



# **City of Manistee Housing Commission**

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

**Tuesday, August 24, 2021**

**Meeting Agenda**

**4:00 PM**

**4:00 PM–VIRTUAL MEETING**

Good afternoon; it is Tuesday, August 24, 2021. I am Clinton McKinven-Copus, Executive Director and Secretary for the City of Manistee Housing Commission. The Housing Commission's August 24, 2021, Regular Meeting is being conducted remotely by Zoom.

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

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

We are ready now to call the meeting to order. Vice-President Parkes, you may now call the meeting to order.

## 1. Call to Order and Roll Call

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

## 2. Amendments to Agenda

## 3. Public Comments on Agenda Related Items

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

*Those giving comments must:*

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

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

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

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

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

#### 4. Consent Agenda

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

*Consent Agenda items include:*

**a. Approval of Minutes\***

- i. Meeting Minutes, July 27, 2021

**b. Financial Reports**

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

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

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

- a. June 2021

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

- a. June 2021

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

- a. June 2021

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

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

- a. June 2021

**2. Domestic Violence Bank Reconciliation**

- a. June 2021

**iii. Security Deposits Reconciliation\***

**1. Security Deposit Reconciliation**

- a. June 2021

**c. Resolutions**

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

**i. Listed by Number and Title**

- 1. None

#### 5. Old Business

- a. None

#### 6. New Business

- a. Resolution 2021-03 Affirmation of Resolution 2018-03 to Submit Application for RAD Conversion

## 7. Reports and Communications

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

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

## 8. Public Comment

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

*Those giving comments must:*

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

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

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

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

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

## 9. Adjournment

## 10. Announcements and Upcoming Meetings

- a. Regular Commission Meeting  
September 28, 2021  
4:00 PM



# City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Meeting Minutes  
July 27, 2021  
Regular

**Meeting Start Time:** 4:08 P.M.

**Roll Call:**

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

**Housing Commission Staff & Others Present:**

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

Name	Representing
N/A	

**Public Comment on Agenda Related Items:**

- None

**Amendments to the Agenda:**

- None

# DRAFT

## Consent Agenda:

- A. Approval of Minutes
  - i. Regular Meeting Minutes, May 25, 2021
- B. Financial Reports
  - i. Public Housing Financial Statements
    - i. Public Housing Financial Statement
      - 1. May 2021
    - ii. Public Housing Bank Reconciliation
      - 1. May 2021
    - iii. Public Housing Current Year vs. Prior Year
      - 1. May 2021
  - ii. Domestic Violence Grant Program
    - i. Domestic Violence Grant Program Financial Statement
      - 1. May 2021
    - ii. Domestic Violence Bank Reconciliation
      - 1. May 2021
  - iii. Security Deposits Reconciliation
    - i. Security Deposit Reconciliation
      - 1. May 2021
- C. Resolutions
  - i. Resolution 2021-02 Write Off of Doubtful Accounts, July 2021

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

## Old Business:

- None

## New Business:

- None

# DRAFT

## Reports and Communications:

- Executive Director, City of Manistee Housing Commission review the materials previously sent to the Commissioners.

## Public Comment:

- None

## Meeting Adjourned

Adjournment Time: 4:23 PM		Motion By: Bond		Second By: Parkes
Commissioner	Yes	No	Absent	Results
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Approved</b>  <input type="checkbox"/> <b>Not Approved</b>
Doug Parkes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Karen Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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Dale Priester  
President

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

Housing Authority Acct Specialists, Inc.  
311 Jefferson Ave  
Sparta, WI 54656  
608-269-6490

To the Board of Commissioners  
And Management:

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

Enclosed are the following reports for the month ending June 30, 2021. These reports have been compiled in accordance with Generally Accepted Accounting Principles (GAAP):

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

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

Respectfully Submitted:

Housing Authority Acct Specialists, Inc.

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



**Manistee Housing Commission  
Low Rent Public Housing  
Balance Sheet  
As of June 30, 2021**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111.2 - NOW Account	\$	792,227.53
1111.3 - HRA Account		10,896.63
1111.4 - Money Market Savings		51,448.28
1117 - Petty Cash Fund		250.00
1118 - Change Fund		50.00

**Total Cash** 854,872.44

**Receivables**

1122 - Tenants Accounts Receivable	21,083.65
1122.1 - Allowance for Doubtful Accounts-TAR	(5,791.51)
1129 - Accounts Receivable-Other	2,708.75

**Total Receivables** 18,000.89

**Other Current Assets**

1211 - Prepaid Insurance	18,042.50
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**Total Other Current Assets** 18,042.50

**TOTAL CURRENT ASSETS** 890,915.83

**NONCURRENT ASSETS**

**Fixed Assets**

1400 - Construction in Progress-CFP	3,795.30
1400.6 - Land	360,271.62
1400.61 - Land Improvements	108,672.61
1400.7 - Buildings	4,657,515.77
1400.71 - Building Improvements	5,521,511.26
1400.72 - Non-dwelling Structures	8,525.00
1400.8 - Furn., Equip., Mach.-Dwellings	283,655.63
1400.9 - Furn., Equip., Mach.-Admin	399,482.38
1400.95 - Accumulated Depreciation-ALL	(9,215,543.29)

**Total Fixed Assets** 2,127,886.28

**Other Noncurrent Assets**

1701 - Deferred Outflows	38,760.96
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**Total Other Noncurrent Assets** 38,760.96

**TOTAL NONCURRENT ASSETS** 2,166,647.24

**TOTAL ASSETS** \$ 3,057,563.07

**Manistee Housing Commission**  
**Low Rent Public Housing**  
**Balance Sheet**  
**As of June 30, 2021**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

2111 - Vendors and Contractors	\$	49,951.22
2114 - Tenant Security Deposits		45,757.00
2117.12 - FSA Withheld		1,193.95
2117.5 - Pension Withheld		1,264.09
2119.2 - Interfund Payable - DVG		1,496.00
2131 - EPC Loan - Current		30,247.64
2134 - Capital Lease - 2019 F250 - Current		2,696.19
2135 - Accrued Wages/Payroll Taxes Payable		5,550.31
2135.1 - Accrued Comp. Absences-Current		38,956.49
2137 - Payments in Lieu of Taxes		18,750.00

**Total Current Liabilities** 195,862.89

**Noncurrent Liabilities**

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

**Total Noncurrent Liabilities** 961,257.40

**TOTAL LIABILITIES** 1,157,120.29

**EQUITY**

2806.1 - Invested in Capital Assets 1,307,922.88

**Unrestricted Net Assets**

2806 - Unrestricted Net Position	615,456.27
2820.00 - HUD Operating Reserve - Memo	690,695.75
2820.01 - HUD Operating Reserve-Contra	(690,695.75)
Current Year Profit/Loss - Public Housing/CFP	(22,936.37)

**Total Unrestricted Net Assets** 592,519.90

**TOTAL EQUITY** 1,900,442.78

**TOTAL LIABILITIES/EQUITY** \$ 3,057,563.07

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. ALL INFORMATION HAS BEEN REDACTED IN ACCORDANCE WITH THE FEDERAL PRIVACY ACT AND PAST PROGRAM PARTICIPANTS OF CURRENT AND PAST PROGRAM PARTICIPANTS.

**Manistee Housing Commission**  
**Low Rent Public Housing**  
**Statement of Revenue & Expense**  
**For the 1 Month and 6 Months Ended June 30, 2021**

	1 Month Ended	6 Months Ended	BUDGET	VARIANCE
	<u>June 30, 2021</u>	<u>June 30, 2021</u>		
<b>Operating Revenue</b>				
<b>Tenant Rental Revenue</b>				
3110 - Dwelling Rental Revenue	\$ 48,985.00	\$ 304,611.00	\$ 600,210	\$ 295,599.00
3120 - Tenant Revenue - Excess Utilities	675.75	4,727.05	8,000	3,272.95
3690 - Tenant Revenue - Other	10,954.28	21,693.30	30,000	8,306.70
<b>Total Tenant Rental Revenue</b>	<u>60,615.03</u>	<u>331,031.35</u>	<u>638,210</u>	<u>307,178.65</u>
<b>HUD PHA Grant Revenue</b>				
3401.1 - Operating Grants	0.00	0.00	65,987	65,987.00
3401.2 - Operating Subsidy	63,093.50	341,829.00	703,715	361,886.00
<b>Total HUD PHA Grant Revenue</b>	<u>63,093.50</u>	<u>341,829.00</u>	<u>769,702</u>	<u>427,873.00</u>
<b>Other Revenue</b>				
3610 - Interest Income	170.04	1,002.82	1,200	197.18
3690.1 - Other Revenue	8.60	3,417.86	1,000	(2,417.86)
3690.4 - Laundry Revenue	2,513.49	7,451.12	13,300	5,848.88
3690.6 - Fraud Recovery Revenue	0.00	0.00	3,000	3,000.00
3690.7 - Management Fee - DVG	833.33	5,001.01	10,000	4,998.99
<b>Total Other Revenue</b>	<u>3,525.46</u>	<u>16,872.81</u>	<u>28,500</u>	<u>11,627.19</u>
<b>Total Operating Revenue</b>	<u>127,233.99</u>	<u>689,733.16</u>	<u>1,436,412</u>	<u>746,678.84</u>
<b>Operating Expenses</b>				
<b>Administration</b>				
4110 - Administrative Wages	15,227.71	99,230.17	163,207	63,976.83
4130 - Legal Expense	968.78	6,251.22	8,000	1,748.78
4140 - Staff Training	0.00	1,475.00	8,000	6,525.00
4170 - Accounting Fees	686.88	4,998.78	9,600	4,601.22
4171 - Auditing	0.00	0.00	8,760	8,760.00
4182 - Employee Benefits - Admin	7,343.31	45,321.46	90,000	44,678.54
4185 - Telephone	1,104.57	20,836.96	25,000	4,163.04
4190.1 - Publications	0.00	1,208.90	2,000	791.10
4190.2 - Membership Dues and Fees	335.72	1,729.72	3,000	1,270.28
4190.3 - Admin Service Contracts	5,008.45	30,128.06	45,000	14,871.94
4190.4 - Office Supplies	564.87	2,807.50	11,000	8,192.50
4190.5 - Other Sundry-Misc.	1,758.10	5,970.07	12,000	6,029.93
<b>Total Administration</b>	<u>32,998.39</u>	<u>219,957.84</u>	<u>385,567</u>	<u>165,609.16</u>
<b>Tenant Services</b>				
4220 - Rec., Pub., & Other Services	0.00	0.00	50	50.00
4221 - Resident Employee Stipend	600.00	3,600.00	7,200	3,600.00
4230 - Contract Costs-Cable & Other	68.27	407.10	900	492.90
<b>Total Tenant Services</b>	<u>668.27</u>	<u>4,007.10</u>	<u>8,150</u>	<u>4,142.90</u>

**Manistee Housing Commission**  
**Low Rent Public Housing**  
**Statement of Revenue & Expense**  
**For the 1 Month and 6 Months Ended June 30, 2021**

	1 Month Ended	6 Months Ended		
	<u>June 30, 2021</u>	<u>June 30, 2021</u>	<u>BUDGET</u>	<u>VARIANCE</u>
<b>Utilities</b>				
4310 - Water & Sewer	5,284.05	34,292.10	58,800	24,507.90
4320 - Electricity	8,117.04	58,062.15	117,000	58,937.85
4330 - Gas	1,973.62	17,169.14	35,000	17,830.86
<b>Total Utilities</b>	<u>15,374.71</u>	<u>109,523.39</u>	<u>210,800</u>	<u>101,276.61</u>
<b>Ordinary Maint. &amp; Operations</b>				
4410 - Maintenance Wages	5,840.45	41,434.24	92,380	50,945.76
4420 - Materials	1,450.27	9,044.45	40,000	30,955.55
4430.01 - Garbage Removal	1,682.86	10,510.57	18,000	7,489.43
4430.02 - Heating & Cooling Contracts	879.00	7,961.38	15,000	7,038.62
4430.04 - Elevator Contracts	0.00	12,579.30	20,000	7,420.70
4430.05 - Landscape & Grounds Contracts	1,050.00	1,050.00	5,000	3,950.00
4430.06 - Unit Turnaround Contracts	0.00	0.00	5,000	5,000.00
4430.07 - Electrical Contracts	62.00	644.07	2,500	1,855.93
4430.08 - Plumbing Contracts	425.00	992.29	2,500	1,507.71
4430.09 - Extermination Contracts	1,330.00	22,120.00	27,500	5,380.00
4430.11 - Routine Maintenance Contracts	0.00	2,701.60	5,000	2,298.40
4430.12 - Miscellaneous Contracts	0.00	10,310.81	5,000	(5,310.81)
4433 - Employee Benefits - Maint.	4,020.11	25,125.50	60,000	34,874.50
4440 - Staff Training-Maintenance	420.00	420.00	1,000	580.00
<b>Total Ordinary Maint. &amp; Oper</b>	<u>17,159.69</u>	<u>144,894.21</u>	<u>298,880</u>	<u>153,985.79</u>
<b>General Expense</b>				
4510 - Insurance	7,800.50	49,199.39	97,800	48,600.61
4520 - Payment in Lieu of Taxes	3,125.00	18,750.00	37,500	18,750.00
4550 - Compensated Absences	0.00	0.00	6,000	6,000.00
4570 - Collection Losses	0.00	145.88	12,000	11,854.12
4580 - Interest Expense	5,146.88	31,297.02	61,584	30,286.98
<b>Total General Expense</b>	<u>16,072.38</u>	<u>99,392.29</u>	<u>214,884</u>	<u>115,491.71</u>
<b>Total Routine Operating Expenses</b>	<u>82,273.44</u>	<u>577,774.83</u>	<u>1,118,281</u>	<u>540,506.17</u>
<b>Non-Routine Expense</b>				
<b>Extraordinary Maintenance</b>				
<b>Total Extraordinary Maintenance</b>	0.00	0.00	0	0.00
<b>Casualty Losses-Not Cap.</b>				
<b>Total Casualty Losses</b>	0.00	0.00	0	0.00
<b>Total Non-Routine Expenses</b>	0.00	0.00	0	0.00
<b>Total Operating Expenses</b>	<u>82,273.44</u>	<u>577,774.83</u>	<u>1,118,281</u>	<u>540,506.17</u>
<b>Operating Income (Loss)</b>	<u>44,960.55</u>	<u>111,958.33</u>	<u>318,131</u>	<u>206,172.67</u>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	23,115.00	138,690.00	0	(138,690.00)
<b>Total Depreciation Expense</b>	<u>23,115.00</u>	<u>138,690.00</u>	<u>0</u>	<u>(138,690.00)</u>

**Manistee Housing Commission**  
**Low Rent Public Housing**  
**Statement of Revenue & Expense**  
**For the 1 Month and 6 Months Ended June 30, 2021**

	1 Month Ended	6 Months Ended		
	<u>June 30, 2021</u>	<u>June 30, 2021</u>	<u>BUDGET</u>	<u>VARIANCE</u>
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	0.00	0.00	0	0.00
<b>Capital Expenditures</b>				
7510 - Principal Payments - EPC	4,661.87	27,603.01	57,851	30,247.99
7511 - Principal Payments - 2016 F250	0.00	1,429.61	1,430	0.39
7512 - Principal Payments - 2019 F250	441.25	2,613.45	5,310	2,696.55
7520 - Replacement of Equipment	0.00	2,014.84	5,000	2,985.16
7540 - Betterments and Additions	2,299.71	3,057.94	0	(3,057.94)
7590 - Operating Expenditures-Contra	(7,402.83)	(36,718.85)	(69,591)	(32,872.15)
<b>Total Capital Expenditures</b>	0.00	0.00	0	0.00
<b>Other Financial Items</b>				
<b>Total Other Financial Items</b>	0.00	0.00	0	0.00
<b>HUD Net Income (Loss)</b>	<u>\$ 37,557.72</u>	<u>\$ 75,239.48</u>	<u>\$ 248,540</u>	<u>\$ 173,300.52</u>
<b>GAAP Net Income (Loss)</b>	<u>\$ 21,845.55</u>	<u>\$ (26,731.67)</u>		

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

**Manistee Housing Commission  
2019 Capital Fund Grant  
Statement of Revenue & Expense  
For the 1 Month and 6 Months Ended June 30, 2021**

	1 Month Ended	6 Months Ended
**1019**	<u>June 30, 2021</u>	<u>June 30, 2021</u>
<b>Operating Income</b>		
<b>Revenues - HUD PHA GRANTS</b>		
3401.1 - Operating Grants	9,946.50	45,129.50
3401.3 - Capital Grants	0.00	3,795.30
<b>Total HUD PHA GRANTS</b>	9,946.50	48,924.80
 <b>Total Operating Income</b>	 9,946.50	 48,924.80
 <b>Operating Expenses</b>		
<b>Administration</b>		
4130 - Legal Expense	9,946.50	37,302.50
4173 - RAD Consulting Fees	0.00	7,202.00
4190.3 - Admin Service Contracts	0.00	625.00
<b>Total Administration</b>	9,946.50	45,129.50
 <b>Ordinary Maint. &amp; Operations</b>		
<b>Total Ordinary Maint. &amp; Oper</b>	0.00	0.00
 <b>Extraordinary Maintenance</b>		
<b>Total Extraordinary Maintenance</b>	0.00	0.00
 <b>Depreciation Expense</b>		
<b>Total Depreciation Expense</b>	0.00	0.00
 <b>Total Operating Expenses</b>	 9,946.50	 45,129.50
 <b>Net Income/(Loss)</b>	 0.00	 3,795.30

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

**Manistee Housing Commission  
2020 Capital Fund Grant  
Statement of Revenue & Expense  
For the 1 Month and 6 Months Ended June 30, 2021**

	1 Month Ended	6 Months Ended
**1020**	<u>June 30, 2021</u>	<u>June 30, 2021</u>
<b>Operating Income</b>		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
<b>Total Operating Income</b>	0.00	0.00
<b>Operating Expenses</b>		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
<b>Total Operating Expenses</b>	0.00	0.00
<b>Net Income/(Loss)</b>	0.00	0.00

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**Manistee Housing Commission**  
**2019 Capital Fund Grant**

<b>Program ID:</b>	<b>1 Month Ended</b>	<b>Cumulative</b>	<b>BUDGET</b>	<b>BALANCE</b>
MI28P078501-19 **1519**	<b>June 30, 2021</b>	<b>June 30, 2021</b>		
<b>Administration</b>				
1406 - Operations	\$ 0.00	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	0.00	12,158.80	32,230.00	20,071.20
1410 - Administration	0.00	0.00	32,230.00	32,230.00
<b>Total Administration</b>	<u>0.00</u>	<u>78,145.60</u>	<u>130,446.80</u>	<u>52,301.20</u>
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
<b>Total Dwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>General Capital Activity</b>				
1480 - General Capital Activity	9,946.50	135,083.82	193,469.20	58,385.38
<b>Total General Capital Activity</b>	<u>9,946.50</u>	<u>135,083.82</u>	<u>193,469.20</u>	<u>58,385.38</u>
<b>Total Grant Funds Expended</b>	<u>\$ 9,946.50</u>	<u>\$ 213,229.42</u>	<u>\$ 323,916.00</u>	<u>\$ 110,686.58</u>
<b>1600 - Grant Funding</b>	<u>9,946.50</u>	<u>213,229.42</u>	<u>323,916.00</u>	<u>110,686.58</u>
<b>Over/(Under) Funding</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

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**Manistee Housing Commission**  
2020 Capital Fund Grant

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-20 **1520**	June 30, 2021	June 30, 2021		
<b>Administration</b>				
1406 - Operations	\$ 0.00	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	0.00	0.00	32,993.40	32,993.40
1410 - Administration	<u>0.00</u>	<u>0.00</u>	<u>32,993.40</u>	<u>32,993.40</u>
<b>Total Administration</b>	0.00	65,986.80	131,973.60	65,986.80
<b>A &amp; E</b>				
<b>Total A &amp; E Fees</b>	0.00	0.00	0.00	0.00
<b>Site Improvements</b>				
<b>Total Site Improvements</b>	0.00	0.00	0.00	0.00
<b>Dwelling Structures</b>				
<b>Total Dwelling Structures</b>	0.00	0.00	0.00	0.00
<b>Dwelling Equipment</b>				
<b>Total Dwelling Equipment</b>	0.00	0.00	0.00	0.00
<b>Nondwelling Structures</b>				
<b>Total Nondwelling Structures</b>	0.00	0.00	0.00	0.00
<b>General Capital Activity</b>				
1480 - General Capital Activity	<u>0.00</u>	<u>0.00</u>	<u>208,258.40</u>	<u>208,258.40</u>
<b>Total General Capital Activity</b>	0.00	0.00	208,258.40	208,258.40
<b>Total Grant Funds Expended</b>	<u>\$ 0.00</u>	<u>\$ 65,986.80</u>	<u>\$ 340,232.00</u>	<u>\$ 274,245.20</u>
<b>1600 - Grant Funding</b>	<u>0.00</u>	<u>65,986.80</u>	<u>340,232.00</u>	<u>274,245.20</u>
<b>Over/(Under) Funding</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

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Manistee Housing Commission  
Cash Disbursements Journal

June 1, 2021 - June 30, 2021

Date	Reference	Account	Description	Amount
06/01/21	11597	10011111.2	AT & T Long Distance	(117.38)
06/01/21	11597	10014185	AT & T Long Distance	117.38
06/01/21	11598	10011111.2	AT & T Mobility	(722.21)
06/01/21	11598	10014185	AT & T Mobility	722.21
06/01/21	11599	10011111.2	Byline Bank	(9,712.45)
06/01/21	11599	10012131	Byline Bank	4,661.87
06/01/21	11599	10014580	Byline Bank	5,050.58
06/01/21	11599	10017510	Byline Bank	4,661.87
06/01/21	11599	10017590	Byline Bank	(4,661.87)
06/01/21	11600	10011111.2	Consumers Energy	(6,210.56)
06/01/21	11600	10014320	Consumers Energy	6,210.56
06/01/21	11601	10011111.2	Custom Sheet Metal & Heating	(879.00)
06/01/21	11601	10014430.02	Custom Sheet Metal & Heating	879.00
06/01/21	11602	10011111.2	DTE Energy	(1,946.89)
06/01/21	11602	10014330	DTE Energy	1,946.89
06/01/21	11603	10011111.2	Griffin Pest Solutions	(380.00)
06/01/21	11603	10014430.09	Griffin Pest Solutions	380.00
06/01/21	11604	10011111.2	Principal Financial Group	(1,240.84)
06/01/21	11604	10014182	Principal Financial Group	804.78
06/01/21	11604	10014433	Principal Financial Group	436.06
06/01/21	11605	10011111.2	Sun Life Financial	(604.24)
06/01/21	11605	10014182	Sun Life Financial	431.37
06/01/21	11605	10014433	Sun Life Financial	172.87
06/01/21	11606	10011111.2	VSP	(242.15)
06/01/21	11606	10014182	VSP	96.86
06/01/21	11606	10014433	VSP	145.29
06/01/21	11607	10011111.2	██████████	(200.00)
06/01/21	11607	10014221	██████████	200.00
06/01/21	11608	10011111.2	██████████	(200.00)
06/01/21	11608	10014221	██████████	200.00
06/01/21	11609	10011111.2	██████████	(200.00)
06/01/21	11609	10014221	██████████	200.00
06/03/21	11610	10011111.2	American Bankers Insurance Company	(2,779.00)
06/03/21	11610	10011211	American Bankers Insurance Company	2,779.00
06/03/21	11611	10011111.2	Carahsoft Technology Corporation	(45.79)
06/03/21	11611	10014190.5	Carahsoft Technology Corporation	45.79
06/03/21	11612	10011111.2	CDM Mobile Shredding, Inc.	(45.00)
06/03/21	11612	10014190.3	CDM Mobile Shredding, Inc.	45.00
06/03/21	11613	10011111.2	Charter Communications	(68.27)
06/03/21	11613	10014230	Charter Communications	68.27

**Manistee Housing Commission**

**Cash Disbursements Journal**

June 1, 2021 - June 30, 2021

Date	Reference	Account	Description	Amount
06/03/21	11614	10011111.2	City of Manistee	(5,284.05)
06/03/21	11614	10014310	City of Manistee	5,284.05
06/03/21	11615	10011111.2	Comfort Center	(1,450.00)
06/03/21	11615	10014190.5	Comfort Center	1,450.00
06/03/21	11616	10011111.2	Consumers Energy	(1,864.24)
06/03/21	11616	10014320	Consumers Energy	1,864.24
06/03/21	11617	10011111.2	DTE Energy	(26.73)
06/03/21	11617	10014330	DTE Energy	26.73
06/03/21	11618	10011111.2	Fastenal Company	(249.66)
06/03/21	11618	10014420	Fastenal Company	249.66
06/03/21	11619	10011111.2	Forbes Sanitation and Excavation, Inc.	(200.00)
06/03/21	11619	10014430.08	Forbes Sanitation and Excavation, Inc.	200.00
06/03/21	11620	10011111.2	Griffin Pest Solutions	(610.00)
06/03/21	11620	10014430.09	Griffin Pest Solutions	610.00
06/03/21	11621	10011111.2	HD Supply Facilities Mtce	(2,493.87)
06/03/21	11621	10014420	HD Supply Facilities Mtce	194.16
06/03/21	11621	10011400.9	HD Supply Facilities Mtce	2,299.71
06/03/21	11621	10017540	HD Supply Facilities Mtce	2,299.71
06/03/21	11621	10017590	HD Supply Facilities Mtce	(2,299.71)
06/03/21	11622	10011111.2	H.A.A.S., Inc.	(686.88)
06/03/21	11622	10014170	H.A.A.S., Inc.	686.88
06/03/21	11623	10011111.2	Jackpine Business Centers	(310.00)
06/03/21	11623	10014190.4	Jackpine Business Centers	310.00
06/03/21	11624	10011111.2	McCardel Water Conditioning	(8.00)
06/03/21	11624	10014190.5	McCardel Water Conditioning	8.00
06/03/21	11625	10011111.2	Mika Meyers PLC	(968.78)
06/03/21	11625	10014130	Mika Meyers PLC	968.78
06/03/21	11626	10011111.2	Next IT	(1,400.00)
06/03/21	11626	10014190.3	Next IT	1,400.00
06/03/21	11627	10011111.2	Pitney Bowes	(1,006.53)
06/03/21	11627	10014190.3	Pitney Bowes	1,006.53
06/03/21	11628	10011111.2	PNC Bank	(866.04)
06/03/21	11628	10014190.3	PNC Bank	193.00
06/03/21	11628	10014190.4	PNC Bank	20.13
06/03/21	11628	10014440	PNC Bank	420.00
06/03/21	11628	10014190.5	PNC Bank	232.91
06/03/21	11629	10011111.2	Reno & Cavanaugh PLC	(9,946.50)
06/03/21	11629	10194130	Reno & Cavanaugh PLC	9,946.50
06/03/21	11629	15191480	Reno & Cavanaugh PLC	9,946.50
06/03/21	11629	15199800	Reno & Cavanaugh PLC	(9,946.50)
06/03/21	11630	10011111.2	State Industrial Products	(152.10)
06/03/21	11630	10014420	State Industrial Products	152.10

**Manistee Housing Commission**

**Cash Disbursements Journal**

June 1, 2021 - June 30, 2021

Date	Reference	Account	Description	Amount
06/03/21	11631	10011111.2	US Bank Equipment Finance	(677.27)
06/03/21	11631	10014190.3	US Bank Equipment Finance	677.27
06/03/21	11632	10011111.2	Wahr Hardware, Inc.	(237.82)
06/03/21	11632	10014420	Wahr Hardware, Inc.	237.82
06/03/21	11633	10011111.2	██████████	(97.00)
06/03/21	11633	10012114	██████████	97.00
06/03/21	11634	10011111.2	██████████	(30.00)
06/03/21	11634	10012114	██████████	30.00
06/09/21	13421	10011111.2	CMHC - West Shore FSA	(292.69)
06/09/21	13421	10011111.3	CMHC - West Shore FSA	292.69
06/09/21	13422	10011111.2	United Steel Workers of America	(2.00)
06/09/21	13422	10012117.6	United Steel Workers of America	2.00
06/09/21	13423	10011111.2	United Steel Workers of America	(45.29)
06/09/21	13423	10012117.9	United Steel Workers of America	45.29
06/16/21	1027	10011111.4	Manistee Housing Commission	(284.99)
06/16/21	1027	10011111.2	Manistee Housing Commission	284.99
06/16/21	11635	10011111.2	Consumers Energy	(23.00)
06/16/21	11635	10011122	Consumers Energy	23.00
06/16/21	11636	10011111.2	Consumers Energy	(75.00)
06/16/21	11636	10011122	Consumers Energy	75.00
06/16/21	11637	10011111.2	Consumers Energy	(44.85)
06/16/21	11637	10011122	Consumers Energy	44.85
06/16/21	11638	10011111.2	American Bankers Insurance Company	(2,016.00)
06/16/21	11638	10011211	American Bankers Insurance Company	2,016.00
06/16/21	11639	10011111.2	Blarney Castle Fleet Program	(85.72)
06/16/21	11639	10014420	Blarney Castle Fleet Program	85.72
06/16/21	11640	10011111.2	Charter Communications	(264.98)
06/16/21	11640	10014185	Charter Communications	264.98
06/16/21	11641	10011111.2	Consumers Energy	(42.24)
06/16/21	11641	10014320	Consumers Energy	42.24
06/16/21	11642	10011111.2	Forbes Sanitation and Excavation, Inc.	(225.00)
06/16/21	11642	10014430.08	Forbes Sanitation and Excavation, Inc.	225.00
06/16/21	11643	10011111.2	Ford Motor Credit	(537.55)
06/16/21	11643	10012134	Ford Motor Credit	441.25
06/16/21	11643	10014580	Ford Motor Credit	96.30
06/16/21	11643	10017512	Ford Motor Credit	441.25
06/16/21	11643	10017590	Ford Motor Credit	(441.25)
06/16/21	11644	10011111.2	Gill-Roy's Hardware	(146.16)
06/16/21	11644	10014420	Gill-Roy's Hardware	146.16
06/16/21	11645	10011111.2	Griffin Pest Solutions	(340.00)

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**Manistee Housing Commission**

**Cash Disbursements Journal**

June 1, 2021 - June 30, 2021

Date	Reference	Account	Description	Amount
06/16/21	11645	10014430.09	Griffin Pest Solutions	340.00
06/16/21	11646	10011111.2	HD Supply Facilities Mtce	(384.65)
06/16/21	11646	10014420	HD Supply Facilities Mtce	384.65
06/16/21	11647	10011111.2	Jus-Green Lawn Solutions LLC	(1,050.00)
06/16/21	11647	10014430.05	Jus-Green Lawn Solutions LLC	1,050.00
06/16/21	11648	10011111.2	Kushner & Company	(50.00)
06/16/21	11648	10014190.3	Kushner & Company	50.00
06/16/21	11649	10011111.2	NAHRO	(335.72)
06/16/21	11649	10014190.2	NAHRO	335.72
06/16/21	11650	10011111.2	Next IT	(1,152.80)
06/16/21	11650	10014190.3	Next IT	1,152.80
06/16/21	11651	10011111.2	Pitney Bowes	(113.04)
06/16/21	11651	10014190.4	Pitney Bowes	113.04
06/16/21	11652	10011111.2	Republic Services	(1,682.86)
06/16/21	11652	10014430.01	Republic Services	1,682.86
06/16/21	11653	10011111.2	Staples	(121.70)
06/16/21	11653	10014190.4	Staples	121.70
06/16/21	11654	10011111.2	Top Line Electric	(62.00)
06/16/21	11654	10014430.07	Top Line Electric	62.00
06/16/21	11655	10011111.2	ZixCorp	(381.60)
06/16/21	11655	10014190.3	ZixCorp	381.60
06/23/21	13424	10011111.2	CMHC - West Shore FSA	(292.69)
06/23/21	13424	10011111.3	CMHC - West Shore FSA	292.69
06/23/21	13425	10011111.2	United Steel Workers of America	(46.22)
06/23/21	13425	10012117.9	United Steel Workers of America	46.22
Transaction Balance				<u><u>0.00</u></u>

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 OF CURRENT AND PAST PARTICIPANTS

**Manistee Housing Commission**

**Cash Receipts Journal**

June 1, 2021 - June 30, 2021

Date	Reference	Account	Description	Amount
06/30/21	106	10011111.2	June Cash Receipts	130,457.62
06/30/21	106	10011111.3	June Cash Receipts	0.44
06/30/21	106	10011111.4	June Cash Receipts	4.67
06/30/21	106	10011122	June TAR Collections	(52,891.05)
06/30/21	106	10011122.1	June Bad Debt Collections	(603.73)
06/30/21	106	10012114	June Security Deposit Collections	(394.00)
06/30/21	106	10013690.1	Refund of Credit - Great Lakes Collection Agency	(8.60)
06/30/21	106	10013690.7	Management Fee Income - DVG	(833.33)
06/30/21	106	10013690.4	Laundry Income	(2,513.49)
06/30/21	106	10013401.2	Operating Subsidy - June	(63,093.50)
06/30/21	106	10193401.1	2019 CFP Grant	(9,946.50)
06/30/21	106	15191600	2019 CFP Grant	9,946.50
06/30/21	106	15191699	2019 CFP Grant	(9,946.50)
06/30/21	106	10011111.4	Transfer to Checking	(8.49)
06/30/21	106	10013610	Interest Income - June	(170.04)
Transaction Balance				<u>0.00</u>

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**Manistee Housing Commission**

**Journal Entry Journal**

June 1, 2021 - June 30, 2021

Date	Reference	Account	Description	Amount
06/30/21	318	10011122	To record charges to tenants per June 2021 Statement of Operations.	61,014.03
06/30/21	318	10013110	To record charges to tenants per June 2021 Statement of Operations.	(48,985.00)
06/30/21	318	10013120	To record charges to tenants per June 2021 Statement of Operations.	(675.75)
06/30/21	318	10013690	To record charges to tenants per June 2021 Statement of Operations.	(10,954.28)
06/30/21	318	10011111.2	To record charges to tenants per June 2021 Statement of Operations.	(399.00)
06/30/21	319	10011122	To record transfers of security deposits to A/R per June 2021 Statement of Operations.	(565.00)
06/30/21	319	10012114	To record transfers of security deposits to A/R per June 2021 Statement of Operations.	565.00
06/30/21	PH1	10019998	To record units available.	214.00
06/30/21	PH1	10019999	To record units available.	(214.00)
06/30/21	PH2	10012137	To record estimated monthly PILOT expense.	(3,125.00)
06/30/21	PH2	10014520	To record estimated monthly PILOT expense.	3,125.00
06/30/21	PH3	10014800	To record estimated monthly depreciation expense.	23,115.00
06/30/21	PH3	10011400.95	To record estimated monthly depreciation expense.	(23,115.00)
06/30/21	RT1	10019996	To record units leased.	178.00
06/30/21	RT1	10019997	To record units leased.	(178.00)
06/30/21	RT2	10014510	To record monthly insurance write off.	7,800.50
06/30/21	RT2	10011211	To record monthly insurance write off.	(7,800.50)
06/30/21	RT3	10012117.12	To record HRA transactions per bank statement.	1,641.57
06/30/21	RT3	10011111.3	To record HRA transactions per bank statement.	(1,641.57)
06/30/21	RT4	10014110	To record payroll transactions per bank statement.	15,227.71
06/30/21	RT4	10014410	To record payroll transactions per bank statement.	5,840.45
06/30/21	RT4	10012117.4	To record payroll transactions per bank statement.	(2,357.16)
06/30/21	RT4	10012117.5	To record payroll transactions per bank statement.	(1,264.09)
06/30/21	RT4	10012117.6	To record payroll transactions per bank statement.	(2.00)
06/30/21	RT4	10012117.9	To record payroll transactions per bank statement.	(91.51)
06/30/21	RT4	10012117.12	To record payroll transactions per bank statement.	(585.38)
06/30/21	RT4	10012117.13	To record payroll transactions per bank statement.	(100.00)
06/30/21	RT4	10012117.15	To record payroll transactions per bank statement.	(224.68)
06/30/21	RT4	10012117.16	To record payroll transactions per bank statement.	(108.64)
06/30/21	RT4	10014182	To record payroll transactions per bank statement.	1,082.32
06/30/21	RT4	10014433	To record payroll transactions per bank statement.	366.21
06/30/21	RT4	10014190.3	To record payroll transactions per bank statement.	102.25
06/30/21	RT4	10011111.2	To record payroll transactions per bank statement.	(17,885.48)
06/30/21	RT5	10012117.4	To record SHWF debit for payment of health insurance per bank statement.	2,357.16
06/30/21	RT5	10014182	To record SHWF debit for payment of health insurance per bank statement.	4,927.98
06/30/21	RT5	10014433	To record SHWF debit for payment of health insurance per bank statement.	2,899.68
06/30/21	RT5	10011111.2	To record SHWF debit for payment of health insurance per bank statement.	(10,184.82)
06/30/21	RT6	10012117.5	To record MERS contribution per bank statement.	1,263.53
06/30/21	RT6	10011701	To record MERS contribution per bank statement.	1,500.00
06/30/21	RT6	10011111.2	To record MERS contribution per bank statement.	(2,763.53)

**Manistee Housing Commission**

**Journal Entry Journal**

June 1, 2021 - June 30, 2021

Date	Reference	Account	Description	Amount
06/30/21	RT7	10014190.5	To record MERCHANT SERVICE debit per bank statement.	21.40
06/30/21	RT7	10011111.2	To record MERCHANT SERVICE debit per bank statement.	(21.40)
06/30/21	RT8	10012117.13	To record Alerus Retirement debits per bank statement.	100.00
06/30/21	RT8	10012117.15	To record Alerus Retirement debits per bank statement.	224.68
06/30/21	RT8	10012117.16	To record Alerus Retirement debits per bank statement.	108.64
06/30/21	RT8	10011111.2	To record Alerus Retirement debits per bank statement.	(433.32)
06/30/21	RT9	10012820.00	To record adjustment to Operating Reserve to reflect current month profit or loss.	(37,557.72)
06/30/21	RT9	10012820.01	To record adjustment to Operating Reserve to reflect current month profit or loss.	37,557.72
Transaction Balance				<u>0.00</u>

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**Manistee Housing Commission**

**General Ledger**

June 1, 2021 - June 30, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011111.2	NOW Account			757,145.48		
06/01/21	11597	2	AT & T Long Distance		(117.38)	
06/01/21	11598	2	AT & T Mobility		(722.21)	
06/01/21	11599	2	Byline Bank		(9,712.45)	
06/01/21	11600	2	Consumers Energy		(6,210.56)	
06/01/21	11601	2	Custom Sheet Metal & Heating		(879.00)	
06/01/21	11602	2	DTE Energy		(1,946.89)	
06/01/21	11603	2	Griffin Pest Solutions		(380.00)	
06/01/21	11604	2	Principal Financial Group		(1,240.84)	
06/01/21	11605	2	Sun Life Financial		(604.24)	
06/01/21	11606	2	VSP		(242.15)	
06/01/21	11607	2	██████████		(200.00)	
06/01/21	11608	2	██████████		(200.00)	
06/01/21	11609	2	██████████		(200.00)	
06/03/21	11610	2	American Bankers Insurance Company		(2,779.00)	
06/03/21	11611	2	Carahsoft Technology Corporation		(45.79)	
06/03/21	11612	2	CDM Mobile Shredding, Inc.		(45.00)	
06/03/21	11613	2	Charter Communications		(68.27)	
06/03/21	11614	2	City of Manistee		(5,284.05)	
06/03/21	11615	2	Comfort Center		(1,450.00)	
06/03/21	11616	2	Consumers Energy		(1,864.24)	
06/03/21	11617	2	DTE Energy		(26.73)	
06/03/21	11618	2	Fastenal Company		(249.66)	
06/03/21	11619	2	Forbes Sanitation and Excavation, Inc.		(200.00)	
06/03/21	11620	2	Griffin Pest Solutions		(610.00)	
06/03/21	11621	2	HD Supply Facilities Mtce		(2,493.87)	
06/03/21	11622	2	H.A.A.S., Inc.		(686.88)	
06/03/21	11623	2	Jackpine Business Centers		(310.00)	
06/03/21	11624	2	McCardel Water Conditioning		(8.00)	
06/03/21	11625	2	Mika Meyers PLC		(968.78)	
06/03/21	11626	2	Next IT		(1,400.00)	
06/03/21	11627	2	Pitney Bowes		(1,006.53)	
06/03/21	11628	2	PNC Bank		(866.04)	
06/03/21	11629	2	Reno & Cavanaugh PLC		(9,946.50)	
06/03/21	11630	2	State Industrial Products		(152.10)	
06/03/21	11631	2	US Bank Equipment Finance		(677.27)	
06/03/21	11632	2	Wahr Hardware, Inc.		(237.82)	
06/03/21	11633	2	██████████		(97.00)	
06/03/21	11634	2	██████████		(30.00)	
06/09/21	13421	2	CMHC - West Shore FSA		(292.69)	
06/09/21	13422	2	United Steel Workers of America		(2.00)	
06/09/21	13423	2	United Steel Workers of America		(45.29)	
06/16/21	1027	2	Manistee Housing Commission		284.99	
06/16/21	11635	2	Consumers Energy		(23.00)	
06/16/21	11636	2	Consumers Energy		(75.00)	
06/16/21	11637	2	Consumers Energy		(44.85)	
06/16/21	11638	2	American Bankers Insurance Company		(2,016.00)	
06/16/21	11639	2	Blarney Castle Fleet Program		(85.72)	
06/16/21	11640	2	Charter Communications		(264.98)	
06/16/21	11641	2	Consumers Energy		(42.24)	
06/16/21	11642	2	Forbes Sanitation and Excavation, Inc.		(225.00)	
06/16/21	11643	2	Ford Motor Credit		(537.55)	
06/16/21	11644	2	Gill-Roy's Hardware		(146.16)	
06/16/21	11645	2	Griffin Pest Solutions		(340.00)	
06/16/21	11646	2	HD Supply Facilities Mtce		(384.65)	
06/16/21	11647	2	Jus-Green Lawn Solutions LLC		(1,050.00)	
06/16/21	11648	2	Kushner & Company		(50.00)	
06/16/21	11649	2	NAHRO		(335.72)	

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE  
 ALL INFORMATION HAS BEEN REDACTED IN ACCORDANCE WITH THE FEDERAL PRIVACY ACT AND PAST PARTICIPANTS PROGRAM

**Manistee Housing Commission**

**General Ledger**

June 1, 2021 - June 30, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
06/16/21	11650	2	Next IT		(1,152.80)	
06/16/21	11651	2	Pitney Bowes		(113.04)	
06/16/21	11652	2	Republic Services		(1,682.86)	
06/16/21	11653	2	Staples		(121.70)	
06/16/21	11654	2	Top Line Electric		(62.00)	
06/16/21	11655	2	ZixCorp		(381.60)	
06/23/21	13424	2	CMHC - West Shore FSA		(292.69)	
06/23/21	13425	2	United Steel Workers of America		(46.22)	
06/30/21	106	1	June Cash Receipts		130,457.62	
06/30/21	318	3	To record charges to tenants per June 2021 Statement of Operations.		(399.00)	
06/30/21	RT4	3	To record payroll transactions per bank statement.		(17,885.48)	
06/30/21	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		(10,184.82)	
06/30/21	RT6	3	To record MERS contribution per bank statement.		(2,763.53)	
06/30/21	RT7	3	To record MERCHANT SERVICE debit per bank statement.		(21.40)	
06/30/21	RT8	3	To record Alerus Retirement debits per bank statement.		(433.32)	
			Totals for 10011111.2		<u>35,082.05</u>	<u>792,227.53</u>
10011111.3	HRA Account			11,952.38		
06/09/21	13421	2	CMHC - West Shore FSA		292.69	
06/23/21	13424	2	CMHC - West Shore FSA		292.69	
06/30/21	106	1	June Cash Receipts		0.44	
06/30/21	RT3	3	To record HRA transactions per bank statement.		(1,641.57)	
			Totals for 10011111.3		<u>(1,055.75)</u>	<u>10,896.63</u>
10011111.4	Money Market Savings			51,737.09		
06/16/21	1027	2	Manistee Housing Commission		(284.99)	
06/30/21	106	1	June Cash Receipts		4.67	
06/30/21	106	1	Transfer to Checking		(8.49)	
			Totals for 10011111.4		<u>(288.81)</u>	<u>51,448.28</u>
10011117	Petty Cash Fund			250.00		
			Totals for 10011117		<u>0.00</u>	<u>250.00</u>
10011118	Change Fund			50.00		
			Totals for 10011118		<u>0.00</u>	<u>50.00</u>
10011122	Tenants Accounts Receivable			13,382.82		
06/16/21	11635	2	Consumers Energy		23.00	
06/16/21	11636	2	Consumers Energy		75.00	
06/16/21	11637	2	Consumers Energy		44.85	
06/30/21	106	1	June TAR Collections		(52,891.05)	
06/30/21	318	3	To record charges to tenants per June 2021 Statement of Operations.		61,014.03	
06/30/21	319	3	To record transfers of security deposits to A/R per June 2021 Statement of Operations.		(565.00)	
			Totals for 10011122		<u>7,700.83</u>	<u>21,083.65</u>
10011122.1	Allowance for Doubtful Accounts-TAR			(5,187.78)		
06/30/21	106	1	June Bad Debt Collections		(603.73)	
			Totals for 10011122.1		<u>(603.73)</u>	<u>(5,791.51)</u>
10011129	Accounts Receivable-Other			2,708.75		
			Totals for 10011129		<u>0.00</u>	<u>2,708.75</u>

**Manistee Housing Commission**

**General Ledger**

June 1, 2021 - June 30, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011211	Prepaid Insurance			21,048.00		
06/03/21	11610	2	American Bankers Insurance Company		2,779.00	
06/16/21	11638	2	American Bankers Insurance Company		2,016.00	
06/30/21	RT2	3	To record monthly insurance write off.		(7,800.50)	
			Totals for 10011211		<u>(3,005.50)</u>	<u>18,042.50</u>
10011400	Construction in Progress-CFP			3,795.30		
			Totals for 10011400		<u>0.00</u>	<u>3,795.30</u>
10011400.6	Land			360,271.62		
			Totals for 10011400.6		<u>0.00</u>	<u>360,271.62</u>
10011400.61	Land Improvements			108,672.61		
			Totals for 10011400.61		<u>0.00</u>	<u>108,672.61</u>
10011400.7	Buildings			4,657,515.77		
			Totals for 10011400.7		<u>0.00</u>	<u>4,657,515.77</u>
10011400.71	Building Improvements			5,521,511.26		
			Totals for 10011400.71		<u>0.00</u>	<u>5,521,511.26</u>
10011400.72	Non-dwelling Structures			8,525.00		
			Totals for 10011400.72		<u>0.00</u>	<u>8,525.00</u>
10011400.8	Furn., Equip., Mach.-Dwellings			283,655.63		
			Totals for 10011400.8		<u>0.00</u>	<u>283,655.63</u>
10011400.9	Furn., Equip., Mach.-Admin			397,182.67		
06/03/21	11621	2	HD Supply Facilities Mice		2,299.71	
			Totals for 10011400.9		<u>2,299.71</u>	<u>399,482.38</u>
10011400.95	Accumulated Depreciation-ALL			(9,192,428.29)		
06/30/21	PH3	3	To record estimated monthly depreciation expense.		(23,115.00)	
			Totals for 10011400.95		<u>(23,115.00)</u>	<u>(9,215,543.29)</u>
10011701	Deferred Outflows			37,260.96		
06/30/21	RT6	3	To record MERS contribution per bank statement.		1,500.00	
			Totals for 10011701		<u>1,500.00</u>	<u>38,760.96</u>
10012111	Vendors and Contractors			(49,951.22)		
			Totals for 10012111		<u>0.00</u>	<u>(49,951.22)</u>
10012114	Tenant Security Deposits			(46,055.00)		
06/03/21	11633	2			97.00	
06/03/21	11634	2			30.00	
06/30/21	106	1	June Security Deposit Collections		(394.00)	
06/30/21	319	3	To record transfers of security deposits to A/R per June 2021 Statement of Operations.		565.00	
			Totals for 10012114		<u>298.00</u>	<u>(45,757.00)</u>
10012117.12	FSA Withheld			(2,250.14)		
06/30/21	RT3	3	To record HRA transactions per bank statement.		1,641.57	
06/30/21	RT4	3	To record payroll transactions per bank statement.		(585.38)	
			Totals for 10012117.12		<u>1,056.19</u>	<u>(1,193.95)</u>

**Manistee Housing Commission  
General Ledger**

June 1, 2021 - June 30, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10012117.13	MERS HCSP Withheld			0.00		
06/30/21	RT4	3	To record payroll transactions per bank statement.		(100.00)	
06/30/21	RT8	3	To record Alerus Retirement debits per bank statement.		<u>100.00</u>	
			Totals for 10012117.13		<u>0.00</u>	<u>0.00</u>
10012117.15	MERS 457			0.00		
06/30/21	RT4	3	To record payroll transactions per bank statement.		(224.68)	
06/30/21	RT8	3	To record Alerus Retirement debits per bank statement.		<u>224.68</u>	
			Totals for 10012117.15		<u>0.00</u>	<u>0.00</u>
10012117.16	Roth 457			0.00		
06/30/21	RT4	3	To record payroll transactions per bank statement.		(108.64)	
06/30/21	RT8	3	To record Alerus Retirement debits per bank statement.		<u>108.64</u>	
			Totals for 10012117.16		<u>0.00</u>	<u>0.00</u>
10012117.4	125 Medical Withheld			0.00		
06/30/21	RT4	3	To record payroll transactions per bank statement.		(2,357.16)	
06/30/21	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		<u>2,357.16</u>	
			Totals for 10012117.4		<u>0.00</u>	<u>0.00</u>
10012117.5	Pension Withheld			(1,263.53)		
06/30/21	RT4	3	To record payroll transactions per bank statement.		(1,264.09)	
06/30/21	RT6	3	To record MERS contribution per bank statement.		<u>1,263.53</u>	
			Totals for 10012117.5		<u>(0.56)</u>	<u>(1,264.09)</u>
10012117.6	PAC Withheld			0.00		
06/09/21	13422	2	United Steel Workers of America		2.00	
06/30/21	RT4	3	To record payroll transactions per bank statement.		<u>(2.00)</u>	
			Totals for 10012117.6		<u>0.00</u>	<u>0.00</u>
10012117.9	Union Dues Withheld			0.00		
06/09/21	13423	2	United Steel Workers of America		45.29	
06/23/21	13425	2	United Steel Workers of America		46.22	
06/30/21	RT4	3	To record payroll transactions per bank statement.		<u>(91.51)</u>	
			Totals for 10012117.9		<u>0.00</u>	<u>0.00</u>
10012119.2	Interfund Payable - DVG			(1,496.00)		
			Totals for 10012119.2		<u>0.00</u>	<u>(1,496.00)</u>
10012131	EPC Loan - Current			(34,909.51)		
06/01/21	11599	2	Byline Bank		4,661.87	
			Totals for 10012131		<u>4,661.87</u>	<u>(30,247.64)</u>
10012132	EPC Loan - Noncurrent			(869,843.35)		
			Totals for 10012132		<u>0.00</u>	<u>(869,843.35)</u>
10012134	Capital Lease - 2019 F250 - Current			(3,137.44)		
06/16/21	11643	2	Ford Motor Credit		441.25	

**Manistee Housing Commission**

**General Ledger**

June 1, 2021 - June 30, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 10012134		<u>441.25</u>	<u>(2,696.19)</u>
10012135			Accrued Salaries and Wages	(5,550.31)		
			Totals for 10012135		<u>0.00</u>	<u>(5,550.31)</u>
10012135.1			Accrued Comp. Absences-Current	(38,956.49)		
			Totals for 10012135.1		<u>0.00</u>	<u>(38,956.49)</u>
10012135.3			Accrued Comp. Absences-Non Current	(18,221.98)		
			Totals for 10012135.3		<u>0.00</u>	<u>(18,221.98)</u>
10012137			Payments in Lieu of Taxes	(15,625.00)		
06/30/21	PH2	3	To record estimated monthly PILOT expense.		<u>(3,125.00)</u>	
			Totals for 10012137		<u>(3,125.00)</u>	<u>(18,750.00)</u>
10012138			Net Pension Liability	(52,829.00)		
			Totals for 10012138		<u>0.00</u>	<u>(52,829.00)</u>
10012140			Capital Lease - 2019 F250 - Non Current	(15,352.07)		
			Totals for 10012140		<u>0.00</u>	<u>(15,352.07)</u>
10012701			Deferred Inflows	(5,011.00)		
			Totals for 10012701		<u>0.00</u>	<u>(5,011.00)</u>
10012806			Unrestricted Net Position	(615,456.27)		
			Totals for 10012806		<u>0.00</u>	<u>(615,456.27)</u>
10012806.1			Invested in Capital Assets	(1,307,922.88)		
			Totals for 10012806.1		<u>0.00</u>	<u>(1,307,922.88)</u>
10012820.00			HUD Operating Reserve - Memo	(653,138.03)		
06/30/21	RT9	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>(37,557.72)</u>	
			Totals for 10012820.00		<u>(37,557.72)</u>	<u>(690,695.75)</u>
10012820.01			HUD Operating Reserve-Contra	653,138.03		
06/30/21	RT9	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>37,557.72</u>	
			Totals for 10012820.01		<u>37,557.72</u>	<u>690,695.75</u>
10013110			Dwelling Rental Revenue	(255,626.00)		
06/30/21	318	3	To record charges to tenants per June 2021 Statement of Operations.		<u>(48,985.00)</u>	
			Totals for 10013110		<u>(48,985.00)</u>	<u>(304,611.00)</u>
10013120			Tenant Revenue - Excess Utilities	(4,051.30)		
06/30/21	318	3	To record charges to tenants per June 2021 Statement of Operations.		<u>(675.75)</u>	
			Totals for 10013120		<u>(675.75)</u>	<u>(4,727.05)</u>
10013401.2			Operating Subsidy	(278,735.50)		
06/30/21	106	1	Operating Subsidy - June		<u>(63,093.50)</u>	
			Totals for 10013401.2		<u>(63,093.50)</u>	<u>(341,829.00)</u>
10013610			Interest Income	(832.78)		
06/30/21	106	1	Interest Income - June		<u>(170.04)</u>	
			Totals for 10013610		<u>(170.04)</u>	<u>(1,002.82)</u>

**Manistee Housing Commission**

**General Ledger**

June 1, 2021 - June 30, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10013690	Tenant Revenue - Other			(10,739.02)		
06/30/21	318	3	To record charges to tenants per June 2021 Statement of Operations.		(10,954.28)	
			Totals for 10013690		(10,954.28)	(21,693.30)
10013690.1	Other Revenue			(3,409.26)		
06/30/21	106	1	Refund of Credit - Great Lakes Collection Agency		(8.60)	
			Totals for 10013690.1		(8.60)	(3,417.86)
10013690.4	Laundry Revenue			(4,937.63)		
06/30/21	106	1	Laundry Income		(2,513.49)	
			Totals for 10013690.4		(2,513.49)	(7,451.12)
10013690.7	Management Fee - DVG			(4,167.68)		
06/30/21	106	1	Management Fee Income - DVG		(833.33)	
			Totals for 10013690.7		(833.33)	(5,001.01)
10014110	Administrative Wages			84,002.46		
06/30/21	RT4	3	To record payroll transactions per bank statement.		15,227.71	
			Totals for 10014110		15,227.71	99,230.17
10014130	Legal Expense			5,282.44		
06/03/21	11625	2	Mika Meyers PLC		968.78	
			Totals for 10014130		968.78	6,251.22
10014140	Staff Training			1,475.00		
			Totals for 10014140		0.00	1,475.00
10014170	Accounting Fees			4,311.90		
06/03/21	11622	2	H.A.A.S., Inc.		686.88	
			Totals for 10014170		686.88	4,998.78
10014182	Employee Benefits - Admin			37,978.15		
06/01/21	11604	2	Principal Financial Group		804.78	
06/01/21	11605	2	Sun Life Financial		431.37	
06/01/21	11606	2	VSP		96.86	
06/30/21	RT4	3	To record payroll transactions per bank statement.		1,082.32	
06/30/21	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		4,927.98	
			Totals for 10014182		7,343.31	45,321.46
10014185	Telephone			19,732.39		
06/01/21	11597	2	AT & T Long Distance		117.38	
06/01/21	11598	2	AT & T Mobility		722.21	
06/16/21	11640	2	Charter Communications		264.98	
			Totals for 10014185		1,104.57	20,836.96
10014190.1	Publications			1,208.90		
			Totals for 10014190.1		0.00	1,208.90
10014190.2	Membership Dues and Fees			1,394.00		
06/16/21	11649	2	NAHRO		335.72	
			Totals for 10014190.2		335.72	1,729.72
10014190.3	Admin Service Contracts			25,119.61		
06/03/21	11612	2	CDM Mobile Shredding, Inc.		45.00	

**Manistee Housing Commission**

**General Ledger**

June 1, 2021 - June 30, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
06/03/21	11626	2	Next IT		1,400.00	
06/03/21	11627	2	Pitney Bowes		1,006.53	
06/03/21	11628	2	PNC Bank		193.00	
06/03/21	11631	2	US Bank Equipment Finance		677.27	
06/16/21	11648	2	Kushner & Company		50.00	
06/16/21	11650	2	Next IT		1,152.80	
06/16/21	11655	2	ZixCorp		381.60	
06/30/21	RT4	3	To record payroll transactions per bank statement.		102.25	
			<b>Totals for 10014190.3</b>		<u>5,008.45</u>	<u>30,128.06</u>
<b>10014190.4</b>	<b>Office Supplies</b>			<b>2,242.63</b>		
06/03/21	11623	2	Jackpine Business Centers		310.00	
06/03/21	11628	2	PNC Bank		20.13	
06/16/21	11651	2	Pitney Bowes		113.04	
06/16/21	11653	2	Staples		121.70	
			<b>Totals for 10014190.4</b>		<u>564.87</u>	<u>2,807.50</u>
<b>10014190.5</b>	<b>Other Sundry-Misc.</b>			<b>4,211.97</b>		
06/03/21	11611	2	Carahsoft Technology Corporation		45.79	
06/03/21	11615	2	Comfort Center		1,450.00	
06/03/21	11624	2	McCardel Water Conditioning		8.00	
06/03/21	11628	2	PNC Bank		232.91	
06/30/21	RT7	3	To record MERCHANT SERVICE debit per bank statement.		21.40	
			<b>Totals for 10014190.5</b>		<u>1,758.10</u>	<u>5,970.07</u>
<b>10014221</b>	<b>Resident Employee Stipend</b>			<b>3,000.00</b>		
06/01/21	11607	2	██████████		200.00	
06/01/21	11608	2	██████████		200.00	
06/01/21	11609	2	██████████		200.00	
			<b>Totals for 10014221</b>		<u>600.00</u>	<u>3,600.00</u>
<b>10014230</b>	<b>Contract Costs-Cable &amp; Other</b>			<b>338.83</b>		
06/03/21	11613	2	Charter Communications		68.27	
			<b>Totals for 10014230</b>		<u>68.27</u>	<u>407.10</u>
<b>10014310</b>	<b>Water &amp; Sewer</b>			<b>29,008.05</b>		
06/03/21	11614	2	City of Manistee		5,284.05	
			<b>Totals for 10014310</b>		<u>5,284.05</u>	<u>34,292.10</u>
<b>10014320</b>	<b>Electricity</b>			<b>49,945.11</b>		
06/01/21	11600	2	Consumers Energy		6,210.56	
06/03/21	11616	2	Consumers Energy		1,864.24	
06/16/21	11641	2	Consumers Energy		42.24	
			<b>Totals for 10014320</b>		<u>8,117.04</u>	<u>58,062.15</u>
<b>10014330</b>	<b>Gas</b>			<b>15,195.52</b>		
06/01/21	11602	2	DTE Energy		1,946.89	
06/03/21	11617	2	DTE Energy		26.73	
			<b>Totals for 10014330</b>		<u>1,973.62</u>	<u>17,169.14</u>
<b>10014410</b>	<b>Maintenance Wages</b>			<b>35,593.79</b>		
06/30/21	RT4	3	To record payroll transactions per bank statement.		5,840.45	
			<b>Totals for 10014410</b>		<u>5,840.45</u>	<u>41,434.24</u>
<b>10014420</b>	<b>Materials</b>			<b>7,594.18</b>		
06/03/21	11618	2	Fastenal Company		249.66	

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**Manistee Housing Commission**

**General Ledger**

June 1, 2021 - June 30, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
06/03/21	11621	2	HD Supply Facilities Mtce		194.16	
06/03/21	11630	2	State Industrial Products		152.10	
06/03/21	11632	2	Wahr Hardware, Inc.		237.82	
06/16/21	11639	2	Blarney Castle Fleet Program		85.72	
06/16/21	11644	2	Gill-Roy's Hardware		146.16	
06/16/21	11646	2	HD Supply Facilities Mtce		384.65	
			Totals for 10014420		<u>1,450.27</u>	<u>9,044.45</u>
10014430.01	Garbage Removal			8,827.71		
06/16/21	11652	2	Republic Services		1,682.86	
			Totals for 10014430.01		<u>1,682.86</u>	<u>10,510.57</u>
10014430.02	Heating & Cooling Contracts			7,082.38		
06/01/21	11601	2	Custom Sheet Metal & Heating		879.00	
			Totals for 10014430.02		<u>879.00</u>	<u>7,961.38</u>
10014430.04	Elevator Contracts			12,579.30		
			Totals for 10014430.04		<u>0.00</u>	<u>12,579.30</u>
10014430.05	Landscape & Grounds Contracts			0.00		
06/16/21	11647	2	Jus-Green Lawn Solutions LLC		1,050.00	
			Totals for 10014430.05		<u>1,050.00</u>	<u>1,050.00</u>
10014430.07	Electrical Contracts			582.07		
06/16/21	11654	2	Top Line Electric		62.00	
			Totals for 10014430.07		<u>62.00</u>	<u>644.07</u>
10014430.08	Plumbing Contracts			567.29		
06/03/21	11619	2	Forbes Sanitation and Excavation, Inc.		200.00	
06/16/21	11642	2	Forbes Sanitation and Excavation, Inc.		225.00	
			Totals for 10014430.08		<u>425.00</u>	<u>992.29</u>
10014430.09	Extermination Contracts			20,790.00		
06/01/21	11603	2	Griffin Pest Solutions		380.00	
06/03/21	11620	2	Griffin Pest Solutions		610.00	
06/16/21	11645	2	Griffin Pest Solutions		340.00	
			Totals for 10014430.09		<u>1,330.00</u>	<u>22,120.00</u>
10014430.11	Routine Maintenance Contracts			2,701.60		
			Totals for 10014430.11		<u>0.00</u>	<u>2,701.60</u>
10014430.12	Miscellaneous Contracts			10,310.81		
			Totals for 10014430.12		<u>0.00</u>	<u>10,310.81</u>
10014433	Employee Benefits - Maint.			21,105.39		
06/01/21	11604	2	Principal Financial Group		436.06	
06/01/21	11605	2	Sun Life Financial		172.87	
06/01/21	11606	2	VSP		145.29	
06/30/21	RT4	3	To record payroll transactions per bank statement.		366.21	
06/30/21	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		2,899.68	
			Totals for 10014433		<u>4,020.11</u>	<u>25,125.50</u>
10014440	Staff Training-Maintenance			0.00		
06/03/21	11628	2	PNC Bank		420.00	
			Totals for 10014440		<u>420.00</u>	<u>420.00</u>
10014510	Insurance			41,398.89		



**Manistee Housing Commission**

**General Ledger**

June 1, 2021 - June 30, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
06/30/21	RT2	3	To record monthly insurance write off.		7,800.50	
			Totals for 10014510		<u>7,800.50</u>	<u>49,199.39</u>
10014520	Payment in Lieu of Taxes			15,625.00		
06/30/21	PH2	3	To record estimated monthly PILOT expense.		3,125.00	
			Totals for 10014520		<u>3,125.00</u>	<u>18,750.00</u>
10014570	Collection Losses			145.88		
			Totals for 10014570		<u>0.00</u>	<u>145.88</u>
10014580	Interest Expense			26,150.14		
06/01/21	11599	2	Byline Bank		5,050.58	
06/16/21	11643	2	Ford Motor Credit		96.30	
			Totals for 10014580		<u>5,146.88</u>	<u>31,297.02</u>
10014800	Depreciation - Current Year			115,575.00		
06/30/21	PH3	3	To record estimated monthly depreciation expense.		23,115.00	
			Totals for 10014800		<u>23,115.00</u>	<u>138,690.00</u>
10017510	Principal Payments - EPC			22,941.14		
06/01/21	11599	2	Byline Bank		4,661.87	
			Totals for 10017510		<u>4,661.87</u>	<u>27,603.01</u>
10017511	Principal Payments - 2016 F250			1,429.61		
			Totals for 10017511		<u>0.00</u>	<u>1,429.61</u>
10017512	Principal Payments - 2019 F250			2,172.20		
06/16/21	11643	2	Ford Motor Credit		441.25	
			Totals for 10017512		<u>441.25</u>	<u>2,613.45</u>
10017520	Replacement of Equipment			2,014.84		
			Totals for 10017520		<u>0.00</u>	<u>2,014.84</u>
10017540	Betterments and Additions			758.23		
06/03/21	11621	2	HD Supply Facilities Mtce		2,299.71	
			Totals for 10017540		<u>2,299.71</u>	<u>3,057.94</u>
10017590	Operating Expenditures-Contra			(29,316.02)		
06/01/21	11599	2	Byline Bank		(4,661.87)	
06/03/21	11621	2	HD Supply Facilities Mtce		(2,299.71)	
06/16/21	11643	2	Ford Motor Credit		(441.25)	
			Totals for 10017590		<u>(7,402.83)</u>	<u>(36,718.85)</u>
10019996	Unit Months Leased			937.00		
06/30/21	RT1	3	To record units leased.		178.00	
			Totals for 10019996		<u>178.00</u>	<u>1,115.00</u>
10019997	Unit Months Leased - Contra			(937.00)		
06/30/21	RT1	3	To record units leased.		(178.00)	
			Totals for 10019997		<u>(178.00)</u>	<u>(1,115.00)</u>
10019998	Unit Months Available			1,070.00		
06/30/21	PH1	3	To record units available.		214.00	
			Totals for 10019998		<u>214.00</u>	<u>1,284.00</u>
10019999	Unit Months Available - Contra			(1,070.00)		
06/30/21	PH1	3	To record units available.		(214.00)	

**Manistee Housing Commission**

**General Ledger**

June 1, 2021 - June 30, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 10019999		<u>(214.00)</u>	<u>(1,284.00)</u>
10193401.1	Operating Grants			(35,183.00)		
06/30/21	106	1	2019 CFP Grant		<u>(9,946.50)</u>	
			Totals for 10193401.1		<u>(9,946.50)</u>	<u>(45,129.50)</u>
10193401.3	Capital Grants			(3,795.30)		
			Totals for 10193401.3		<u>0.00</u>	<u>(3,795.30)</u>
10194130	Legal Expense			27,356.00		
06/03/21	11629	2	Reno & Cavanaugh PLC		<u>9,946.50</u>	
			Totals for 10194130		<u>9,946.50</u>	<u>37,302.50</u>
10194173	RAD Consulting Fees			7,202.00		
			Totals for 10194173		<u>0.00</u>	<u>7,202.00</u>
10194190.3	Admin Service Contracts			625.00		
			Totals for 10194190.3		<u>0.00</u>	<u>625.00</u>
15191406	Operations			65,986.80		
			Totals for 15191406		<u>0.00</u>	<u>65,986.80</u>
15191408	Management Improvement			12,158.80		
			Totals for 15191408		<u>0.00</u>	<u>12,158.80</u>
15191480	General Capital Activity			125,137.32		
06/03/21	11629	2	Reno & Cavanaugh PLC		<u>9,946.50</u>	
			Totals for 15191480		<u>9,946.50</u>	<u>135,083.82</u>
15191600	Grant Funding			203,282.92		
06/30/21	106	1	2019 CFP Grant		<u>9,946.50</u>	
			Totals for 15191600		<u>9,946.50</u>	<u>213,229.42</u>
15191699	Grant Funding Contra			(203,282.92)		
06/30/21	106	1	2019 CFP Grant		<u>(9,946.50)</u>	
			Totals for 15191699		<u>(9,946.50)</u>	<u>(213,229.42)</u>
15199800	Grant Cost Contra			(203,282.92)		
06/03/21	11629	2	Reno & Cavanaugh PLC		<u>(9,946.50)</u>	
			Totals for 15199800		<u>(9,946.50)</u>	<u>(213,229.42)</u>
15201406	Operations			65,986.80		
			Totals for 15201406		<u>0.00</u>	<u>65,986.80</u>
15201600	Grant Funding			65,986.80		
			Totals for 15201600		<u>0.00</u>	<u>65,986.80</u>
15201699	Grant Funding Contra			(65,986.80)		
			Totals for 15201699		<u>0.00</u>	<u>(65,986.80)</u>
15209800	Grant Cost Contra			(65,986.80)		
			Totals for 15209800		<u>0.00</u>	<u>(65,986.80)</u>
			Report Total			<u>0.00</u>
<b>Net Profit/(Loss)</b>						
Current Period					<u>21,845.55</u>	
Year-to-Date					<u>(22,936.37)</u>	

Manistee Housing Commission

General Ledger

June 1, 2021 - June 30, 2021

Date Reference

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

Public Housing Checking - 851620

June 1, 2021 - June 30, 2021

**General Ledger**

Balance per General Ledger (Account 10011111.2) at 06/01/21	757,145.48
Activity for the month:	
Total Debits (Deposits and Additions)	130,742.61
Total Credits (Checks and Payments)	(95,660.56)
Unadjusted General Ledger Balance at 06/30/21	<u>792,227.53</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/21	<u><u>792,227.53</u></u>

**Bank**

Balance per Bank Statement at 06/30/21	792,694.76
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	(467.23)
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 06/30/21	<u><u>792,227.53</u></u>

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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

Public Housing Checking  
June 1, 2021 - June 30, 2021

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
			Beginning Bank Balance	757,651.34
<b>Cleared Deposits &amp; Additions</b>				
105	05/31/21		May Cash Receipts	950.00
106	06/30/21	Multiple	June Cash Receipts	130,457.62
1027	06/16/21		Manistee Housing Commission	284.99
			<b>Total</b>	<b>131,692.61</b>
			<b>Statement Total</b>	<b>131,692.61</b>
			<b>Difference</b>	<b>0.00</b>
<b>Cleared Checks &amp; Payments</b>				
318	06/30/21		To record charges to tenants per June 2021 Statement of Operations.	399.00
11539	05/01/21	10012114	[REDACTED]	262.00
11588	05/19/21	10014420	Blarney Castle Fleet Program	61.51
11595	05/19/21	10014430.11	Summit Fire Protection	458.00
11597	06/01/21	10014185	AT & T Long Distance	117.38
11598	06/01/21	10014185	AT & T Mobility	722.21
11599	06/01/21	Multiple	Byline Bank	9,712.45
11600	06/01/21	10014320	Consumers Energy	6,210.56
11601	06/01/21	10014430.02	Custom Sheet Metal & Heating	879.00
11602	06/01/21	10014330	DTE Energy	1,946.89
11603	06/01/21	10014430.09	Griffin Pest Solutions	380.00
11604	06/01/21	Multiple	Principal Financial Group	1,240.84
11605	06/01/21	Multiple	Sun Life Financial	604.24
11606	06/01/21	Multiple	VSP	242.15
11607	06/01/21	10014221	[REDACTED]	200.00
11608	06/01/21	10014221	[REDACTED]	200.00
11609	06/01/21	10014221	[REDACTED]	200.00
11610	06/03/21	10011211	American Bankers Insurance Company	2,779.00
11611	06/03/21	10014190.5	Carahsoft Technology Corporation	45.79
11612	06/03/21	10014190.3	CDM Mobile Shredding, Inc.	45.00
11613	06/03/21	10014230	Charter Communications	68.27
11614	06/03/21	10014310	City of Manistee	5,284.05
11615	06/03/21	10014190.5	Comfort Center	1,450.00
11616	06/03/21	10014320	Consumers Energy	1,864.24
11617	06/03/21	10014330	DTE Energy	26.73
11618	06/03/21	10014420	Fastenal Company	249.66
11619	06/03/21	10014430.08	Forbes Sanitation and Excavation, Inc.	200.00
11620	06/03/21	10014430.09	Griffin Pest Solutions	610.00
11621	06/03/21	Multiple	HD Supply Facilities Mtce	2,493.87
11622	06/03/21	10014170	H.A.A.S., Inc.	686.88
11623	06/03/21	10014190.4	Jackpine Business Centers	310.00
11624	06/03/21	Multiple	McCardel Water Conditioning	8.00
11625	06/03/21	10014130	Mika Meyers PLC	968.78
11626	06/03/21	10014190.3	Next IT	1,400.00
11627	06/03/21	10014190.3	Pitney Bowes	1,006.53
11628	06/03/21	Multiple	PNC Bank	866.04
11629	06/03/21	Multiple	Reno & Cavanaugh PLC	9,946.50
11630	06/03/21	10014420	State Industrial Products	152.10
11631	06/03/21	10014190.3	US Bank Equipment Finance	677.27
11632	06/03/21	10014420	Wahr Hardware, Inc.	237.82
11633	06/03/21	10012114	[REDACTED]	97.00
11634	06/03/21	10012114	[REDACTED]	30.00
11635	06/16/21	10011122	Consumers Energy	23.00
11636	06/16/21	10011122	Consumers Energy	75.00
11637	06/16/21	10011122	Consumers Energy	44.85
11638	06/16/21	10011211	American Bankers Insurance Company	2,016.00
11640	06/16/21	10014185	Charter Communications	264.98

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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

Public Housing Checking  
June 1, 2021 - June 30, 2021

Reference	Date	GL Account	Description	Amount
11641	06/16/21	10014320	Consumers Energy	42.24
11642	06/16/21	10014430.08	Forbes Sanitation and Excavation, Inc.	225.00
11643	06/16/21	Multiple	Ford Motor Credit	537.55
11644	06/16/21	10014420	Gill-Roy's Hardware	146.16
11645	06/16/21	10014430.09	Griffin Pest Solutions	340.00
11646	06/16/21	10014420	HD Supply Facilities Mtce	384.65
11647	06/16/21	10014430.05	Jus-Green Lawn Solutions LLC	1,050.00
11648	06/16/21	10014190.3	Kushner & Company	50.00
11649	06/16/21	Multiple	NAHRO	335.72
11650	06/16/21	10014190.3	Next IT	1,152.80
11651	06/16/21	10014190.4	Pitney Bowes	113.04
11652	06/16/21	10014430.01	Republic Services	1,682.86
11653	06/16/21	10014190.4	Staples	121.70
11654	06/16/21	10014430.07	Top Line Electric	62.00
11655	06/16/21	10014190.3	ZixCorp	381.60
13417	05/12/21	10012117.6	United Steel Workers of America	2.00
13418	05/12/21	10012117.9	United Steel Workers of America	47.19
13419	05/26/21	10011111.3	CMHC - West Shore FSA	292.69
13420	05/26/21	10012117.9	United Steel Workers of America	44.47
13421	06/09/21	10011111.3	CMHC - West Shore FSA	292.69
13424	06/23/21	10011111.3	CMHC - West Shore FSA	292.69
RT4	06/30/21		To record payroll transactions per bank statement.	17,885.48
RT5	06/30/21		To record SHWF debit for payment of health insurance per bank statement.	10,184.82
RT6	06/30/21		To record MERS contribution per bank statement.	2,763.53
RT7	06/30/21		To record MERCHANT SERVICE debit per bank statement.	21.40
RT8	06/30/21		To record Alerus Retirement debits per bank statement.	433.32
			<b>Total</b>	<b>96,649.19</b>
			<b>Statement Total</b>	<b>96,649.19</b>
			<b>Difference</b>	<b>0.00</b>
			<b>Ending Bank Balance</b>	<b>792,694.76</b>
<b>Reconciled Bank Information</b>				
			<b>Ending Bank Balance</b>	<b>792,694.76</b>
<b>Open Deposits &amp; Additions</b>				
			<b>Total</b>	<b>0.00</b>
<b>Open Checks &amp; Payments</b>				
11192	10/22/20	10012114	██████████	36.00
11377	01/20/21	10012114	██████████	227.00
11536	05/01/21	10012114	██████████	25.00
11639	06/16/21	10014420	Blarney Castle Fleet Program	85.72
13422	06/09/21	10012117.6	United Steel Workers of America	2.00
13423	06/09/21	10012117.9	United Steel Workers of America	45.29
13425	06/23/21	10012117.9	United Steel Workers of America	46.22
			<b>Total</b>	<b>467.23</b>
			<b>Reconciled Bank Balance</b>	<b>792,227.53</b>
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
			<b>Beginning Bank Balance</b>	<b>757,651.34</b>
			+ Cleared Deposits & Additions	131,692.61
			- Cleared Checks & Payments	96,649.19
			<b>Ending Bank Balance</b>	<b>792,694.76</b>
<b>Reconciled Bank Information</b>				

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Manistee Housing Commission  
Bank Account Reconciliation Worksheet

Public Housing Checking  
June 1, 2021 - June 30, 2021

Reference	Date	GL Account	Description	Amount
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	467.23
			Reconciled Bank Balance	<u>792,227.53</u>
General Ledger Information				
			Unadjusted General Ledger Balance	792,227.53
			+/- Total Adjustments	0.00
			Adjusted General Ledger Balance	<u>792,227.53</u>
			Unreconciled Amount	<u>0.00</u>

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

HRA Account - 20016093  
June 1, 2021 - June 30, 2021

**General Ledger**

Balance per General Ledger (Account 10011111.3) at 06/01/21	11,952.38
Activity for the month:	
Total Debits (Deposits and Additions)	585.82
Total Credits (Checks and Payments)	(1,641.57)
Unadjusted General Ledger Balance at 06/30/21	<u>10,896.63</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/21	<u><u>10,896.63</u></u>

**Bank**

Balance per Bank Statement at 06/30/21	10,896.63
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 06/30/21	<u><u>10,896.63</u></u>

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HAS BEEN REDACTED



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

HRA Account  
 June 1, 2021 - June 30, 2021

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
			Beginning Bank Balance	11,659.69
<b>Cleared Deposits &amp; Additions</b>				
106	06/30/21		June Cash Receipts	0.44
13419	05/26/21		CMHC - West Shore FSA	292.69
13421	06/09/21		CMHC - West Shore FSA	292.69
13424	06/23/21		CMHC - West Shore FSA	292.69
			Total	878.51
			Statement Total	878.51
			Difference	0.00
<b>Cleared Checks &amp; Payments</b>				
RT3	06/30/21		To record HRA transactions per bank statement.	1,641.57
			Total	1,641.57
			Statement Total	1,641.57
			Difference	0.00
			Ending Bank Balance	<u>10,896.63</u>
<b>Reconciled Bank Information</b>				
			Ending Bank Balance	10,896.63
<b>Open Deposits &amp; Additions</b>				
			Total	<u>0.00</u>
<b>Open Checks &amp; Payments</b>				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u>10,896.63</u>
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
			Beginning Bank Balance	11,659.69
			+ Cleared Deposits & Additions	878.51
			- Cleared Checks & Payments	<u>1,641.57</u>
			Ending Bank Balance	10,896.63
<b>Reconciled Bank Information</b>				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u>10,896.63</u>
<b>General Ledger Information</b>				
			Unadjusted General Ledger Balance	10,896.63
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u>10,896.63</u>
			Unreconciled Amount	<u>0.00</u>

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

Money Market Savings - 558567

June 1, 2021 - June 30, 2021

**General Ledger**

Balance per General Ledger (Account 10011111.4) at 06/01/21	51,737.09
Activity for the month:	
Total Debits (Deposits and Additions)	4.67
Total Credits (Checks and Payments)	(293.48)
Unadjusted General Ledger Balance at 06/30/21	<u>51,448.28</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/21	<u><u>51,448.28</u></u>

**Bank**

Balance per Bank Statement at 06/30/21	51,448.28
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 06/30/21	<u><u>51,448.28</u></u>

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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

Money Market Savings  
June 1, 2021 - June 30, 2021

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
			Beginning Bank Balance	51,737.09
Cleared Deposits & Additions				
106	06/30/21		June Cash Receipts	4.67
			Total	<u>4.67</u>
			Statement Total	<u>4.67</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
106	06/30/21		June Cash Receipts	8.49
1027	06/16/21	10011111.2	Manistee Housing Commission	284.99
			Total	<u>293.48</u>
			Statement Total	<u>293.48</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>51,448.28</u></u>
<b>Reconciled Bank Information</b>				
			Ending Bank Balance	51,448.28
Open Deposits & Additions			Total	<u>0.00</u>
Open Checks & Payments			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>51,448.28</u></u>
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
			Beginning Bank Balance	51,737.09
			+ Cleared Deposits & Additions	4.67
			- Cleared Checks & Payments	<u>293.48</u>
			Ending Bank Balance	51,448.28
<b>Reconciled Bank Information</b>				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>51,448.28</u></u>
<b>General Ledger Information</b>				
			Unadjusted General Ledger Balance	51,448.28
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>51,448.28</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

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

	1 Month Ended June 30, 2021	1 Month Ended June 30, 2020	6 Months Ended June 30, 2021	6 Months Ended June 30, 2020
<b>Operating Income</b>				
3110 - Dwelling Rental Revenue	\$ 48,985.00	\$ 50,557.00	\$ 304,611.00	\$ 299,894.05
3120 - Tenant Revenue - Excess Utilities	675.75	556.96	4,727.05	3,655.12
3690 - Tenant Revenue - Other	10,954.28	845.00	21,693.30	9,096.87
3401.1 - Operating Grants	0.00	0.00	0.00	65,986.80
3401.2 - Operating Subsidy	63,093.50	0.00	341,829.00	196,721.34
3610 - Interest Income	170.04	138.22	1,002.82	840.48
3690.1 - Other Revenue	8.60	64.61	3,417.86	155.93
3690.4 - Laundry Revenue	2,513.49	1,375.37	7,451.12	7,470.27
3690.6 - Fraud Recovery Revenue	0.00	638.34	0.00	1,763.74
3690.7 - Management Fee - DVG	833.33	833.33	5,001.01	4,998.99
<b>Total Operating Income</b>	<u>\$ 127,233.99</u>	<u>\$ 55,008.83</u>	<u>\$ 689,733.16</u>	<u>\$ 590,583.59</u>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
4110 - Administrative Wages	\$ 15,227.71	\$ 13,703.44	\$ 99,230.17	\$ 89,233.57
4130 - Legal Expense	968.78	279.50	6,251.22	3,086.36
4140 - Staff Training	0.00	0.00	1,475.00	0.00
4170 - Accounting Fees	686.88	686.88	4,998.78	5,336.28
4182 - Employee Benefits - Admin	7,343.31	7,007.66	45,321.46	43,703.32
4185 - Telephone	1,104.57	2,040.03	20,836.96	15,423.59
4190.1 - Publications	0.00	0.00	1,208.90	1,136.00
4190.2 - Membership Dues and Fees	335.72	331.36	1,729.72	2,571.50
4190.3 - Admin Service Contracts	5,008.45	3,932.65	30,128.06	23,146.84
4190.4 - Office Supplies	564.87	656.00	2,807.50	5,004.04
4190.5 - Other Sundry-Misc.	1,758.10	2,258.64	5,970.07	5,952.07
4221 - Resident Employee Stipend	600.00	550.00	3,600.00	3,300.00
4230 - Contract Costs-Cable & Other	68.27	59.96	407.10	359.75
4310 - Water & Sewer	5,284.05	4,237.95	34,292.10	27,924.22
4320 - Electricity	8,117.04	7,541.81	58,062.15	59,244.08
4330 - Gas	1,973.62	2,399.15	17,169.14	18,380.01
4410 - Maintenance Wages	5,840.45	8,161.48	41,434.24	53,773.74
4420 - Materials	1,450.27	907.97	9,044.45	16,845.00
4430.01 - Garbage Removal	1,682.86	1,635.45	10,510.57	8,811.01
4430.02 - Heating & Cooling Contracts	879.00	293.85	7,961.38	8,488.54
4430.04 - Elevator Contracts	0.00	0.00	12,579.30	14,448.58
4430.05 - Landscape & Grounds Contracts	1,050.00	0.00	1,050.00	0.00
4430.06 - Unit Turnaround Contracts	0.00	0.00	0.00	4,500.90
4430.07 - Electrical Contracts	62.00	0.00	644.07	0.00
4430.08 - Plumbing Contracts	425.00	0.00	992.29	1,291.99
4430.09 - Extermination Contracts	1,330.00	1,563.00	22,120.00	13,700.00
4430.11 - Routine Maintenance Contracts	0.00	2,370.86	2,701.60	2,838.86
4430.12 - Miscellaneous Contracts	0.00	0.00	10,310.81	726.20
4433 - Employee Benefits - Maint.	4,020.11	5,452.48	25,125.50	34,139.91
4440 - Staff Training-Maintenance	420.00	0.00	420.00	0.00
4510 - Insurance	7,800.50	1,798.82	49,199.39	40,293.41
4520 - Payment in Lieu of Taxes	3,125.00	3,125.00	18,750.00	18,750.00
4570 - Collection Losses	0.00	22.50	145.88	126.86
4580 - Interest Expense	<u>5,146.88</u>	<u>5,481.40</u>	<u>31,297.02</u>	<u>33,273.36</u>

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

	1 Month Ended June 30, 2021	1 Month Ended June 30, 2020	6 Months Ended June 30, 2021	6 Months Ended June 30, 2020
<b>Total Routine Expense</b>	\$ <u>82,273.44</u>	\$ <u>76,497.84</u>	\$ <u>577,774.83</u>	\$ <u>555,809.99</u>

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

	1 Month Ended June 30, 2021	1 Month Ended June 30, 2020	6 Months Ended June 30, 2021	6 Months Ended June 30, 2020
<b>Non-Routine Expense</b>				
<b>Extraordinary Maintenance</b>				
<b>Total Extraordinary Maintenance</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Non-Routine Expense</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total Operating Expenses</b>	<u>\$ 82,273.44</u>	<u>\$ 76,497.84</u>	<u>\$ 577,774.83</u>	<u>\$ 555,809.99</u>
<b>Operating Income (Loss)</b>	<u>\$ 44,960.55</u>	<u>\$ (21,489.01)</u>	<u>\$ 111,958.33</u>	<u>\$ 34,773.60</u>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	\$ 23,115.00	\$ 24,055.00	\$ 138,690.00	\$ 144,330.00
<b>Total Depreciation Expense</b>	\$ 23,115.00	\$ 24,055.00	\$ 138,690.00	\$ 144,330.00
<b>Other Financial Items</b>				
8010 - Operating Transfers In	\$ 0.00	\$ 3,942.35	\$ 0.00	\$ (3,942.35)
<b>Total Other Financial Items</b>	\$ 0.00	\$ 3,942.35	\$ 0.00	\$ (3,942.35)
<b>Capital Expenditures</b>				
7510 - Principal Payments - EPC	\$ 4,661.87	\$ 4,042.88	\$ 27,603.01	\$ 23,937.95
7511 - Principal Payments - 2016 F250	0.00	457.81	1,429.61	2,713.21
7512 - Principal Payments - 2019 F250	441.25	414.58	2,613.45	2,455.50
7520 - Replacement of Equipment	0.00	0.00	2,014.84	1,556.29
7540 - Betterments and Additions	2,299.71	3,942.35	3,057.94	3,942.35
7590 - Operating Expenditures-Contra	<u>(7,402.83)</u>	<u>(8,857.62)</u>	<u>(36,718.85)</u>	<u>(34,605.30)</u>
<b>Total Capital Expenditures</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>HUD Net Income (Loss)</b>	<u>\$ 37,557.72</u>	<u>\$ (26,404.28)</u>	<u>\$ 75,239.48</u>	<u>\$ 4,110.65</u>

Housing Authority Acct Specialists, Inc.  
311 Jefferson Ave  
Sparta, WI 54656  
608-269-6490

To the Board of Commissioners  
And Management:

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

Enclosed are the following reports for the month ending June 30, 2021. These reports have been compiled in accordance with Generally Accepted Accounting Principles (GAAP):

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

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

Respectfully Submitted:

Housing Authority Acct Specialists, Inc.

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**Manistee Housing Commission  
Domestic Violence Grant  
Balance Sheet  
As of June 30, 2021**

**ASSETS**

**CURRENT ASSETS**

**Cash**

1111 - Cash - MSHDA \$ 62,438.15

**Total Cash** 62,438.15

**Receivables**

1122 - Tenants Accounts Receivable 324.32

1129.4 - Interfund Receivable - P/H 1,496.00

**Total Receivables** 1,820.32

**Other Current Assets**

**Total Other Current Assets** 0.00

**TOTAL CURRENT ASSETS** 64,258.47

**Fixed Assets**

1400.7 - Buildings 373,231.29

1400.98 - Accumulated Depreciation-DVG (133,865.15)

**Total Fixed Assets** 239,366.14

**TOTAL ASSETS** \$ 303,624.61

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**Manistee Housing Commission  
Domestic Violence Grant  
Balance Sheet  
As of June 30, 2021**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

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

**Noncurrent Liabilities**

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

**TOTAL LIABILITIES**

376,829.04

**EQUITY**

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

**Unrestricted Net Assets**

2806 - Unrestricted Net Position	58,140.08
Current Year Profit/(Loss)	(1,080.65)
<b>Total Unrestricted Net Assets</b>	<u>57,059.43</u>

**TOTAL EQUITY**

(73,204.43)

**TOTAL LIABILITIES/EQUITY**

\$ 303,624.61

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**Manistee Housing Commission**  
**Domestic Violence Grant**  
**Statement of Revenue & Expense**  
**For the 1 Month and 6 Months Ended June 30, 2021**

	1 Month Ended	6 Months Ended
	<u>June 30, 2021</u>	<u>June 30, 2021</u>
<b>Operating Revenue</b>		
3110 - Dwelling Rental Revenue	\$ 1,680.00	\$ 10,080.00
3120 - Tenant Revenue - Excess Utilities	0.00	2.57
3690 - Tenant Revenue - Other	0.00	250.00
<b>Total Operating Revenue</b>	1,680.00	10,332.57
<b>Operating Expenses</b>		
<b>Administration</b>		
4170 - Accounting Fees	128.54	838.74
4172 - Management Fees	833.33	5,001.01
4190.4 - Office Supplies	0.00	131.15
<b>Total Administration</b>	961.87	5,970.90
<b>Ordinary Maint. &amp; Operations</b>		
<b>Total Ordinary Maint. &amp; Oper</b>	0.00	0.00
<b>General Expense</b>		
4590 - Other General Expense	0.00	72.32
<b>Total General Expense</b>	0.00	72.32
<b>Total Routine Operating Expenses</b>	961.87	6,043.22
<b>Depreciation Expense</b>		
4800 - Depreciation - Current Year	895.00	5,370.00
<b>Total Depreciation Expense</b>	895.00	5,370.00
<b>Capital Expenditures</b>		
<b>Total Capital Expenditures</b>	0.00	0.00
<b>Net Income (Loss)</b>	\$ 718.13	\$ 4,289.35

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

June 1, 2021 - June 30, 2021

Date	Reference	Account	Description	Amount
06/03/21	2819	20011111	H.A.A.S., Inc.	(128.54)
06/03/21	2819	20014170	H.A.A.S., Inc.	128.54
06/03/21	2820	20011111	Manistee Housing Commission	(833.33)
06/03/21	2820	20014172	Manistee Housing Commission	833.33
<b>Transaction Balance</b>				<u>0.00</u>

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**Manistee Housing Commission**

**DVG Cash Receipts Journal**

June 1, 2021 - June 30, 2021

Date	Reference	Account	Description	Amount
06/30/21	106	20011111	June Cash Receipts	1,757.00
06/30/21	106	20011122	June TAR Collections	(1,757.00)
<b>Transaction Balance</b>				<u>0.00</u>

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**Manistee Housing Commission**

**DVG Journal Entry Journal**

June 1, 2021 - June 30, 2021

Date	Reference	Account	Description	Amount
06/30/21	305	20011122	To record charges to tenants per June 2021 Statement of Operations.	1,680.00
06/30/21	305	20013110	To record charges to tenants per June 2021 Statement of Operations.	(1,680.00)
06/30/21	DVG1	20014800	To record estimated depreciation expense.	895.00
06/30/21	DVG1	20011400.98	To record estimated depreciation expense.	(895.00)
06/30/21	RT1	20019996	To record units leased.	3.00
06/30/21	RT1	20019997	To record units leased.	(3.00)
<b>Transaction Balance</b>				<u><u>0.00</u></u>

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**Manistee Housing Commission  
General Ledger**

June 1, 2021 - June 30, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
<b>20011111</b>	<b>Cash - MSHDA</b>			61,643.02		
06/03/21	2819	2	H.A.A.S., Inc.		(128.54)	
06/03/21	2820	2	Manistee Housing Commission		(833.33)	
06/30/21	106	1	June Cash Receipts		1,757.00	
			<b>Totals for 20011111</b>		<u>795.13</u>	<u>62,438.15</u>
<b>20011122</b>	<b>Tenants Accounts Receivable</b>			401.32		
06/30/21	106	1	June TAR Collections		(1,757.00)	
06/30/21	305	3	To record charges to tenants per June 2021 Statement of Operations.		1,680.00	
			<b>Totals for 20011122</b>		<u>(77.00)</u>	<u>324.32</u>
<b>20011129.4</b>	<b>Interfund Receivable - P/H</b>			1,496.00		
			<b>Totals for 20011129.4</b>		<u>0.00</u>	<u>1,496.00</u>
<b>20011400.7</b>	<b>Buildings</b>			373,231.29		
			<b>Totals for 20011400.7</b>		<u>0.00</u>	<u>373,231.29</u>
<b>20011400.98</b>	<b>Accumulated Depreciation-DVG</b>			(132,970.15)		
06/30/21	DVG1	3	To record estimated depreciation expense.		(895.00)	
			<b>Totals for 20011400.98</b>		<u>(895.00)</u>	<u>(133,865.15)</u>
<b>20012111</b>	<b>Vendors &amp; Contractors</b>			(333.04)		
			<b>Totals for 20012111</b>		<u>0.00</u>	<u>(333.04)</u>
<b>20012114</b>	<b>Tenant Security Deposits</b>			(1,496.00)		
			<b>Totals for 20012114</b>		<u>0.00</u>	<u>(1,496.00)</u>
<b>20012128</b>	<b>Mortgage 1 - MSHDA (Forgivable)</b>			(124,500.00)		
			<b>Totals for 20012128</b>		<u>0.00</u>	<u>(124,500.00)</u>
<b>20012129</b>	<b>Mortgage 2 - MSHDA (Forgivable)</b>			(120,000.00)		
			<b>Totals for 20012129</b>		<u>0.00</u>	<u>(120,000.00)</u>
<b>20012130</b>	<b>Mortgage 3 - MSHDA (Forgivable)</b>			(130,500.00)		
			<b>Totals for 20012130</b>		<u>0.00</u>	<u>(130,500.00)</u>
<b>20012806</b>	<b>Unrestricted Net Assets</b>			(58,140.08)		
			<b>Totals for 20012806</b>		<u>0.00</u>	<u>(58,140.08)</u>
<b>20012806.4</b>	<b>Invested in Capital Assets-DVG</b>			130,263.86		
			<b>Totals for 20012806.4</b>		<u>0.00</u>	<u>130,263.86</u>
<b>20013110</b>	<b>Dwelling Rental</b>			(8,400.00)		
06/30/21	305	3	To record charges to tenants per June 2021 Statement of Operations.		(1,680.00)	
			<b>Totals for 20013110</b>		<u>(1,680.00)</u>	<u>(10,080.00)</u>
<b>20013120</b>	<b>Excess Utilities</b>			(2.57)		
			<b>Totals for 20013120</b>		<u>0.00</u>	<u>(2.57)</u>
<b>20013690</b>	<b>Tenant Income</b>			(250.00)		
			<b>Totals for 20013690</b>		<u>0.00</u>	<u>(250.00)</u>
<b>20014170</b>	<b>Accounting Fees</b>			710.20		
06/03/21	2819	2	H.A.A.S., Inc.		128.54	
			<b>Totals for 20014170</b>		<u>128.54</u>	<u>838.74</u>

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE  
 DOCUMENT REDACTED FOR FEDERAL PRIVACY ACT INFORMATION PARTICIPANTS  
 OF CURRENT AND PAST PROGRAM PARTICIPANTS

**Manistee Housing Commission  
General Ledger**

June 1, 2021 - June 30, 2021

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
<b>20014172</b>	<b>Management Fees</b>			4,167.68		
06/03/21	2820	2	Manistee Housing Commission		833.33	
			<b>Totals for 20014172</b>		<u>833.33</u>	<u>5,001.01</u>
<b>20014190.4</b>	<b>Office Supplies</b>			131.15		
			<b>Totals for 20014190.4</b>		<u>0.00</u>	<u>131.15</u>
<b>20014590</b>	<b>General Expense</b>			72.32		
			<b>Totals for 20014590</b>		<u>0.00</u>	<u>72.32</u>
<b>20014800</b>	<b>Depreciation - Current Year</b>			4,475.00		
06/30/21	DVG1	3	To record estimated depreciation expense.		895.00	
			<b>Totals for 20014800</b>		<u>895.00</u>	<u>5,370.00</u>
<b>20019996</b>	<b>Unit Months Leased</b>			15.00		
06/30/21	RT1	3	To record units leased.		3.00	
			<b>Totals for 20019996</b>		<u>3.00</u>	<u>18.00</u>
<b>20019997</b>	<b>Unit Months Leased - Contra</b>			(15.00)		
06/30/21	RT1	3	To record units leased.		(3.00)	
			<b>Totals for 20019997</b>		<u>(3.00)</u>	<u>(18.00)</u>
			<b>Report Total</b>			<u>0.00</u>
<b>Net Profit/(Loss)</b>						
Current Period					<u>(176.87)</u>	
Year-to-Date					<u>(1,080.65)</u>	

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

DVG Checking - 0610226573  
June 1, 2021 - June 30, 2021

**General Ledger**

Balance per General Ledger (Account 20011111) at 06/01/21	61,643.02
Activity for the month:	
Total Debits (Deposits and Additions)	1,757.00
Total Credits (Checks and Payments)	(961.87)
Unadjusted General Ledger Balance at 06/30/21	<u>62,438.15</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 06/30/21	<u><u>62,438.15</u></u>

**Bank**

Balance per Bank Statement at 06/30/21	62,438.15
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 06/30/21	<u><u>62,438.15</u></u>

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**Manistee Housing Commission  
Bank Account Reconciliation Worksheet**

DVG Checking  
June 1, 2021 - June 30, 2021

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
<b>Beginning Bank Balance</b>				61,643.02
<b>Cleared Deposits &amp; Additions</b>				
106	06/30/21	20011122	June Cash Receipts	1,757.00
				<u>1,757.00</u>
<b>Total</b>				1,757.00
<b>Statement Total</b>				<u>1,757.00</u>
<b>Difference</b>				<u>0.00</u>
<b>Cleared Checks &amp; Payments</b>				
2819	06/03/21	20014170	H.A.A.S., Inc.	128.54
2820	06/03/21	20014172	Manistee Housing Commission	833.33
				<u>833.33</u>
<b>Total</b>				961.87
<b>Statement Total</b>				<u>961.87</u>
<b>Difference</b>				<u>0.00</u>
<b>Ending Bank Balance</b>				<u><u>62,438.15</u></u>
<b>Reconciled Bank Information</b>				
<b>Ending Bank Balance</b>				62,438.15
<b>Open Deposits &amp; Additions</b>				
				<u>0.00</u>
<b>Open Checks &amp; Payments</b>				
				<u>0.00</u>
<b>Reconciled Bank Balance</b>				<u><u>62,438.15</u></u>
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
Beginning Bank Balance				61,643.02
+ Cleared Deposits & Additions				1,757.00
- Cleared Checks & Payments				<u>961.87</u>
Ending Bank Balance				62,438.15
<b>Reconciled Bank Information</b>				
+ Open Deposits & Additions				0.00
- Open Checks & Payments				<u>0.00</u>
<b>Reconciled Bank Balance</b>				<u><u>62,438.15</u></u>
<b>General Ledger Information</b>				
Unadjusted General Ledger Balance				62,438.15
+/- Total Adjustments				<u>0.00</u>
<b>Adjusted General Ledger Balance</b>				<u><u>62,438.15</u></u>
<b>Unreconciled Amount</b>				<u><u>0.00</u></u>

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

For the Month Ending June 30, 2021  
 Prepared July 2, 2021 by Financial Analyst

<u>Tenant Name</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning PH Balance</b>				<b>\$ 49,956.60</b>
<b>Increases to PH</b>				
██████████	6/8/2021	New Admission	\$ 72.00	\$ 72.00
██████████	6/17/2021	New Admission	\$ 322.00	\$ 394.00
				\$ 394.00
Total Increases to PH			<u>\$ 394.00</u>	<u>\$ 394.00</u>
<b>Decreases to PH</b>				
██████████	6/21/2021	Transfer of SD to Rent & Other	\$ (215.00)	\$ (215.00)
██████████	6/21/2021	Transfer of SD to Rent	\$ (143.00)	\$ (358.00)
██████████	6/21/2021	Transfer of SD to Rent	\$ (207.00)	\$ (565.00)
				\$ (565.00)
				\$ (358.00)
Total Decreases to PH			<u>\$ (565.00)</u>	<u>\$ (565.00)</u>
Net Increase (Decrease) to PH			<u>\$ (171.00)</u>	<u>\$ (171.00)</u>
<b>Ending PH Balance</b>				<b>\$ 49,785.60</b>
<b>Beginning DVG Balance</b>				\$ 1,495.50
<b>Increases to DVG</b>			\$ -	\$ -
Total Increases to DVG			<u>\$ -</u>	<u>\$ -</u>
<b>Decreases to DVG</b>			\$ -	\$ -
Total Decreases to DVG			<u>\$ -</u>	<u>\$ -</u>
Net Increase (Decrease) to DVG			<u>\$ -</u>	<u>\$ -</u>
<b>Ending DVG Balance</b>			<u>\$ -</u>	<u>\$ 1,495.50</u>
<b>Combined Ending Balance</b>				<b><u>\$ 51,281.10</u></b>
<b>Account Balance June 30, 2021</b>				<b>\$ 51,448.28</b>
<b>Difference</b>				<b>\$ (167.18)</b>
				(From SD to PH)
				From PH to SD
				<b>SD Owes PH \$167.18</b>



## RESOLUTION 2021-03

### Affirmation of Resolution 2018-03 Authorization to Submit Application to HUD for RAD Conversion

**WHEREAS**, the City of Manistee Housing Commission [CMHC], a Public Housing Authority [PHA] of the U.S. Department of Housing and Urban Development [HUD], adopted “Resolution 2018-03 Approval of CMHC’s Application to the U.S. Department of Housing and Urban Development (HUD) for Rental Assistance Demonstration Disposition of 218 Public Housing and Authorized Space and Certifying an Agreement to Comply with all requirement of the Program and PIH Notice 2012-32 and PIH Notice 2017-03, REV-3, on August 28, 2018” and

**WHEREAS**, Resolution 2018-03 approved the application for all 218 units of CMHC’s Public Housing and authorized space, and

**WHEREAS**, after the adoption of Resolution 2018-03, it was determined that the RAD conversion of CMHC public housing property would occur in two stages, with  
Phase I defined as Century Terrace and Harborview Apartments, and,  
Phase II defined as the scattered site properties, and

**WHEREAS**, the CMHC is starting Phase II, and has determined to reaffirm its commitment established in Resolution 2018-03.

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

**NOW, THEREFORE, IT IS HEREBY RESOLVED:**

The Board of Commissioners of the City of Manistee Housing Commission affirms its adoption of Resolution 2018-03, and its commitment to the RAD conversion of its 218 units of Public Housing.

<b>Commissioner</b>	<b>Approve</b>	<b>Against</b>	<b>Absent</b>
Dale Priester	&	&	&
Doug Parkes	&	&	&
Karen Goodman	&	&	&
Kelly Tomaszewski	&	&	&
James Bond	&	&	&

**RESOLUTION DECLARED**

& Passed

Pending Approval



**RESOLUTION 2018-03**

**Approval of CMHC’s application to the U.S. Department of Housing and Urban Development [HUD] for Rental Assistance Demonstration Disposition of 218 Public Housing and Authorized space and certifying an agreement to comply with all requirements of the program and PIH Notice 2012-32 and PIH Notice 2017-03, REV-3**

**WHEREAS**, the City of Manistee Housing Commission [CMHC], has determined that disposition of its public housing units and replacement with vouchers would allow CMHC to leverage additional funding via low-income housing tax credits, private financing, and other sources to rehabilitate and modernize the housing stock to the benefit of the tenants and the City of Manistee; and

**WHEREAS**, the CMHC, currently operates 214 public housing units for families and 4 public housing units for other purposes for a total of 218 public housing units; and

**WHEREAS**, the RAD Program is authorized by the Consolidated and Further Continuing Appropriations Act of 2012 (Public Law 112-55, approved November 18, 2011); and

**WHEREAS**, the RAD Program allows public housing authorities to convert public housing subsidies into a long-term, Project-Based Section 8 rental assistance subsidy that provide a more stable and predictable annual subsidy; and

**WHEREAS**, more stable and predictable revenues would allow CMHC to apply for Low-Income Housing Tax Credits and other sources of financing to fund public housing renovations if necessary; and

**WHEREAS**, CMHC has contracted with EJP Consulting Group, LLC to consult and provide assistance on the structuring of CMHC’s application to HUD for RAD disposition; and

**WHEREAS**, CMHC has determined that submitting a RAD application for 218 public housing units is financially feasible and that the preliminary financing proposal is able to meet the project’s indicated needs in comparison to all costs and operating expenses involved in the conversion; and

**WHEREAS**, WHEREAS, CMHC has conducted two resident meetings and summarized the comments and responses from these meetings;

**NOW, THEREFORE,** on the motion of **Commissioner – James Bond**, supported by **Commissioner - Kelly Tomaszewski**, and voted upon as follows;

**BE IT RESOLVED**, that the Board of Commissioners of the City of Manistee Housing Commission hereby adopts Resolution 2018-03 authorizing Clinton McKinven-Copus, the Executive Director of CMHC, to execute a RAD Program Application with the U.S. Department of Housing and Urban Development (HUD) and certifying an agreement to comply with all requirements of the program and PIH Notice 2012-32 and subsequent notices; and

**BE IT FURTHER RESOLVED** that if the RAD Program application should be approved, the Board also authorizes the execution of all applicable award agreements and the implementation of the RAD Program Plan as described in the application.


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

**RESOLUTION DECLARED**

Passed       Failed

**CERTIFICATION**

By the signatures of the President and Executive Director below, it is CERTIFIED that on August 28, 2018, the City of Manistee Housing Commission Board of Commissioners approved Resolution 2018 – 03 and that the foregoing is a true and correct copy.

  
\_\_\_\_\_  
Doug Parkes, Vice -President

  
\_\_\_\_\_  
Clinton McKinven-Copus, Executive Director