros Excavating LLC	175.00	175.00
06/01/16	7705	V	10014430.07	Top Line Electric	151.50	151.50
06/01/16	7706		10014190.3	U.S. Bank Equipment Finance	422.82	422.82
06/01/16	7707		10012119	Anthony Mastrapasqua	436.80	436.80

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

Date	Reference	T	Account	Description	Amount	Reference Total
06/06/16	7708	V	10014420	Cadillac Plumbing & Heating Supply Co., Inc.	44.78	44.78
06/06/16	7709		10014420	Careline Medical Equipment & Supply	40.00	40.00
06/06/16	7710	V	10014320	Consumers Energy	6.41	6.41
06/06/16	7711	V	10014420	Fastenal Company	645.36	645.36
06/06/16	7712	V	10014170	H.A.A.S., Inc.	686.88	686.88
06/06/16	7713	V	10014190.3	Kushner & Company	50.00	50.00
06/06/16	7714	V	10014190.5	McCardel Water Conditioning	25.00	
06/06/16	7714	V	10014420	McCardel Water Conditioning	485.00	510.00
06/06/16	7715	V	10014190.3	Next IT	553.25	553.25
06/06/16	7716		10014190.5	Poster Compliance Center	69.00	69.00
06/06/16	7717		10014190.3	Special Deputy Sheriff	83.24	83.24
06/06/16	7718	V	10014420	Wahr Hardware	128.31	128.31
06/14/16	7719		10011122	██████████	120.00	
06/14/16	7719		10012114	██████████	214.00	334.00
06/14/16	7720		10012114	██████████	308.75	308.75
06/14/16	7721	V	10014190.3	CDM Mobile Shredding, Inc	45.00	45.00
06/14/16	7722	V	10014320	Consumers Energy	64.46	64.46
06/14/16	7723	V	10014330	DTE Energy	1,129.12	1,129.12
06/14/16	7724		10011122	DTE	111.81	111.81
06/14/16	7725	V	10014190.3	Housing Data Systems	200.00	200.00
06/14/16	7726		10014430.05	Jason Thompson Landscape & Design	350.00	350.00
06/14/16	7727		10012114	██████████	120.81	120.81
06/14/16	7728		10014420	Ludington Paint & Glass	1,127.00	1,127.00
06/14/16	7729		10011400	M.C. Smith Associates	1,380.00	
06/14/16	7729		15141430	M.C. Smith Associates	1,380.00	
06/14/16	7729		15149800	M.C. Smith Associates	(1,380.00)	1,380.00
06/14/16	7730	V	10014190.2	NAHRO	372.50	372.50
06/14/16	7731	V	10014190.5	The PI Company	148.80	148.80
06/14/16	7732		10012114	██████████	270.00	270.00
06/14/16	7733	V	10014430.09	Action WDI Specialists	150.00	150.00
06/14/16	7734	V	10014185	AT & T Long Distance	58.22	58.22
06/14/16	7735	V	10014420	HD Supply Facilities Mtee	780.00	780.00
06/14/16	7736	V	10014420	Sunrise Supplies	495.50	495.50

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

Date	Reference	T	Account	Description	Amount	Reference Total
06/14/16	7737	V	10014420	Top Line Electric	362.83	362.83
06/27/16	7738	V	10014182	Principal Financial Group	564.95	
06/27/16	7738	V	10014433	Principal Financial Group	640.07	1,205.02
06/27/16	7739	V	10014182	Sun Life Financial	348.91	
06/27/16	7739	V	10014433	Sun Life Financial	205.49	554.40
06/27/16	7740	V	10014182	VSP	105.38	
06/27/16	7740	V	10014433	VSP	113.94	219.32
06/30/16	MI078		10011111.2	Checks 7678 - 7740	(47,536.17)	(47,536.17)
					Transaction Balance	<u>0.00</u>
Total Debits				Total Credits		A/C Hash Total
					<u>50,945.64</u>	<u>50,945.64</u>
						<u>761311361.940</u>
Number of Transactions						75

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

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

Date	Reference	T	Account	Description	Amount	Reference Total
06/30/16	155		10011111.2	June Cash Receipts	50,523.27	
06/30/16	155		10011122	June TAR Collections	(49,116.55)	
06/30/16	155		10011122.1	June Bad Debt Collections	(208.72)	
06/30/16	155		10012114	Tenant Security Deposit Collections	(1,198.00)	
06/30/16	156		10011111.2	Operating Subsidy	43,244.50	
06/30/16	156		10013401.2	Operating Subsidy	(43,244.50)	
06/30/16	157		10011111.2	501-14 CFP Grant	1,380.00	
06/30/16	157		10143401.3	501-14 CFP Grant	(1,380.00)	
06/30/16	157		15141600	501-14 CFP Grant	1,380.00	
06/30/16	157		15141699	501-14 CFP Grant	(1,380.00)	
06/30/16	158		10011111.2	Bank Difference in Deposit on 6/30	0.30	
06/30/16	158		10011122	Bank Difference in Deposit on 6/30	(0.30)	
06/30/16	159		10011111.2	NOW Interest	0.21	
06/30/16	159		10013610	NOW Interest	(0.21)	
06/30/16	160		10011111.2	Sweep Interest	89.42	
06/30/16	160		10013610	Sweep Interest	(89.42)	
06/30/16	161		10011111.3	HRA Interest	0.41	
06/30/16	161		10013610	HRA Interest	(0.41)	
06/30/16	162		10011111.4	MM Savings Interest	4.25	
06/30/16	162		10013610	MM Savings Interest	(4.25)	
					Transaction Balance	<u>0.00</u>
Total Debits				Total Credits	<u>96,622.36</u>	
					A/C Hash Total	<u>210628911.500</u>
Number of Transactions						20

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

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
06/30/16	342		10011122	To record charges to tenants per June 2016 Statement of Operations.	50,964.24	
06/30/16	342		10013110	To record charges to tenants per June 2016 Statement of Operations.	(44,114.00)	
06/30/16	342		10013120	To record charges to tenants per June 2016 Statement of Operations.	(763.32)	
06/30/16	342		10013689	To record charges to tenants per June 2016 Statement of Operations.	(3,626.00)	
06/30/16	342		10013690	To record charges to tenants per June 2016 Statement of Operations.	(2,460.92)	
06/30/16	343		10011122	To record transfers of security deposits to A/R per June 2016 Statement of Operations.	(771.44)	
06/30/16	343		10012114	To record transfers of security deposits to A/R per June 2016 Statement of Operations.	771.44	
06/30/16	344		10011111.3	To record HRA transactions per June 2016 bank statement.	(977.25)	
06/30/16	344		10012117.12	To record HRA transactions per June 2016 bank statement.	977.25	
06/30/16	345		10011111.2	To record MERS PURCHASE per June 2016 bank statement.	(1,322.05)	
06/30/16	345		10012117.5	To record MERS PURCHASE per June 2016 bank statement.	1,322.05	
06/30/16	346		10012117.5	To adjust May MERS withholdings due to error in spreadsheet calculation.	0.01	
06/30/16	346		10014433	To adjust May MERS withholdings due to error in spreadsheet calculation.	(0.01)	
06/30/16	347		10011111.2	To record June 2016 payroll transactions per MyPay reports & bank statement.	(29,193.03)	
06/30/16	347		10012117.12	To record June 2016 payroll transactions per MyPay reports & bank statement.	(591.93)	
06/30/16	347		10012117.4	To record June 2016 payroll transactions per MyPay reports & bank statement.	(1,958.29)	
06/30/16	347		10012117.5	To record June 2016 payroll transactions per MyPay reports & bank statement.	(1,922.45)	
06/30/16	347		10012117.6	To record June 2016 payroll transactions per MyPay reports & bank statement.	(3.00)	
06/30/16	347		10012117.9	To record June 2016 payroll transactions per MyPay reports & bank statement.	(117.44)	
06/30/16	347		10012119	To record June 2016 payroll transactions per MyPay reports & bank statement.	(780.91)	
06/30/16	347		10014110	To record June 2016 payroll transactions per MyPay reports & bank statement.	20,870.33	
06/30/16	347		10014182	To record June 2016 payroll transactions per MyPay reports & bank statement.	1,623.67	
06/30/16	347		10014190.3	To record June 2016 payroll transactions per MyPay reports & bank statement.	134.65	
06/30/16	347		10014410	To record June 2016 payroll transactions per MyPay reports & bank statement.	11,170.61	
06/30/16	347		10014433	To record June 2016 payroll transactions per MyPay reports & bank statement.	767.79	
06/30/16	348		10011111.2	To record SHWF debit for payment of health insurance per June 2016 bank statement.	(9,739.70)	
06/30/16	348		10012117.4	To record SHWF debit for payment of health insurance per June 2016 bank		

**Manistee Housing Commission
Journal Entry - PH Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
				statement.	1,958.29	
06/30/16	348		10014182	To record SHWF debit for payment of health insurance per June 2016 bank statement.	4,188.81	
06/30/16	348		10014433	To record SHWF debit for payment of health insurance per June 2016 bank statement.	3,592.60	
06/30/16	349		10011111.2	To reverse JE 341 dated 05/31/2016.	300.00	
06/30/16	349		10011690	To reverse JE 341 dated 05/31/2016.	(300.00)	
06/30/16	A1	S	10019998	To record unit months for PUM calculation.	214.00	
06/30/16	A1	S	10019999	To record unit months for PUM calculation.	(214.00)	
06/30/16	A2	S	10012137	To record estimated monthly PILOT expense.	(3,290.00)	
06/30/16	A2	S	10014520	To record estimated monthly PILOT expense.	3,290.00	
06/30/16	A3	S	10011400.95	To record estimated monthly depreciation expense.	(22,370.00)	
06/30/16	A3	S	10014800	To record estimated monthly depreciation expense.	22,370.00	
06/30/16	RT1	S	10019996	To record actual units leased for REAC reporting purposes.	199.00	
06/30/16	RT1	S	10019997	To record actual units leased for REAC reporting purposes.	(199.00)	
06/30/16	RT2	S	10011211	To record monthly insurance write off.	(5,870.33)	
06/30/16	RT2	S	10014510	To record monthly insurance write off.	5,870.33	
				Transaction Balance	<u>0.00</u>	
Total Debits	<u>130,585.07</u>	Total Credits	<u>130,585.07</u>	A/C Hash Total	<u>410549331.390</u>	
Number of Transactions	41					

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

**Manistee Housing Commission
Payroll Disbursements Journal**

Date	Reference	T	Account	Description	Amount	Reference Total
06/01/16	13099	V	10011111.3	CMHC - West Shore FSA	197.31	197.31
06/01/16	13100		10012119	Louis Rush	176.69	176.69
06/01/16	13101	V	10012117.9	United Steel Workers	49.38	49.38
06/01/16	13102	V	10012117.6	United Steel Workers	3.00	3.00
06/15/16	13103	V	10011111.3	CMHC - West Shore FSA	197.31	197.31
06/15/16	13104		10012119	Louis Rush	167.42	167.42
06/15/16	13105	V	10012117.9	United Steel Workers	68.06	68.06
06/29/16	13106	V	10011111.3	CMHC - West Shore FSA	197.31	197.31
06/30/16	MI078		10011111.2	June 2016 Payroll Disbursements	(1,056.48)	<u>(1,056.48)</u>
				Transaction Balance		<u><u>0.00</u></u>
Total Debits			<u>1,056.48</u>	Total Credits		<u>1,056.48</u>
				A/C Hash Total		<u>90105036.500</u>
Number of Transactions		9				

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

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10011111.2 NOW Account				420,852.82		
06/30/16	155		June Cash Receipts		50,523.27	
06/30/16	156		Operating Subsidy		43,244.50	
06/30/16	157		501-14 CFP Grant		1,380.00	
06/30/16	158		Bank Difference in Deposit on 6/30		0.30	
06/30/16	159		NOW Interest		0.21	
06/30/16	160		Sweep Interest		89.42	
06/30/16	345		To record MERS PURCHASE per June 2016 bank statement.		(1,322.05)	
06/30/16	347		To record June 2016 payroll transactions per MyPay reports & bank statement.		(29,193.03)	
06/30/16	348		To record SHWF debit for payment of health insurance per June 2016 bank statement.		(9,739.70)	
06/30/16	349		To reverse JE 341 dated 05/31/2016.		300.00	
06/30/16	MI078		Checks 7678 - 7740		(47,536.17)	
06/30/16	MI078		June 2016 Payroll Disbursements		(1,056.48)	
					<u>6,690.27</u>	<u>427,543.09</u>
10011111.3 HRA Account				10,403.62		
06/30/16	161		HRA Interest		0.41	
06/30/16	344		To record HRA transactions per June 2016 bank statement.		(977.25)	
06/01/16	13099	V	CMHC - West Shore FSA		197.31	
06/15/16	13103	V	CMHC - West Shore FSA		197.31	
06/29/16	13106	V	CMHC - West Shore FSA		197.31	
					<u>(384.91)</u>	<u>10,018.71</u>
10011111.4 Money Market Savings				51,743.60		
06/30/16	162		MM Savings Interest		4.25	
					<u>4.25</u>	<u>51,747.85</u>
10011117 Petty Cash Fund				250.00		
					<u>0.00</u>	<u>250.00</u>
10011118 Change Fund				50.00		
					<u>0.00</u>	<u>50.00</u>
10011122 Tenants Accounts Receivable				14,972.50		
06/30/16	155		June TAR Collections		(49,116.55)	
06/30/16	158		Bank Difference in Deposit on 6/30		(0.30)	
06/30/16	342		To record charges to tenants per June 2016 Statement of Operations.		50,964.24	
06/30/16	343		To record transfers of security deposits to A/R per June 2016 Statement of Operations.		(771.44)	
06/01/16	7693	V	Consumers Energy		199.48	
06/14/16	7719		██████████		120.00	
06/14/16	7724		DTE		111.81	
					<u>1,507.24</u>	<u>16,479.74</u>
10011122.1 Allowance for Doubtful Accounts				(10,070.11)		
06/30/16	155		June Bad Debt Collections		(208.72)	
					<u>(208.72)</u>	<u>(10,278.83)</u>
10011129 Accounts Receivable-Other				1,913.04		
					<u>0.00</u>	<u>1,913.04</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10011211		Prepaid Insurance	17,137.16		
06/30/16	RT2	S	To record monthly insurance write off.		(5,870.33)	
					<u>(5,870.33)</u>	<u>11,266.83</u>
	10011400		Construction in Progress-CFP	437,120.44		
06/14/16	7729		M.C. Smith Associates		1,380.00	
					<u>1,380.00</u>	<u>438,500.44</u>
	10011400.6		Land	360,271.62		
					<u>0.00</u>	<u>360,271.62</u>
	10011400.61		Land Improvements	89,807.07		
					<u>0.00</u>	<u>89,807.07</u>
	10011400.7		Buildings	4,657,515.77		
					<u>0.00</u>	<u>4,657,515.77</u>
	10011400.71		Building Improvements	4,889,790.32		
					<u>0.00</u>	<u>4,889,790.32</u>
	10011400.72		Non-dwelling Structures	7,050.00		
					<u>0.00</u>	<u>7,050.00</u>
	10011400.8		Furn., Equip., Mach.-Dwellings	264,024.34		
					<u>0.00</u>	<u>264,024.34</u>
	10011400.9		Furn., Equip., Mach.-Admin	534,454.43		
					<u>0.00</u>	<u>534,454.43</u>
	10011400.95		Accumulated Depreciation-ALL	(8,010,402.26)		
06/30/16	A3	S	To record estimated monthly depreciation expense.		(22,370.00)	
					<u>(22,370.00)</u>	<u>(8,032,772.26)</u>
	10011690		Undistributed Debits	300.00		
06/30/16	349		To reverse JE 341 dated 05/31/2016.		(300.00)	
					<u>(300.00)</u>	<u>0.00</u>
	10011700		Net Pension Asset	52,763.00		
					<u>0.00</u>	<u>52,763.00</u>
	10011701		Deferred Outflows	8,476.00		
					<u>0.00</u>	<u>8,476.00</u>
	10012111		Vendors and Contractors	(36,369.93)		
					<u>0.00</u>	<u>(36,369.93)</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10012114 Tenant Security Deposits				(47,450.00)		
06/30/16	155		Tenant Security Deposit Collections		(1,198.00)	
06/30/16	343		To record transfers of security deposits to A/R per June 2016 Statement of Operations.		771.44	
06/14/16	7719		██████████		214.00	
06/14/16	7720		██████████		308.75	
06/14/16	7727		██████████		120.81	
06/14/16	7732		██████████		270.00	
					<u>487.00</u>	<u>(46,963.00)</u>
10012117.12 FSA Withheld				(307.48)		
06/30/16	344		To record HRA transactions per June 2016 bank statement.		977.25	
06/30/16	347		To record June 2016 payroll transactions per MyPay reports & bank statement.		(591.93)	
					<u>385.32</u>	<u>77.84</u>
10012117.4 125 Medical Withheld				0.00		
06/30/16	347		To record June 2016 payroll transactions per MyPay reports & bank statement.		(1,958.29)	
06/30/16	348		To record SHWF debit for payment of health insurance per June 2016 bank statement.		1,958.29	
					<u>0.00</u>	<u>0.00</u>
10012117.5 Pension Withheld				(1,322.06)		
06/30/16	345		To record MERS PURCHASE per June 2016 bank statement.		1,322.05	
06/30/16	346		To adjust May MERS withholdings due to error in spreadsheet calculation.		0.01	
06/30/16	347		To record June 2016 payroll transactions per MyPay reports & bank statement.		(1,922.45)	
					<u>(600.39)</u>	<u>(1,922.45)</u>
10012117.6 PAC Withheld				0.00		
06/30/16	347		To record June 2016 payroll transactions per MyPay reports & bank statement.		(3.00)	
06/01/16	13102	V	United Steel Workers		3.00	
					<u>0.00</u>	<u>0.00</u>
10012117.9 Union Dues Withheld				0.00		
06/30/16	347		To record June 2016 payroll transactions per MyPay reports & bank statement.		(117.44)	
06/01/16	13101	V	United Steel Workers		49.38	
06/15/16	13105	V	United Steel Workers		68.06	
					<u>0.00</u>	<u>0.00</u>
10012119 Accounts Payable - Other				0.00		
06/30/16	347		To record June 2016 payroll transactions per MyPay reports & bank statement.		(780.91)	
06/01/16	7707		Anthony Mastrapasqua		436.80	
06/01/16	13100		Louis Rush		176.69	
06/15/16	13104		Louis Rush		167.42	
					<u>0.00</u>	<u>0.00</u>
10012119.2 Interfund Payble - DVG				(1,935.90)		

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10012119.2		Interfund Payable - DVG (cont.)		0.00	(1,935.90)
	10012131		EPC Loan - Current	(15,905.31)		
06/01/16	7680	V	Byline Bank		2,029.47	
					2,029.47	(13,875.84)
	10012132		EPC Loan - Noncurrent	(1,132,372.47)		
					0.00	(1,132,372.47)
	10012133		Capital Lease - 2016 F250 - Current	(7,053.34)		
06/01/16	7695	V	Ford Credit		481.03	
					481.03	(6,572.31)
	10012135		Accrued Salaries and Wages	(4,697.21)		
					0.00	(4,697.21)
	10012135.1		Accrued Comp. Absences-Current	(14,890.75)		
					0.00	(14,890.75)
	10012135.3		Accrued Comp. Absences-Non Current	(11,798.08)		
					0.00	(11,798.08)
	10012137		Payments in Lieu of Taxes	(53,594.68)		
06/30/16	A2	S	To record estimated monthly PILOT expense.		(3,290.00)	
					(3,290.00)	(56,884.68)
	10012139		Capital Lease - 2016 F250 - Non Current	(17,020.14)		
					0.00	(17,020.14)
	10012806		Unrestricted Net Position	(411,708.81)		
					0.00	(411,708.81)
	10012806.1		Invested in Capital Assets	(1,838,559.37)		
					0.00	(1,838,559.37)
	10012820		HUD Operating Reserve - Memo	(411,708.81)		
					0.00	(411,708.81)
	10012820.1		HUD Operating Reserve-Contra	411,708.81		
					0.00	411,708.81
	10013110		Dwelling Rental	(221,848.00)		
06/30/16	342		To record charges to tenants per June 2016 Statement of Operations.		(44,114.00)	
					(44,114.00)	(265,962.00)

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10013120	Excess Utilities		(4,189.83)		
06/30/16	342		To record charges to tenants per June 2016 Statement of Operations.		(763.32)	
					<u>(763.32)</u>	<u>(4,953.15)</u>
	10013401.1	Operating Grants		(29,680.00)		
					<u>0.00</u>	<u>(29,680.00)</u>
	10013401.2	Operating Subsidy		(194,521.50)		
06/30/16	156		Operating Subsidy		(43,244.50)	
					<u>(43,244.50)</u>	<u>(237,766.00)</u>
	10013610	Interest Income-Gen. Fund		(460.29)		
06/30/16	159		NOW Interest		(0.21)	
06/30/16	160		Sweep Interest		(89.42)	
06/30/16	161		HRA Interest		(0.41)	
06/30/16	162		MM Savings Interest		(4.25)	
					<u>(94.29)</u>	<u>(554.58)</u>
	10013689	Tenant Income - Cable TV		(16,897.00)		
06/30/16	342		To record charges to tenants per June 2016 Statement of Operations.		(3,626.00)	
					<u>(3,626.00)</u>	<u>(20,523.00)</u>
	10013690	Tenant Income		(15,819.26)		
06/30/16	342		To record charges to tenants per June 2016 Statement of Operations.		(2,460.92)	
					<u>(2,460.92)</u>	<u>(18,280.18)</u>
	10013690.1	Non-Tenant Income		(197.10)		
					<u>0.00</u>	<u>(197.10)</u>
	10013690.2	Gain/Loss-Sale of Fixed Assets		(8,455.00)		
					<u>0.00</u>	<u>(8,455.00)</u>
	10013690.4	Laundry Income		(3,520.93)		
					<u>0.00</u>	<u>(3,520.93)</u>
	10013690.6	Fraud Recovery Revenue		(203.40)		
					<u>0.00</u>	<u>(203.40)</u>
	10013690.7	Management Fee - DVG		(3,000.00)		
					<u>0.00</u>	<u>(3,000.00)</u>
	10014110	Administrative Salaries		51,574.51		
06/30/16	347		To record June 2016 payroll transactions per MyPay reports & bank statement.		20,870.33	
					<u>20,870.33</u>	<u>72,444.84</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014130 Legal Expense				9,888.74		
					0.00	9,888.74
10014140 Staff Training				547.00		
					0.00	547.00
10014150 Travel Expense				67.84		
					0.00	67.84
10014170 Accounting Fees				4,379.40		
06/06/16	7712	V	H.A.A.S., Inc.		686.88	
					686.88	5,066.28
10014182 Employee Benefits - Admin				41,373.19		
06/30/16	347		To record June 2016 payroll transactions per MyPay reports & bank statement.		1,623.67	
06/30/16	348		To record SHWF debit for payment of health insurance per June 2016 bank statement.		4,188.81	
06/27/16	7738	V	Principal Financial Group		564.95	
06/27/16	7739	V	Sun Life Financial		348.91	
06/27/16	7740	V	VSP		105.38	
					6,831.72	48,204.91
10014185 Telephone				8,134.32		
06/01/16	7688	V	AT & T		517.57	
06/01/16	7689	V	AT & T Mobile		948.91	
06/01/16	7690	V	Charter Business		123.19	
06/14/16	7734	V	AT & T Long Distance		58.22	
					1,647.89	9,782.21
10014190.1 Publications				1,299.00		
					0.00	1,299.00
10014190.2 Membership Dues and Fees				180.00		
06/14/16	7730	V	NAHRO		372.50	
					372.50	552.50
10014190.3 Admin Service Contracts				24,704.42		
06/30/16	347		To record June 2016 payroll transactions per MyPay reports & bank statement.		134.65	
06/01/16	7687	V	The Nelrod Company		199.00	
06/01/16	7706		U.S. Bank Equipment Finance		422.82	
06/06/16	7713	V	Kushner & Company		50.00	
06/06/16	7715	V	Next IT		553.25	
06/06/16	7717		Special Deputy Sheriff		83.24	
06/14/16	7721	V	CDM Mobile Shredding, Inc		45.00	
06/14/16	7725	V	Housing Data Systems		200.00	
					1,687.96	26,392.38
10014190.4 Office Supplies				3,530.44		
					0.00	3,530.44

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014190.5 Other Sundry-Misc.				7,303.69		
06/01/16	7701		PNC Bank		110.00	
06/06/16	7714	V	McCardel Water Conditioning		25.00	
06/06/16	7716		Poster Compliance Center		69.00	
06/14/16	7731	V	The PI Company		148.80	
					<u>352.80</u>	<u>7,656.49</u>
10014221 Resident Employee Stipend				4,900.00		
06/01/16	7681	V	[REDACTED]		200.00	
06/01/16	7682		[REDACTED]		200.00	
06/01/16	7683	V	[REDACTED]		100.00	
06/01/16	7684	V	[REDACTED]		200.00	
06/01/16	7685	V	[REDACTED]		200.00	
06/01/16	7686		[REDACTED]		100.00	
					<u>1,000.00</u>	<u>5,900.00</u>
10014230 Contract Costs-Cable & Other				25,216.95		
06/01/16	7690	V	Charter Business		5,076.25	
					<u>5,076.25</u>	<u>30,293.20</u>
10014310 Water & Sewer				24,345.77		
06/01/16	7691	V	City of Manistee		4,273.75	
					<u>4,273.75</u>	<u>28,619.52</u>
10014320 Electricity				45,303.01		
06/01/16	7678	V	Consumers Energy		5,162.68	
06/01/16	7692	V	Consumers Energy		1,647.03	
06/06/16	7710	V	Consumers Energy		6.41	
06/14/16	7722	V	Consumers Energy		64.46	
					<u>6,880.58</u>	<u>52,183.59</u>
10014330 Gas				16,050.75		
06/01/16	7679	V	DTE Energy		571.93	
06/14/16	7723	V	DTE Energy		1,129.12	
					<u>1,701.05</u>	<u>17,751.80</u>
10014410 Labor, Maintenance				39,596.59		
06/30/16	347		To record June 2016 payroll transactions per MyPay reports & bank statement.		11,170.61	
					<u>11,170.61</u>	<u>50,767.20</u>
10014420 Materials				15,819.85		
06/01/16	7697	V	Haglund's Floor Covering		68.95	
06/01/16	7698	V	HD Supply Facilities Mtce		726.36	
06/01/16	7699	V	Linke Lumber Company		52.22	
06/01/16	7703	V	State Industrial Products		615.90	
06/01/16	7704		Swidorski Bros Excavating LLC		175.00	
06/06/16	7708	V	Cadillac Plumbing & Heating Supply Co., Inc.		44.78	
06/06/16	7709		Carelinc Medical Equipment & Supply		40.00	
06/06/16	7711	V	Fastenal Company		645.36	
06/06/16	7714	V	McCardel Water Conditioning		485.00	
06/06/16	7718	V	Wahr Hardware		128.31	
06/14/16	7728		Ludington Paint & Glass		1,127.00	

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014420 Materials (cont.)						
06/14/16	7735	V	HD Supply Facilities Mtce		780.00	
06/14/16	7736	V	Sunrise Supplies		495.50	
06/14/16	7737	V	Top Line Electric		362.83	
					<u>5,747.21</u>	<u>21,567.06</u>
10014430.02 Heating & Cooling Contracts				8,804.32		
06/01/16	7694		Custom Sheet Metal & Heating		1,192.30	
					<u>1,192.30</u>	<u>9,996.62</u>
10014430.03 Snow Removal Contracts				100.00		
					<u>0.00</u>	<u>100.00</u>
10014430.04 Elevator Contracts				3,808.55		
06/01/16	7702	V	Schindler Elevator Corp.		576.34	
					<u>576.34</u>	<u>4,384.89</u>
10014430.05 Landscape & Grounds Contracts				0.00		
06/14/16	7726		Jason Thompson Landscape & Design		350.00	
					<u>350.00</u>	<u>350.00</u>
10014430.06 Unit Turnaround Contracts				5,695.00		
					<u>0.00</u>	<u>5,695.00</u>
10014430.07 Electrical Contracts				1,282.94		
06/01/16	7705	V	Top Line Electric		151.50	
					<u>151.50</u>	<u>1,434.44</u>
10014430.08 Plumbing Contracts				2,318.10		
06/01/16	7700		Manistee Plumbing Co LLC		1,651.04	
					<u>1,651.04</u>	<u>3,969.14</u>
10014430.09 Extermination Contracts				8,321.00		
06/01/16	7696	V	Griffin Pest Solutions		400.00	
06/14/16	7733	V	Action WDI Specialists		150.00	
					<u>550.00</u>	<u>8,871.00</u>
10014430.11 Routine Maintenance Contracts				2,346.50		
					<u>0.00</u>	<u>2,346.50</u>
10014430.12 Miscellaneous Contracts				11,439.95		
					<u>0.00</u>	<u>11,439.95</u>
10014431 Garbage Removal				6,515.13		
					<u>0.00</u>	<u>6,515.13</u>
10014433 Employee Benefits - Maint.				32,500.84		
06/30/16	346		To adjust May MERS withholdings due to error in			

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014433 Employee Benefits - Maint. (cont.)						
			spreadsheet calculation.		(0.01)	
06/30/16	347		To record June 2016 payroll transactions per MyPay reports & bank statement.		767.79	
06/30/16	348		To record SHWF debit for payment of health insurance per June 2016 bank statement.		3,592.60	
06/27/16	7738	V	Principal Financial Group		640.07	
06/27/16	7739	V	Sun Life Financial		205.49	
06/27/16	7740	V	VSP		113.94	
					<u>5,319.88</u>	<u>37,820.72</u>
10014441 Staff Travel-Maintenance				377.87		
					<u>0.00</u>	<u>377.87</u>
10014510 Insurance				30,601.46		
06/30/16	RT2	S	To record monthly insurance write off.		5,870.33	
					<u>5,870.33</u>	<u>36,471.79</u>
10014520 Payment in Lieu of Taxes				16,450.00		
06/30/16	A2	S	To record estimated monthly PILOT expense.		3,290.00	
					<u>3,290.00</u>	<u>19,740.00</u>
10014580 Interest Expense				30,769.71		
06/01/16	7680	V	Byline Bank		6,121.88	
					<u>6,121.88</u>	<u>36,891.59</u>
10014800 Depreciation - Current Year				111,850.00		
06/30/16	A3	S	To record estimated monthly depreciation expense.		22,370.00	
					<u>22,370.00</u>	<u>134,220.00</u>
10017510 Principal Payments - EPC				9,987.04		
06/01/16	7680	V	Byline Bank		2,029.47	
					<u>2,029.47</u>	<u>12,016.51</u>
10017520 Replacement of Equipment				4,782.00		
					<u>0.00</u>	<u>4,782.00</u>
10017530 Cash Proceeds-Sale of Equipment				(8,455.00)		
					<u>0.00</u>	<u>(8,455.00)</u>
10017540 Betterments and Additions				37,833.18		
					<u>0.00</u>	<u>37,833.18</u>
10017590 Operating Expenditures-Contra				(44,147.22)		
06/01/16	7680	V	Byline Bank		(2,029.47)	
					<u>(2,029.47)</u>	<u>(46,176.69)</u>
10019996 Actual Unit Months for REAC submission				993.00		
06/30/16	RT1	S	To record actual units leased for REAC reporting purposes.		199.00	

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10019996		Actual Unit Months for REAC submission (cont.)		199.00	1,192.00
	10019997		Actual Unit Months - Contra	(993.00)		
06/30/16	RT1	S	To record actual units leased for REAC reporting purposes.		(199.00)	
					(199.00)	(1,192.00)
	10019998		Unit Months - Memorandum	1,070.00		
06/30/16	A1	S	To record unit months for PUM calculation.		214.00	
					214.00	1,284.00
	10019999		Unit Months - Contra	(1,070.00)		
06/30/16	A1	S	To record unit months for PUM calculation.		(214.00)	
					(214.00)	(1,284.00)
	10123401.3		Capital Grants	(18,999.58)	0.00	(18,999.58)
	10133401.1		Operating Grants	(968.05)	0.00	(968.05)
	10133401.3		Capital Grants	(107,562.85)	0.00	(107,562.85)
	10134430.12		Miscellaneous Contracts	968.05	0.00	968.05
	10143401.1		Operating Grants	(1,977.59)	0.00	(1,977.59)
	10143401.3		Capital Grants	(75,394.25)		
06/30/16	157		501-14 CFP Grant		(1,380.00)	
					(1,380.00)	(76,774.25)
	10144190.5		Other Sundry-Misc.	1,977.59	0.00	1,977.59
	10153401.1		Operating Grants	(12,424.70)	0.00	(12,424.70)
	10153401.3		Capital Grants	(92,976.25)	0.00	(92,976.25)
	10154430.12		Miscellaneous Contract Costs	12,424.70	0.00	12,424.70

**Manistee Housing Commission
General Ledger**

Date	Reference T	Description	Beginning Balance	Current Amount	YTD Balance
	10163401.1	Operating Grants	(21,200.00)	<u>0.00</u>	<u>(21,200.00)</u>
	10163401.3	Capital Grants	(7,109.43)	<u>0.00</u>	<u>(7,109.43)</u>
	10164110	Administrative Salaries	19,693.45	<u>0.00</u>	<u>19,693.45</u>
	10164182	Employee Benefits - Admin	1,506.55	<u>0.00</u>	<u>1,506.55</u>
	15121406	Operations	40,000.00	<u>0.00</u>	<u>40,000.00</u>
	15121408	Management Improvements	20,000.00	<u>0.00</u>	<u>20,000.00</u>
	15121410	Administration	20,000.00	<u>0.00</u>	<u>20,000.00</u>
	15121430	A & E Fees	9,375.91	<u>0.00</u>	<u>9,375.91</u>
	15121430.99	A & E Fees - Soft Costs	3,531.25	<u>0.00</u>	<u>3,531.25</u>
	15121460	Dwelling Structures	98,941.84	<u>0.00</u>	<u>98,941.84</u>
	15121600	CFP Funding	191,849.00	<u>0.00</u>	<u>191,849.00</u>
	15121699	CFP Funding - Contra	(191,849.00)	<u>0.00</u>	<u>(191,849.00)</u>
	15129800	CFP Cost - Contra	(191,849.00)	<u>0.00</u>	<u>(191,849.00)</u>
	15131406	Operations	39,637.40	<u>0.00</u>	<u>39,637.40</u>
	15131408	Management Improvements	17,793.00	<u>0.00</u>	<u>17,793.00</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	15131410		Administration	19,818.70	<u>0.00</u>	<u>19,818.70</u>
	15131430		A & E Fees	12,785.00	<u>0.00</u>	<u>12,785.00</u>
	15131460		Dwelling Structures	104,977.85	<u>0.00</u>	<u>104,977.85</u>
	15131460.99		Dwelling Structures-Soft Costs	3,175.05	<u>0.00</u>	<u>3,175.05</u>
	15131600		CFP Funding	198,187.00	<u>0.00</u>	<u>198,187.00</u>
	15131699		CFP Funding - Contra	(198,187.00)	<u>0.00</u>	<u>(198,187.00)</u>
	15139800		CFP Cost - Contra	(198,187.00)	<u>0.00</u>	<u>(198,187.00)</u>
	15141406		Operations	34,232.00	<u>0.00</u>	<u>34,232.00</u>
	15141408		Management Improvements	20,000.00	<u>0.00</u>	<u>20,000.00</u>
	15141410		Administration	19,018.00	<u>0.00</u>	<u>19,018.00</u>
	15141430		A & E Fees	4,782.10	<u>1,380.00</u>	<u>6,162.10</u>
06/14/16	7729		M.C. Smith Associates		<u>1,380.00</u>	<u>6,162.10</u>
	15141430.99		A & E Fees - Soft Costs	4,580.00	<u>0.00</u>	<u>4,580.00</u>
	15141460		Dwelling Structures	100,182.00	<u>0.00</u>	<u>100,182.00</u>
	15141600		CFP Funding	182,794.10	<u>1,380.00</u>	<u>184,174.10</u>
06/30/16	157		501-14 CFP Grant		<u>1,380.00</u>	<u>184,174.10</u>
	15141699		CFP Funding - Contra	(182,794.10)	(1,380.00)	
06/30/16	157		501-14 CFP Grant		(1,380.00)	

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	15141699		CFP Funding - Contra (cont.)		<u>(1,380.00)</u>	<u>(184,174.10)</u>
	15149800		CFP Cost - Contra	(182,794.10)	<u>(1,380.00)</u>	<u>(184,174.10)</u>
06/14/16	7729		M.C. Smith Associates		<u>(1,380.00)</u>	<u>(184,174.10)</u>
	15151406		Operations	37,758.00	<u>0.00</u>	<u>37,758.00</u>
	15151408		Management Improvements	20,000.00	<u>0.00</u>	<u>20,000.00</u>
	15151410		Administration	18,879.00	<u>0.00</u>	<u>18,879.00</u>
	15151460		Dwelling Structures	87,429.25	<u>0.00</u>	<u>87,429.25</u>
	15151460.99		Dwelling Structures - Soft Costs	12,424.70	<u>0.00</u>	<u>12,424.70</u>
	15151600		CFP Funding	176,490.95	<u>0.00</u>	<u>176,490.95</u>
	15151699		CFP Funding - Contra	(227,370.95)	<u>0.00</u>	<u>(227,370.95)</u>
	15159800		CFP Cost - Contra	(176,490.95)	<u>0.00</u>	<u>(176,490.95)</u>
	15161406		Operations	29,680.00	<u>0.00</u>	<u>29,680.00</u>
	15161408		Management Improvements	7,109.43	<u>0.00</u>	<u>7,109.43</u>
	15161410		Administration	21,200.00	<u>0.00</u>	<u>21,200.00</u>
	15161600		CFP Funding	57,989.43	<u>0.00</u>	<u>57,989.43</u>
	15161699		CFP Funding - Contra	(7,109.43)	<u>0.00</u>	<u>(7,109.43)</u>

Manistee Housing Commission
General Ledger

Date	Reference T	Description	Beginning Balance	Current Amount	YTD Balance
	15169800	CFP Cost - Contra	(57,989.43)	<u>0.00</u>	<u>(57,989.43)</u>
Current Profit/(Loss)		<u>(20,059.77)</u>	YTD Profit/(Loss)		<u>183,378.06</u>
Number of Transactions		145	The General Ledger is in balance		<u>0.00</u>

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

**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number: 851620
Statement Ending date: 06/30/16
Checkbook Name: Public Housing Checking

General Ledger

Balance per General Ledger (Account 10011111.2) at 06/01/16	420,852.82
Activity for the month:	
Total Debits (Deposits and Credit Memos)	95,537.70
Total Credits (Checks and Debit Memos)	<u>-88,847.43</u>
Unreconciled General Ledger Balance at 06/30/16	<u>427,543.09</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/16	<u><u>427,543.09</u></u>

Bank

Balance per Bank Statement at 06/30/16	429,257.89
Total Additions (Deposits and Credit Memos in transit)	1,055.13
Total Subtractions (Checks and Debit Memos in transit)	<u>-2,769.93</u>
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 06/30/16	<u><u>427,543.09</u></u>

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 06/01/16
Statement Ending date: 06/30/16
Checkbook Name: Public Housing Checking

Statement Summary

Beginning Balance				426,207.78
Deposits and Credit Memos				
147	05/31/16	10011122	May Cash Receipts	3,203.00
156	06/30/16	10013401.2	Operating Subsidy	43,244.50
157	06/30/16	10143401.3	501-14 CFP Grant	1,380.00
158	06/30/16	10011122	Bank Difference in Deposit on 6/30	0.30
159	06/30/16	10013610	NOW Interest	0.21
160	06/30/16	10013610	Sweep Interest	89.42
349	06/30/16	10011690	To reverse JE 341 dated 05/31/2016.	300.00
155	06/30/16	10011122	June Cash Receipts	49,468.14
			Total	<u>97,685.57</u>

Checks and Debit Memos

345	06/30/16	10012117.5	To record MERS PURCHASE per June 2016 bank statement.	(1,322.05)
347	06/30/16	10014110	To record June 2016 payroll transactions per MyPay reports & bank	(29,193.03)
348	06/30/16	10012117.4	To record SHWF debit for payment of health insurance per June 20	(9,739.70)
7671	05/24/16	10011211	American Bankers Insurance Company	(1,570.00)
7672	05/24/16	10014430.09	Griffin Pest Solutions	(1,904.00)
7673	05/24/16	10014130	Mika Meyers Beckett & Jones PLC	(2,195.23)
7674	05/24/16	10014182	Principal Financial Group	(1,357.51)
7675	05/24/16	10014190.4	Staples	(204.24)
7676	05/24/16	10014182	Sun Life Financial	(609.75)
7677	05/24/16	10014182	VSP	(244.16)
7678	06/01/16	10014320	Consumers Energy	(5,162.68)
7679	06/01/16	10014330	DTE Energy	(571.93)
7680	06/01/16	10012131	Byline Bank	(8,151.35)
7681	06/01/16	10014221	██████████	(200.00)
7682	06/01/16	10014221	██████████	(200.00)
7683	06/01/16	10014221	██████████	(100.00)
7684	06/01/16	10014221	██████████	(200.00)
7685	06/01/16	10014221	██████████	(200.00)
7686	06/01/16	10014221	██████████	(100.00)
7687	06/01/16	10014190.3	The Nelrod Company	(199.00)
7688	06/01/16	10014185	AT & T	(517.57)
7689	06/01/16	10014185	AT & T Mobile	(948.91)
7690	06/01/16	10014185	Charter Business	(5,199.44)
7691	06/01/16	10014310	City of Manistee	(4,273.75)
7692	06/01/16	10014320	Consumers Energy	(1,647.03)
7693	06/01/16	10011122	Consumers Energy	(199.48)
7694	06/01/16	10014430.02	Custom Sheet Metal & Heating	(1,192.30)
7695	06/01/16	10012133	Ford Credit	(481.03)
7696	06/01/16	10014430.09	Griffin Pest Solutions	(400.00)
7697	06/01/16	10014420	Haglund's Floor Covering	(68.95)
7698	06/01/16	10014420	HD Supply Facilities Mtce	(726.36)
7699	06/01/16	10014420	Linke Lumber Company	(52.22)
7700	06/01/16	10014430.08	Manistee Plumbing Co LLC	(1,651.04)
7701	06/01/16	10014190.5	PNC Bank	(110.00)
7702	06/01/16	10014430.04	Schindler Elevator Corp.	(576.34)
7703	06/01/16	10014420	State Industrial Products	(615.90)
7704	06/01/16	10014420	Swidorski Bros Excavating LLC	(175.00)
7705	06/01/16	10014430.07	Top Line Electric	(151.50)
7706	06/01/16	10014190.3	U.S. Bank Equipment Finance	(422.82)
7707	06/01/16	10012119	Anthony Mastrapasqua	(436.80)
7708	06/06/16	10014420	Cadillac Plumbing & Heating Supply Co., Inc.	(44.78)
7709	06/06/16	10014420	Careline Medical Equipment & Supply	(40.00)
7710	06/06/16	10014320	Consumers Energy	(6.41)
7711	06/06/16	10014420	Fastenal Company	(645.36)
7712	06/06/16	10014170	H.A.A.S., Inc.	(686.88)
7713	06/06/16	10014190.3	Kushner & Company	(50.00)
7714	06/06/16	10014190.5	McCardel Water Conditioning	(510.00)
7715	06/06/16	10014190.3	Next IT	(553.25)
7716	06/06/16	10014190.5	Poster Compliance Center	(69.00)
7717	06/06/16	10014190.3	Special Deputy Sheriff	(83.24)

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 06/01/16
Statement Ending date: 06/30/16
Checkbook Name: Public Housing Checking

7718	06/06/16	10014420	Wahr Hardware	(128.31)
7719	06/14/16	10011122	██████████	(334.00)
7720	06/14/16	10012114	██████████	(308.75)
7721	06/14/16	10014190.3	CDM Mobile Shredding, Inc	(45.00)
7722	06/14/16	10014320	Consumers Energy	(64.46)
7723	06/14/16	10014330	DTE Energy	(1,129.12)
7724	06/14/16	10011122	DTE	(111.81)
7725	06/14/16	10014190.3	Housing Data Systems	(200.00)
7726	06/14/16	10014430.05	Jason Thompson Landscape & Design	(350.00)
7728	06/14/16	10014420	Ludington Paint & Glass	(1,127.00)
7729	06/14/16	10011400	M.C. Smith Associates	(1,380.00)
7730	06/14/16	10014190.2	NAHRO	(372.50)
7731	06/14/16	10014190.5	The PI Company	(148.80)
7732	06/14/16	10012114	██████████	(270.00)
7733	06/14/16	10014430.09	Action WDI Specialists	(150.00)
7734	06/14/16	10014185	AT & T Long Distance	(58.22)
7735	06/14/16	10014420	HD Supply Facilities Mtce	(780.00)
7736	06/14/16	10014420	Sunrise Supplies	(495.50)
7737	06/14/16	10014420	Top Line Electric	(362.83)
13099	06/01/16	10011111.3	CMHC - West Shore FSA	(197.31)
13100	06/01/16	10012119	Louis Rush	(176.69)
13101	06/01/16	10012117.9	United Steel Workers	(49.38)
13102	06/01/16	10012117.6	United Steel Workers	(3.00)
13103	06/15/16	10011111.3	CMHC - West Shore FSA	(197.31)
13104	06/15/16	10012119	Louis Rush	(167.42)
13105	06/15/16	10012117.9	United Steel Workers	(68.06)
			Total	<u>(94,635.46)</u>

Ending Balance 429,257.89

Bank Summary

Ending Bank Balance 429,257.89

Deposits and Credit Memos in transit

155	06/30/16	10011122	June Cash Receipts	1,055.13
			Total	<u>1,055.13</u>

Checks and Debit Memos in transit

6744	04/28/15	10012114	██████████	39.00
6750	04/28/15	10012114	██████████	125.00
6787	05/13/15	10011122	██████████	78.00
7057	09/01/15	10014221	██████████	100.00
7080	09/16/15	10012114	██████████	86.07
7468	03/02/16	10012114	██████████	45.00
7727	06/14/16	10012114	██████████	120.81
7738	06/27/16	10014182	Principal Financial Group	1,205.02
7739	06/27/16	10014182	Sun Life Financial	554.40
7740	06/27/16	10014182	VSP	219.32
13106	06/29/16	10011111.3	CMHC - West Shore FSA	197.31
			Total	<u>(2,769.93)</u>

Ending Balance 427,543.09

Book Summary

G/L account: 10011111.2
G/L journal: Journal Entry - PH
G/L period: 06/30/16

Total Adjustments: 0.00

Ending Balance 427,543.09

**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number:
Statement Ending date: 06/30/16
Checkbook Name: HRA Account

General Ledger

Balance per General Ledger (Account 10011111.3) at 06/01/16	10,403.62
Activity for the month:	
Total Debits (Deposits and Credit Memos)	592.34
Total Credits (Checks and Debit Memos)	<u>-977.25</u>
Unreconciled General Ledger Balance at 06/30/16	<u>10,018.71</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/16	<u><u>10,018.71</u></u>

Bank

Balance per Bank Statement at 06/30/16	9,821.40
Total Additions (Deposits and Credit Memos in transit)	197.31
Total Subtractions (Checks and Debit Memos in transit)	-0.00
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 06/30/16	<u><u>10,018.71</u></u>

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 06/01/16
Statement Ending date: 06/30/16
Checkbook Name: HRA Account

Statement Summary

Beginning Balance				10,403.62
Deposits and Credit Memos				
13099	06/01/16		CMHC - West Shore FSA	197.31
13103	06/15/16		CMHC - West Shore FSA	197.31
161	06/30/16	10013610	HRA Interest	0.41
			Total	<u>395.03</u>
Checks and Debit Memos				
344	06/30/16	10012117.12	To record HRA transactions per June 2016 bank statement.	(977.25)
			Total	<u>(977.25)</u>
Ending Balance				<u><u>9,821.40</u></u>

Bank Summary

Ending Bank Balance				9,821.40
Deposits and Credit Memos in transit				
13106	06/29/16		CMHC - West Shore FSA	197.31
			Total	<u>197.31</u>
Ending Balance				<u><u>10,018.71</u></u>

Book Summary

G/L account: 10011111.3				
G/L journal: Journal Entry - PH				
G/L period: 06/30/16				
			Total Adjustments:	<u>0.00</u>
Ending Balance				<u><u>10,018.71</u></u>

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

**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number: 558567
Statement Ending date: 06/30/16
Checkbook Name: Money Market Savings

General Ledger

Balance per General Ledger (Account 10011111.4) at 06/01/16	51,743.60
Activity for the month:	
Total Debits (Deposits and Credit Memos)	4.25
Total Credits (Checks and Debit Memos)	-0.00
Unreconciled General Ledger Balance at 06/30/16	<u>51,747.85</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/16	<u><u>51,747.85</u></u>

Bank

Balance per Bank Statement at 06/30/16	51,747.85
Total Additions (Deposits and Credit Memos in transit)	0.00
Total Subtractions (Checks and Debit Memos in transit)	-0.00
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 06/30/16	<u><u>51,747.85</u></u>

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 06/01/16
Statement Ending date: 06/30/16
Checkbook Name: Money Market Savings

Statement Summary

Beginning Balance					51,743.60
Deposits and Credit Memos					
162	06/30/16	10013610	MM Savings Interest		4.25
			Total		<u>4.25</u>
Ending Balance					<u><u>51,747.85</u></u>

Bank Summary

Ending Bank Balance					<u>51,747.85</u>
Ending Balance					<u><u>51,747.85</u></u>

Book Summary

G/L account: 10011111.4
G/L journal: Journal Entry - PH
G/L period: 06/30/16

Total Adjustments: 0.00

Ending Balance 51,747.85

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

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

	1 Month Ended June 30, 2016	1 Month Ended June 30, 2015	6 Months Ended June 30, 2016	6 Months Ended June 30, 2015
Operating Income				
3110 - Dwelling Rental	\$ 44,114.00	\$ 47,055.00	\$ 265,962.00	\$ 293,448.00
3120 - Excess Utilities	763.32	936.36	4,953.15	6,129.26
3401.1 - Operating Grants	0.00	39,637.40	29,680.00	56,753.40
3401.2 - Operating Subsidy	43,244.50	38,052.00	237,766.00	226,093.00
3610 - Interest Income-Gen. Fund	94.29	92.94	554.58	548.27
3689 - Tenant Income - Cable TV	3,626.00	3,709.00	20,523.00	22,730.00
3690 - Tenant Income	2,460.92	3,773.52	18,280.18	15,420.23
3690.1 - Non-Tenant Income	0.00	15.18	197.10	15.18
3690.2 - Gain/Loss-Sale of Fixed Ass	0.00	0.00	8,455.00	0.00
3690.4 - Laundry Income	0.00	590.69	3,520.93	5,934.07
3690.6 - Fraud Recovery Revenue	0.00	199.50	203.40	1,197.00
3690.7 - Management Fee - DVG	0.00	0.00	3,000.00	3,000.00
Total Operating Income	<u>94,303.03</u>	<u>134,061.59</u>	<u>593,095.34</u>	<u>631,268.41</u>
Operating Expenses				
Routine Expenses				
4110 - Administrative Salaries	20,870.33	13,947.71	72,444.84	81,999.27
4111 - Admin Wage-Contracted	0.00	2,640.00	0.00	14,175.00
4120 - Compensated Absences	0.00	0.00	0.00	0.00
4130 - Legal Expense	0.00	4,708.88	9,888.74	12,650.21
4130.3 - Legal Expense-Restitution	0.00	0.00	0.00	0.00
4140 - Staff Training	0.00	0.00	547.00	365.46
4150 - Travel Expense	0.00	0.00	67.84	1,000.00
4170 - Accounting Fees	686.88	728.88	5,066.28	5,671.93
4171 - Auditing	0.00	0.00	0.00	0.00
4171.1 - Fraud Audit	0.00	0.00	0.00	0.00
4172 - Management Fees	0.00	0.00	0.00	0.00
4182 - Employee Benefits - Admin	6,831.72	6,700.69	48,204.91	42,533.23
4185 - Telephone	1,647.89	1,648.35	9,782.21	10,112.14
4190 - Sundry Administration	0.00	0.00	0.00	0.00
4190.1 - Publications	0.00	0.00	1,299.00	30.00
4190.2 - Membership Dues and Fees	372.50	367.50	552.50	1,286.50
4190.3 - Admin Service Contracts	1,687.96	3,160.52	26,392.38	12,722.34
4190.4 - Office Supplies	0.00	657.72	3,530.44	5,326.92
4190.5 - Other Sundry-Misc.	352.80	1,942.76	7,656.49	6,141.35
4190.55 - Computer Repair/Upgrades	0.00	0.00	0.00	0.00
4210 - Tenant Services - Salaries	0.00	0.00	0.00	0.00
4220 - Rec., Pub., & Other Services	0.00	0.00	0.00	3,951.94
4221 - Resident Employee Stipend	1,000.00	900.00	5,900.00	5,100.00
4222 - Employee Benefits - Tenant Se	0.00	0.00	0.00	0.00
4230 - Contract Costs-Cable & Other	5,076.25	4,696.08	30,293.20	27,920.94
4310 - Water & Sewer	4,273.75	4,496.20	28,619.52	24,695.14
4320 - Electricity	6,880.58	6,656.34	52,183.59	53,921.40
4330 - Gas	1,701.05	1,515.93	17,751.80	22,550.98
4390 - EPC Savings	0.00	0.00	0.00	0.00
4410 - Labor, Maintenance	11,170.61	7,418.00	50,767.20	44,716.88

See Accountants' Compilation Report

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

	1 Month Ended June 30, 2016	1 Month Ended June 30, 2015	6 Months Ended June 30, 2016	6 Months Ended June 30, 2015
4420 - Materials	5,747.21	1,978.15	21,567.06	28,353.86
4430 - Contract Costs	0.00	0.00	0.00	0.00
4430.02 - Heating & Cooling Contract	1,192.30	0.00	9,996.62	12,170.20
4430.03 - Snow Removal Contracts	0.00	0.00	100.00	0.00
4430.04 - Elevator Contracts	576.34	1,116.28	4,384.89	7,487.68
4430.05 - Landscape & Grounds Cont	350.00	0.00	350.00	0.00
4430.06 - Unit Turnaround Contracts	0.00	1,110.00	5,695.00	14,193.95
4430.07 - Electrical Contracts	151.50	201.92	1,434.44	3,167.49
4430.08 - Plumbing Contracts	1,651.04	702.58	3,969.14	4,642.35
4430.09 - Extermination Contracts	550.00	2,431.00	8,871.00	4,790.00
4430.11 - Routine Maintenance Contr	0.00	0.00	2,346.50	4,751.35
4430.12 - Miscellaneous Contracts	0.00	70.00	11,439.95	3,443.87
4431 - Garbage Removal	0.00	1,435.28	6,515.13	8,025.73
4433 - Employee Benefits - Maint.	5,319.88	5,255.13	37,820.72	34,816.04
4434 - Employee Benefits-Retirees	0.00	0.00	0.00	0.00
4440 - Staff Training-Maintenance	0.00	0.00	0.00	548.00
4441 - Staff Travel-Maintenance	0.00	0.00	377.87	0.00
4480 - Security Contract Costs	0.00	0.00	0.00	0.00
4510 - Insurance	5,870.33	5,496.15	36,471.79	36,459.07
4520 - Payment in Lieu of Taxes	3,290.00	3,290.00	19,740.00	19,740.00
4540 - Employee Benefit Contribution	0.00	0.00	0.00	0.00
4543 - Benefits-Pension	0.00	0.00	0.00	0.00
4550 - Compensated Absences	0.00	0.00	0.00	0.00
4570 - Collection Losses	0.00	0.00	0.00	0.00
4580 - Interest Expense	6,121.88	6,244.36	36,891.59	37,594.59
4590 - Other General Expense	0.00	0.00	0.00	0.00
Total Routine Expenses	<u>93,372.80</u>	<u>91,516.41</u>	<u>578,919.64</u>	<u>597,055.81</u>
Non-Routine Expenses				
Casualty Losses-Not Cap.				
Total Casualty Losses-Not Cap.	0.00	0.00	0.00	0.00
Total Operating Expenses	<u>93,372.80</u>	<u>91,516.41</u>	<u>578,919.64</u>	<u>597,055.81</u>
Operating Income (Loss)	<u>930.23</u>	<u>42,545.18</u>	<u>14,175.70</u>	<u>34,212.60</u>
Depreciation Expense				
4800 - Depreciation - Current Year	22,370.00	22,440.00	134,220.00	134,640.00
Total Depreciation Expense	22,370.00	22,440.00	134,220.00	134,640.00
Surplus Credits & Charges				
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0.00	(640.00)
Total Surplus Credits & Charges	0.00	0.00	0.00	(640.00)
Capital Expenditures				
7510 - Principal Payments - EPC	2,029.47	1,626.12	12,016.51	9,628.29
7520 - Replacement of Equipment	0.00	3,291.75	4,782.00	8,598.45

See Accountants' Compilation Report

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

	1 Month Ended June 30, 2016	1 Month Ended June 30, 2015	6 Months Ended June 30, 2016	6 Months Ended June 30, 2015
7530 - Cash Proceeds-Sale of Equipm	0.00	0.00	(8,455.00)	0.00
7540 - Betterments and Additions	0.00	0.00	37,833.18	12,160.32
7590 - Operating Expenditures-Contra	<u>(2,029.47)</u>	<u>(4,917.87)</u>	<u>(46,176.69)</u>	<u>(30,387.06)</u>
Total Capital Expenditures	0.00	0.00	0.00	0.00
HUD Net Income (Loss)	<u>\$ (1,099.24)</u>	<u>\$ 37,627.31</u>	<u>\$ (40,455.99)</u>	<u>\$ 4,465.54</u>
GAAP Net Income (Loss)	<u>\$ (21,439.77)</u>	<u>\$ 20,105.18</u>	<u>\$ (120,044.30)</u>	<u>\$ (99,787.40)</u>

See Accountants' Compilation Report

FY 2016 Budget Tracking				
Total Units: 214	Annual-2016	Monthly	June	YTD Actual
Operating Income				
Rental Income				
3110-Dwelling Rental	\$ 600,000.00	\$ 50,000.00	\$ 44,114.00	\$ 265,962.00
3120-Excess Utilities	\$ 10,000.00	\$ 833.33	\$ 763.32	\$ 4,953.15
Total Rental Income	\$ 610,000.00	\$ 50,833.33	\$ 44,877.32	\$ 270,915.15
Revenues-HUD PHA Grants				
3401.1-Operating Grants	\$ 40,000.00	\$ 3,333.33	\$ -	\$ 29,680.00
3401.2-Operating Subsidy	\$ 412,000.00	\$ 34,333.33	\$ 43,244.50	\$ 237,766.00
Total HUD PHA Grants	\$ 452,000.00	\$ 37,666.67	\$ 43,244.50	\$ 267,446.00
Nonrental Income	\$ 115,480.00	\$ 9,623.33	\$ 6,181.21	\$ 54,734.19
Total Operating Income	\$ 1,177,480.00	\$ 98,123.33	\$ 94,303.03	\$ 593,095.34
Operating Expenses				
Routine Expenses				
Administration	\$ 344,793.00	\$ 28,732.75	\$ 25,493.30	\$ 168,022.50
<i>Unusual Administration</i>	\$ -	\$ -	\$ 6,956.78	\$ 17,410.13
Total Administration	\$ 344,793.00	\$ 28,732.75	\$ 32,450.08	\$ 185,432.63
Tenant Services	\$ 72,400.00	\$ 6,033.33	\$ 6,076.25	\$ 36,193.20
<i>Unusual Tenant Services</i>	\$ -	\$ -	\$ -	\$ -
Total Tenant Services	\$ 72,400.00	\$ 6,033.33	\$ 6,076.25	\$ 36,193.20
Utilities	\$ 179,600.00	\$ 14,966.67	\$ 12,855.38	\$ 98,554.91
<i>Unusual Utilities</i>	\$ -	\$ -	\$ -	\$ -
Total Utilities	\$ 179,600.00	\$ 14,966.67	\$ 12,855.38	\$ 98,554.91
Ordinary Maintenance & Operations	\$ 357,370.00	\$ 29,780.83	\$ 22,985.34	\$ 151,843.71
<i>Unusual Ordinary Maintenance & Operations</i>	\$ -	\$ -	\$ 3,723.54	\$ 13,791.81
Total Ordinary Maintenance & Operations	\$ 357,370.00	\$ 29,780.83	\$ 26,708.88	\$ 165,635.52
Protective Services	\$ 3,500.00	\$ 291.67	\$ -	\$ -
<i>Unusual Protective Services</i>	\$ -	\$ -	\$ -	\$ -
Total Protective Services	\$ 3,500.00	\$ 291.67	\$ -	\$ -
General Expenses	\$ 207,378.00	\$ 17,281.50	\$ 15,282.21	\$ 93,103.38
<i>Unusual General Expenses</i>	\$ -	\$ -	\$ -	\$ -
Total General Expenses	\$ 207,378.00	\$ 17,281.50	\$ 15,282.21	\$ 93,103.38
Total Routine Expense	\$ 1,165,041.00	\$ 97,086.75	\$ 93,372.80	\$ 578,919.64
Non-Routine Expenses				
Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ -
Total Casualty Losses	\$ -	\$ -	\$ -	\$ -
Total Non-Routine Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 1,165,041.00	\$ 97,086.75	\$ 93,372.80	\$ 578,919.64
		\$ -		
Operating Income (Loss)	\$ 12,439.00	\$ 1,036.58	\$ 930.23	\$ 14,175.70
Total Depreciation Expense	\$ -	\$ -	\$ 22,370.00	\$ 134,220.00
Surplus Credits & Charges	\$ -	\$ -	\$ -	\$ -
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
HUD Net Income (Loss)	\$ (18,453.00)	\$ (1,537.75)	\$ (1,099.24)	\$ (40,455.99)
GAAP Net Income (Loss)	\$ 12,439.00	\$ 1,036.58	\$ (21,439.77)	\$ (120,044.30)

Unusual Expense Detail:		
Administration		
4110-Administrative Salaries	\$ 6,956.78	Three Pay Periods
Total Administration	\$ 6,956.78	
Ordinary Maint. & Operation		
4410-Labor, Maintenance	\$ 3,723.54	Three Pay Periods
Total Ordinary Maintenance & Operations	\$ 3,723.54	

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

To the Board of Directors
And Management

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

Enclosed are the following reports for the month ending June 30, 2016. These reports have been compiled in accordance with Generally Accepted Accounting Principles.

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

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

Respectfully Submitted:

Housing Authority Accounting Specialists, Inc.

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

ASSETS

CURRENT ASSETS

Cash

1111 - Cash - MSHDA \$ 69,237.60

Total Cash 69,237.60

Receivables

1122 - Tenants Accounts Receivable (722.90)

1129.4 - Interfund Receivable - P/H 1,935.90

Total Receivables 1,213.00

Investments

Total Investments 0.00

Prepaid Expenses & Other Assets

Total Prepaid Expenses & Other Assets 0.00

Total Current Assets 70,450.60

CAPITAL ASSETS

Land, Structures & Equipment

1400.7 - Buildings 364,363.29

1400.98 - Accumulated Depreciation-DVG (80,902.03)

Total Land, Structures & Equipment 283,461.26

TOTAL CAPITAL ASSETS 283,461.26

TOTAL ASSETS \$ 353,911.86

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

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

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

Accrued Liabilities

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

Total Current Liabilities 501,836.33

Non Current Liabilities

Total Non Current Liabilities 0.00

Deferred Credits

Total Deferred Credits 0.00

TOTAL LIABILITIES/DEFERRED CREDITS 501,836.33

EQUITY

Unreserved Fund Balance

2806 - Unrestricted Net Position	63,849.07
2806.4 - Invested in Capital Assets-DVG	(211,610.76)
Current Year Profit(Loss)	<u>(162.78)</u>
Total Unreserved Fund Balance	(147,924.47)

TOTAL EQUITY (147,924.47)

TOTAL LIABILITIES/EQUITY \$ 353,911.86

**Manistee Housing Commission
Domestic Violence Grant
Statement of Income & Expense
For the 1 Month and 6 Months Ended June 30, 2016**

	1 Month Ended	6 Months Ended
	<u>June 30, 2016</u>	<u>June 30, 2016</u>
Operating Income		
3110 - Dwelling Rental	1,502.00	9,012.00
3690 - Tenant Income	<u>0.00</u>	<u>110.00</u>
Total Operating Income	1,502.00	9,122.00
Operating Expenses		
Administration		
4170 - Accounting Fees	128.54	838.74
4172 - Management Fees	<u>0.00</u>	<u>3,000.00</u>
Total Administration	128.54	3,838.74
Ordinary Maint. & Operation		
4420 - Materials	0.00	78.97
4430.02 - Heating & Cooling Contracts	<u>0.00</u>	<u>236.78</u>
Total Ordinary Maint. & Oper.	0.00	315.75
General Expense		
4590 - Other General Expense	<u>0.00</u>	<u>202.31</u>
Total General Expense	0.00	202.31
Depreciation Expense		
4800 - Depreciation - Current Year	<u>821.33</u>	<u>4,927.98</u>
Total Depreciation Expense	821.33	4,927.98
Capital Expenditures		
Total Capital Expenditures	0.00	0.00
Total Operating Expenses	<u>949.87</u>	<u>9,284.78</u>
Net Income/(Loss)	<u>1,373.46</u>	<u>4,765.20</u>

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

<u>Date</u>	<u>Reference</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
06/06/16	2591	20014170	H.A.A.S., Inc.	128.54	128.54
06/30/16	MI078	20011111	Check 2591	(128.54)	<u>(128.54)</u>
				Transaction Balance	<u><u>0.00</u></u>
Total Debits	<u>128.54</u>	Total Credits	<u>128.54</u>	A/C Hash Total	<u>40025281.000</u>
Number of Transactions	2				

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

Date	Reference	Account	Description	Amount	Reference Total
06/30/16	106	20011111	June Cash Receipts	655.00	
06/30/16	106	20011122	June TAR Collections	(655.00)	
				Transaction Balance	<u>0.00</u>
Total Debits		<u>655.00</u>	Total Credits		<u>655.00</u>
Number of Transactions		2	A/C Hash Total		<u>40022233.000</u>

<u>Date</u>	<u>Reference</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
06/30/16	306	20011122	To record charges to tenants per June 2016 Statement of Operations.	1,502.00	
06/30/16	306	20013110	To record charges to tenants per June 2016 Statement of Operations.	(1,502.00)	
06/30/16	A1	20011400.98	To record estimated depreciation expense.	(821.33)	
06/30/16	A1	20014800	To record estimated depreciation expense.	821.33	
06/30/16	RT1	20019996	To record units leased.	3.00	
06/30/16	RT1	20019997	To record units leased.	(3.00)	
				Transaction Balance	<u>0.00</u>
Total Debits		<u>2,326.33</u>	Total Credits		<u>2,326.33</u>
				A/C Hash Total	<u>120090425.980</u>
Number of Transactions		6			

**Manistee Housing Commission
General Ledger**

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Current Amount</u>	<u>YTD Balance</u>
20011111 Cash - MSHDA				68,711.14		
06/30/16	106		June Cash Receipts		655.00	
06/30/16	MI078		Check 2591		(128.54)	
					<u>526.46</u>	<u>69,237.60</u>
20011122 Tenants Accounts Receivable				(1,569.90)		
06/30/16	106		June TAR Collections		(655.00)	
06/30/16	306		To record charges to tenants per June 2016 Statement of Operations.		1,502.00	
					<u>847.00</u>	<u>(722.90)</u>
20011129.4 Interfund Receivable - P/H				1,935.90		
					<u>0.00</u>	<u>1,935.90</u>
20011400.7 Buildings				364,363.29		
					<u>0.00</u>	<u>364,363.29</u>
20011400.98 Accumulated Depreciation-DVG				(80,080.70)		
06/30/16	A1	S	To record estimated depreciation expense.		(821.33)	
					<u>(821.33)</u>	<u>(80,902.03)</u>
20012111 Vendors & Contractors				(250.33)		
					<u>0.00</u>	<u>(250.33)</u>
20012114 Tenant Security Deposits				(1,586.00)		
					<u>0.00</u>	<u>(1,586.00)</u>
20012130 Forgiveable Note - MSHDA				(500,000.00)		
					<u>0.00</u>	<u>(500,000.00)</u>
20012806 Unrestricted Net Assets				(63,849.07)		
					<u>0.00</u>	<u>(63,849.07)</u>
20012806.4 Invested in Capital Assets-DVG				211,610.76		
					<u>0.00</u>	<u>211,610.76</u>
20013110 Dwelling Rental				(7,510.00)		
06/30/16	306		To record charges to tenants per June 2016 Statement of Operations.		(1,502.00)	
					<u>(1,502.00)</u>	<u>(9,012.00)</u>
20013690 Tenant Income				(110.00)		
					<u>0.00</u>	<u>(110.00)</u>
20014170 Accounting Fees				710.20		
06/06/16	2591	V	H.A.A.S., Inc.		128.54	
					<u>128.54</u>	<u>838.74</u>

**Manistee Housing Commission
General Ledger**

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Current Amount</u>	<u>YTD Balance</u>
	20014172		Management Fees	3,000.00	<u>0.00</u>	<u>3,000.00</u>
	20014420		Materials	78.97	<u>0.00</u>	<u>78.97</u>
	20014430.02		Heating & Cooling Contracts	236.78	<u>0.00</u>	<u>236.78</u>
	20014590		General Expense	202.31	<u>0.00</u>	<u>202.31</u>
	20014800		Depreciation - Current Year	4,106.65		
06/30/16	A1	S	To record estimated depreciation expense.		<u>821.33</u>	
					<u>821.33</u>	<u>4,927.98</u>
	20019996		Actual Unit Months for REAC Submission	15.00		
06/30/16	RT1	S	To record units leased.		<u>3.00</u>	
					<u>3.00</u>	<u>18.00</u>
	20019997		Actual Unit Months - Contra	(15.00)		
06/30/16	RT1	S	To record units leased.		<u>(3.00)</u>	
					<u>(3.00)</u>	<u>(18.00)</u>
Current Profit/(Loss)					<u>552.13</u>	
			YTD Profit/(Loss)			<u>(162.78)</u>
Number of Transactions					10	
			The General Ledger is in balance			<u>0.00</u>

**Manistee Housing Commission
Bank Reconciliation Transmittal**

1334
Page 1

Account Number:
Statement Ending date: 06/30/16
Checkbook Name: DVG Checking

General Ledger

Balance per General Ledger (Account 20011111) at 06/01/16	68,711.14
Activity for the month:	
Total Debits (Deposits and Credit Memos)	655.00
Total Credits (Checks and Debit Memos)	<u>-128.54</u>
Unreconciled General Ledger Balance at 06/30/16	<u>69,237.60</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/16	<u><u>69,237.60</u></u>

Bank

Balance per Bank Statement at 06/30/16	69,237.60
Total Additions (Deposits and Credit Memos in transit)	0.00
Total Subtractions (Checks and Debit Memos in transit)	-0.00
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 06/30/16	<u><u>69,237.60</u></u>

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 06/01/16
Statement Ending date: 06/30/16
Checkbook Name: DVG Checking

Statement Summary

Beginning Balance				68,511.14
Deposits and Credit Memos				
105	05/31/16	20011122	May Cash Receipts	200.00
106	06/30/16	20011122	June Cash Receipts	655.00
			Total	<u>855.00</u>
Checks and Debit Memos				
2591	06/06/16	20014170	H.A.A.S., Inc.	(128.54)
			Total	<u>(128.54)</u>
Ending Balance				<u><u>69,237.60</u></u>

Bank Summary

Ending Bank Balance				<u>69,237.60</u>
Ending Balance				<u><u>69,237.60</u></u>

Book Summary

G/L account: 20011111
G/L journal: Journal Entry - DVG
G/L period: 06/30/16

Total Adjustments:	<u>0.00</u>
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Ending Balance	<u><u>69,237.60</u></u>
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City of Manistee Housing Commission

Security Deposit Reconciliation

For the Month Ending June 30, 2016

Prepared July 15, 2016 by Bookkeeper

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
Beginning PH Balance				\$ 50,881.50
Increases to PH				
[REDACTED]	6/8/2016	New Tenant	\$ 51.00	\$ 51.00
[REDACTED]	6/13/2016	New Tenant	\$ 401.00	\$ 452.00
[REDACTED]	6/17/2016	New Tenant	\$ 245.00	\$ 697.00
[REDACTED]	6/21/2016	New Tenant	\$ 339.00	\$ 1,036.00
Total Increases to PH			\$ 1,036.00	\$ 1,036.00
Decreases to PH				
[REDACTED]	6/10/2016	Transfer Against Owed	\$ (220.00)	\$ (220.00)
[REDACTED]	6/10/2016	Transfer Against Owed	\$ (165.19)	\$ (385.19)
[REDACTED]	6/10/2016	Refund of Deposit	\$ (120.81)	\$ (506.00)
[REDACTED]	6/10/2016	Refund of Deposit	\$ (270.00)	\$ (776.00)
[REDACTED]	6/10/2016	Transfer Against Owed	\$ (164.25)	\$ (940.25)
[REDACTED]	6/10/2016	Refund of Deposit	\$ (308.75)	\$ (1,249.00)
[REDACTED]	6/10/2016	Refund of Deposit	\$ (214.00)	\$ (1,463.00)
[REDACTED]	6/23/2016	Transfer Against Owed	\$ (23.00)	\$ (1,486.00)
[REDACTED]	6/23/2016	Refund of Deposit	\$ (113.00)	\$ (1,599.00)
[REDACTED]	6/30/2016	Transfer Against Owed	\$ (199.00)	\$ (1,798.00)
Total Decreases to PH			\$ (1,798.00)	\$ (1,798.00)
Net Increase (Decrease) to PH			\$ (762.00)	\$ (762.00)
Ending PH Balance			\$ (762.00)	\$ 50,119.50
Beginning DVG Balance				
Increases to DVG				
N/A			\$ -	\$ -
Total Increases to DVG			\$ -	\$ -
Decreases to DVG				
N/A			\$ -	\$ -
Total Decreases to DVG			\$ -	\$ -
Net Increase (Decrease) to DVG			\$ -	\$ -
Ending DVG Balance			\$ -	\$ 516.00
Combined Ending Balance				<u>\$ 50,635.50</u>



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

Resolution 2016-11
Mandated Procurement Policy Update

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

WHEREAS, CMHC's existing Procurement Policy was adopted August 25, 2009, and

WHEREAS, the U.S. Department of Housing and Urban Development [HUD] has mandated that all Public Housing Authorities transition procurement activities from 24 CFR 85.36 to 2 CFR 200.317 through 200.326 by the end of our fiscal year {CFR – Code of Federal Regulations}, and

WHEREAS, the CMHC staff has prepared the mandated update by use of the sample procurement policy provided by HUD,

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

IT IS HEREBY RESOLVED that the Board of Commissioners adopts the updated Procurement Policy as prepared by staff with an immediate effective date.

Those voting in favor:

Those voting against:

Those absent or abstaining:

RESOLUTION DECLARED Passed

CERTIFICATION

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 23th day of August 2016.

Dale Priester, President

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 26th day of July 2016.

Clinton McKinven-Copus, Executive Director

PENDING APPROVAL



**City of Manistee
Housing Commission**

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

City of Manistee Housing Commission

Codification: 1401 – Procurement Policy

Adopted: August 23, 2016

Revision Number	Resolution Number	Date
1.0 – 2016 Mandated Update	2016-11	August 23, 2016

PENDING APPROVAL

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NOTE: WILL BE UPDATED UPON ADOPTION

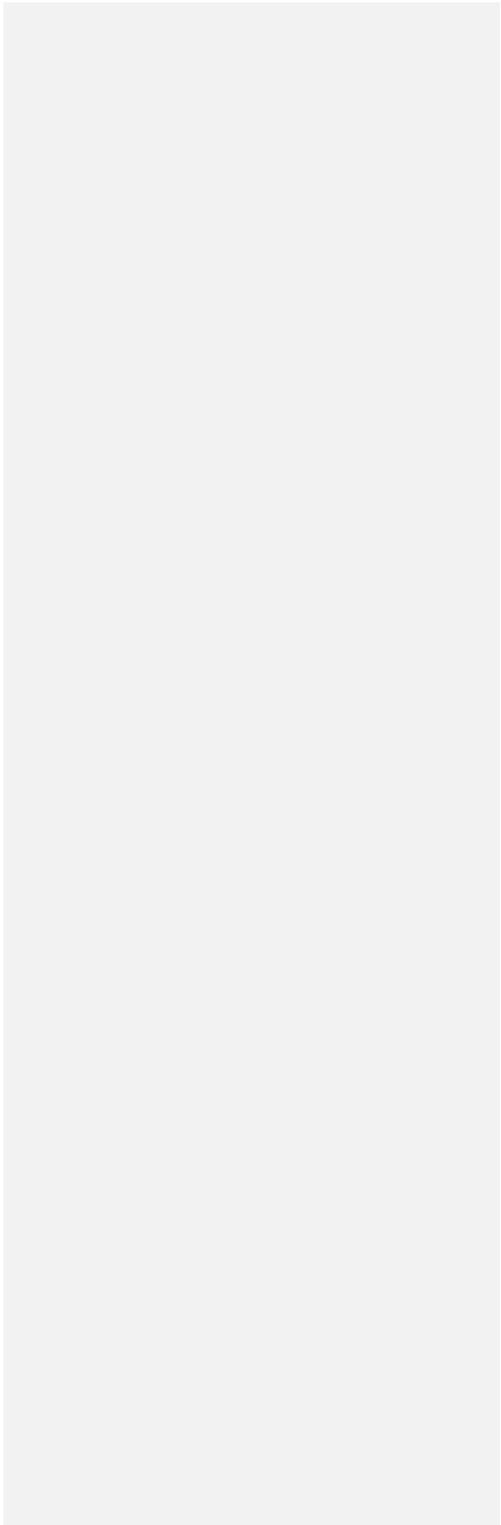
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PENDING APPROVAL



1.0 INTRODUCTION

1.1 General:

Established for the Housing Authority of the City of Manistee Housing Commission, (hereinafter, "the Agency") by Action of the Agency Board of Commissioners (Board) on August 23, 2016, this Procurement Policy (Policy) complies with the Annual Contributions Contract (ACC) between the Agency and the United States Department of Housing and Urban Development (HUD), Federal Regulations at 2 CFR §200.317 through §200.326, Procurement Standards, the procurement standards of the Procurement Handbook for Public Housing Authorities (PHAs), HUD Handbook 7460.8, REV 2, and applicable State and Local laws.

2.0 GENERAL PROVISIONS

2.1 General - The Agency shall:

- 2.1.1 Provide for a procurement system of quality and integrity;
- 2.1.2 Provide for the fair and equitable treatment of all persons or firms involved in purchasing by the Agency;
- 2.1.3 Ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable and valuable prices available to the Agency;
- 2.1.4 Promote competition in contracting; and
- 2.1.5 Assure that the Agency purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

2.2 Application:

This Policy applies to all procurement actions of the Agency, regardless of the source of funds, except as noted under "exclusions" below. However, nothing in this Policy shall prevent the Agency from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

2.3 Definition:

5 City of Manistee Housing Commission (MI078)
Title – Procurement Policy
Version 1.0 – 2016 Mandated Update
Supporting Resolution Number: 2016-11

The term “procurement,” as used in this Policy, includes the procuring, purchasing, leasing, or renting of

2.3.1 goods, supplies, equipment, and materials

2.3.2 construction and maintenance; consultant services

2.3.3 Architectural and Engineering (A/E) services

2.3.4 Social Services

2.3.5 other services

2.4 Exclusions:

This policy does not govern administrative fees earned under the Section 8 voucher program, the award of vouchers under the Section 8 program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income, e.g., fee-for-service revenue under 24 CFR §990. These excluded areas are subject to applicable State and local requirements.

2.5 Changes in Laws and Regulations:

In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

2.6 Public Access to Procurement Information:

Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the Michigan Freedom of Information Act.

3.0 ETHICS IN PUBLIC CONTRACTING

6 City of Manistee Housing Commission (MI078)
Title – Procurement Policy
Version 1.0 – 2016 Mandated Update
Supporting Resolution Number: 2016-11

3.1 General:

The Agency hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law.

3.2 Conflicts of Interest:

No employee, officer, Board member or agent of the Agency shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

3.2.1 An employee, officer, Board member, or agent involved in making the award;

3.2.2 His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);

3.2.3 His/her partner; or

3.2.4 An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

3.3 Gratuities, Kickbacks, and Use of Confidential Information:

No officer, employee, Board member, or agent of the Agency shall ask for or accept gratuities, favors, or items of more than nominal value (i.e. inexpensive hat with logo) from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

3.4 Prohibition against Contingent Fees:

Contractors wanting to do business with the Agency must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

4.0 PROCUREMENT PLANNING

4.1 **General:**

Planning is essential to managing the procurement function properly. Hence, the Agency will periodically review its record of prior purchases, as well as future needs, in order to:

- 4.1.1 Find patterns of procurement actions that could be performed more efficiently or economically;
- 4.1.2 Maximize competition and competitive pricing among contracts and decrease the Agency's procurement costs;
- 4.1.3 Reduce Agency administrative costs;
- 4.1.4 Ensure that supplies and services are obtained without any need for re-procurement (i.e., resolving bid protests); and
- 4.1.5 Minimize errors that occur when there is inadequate lead time.

Consideration shall be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

5.0 **PROCUREMENT METHODS**

5.1 **Petty Cash Purchases:**

Purchases under \$50 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, the Agency shall ensure that security is maintained and only authorized individuals have access to the account. These accounts shall be reconciled and replenished periodically.

5.2 **Small Purchase Procedures:**

For any amounts above the Petty Cash ceiling, but not exceeding \$150,000, the Agency may use small purchase procedures. Under small purchase procedures, the Agency shall obtain a reasonable number of quotes (preferably three).

5.2.1 Micro-Purchases [purchases less than \$3,000, except for construction procurements which is set at \$2,000] only one quote is required to be considered reasonable.

Commented [CMC1]: Current Procurement Policy states that petty cash purchases are for purchases under \$200.00. The CMHC petty cash is set, by our Financial Policy, at \$250.00. The recommendation to limit procurement through petty cash for purchases under \$50.00 is best suited for our needs.

Commented [CMC2]: Current Procurement Policy has the not to exceed limit at \$100,000. The recommended level of \$150,000 is better suited for our needs.

Commented [CMC3]: Current Procurement Policy has the not to exceed limit at \$3,000. The recommended level of \$3,000 is better suited for our needs.

To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotations for Small Purchases (QSP), or quotes, may

be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. The award shall be made to the responsive and responsible vendor that submits the lowest cost to the Agency. If the award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The Agency shall not break down requirements aggregating more than the small purchase threshold (or the Micro-Purchase threshold) into several purchases that are less than the applicable threshold merely to:

- (1) permit use of the small purchase procedures, or
- (2) avoid any requirements that apply to purchases that exceed the MicroPurchase threshold.

5.3 Sealed Bids:

Sealed bidding, also known as Invitation for Bids (IFB), shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this Policy. Under sealed bids, the Agency publicly solicits bids and awards a firm-fixed-price contract (lump sum or unit price) to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$150,000.

5.3.1 Conditions for Using Sealed Bids

The Agency shall use the sealed bid method if the following conditions are present:

- a complete, adequate, and realistic statement of work, specification, or purchase description is available
- three or more responsible bidders are willing and able to compete effectively for the work
- the contract can be awarded based on a firm fixed price
- the selection of the successful bidder can be made principally on the lowest price.

5.3.2 Solicitation and Receipt of Bids

An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.

5.3.3 Bid Opening and Award

Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, which shall then be made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis.

5.3.4 Mistakes in Bids

Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the Agency or fair competition shall not be permitted.

5.4 Competitive Proposals:

Unlike sealed bidding, the competitive proposal method, also known as Request for Proposals (RFP), permits:

- consideration of technical factors other than price
- discussion with offerors concerning offers submitted
- negotiation of contract price or estimated cost and other contract terms and conditions
- revision of proposals before the final contractor selection
- and the withdrawal of an offer at any time up until the point of award.

Award is normally made on the basis of the proposal that represents the best overall value to the Agency, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

5.4.1 Conditions for Use

Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold. As detailed within Section 7.2.B of HUD Procurement Handbook 7460.8 REV 2, “Only under limited circumstances would construction services be procured by competitive proposals;” accordingly, construction services will most typically be procured utilizing the sealed bid (IFB) or small purchase procedures (QSP).

5.4.2 Form of Solicitation

Other than A/E services, developer-related services and energy performance contracting, competitive proposals shall be solicited through the issuance of an RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. The Agency may assign price a specific weight in the evaluation factors or the Agency may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

5.4.3 Evaluation

The proposals shall be evaluated only on the factors stated in the RFP. Where not apparent from the evaluation factors, the Agency shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.

5.4.4 Negotiations

Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between the Agency and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal, and shall be conducted by the contracting officer with each offeror within the competitive range. The primary object of discussions is to maximize the Agency's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contracting officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contracting officer's judgment. The contracting officer may inform an offeror that its price is considered by the Agency to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the Agency's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

5.4.5 Award

After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the Agency provided that the price is within the maximum total project budgeted amount established for the specific property or activity.

5.4.6 A/E Services

The Agency shall contract for A/E services using Qualifications-based Selection (QBS) procedures, utilizing a Request for Qualifications (RFQ). Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures shall not be used to purchase other types of services, other than Energy Performance Contracting and Developer services, though architectural/engineering firms are potential sources.

5.5 Noncompetitive Proposals:

5.5.1 Conditions for Use

Procurement by noncompetitive proposals (sole- or single-source) may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:

5.5.1.1 The item is available only from a single source, based on a good faith review of available sources;

5.5.1.2 An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the Agency, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;

5.5.1.3 HUD authorizes the use of noncompetitive proposals; or

5.5.1.4 After solicitation of a number of sources, competition is determined inadequate.

5.5.2 Justification

Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:

5.5.2.1 Description of the requirement;

5.5.2.2 History of prior purchases and their nature (competitive vs. noncompetitive);

5.5.2.3 The specific exception in 2 CFR §200.320(f)(1)-(4) which applies;

5.5.2.4 Statement as to the unique circumstances that require award by noncompetitive proposals;

5.5.2.5 Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);

5.5.2.6 Statement as to efforts that will be taken in the future to promote competition for the requirement;

5.5.2.7 Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and

5.5.2.8 Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

5.6 Cooperative Purchasing/Intergovernmental Agreements:

The Agency may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The Agency may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 2 CFR §200.317 through §200.326.

6.0 INDEPENDENT COST ESTIMATE (ICE)

6.1 General:

For all purchases above the Micro-Purchase threshold, the Agency shall prepare an ICE prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

7.0 COST AND PRICE ANALYSIS (CPA)

7.1 General:

The Agency shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

7.1.1 Petty Cash and Micro-Purchases

No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

7.1.2 Small Purchases

A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

7.1.3 Sealed Bids

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where the Agency cannot reasonably determine price reasonableness, the Agency must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

7.1.4 Competitive Proposals

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient proposals are not received, the Agency must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the Agency must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

7.1.5 Contract Modifications

A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$150,000.

8.0 SOLICITATION AND ADVERTISING

8.1 Method of Solicitation:

8.1.1 Petty Cash and Micro-Purchases

The Agency may contact only one source if the price is considered reasonable.

8.1.2 Small Purchases

Quotes may be solicited orally, through fax, E-Procurement, or by any other reasonable method.

8.1.3 Sealed Bids and Competitive Proposals

Solicitation must be done publicly. The Agency must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.

8.1.3.1 Advertising in newspapers or other print mediums of local or general circulations.

8.1.3.2 Advertising in various trade journals or publications (for construction).

8.1.3.3 E-Procurement

The Agency may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with 2 CFR §200.317 through §200.326, State and local requirements, and the Agency's procurement policy.

8.2 Time Frame:

For purchases of more than \$150,000, the public notice should run not less than once each week for two consecutive weeks.

8.3 Form:

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact that can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).

8.4 Time Period for Submission of Bids:

A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Executive Director may allow for a shorter period under extraordinary circumstances.

8.5 Cancellation of Solicitations:

8.5.1 An IFB, RFP, or other solicitation may be canceled before bids/offers are due if:

8.5.1.1 The supplies, services or construction is no longer required;

8.5.1.2 The funds are no longer available;

8.5.1.3 Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or

8.5.1.4 Other similar reasons.

8.5.2 A solicitation may be canceled and all bids or proposals that have already been received may be rejected if:

8.5.2.1 The supplies or services (including construction) are no longer required;

8.5.2.2 Ambiguous or otherwise inadequate specifications were part of the solicitation;

8.5.2.3 All factors of significance to the Agency were not considered;

8.5.2.4 Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;

8.5.2.5 There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or

8.5.2.6 For good cause of a similar nature when it is in the best interest of the Agency.

8.5.3 The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.

8.5.4 A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.

8.5.5 If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or the Agency's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either

8.5.5.1 Re-solicit using an RFP; or

8.5.5.2 Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of the Agency's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.

8.5.6 If problems are found with the specifications, the Agency should cancel the solicitation, revise the specifications and re-solicit using an IFB.

8.6 Credit (or Purchasing) Cards:

Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for Micro-Purchases without obtaining additional quotes provided the price is considered reasonable. However, for amounts above the Micro-Purchase level, the Contracting Officer would generally need to have obtained a reasonable number of quotes before purchasing via a credit card. When using credit cards, the Agency shall adopt reasonable safeguards to assure that they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

9.0 BONDING REQUIREMENTS

9.1 General:

The standards under this section apply to construction contracts that exceed \$150,000. There are no bonding requirements for small purchases or for competitive proposals. The Agency may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

9.1.1 Bid Bonds

For construction contracts exceeding \$150,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.

9.1.2 Payment Bonds

For construction contracts exceeding \$150,000, the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four:

9.1.2.1 A performance and payment bond in a penal sum of 100% of the contract price; or

9.1.2.2 Separate performance and payment bonds, each for 50% or more of the contract price; or

9.1.2.3 A 20 % cash escrow; or

9.1.2.4 A 25 % irrevocable letter of credit.

These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State of Michigan. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

10.0 CONTRACTOR QUALIFICATIONS AND DUTIES

10.1 Contractor Responsibility:

10.1.1 The Agency shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

- 10.1.1.1 Have adequate financial resources to perform the contract, or the ability to obtain them;
- 10.1.1.2 Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all of the bidder's/offeror's existing commercial and governmental business commitments;
- 10.1.1.3 Have a satisfactory performance record;
- 10.1.1.4 Have a satisfactory record of integrity and business ethics;
- 10.1.1.5 Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- 10.1.1.6 Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,
- 10.1.1.7 Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP.

10.1.2 If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

10.2 Suspension and Debarment:

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (2 CFR §200.317 through §200.326) or by other Federal agencies, e.g., Department of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings. Prior to issuance of a contract, Agency staff shall, as detailed within Section 10.2.H.1 and 10.2.H.2 of HUD Procurement Handbook 7460.8 REV 2, conduct the required searches within the HUD Limited Denial of Participation

(LDP) system and the U.S. General Services Administration System for Award Management (SAM) and place within the applicable contract file a printed copy of the results of each such search.

10.3 Vendor Lists:

All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

11.0 CONTRACT PRICING ARRANGEMENTS

11.1 Contract Types:

Any type of contract which is appropriate to the procurement and which will promote the best interests of the Agency may be used, provided the cost -plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and the Agency. For all cost reimbursement contracts, the Agency must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

11.2 Options:

Options for additional quantities or performance periods may be included in contracts, provided that:

11.2.1 The option is contained in the solicitation;

11.2.2 The option is a unilateral right of the Agency;

11.2.3 The contract states a limit on the additional quantities and the overall term of the contract;

11.2.4 The options are evaluated as part of the initial competition;

11.2.5 The contract states the period within which the options may be exercised;

11.2.6 The options may be exercised only at the price specified in or reasonably determinable from the contract; and

11.2.7 The options may be exercised only if determined to be more advantageous to the Agency than conducting a new procurement.

12.0 CONTRACT CLAUSES

12.1 Contract Pricing Arrangements:

All contracts shall identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by the Agency.

12.2 Required Forms:

Additionally, the forms HUD-5369; 5369-A; 5369-B; 5369; 5370; 5370-C (Sections I and II); 51915; and 51915-A, which contain all HUD-required clauses and certifications for contracts of more than \$150,000, as well as any forms/clauses as required by HUD for small purchases, shall be used, as applicable, in all corresponding solicitations and contracts issued by the Agency.

12.3 Required Contract Clauses:

The Agency shall ensure that each contract executed by the Agency contains the required contract clauses detailed within 2 CFR §200.326 and Appendix II.

13.0 CONTRACT ADMINISTRATION

13.1 General:

The Agency shall maintain a system of contract administration designed to ensure that Contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

14.0 SPECIFICATIONS

14.1 General:

All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying the Agency's needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

14.2 Limitation

The following types of specifications shall be avoided:

14.2.1 Geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);

14.2.2 Brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

15.0 APPEALS AND REMEDIES

15.1 General:

It is Agency policy to resolve all contractual issues informally and without litigation. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

15.2 Informal Appeals Procedure:

The Agency shall adopt an informal bid protest/appeal procedure for contracts of \$150,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Officer.

15.3 Formal Appeals Procedure:

A formal appeals procedure shall be established for solicitations/contracts of more than \$150,000.

15.3.1 Bid Protest - Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

15.3.2 Contractor Claims - All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in Agency. Contractor claims shall be governed by the Changes clause in the relevant form HUD-5370.

16.0 ASSISTANCE TO SMALL AND OTHER BUSINESSES

16.1 Required Efforts:

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the HACM project are used when possible. Such efforts shall include, but shall not be limited to:

- 16.1.1 Including such firms, when qualified, on solicitation mailing lists;
- 16.1.2 Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- 16.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- 16.1.4 Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- 16.1.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- 16.1.6 Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower-income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR §135 (so-called Section 3 businesses); and
- 16.1.7 Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

16.2 Goals:

Shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in Agency prime contracts and subcontracting opportunities.

16.3 Definitions:

16.3.1 A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR §121 should be used to determine business size.

16.3.2 A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.

16.3.3 A women’s business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.

16.3.4 A “Section 3 business concern” is as defined under 24 CFR §135.

16.3.5 A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR §654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

17.0 BOARD APPROVAL OF PROCUREMENT ACTIONS

17.2 Authority:

The Board appoints and delegates procurement authority to the Executive Director (ED) in the amount not to exceed \$150,000 and is responsible for ensuring that any procurement policies and procedures adopted are appropriate for the Agency. All procurements that exceed \$150,000 must have approval from the Board prior to award and/or contract execution.

18.0 DELEGATION OF CONTRACTING AUTHORITY

18.1 Delegation:

While the ED is responsible for ensuring that the Agency's procurements comply with this Policy, the ED may delegate in writing all procurement authority as is necessary and appropriate to conduct the business of the Agency.

18.2 Procedures

Further, and in accordance with this delegation of authority, the ED shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy. The ED shall also establish a system of sanctions for violations of the ethical standards described in Section 3.0 herein, consistent with Federal, State, or local law.

19.0 DOCUMENTATION

19.1 Required Records:

The Agency must maintain records sufficient to detail the significant history of each procurement action. These records shall include, but shall not necessarily be limited to, the following:

19.1.1 Rationale for the method of procurement (if not self-evident);

19.1.2 Rationale of contract pricing arrangement (also if not self-evident);

19.1.3 Reason for accepting or rejecting the bids or offers;

19.1.4 Basis for the contract price (as prescribed in this handbook);

19.1.5 A copy of the contract documents awarded or issued and signed by the Contracting Officer;

19.1.6 Basis for contract modifications; and

19.1.7 Related contract administration actions.

19.2 Level of Documentation:

The level of documentation should be commensurate with the value of the procurement.

19.3 Record Retention:

Records are to be retained for a period of three years after final payment and all matters pertaining to the contact are closed.

20.0 DISPOSITION OF SURPLUS PROPERTY

20.1 General Property no longer necessary for the Agency's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.

21.0 FUNDING AVAILABILITY

21.1 General:

Before initiating any contract, the Agency shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.



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manisteehousing@manisteehousing.com

Resolution 2016-12
Operating Budget Fiscal Year 2017

WHEREAS, the City of Manistee Housing Commission [CMHC], as a Public Housing Authority [PHA], is required by law to adhere to the rules, regulations and directives of the United States Department of Housing and Urban Development [HUD], and;

WHEREAS, HUD requires the development and approval of an annual, fiscal year operating budget for the PHA to be submitted by September 1 of the prior fiscal year, and;

WHEREAS, the CMHC Fiscal Year is January 1—December 31 each calendar year, and;

WHEREAS, the staff of CMHC and the Housing Authority Accounting Specialists, engaged by CMHC as the agency fee accountant has developed an operating budget for 2017;

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

IT IS HEREBY RESOLVED that the CMHC Board of Commissioners adopts, by this resolution, the 2017 fiscal year operating budget as prepared by Housing Authority Accounting Specialists.

Those voting in favor:

Those voting against:

Those absent or abstaining:

RESOLUTION DECLARED **Passed**

CERTIFICATION

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 23th day of August 2016.

Dale Priester, President

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 26th day of July 2016.

Clinton McKinven-Copus, Executive Director

PENDING APPROVAL

PHA Board Resolution

Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB Approval No. 2577-0026

(exp 04/30/16)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Manistee Housing Commission PHA Code: MI078

PHA Fiscal Year Beginning: 1/1/2017 Board Resolution Number: _____

Acting on behalf of the Board of commissioners of the above-named PHA as its Chairman, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

- | | |
|---|-------|
| | Date |
| <input checked="" type="checkbox"/> Operating Budget approved by Board resolution on: | _____ |
| Operating Budget submitted to HUD, if applicable, on: | _____ |
| Operating Budget revision approved by Board resolution on: | _____ |
| Operating Budget revision submitted to HUD, if applicable, on: | _____ |

I certify on behalf of the above-named PHA that:

- All regulatory and statutory requirements have been met;
- The PHA has sufficient operating reserves to meet the working capital needs of its developments;
- Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
- The budget indicates a source of funds adequate to cover all proposed expenditures;
- The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
- The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(I)

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature	Date

Operating Budget

Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No:		Fiscal year ending 12/31/17	No. of months (check one) <input checked="" type="checkbox"/> 12 months <input type="checkbox"/> other (specify)		Type of HUD assisted projects(s) 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership	
Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) Manistee Housing Commission					Address (city, state, zip code) 237 Sixth Avenue Manistee, MI 49660	
ACC Number C-3077		PAS/LOCCS Project No. MI07800000116D		HUD Field Office Detroit, MI		
No. of Dwelling Units 214		No. of Unit Months Available 2568		No. of Projects 2		
				<input type="checkbox"/> Estimates <input checked="" type="checkbox"/> or Actual		
				PHA Budget Estimates 12/31/17		
FDS Line No.	Acct. No.	Description	Actuals Last Fiscal Yr. 2015 DOLLARS	Current Budget Year 2016 DOLLARS	PUM	Amount (to nearest \$10)
Operating Receipts						
70300	3110	Net Tenant Revenue	562,868	600,000	206.39	530,000
70400	3120	Tenant Revenue-Other (Excess Utilities)	11,257	10,000	3.89	10,000
70500	Total	Rental Income	574,125	610,000	210.28	540,000
70600	3401.1	HUD PHA Operating Grant-CFP Draw to Operations	111,627	40,000	15.58	40,000
70600	3401.2	HUD PHA Operating Grant-Operating Subsidy	450,761	412,000	190.81	490,000
70700	Total	Fee Revenue	562,388	452,000	206.39	530,000
70750	3610	Interest on General Fund Investments	1,150	1,140	0.44	1,140
71500	3190/3690	Other Revenue	99,398	114,340	45.10	115,815
70000	Total	Revenue	1,237,061	1,177,480	462.21	1,186,955
Operating Expenditures - Administration						
91100	4110	Administrative Salaries	182,458	154,965	63.05	161,909
91200	4171	Auditing Fees	8,500	8,700	3.31	8,500
91400	4190.6	Advertising and Marketing	-	-	-	-
91500	4182	Employee Benefits-Admin	82,895	68,898	30.60	78,580
91600	4190	Office Expenses	93,784	89,830	34.35	88,200
91700	4130	Legal Expense	24,621	20,400	9.35	24,000
91800	4150	Travel	27	2,000	0.78	2,000
91810	4170	Other (Accounting Fees)	9,843	9,500	3.70	9,500
91900	4172	Management Fee	-	-	-	-
91000	Total	Operating-Administrative	402,128	344,793	145.13	372,689
Tenant Services						
92100	4220	Rec., Publ. & Other Services	3,952	5,200	2.02	5,200
92200	4221	Resident Employee Stipend	10,300	10,800	4.21	10,800
92300	4230	Contract Costs - Cable & Other	56,264	56,400	23.72	60,915
92400			-	-	-	-
92500	Total	Tenant Services	70,516	72,400	29.95	76,915
Utilities						
93100	4310	Water	53,665	42,800	22.51	57,800
93200	4320	Electricity	93,633	108,000	35.83	92,000
93300	4340	Gas	30,771	28,800	10.05	25,800
93400	4340	Fuel	-	-	-	-
93500	4350	Labor	-	-	-	-
93600	4360	Sewer	-	-	-	-
93800	Total	Utilities Expense	178,069	179,600	68.38	175,600

Name of PHA/IHA Manistee Housing Commission			Fiscal Year Ending 12/31/17			
FDS Line No.	Acct. No.	Description	Actuals Last Fiscal Yr. 2015 DOLLARS	<input type="checkbox"/> Estimates <input checked="" type="checkbox"/> or Actual Current Budget Year 2016 DOLLARS	PHA Budget Estimates 12/31/17	
					PUM	Amount (to nearest \$10)
Ordinary Maintenance and Operation						
94100	4410	Labor	97,898	103,660	38.04	97,693
94200	4420	Materials	50,327	54,000	21.03	54,000
94300	4430	Contract Costs	107,739	127,500	40.03	102,800
94500	4433	Employee Benefits - Maintenance	62,830	68,210	27.06	69,492
94500	4434	Employee Benefits-Retirees	-	-	-	-
	4440	Staff Training - Maintenance	1,298	2,000	0.78	2,000
	4441	Staff Travel - Maintenance	1,546	2,000	0.78	2,000
94000	Total	Maintenance	321,638	357,370	127.72	327,985
Protective Services						
95100	4460	Labor	-	-	-	-
95200	4462	Contract Costs	-	-	-	-
95300	4480	Other	-	3,500	1.36	3,500
95500	4461	Employee Benefits-Protective Services	-	-	-	-
95000	Total	Protective Services	-	3,500	1.36	3,500
General Expense						
96100	4510	Total Insurance Premiums	80,974	77,000	31.54	81,000
96300	4520	Payments in Lieu of Taxes	37,145	39,500	15.37	39,480
96200	4540	Employee Benefit Contribution	838	-	-	-
96210	4550	Compensated Absences	5,882	5,500	2.14	5,500
96400	4570	Bad Debt-Tenant Rents	33,362	12,000	11.68	30,000
96720	4580	Interest on Notes Payable - EPC	74,862	73,378	27.87	71,567
96000	Total	Other General Expenses	233,063	207,378	88.61	227,547
96900	Total	Operating Expenses	1,205,414	1,165,041	461.15	1,184,236
97000	Excess	Operating Revenue over Operating Expenses	31,647	12,439	1.06	2,719
Nonroutine Expenditures						
97100	4610	Extraordinary Maintenance	-	-	-	-
97200	4620	Casualty Losses-Non Capitalized	500	-	-	-
90000	Total	Expenses	1,205,914	1,165,041	461.15	1,184,236
Prior Year Adjustments						
11040	6010	Prior Year Adjust. Affecting Operating Reserve	(62,717)	-	-	-
Memo Expenditures						
11020	7510	Required Annual Principal Payments	20,988	25,892	12.17	31,245
11630	7520	Furniture & Equipment-Dwelling Purchases	14,418	5,000	1.95	5,000
11640	7540	Furniture & Equipment-Admin Purchases	1,514	-	-	-
11620	7540	Building/Site Improvements	10,646	-	-	-
10000	Net	Change in Operating Reserve	46,298	(18,453)	(13.06)	(33,526)

Unrestricted Net Assets		PHA/IHA Estimates
Provision for and Estimated or Actual Unrestricted Net Assets at Fiscal Year End		
Unrestricted Net Assets at End of Previous Fiscal Year-Actual for FYE (date)		12/31/2015 411,709
<input checked="" type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	Change in Unrestricted Net Assets - Current Budget year (check one)	12/31/2016 (18,453)
	Unrestricted Net Assets at End of Current Budget year (check one)	12/31/2016 393,256
Net Change in Unrestricted Net Assets-Requested Budget year Estimated for FYE		12/31/2017 (33,526)
Unrestricted Net Assets at End of Requested Budget Year Estimated for FYE		12/31/2017 359,730

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Discussion Notes Concerning Items of New Business

Commission Meeting: August 23, 2016
Clinton McKinven-Copus, Executive Director

General Information

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

Micro-Purchases (purchases of less than \$2,000)				
Authorization Required: Executive Director				
Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
None				

Competitive Proposal (purchases greater than \$100,000)				
Authorization Required: Executive Director & Board of Commissioners				
Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
None				

Small Purchases (purchases greater than \$2,000 and under \$100,000)				
Authorization Required: Executive Director				
Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
None				

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New Business

Resolution 2016-11: Mandated Update of Procurement Policy



SNAPSHOT:

In 2015 the federal government consolidated all federal agency and grant recipient's procurement under 2 CFR 200.317-200.326. CMHC is a grant recipient thru HUD, which meant that our procurement regulations moved from 24 CFR 85.36 to the consolidated regulation. Although the procurement regulations changed sections in the CFR, the federal procurement handbook remained the same. The updated policy brings CMHC into compliance with the mandated changes.



DISCUSSION:

The changes to the CMHC policy are minimal and are highlighted in the draft document. The most significant change is the focus of the policy on policy statements and not procedures. Federal agencies and grant recipients are to use the previously published Federal Procurement Handbook for procedures to enact the policy.

Recommendation:

It is the recommendation of the Executive Director that the Commissioners adopt Resolution 2016-11.

Resolution 2016-12: Operating Budget Fiscal Year 2017



SNAPSHOT:

HUD requires that Public Housing Authorities submit their operating budget to the Field Office 5 months before the beginning of the next fiscal year. CMHC staff and fee accountant have prepared the draft of the 2017 Public Housing Operating Budget. The draft was reviewed at the Commissioner work session held on August 9, 2016.



DISCUSSION:

The 2017 Public Housing Operating Budget, in the format provided, must be submitted to the Detroit Field Office by September 1, 2016

Recommendation:

It is the recommendation of the Executive Director that the Commissioners adopt Resolution 2016-12.

Key Performance Indicators

Reporting Month: August 23, 2016

Occupancy

As of August 17, 2016	Total Units	Total Occupied	Occupancy Rate	Total Rentable Units	Rentable Occupied	Occupancy Rate
HA Wide	220	202	92%	214	202	94%
Century Terrace	120	110	92%	119	110	92%
Harborview	52	47	90%	48	47	98%
Scattered Sites	48	45	94%	47	45	96%

Vacant Unit Turn Around Time 01/01—08/17 2012-2016

As of August 17, 2016	Total Units Turned	Maintenance Turn Days	Maintenance Turn Days Average	Lease-up Days	Lease-up Days Average	Vacancy Days Total	Vacancy Days Average	Capital Fund Days
2016	56.00	640.00	11.43	3,436.00	61.36	4,152.00	74.15	0.00
2015	75.00	1,133.00	15.11	1,820.00	24.27	2,973.00	39.65	0.00
2014	27.00	356.00	10.33	65.00	2.41	421.00	12.74	77.00
2013	25.00	131.00	3.76	49.00	1.96	185.00	5.92	0.00
2012	32.00	1,106.00	34.56	285.00	8.91	1,399.00	43.72	0.00
Total	210.00	3,314.00	75.29	5,497.00	101.82	8,920.00	179.32	77.00
5-Year Average	42.00	662.80	15.06	1,099.40	20.36	1,784.00	35.86	15.40

This section will not be reported until we have hired a replacement staff person for this area.

Area Market Analysis Report						
Information Accurate as of— <i>Report not available at this time</i>						
Property Name	Property Address	Property Management Company	Type of Subsidized Housing	Total Number of Units	Total Occupied	Occupancy Rate
Reitz Park	90 Park Ave, Manistee	KMG Prestige		48		
Cherry Hill	575 Ramsdell RD, Manistee	KMG Prestige	Rural Development	48		
Horizon Pointe	305 Care Center Dr. Manistee	KMG Prestige		49		
K & A Rentals		K & A Rentals		30		
Lakeview Apartments	1100 Cherry Rd Manistee	Wellspring Lutheran Services		40		
Manistee Place	301 5th Ave Manistee	Woda Group	USDA	46		

This section will not be reported until we have hired a replacement staff person for this area.

The following activity log provides information concerning the outreach activity of staff to seek out eligible families for tenancy at CMHC.

Marketing Activity Record			
Information Accurate as of— <i>Report not available at this time</i>			
Date	Activity Description	Name of CMHC Staff Performing the Activity	Outcomes

Financial

Important Note:

The chart below provides a quick summary; please refer to the full financial documents included in the packet for detailed information.

RESERVES—June 30, 2016			
Min. Months Required	Amount Required	Actual Months	Actual Amount
6 Months	\$540,000	4.12	\$371,252.82
CMHC Reserves are 69% of Required amount			

KEY FINANCIAL INDICATORS—June 30, 2016					
Rent Roll	Rent Collected	Total Income	Total Expense	Capital Expense	Profit/(Loss)
\$44,173.00	\$44,114.00	\$94,303.03	\$93,372.80	\$2,029.47	\$930.23

General Information

No additional information.