

CITY OF MANISTEE HOUSING COMMISSION

Tuesday, September 27, 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 August 23, 2016 3
- 2) Work Session Minutes September 13, 2016 6

b. Financial Reports

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

- 1) Public Housing Financial Statements
 - a) July 31, 2016 8
- 2) Domestic Violence Grant Program

a) July 31, 2016	57
3) Security Deposits Reconciliation	
a) July 31, 2016	68
4. Amendments to Agenda	
5. *Approval of Minutes	
<i>See Consent Agenda</i>	
6. Old Business	
a. <i>None</i>	
7. New Business	
a. <i>None</i>	
8. Report of the Executive Director	
a. Executive Director Discussion Notes	69
b. Key Performance Indicators	71
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
August 23, 2016
Regular Meeting

Meeting Start Time: 4:05 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elbert Purdom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donna Korzeniewski	<input type="checkbox"/>	<input checked="" 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: Vice-President Parkes
Second: Commissioner Kuenzer
Approval: All in favor

Old Business:

City of Manistee Housing Commission Minutes
Meeting Date: August 23, 2016 Regular Meeting
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Page 1 of 3

- None

New Business:

- Resolution 2016-11 – Mandated Update of Procurement Policy
Motion: Vice-President Parkes
Second: Treasurer Purdom
Approval: All in favor
- Resolution 2016-12 – Public Housing Operating Budget 2017
Motion: Vice-President Parkes
Second: Treasurer 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.

Finances:

Presented in the consent agenda.

Communications:

- None

Public Comment:

- A Harborview Apartment resident brought the following to the Commissioners
 - Questioned if the rumor that Harborview and Century Terrace would be losing the washers and dryers in the building was true. Executive Director, Clinton McKinven-Copus replied that the rumor is false
 - Brought to our attention that the blinds in the community room were broken and that several window screens needed to be replaced and also a pain of glass. Executive Director, Clinton McKinven-Copus asked if a work order had been previously submitted and was informed that one had not been submitted
 - Brought to our attention that the stairways and entryways in these areas had lots of cobwebs and spiders. Executive Director, Clinton McKinven-Copus asked if a work order had been previously submitted and was informed that one had not been submitted

Commissioner Report/Comments:

City of Manistee Housing Commission Minutes
Meeting Date: August 23, 2016 Regular Meeting
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Page 2 of 3

- None
-

Meeting Adjourned

Motion: Commissioner Kuenzer
Second: President Priester
Approval: All in favor

Time: 4:28 PM

Dale Priester
President

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

DRAFT

CITY OF MANISTEE HOUSING COMMISSION
Meeting Minutes
September 13, 2016
Work Session

Meeting Start Time: 4:01 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 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
- Lindsay McIntyre, Program Director
- LuAnn Strauch, Administrative Clerk

Others Present:

- None

Amendments to the Agenda:

- None

Agenda:

The purpose of the Work Session was to discuss the continuation of the Resident Manager Positions at Century Terrace and Harborview Apartments. Each apartment building has had one Resident Manager as part of the normal course of operations. The recent retirement of Mr. David Lanning, Resident Manager of Century Terrace, and the forthcoming retirement of Ms. Mary O’Brien, Resident Manager of Harborview, provides a unique opportunity for the Commission to reflect on and discuss the past performance of the Resident Manager program and its continuation.

The Commissioners present for the Work Session did not have an opportunity to discuss, as Commissioners, the past performance of or the continuation of the Resident Manager Program, rather the Commissioners

listened to the expressed opinions on the matter by the several residents present. The concerns expressed by the residents fell into the following broad categories:

- Not germane to the posted Agenda of the Work Session
- Questions concerning how things would be handled [e.g. package delivery, lockouts, etc.] if there were no Resident Managers; this brought to light that the Resident Managers were providing services well beyond the scope of their job descriptions. Due to the personalities and commitment of Mr. Lanning and Ms. O'Brien, residents have taken as part of their job descriptions services they have provided because they are members of the individual apartment community they serve.
- Support for the continuation of the Resident Manager position

The Commissioners reminded the residents present, several times, that the meeting was a Work Session and that no decision could be made at this time. The Commissioners reminded the residents that the purpose of the Work Session was to provide an opportunity for discussion.

Work Session Adjourned 5:20 PM

Dale Priester
President

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

Housing Authority Acct Specialists, Inc.
PO Box 545
Sparta, WI 54656
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 July 31, 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 July 31, 2016**

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$ 387,918.43
1111.3 - HRA Account	10,336.86
1111.4 - Money Market Savings	51,752.23
1117 - Petty Cash Fund	250.00
1118 - Change Fund	<u>50.00</u>

Total Cash 450,307.52

Receivables

1122 - Tenants Accounts Receivable	8,365.92
1122.1 - Allowance for Doubtful Accounts	(10,292.83)
1129 - Accounts Receivable-Other	<u>1,413.04</u>

Total Receivables (513.87)

Investments

Total Investments 0.00

Prepaid Expenses & Other Assets

1211 - Prepaid Insurance	<u>6,879.15</u>
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Total Prepaid Expenses & Other Assets 6,879.15

Total Current Assets 456,672.80

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	439,000.44
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 - Fum., Equip., Mach.-Dwellings	264,024.34
1400.9 - Fum., Equip., Mach.-Admin	534,454.43
1400.95 - Accumulated Depreciation-ALL	<u>(8,055,142.26)</u>

Total Land, Structures & Equipment 3,186,771.73

TOTAL CAPITAL ASSETS 3,186,771.73

TOTAL ASSETS \$ 3,704,683.53

**Manistee Housing Commission
Low Rent Public Housing
BALANCE SHEET
As of July 31, 2016**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$ 36,369.93
2114 - Tenant Security Deposits	47,694.00
2117.12 - FSA Withheld	239.88
2117.5 - Pension Withheld	1,224.13
2119.2 - Interfund Payable - DVG	<u>1,935.90</u>

Total Accounts Payable

87,463.84

Accrued Liabilities

2131 - EPC Loan - Current	11,835.55
2133 - Capital Lease - 2016 F250 - Current	6,451.18
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>23,030.00</u>

Total Accrued Liabilities

60,904.69

Total Current Liabilities

148,368.53

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

1,309,559.22

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	(149,539.96)
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	77,274.25
Current Year Profit(Loss) - 501-15 CFP	92,976.25
Current Year Profit(Loss) - 501-16 CFP	<u>(2,416.84)</u>

Total Unreserved Fund Balance

2,395,124.31

TOTAL EQUITY

2,395,124.31

TOTAL LIABILITIES/EQUITY

\$ 3,704,683.53

**Manistee Housing Commission
Low Rent Public Housing
Statement of Income & Expense
For the 1 Month and 7 Months Ended July 31, 2016**

Units	1 Month Ended		7 Months		BUDGET	PUM	OVER/UNDER
	July 31, 2016	PUM	July 31, 2016	PUM			
214							
Operating Income							
Rental Income							
3110 - Dwelling Rental	44,058.00	205.88	310,020.00	206.96	600,000.00	233.64	289,980.00
3120 - Excess Utilities	<u>858.61</u>	4.01	<u>5,811.76</u>	3.88	<u>10,000.00</u>	3.89	<u>4,188.24</u>
Total Rental Income	44,916.61	209.89	315,831.76	210.84	610,000.00	237.54	294,168.24
Revenues - HUD PHA Grants							
3401.1 - Operating Grants	0.00	0.00	29,680.00	19.81	40,000.00	15.58	10,320.00
3401.2 - Operating Subsidy	<u>39,676.00</u>	185.40	<u>277,442.00</u>	185.21	<u>412,000.00</u>	160.44	<u>134,558.00</u>
Total HUD PHA Grants	39,676.00	185.40	307,122.00	205.02	452,000.00	176.01	144,878.00
Nonrental Income							
3610 - Interest Income-Gen. Fund	98.27	0.46	652.85	0.44	1,140.00	0.44	487.15
3689 - Tenant Income - Cable TV	3,657.00	17.09	24,180.00	16.14	56,400.00	21.96	32,220.00
3690 - Tenant Income	910.49	4.25	19,190.67	12.81	30,000.00	11.68	10,809.33
3690.1 - Non-Tenant Income	15.00	0.07	212.10	0.14	5,500.00	2.14	5,287.90
3690.2 - Gain/Loss-Sale of Fixed Assets	0.00	0.00	8,455.00	5.64	0.00	0.00	(8,455.00)
3690.4 - Laundry Income	3,007.48	14.05	6,528.41	4.36	11,040.00	4.30	4,511.59
3690.6 - Fraud Recovery Revenue	0.00	0.00	203.40	0.14	2,400.00	0.93	2,196.60
3690.7 - Management Fee - DVG	<u>0.00</u>	0.00	<u>3,000.00</u>	2.00	<u>9,000.00</u>	3.50	<u>6,000.00</u>
Total Nonrental Income	7,688.24	35.93	62,422.43	41.67	115,480.00	44.97	53,057.57
Total Operating Income	92,280.85	431.22	685,376.19	457.53	1,177,480.00	458.52	492,103.81
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	12,867.88	60.13	85,312.72	56.95	152,240.00	59.28	66,927.28
4130 - Legal Expense	2,723.91	12.73	12,612.65	8.42	20,400.00	7.94	7,787.35
4140 - Staff Training	0.00	0.00	547.00	0.37	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	5,753.16	3.84	9,500.00	3.70	3,746.84
4171 - Auditing	0.00	0.00	0.00	0.00	8,700.00	3.39	8,700.00
4182 - Employee Benefits - Admin	4,091.21	19.12	52,296.12	34.91	68,680.00	26.74	16,383.88
4185 - Telephone	1,621.19	7.58	11,403.40	7.61	19,200.00	7.48	7,796.60
4190.1 - Publications	0.00	0.00	1,299.00	0.87	1,400.00	0.55	101.00
4190.2 - Membership Dues and Fees	0.00	0.00	552.50	0.37	1,670.00	0.65	1,117.50
4190.3 - Admin Service Contracts	3,728.80	17.42	30,121.18	20.11	27,780.00	10.82	(2,341.18)
4190.4 - Office Supplies	1,072.32	5.01	4,602.76	3.07	9,600.00	3.74	4,997.24
4190.5 - Other Sundry-Misc.	<u>3,348.39</u>	15.65	<u>11,004.88</u>	7.35	<u>15,000.00</u>	5.84	<u>3,995.12</u>
Total Administration	30,140.58	140.84	215,573.21	143.91	341,170.00	132.85	125,596.79
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	6,900.00	4.61	10,800.00	4.21	3,900.00
4230 - Contract Costs-Cable & Other	<u>5,076.25</u>	23.72	<u>35,369.45</u>	23.61	<u>56,400.00</u>	21.96	<u>21,030.55</u>
Total Tenant Services	6,076.25	28.39	42,269.45	28.22	72,400.00	28.19	30,130.55

**Manistee Housing Commission
Low Rent Public Housing
Statement of Income & Expense
For the 1 Month and 7 Months Ended July 31, 2016**

Units 214	1 Month Ended		7 Months		<u>BUDGET</u>	PUM	<u>OVER/UNDER</u>
	<u>July 31, 2016</u>	PUM	<u>July 31, 2016</u>	PUM			
Utilities							
4310 - Water & Sewer	5,425.27	25.35	34,044.79	22.73	42,800.00	16.67	8,755.21
4320 - Electricity	6,800.56	31.78	58,984.15	39.38	108,000.00	42.06	49,015.85
4330 - Gas	<u>1,258.51</u>	5.88	<u>19,010.31</u>	12.69	<u>28,800.00</u>	11.21	<u>9,789.69</u>
Total Utilities	13,484.34	63.01	112,039.25	74.79	179,600.00	69.94	67,560.75
Ordinary Maint. & Operation							
4410 - Labor, Maintenance	7,534.60	35.21	58,301.80	38.92	103,660.00	40.37	45,358.20
4420 - Materials	1,443.54	6.75	23,010.60	15.36	54,000.00	21.03	30,989.40
4430.02 - Heating & Cooling Contracts	0.00	0.00	9,996.62	6.67	18,000.00	7.01	8,003.38
4430.03 - Snow Removal Contracts	0.00	0.00	100.00	0.07	10,000.00	3.89	9,900.00
4430.04 - Elevator Contracts	596.34	2.79	4,981.23	3.33	15,000.00	5.84	10,018.77
4430.05 - Landscape & Grounds Contracts	0.00	0.00	350.00	0.23	1,500.00	0.58	1,150.00
4430.06 - Unit Turnaround Contracts	0.00	0.00	5,695.00	3.80	30,000.00	11.68	24,305.00
4430.07 - Electrical Contracts	191.63	0.90	1,626.07	1.09	7,000.00	2.73	5,373.93
4430.08 - Plumbing Contracts	0.00	0.00	3,969.14	2.65	7,000.00	2.73	3,030.86
4430.09 - Extermination Contracts	2,372.00	11.08	11,243.00	7.51	5,000.00	1.95	(6,243.00)
4430.11 - Routine Maintenance Contracts	0.00	0.00	2,346.50	1.57	7,000.00	2.73	4,653.50
4430.12 - Miscellaneous Contracts	241.00	1.13	11,680.95	7.80	11,000.00	4.28	(680.95)
4431 - Garbage Removal	3,869.38	18.08	10,384.51	6.93	16,000.00	6.23	5,615.49
4433 - Employee Benefits - Maint.	5,408.73	25.27	43,229.45	28.86	67,670.00	26.35	24,440.55
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>	0.25	<u>2,000.00</u>	0.78	<u>1,622.13</u>
Total Ordinary Maint & Oper	21,657.22	101.20	187,292.74	125.03	356,830.00	138.95	169,537.26
Protective Services							
4480 - Security Contract Costs	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>3,500.00</u>	1.36	<u>3,500.00</u>
Total Protective Services	0.00	0.00	0.00	0.00	3,500.00	1.36	3,500.00
General Expense							
4510 - Insurance	6,560.68	30.66	43,032.47	28.73	77,000.00	29.98	33,967.53
4520 - Payment in Lieu of Taxes	3,290.00	15.37	23,030.00	15.37	39,500.00	15.38	16,470.00
4550 - Compensated Absences	0.00	0.00	0.00	0.00	5,500.00	2.14	5,500.00
4570 - Collection Losses	11,726.48	54.80	11,726.48	7.83	12,000.00	4.67	273.52
4580 - Interest Expense	<u>6,470.96</u>	30.24	<u>43,362.55</u>	28.95	<u>73,378.00</u>	28.57	<u>30,015.45</u>
Total General Expense	28,048.12	131.07	121,151.50	80.88	207,378.00	80.75	86,226.50
Total Routine Expense	99,406.51	464.52	678,326.15	452.82	1,160,878.00	452.06	482,551.85
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>99,406.51</u>	464.52	<u>678,326.15</u>	452.82	<u>1,160,878.00</u>	452.06	<u>482,551.85</u>

**Manistee Housing Commission
Low Rent Public Housing
Statement of Income & Expense
For the 1 Month and 7 Months Ended July 31, 2016**

Units	1 Month Ended		7 Months		<u>BUDGET</u>	<u>PUM</u>	<u>OVER/UNDER</u>
	<u>July 31, 2016</u>	<u>PUM</u>	<u>July 31, 2016</u>	<u>PUM</u>			
214							
Operating Income (Loss)	<u>(7,125.66)</u>	(33.30)	<u>7,050.04</u>	4.71	<u>16,602.00</u>	6.46	<u>9,551.96</u>
Depreciation Expense							
4800 - Depreciation - Current Year	<u>22,370.00</u>	104.53	<u>156,590.00</u>	104.53	<u>0.00</u>	0.00	<u>(156,590.00)</u>
Total Depreciation Expense	<u>22,370.00</u>	104.53	<u>156,590.00</u>	104.53	<u>0.00</u>	0.00	<u>(156,590.00)</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	2,040.29	9.53	14,056.80	9.38	25,892.00	10.08	11,835.20
7520 - Replacement of Equipment	0.00	0.00	4,782.00	3.19	5,000.00	1.95	218.00
7530 - Cash Proceeds-Sale of Equipment	0.00	0.00	(8,455.00)	(5.64)	0.00	0.00	8,455.00
7540 - Betterments and Additions	0.00	0.00	37,833.18	25.26	0.00	0.00	(37,833.18)
7590 - Operating Expenditures-Contra	<u>(2,040.29)</u>	(9.53)	<u>(48,216.98)</u>	(32.19)	<u>(30,892.00)</u>	(12.03)	<u>17,324.98</u>
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HUD Net Income (Loss)	<u>(9,165.95)</u>	(42.83)	<u>(49,621.94)</u>	(33.13)	<u>(14,290.00)</u>	(5.56)	35,331.94
GAAP Net Income (Loss)	<u>(29,495.66)</u>	(137.83)	<u>(149,539.96)</u>	(99.83)	<u>16,602.00</u>	6.46	
Occupancy Percentage							
9996 - Actual Unit Months for REAC submis	202.00		1,394.00				
9998 - Unit Months - Memorandum	<u>214.00</u>		<u>1,498.00</u>				
Total Occupancy Percentage	<u>94.39%</u>		<u>93.06%</u>				
UNA as of: July 31, 2016			362,086.87				

**Manistee Housing Commission
Capital Fund 501-12
Statement of Income & Expense
For the 1 Month and 7 Months Ended July 31, 2016**

	1 Month Ended	7 Months Ended
1012	<u>July 31, 2016</u>	<u>July 31, 2016</u>
Revenues - HUD PHA Grants		
3401.3 - Capital Grants	0.00	18,999.58
Total HUD PHA Grants	0.00	18,999.58
Nonrental Income		
Total Nonrental Income	0.00	0.00
Total Operating Income	0.00	18,999.58
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operation		
Total Ordinary Maint & Oper	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	0.00	0.00
Net Income/(Loss)	0.00	18,999.58

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-13
Statement of Income & Expense
For the 1 Month and 7 Months Ended July 31, 2016**

	1 Month Ended	7 Months Ended
1013	<u>July 31, 2016</u>	<u>July 31, 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 7 Months Ended July 31, 2016**

	1 Month Ended	7 Months Ended
1014	<u>July 31, 2016</u>	<u>July 31, 2016</u>
Revenues - HUD PHA Grants		
3401.1 - Operating Grants	0.00	1,977.59
3401.3 - Capital Grants	<u>500.00</u>	<u>77,274.25</u>
Total HUD PHA Grants	500.00	79,251.84
Nonrental Income		
Total Nonrental Income	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>500.00</u>	<u>79,251.84</u>
Operating Expenses		
Administration		
4190.5 - Other Sundry-Misc.	<u>0.00</u>	<u>1,977.59</u>
Total Administration	0.00	1,977.59
Ordinary Maint. & Operation		
Total Ordinary Maint & Oper	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>0.00</u>	<u>1,977.59</u>
Net Income/(Loss)	<u>500.00</u>	<u>77,274.25</u>

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-15
Statement of Income & Expense
For the 1 Month and 7 Months Ended July 31, 2016**

	1 Month Ended	7 Months Ended
1015	<u>July 31, 2016</u>	<u>July 31, 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>

See Accountants' Compilation Report

**Manistee Housing Commission
Capital Fund 501-16
Statement of Income & Expense
For the 1 Month and 7 Months Ended July 31, 2016**

	1 Month Ended	7 Months Ended
1016	<u>July 31, 2016</u>	<u>July 31, 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		
4430.12 - Miscellaneous Contracts	<u>9,526.27</u>	<u>9,526.27</u>
Total Ordinary Maint & Oper	9,526.27	9,526.27
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	<u>9,526.27</u>	<u>30,726.27</u>
Net Income/(Loss)	<u>(9,526.27)</u>	<u>(2,416.84)</u>

See Accountants' Compilation Report

Manistee Housing Commission
Capital Fund 501-12

Program ID:	1 Month Ended July 31, 2016	7 Months Ended July 31, 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	<u>0.00</u>	<u>20,000.00</u>	<u>20,000.00</u>	<u>0.00</u>
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	<u>0.00</u>	<u>3,531.25</u>	<u>0.00</u>	<u>(3,531.25)</u>
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	<u>0.00</u>	<u>98,941.84</u>	<u>101,849.00</u>	<u>2,907.16</u>
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/>
1600 - CFP Funding	<u>0.00</u>	<u>191,849.00</u>	<u>191,849.00</u>	<u>0.00</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Manistee Housing Commission
Capital Fund 501-13

Program ID:	1 Month Ended July 31, 2016	7 Months Ended July 31, 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	<u>0.00</u>	<u>77,249.10</u>	<u>79,456.10</u>	<u>2,207.00</u>
A & E				
1430 - A & E Fees	0.00	12,785.00	10,543.90	(2,241.10)
Total A & E Fees	<u>0.00</u>	<u>12,785.00</u>	<u>10,543.90</u>	<u>(2,241.10)</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	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	<u>0.00</u>	<u>108,152.90</u>	<u>108,187.00</u>	<u>34.10</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	0.00	198,187.00	198,187.00	0.00
1600 - CFP Funding	<u>0.00</u>	<u>198,187.00</u>	<u>198,187.00</u>	<u>0.00</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Manistee Housing Commission
Capital Fund 501-14

Program ID:	1 Month Ended July 31, 2016	CUMULATIVE July 31, 2016	BUDGET	OVER/UNDER
MI33P078501-14 **1514**				
Administration				
1406 - Operations	\$ 0.00	\$ 34,232.00	\$ 34,232.00	\$ 0.00
1408 - Management Improvements	0.00	20,000.00	20,000.00	0.00
1410 - Administration	0.00	19,018.00	19,018.00	0.00
Total Administration	0.00	73,250.00	73,250.00	0.00
A & E				
1430 - A & E Fees	500.00	6,662.10	16,750.00	10,087.90
1430.99 - A & E Fees - Soft Costs	0.00	4,580.00	0.00	(4,580.00)
Total A & E Fees	500.00	11,242.10	16,750.00	5,507.90
Site Acquisition				
Total Site Acquisition	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	100,182.00	0.00	(100,182.00)
1460.3 - Roof Replacement-Scattered Sites	0.00	0.00	17,000.00	17,000.00
1460.4 - Boiler Replacement	0.00	0.00	2,500.00	2,500.00
1460.5 - Water Heater Replacements	0.00	0.00	2,500.00	2,500.00
1460.6 - HVAC/Split System - Harborview	0.00	0.00	8,000.00	8,000.00
1460.7 - Air Handler Repair - Harborview	0.00	0.00	15,000.00	15,000.00
1460.8 - Corridor Lighting Replacment - CT	0.00	0.00	55,182.00	55,182.00
Total Dwelling Structures	0.00	100,182.00	100,182.00	0.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
Nondwelling Equipment				
Total Nondwelling Equip.	0.00	0.00	0.00	0.00
Demolition				
Total Demolition	0.00	0.00	0.00	0.00
Development Activities				
Total Development Activities	0.00	0.00	0.00	0.00
Total Capital Funds Expended	500.00	184,674.10	190,182.00	5,507.90
1600 - CFP Funding	500.00	184,674.10	190,182.00	5,507.90
Over/(Under) Funding	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Manistee Housing Commission
Capital Fund 501-15

Program ID:

MI33P078501-15
 1515

1 Month
Ended
July 31, 2016

CUMULATIVE
July 31, 2016

BUDGET

OVER/UNDER

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	<u>0.00</u>	<u>18,879.00</u>	<u>18,879.00</u>	<u>0.00</u>

Total Administration

0.00	76,637.00	76,637.00	0.00
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A & E

1430 - A & E Fees	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>
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Total A & E Fees

0.00	0.00	10,000.00	10,000.00
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Site Acquisition

Total Site Acquisition	0.00	0.00	0.00	0.00
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Site Improvements

Total Site Improvements	0.00	0.00	0.00	0.00
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Dwelling Structures

1460 - Dwelling Structures	0.00	87,429.25	102,153.00	14,723.75
1460.99 - Dwelling Structures-Soft Costs	<u>0.00</u>	<u>12,424.70</u>	<u>0.00</u>	<u>(12,424.70)</u>

Total Dwelling Structures

0.00	99,853.95	102,153.00	2,299.05
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Dwelling Equipment

Total Dwelling Equipment	0.00	0.00	0.00	0.00
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Nondwelling Structures

Total Nondwelling Structures	0.00	0.00	0.00	0.00
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Nondwelling Equipment

Total Nondwelling Equip.	0.00	0.00	0.00	0.00
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Demolition

Total Demolition	0.00	0.00	0.00	0.00
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Development Activities

Total Development Activities	0.00	0.00	0.00	0.00
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Total Capital Funds Expended

0.00	176,490.95	188,790.00	12,299.05
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1600 - CFP Funding

<u>0.00</u>	<u>176,490.95</u>	<u>188,790.00</u>	<u>12,299.05</u>
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Over/(Under) Funding

\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>0.00</u>
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Manistee Housing Commission
Capital Fund 501-16

Program ID:

MI33P078501-16
 1516

1 Month
Ended **CUMULATIVE**
July 31, 2016 **July 31, 2016** **BUDGET** **OVER/UNDER**

	1 Month Ended July 31, 2016	CUMULATIVE July 31, 2016	BUDGET	OVER/UNDER
Administration				
1406 - Operations	\$ 0.00	\$ 29,680.00	\$ 29,680.00	\$ 0.00
1408 - Management Improvements	6,819.00	13,928.43	21,200.00	7,271.57
1410 - Administration	<u>0.00</u>	<u>21,200.00</u>	<u>21,200.00</u>	<u>0.00</u>
Total Administration	6,819.00	64,808.43	72,080.00	7,271.57
A & E				
1430 - A & E Fees	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>
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
1460.99 - Dwelling Structures-Soft Costs	<u>2,707.27</u>	<u>2,707.27</u>	<u>0.00</u>	<u>(2,707.27)</u>
Total Dwelling Structures	2,707.27	2,707.27	109,918.00	107,210.73
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	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>
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	<u>9,526.27</u>	<u>67,515.70</u>	<u>211,998.00</u>	<u>144,482.30</u>
1600 - CFP Funding	<u>0.00</u>	<u>57,989.43</u>	<u>211,998.00</u>	<u>154,008.57</u>
Over/(Under) Funding	<u>\$ 9,526.27</u>	<u>\$ 9,526.27</u>	<u>\$ 0.00</u>	<u>\$ (9,526.27)</u>

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

Date	Reference	T	Account	Description	Amount	Reference Total
07/01/16	7741		10011211	American Bankers Insurance Company	1,463.00	1,463.00
07/01/16	7742	V	10014320	Consumers Energy	4,800.59	4,800.59
07/01/16	7743	V	10014330	DTE Energy	218.30	218.30
07/01/16	7744	V	10012133	Ford Credit	362.85	
07/01/16	7744	V	10014580	Ford Credit	118.18	481.03
07/01/16	7745		10014420	Manistee Ford	357.14	357.14
07/01/16	7746	V	10014190.3	Next IT	1,125.00	1,125.00
07/01/16	7747	V	10014190.5	Reserve Account	600.00	600.00
07/01/16	7748	V	10014190.4	Staples	1,072.32	1,072.32
07/01/16	7749	V	10014420	Top Line Electric	80.21	
07/01/16	7749	V	10014430.07	Top Line Electric	191.63	271.84
07/01/16	7750		10014190.3	U.S. Bank Equipment Finance	460.09	460.09
07/01/16	7751	V	10012131	Byline Bank	2,040.29	
07/01/16	7751	V	10014580	Byline Bank	6,111.06	
07/01/16	7751	V	10017510	Byline Bank	2,040.29	
07/01/16	7751	V	10017590	Byline Bank	(2,040.29)	8,151.35
07/01/16	7752	V	10014221	██████████	200.00	200.00
07/01/16	7753		10014221	██████████	200.00	200.00
07/01/16	7754	V	10014221	██████████	100.00	100.00
07/01/16	7755	V	10014221	██████████	200.00	200.00
07/01/16	7756	V	10014221	██████████	200.00	200.00
07/01/16	7757		10014221	██████████	100.00	100.00
07/01/16	7758	V	10014190.3	The Nelrod Company	199.00	199.00
07/01/16	7759	V	10011690	Void Check	0.00	
07/01/16	7760		10012114	██████████	113.00	113.00
07/07/16	7761	V	10014431	Allied Waste Services	3,869.38	3,869.38
07/07/16	7762	V	10014185	AT & T	492.45	492.45
07/07/16	7763	V	10014185	AT & T Mobile	954.61	954.61
07/07/16	7764	V	10014420	Blarney Castle Fleet Program	136.41	136.41
07/07/16	7765	V	10014420	Cadillac Plumbing, Heating & Electric	37.14	37.14
07/07/16	7766	V	10014190.3	CDM Mobile Shredding, Inc	45.00	45.00
07/07/16	7767	V	10014185	Charter Business	123.19	
07/07/16	7767	V	10014230	Charter Business	5,076.25	5,199.44
07/07/16	7768		10014190.3	City of Manistee	600.00	600.00
07/07/16	7769	V	10014320	Consumers Energy	129.17	129.17

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

Date	Reference	T	Account	Description	Amount	Reference Total
07/07/16	7770	V	10014430.12	Crystal Lock & Supply	241.00	241.00
07/07/16	7771	V	10014420	Fastenal Company	574.96	574.96
07/07/16	7772		10164430.12	Graham Motor & Generator Service	2,707.27	
07/07/16	7772		15161460.99	Graham Motor & Generator Service	2,707.27	
07/07/16	7772		15169800	Graham Motor & Generator Service	(2,707.27)	2,707.27
07/07/16	7773	V	10014420	Grand Rental Station	91.54	91.54
07/07/16	7774	V	10014430.09	Griffin Pest Solutions	2,372.00	2,372.00
07/07/16	7775	V	10014190.3	Housing Data Systems	200.00	200.00
07/07/16	7776	V	10014170	H.A.A.S., Inc.	686.88	686.88
07/07/16	7777	V	10014420	Linke Lumber Company	43.65	43.65
07/07/16	7778	V	10014190.5	McCardel Water Conditioning	8.00	
07/07/16	7778	V	10014420	McCardel Water Conditioning	83.50	91.50
07/07/16	7779	V	10014190.3	Next IT	557.25	557.25
07/07/16	7780	V	10014190.3	Pitney Bowes	405.96	405.96
07/07/16	7781		10014190.5	PNC Bank	417.88	417.88
07/07/16	7782	V	10014430.04	Schindler Elevator Corp.	596.34	596.34
07/07/16	7783		10164430.12	Siemens	6,819.00	
07/07/16	7783		15161408	Siemens	6,819.00	
07/07/16	7783		15169800	Siemens	(6,819.00)	6,819.00
07/07/16	7784	V	10014420	Wahr Hardware	32.99	32.99
07/11/16	7785	V	10014510	AmTrust North America Inc	710.00	710.00
07/11/16	7786	V	10014310	City of Manistee	5,425.27	5,425.27
07/11/16	7787	V	10014320	Consumers Energy	1,870.80	1,870.80
07/11/16	7788	V	10014330	DTE Energy	790.34	790.34
07/11/16	7789	V	10014190.3	Kushner & Company	50.00	50.00
07/11/16	7790	V	10014190.5	The PI Company	90.70	90.70
07/18/16	7791	V	10011122	Consumers Energy	125.19	125.19
07/18/16	7792	V	10014330	DTE Energy	6.82	6.82
07/18/16	7793		10012114	██████████	260.00	260.00
07/18/16	7794	V	10014420	Haglund's Floor Covering	6.00	6.00
07/18/16	7795		10011400	MC Smith Associates	500.00	
07/18/16	7795		15141430	MC Smith Associates	500.00	
07/18/16	7795		15149800	MC Smith Associates	(500.00)	500.00
07/26/16	7796	V	10014185	AT & T Long Distance	50.94	50.94
07/26/16	7797		10012137	City of Manistee	37,144.68	37,144.68

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

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
07/22/16	7798		10014190.5	Dale Priester	2,231.81	2,231.81
07/26/16	7799	V	10014330	DTE Energy	243.05	243.05
07/26/16	7800	V	10014130	Mika Meyers Beckett & Jones PLC	2,723.91	2,723.91
07/26/16	7801	V	10014182	Principal Financial Group	564.95	
07/26/16	7801	V	10014433	Principal Financial Group	640.07	1,205.02
07/26/16	7802	V	10014182	Sun Life Financial	348.91	
07/26/16	7802	V	10014433	Sun Life Financial	205.49	554.40
07/26/16	7803	V	10014182	VSP	105.38	
07/26/16	7803	V	10014433	VSP	113.94	219.32
07/31/16	MI078		10011111.2	Checks 7741 - 7803	(101,822.73)	<u>(101,822.73)</u>
				Transaction Balance		<u>0.00</u>
Total Debits				Total Credits		
	<u>113,889.29</u>			<u>113,889.29</u>	A/C Hash Total	<u>832292730.350</u>
Number of Transactions		80				

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
07/31/16	163		10011111.2	July Cash Receipts	51,091.11	
07/31/16	163		10011122	July TAR Collections	(45,502.63)	
07/31/16	163		10011122.1	July Bad Debt Collections	(14.00)	
07/31/16	163		10011129	Repayment - Priester	(500.00)	
07/31/16	163		10012114	Tenant Security Deposit Collections	(2,052.00)	
07/31/16	163		10013690.1	Reimbursement for Jury Pay-Krolczyk	(15.00)	
07/31/16	163		10013690.4	Laundry Income	(3,007.48)	
07/31/16	164		10011111.2	Operating Subsidy	39,676.00	
07/31/16	164		10013401.2	Operating Subsidy	(39,676.00)	
07/31/16	165		10011111.2	501-14 CFP Grant	500.00	
07/31/16	165		10143401.3	501-14 CFP Grant	(500.00)	
07/31/16	165		15141600	501-14 CFP Grant	500.00	
07/31/16	165		15141699	501-14 CFP Grant	(500.00)	
07/31/16	166		10011111.2	Sweep Interest	93.25	
07/31/16	166		10011111.2	NOW Interest	0.21	
07/31/16	166		10011111.3	HRA Interest	0.43	
07/31/16	166		10011111.4	MM Savings Interest	4.38	
07/31/16	166		10013610	Interest Income	(98.27)	
					Transaction Balance	<u>0.00</u>
Total Debits			<u>91,865.38</u>	Total Credits		<u>91,865.38</u>
					A/C Hash Total	<u>190604357.800</u>
Number of Transactions			18			

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

Date	Reference	T	Account	Description	Amount	Reference Total
07/31/16	349		10012133	To reclassify portion of CKs 7629 & 7695 paid to Ford Credit.	(241.72)	
07/31/16	349		10014580	To reclassify portion of CKs 7629 & 7695 paid to Ford Credit.	241.72	
07/31/16	350		10011111.2	To record charges to tenants per July 2016 Statement of Operations.	(454.00)	
07/31/16	350		10011122	To record charges to tenants per July 2016 Statement of Operations.	49,938.10	
07/31/16	350		10013110	To record charges to tenants per July 2016 Statement of Operations.	(44,058.00)	
07/31/16	350		10013120	To record charges to tenants per July 2016 Statement of Operations.	(858.61)	
07/31/16	350		10013689	To record charges to tenants per July 2016 Statement of Operations.	(3,657.00)	
07/31/16	350		10013690	To record charges to tenants per July 2016 Statement of Operations.	(910.49)	
07/31/16	351		10011122	To record transfers of security deposits to A/R per July 2016 Statement of Operations.	(948.00)	
07/31/16	351		10012114	To record transfers of security deposits to A/R per July 2016 Statement of Operations.	948.00	
07/31/16	352		10011122	To record balance transfers to bad debt per July 2016 Statement of Operations.	(11,726.48)	
07/31/16	352		10014570	To record balance transfers to bad debt per July 2016 Statement of Operations.	11,726.48	
07/31/16	353		10011111.3	To record HRA transactions per July 2016 bank statement.	(76.90)	
07/31/16	353		10012117.12	To record HRA transactions per July 2016 bank statement.	76.90	
07/31/16	354		10011111.2	To record MERS PURCHASE per July 2016 bank statement.	(1,922.45)	
07/31/16	354		10012117.5	To record MERS PURCHASE per July 2016 bank statement.	1,922.45	
07/31/16	355		10011111.2	To record SHWF debit for payment of health insurance per July 2016 bank statement.	(7,225.46)	
07/31/16	355		10012117.4	To record SHWF debit for payment of health insurance per July 2016 bank statement.	1,193.10	
07/31/16	355		10014182	To record SHWF debit for payment of health insurance per July 2016 bank statement.	2,101.70	
07/31/16	355		10014433	To record SHWF debit for payment of health insurance per July 2016 bank statement.	3,930.66	
07/31/16	356		10011111.2	To record July 2016 payroll transactions per MyPay reports & bank statement.	(19,043.65)	
07/31/16	356		10012117.12	To record July 2016 payroll transactions per MyPay reports & bank statement.	(394.62)	
07/31/16	356		10012117.4	To record July 2016 payroll transactions per MyPay reports & bank statement.	(1,193.10)	
07/31/16	356		10012117.5	To record July 2016 payroll transactions per MyPay reports & bank statement.	(1,224.13)	
07/31/16	356		10012117.6	To record July 2016 payroll transactions per MyPay reports & bank statement.	(3.00)	

Date	Reference	T	Account	Description	Amount	Reference Total
07/31/16	356		10012117.9	To record July 2016 payroll transactions per MyPay reports & bank statement.	(119.32)	
07/31/16	356		10014110	To record July 2016 payroll transactions per MyPay reports & bank statement.	12,867.88	
07/31/16	356		10014182	To record July 2016 payroll transactions per MyPay reports & bank statement.	970.27	
07/31/16	356		10014190.3	To record July 2016 payroll transactions per MyPay reports & bank statement.	86.50	
07/31/16	356		10014410	To record July 2016 payroll transactions per MyPay reports & bank statement.	7,534.60	
07/31/16	356		10014433	To record July 2016 payroll transactions per MyPay reports & bank statement.	518.57	
07/31/16	A1	S	10019998	To record unit months for PUM calculation.	214.00	
07/31/16	A1	S	10019999	To record unit months for PUM calculation.	(214.00)	
07/31/16	A2	S	10012137	To record estimated monthly PILOT expense.	(3,290.00)	
07/31/16	A2	S	10014520	To record estimated monthly PILOT expense.	3,290.00	
07/31/16	A3	S	10011400.95	To record estimated monthly depreciation expense.	(22,370.00)	
07/31/16	A3	S	10014800	To record estimated monthly depreciation expense.	22,370.00	
07/31/16	RT1	S	10019996	To record actual units leased for REAC reporting purposes.	202.00	
07/31/16	RT1	S	10019997	To record actual units leased for REAC reporting purposes.	(202.00)	
07/31/16	RT2	S	10011211	To record monthly insurance write off.	(5,850.68)	
07/31/16	RT2	S	10014510	To record monthly insurance write off.	5,850.68	
				Transaction Balance		<u>0.00</u>
Total Debits	<u>125,983.61</u>	Total Credits	<u>125,983.61</u>	A/C Hash Total	<u>410551376.890</u>	
Number of Transactions	41					

**Manistee Housing Commission
Payroll Disbursements Journal**

<u>Date</u>	<u>Reference</u>	<u>T</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
07/13/16	13107	V	10011111.3	CMHC - West Shore FSA	197.31	197.31
07/13/16	13108	V	10012117.9	United Steel Workers	59.63	59.63
07/13/16	13109	V	10012117.6	United Steel Workers	3.00	3.00
07/27/16	13110	V	10011111.3	CMHC - West Shore FSA	197.31	197.31
07/27/16	13111	V	10012117.9	United Steel Workers	59.69	59.69
07/31/16	MI078		10011111.2	July 2016 Payroll Disbursements	(516.94)	<u>(516.94)</u>
					Transaction Balance	<u>0.00</u>
Total Debits				Total Credits		
	<u>516.94</u>			<u>516.94</u>	A/C Hash Total	<u>60069687.200</u>
Number of Transactions		6				

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				427,543.09		
07/31/16	163		July Cash Receipts		51,091.11	
07/31/16	164		Operating Subsidy		39,676.00	
07/31/16	165		501-14 CFP Grant		500.00	
07/31/16	166		NOW Interest		0.21	
07/31/16	166		Sweep Interest		93.25	
07/31/16	350		To record charges to tenants per July 2016 Statement of Operations.		(454.00)	
07/31/16	354		To record MERS PURCHASE per July 2016 bank statement.		(1,922.45)	
07/31/16	355		To record SHWF debit for payment of health insurance per July 2016 bank statement.		(7,225.46)	
07/31/16	356		To record July 2016 payroll transactions per MyPay reports & bank statement.		(19,043.65)	
07/31/16	MI078		Checks 7741 - 7803		(101,822.73)	
07/31/16	MI078		July 2016 Payroll Disbursements		(516.94)	
					<u>(39,624.66)</u>	<u>387,918.43</u>
10011111.3 HRA Account				10,018.71		
07/31/16	166		HRA Interest		0.43	
07/31/16	353		To record HRA transactions per July 2016 bank statement.		(76.90)	
07/13/16	13107	V	CMHC - West Shore FSA		197.31	
07/27/16	13110	V	CMHC - West Shore FSA		197.31	
					<u>318.15</u>	<u>10,336.86</u>
10011111.4 Money Market Savings				51,747.85		
07/31/16	166		MM Savings Interest		4.38	
					<u>4.38</u>	<u>51,752.23</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				16,479.74		
07/31/16	163		July TAR Collections		(45,502.63)	
07/31/16	350		To record charges to tenants per July 2016 Statement of Operations.		49,938.10	
07/31/16	351		To record transfers of security deposits to A/R per July 2016 Statement of Operations.		(948.00)	
07/31/16	352		To record balance transfers to bad debt per July 2016 Statement of Operations.		(11,726.48)	
07/18/16	7791	V	Consumers Energy		125.19	
					<u>(8,113.82)</u>	<u>8,365.92</u>
10011122.1 Allowance for Doubtful Accounts				(10,278.83)		
07/31/16	163		July Bad Debt Collections		(14.00)	
					<u>(14.00)</u>	<u>(10,292.83)</u>
10011129 Accounts Receivable-Other				1,913.04		
07/31/16	163		Repayment - Priester		(500.00)	
					<u>(500.00)</u>	<u>1,413.04</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10011211		Prepaid Insurance	11,266.83		
07/01/16	7741		American Bankers Insurance Company		1,463.00	
07/31/16	RT2	S	To record monthly insurance write off.		(5,850.68)	
					<u>(4,387.68)</u>	<u>6,879.15</u>
	10011400		Construction in Progress-CFP	438,500.44		
07/18/16	7795		MC Smith Associates		500.00	
					<u>500.00</u>	<u>439,000.44</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	(8,032,772.26)		
07/31/16	A3	S	To record estimated monthly depreciation expense.		(22,370.00)	
					<u>(22,370.00)</u>	<u>(8,055,142.26)</u>
	10011690		Undistributed Debits	0.00		
07/01/16	7759	V	Void Check		0.00	
					<u>0.00</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>

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10012114 Tenant Security Deposits				(46,963.00)		
07/31/16	163		Tenant Security Deposit Collections		(2,052.00)	
07/31/16	351		To record transfers of security deposits to A/R per July 2016 Statement of Operations.		948.00	
07/01/16	7760				113.00	
07/18/16	7793				260.00	
					<u>(731.00)</u>	<u>(47,694.00)</u>
10012117.12 FSA Withheld				77.84		
07/31/16	353		To record HRA transactions per July 2016 bank statement.		76.90	
07/31/16	356		To record July 2016 payroll transactions per MyPay reports & bank statement.		(394.62)	
					<u>(317.72)</u>	<u>(239.88)</u>
10012117.4 125 Medical Withheld				0.00		
07/31/16	355		To record SHWF debit for payment of health insurance per July 2016 bank statement.		1,193.10	
07/31/16	356		To record July 2016 payroll transactions per MyPay reports & bank statement.		(1,193.10)	
					<u>0.00</u>	<u>0.00</u>
10012117.5 Pension Withheld				(1,922.45)		
07/31/16	354		To record MERS PURCHASE per July 2016 bank statement.		1,922.45	
07/31/16	356		To record July 2016 payroll transactions per MyPay reports & bank statement.		(1,224.13)	
					<u>698.32</u>	<u>(1,224.13)</u>
10012117.6 PAC Withheld				0.00		
07/31/16	356		To record July 2016 payroll transactions per MyPay reports & bank statement.		(3.00)	
07/13/16	13109	V	United Steel Workers		3.00	
					<u>0.00</u>	<u>0.00</u>
10012117.9 Union Dues Withheld				0.00		
07/31/16	356		To record July 2016 payroll transactions per MyPay reports & bank statement.		(119.32)	
07/13/16	13108	V	United Steel Workers		59.63	
07/27/16	13111	V	United Steel Workers		59.69	
					<u>0.00</u>	<u>0.00</u>
10012119.2 Interfund Payble - DVG				(1,935.90)		
					<u>0.00</u>	<u>(1,935.90)</u>
10012131 EPC Loan - Current				(13,875.84)		
07/01/16	7751	V	Byline Bank		2,040.29	
					<u>2,040.29</u>	<u>(11,835.55)</u>
10012132 EPC Loan - Noncurrent				(1,132,372.47)		
					<u>0.00</u>	<u>(1,132,372.47)</u>
10012133 Capital Lease - 2016 F250 - Current				(6,572.31)		

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10012133 Capital Lease - 2016 F250 - Current (cont.)						
07/31/16	349		To reclassify portion of CKs 7629 & 7695 paid to Ford Credit.		(241.72)	
07/01/16	7744	V	Ford Credit		362.85	
					121.13	(6,451.18)
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				(56,884.68)		
07/26/16	7797		City of Manistee		37,144.68	
07/31/16	A2	S	To record estimated monthly PILOT expense.		(3,290.00)	
					33,854.68	(23,030.00)
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				(265,962.00)		
07/31/16	350		To record charges to tenants per July 2016 Statement of Operations.		(44,058.00)	
					(44,058.00)	(310,020.00)
10013120 Excess Utilities				(4,953.15)		
07/31/16	350		To record charges to tenants per July 2016 Statement of Operations.		(858.61)	
					(858.61)	(5,811.76)
10013401.1 Operating Grants				(29,680.00)	0.00	(29,680.00)

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10013401.2		Operating Subsidy	(237,766.00)		
07/31/16	164		Operating Subsidy		(39,676.00)	
					<u>(39,676.00)</u>	<u>(277,442.00)</u>
	10013610		Interest Income-Gen. Fund	(554.58)		
07/31/16	166		Interest Income		(98.27)	
					<u>(98.27)</u>	<u>(652.85)</u>
	10013689		Tenant Income - Cable TV	(20,523.00)		
07/31/16	350		To record charges to tenants per July 2016 Statement of Operations.		(3,657.00)	
					<u>(3,657.00)</u>	<u>(24,180.00)</u>
	10013690		Tenant Income	(18,280.18)		
07/31/16	350		To record charges to tenants per July 2016 Statement of Operations.		(910.49)	
					<u>(910.49)</u>	<u>(19,190.67)</u>
	10013690.1		Non-Tenant Income	(197.10)		
07/31/16	163		Reimbursement for Jury Pay-Krolczyk		(15.00)	
					<u>(15.00)</u>	<u>(212.10)</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)		
07/31/16	163		Laundry Income		(3,007.48)	
					<u>(3,007.48)</u>	<u>(6,528.41)</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	72,444.84		
07/31/16	356		To record July 2016 payroll transactions per MyPay reports & bank statement.		12,867.88	
					<u>12,867.88</u>	<u>85,312.72</u>
	10014130		Legal Expense	9,888.74		
07/26/16	7800	V	Mika Meyers Beckett & Jones PLC		2,723.91	
					<u>2,723.91</u>	<u>12,612.65</u>
	10014140		Staff Training	547.00		
					<u>0.00</u>	<u>547.00</u>
	10014150		Travel Expense	67.84		

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014150 Travel Expense (cont.)					0.00	67.84
10014170 Accounting Fees				5,066.28		
07/07/16	7776	V	H.A.A.S., Inc.		686.88	
					686.88	5,753.16
10014182 Employee Benefits - Admin				48,204.91		
07/31/16	355		To record SHWF debit for payment of health insurance per July 2016 bank statement.		2,101.70	
07/31/16	356		To record July 2016 payroll transactions per MyPay reports & bank statement.		970.27	
07/26/16	7801	V	Principal Financial Group		564.95	
07/26/16	7802	V	Sun Life Financial		348.91	
07/26/16	7803	V	VSP		105.38	
					4,091.21	52,296.12
10014185 Telephone				9,782.21		
07/07/16	7762	V	AT & T		492.45	
07/07/16	7763	V	AT & T Mobile		954.61	
07/07/16	7767	V	Charter Business		123.19	
07/26/16	7796	V	AT & T Long Distance		50.94	
					1,621.19	11,403.40
10014190.1 Publications				1,299.00		
					0.00	1,299.00
10014190.2 Membership Dues and Fees				552.50		
					0.00	552.50
10014190.3 Admin Service Contracts				26,392.38		
07/31/16	356		To record July 2016 payroll transactions per MyPay reports & bank statement.		86.50	
07/01/16	7746	V	Next IT		1,125.00	
07/01/16	7750		U.S. Bank Equipment Finance		460.09	
07/01/16	7758	V	The Nelrod Company		199.00	
07/07/16	7766	V	CDM Mobile Shredding, Inc		45.00	
07/07/16	7768		City of Manistee		600.00	
07/07/16	7775	V	Housing Data Systems		200.00	
07/07/16	7779	V	Next IT		557.25	
07/07/16	7780	V	Pitney Bowes		405.96	
07/11/16	7789	V	Kushner & Company		50.00	
					3,728.80	30,121.18
10014190.4 Office Supplies				3,530.44		
07/01/16	7748	V	Staples		1,072.32	
					1,072.32	4,602.76
10014190.5 Other Sundry-Misc.				7,656.49		
07/01/16	7747	V	Reserve Account		600.00	
07/07/16	7778	V	McCardel Water Conditioning		8.00	
07/07/16	7781		PNC Bank		417.88	

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
10014190.5 Other Sundry-Misc. (cont.)						
07/11/16	7790	V	The PI Company		90.70	
07/22/16	7798		Dale Priester		2,231.81	
					<u>3,348.39</u>	<u>11,004.88</u>
10014221 Resident Employee Stipend				5,900.00		
07/01/16	7752	V	[REDACTED]		200.00	
07/01/16	7753		[REDACTED]		200.00	
07/01/16	7754	V	[REDACTED]		100.00	
07/01/16	7755	V	[REDACTED]		200.00	
07/01/16	7756	V	[REDACTED]		200.00	
07/01/16	7757		[REDACTED]		100.00	
					<u>1,000.00</u>	<u>6,900.00</u>
10014230 Contract Costs-Cable & Other				30,293.20		
07/07/16	7767	V	Charter Business		5,076.25	
					<u>5,076.25</u>	<u>35,369.45</u>
10014310 Water & Sewer				28,619.52		
07/11/16	7786	V	City of Manistee		5,425.27	
					<u>5,425.27</u>	<u>34,044.79</u>
10014320 Electricity				52,183.59		
07/01/16	7742	V	Consumers Energy		4,800.59	
07/07/16	7769	V	Consumers Energy		129.17	
07/11/16	7787	V	Consumers Energy		1,870.80	
					<u>6,800.56</u>	<u>58,984.15</u>
10014330 Gas				17,751.80		
07/01/16	7743	V	DTE Energy		218.30	
07/11/16	7788	V	DTE Energy		790.34	
07/18/16	7792	V	DTE Energy		6.82	
07/26/16	7799	V	DTE Energy		243.05	
					<u>1,258.51</u>	<u>19,010.31</u>
10014410 Labor, Maintenance				50,767.20		
07/31/16	356		To record July 2016 payroll transactions per MyPay reports & bank statement.		7,534.60	
					<u>7,534.60</u>	<u>58,301.80</u>
10014420 Materials				21,567.06		
07/01/16	7745		Manistee Ford		357.14	
07/01/16	7749	V	Top Line Electric		80.21	
07/07/16	7764	V	Blarney Castle Fleet Program		136.41	
07/07/16	7765	V	Cadillac Plumbing, Heating & Electric		37.14	
07/07/16	7771	V	Fastenal Company		574.96	
07/07/16	7773	V	Grand Rental Station		91.54	
07/07/16	7777	V	Linke Lumber Company		43.65	
07/07/16	7778	V	McCardel Water Conditioning		83.50	
07/07/16	7784	V	Wahr Hardware		32.99	
07/18/16	7794	V	Haglund's Floor Covering		6.00	
					<u>1,443.54</u>	<u>23,010.60</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10014430.02		Heating & Cooling Contracts	9,996.62		
					0.00	9,996.62
	10014430.03		Snow Removal Contracts	100.00		
					0.00	100.00
	10014430.04		Elevator Contracts	4,384.89		
07/07/16	7782	V	Schindler Elevator Corp.		596.34	
					596.34	4,981.23
	10014430.05		Landscape & Grounds Contracts	350.00		
					0.00	350.00
	10014430.06		Unit Turnaround Contracts	5,695.00		
					0.00	5,695.00
	10014430.07		Electrical Contracts	1,434.44		
07/01/16	7749	V	Top Line Electric		191.63	
					191.63	1,626.07
	10014430.08		Plumbing Contracts	3,969.14		
					0.00	3,969.14
	10014430.09		Extermination Contracts	8,871.00		
07/07/16	7774	V	Griffin Pest Solutions		2,372.00	
					2,372.00	11,243.00
	10014430.11		Routine Maintenance Contracts	2,346.50		
					0.00	2,346.50
	10014430.12		Miscellaneous Contracts	11,439.95		
07/07/16	7770	V	Crystal Lock & Supply		241.00	
					241.00	11,680.95
	10014431		Garbage Removal	6,515.13		
07/07/16	7761	V	Allied Waste Services		3,869.38	
					3,869.38	10,384.51
	10014433		Employee Benefits - Maint.	37,820.72		
07/31/16	355		To record SHWF debit for payment of health insurance per July 2016 bank statement.		3,930.66	
07/31/16	356		To record July 2016 payroll transactions per MyPay reports & bank statement.		518.57	
07/26/16	7801	V	Principal Financial Group		640.07	
07/26/16	7802	V	Sun Life Financial		205.49	
07/26/16	7803	V	VSP		113.94	
					5,408.73	43,229.45

**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>
	10014441	Staff	Travel-Maintenance	377.87		
					0.00	377.87
	10014510	Insurance		36,471.79		
07/11/16	7785	V	AmTrust North America Inc		710.00	
07/31/16	RT2	S	To record monthly insurance write off.		5,850.68	
					6,560.68	43,032.47
	10014520	Payment in Lieu of Taxes		19,740.00		
07/31/16	A2	S	To record estimated monthly PILOT expense.		3,290.00	
					3,290.00	23,030.00
	10014570	Collection Losses		0.00		
07/31/16	352		To record balance transfers to bad debt per July 2016 Statement of Operations.		11,726.48	
					11,726.48	11,726.48
	10014580	Interest Expense		36,891.59		
07/31/16	349		To reclassify portion of CKs 7629 & 7695 paid to Ford Credit.		241.72	
07/01/16	7744	V	Ford Credit		118.18	
07/01/16	7751	V	Byline Bank		6,111.06	
					6,470.96	43,362.55
	10014800	Depreciation - Current Year		134,220.00		
07/31/16	A3	S	To record estimated monthly depreciation expense.		22,370.00	
					22,370.00	156,590.00
	10017510	Principal Payments - EPC		12,016.51		
07/01/16	7751	V	Byline Bank		2,040.29	
					2,040.29	14,056.80
	10017520	Replacement of Equipment		4,782.00		
					0.00	4,782.00
	10017530	Cash Proceeds-Sale of Equipment		(8,455.00)		
					0.00	(8,455.00)
	10017540	Betterments and Additions		37,833.18		
					0.00	37,833.18
	10017590	Operating Expenditures-Contra		(46,176.69)		
07/01/16	7751	V	Byline Bank		(2,040.29)	
					(2,040.29)	(48,216.98)
	10019996	Actual Unit Months for REAC submission		1,192.00		
07/31/16	RT1	S	To record actual units leased for REAC reporting purposes.		202.00	
					202.00	1,394.00

**Manistee Housing Commission
General Ledger**

<u>Date</u>	<u>Reference T</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Current Amount</u>	<u>YTD Balance</u>
		10019997 Actual Unit Months - Contra	(1,192.00)		
07/31/16	RT1 S	To record actual units leased for REAC reporting purposes.		(202.00)	
				<u>(202.00)</u>	<u>(1,394.00)</u>
		10019998 Unit Months - Memorandum	1,284.00		
07/31/16	A1 S	To record unit months for PUM calculation.		214.00	
				<u>214.00</u>	<u>1,498.00</u>
		10019999 Unit Months - Contra	(1,284.00)		
07/31/16	A1 S	To record unit months for PUM calculation.		(214.00)	
				<u>(214.00)</u>	<u>(1,498.00)</u>
		10123401.3 Capital Grants	(18,999.58)		
				<u>0.00</u>	<u>(18,999.58)</u>
		10133401.1 Operating Grants	(968.05)		
				<u>0.00</u>	<u>(968.05)</u>
		10133401.3 Capital Grants	(107,562.85)		
				<u>0.00</u>	<u>(107,562.85)</u>
		10134430.12 Miscellaneous Contracts	968.05		
				<u>0.00</u>	<u>968.05</u>
		10143401.1 Operating Grants	(1,977.59)		
				<u>0.00</u>	<u>(1,977.59)</u>
		10143401.3 Capital Grants	(76,774.25)		
07/31/16	165	501-14 CFP Grant		(500.00)	
				<u>(500.00)</u>	<u>(77,274.25)</u>
		10144190.5 Other Sundry-Misc	1,977.59		
				<u>0.00</u>	<u>1,977.59</u>
		10153401.1 Operating Grants	(12,424.70)		
				<u>0.00</u>	<u>(12,424.70)</u>
		10153401.3 Capital Grants	(92,976.25)		
				<u>0.00</u>	<u>(92,976.25)</u>
		10154430.12 Miscellaneous Contract Costs	12,424.70		
				<u>0.00</u>	<u>12,424.70</u>
		10163401.1 Operating Grants	(21,200.00)		
				<u>0.00</u>	<u>(21,200.00)</u>

**Manistee Housing Commission
General Ledger**

Date	Reference	T	Description	Beginning Balance	Current Amount	YTD Balance
	10163401.3		Capital Grants	(7,109.43)	0.00	(7,109.43)
	10164110		Administrative Salaries	19,693.45	0.00	19,693.45
	10164182		Employee Benefits - Admin	1,506.55	0.00	1,506.55
	10164430.12		Miscellaneous Contract Costs	0.00		
07/07/16	7772		Graham Motor & Generator Service		2,707.27	
07/07/16	7783		Siemens		6,819.00	
					9,526.27	9,526.27
	15121406		Operations	40,000.00	0.00	40,000.00
	15121408		Management Improvements	20,000.00	0.00	20,000.00
	15121410		Administration	20,000.00	0.00	20,000.00
	15121430		A & E Fees	9,375.91	0.00	9,375.91
	15121430.99		A & E Fees - Soft Costs	3,531.25	0.00	3,531.25
	15121460		Dwelling Structures	98,941.84	0.00	98,941.84
	15121600		CFP Funding	191,849.00	0.00	191,849.00
	15121699		CFP Funding - Contra	(191,849.00)	0.00	(191,849.00)
	15129800		CFP Cost - Contra	(191,849.00)	0.00	(191,849.00)
	15131406		Operations	39,637.40	0.00	39,637.40
	15131408		Management Improvements	17,793.00	0.00	17,793.00

**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>
07/18/16	15141430 7795	A & E Fees MC Smith Associates	6,162.10	<u>500.00</u> <u>500.00</u>	<u>6,662.10</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>
07/31/16	15141600 165	CFP Funding 501-14 CFP Grant	184,174.10	<u>500.00</u> <u>500.00</u>	<u>184,674.10</u>
07/31/16	15141699 165	CFP Funding - Contra 501-14 CFP Grant	(184,174.10)	(500.00)	

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED

**Manistee Housing Commission
General Ledger**

Date	Reference T	Description	Beginning Balance	Current Amount	YTD Balance
		15141699 CFP Funding - Contra (cont.)		<u>(500.00)</u>	<u>(184,674.10)</u>
		15149800 CFP Cost - Contra	(184,174.10)		
07/18/16	7795	MC Smith Associates		<u>(500.00)</u>	<u>(184,674.10)</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		
07/07/16	7783	Siemens		<u>6,819.00</u>	<u>13,928.43</u>
		15161410 Administration	21,200.00	<u>0.00</u>	<u>21,200.00</u>
		15161460.99 Dwelling Structures - Soft Costs	0.00		
07/07/16	7772	Graham Motor & Generator Service		<u>2,707.27</u>	<u>2,707.27</u>
		15161600 CFP Funding	57,989.43		

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

**Manistee Housing Commission
General Ledger**

Date	Reference T	Description	Beginning Balance	Current Amount	YTD Balance
15161600 CFP Funding (cont.)				<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>
15169800 CFP Cost - Contra			(57,989.43)		
07/07/16	7772	Graham Motor & Generator Service		(2,707.27)	
07/07/16	7783	Siemens		(6,819.00)	
				<u>(9,526.27)</u>	<u>(67,515.70)</u>
Current Profit/(Loss)		<u>(38,521.93)</u>	YTD Profit/(Loss)		<u>144,856.13</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 IN COMPLIANCE WITH THE FEDERAL PRIVACY ACT:

**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number: 851620
Statement Ending date: 07/31/16
Checkbook Name: Public Housing Checking

General Ledger

Balance per General Ledger (Account 10011111.2) at 07/01/16	427,543.09
Activity for the month:	
Total Debits (Deposits and Credit Memos)	91,360.57
Total Credits (Checks and Debit Memos)	-130,985.23
Unreconciled General Ledger Balance at 07/31/16	<u>387,918.43</u>
Adjustments and Other Bank Items	0.00
Reconciled General Ledger Balance at 07/31/16	<u><u>387,918.43</u></u>

Bank

Balance per Bank Statement at 07/31/16	431,032.95
Total Additions (Deposits and Credit Memos in transit)	0.00
Total Subtractions (Checks and Debit Memos in transit)	-43,114.52
Total Bank Errors	0.00
Bank Balance Adjusted at 07/31/16	<u><u>387,918.43</u></u>

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/16
 Statement Ending date: 07/31/16
 Checkbook Name: Public Housing Checking

Statement Summary

Beginning Balance				429,257.89
Deposits and Credit Memos				
155	06/30/16	10011122	June Cash Receipts	1,055.13
163	07/31/16	10011122	July Cash Receipts	51,091.11
164	07/31/16	10013401.2	Operating Subsidy	39,676.00
165	07/31/16	10143401.3	501-14 CFP Grant	500.00
166	07/31/16	10011111.3	NOW Interest	93.46
			Total	<u>92,415.70</u>

Checks and Debit Memos

350	07/31/16	10011122	To record charges to tenants per July 2016 Statement of Operations.	(454.00)
354	07/31/16	10012117.5	To record MERS PURCHASE per July 2016 bank statement.	(1,922.45)
355	07/31/16	10012117.4	To record SHWF debit for payment of health insurance per July 201	(7,225.46)
356	07/31/16	10014110	To record July 2016 payroll transactions per MyPay reports & bank	(19,043.65)
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)
7741	07/01/16	10011211	American Bankers Insurance Company	(1,463.00)
7742	07/01/16	10014320	Consumers Energy	(4,800.59)
7743	07/01/16	10014330	DTE Energy	(218.30)
7744	07/01/16	10012133	Ford Credit	(481.03)
7745	07/01/16	10014420	Manistee Ford	(357.14)
7746	07/01/16	10014190.3	Next IT	(1,125.00)
7747	07/01/16	10014190.5	Reserve Account	(600.00)
7748	07/01/16	10014190.4	Staples	(1,072.32)
7749	07/01/16	10014430.07	Top Line Electric	(271.84)
7750	07/01/16	10014190.3	U.S. Bank Equipment Finance	(460.09)
7751	07/01/16	10012131	Byline Bank	(8,151.35)
7752	07/01/16	10014221	██████████	(200.00)
7753	07/01/16	10014221	██████████	(200.00)
7754	07/01/16	10014221	██████████	(100.00)
7755	07/01/16	10014221	██████████	(200.00)
7756	07/01/16	10014221	██████████	(200.00)
7757	07/01/16	10014221	██████████	(100.00)
7758	07/01/16	10014190.3	The Nelrod Company	(199.00)
7760	07/01/16	10012114	██████████	(113.00)
7761	07/07/16	10014431	Allied Waste Services	(3,869.38)
7762	07/07/16	10014185	AT & T	(492.45)
7763	07/07/16	10014185	AT & T Mobile	(954.61)
7764	07/07/16	10014420	Blaney Castle Fleet Program	(136.41)
7765	07/07/16	10014420	Cadillac Plumbing, Heating & Electric	(37.14)
7766	07/07/16	10014190.3	CDM Mobile Shredding, Inc	(45.00)
7767	07/07/16	10014185	Charter Business	(5,199.44)
7768	07/07/16	10014190.3	City of Manistee	(600.00)
7769	07/07/16	10014320	Consumers Energy	(129.17)
7770	07/07/16	10014430.12	Crystal Lock & Supply	(241.00)
7771	07/07/16	10014420	Fastenal Company	(574.96)
7772	07/07/16	10164430.12	Graham Motor & Generator Service	(2,707.27)
7773	07/07/16	10014420	Grand Rental Station	(91.54)
7774	07/07/16	10014430.09	Griffin Pest Solutions	(2,372.00)
7775	07/07/16	10014190.3	Housing Data Systems	(200.00)
7776	07/07/16	10014170	H.A.A.S., Inc.	(686.88)
7777	07/07/16	10014420	Linke Lumber Company	(43.65)
7778	07/07/16	10014190.5	McCardel Water Conditioning	(91.50)
7779	07/07/16	10014190.3	Next IT	(557.25)
7780	07/07/16	10014190.3	Pitney Bowes	(405.96)
7781	07/07/16	10014190.5	PNC Bank	(417.88)
7782	07/07/16	10014430.04	Schindler Elevator Corp.	(596.34)
7783	07/07/16	10164430.12	Siemens	(6,819.00)
7784	07/07/16	10014420	Wahr Hardware	(32.99)
7785	07/11/16	10014510	AmTrust North America Inc	(710.00)
7786	07/11/16	10014310	City of Manistee	(5,425.27)
7787	07/11/16	10014320	Consumers Energy	(1,870.80)

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/16
Statement Ending date: 07/31/16
Checkbook Name: Public Housing Checking

7788	07/11/16	10014330	DTE Energy	(790.34)
7789	07/11/16	10014190.3	Kushner & Company	(50.00)
7790	07/11/16	10014190.5	The PI Company	(90.70)
7791	07/18/16	10011122	Consumers Energy	(125.19)
7792	07/18/16	10014330	DTE Energy	(6.82)
7794	07/18/16	10014420	Haglund's Floor Covering	(6.00)
7795	07/18/16	10011400	MC Smith Associates	(500.00)
7798	07/22/16	10014190.5	Dale Priester	(2,231.81)
13106	06/29/16	10011111.3	CMHC - West Shore FSA	(197.31)
13107	07/13/16	10011111.3	CMHC - West Shore FSA	(197.31)
13109	07/13/16	10012117.6	United Steel Workers	(3.00)
13110	07/27/16	10011111.3	CMHC - West Shore FSA	(197.31)
			Total	<u>(90,640.64)</u>

Ending Balance 431,032.95

Bank Summary

Ending Bank Balance 431,032.95

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
7793	07/18/16	10012114	██████████	260.00
7796	07/26/16	10014185	AT & T Long Distance	50.94
7797	07/26/16	10012137	City of Manistee	37,144.68
7799	07/26/16	10014330	DTE Energy	243.05
7800	07/26/16	10014130	Mika Meyers Beckett & Jones PLC	2,723.91
7801	07/26/16	10014182	Principal Financial Group	1,205.02
7802	07/26/16	10014182	Sun Life Financial	554.40
7803	07/26/16	10014182	VSP	219.32
13108	07/13/16	10012117.9	United Steel Workers	59.63
13111	07/27/16	10012117.9	United Steel Workers	59.69
			Total	<u><u>(43,114.52)</u></u>

Ending Balance 387,918.43

Book Summary

G/L account: 10011111.2
G/L journal: Journal Entry - PH
G/L period: 07/31/16

Total Adjustments: 0.00

Ending Balance 387,918.43

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

**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number:
Statement Ending date: 07/31/16
Checkbook Name: HRA Account

General Ledger

Balance per General Ledger (Account 10011111.3) at 07/01/16	10,018.71
Activity for the month:	
Total Debits (Deposits and Credit Memos)	395.05
Total Credits (Checks and Debit Memos)	<u>-76.90</u>
Unreconciled General Ledger Balance at 07/31/16	<u>10,336.86</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 07/31/16	<u><u>10,336.86</u></u>

Bank

Balance per Bank Statement at 07/31/16	10,336.86
Total Additions (Deposits and Credit Memos in transit)	0.00
Total Subtractions (Checks and Debit Memos in transit)	<u>0.00</u>
Total Bank Errors	<u>0.00</u>
Bank Balance Adjusted at 07/31/16	<u><u>10,336.86</u></u>

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/16
Statement Ending date: 07/31/16
Checkbook Name: HRA Account

Statement Summary

Beginning Balance				9,821.40
Deposits and Credit Memos				
13106	06/29/16		CMHC - West Shore FSA	197.31
13107	07/13/16		CMHC - West Shore FSA	197.31
13110	07/27/16		CMHC - West Shore FSA	197.31
166	07/31/16	10011111.2	NOW Interest	0.43
			Total	<u>592.36</u>
Checks and Debit Memos				
353	07/31/16	10012117.12	To record HRA transactions per July 2016 bank statement.	(76.90)
			Total	<u>(76.90)</u>
Ending Balance				<u><u>10,336.86</u></u>

Bank Summary

Ending Bank Balance				<u>10,336.86</u>
Ending Balance				<u><u>10,336.86</u></u>

Book Summary

G/L account: 10011111.3				
G/L journal: Journal Entry - PH				
G/L period: 07/31/16				
			Total Adjustments:	<u>0.00</u>
Ending Balance				<u><u>10,336.86</u></u>

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

**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number: 558567
Statement Ending date: 07/31/16
Checkbook Name: Money Market Savings

General Ledger

Balance per General Ledger (Account 10011111.4) at 07/01/16	51,747.85
Activity for the month:	
Total Debits (Deposits and Credit Memos)	4.38
Total Credits (Checks and Debit Memos)	-0.00
Unreconciled General Ledger Balance at 07/31/16	<u>51,752.23</u>
Adjustments and Other Bank Items	0.00
Reconciled General Ledger Balance at 07/31/16	<u><u>51,752.23</u></u>

Bank

Balance per Bank Statement at 07/31/16	51,752.23
Total Additions (Deposits and Credit Memos in transit)	0.00
Total Subtractions (Checks and Debit Memos in transit)	-0.00
Total Bank Errors	0.00
Bank Balance Adjusted at 07/31/16	<u><u>51,752.23</u></u>

PERSONALLY IDENTIFYING INFORMATION OF CURRENT AND PAST PROGRAM PARTICIPANTS REDACTED

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/16
Statement Ending date: 07/31/16
Checkbook Name: Money Market Savings

Statement Summary

Beginning Balance		51,747.85	
Deposits and Credit Memos			
166	07/31/16	10011111.2 NOW Interest	4.38
		Total	<u>4.38</u>
Ending Balance		<u><u>51,752.23</u></u>	

Bank Summary

Ending Bank Balance		<u>51,752.23</u>
Ending Balance		<u><u>51,752.23</u></u>

Book Summary

G/L account: 10011111.4
G/L journal: Journal Entry - PH
G/L period: 07/31/16

	Total Adjustments:	<u>0.00</u>
Ending Balance		<u><u>51,752.23</u></u>

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

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

	1 Month Ended July 31, 2016	1 Month Ended July 31, 2015	7 Months Ended July 31, 2016	7 Months Ended July 31, 2015
Operating Income				
3110 - Dwelling Rental	\$ 44,058.00	\$ 46,522.00	\$ 310,020.00	\$ 339,970.00
3120 - Excess Utilities	858.61	810.90	5,811.76	6,940.16
3401.1 - Operating Grants	0.00	0.00	29,680.00	56,753.40
3401.2 - Operating Subsidy	39,676.00	37,383.00	277,442.00	263,476.00
3610 - Interest Income-Gen. Fund	98.27	108.81	652.85	657.08
3689 - Tenant Income - Cable TV	3,657.00	3,719.00	24,180.00	26,449.00
3690 - Tenant Income	910.49	3,994.45	19,190.67	19,414.68
3690.1 - Non-Tenant Income	15.00	0.00	212.10	15.18
3690.2 - Gain/Loss-Sale of Fixed Ass	0.00	0.00	8,455.00	0.00
3690.4 - Laundry Income	3,007.48	1,161.51	6,528.41	7,095.58
3690.6 - Fraud Recovery Revenue	0.00	0.00	203.40	1,197.00
3690.7 - Management Fee - DVG	0.00	0.00	3,000.00	3,000.00
Total Operating Income	<u>92,280.85</u>	<u>93,699.67</u>	<u>685,376.19</u>	<u>724,968.08</u>
Operating Expenses				
Routine Expenses				
4110 - Administrative Salaries	12,867.88	21,552.87	85,312.72	103,552.14
4111 - Admin Wage-Contracted	0.00	1,570.80	0.00	15,745.80
4120 - Compensated Absences	0.00	0.00	0.00	0.00
4130 - Legal Expense	2,723.91	0.00	12,612.65	12,650.21
4130.3 - Legal Expense-Restitution	0.00	0.00	0.00	0.00
4140 - Staff Training	0.00	199.00	547.00	564.46
4150 - Travel Expense	0.00	0.00	67.84	1,000.00
4170 - Accounting Fees	686.88	686.88	5,753.16	6,358.81
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	4,091.21	7,535.60	52,296.12	50,068.83
4185 - Telephone	1,621.19	1,565.16	11,403.40	11,677.30
4190 - Sundry Administration	0.00	0.00	0.00	0.00
4190.1 - Publications	0.00	0.00	1,299.00	30.00
4190.2 - Membership Dues and Fees	0.00	0.00	552.50	1,286.50
4190.3 - Admin Service Contracts	3,728.80	2,299.61	30,121.18	15,021.95
4190.4 - Office Supplies	1,072.32	178.02	4,602.76	5,504.94
4190.5 - Other Sundry-Misc.	3,348.39	769.75	11,004.88	6,911.10
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	6,900.00	6,000.00
4222 - Employee Benefits - Tenant Se	0.00	0.00	0.00	0.00
4230 - Contract Costs-Cable & Other	5,076.25	4,696.08	35,369.45	32,617.02
4310 - Water & Sewer	5,425.27	4,328.98	34,044.79	29,024.12
4320 - Electricity	6,800.56	6,779.78	58,984.15	60,701.18
4330 - Gas	1,258.51	1,406.64	19,010.31	23,957.62
4390 - EPC Savings	0.00	0.00	0.00	0.00
4410 - Labor, Maintenance	7,534.60	11,509.00	58,301.80	56,225.88

See Accountants' Compilation Report

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

	1 Month Ended July 31, 2016	1 Month Ended July 31, 2015	7 Months Ended July 31, 2016	7 Months Ended July 31, 2015
4420 - Materials	1,443.54	5,344.40	23,010.60	33,698.26
4430 - Contract Costs	0.00	0.00	0.00	0.00
4430.02 - Heating & Cooling Contract	0.00	2,469.03	9,996.62	14,639.23
4430.03 - Snow Removal Contracts	0.00	0.00	100.00	0.00
4430.04 - Elevator Contracts	596.34	1,152.68	4,981.23	8,640.36
4430.05 - Landscape & Grounds Cont	0.00	1,000.00	350.00	1,000.00
4430.06 - Unit Turnaround Contracts	0.00	0.00	5,695.00	14,193.95
4430.07 - Electrical Contracts	191.63	0.00	1,626.07	3,167.49
4430.08 - Plumbing Contracts	0.00	128.00	3,969.14	4,770.35
4430.09 - Extermination Contracts	2,372.00	1,612.00	11,243.00	6,402.00
4430.11 - Routine Maintenance Contr	0.00	0.00	2,346.50	4,751.35
4430.12 - Miscellaneous Contracts	241.00	895.65	11,680.95	4,339.52
4431 - Garbage Removal	3,869.38	1,412.97	10,384.51	9,438.70
4433 - Employee Benefits - Maint.	5,408.73	5,330.91	43,229.45	40,146.95
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	6,560.68	9,231.51	43,032.47	45,690.58
4520 - Payment in Lieu of Taxes	3,290.00	3,290.00	23,030.00	23,030.00
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	11,726.48	0.00	11,726.48	0.00
4580 - Interest Expense	6,470.96	6,235.69	43,362.55	43,830.28
4590 - Other General Expense	0.00	0.00	0.00	0.00
Total Routine Expenses	<u>99,406.51</u>	<u>104,081.01</u>	<u>678,326.15</u>	<u>701,136.82</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>99,406.51</u>	<u>104,081.01</u>	<u>678,326.15</u>	<u>701,136.82</u>
Operating Income (Loss)	<u>(7,125.66)</u>	<u>(10,381.34)</u>	<u>7,050.04</u>	<u>23,831.26</u>
Depreciation Expense				
4800 - Depreciation - Current Year	22,370.00	22,440.00	156,590.00	157,080.00
Total Depreciation Expense	22,370.00	22,440.00	156,590.00	157,080.00
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	2,040.29	1,634.79	14,056.80	11,263.08
7520 - Replacement of Equipment	0.00	0.00	4,782.00	8,598.45

See Accountants' Compilation Report

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

	1 Month Ended July 31, 2016	1 Month Ended July 31, 2015	7 Months Ended July 31, 2016	7 Months Ended July 31, 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>(2,040.29)</u>	<u>(1,634.79)</u>	<u>(48,216.98)</u>	<u>(32,021.85)</u>
Total Capital Expenditures	0.00	0.00	0.00	0.00
HUD Net Income (Loss)	<u>\$ (9,165.95)</u>	<u>\$ (12,016.13)</u>	<u>\$ (49,621.94)</u>	<u>\$ (7,550.59)</u>
GAAP Net Income (Loss)	<u>\$ (29,495.66)</u>	<u>\$ (32,821.34)</u>	<u>\$ (149,539.96)</u>	<u>\$ (132,608.74)</u>

See Accountants' Compilation Report

FY 2016 Budget Tracking				
Total Units: 214	Annual-2016	Monthly	July	YTD Actual
Operating Income				
Rental Income				
3110-Dwelling Rental	\$ 600,000.00	\$ 50,000.00	\$ 44,058.00	\$ 310,020.00
3120-Excess Utilities	\$ 10,000.00	\$ 833.33	\$ 858.61	\$ 5,811.76
Total Rental Income	\$ 610,000.00	\$ 50,833.33	\$ 44,916.61	\$ 315,831.76
Revenues-HUD PHA Grants				
3401.1-Operating Grants	\$ 40,000.00	\$ 3,333.33	\$ -	\$ 29,680.00
3401.2-Operating Subsidy	\$ 412,000.00	\$ 34,333.33	\$ 39,676.00	\$ 277,442.00
Total HUD PHA Grants	\$ 452,000.00	\$ 37,666.67	\$ 39,676.00	\$ 307,122.00
Nonrental Income	\$ 115,480.00	\$ 9,623.33	\$ 7,688.24	\$ 62,422.43
Total Operating Income	\$ 1,177,480.00	\$ 98,123.33	\$ 92,280.85	\$ 685,376.19
Operating Expenses				
Routine Expenses				
Administration	\$ 344,793.00	\$ 28,732.75	\$ 30,140.58	\$ 198,163.08
<i>Unusual Administration</i>	\$ -	\$ -	\$ -	\$ 17,410.13
Total Administration	\$ 344,793.00	\$ 28,732.75	\$ 30,140.58	\$ 215,573.21
Tenant Services	\$ 72,400.00	\$ 6,033.33	\$ 6,076.25	\$ 42,269.45
<i>Unusual Tenant Services</i>	\$ -	\$ -	\$ -	\$ -
Total Tenant Services	\$ 72,400.00	\$ 6,033.33	\$ 6,076.25	\$ 42,269.45
Utilities	\$ 179,600.00	\$ 14,966.67	\$ 13,484.34	\$ 112,039.25
<i>Unusual Utilities</i>	\$ -	\$ -	\$ -	\$ -
Total Utilities	\$ 179,600.00	\$ 14,966.67	\$ 13,484.34	\$ 112,039.25
Ordinary Maintenance & Operations	\$ 357,370.00	\$ 29,780.83	\$ 21,657.22	\$ 173,500.93
<i>Unusual Ordinary Maintenance & Operations</i>	\$ -	\$ -	\$ -	\$ 13,791.81
Total Ordinary Maintenance & Operations	\$ 357,370.00	\$ 29,780.83	\$ 21,657.22	\$ 187,292.74
Protective Services	\$ 3,500.00	\$ 291.67	\$ -	\$ -
<i>Unusual Protective Services</i>	\$ -	\$ -	\$ -	\$ -
Total Protective Services	\$ 3,500.00	\$ 291.67	\$ -	\$ -
General Expenses	\$ 207,378.00	\$ 17,281.50	\$ 16,321.64	\$ 109,425.02
<i>Unusual General Expenses</i>	\$ -	\$ -	\$ 11,726.48	\$ 11,726.48
Total General Expenses	\$ 207,378.00	\$ 17,281.50	\$ 28,048.12	\$ 121,151.50
Total Routine Expense	\$ 1,165,041.00	\$ 97,086.75	\$ 99,406.51	\$ 678,326.15
Non-Routine Expenses				
Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ -
Total Casualty Losses	\$ -	\$ -	\$ -	\$ -
Total Non-Routine Expenses	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 1,165,041.00	\$ 97,086.75	\$ 99,406.51	\$ 678,326.15
		\$ -		
Operating Income (Loss)	\$ 12,439.00	\$ 1,036.58	\$ (7,125.66)	\$ 7,050.04
Total Depreciation Expense	\$ -	\$ -	\$ 22,370.00	\$ 156,590.00
Surplus Credits & Charges	\$ -	\$ -	\$ -	\$ -
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
HUD Net Income (Loss)	\$ (18,453.00)	\$ (1,537.75)	\$ (9,165.95)	\$ (49,621.94)
GAAP Net Income (Loss)	\$ 12,439.00	\$ 1,036.58	\$ (29,495.66)	\$ (149,539.96)

Unusual Expense Detail:		
General Expenses		
4570-Collection Losses	\$ 11,726.48	June Bad Debt Write Off
Total Administration	\$ 11,726.48	

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 July 31, 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 July 31, 2016**

ASSETS

CURRENT ASSETS

Cash

1111 - Cash - MSHDA	\$ 70,677.06
Total Cash	<u>70,677.06</u>

Receivables

1122 - Tenants Accounts Receivable	(865.90)
1129.4 - Interfund Receivable - P/H	<u>1,935.90</u>
Total Receivables	1,070.00

Investments

Total Investments	0.00
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Prepaid Expenses & Other Assets

Total Prepaid Expenses & Other Assets	0.00
--	------

Total Current Assets

71,747.06

CAPITAL ASSETS

Land, Structures & Equipment

1400.7 - Buildings	364,363.29
1400.98 - Accumulated Depreciation-DVG	<u>(81,723.36)</u>
Total Land, Structures & Equipment	282,639.93

TOTAL CAPITAL ASSETS

282,639.93

TOTAL ASSETS

\$ 354,386.99

**Manistee Housing Commission
Domestic Violence Grant
BALANCE SHEET
As of July 31, 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 - Forgiveable 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>312.35</u>
Total Unreserved Fund Balance	(147,449.34)

TOTAL EQUITY (147,449.34)

TOTAL LIABILITIES/EQUITY \$ 354,386.99

**Manistee Housing Commission
Domestic Violence Grant
Statement of Income & Expense
For the 1 Month and 7 Months Ended July 31, 2016**

	1 Month Ended	7 Months Ended
	<u>July 31, 2016</u>	<u>July 31, 2016</u>
Operating Income		
3110 - Dwelling Rental	1,502.00	10,514.00
3690 - Tenant Income	<u>0.00</u>	<u>110.00</u>
Total Operating Income	1,502.00	10,624.00
Operating Expenses		
Administration		
4170 - Accounting Fees	128.54	967.28
4172 - Management Fees	<u>0.00</u>	<u>3,000.00</u>
Total Administration	128.54	3,967.28
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>77.00</u>	<u>279.31</u>
Total General Expense	77.00	279.31
Depreciation Expense		
4800 - Depreciation - Current Year	<u>821.33</u>	<u>5,749.31</u>
Total Depreciation Expense	821.33	5,749.31
Capital Expenditures		
Total Capital Expenditures	0.00	0.00
Total Operating Expenses	<u>1,026.87</u>	<u>10,311.65</u>
Net Income/(Loss)	<u>1,296.46</u>	<u>6,061.66</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>
07/07/16	2592	20014170	H.A.A.S., Inc.	128.54	128.54
07/11/16	2593	20014590	City of Manistee	77.00	77.00
07/31/16	MI078	20011111	Checks 2592 - 2593	(205.54)	<u>(205.54)</u>
				Transaction Balance	<u><u>0.00</u></u>
Total Debits	<u>205.54</u>	Total Credits	<u>205.54</u>	A/C Hash Total	<u>60039871.000</u>
Number of Transactions	3				

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

<u>Date</u>	<u>Reference</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
07/31/16	107	20011111	July Cash Receipts	1,422.00	
07/31/16	107	20011122	July TAR Collections	(1,422.00)	
07/31/16	108	20011111	Deposit After Cutoff 7/5 - A. Topping	223.00	
07/31/16	108	20011122	Deposit After Cutoff 7/5 - A. Topping	(223.00)	
				Transaction Balance	<u>0.00</u>
Total Debits		<u>1,645.00</u>	Total Credits		<u>1,645.00</u>
				A/C Hash Total	<u>80044466.000</u>
Number of Transactions		4			

<u>Date</u>	<u>Reference</u>	<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Reference Total</u>
07/31/16	307	20011122	To record charges to tenants per July 2016 Statement of Operations.	1,502.00	
07/31/16	307	20013110	To record charges to tenants per July 2016 Statement of Operations.	(1,502.00)	
07/31/16	A1	20011400.98	To record estimated depreciation expense.	(821.33)	
07/31/16	A1	20014800	To record estimated depreciation expense.	821.33	
07/31/16	RT1	20019996	To record units leased.	3.00	
07/31/16	RT1	20019997	To record units leased.	(3.00)	
				Transaction Balance	0.00
Total Debits		2,326.33	Total Credits		2,326.33
			A/C Hash Total		120090425.980
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	69,237.60		
07/31/16	107		July Cash Receipts		1,422.00	
07/31/16	108		Deposit After Cutoff 7/5 - A. Topping		223.00	
07/31/16	MI078		Checks 2592 - 2593		(205.54)	
					<u>1,439.46</u>	<u>70,677.06</u>
	20011122		Tenants Accounts Receivable	(722.90)		
07/31/16	107		July TAR Collections		(1,422.00)	
07/31/16	108		Deposit After Cutoff 7/5 - A. Topping		(223.00)	
07/31/16	307		To record charges to tenants per July 2016 Statement of Operations.		1,502.00	
					<u>(143.00)</u>	<u>(865.90)</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	(80,902.03)		
07/31/16	A1	S	To record estimated depreciation expense.		(821.33)	
					<u>(821.33)</u>	<u>(81,723.36)</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	(9,012.00)		
07/31/16	307		To record charges to tenants per July 2016 Statement of Operations.		(1,502.00)	
					<u>(1,502.00)</u>	<u>(10,514.00)</u>
	20013690		Tenant Income	(110.00)		
					<u>0.00</u>	<u>(110.00)</u>
	20014170		Accounting Fees	838.74		
07/07/16	2592	V	H.A.A.S., Inc.		128.54	

**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>
	20014170		Accounting Fees (cont.)		<u>128.54</u>	<u>967.28</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		
07/11/16	2593	V	City of Manistee		<u>77.00</u>	
					<u>77.00</u>	<u>279.31</u>
	20014800		Depreciation - Current Year	4,927.98		
07/31/16	A1	S	To record estimated depreciation expense.		<u>821.33</u>	
					<u>821.33</u>	<u>5,749.31</u>
	20019996		Actual Unit Months for REAC Submission	18.00		
07/31/16	RT1	S	To record units leased.		<u>3.00</u>	
					<u>3.00</u>	<u>21.00</u>
	20019997		Actual Unit Months - Contra	(18.00)		
07/31/16	RT1	S	To record units leased.		<u>(3.00)</u>	
					<u>(3.00)</u>	<u>(21.00)</u>
Current Profit/(Loss)					<u>475.13</u>	
			YTD Profit/(Loss)			<u>312.35</u>
Number of Transactions						<u>13</u>
			The General Ledger is in balance			<u>0.00</u>

**Manistee Housing Commission
Bank Reconciliation Transmittal**

Account Number:
Statement Ending date: 07/31/16
Checkbook Name: DVG Checking

General Ledger

Balance per General Ledger (Account 20011111) at 07/01/16	69,237.60
Activity for the month:	
Total Debits (Deposits and Credit Memos)	1,645.00
Total Credits (Checks and Debit Memos)	<u>-205.54</u>
Unreconciled General Ledger Balance at 07/31/16	<u>70,677.06</u>
Adjustments and Other Bank Items	<u>0.00</u>
Reconciled General Ledger Balance at 07/31/16	<u><u>70,677.06</u></u>

Bank

Balance per Bank Statement at 07/31/16	70,677.06
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 07/31/16	<u><u>70,677.06</u></u>

**Manistee Housing Commission
Bank Reconciliation Worksheet**

Statement Beginning date: 07/01/16
Statement Ending date: 07/31/16
Checkbook Name: DVG Checking

Statement Summary

Beginning Balance				69,237.60
Deposits and Credit Memos				
107	07/31/16	20011122	July Cash Receipts	1,422.00
108	07/31/16	20011122	Deposit After Cutoff 7/5 - A. Topping	223.00
			Total	<u>1,645.00</u>
Checks and Debit Memos				
2592	07/07/16	20014170	H.A.A.S., Inc.	(128.54)
2593	07/11/16	20014590	City of Manistee	(77.00)
			Total	<u>(205.54)</u>
Ending Balance				<u><u>70,677.06</u></u>

Bank Summary

Ending Bank Balance				<u>70,677.06</u>
Ending Balance				<u><u>70,677.06</u></u>

Book Summary

G/L account: 20011111
G/L journal: Journal Entry - DVG
G/L period: 07/31/16

			Total Adjustments:	<u>0.00</u>
Ending Balance				<u><u>70,677.06</u></u>

City of Manistee Housing Commission

Security Deposit Reconciliation

For the Month Ending July 31, 2016

Prepared August 2, 2016 by Bookkeeper

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
Beginning PH Balance				\$ 50,119.50
Increases to PH				
[REDACTED]	7/5/2016	New Tenant	\$ 285.00	\$ 285.00
[REDACTED]	7/5/2016	New Tenant	\$ 110.00	\$ 395.00
[REDACTED]	7/7/2016	New Tenant	\$ 473.00	\$ 868.00
[REDACTED]	7/7/2016	New Tenant	\$ 50.00	\$ 918.00
[REDACTED]	7/8/2016	New Tenant	\$ 71.00	\$ 989.00
[REDACTED]	7/14/2016	New Tenant	\$ 473.00	\$ 1,462.00
[REDACTED]	7/15/2016	New Tenant	\$ 89.00	\$ 1,551.00
[REDACTED]	7/20/2016	New Tenant	\$ 109.00	\$ 1,660.00
[REDACTED]	7/20/2016	New Tenant	\$ 392.00	\$ 2,052.00
[REDACTED]	7/20/2016	New Tenant	\$ 210.00	\$ 2,262.00
Total Increases to PH			\$ 2,262.00	\$ 2,262.00
Decreases to PH				
[REDACTED]	7/13/2016	Transfer Against Owed	\$ (302.00)	\$ (302.00)
[REDACTED]	7/13/2016	Transfer Against Owed	\$ (281.00)	\$ (583.00)
[REDACTED]	7/13/2016	Transfer Against Owed	\$ (330.00)	\$ (913.00)
[REDACTED]	7/14/2016	Transfer Against Owed	\$ (35.00)	\$ (948.00)
[REDACTED]	7/14/2016	Refund of Deposit	\$ (260.00)	\$ (1,208.00)
Total Decreases to PH			\$ (1,208.00)	\$ (1,208.00)
Net Increase (Decrease) to PH			\$ 1,054.00	\$ 1,054.00
Ending PH Balance			\$ 1,054.00	\$ 51,173.50
Beginning DVG Balance				
				\$ 516.00
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				\$ 51,689.50

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Discussion Notes Concerning Items of Business

Commission Meeting: September 27, 2016
Clinton McKinven-Copus, Executive Director

General Information

Procurement of Services, Materials and Construction
Per CMHC Procurement Policy – August 23, 2016:

Micro-Purchases (purchases of less than \$3,000)				
Authorization Required: Executive Director				
Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
None				

Competitive Proposal (purchases greater than \$150,000)				
Authorization Required: Executive Director & Board of Commissioners				
Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
None				

Small Purchases (purchases greater than \$3,000 and under \$150,000)				
Authorization Required: Executive Director				
Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
None				

Old Business

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None

New Business

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None

Key Performance Indicators

Reporting Month: September 27, 2016

Occupancy						
As of September 20, 2016	Total Units	Total Occupied	Occupancy Rate	Total Rentable Units	Rentable Occupied	Occupancy Rate
HA Wide	220	208	95%	216	208	96%
Century Terrace	120	114	95%	119	114	96%
Harborview	52	48	92%	50	48	96%
Scattered Sites	48	46	96%	47	46	98%

Vacant Unit Turn Around Time 01/01—09/20 2012-2016

As of September 20, 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	64.00	658.00	10.28	3,930.00	61.41	4,682.00	73.16	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	223.00	3,384.00	74.04	6,149.00	98.96	9,660.00	175.19	77.00
5-Year Average	44.60	676.80	14.81	1,229.80	19.79	1,932.00	35.04	15.40

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—July 31, 2016			
Min. Months Required	Amount Required	Actual Months	Actual Amount
6 Months	\$540,000	4.02	\$362,086.87
CMHC Reserves are 69% of Required amount			

KEY FINANCIAL INDICATORS—July 31, 2016					
Rent Roll	Rent Collected	Total Income	Total Expense	Capital Expense	Profit/(Loss)
\$43,449.00	\$44,058.00	\$92,280.85	\$99,406.51	\$2,040.29	(\$7,125.66)

General Information

No additional information.