



Agenda, Minutes, Reports, and Resolutions

Board of Commissioners Regular Meeting

Monday, August 28, 2023, at 6:00 pm

Hope White, Chairwoman

Marcus D. Goodson, Interim Chief Executive Officer



Sanford Housing Authority (SHA)
Board of Commissioners Regular Meeting
AGENDA

Date: August 28, 2023

Time: 6:00 pm

Place: SHA Central Office located at 317 Chatham St. Sanford, NC 27330

Please silence all cell phones and refrain from cell phone use during the meeting

1. Roll Call
2. Adoption of Minutes-July 24, 2023, Regular Board Meeting
3. Adoption of Minutes-August 2, 2023, Special Board Meeting
4. Financial Report (See Attachment)

Department Head Reports

5. Public Housing and Maintenance Reports
6. RAD-LIHTC Housing and Maintenance Reports
7. HCV Reports
8. Resident Services Report

CEO's Reports

9. Development Report
10. New Business/Board (See Attachments)
 - A. Resolution Approving the Revision to the Public Housing Flat Rents
 - B. Resolution Approving the Revision to the Public Housing Utility Allowances
 - C. Resolution Approving the 2024 SHA Annual Plan
11. Commissioners' Comments
12. Public Comments
13. Closed Session (If needed)
14. Adjournment

Board of Commissioners Meeting Monday, July 24, 2023

BOARD MINUTES

1. A meeting of the Board of Commissioners for Sanford Housing Authority was held on Monday, July 24, 2023, at 6:05 p.m. at SHA Central Office, 317 Chatham Street, Sanford, NC 27330. Notice of this meeting was duly posted.
2. Roll Call:

ATTENDANCE:

Commissioner Hope White, Chairperson
Commissioner William Newby, Vice Chairperson
Commissioner Erin Britton
Commissioner Carolyn Gilchrist
Commissioner Karen Wicker (Called In)
Commissioner Aeschliman

ABSENT:

3. APPROVAL OF MINUTES:

Ms. White asked for a motion to be made to approve the board minutes from the May 22, 2023, regular board meeting. Mr. Newby moved to approve the May 22, 2023, board minutes, with corrections. Mr. Newby motioned to adopt the minutes. **(Could not determine who seconded the motion)**. The motion passed unanimously.

Ms. White said that she thinks that Shkera's name is spelled wrong and there was an incomplete sentence in the first paragraph of the CEO's report, Ms. White was speaking but the sentence is incomplete and it either needs to be revised or removed. Mr. Goodson said that on page 5, her name is spelled correctly. Shkera confirmed that the spelling was correct. Mr. Goodson said that we try to do the minutes verbatim as best we can. We try to get it right as best as we can. Mr. Goodson asked if we could speak up so that the microphone could pick up what was being said. Ms. White said that they do not have to be verbatim. Mr. Goodson said that when we do not do it verbatim, it can be subjective, and we do not want to misrepresent what the person said.

Audit Report

Mr. Goodson stated that we have a lengthy agenda because we did not meet in June. Sergio Gonzalez, one of the auditors, gave a review of the audit report. Mr. Goodson said that we had 1 finding but we will get better and eventually have 0 findings. Mr. Goodson said that BDO also has played a key role in the findings, being as few as possible. Sergio said that he appreciated everyone who took part in the audit, the staff and Jake were very cooperative and helpful. Sergio made disclaimers before he started his presentation. He stated that the accounting policies are described in note one, there were no new policies adopted during the year and that all numbers in the financial statements are not all hard and fast numbers, some require estimates like depreciation. He gave the example: If you purchase a building for a million dollars, you will not expense the building during the first year, but you will expense it or depreciate it over the life of the building which is typically 40 years. Another estimate that is built into the financial statements is for tenant receivables and note receivables, which

can be a rather large allowance for Garden-Gilmore; this estimate is based on projected future and based on a present cash flow value basis; these can change from year to year.

Sergio said that he also had to make the disclaimer that there were no difficulties met when conducting the audit. If there were any uncorrected misstatements, there were one or two miscellaneous things that they passed during adjustments but were not immaterial, so they did not need to be addressed.

He stated that there was only one material adjustment and that was towards the end of the audit where he and Jake discussed the allowance for uncollectable notes receivables for Matthews, Garden, and Gilmore and based on future cash projections and cash flows, that allowance should have been increased by a million dollars which was the only adjustment posted that was significant. He said that this was done for accounting purposes and does not mean that any money is missing. There were no disagreements with management.

Sergio continued to the financial statements, he said that he would give an overview of them and if anyone had questions, they could just stop him. Page 1 showed the Independent Auditor's Report with the auditor's opinion which is at the front of the report instead of the back of the book like previous years. Sergio said that the audit is a clean opinion as of September 30, 2022, which means that you can rely on the financials and there were no material misstatements that were not corrected. On page 12 he pointed out the balance sheet, which is called in a for-profit business but in a non-profit organization, it's called a Statement of Net Position; it shows your assets and liabilities up to a specific date, which is September 30th. He said that it is different than in prior years. The discrete part unit MGG, as of December 31, 2021, was audited by other auditors; SHA has a small percentage of ownership and that's why they are included.

He said that we would however focus on the authority column. The first number that Sergio focused on was the total assets and deferred outflows of resources which was a total of \$10,763,996; last year's total assets for \$11,500,000. Sergio pointed out that this is a difference of about \$800,000 and the reason for the decrease is that the cash went down by about a million dollars and notes receivable. Went down about a million dollars and capital assets increased by about 1.6 million dollars, mostly from the Linden development. He then covered total liabilities which is \$1,369,939, last year's was approximately \$900,5000, which is about a difference of \$500,000 because the Linden property was financed with a note payable so that is why the debt increased. Net position is your equity, the difference between assets and liabilities, or what you have earned over all the years the authority. Net position as of September 30, 2022, was \$9.3 million, last year's was \$10.6 million so it went down by \$1.2 million which means that the expenses were higher than the revenues.

On page 13 Sergio spoke about the Income Statement or the Revenues, Expenses, and Changes in Fund Net Position. The loss or change in position was \$1,237,886 for the year. He explained that the total operating revenue was over \$6.6 million but last year's revenue was about \$7.6 million, The reason is that last year we had developer's fees of about \$800,000 thousand from discrete part income, but we did not have them for this particular year. Operating expenses are \$8.3 million; last year's operating expenses were \$8.5 million. The loss of \$1.6 million should be offset by what you received from HUD in Capital Grans of \$445,655, you get a net loss of \$1.2 million; Sergio said that this may change each year because it depends on the type of funding being received and the amounts received.

Sergio mentioned that pages 15-37 are notes of the financial statements and they confirm the financial statements and proceeded on to discuss page 52, Schedule of Findings and Questioned Cost. Sergio said that some organizations have multiple findings but one finding is good, but the goal is zero findings of course. He said that it is a recurring finding in the HCV tenant files. By HUD standards, we are supposed to have certain documents in the tenant files and do our due diligence to have things signed and our income calculations should be correct. He recommended that the key is to be detail-oriented with all HUD paperwork updated in the tenant files. Sergio said that there was a lot of turnover in the past years so it's a good audit and we will get better as Mr. Goodson stated. On page 59 there is a management letter with a recommendation to conduct quality control re-inspections throughout the year, not all at one point in time. This recommendation was the only

recommendation and did not affect the overall audit. Sergio asked if there were any questions. Sherri Campanale asked if there was corrective action; Sergio said that the corrective action plan was completed and is on page 56. He said that the corrective action plan had to be attached to the audit and the action that was taken is outlined on page 57. There were no questions.

Financial Report

Jake presented financials as of June 30, 2023. Jake said that September is the end of the fiscal year, so we are three quarters before the end of the fiscal year, so we have a good sample size. Jake said that public housing has a year-to-date net income of \$15,000 dollars compared to the budgeted income which is about \$110,000 dollars. One of the primary reasons for the variance is the CFP 1406 money but we are drawing that money down now. Also, there is some HUD money that we had budgeted but have not received because the paperwork is still being processed and once that's done, we should almost be on budget.

As far as an AMP-by-AMP basis, it's been the same theme all year.

AMP One has a net income of \$110,000, AMP Three has an income of \$9,800 but Stewart Manor has a loss of \$105,000, but actions are being taken by management to address that. Jake said that AMP 1 and AMP 3 are at a break-even point plus a surplus, but AMP 2 has been running that loss. Mr. Goodson reiterated that we've got Stewart Manor emptied out, so as we get further into the year, those numbers should change since everyone has been out for about a month and now, we should start seeing more black under AMP 2. Jake said that we will start having discussions about where to reallocate the staff costs; we can put them somewhere else.

Jake addressed the Central Office Call Center (COCC), and 226 Linden grouped together because the Housing Authority now owns 226 Linden outright so it's not its own separate entity. We have a budget loss of \$139,000 dollars, the actual is \$58,000, though that is obviously a substantial loss, it's not as much as budgeted.

The administrative expenses are less than budgeted because there are savings in the salaries category. There's a full finance director and executive director, among other things included in the salary budget but you haven't incurred those costs year to date, although you do have consulting costs for BDO and Mr. Goodson, but overall, the administrative costs and then so you're running that loss but not as high as expected.

We have that budget of loss on COCC, and we'll just reiterate again that we're structured to have the loss in this area until Matthews Court and Garden Gilmore produce excess cash; if those properties run at a profit and money comes back free and clear to the Housing Authority to supplement the operating loss on the central office, management's goal of clearing the loss will be achieved.

Jake explained that we should have a developer's fee coming in for Matthew's Court and Garden-Gilmore to supplement the losses somewhere for a couple hundred thousand dollars. Jake asked Mr. Goodson if there were any updates on that. Mr. Goodson said that construction is done and now we need to address stabilization from an operations standpoint and now that Sherri is here, we can speak about how we will resolve this issue. Mr. Goodson reiterated that it is a lease-up issue.

Mr. Goodson also explained that we had a couple of outstanding invoices for vendors and contractors that we had to get paid which we did because there were a couple of liens that hadn't been called in as liens, but we had to pay them off before we closed out. Mr. Goodson said that we just paid the last one, which was Powerlift, for about \$29,000 but we're close to receiving developer fees.

Jake moved on to the Housing Choice Voucher Program. Jake reported that on the administration of the voucher program, we are at an \$8,000 loss year-to-date compared to a budget of about break-even and various costs are over budget. Jake thinks that a decent amount is due to timing. So, before any action is taken, Jake recommends that we wait to see the outcome closer to the end of the year. For the HAP part, there is \$86,000 of restricted net position but this will basically zero out over time.

The balance sheet shows that cash is tight and the COCC is in a deficit cash position essentially borrowing from business activity as well as the CCSD entity, and a little from public housing. Jake said that hopefully, developer fees can come in before the fiscal year ends because he doesn't want to show a loss on the financials because the COCC borrowed from public housing which is what is taking place right now. Jake explained that it's all in one account, which is fine. Mr. Goodson explained that the developer fees should be in well before the end of the fiscal year. Jake said if we get developer fees in, we'll be good, and we won't have to worry about it. Mr. Goodson said that they should come in August.

Ms. White asked what was causing the big deficit at the COCC and why it was so high. Jake said that it has to do with the structure because of an effective RAD back inversion. The public housing management fees are a lot higher than the tax credit entity management fees and with pretty much all agencies that convert to RAD, the ongoing fees are a lot lower so you can have the same setup in the central office as before, but because the management fees you're getting on a monthly basis are a lot lower now than when that property was public housing, you run those deficits. The other side of it is if that tax credit property runs at a profit, all that money can come over to the COCC. So, it's riskier but more rewarding. Mr. Goodson explained that the problem that we're having is that we've still got this vacancy rate, so we're losing out on revenue each month; We did a quick calculation in a staff meeting and it's about \$17,000 a month which is \$204,000 dollars for 12 months that we're losing out on. Mr. Haire asked if this was due to the units not being online or are people not applying. Ms. White asked Jake to finish first before the conversation continued. Jake asked if there were any questions. There were no questions for Jake.

Mr. Goodson answered Mr. Haire's question and said that it is a combination of both, we have units that are offline that need to be turned. Mr. Goodson introduced Sherri Campanale, the new Director of Operations. Mr. Haire explained that Stewart Manor has 99 units that everyone was moved out of because it needed to be renovated. Mr. Goodson said that the occupancy has decreased over time because of the condition of the building. Mr. Goodson pointed out that within a month, Sherri has uncovered a lot of things that we have to correct and now we are figuring out what we don't know and what we need to know. Mr. Goodson said that his priority when he got here was to get the staff out of the Carthage Street office location and to get the tenants out of Stewart Manor because of their conditions.

Ms. White directed the board's attention back to the reports. Ms. White said that if board members have questions about operations to call Sherri. Ms. White also introduced Holly as the new board member and explained that Dr. Wicker was absent due to a family emergency. Mr. Goodson said that he's met with Holly but has not had a chance to take her around to show her all the properties but would do so.

Public Housing and Maintenance Reports

Linden Heights, Utley Plaza, Foushee Heights

Michelle Walker reported that 226 Linden Avenue is 100% occupied. Michelle also shared that at Utley Plaza, we have four offline units that need a lot of work done to them and two units that still need to be turned. For Utley Plaza, we have two offline units and six that need to be turned in by the contractors. Foushee Heights has one offline and though the report shows five, it's six that need to be turned. Michelle reiterated that we have

units that are vacant and that we're losing money so we need contractors who can turn the units because we have plenty of people who we can put in the units.

Ms. White asked what happened to the contractors and Mr. Goodson said we are bringing in another contractor. Ms. White asked if we are replacing the current contractors or in addition to the current contractors. Mr. Goodson explained that the new contractors would be in addition to the current contractors. Ms. White asked if that was financially smart. Mr. Goodson said that we don't make any decisions that we cannot manage; we are learning things now that the current contractor is not doing what he should be doing. Ms. White said that in her opinion, we should not keep the current contractors if they are not doing the job and get rid of them because we do not have the money to play around with anyone. Mr. Goodson explained that we have a new Maintenance Supervisor who is overseeing this project. So, Sherri will be investigating before we approach the current contractor about the scope of their work. Ms. White asked if we would have a definitive answer on this before 30 days and Mr. Goodson said that we'll know sooner. Ms. White asked that a decision be made sooner rather than later and then asked the other board members for their opinions about the red in the financials.

Mr. Newby said that we need a system of checks and balances. He said that we should have a checklist of things that the contractors should be doing so that the contractors and maintenance are on the same page. In the future, we won't have to go through this if the contractors are not working out, then we can just choose a different contractor. Mr. Newby said that he feels Ms. White's frustration because of what we've been through and some of the other board members may not because they're newer and we don't need to keep going through these issues after the fact because brings back some tension and some anxiety from the things that we've experienced in the past. Mr. Newby referenced a corrective action plan going forward so that whatever contractor we go with will be given the checklist that the Maintenance Lead and the contractor can go by to make sure the job is done right the first time.

Mr. Goodson said that there is a checklist but what we recently found out is that the contractor was only using two employees, but we thought that they had at least four employees working on the units. He also said that we are now finding out that the contractor is asking for more money because there are two different paint colors in the units. Mr. Newby asked if it is a breach of contract considering that we were promised a certain time limit and four employees working instead of two. Mr. Goodson said that we are trying to stay out of legal battles and there are ways to part ways amicably. Mr. Goodson said that a decision will be made this week. Ms. White said moving forward, Sherri and the property managers need a list of what needs to be done in the units. Ms. White said that if contractors are not doing the job, we need to part ways because we've been burnt too many times and we've had too many court cases.

Stewart Manor & Harris Court

Ms. White asked about an after-hours work order for Stewart Manor. Anesha explained that it was to open the door for a contractor and that Sherri is working with maintenance to better decide what constitutes an emergency.

RAD (LIHTC) Housing & Maintenance Reports

Danielle Tilghman, Property Manager, said that we currently have 17 vacancies. We also have two people who should be moving in this week, and they are working on other applicants. Danielle said that we have a couple of units that need to be turned. Ms. White asked if we got the unit back in Matthews Court where someone died. Danielle said yes, and we now have 2 vacancies in Matthews Court other than 333 and 352. Ms. White asked what we are doing with the space that used to be an office at Gilmore Terrace. Danielle said that it is an office and a unit together, but the unit is empty because the tenant moved to LUF. Ms. White asked how many units need to be leased up so that we can reach stabilization and Sherri said 10 must be leased up. Ms. White asked if

we have a waitlist. Sherri said that we met with Section 8 and the Property Managers, and we don't have a waitlist for the 3 bedrooms, therefore Michelle, and HCV staff have letters going out to invite applicants on their waitlist to apply for MGG because they may get housed quicker. We need nine people to qualify for the 3-bedroom units and 1 to qualify for the 2-bedroom units. Sherri said that if we have specific tenants that could be candidates for MGG, they must go through qualifying first because the requirements are different from public housing (In public housing you can have a higher income than at the tax credit units).

Mr. Goodson explained that during our staff meeting last week, we decided to prioritize MGG getting leased up. The letter went out to potentially eligible candidates to apply for MGG on a voluntary basis. All the new units have brand-new appliances and HVAC. Mr. Goodson explained that we are actively recruiting qualified tenants in public housing and HCV participants for MGG because we've got to get MGG leased up because it will bring in more revenue and help the HCV department's numbers as well. Mr. Goodson explained that when he speaks of leasing up at MGG and helping the HCV department's numbers, it is because MGG has Project Based Vouchers and the voucher is connected to the unit, not the person. Mr. Haire asked, what are the qualifications? Sherri explained that they must meet the income qualifications which cannot be above 50% of the AMI. Mr. Haire asked how many people we needed to have to qualify for the three-bedroom and Sherri said nine people.

Sherri also said that with public housing, the air conditioning units are failing daily so hopefully this will work in our favor and people will apply for the newer units at MGG. We cannot buy new air conditioning units right now so if they qualify for a unit at MGG and move, this will help the agency. Sherri explained that there is no waitlist for MGG and therefore, they could possibly get housed sooner than remaining on the public housing waitlist only. Mr. Newby reiterated that we could pull them from the public housing waitlist and move them over to the MGG waitlist. Sherri said that we are not putting off MGG, but this is \$204,000 dollars in revenue that we are not getting so that is why this has been pushed to priority and securing the other contractors to turn the units quickly so that they will be ready for lease-up within a 30-day period. After we lease up all units at MGG, then we will move on to public housing.

Ms. White asked how many people we have on the public housing waiting list and Michelle said that we have plenty of people so when they move them out to MGG, we'll have someone to move in. Sherri said that she will start working to implement ready files here and that we should always have them for each program so that when people move out, we already have people qualified for the programs. The ready list is an initiative that we must start. With the ready file, when five people move out, you're not calling somebody on the waitlist to come in for an appointment to make them ready and gather their information because you will already have them qualified. Sherri said that it's an ongoing process with a monthly goal to have at least 25 ready files for every bedroom size for each property.

Ms. White asked if we have reached out to any of our community partners regarding MGG vacancies. Sherri said that we have a letter that's going to be going out to all our social service agencies in all counties, Harnett County, Lee County, Southern Pines, and Moore County, so not just our counties. Even though there are housing authorities in those areas, you can still send your information to be posted to social service agencies, churches, and libraries to be posted. Ms. White clarified that she was speaking more of the community partners here like the community agencies in Sanford. Sherri said that we have recruited Kierria to come and help get the word out through her program. Mr. Goodson said that even before Sherri got here, we were doing the work to inform the community partners and Shkera added that she will make sure that the community partners are aware. Mr. Goodson said that we will be expanding to these county agencies like Chatham County and Harnett and other counties because there are people who live in those counties who perhaps would rather live in Lee County.

Ms. White asked who owns the Harnett County Property and Keren clarified that Harnett Training School is a Project Based Voucher property that receives Section 8 vouchers and SHA does not own it.

Ms. White asked if we had removed the graffiti at Garden Street and Shkera replied that it is down.

Mr. Goodson recommended that we be careful because they'll put it back up.

HCV Report

Keren asked if there were any questions about the report. Ms. White commented that we finally made it to 97 utilization. Keren said that MGG has helped the utilization rate. Keren said that the HCV department is processing applicants from the waitlist, and they are about to do another pull.

The first set of applicant letters went out and we're ready to pull the next one. Keren said that they are processing the applicants and are about to do the next pull of applicants because they are pulling 100 applications at a time. Keren said that from the earlier list, we have about 100 applicants who are looking for units and we have started pulling from the new list. Sherri said that our goal is to put 100 voucher holders on the street until we are up to 101%. On the street means they have been approved and are now looking for a place. Sherri said that statistically she is pulling 100 and out of the 100, only 30% will qualify or show up and that's why she must pull 100 per month because that's not what she's going to get. Sherri explained that the end of the fiscal year is quickly approaching, and we must be at a certain percentage to get our SEMAP score. Ms. White said that the fact that we are at 97% utilization is great, considering we have not been there in a year.

Ms. White then spoke about the finding in the files because we need to fix it. Keren said that she is now personally receiving 100% of the files and that this audit was for October 2021 until September 2022, she did not start until April 2022 but now she is reviewing all the files so we should not see the same finding next year. Ms. White said that there was a checklist that was created to make sure that things were not missing. Keren said that they use the checklist. Ms. White said, in her opinion, that if someone has the checklist and the files are still missing things, they should be written up. Sherri commented that she and Keren have spoken about this because Mr. Goodson brought an auditor up here and she found the same thing. She said that she and Keren spoke, and they will do an audit of each file and do a percentage of what each person did for that month; they will randomly pick files to be audited. Sheri agreed that there must be a write-up if the files continue to be wrong otherwise, you'll never see a change and hopefully, the write-up will be taken to promote change. Ms. White said that she doesn't think that it's deliberate but maybe this is a training that needs to be done so that people will know exactly what goes in the file and where they go. Keren sent the file to the auditor but the employees who worked on the file are no longer here. Mr. Goodson said that one good thing that came out of COVID is there is online training being offered through HUD and training is what the staff needs. Sherri said that we have a great staff, and they want to do the work. Ms. White said that she does not want to see that finding again because it has been a finding for at least the past 5 years. Mr. Goodson said that that was unacceptable. Ms. White said every year it's the same finding: miscalculations in math, driver's license missing, and social security information missing. Mr. Goodson asked if there were any other questions for HCV; there were no questions.

Resident Services Report

Ms. White asked if there was a new date for Family Day. Shkera said that it is Thursday at the same place, Gilmore, from 1 pm-3 pm. Ms. White said that she didn't know and asked Dr. Wicker if she knew. Dr. Wicker said that she knew because Blue Cross Blue Shield had to reschedule to the new date. Shkera said that she let the partners know but not the commissioners. Shkera said that she would send the information to Mr. Goodson

to update the commissioners. Mr. Goodson took responsibility and apologized for not communicating with them about the new date.

Shkera said that we had 9 participants in the Kramden Institute computer class, which is based out of Durham. The participants received a free computer, a flash drive, and a year of technical support. We will have another class in August, the 7th through the 11th. Mr. Goodson said that he went by to say hello to the participants and the computers were nice. Ms. White asked if Shkera was still doing housekeeping workshops and how often they should be done. Shkera said that she had not done one recently. Michelle said that we are supposed to do it at least once a year unless there is a continuous problem and then we can go in more often. Sherri said that HUD requires that we are inside the units at least once a year, but we will be doing it a minimum of once a quarter. Shkera said that she doesn't go into the units, but she offers workshops. Sherri said that she has talked to Shkera, and we do need to send tenants to the housekeeping courses because some people don't know, and they need to be taught how to do housekeeping. Ms. White said that she would like to see the housekeeping courses start again.

Ms. Gilchrist said that she went to the house where there were so many cats. Michelle said that she has it in writing and the lady now knows not to feed the cats. Sherri said that even if the resident stops feeding the cat, they will still come back. Ms. Gilchrist asked if we could call Animal Control, but Michelle said that she called, and was told that unless the animal has attacked someone, they will not come out. Ms. White asked who was coming to the Family Day and Shkera replied that she has Legal Aid, alcohol and drug services, Partnerships for Families, SECU, the Foodbank, Blue Cross Blue Shield, The Friendly Dental Van, and the NAACP.

Ms. White said that she is an associate of a foundation called Let's Do It Together and they are giving away about 500 free book bags for school-aged children on August 5th at Horton Park so if anyone knows someone who needs a book bag, they should let them know. The event starts at 10:00 a.m. and will have a DJ, the splash pad, and the pool will be open. Also, community partners like Central Carolina Community College (CCCC) will be there. Sherri said that Lowes, Home Depot, and Kohl's have people who would come out and help with events and have a line item to give to help the community.

Development & Modernization Report & Interim CEO's Report

Ms. White asked if Stewart Manor has 99 or 100 units based on the Request for Qualifications ad that Mr. Goodson submitted. Mr. Goodson said that he was corrected by Stogner that it is 99 units and 1 office. Ms. White asked if he would now correct the RFQ before it's sent out. Mr. Goodson said that if we put it back online, we would have to put it all back at 100. Mr. Goodson said that this community cannot afford not to have 99 or 100 units offline. Mr. Goodson said that we should do a blended RAD conversion. Ms. White said that she fears another RAD conversion. Mr. Goodson explained that we can do it, but it must be done right. He said that the issue is that with MGG, we used all our reserves and did not have a ready list to fill the units. He said with Stewart Manor, we should have a ready list so that people are ready to come back in and the sooner we make a commitment to getting it back online, both the city and county still have funding to help us. Ms. White said that we had a lot of problems with Stewart Manor. Mr. Goodson said that one of the issues was that it was senior/disabled so you only must be 21 to qualify. Ms. White said that it was under Ms. Judd's tenure that it became elderly/disabled but not anymore.

Ms. White said that she wants to go back to the old way that we do the packets where the action to be taken is clear. She asked the board for a motion. Mr. Newby motioned to approve the RFQ for Stewart Manor, and Ms. Gilchrist seconded. All were in favor, the motion passed unanimously.

New Business

Ms. Britton made a motion that the board approve the proposed utility allowances for the Housing Choice Voucher program and that they become effective October 1, 2023. Ms. Gilchrist seconded the motion. All were in favor; the motion passed unanimously. Ms. White said that it is far out, Sherri said that we should have the public housing one as well, but we don't have it ready because they are in the middle of recertifications; Next month we will start approving the October annuals, so they need to know what the utility allowances are. Sherry explained that the utility allowance is a federal regulation that housing authorities must update annually and is the allowance for utilities that we give our tenants. She said that the Section 8 utility allowance documents show all the different prices that it gives, and they go into detail about which utilities and the different housing structures; so, we must do one for every type of housing structure it is. The caseworker must figure out what part of the utilities the tenant must pay, and the rent is based on the gross rent minus the utility and public housing has the same thing. Sherri said that the tenant only gets the allowance for the utility that they pay for. Also, if the utility rate changes by at least 10%, you must update them, and they have not been updated in the past two years.

Board of Commissioners' Comments

Ms. White said that she wants to make sure that our procurement file with contracts is up to date. She said that she has asked for this information for the past six months and is scared that some contracts have not been renewed. She said that she wants every contract that we have at the next board meeting because she wants to make sure that we comply. She also expressed concern about our finances and wants all the outstanding balances that we have at the next board meeting. She said that she is particularly concerned about the Banks Law Firm and wants to know the plan to get them paid. She said that she had not shared this information with the board prior to now, but she got a call from the Banks Law Firm about the outstanding balances with them. She spoke with Mr. Goodson, and he sent payment the very next day. She said that she wants them to stay in our good graces and does not want this to change.

Ms. White said that she does not want to get a call from the community about invoices, she wants to know in advance about what is outstanding. Mr. Newby said that we need to pay the bills or at least get in contact with who we owe. Mr. Goodson said that he missed the Banks Law Firm invoice, but he called our creditors and explained to them what was going on. Mr. Newby said that we should be on top of all our monthly bills and if we don't have it, we should still be communicating. Ms. Whites said that she does not know how to afford it, but she wants an advertisement for a CFO. She said that she is asking for the job description to be put in order, I explained that we already have the job description. Mr. Goodson said that the challenge is how we will pay the person; we can get rid of BDO. She said that the CFO position must be a priority for us and explained in order a list of priorities for the agency: 1. Contracts, 2. Outstanding Bills, 3. CFO. Ms. White said that the staff has 30 days with the board's approval to manage these 3 priorities. Dr. Karen said that the 30 days is reasonable. Ms. White said that she is nervous that we have not renewed any contracts for the last year or a year and a half. She said that we were paying the feds back because we were paying an attorney whom we did not have a valid contract with.

Mr. Goodson said that with the outstanding invoices, he has called all creditors about when bills are late but, again, The Banks Law Firm he missed. Mr. Goodson said that he can get us a CFO, but he'll have to think about it. Ms. White said that it is not as imperative as the other two priority items. Mr. Goodson said that we need a CFO because the issues that we're dealing with are due to not having one. Mr. Goodson said that he and Sherri have the perfect person, but the person won't relocate from Florida. Ms. White said that we've already tried

having a remote CFO and it didn't work. Mr. Goodson said that he would think about it. Ms. White said that the board does not hire or fire so it's up to Mr. Goodson.

Mr. Goodson addressed the board packets. He said that what with the July board packet was unacceptable. He said that our goal is to get the board packets to the board at least 1 week before the board meeting; the Monday before the board meeting. We will do better with the board packets. He said that BDO said that their agreement caused them to get them to us by the 20th of the month so some months we will have to send the finances separately. Sherri said that she has spoken with her staff, and they know the expectations for the board packet information,

Mr. Goodson said that financially, we are struggling but he knows that we are going to get there. He compared our financial situation to Lee County Florida, an agency about half the size of SHA; they were not eligible for any shortfall money from HUD because of its financial strength; however, Sanford is eligible for the shortfall money and is strained financially.

Sherri said that outstanding balances at the sites are a priority to her. She said that we have a lot of people who owe us money. She said that each of the Property Managers has a plan, and we are writing a letter stating what they owe and following it up with a 30-day notice and then a termination letter. She also said that there are some payment agreements that are being offered but in the past when a tenant does not pay their rent, HUD does not allow them to make payment agreements. HUD allowed them during COVID but now it's done; so, they either pay their rent or they must go. Sherri said that we must collect the money that we are owed and get it off our books. Mr. Haire asked if we go after the people who owe us money and Mr. Goodson said yes, we send them to a collection agency; also, if we evict them, they still must pay. Sherri added that we also report the outstanding balances to HUD so that it is in their database if they try to transfer to anywhere in the United States; they will not be eligible for government housing programs until they pay us our money back.

Public Comments

There were no public comments.

Closed Session

There was no close session.

Adjournment

The meeting ended at 7:56 pm

Attest

Marcus D. Goodson

Date



Board of Commissioners Special Meeting Wednesday, August 2, 2023.

A Special Board Meeting of the Board of Commissioners for Sanford Housing Authority was held on Wednesday, August 2, 2023, at 6:00 p.m. via Microsoft Teams meeting online and via call-in. Notice of this meeting was duly posted.

1. Roll Call:

ATTENDANCE:

Commissioner Hope White, Chairperson
Commissioner Holly Aeschliman
Commissioner Carolyn Gilchrist
Commissioner Karen Wicker

ABSENT:

Commissioner William Newby, Vice Chairperson
Commissioner Erin Britton

2. New Business

Sale of the parcel of land located at 1000 Carthage St. to NCDOT for Right of Way and Damages for \$100,000.00.

Ms. White called the meeting to order at 6:02 p.m. There was one question regarding the required action item of voting on the sale of the parcel of land located at 1000 Carthage St. Dr. Wicker asked about the measurement units used in the first number indicated on the memorandum and Mr. Goodson replied that all the measurements are in acreage. Ms. White asked for a motion to be made to approve the sale of the parcel of land located at 1000 Carthage St. to NCDOT in the amount of \$100,000. Dr. Wicker motioned and it was seconded by Ms. Gilchrist. All were in favor; the motion was passed unanimously.

3. Adjournment

Ms. White called for a board member to motion to adjourn the meeting. Dr. Wicker motioned for the meeting to be adjourned and it was seconded by Ms. Gilchrist. The meeting was adjourned at 6:05 p.m.

Attest

Marcus D. Goodson

Date

4. Financial Reports (Attached)



Sanford Housing Authority
Entity Wide Balance Sheet
July 31, 2023

	Public Housing	COCC	HCV	Bus Act	ROSS/FSS	CCSD	Total
111-000 Cash Unrestricted	\$189,922	(\$303,696)	\$9,623	\$125,702	(\$70,400)	\$106,286	\$57,437
113-000 Cash Restricted	\$16,086	\$0	\$90,481	\$0	\$0	\$0	\$106,567
114-000 Security Deposit cash	\$38,338	\$0	\$0	\$0	\$0	\$0	\$38,338
115-000 Cash Restricted for Crt Liability	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cash	\$244,346	(\$303,696)	\$100,104	\$125,702	(\$70,400)	\$106,286	\$202,342
122-020 AR HUD Capital Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
122-030 AR HUD-Other	\$0	\$0	\$0	\$0	\$71,711	\$0	\$71,711
125-040 AR Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$586,555	\$586,555
126-000 Tenant Accounts Receivable	\$109,027	\$25,267	\$0	\$0	\$0	\$0	\$134,294
126-100 Allowance for Doubtful Accounts	(\$48,788)	\$0	\$0	\$0	\$0	\$0	(\$48,788)
124-000 AR Other Government	\$0	\$0	\$0	\$0	\$0	\$0	\$0
142-000 Prepaid Expenses	\$37,546	\$3,243	\$0	\$0	\$0	\$0	\$40,789
143-000 Inventories	\$0	\$0	\$0	\$0	\$0	\$0	\$0
143-100 Allowance for Obsolete Inventories	\$0	\$0	\$0	\$0	\$0	\$0	\$0
144-000 Interprogram Due From	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Current Assets	\$342,131	(\$275,186)	\$100,104	\$125,702	\$1,311	\$692,841	\$986,903
161-000 Land	\$431,083	\$90,545	\$0	\$361,065	\$0	\$0	\$882,693
162-000 Buildings	\$14,278,041	\$578,057	\$0	\$366,800	\$0	\$0	\$15,222,898
164-000 Administrative Equipment	\$597,378	\$133,998	\$22,355	\$7,003	\$0	\$0	\$760,734
165-000 Leasehold Improvements	\$528,235	\$0	\$0	\$0	\$0	\$0	\$528,235
166-000 Accumulated Depreciation	(\$11,217,552)	(\$535,535)	(\$22,355)	(\$213,528)	\$0	\$0	(\$11,988,970)
167-000 Construction in Progress	\$0	\$1,486,739	\$0	\$0	\$0	\$0	\$1,486,739
Total Fixed Assets (Net)	\$4,617,185	\$1,753,804	\$0	\$521,340	\$0	\$0	\$6,892,329
171-040 Notes Receivable	\$20,990	\$0	\$0	\$2,625,373	\$0	\$0	\$2,646,363
Other Assets	\$20,990	\$0	\$0	\$2,625,373	\$0	\$0	\$2,646,363
Total Other Assets	\$4,980,306	\$1,478,618	\$100,104	\$3,272,415	\$1,311	\$692,841	\$10,525,595
312-000 Accounts Payable	(\$11,102)	(\$444)	\$16,641	\$0	\$0	\$0	\$5,095
313-000 AP Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
322-000 Accrued Absences-Current	\$2,232	\$488	\$250	\$0	\$0	\$0	\$2,970
321-000 Accrued Wages/Payroll Taxes	\$5,283	(\$1,111)	\$3,373	\$0	\$607	\$0	\$8,152
341-000 Security Deposits Liability	\$33,277	\$0	\$0	\$0	\$0	\$0	\$33,277
342-030 Prepaid Rental Income	\$107,374	\$264	\$2,008	\$0	\$0	\$0	\$109,646
346-000 Accrued Liabilities Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
347-000 Interprogram Due to	\$0	\$0	\$0	\$0	\$0	\$0	\$0
345-000 Other Current Liabilities	\$34,303	\$0	\$0	\$0	(\$2,868)	\$0	\$31,435
Total Current Liabilities	\$171,367	(\$803)	\$22,272	\$0	(\$2,261)	\$0	\$190,575
353-000 FSS Escrow Liability	\$24,884	\$0	\$94,838	\$0	\$0	\$0	\$119,722
351-020 Loan Payable	\$0	\$737,997	\$0	\$0	\$0	\$0	\$737,997
352-000 Notes Payable (OIG)	\$0	\$20,991	\$0	\$0	\$0	\$0	\$20,991
354-000 Accrued Compensated Absences Non-Current	\$5,209	\$1,139	\$584	\$0	\$0	\$0	\$6,932
Total Long Term Liabilities	\$30,093	\$760,127	\$95,422	\$0	\$0	\$0	\$885,642
Total Liabilities	\$201,460	\$759,324	\$117,694	\$0	(\$2,261)	\$0	\$1,076,217
Retained Earnings	\$4,778,846	\$719,294	(\$17,590)	\$3,272,415	\$3,573	\$692,841	\$9,449,379
Total Liabilities & Retained Earnings	\$4,980,306	\$1,478,618	\$100,104	\$3,272,415	\$1,312	\$692,841	\$10,525,596



SANFORD HOUSING AUTHORITY
ENTITY WIDE INCOME STATEMENT SUMMARY
AS OF July 31, 2023

	Low Income Public Housing			Central Office Cost Center & 226 Linden			Housing Choice Voucher Admin			Housing Choice Voucher HAP		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance
Operating Revenue	\$1,316,742	\$1,376,620	(\$59,878)	\$451,305	\$395,627	\$55,678	\$457,578	\$422,495	\$35,082	\$3,433,816		
Administrative Expenses	\$318,658	\$415,583	(\$96,924)	\$407,194	\$521,208	\$114,014	\$440,517	\$408,615	(\$31,903)			
Tenant Services Expenses	\$19,200	\$1,774	\$17,426	\$18,441	\$7,417	(\$11,024)	\$7,503	\$5,927	(\$1,576)			\$0
Utilities Expenses	\$456,303	\$451,573	\$4,730	\$24,248	\$11,874	(\$12,374)	\$4,911	\$7,047	\$2,136			\$0
Maintenance Expenses	\$332,604	\$312,148	\$20,456	\$13,957	\$10,074	(\$3,882)	\$4,103	\$1,257	(\$2,846)			\$0
General Expenses	\$85,724	\$102,444	(\$16,720)							\$3,361,838		\$0
Total Operating Expenses	\$1,212,489	\$1,283,522	(\$71,032)	\$463,840	\$550,573	\$86,733	\$457,034	\$422,845	(\$34,189)	\$3,361,838	\$0	\$0
Net Operating Income (Loss)	\$104,253	\$93,098	(\$130,910)	(\$12,535)	(\$154,946)	(\$142,411)	\$544	(\$349)	\$893	\$71,978	\$0	\$0
Other Non Operating Exp												
Interest Exp- 226 Linden				(\$30,912)	\$0	(\$30,912)						
Non CFP Capital Expenditures	(\$33,255)	\$0	(\$33,255)	(\$2,526)	\$0	(\$2,526)						
Net Cash Flow	\$70,997	\$93,098	(\$22,101)	(\$40,921)	(\$154,946)	\$114,025	\$544	(\$349)	\$893	\$71,978	\$0	\$0
											\$0	\$0
											\$71,978	Beginning FY2022 RNP
												Ending RNP
Operating Revenue	\$0	\$0	\$0	\$86,580	\$0	(\$86,580)						
CFP Income - 1406	\$0	\$0	\$0	\$0	\$0	\$0						
CFP Income - 1408	\$0	\$0	\$0	\$0	\$0	\$0						
CFP Income - 1410	\$0	\$0	\$0	\$0	\$0	\$0						
CFP Income - 1480	\$0	\$0	\$0	\$0	\$0	\$0						
Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0						
Administrative Expenses	\$0	\$0	\$0	\$0	\$0	\$0						
CFP 1480 - Capital	\$0	\$0	\$0	\$1,196	\$0	(\$1,196)						
Tenant Services Expenses	\$0	\$0	\$0	\$0	\$0	\$0						
Utilities Expenses	\$0	\$0	\$0	\$85,384	\$0	(\$85,384)						
Maintenance Expenses	\$0	\$0	\$0	\$0	\$0	\$0						
Protective Services	\$0	\$0	\$0	\$0	\$0	\$0						
General Expenses	\$0	\$0	\$0	\$0	\$0	\$0						
Total Operating Expenses	\$0	\$0	\$0	\$86,580	\$0	(\$86,580)						
Net Operating Income (Loss)	\$0	\$0	\$0	\$0	\$0	\$0						
Non CFP Capital Expenditures	\$0	\$0	\$0	\$0	\$0	\$0						
Net Cash Flow	\$0	\$0	\$0	\$0	\$0	\$0						



Sanford Housing Authority
Income Statement Summary
 YTD as of July 31, 2023

	Utley Plaza			Linden Heights			Foushee Heights			Total AMP 1		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance
Operating Revenue	302,736.57	242,288.60	\$60,448	\$294,560	\$251,414	\$43,147	\$274,700	\$209,056	\$65,644	\$871,996	\$702,758	\$169,239
Administrative Expenses	61,031.81	81,044.80	(\$20,013)	\$63,105	\$77,705	(\$14,600)	\$60,027	\$62,819	(\$2,792)	\$184,164	\$221,569	(\$37,405)
Tenant Services Expenses	1,791.85	-	\$1,792	\$2,784	\$1,774	\$1,010	\$151	\$0	\$151	\$4,727	\$1,774	\$2,953
Utilities Expenses	105,644.86	81,619.00	\$24,026	\$71,777	\$85,458	(\$13,680)	\$130,823	\$107,657	\$28,166	\$308,245	\$269,733	\$38,512
Maintenance Expenses	50,503.54	35,179.20	\$15,324	\$92,200	\$77,644	\$14,556	\$53,720	\$28,160	\$7,560	\$178,423	\$140,983	\$37,440
General Expenses	10,981.05	25,426.60	(\$14,446)	\$38,088	\$24,051	\$14,037	\$7,880	\$20,149	(\$12,269)	\$56,949	\$69,626	(\$12,677)
Total Operating Expenses	229,953.11	223,269.60	\$6,684	\$267,955	\$266,631	\$1,324	\$234,600	\$213,784	\$20,816	\$732,508	\$703,685	\$28,824
Net Operating Income (Loss)	72,783.46	19,019.00	\$53,764.46	\$26,605	(\$15,217)	\$41,823	\$40,099	(\$4,729)	\$44,828	\$139,488	(\$927)	\$140,415
Non CFP Capital Expenditures	(\$18,237)	\$0	(\$18,237)	\$1,311	\$0	\$1,311	(\$6,543)	\$0	(\$6,543)	(\$23,469)	\$0	(\$23,469)
Net Cash Flow	\$4,546.64	19,019.00	\$35,527.64	\$7,296	(\$15,217)	\$43,134	\$33,556	(\$4,729)	\$38,285	\$116,019	(\$927)	\$116,946

	AMP 2/Stewart Manor			AMP 3/Harris Court			TOTAL OF ALL LIPI		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance
Operating Revenue	\$330,173	\$565,048	(\$234,874)	\$114,572	\$108,814	\$5,758	\$1,316,742	\$1,376,620	(\$59,878)
Administrative Expenses	\$116,153	\$153,389	\$37,236	\$18,341	\$40,635	\$22,294	\$318,658	\$415,583	(\$96,924)
Tenant Services Expenses	\$12,315	\$0	(\$12,315)	\$2,158	\$0	(\$2,158)	\$19,200	\$1,774	\$17,426
Utilities Expenses	\$129,076	\$150,584	\$21,508	\$18,982	\$31,256	\$12,274	\$456,303	\$451,573	\$4,730
Maintenance Expenses	\$110,898	\$130,450	\$19,551	\$43,283	\$40,716	(\$2,567)	\$332,604	\$312,148	\$20,456
General Expenses	\$23,593	\$26,997	\$3,404	\$5,182	\$5,820	\$638	\$85,724	\$102,444	(\$16,720)
Total Operating Expenses	\$392,036	\$461,420	\$69,384	\$87,945	\$118,417	\$30,472	\$1,212,489	\$1,285,522	(\$71,032)
Net Operating Income (Loss)	(\$61,863)	\$103,628	(\$165,490)	\$26,627	(\$9,603)	\$36,230	\$104,253	\$93,098	(\$130,910)
Non CFP Capital Expenditures	(\$5,670)	\$0	(\$5,670)	(\$4,116)	\$0	(\$4,116)	(\$33,255)	\$0	(\$33,255)
Net Cash Flow	(\$67,533)	\$103,628	(\$171,160)	\$22,511	(\$9,603)	\$32,114	70,997.38	93,098.00	(22,100.62)



**Low Income Public Housing
Balance Sheet
July 31, 2023**

	AMP1	AMP2	AMP3	Total
111-000 Cash Unrestricted	\$210,777	(\$104,281)	\$83,426	\$189,922
113-000 Cash Restricted-FSS	\$16,086	\$0	\$0	\$16,086
114-000 Security Deposit cash	\$16,912	\$31,297	(\$9,871)	\$38,338
122-020 AR HUD Capital Fund	\$0	\$0	\$0	\$0
126-000 Tenant Accounts Receivable	\$85,147	\$18,524	\$5,356	\$109,027
126-100 Allowance for Doubtful Accounts	(\$40,643)	(\$7,717)	(\$428)	(\$48,788)
142-000 Prepaid Expenses	\$26,477	\$9,199	\$1,870	\$37,546
143-000 Inventories	\$0	\$0	\$0	\$0
143-100 Allowance for Obsolete Inventories	\$0	\$0	\$0	\$0
144-000 Interprogram Due From	\$0	\$0	\$0	\$0
Total Current Assets	\$314,756	(\$52,978)	\$80,353	\$342,131
161-000 Land	\$167,782	\$231,345	\$31,956	\$431,083
162-000 Buildings	\$9,796,083	\$3,266,338	\$1,215,620	\$14,278,041
164-000 Administrative Equipment	\$267,787	\$209,822	\$119,769	\$597,378
165-000 Leasehold Improvements	\$316,902	\$173,421	\$37,912	\$528,235
166-000 Accumulated Depreciation	(\$7,614,445)	(\$2,704,794)	(\$898,313)	(\$11,217,552)
167-000 Construction in Progress	\$0	\$0	\$0	\$0
Total Fixed Assets (Net)	\$2,934,109	\$1,176,132	\$506,944	\$4,617,185
171-040 Notes Receivable	\$10,793	\$8,099	\$2,098	\$20,990
Other Assets	\$10,793	\$8,099	\$2,098	\$20,990
Total Other Assets	\$3,259,658	\$1,131,253	\$589,395	\$4,980,306
312-000 Accounts Payable	(\$2,817)	(\$475)	(\$7,810)	(\$11,102)
322-000 Accrued Absences-Current	\$1,531	\$581	\$120	\$2,232
321-000 Accrued Wages/Payroll Taxes	\$2,349	\$2,336	\$598	\$5,283
341-000 Security Deposits Liability	\$23,148	\$6,166	\$3,963	\$33,277
342-030 Prepaid Rental Income	\$63,644	\$32,900	\$10,830	\$107,374
347-000 Interprogram Due to	\$0	\$0	\$0	\$0
345-000 Other Current Liabilities	\$23,317	\$7,000	\$3,986	\$34,303
Total Current Liabilities	\$111,172	\$48,508	\$11,687	\$171,367
353-000 FSS Escrow Liability	\$24,740	\$0	\$144	\$24,884
354-000 Accrued Compensated Absences Non-Current	\$3,573	\$1,356	\$280	\$5,209
Total Long Term Liabilities	\$28,313	\$1,356	\$424	\$30,093
Total Liabilities	\$139,485	\$49,864	\$12,111	\$201,460
Retained Earnings	\$3,120,173	\$1,081,389	\$577,284	\$4,778,846
Total Liabilities & Retained Earnings	\$3,259,658	\$1,131,253	\$589,395	\$4,980,306

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3100-00-000 TENANT INCOME									
3101-00-000 Rental Income									
3111-00-000 Tenant Rent	12,936.00	6,508.00	6,428.00	98.77	120,153.17	65,080.00	55,073.17	84.62	78,096.00
3119-00-000 Total Rental Income	12,936.00	6,508.00	6,428.00	98.77	120,153.17	65,080.00	55,073.17	84.62	78,096.00
3120-00-000 Other Tenant Income									
3120-02-000 Cleaning Fee	0.00	15.00	-15.00	-100.00	150.00	150.00	0.00	0.00	180.00
3120-03-000 Damages	25.00	0.00	25.00	N/A	1,469.00	0.00	1,469.00	N/A	0.00
3120-04-000 Late Charges	0.00	0.00	0.00	N/A	-65.02	0.00	-65.02	N/A	0.00
3120-05-000 Legal Fees - Tenant	126.00	12.60	113.40	900.00	181.00	126.00	55.00	43.65	151.20
3120-09-000 Misc. Tenant Income	0.00	0.00	0.00	N/A	170.00	0.00	170.00	N/A	0.00
3121-00-000 Tenant Payment Agreement (TPA) Rent	0.00	21.21	-21.21	-100.00	0.00	212.10	-212.10	-100.00	254.52
3121-01-000 Tenant Payment Agreement (TPA) Fraud	0.00	224.70	-224.70	-100.00	0.00	2,247.00	-2,247.00	-100.00	2,696.40
3129-00-000 Total Other Tenant Income	151.00	273.51	-122.51	-44.79	1,904.98	2,735.10	-830.12	-30.35	3,282.12
3199-00-000 TOTAL TENANT INCOME	13,087.00	6,781.51	6,305.49	92.98	122,058.15	67,815.10	54,243.05	79.99	81,378.12
3400-00-000 GRANT INCOME									
3401-00-000 HUD PHA Operating Grants/Subsidy	36,660.22	17,447.33	19,212.89	110.12	199,012.42	174,473.30	24,539.12	14.06	209,367.96
3499-00-000 TOTAL GRANT INCOME	36,660.22	17,447.33	19,212.89	110.12	199,012.42	174,473.30	24,539.12	14.06	209,367.96
3600-00-000 OTHER INCOME									
3610-00-000 Investment Income - Unrestricted	0.00	0.02	-0.02	-100.00	0.00	0.20	-0.20	-100.00	0.24
3699-00-000 TOTAL OTHER INCOME	0.00	0.02	-0.02	-100.00	0.00	0.20	-0.20	-100.00	0.24
3999-00-000 TOTAL INCOME	49,747.22	24,228.86	25,518.36	105.32	321,070.57	242,288.60	78,781.97	32.52	290,746.32
4000-00-000 EXPENSES									

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4100-00-000 ADMINISTRATIVE EXPENSES									
4100-99-000 Administrative Salaries									
4110-00-000 Administrative Salaries	1,866.20	2,410.61	544.41	22.58	21,291.61	24,106.10	2,814.49	11.68	28,927.32
4110-04-000 Employee Benefit	407.83	602.65	194.82	32.33	6,564.97	6,026.50	-538.47	-8.94	7,231.80
4110-99-000 Contribution-Admin									
4110-99-000 Total Administrative Salaries	2,274.03	3,013.26	739.23	24.53	27,856.58	30,132.60	2,276.02	7.55	36,159.12
4130-00-000 Legal Expense									
4130-02-000 Criminal Background	0.00	6.82	6.82	100.00	0.00	68.20	68.20	100.00	81.84
4130-02-000 Checks									
4130-04-000 General Legal Expense	0.00	133.95	133.95	100.00	0.00	1,339.50	1,339.50	100.00	1,607.40
4131-00-000 Total Legal Expense	0.00	140.77	140.77	100.00	0.00	1,407.70	1,407.70	100.00	1,689.24
4139-00-000 Other Admin Expenses									
4140-00-000 Staff Training	0.00	18.25	18.25	100.00	0.00	182.50	182.50	100.00	219.00
4150-00-000 Travel	0.00	6.54	6.54	100.00	0.00	65.40	65.40	100.00	78.48
4171-00-000 Auditing Fees	0.00	375.23	375.23	100.00	0.00	3,752.30	3,752.30	100.00	4,502.76
4173-00-000 Management Fee	1,640.41	2,805.31	1,164.90	41.52	16,404.10	28,053.10	11,649.00	41.52	33,663.72
4176-00-000 Contract-Bookkeeping	856.83	610.51	-246.32	-40.35	8,568.30	6,105.10	-2,463.20	-40.35	7,326.12
4189-00-000 Fees									
4189-00-000 Total Other Admin Expenses	1,640.41	3,205.33	1,564.92	48.82	16,404.10	32,053.30	15,649.20	48.82	38,463.96
4190-00-000 Miscellaneous Admin Expenses									
4190-01-000 Membership and Fees	0.00	3.00	3.00	100.00	0.00	30.00	30.00	100.00	36.00
4190-03-000 Advertising	0.00	1.07	1.07	100.00	9.90	10.70	0.80	7.48	12.84
4190-04-000 Office Supplies	0.00	32.20	32.20	100.00	58.79	322.00	263.21	81.74	386.40
4190-06-001 Computer Equipment	0.00	83.82	83.82	100.00	0.00	838.20	838.20	100.00	1,005.84
4190-07-000 Telephone	0.00	182.14	182.14	100.00	411.00	1,821.40	1,410.40	77.43	2,185.68
4190-08-000 Postage	0.00	80.35	80.35	100.00	254.55	803.50	548.95	68.32	964.20
4190-09-000 Software License Fees	0.00	12.57	12.57	100.00	342.61	125.70	-216.91	-172.56	150.84
4190-11-000 Printer Supplies	0.00	61.23	61.23	100.00	0.00	612.30	612.30	100.00	734.76
4190-12-000 Software	0.00	0.00	0.00	N/A	854.25	0.00	-854.25	N/A	0.00
4190-13-000 Internet	0.00	33.00	33.00	100.00	879.92	330.00	-549.92	-166.64	396.00
4190-14-000 Fax	0.00	0.76	0.76	100.00	16.06	7.60	-8.46	-111.32	9.12
4190-15-000 Cell Phones/Pagers	0.00	13.11	13.11	100.00	236.77	131.10	-105.67	-80.60	157.32
4190-16-000 Computer	0.00	343.36	343.36	100.00	4,243.42	3,433.60	-809.82	-23.59	4,120.32
Agreements/Contract									

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4190-17-000 Temporary Administrative Labor	0.00	20.65	20.65	100.00	0.00	206.50	206.50	100.00	247.80
4190-19-000 Professional Services	3.71	155.82	152.11	97.62	445.63	1,558.20	1,112.57	71.40	1,869.84
4190-24-000 Leased Office Equipment	161.53	69.84	-91.69	-131.29	630.93	698.40	67.47	9.66	838.08
4190-25-000 General Sundry	0.00	-0.01	-0.01	-100.00	0.00	-0.10	-0.10	-100.00	-0.12
4190-26-000 Collection Costs	0.00	41.70	41.70	100.00	-181.00	417.00	598.00	143.41	500.40
4191-00-000 Total Miscellaneous Admin Expenses	3,296.10	4,758.38	1,462.28	30.73	44,627.71	47,583.80	2,956.09	6.21	57,100.56
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	4,936.51	8,104.48	3,167.97	39.09	61,031.81	81,044.80	20,012.99	24.69	97,253.76
4200-00-000 TENANT SERVICES									
4220-01-000 Other Tenant Svcs.	0.00	0.00	0.00	N/A	841.85	0.00	-841.85	N/A	0.00
4230-01-000 Tenant Relocation	0.00	0.00	0.00	N/A	739.00	0.00	-739.00	N/A	0.00
4230-02-000 Tenant - Court Expenses	30.00	0.00	-30.00	N/A	211.00	0.00	-211.00	N/A	0.00
4299-00-000 TOTAL TENANT SERVICES EXPENSES	30.00	0.00	-30.00	N/A	1,791.85	0.00	-1,791.85	N/A	0.00
4300-00-000 UTILITY EXPENSES									
4310-00-000 Water	502.95	1,526.36	1,023.41	67.05	26,198.35	15,263.60	-10,934.75	-71.64	18,316.32
4320-00-000 Electricity	83.55	713.75	630.20	88.29	3,989.02	7,137.50	3,148.48	44.11	8,565.00
4320-01-000 Electricity-Vacant Units	83.04	0.00	-83.04	N/A	286.11	0.00	-286.11	N/A	0.00
4330-00-000 Gas	5,069.59	2,706.46	-2,363.13	-87.31	23,710.07	27,064.60	3,354.53	12.39	32,477.52
4332-00-000 Heating Oil	0.00	0.00	0.00	N/A	37.74	0.00	-37.74	N/A	0.00
4340-00-000 Garbage/Trash Removal	1,507.40	1,880.50	373.10	19.84	13,582.32	18,805.00	5,222.68	27.77	22,566.00
4390-00-000 Sewer	1,396.42	1,334.83	-61.59	-4.61	37,841.25	13,348.30	-24,492.95	-183.49	16,017.96
4399-00-000 TOTAL UTILITY EXPENSES	8,642.95	8,161.90	-481.05	-5.89	105,644.86	81,619.00	-24,025.86	-29.44	97,942.80
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000 General Maint Expense	2,197.75	1,471.24	-726.51	-49.38	24,658.41	14,712.40	-9,946.01	-67.60	17,654.88
4410-00-000 Maintenance Salaries	456.47	367.81	-88.66	-24.10	7,317.22	3,678.10	-3,639.12	-98.94	4,413.72
4410-05-000 Employee Benefit Contribution-Maint.									
4411-00-000 Maintenance Uniforms	67.76	37.77	-29.99	-79.40	666.84	377.70	-289.14	-76.55	453.24
4413-00-000 Vehicle Gas, Oil, Grease	0.00	182.07	182.07	100.00	1,140.23	1,820.70	680.47	37.37	2,184.84

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4419-00-000 Total General Maint Expense	2,721.98	2,058.89	-663.09	-32.21	33,782.70	20,568.90	-13,193.80	-64.08	24,706.68
4420-00-000 Materials									
4420-06-000 Supplies-	0.00	84.24	84.24	100.00	91.38	842.40	751.02	89.15	1,010.88
4420-07-000 Janitorial/Cleaning									
4420-07-000 Supplies-Maint/Repairs	0.00	88.89	88.89	100.00	0.00	888.90	888.90	100.00	1,066.68
4420-08-000 Supplies-Plumbing	0.00	0.00	0.00	N/A	21.88	0.00	-21.88	N/A	0.00
4420-09-000 Tools and Equipment	0.00	15.48	15.48	100.00	4.17	154.80	150.63	97.31	185.76
4420-10-000 Maintenance	323.66	0.00	-323.66	N/A	2,232.36	0.00	-2,232.36	N/A	0.00
4420-11-000 Paper/Supplies									
4420-11-000 Miscellaneous Materials	0.00	442.92	442.92	100.00	39.91	4,429.20	4,389.29	99.10	5,315.04
4429-00-000 Total Materials	323.66	631.53	307.87	48.75	2,389.70	6,315.30	3,925.60	62.16	7,578.36
4430-00-000 Contract Costs									
4430-07-000 Contract-Pest Control	0.00	10.11	10.11	100.00	2,256.00	101.10	-2,154.90	-2,131.45	121.32
4430-09-000 Contract-Grounds	1,200.00	80.00	-1,120.00	-1,400.00	9,240.00	800.00	-8,440.00	-1,055.00	960.00
4430-11-000 Contract-Plumbing	0.00	5.50	5.50	100.00	3,240.00	55.00	-3,185.00	-5,790.91	66.00
4430-14-000 Contract-Vehicle	0.00	77.31	77.31	100.00	1,392.22	773.10	-619.12	-80.08	927.72
4430-18-000 Maintenance									
4430-18-000 Contract-Alarm Monitoring	50.00	247.26	197.26	79.78	436.75	2,472.60	2,035.85	82.34	2,967.12
4430-20-000 Landscaping	0.00	390.00	390.00	100.00	-5,000.00	3,900.00	8,900.00	228.21	4,680.00
4430-24-000 Safety & Security	0.00	0.00	0.00	N/A	2,766.17	0.00	-2,766.17	N/A	0.00
4430-27-000 Automotive	0.00	9.15	9.15	100.00	0.00	91.50	91.50	100.00	109.80
4430-99-000 Contract Costs-Other	0.00	8.17	8.17	100.00	0.00	81.70	81.70	100.00	98.04
4439-00-000 Total Contract Costs	1,250.00	827.50	-422.50	-51.06	14,331.14	8,275.00	-6,056.14	-73.19	9,930.00
4499-00-000 TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	4,295.64	3,517.92	-777.72	-22.11	50,503.54	35,179.20	-15,324.34	-43.56	42,215.04
4500-00-000 GENERAL EXPENSES									
4510-00-000 Insurance	905.58	2,166.67	1,261.09	58.20	8,853.81	21,666.70	12,812.89	59.14	26,000.04
4510-30-000 Workers Comp Insurance	0.00	50.59	50.59	100.00	2,127.24	505.90	-1,621.34	-320.49	607.08
4570-00-000 Bad Debt-Tenant Rents	0.00	325.40	325.40	100.00	0.00	3,254.00	3,254.00	100.00	3,904.80
4599-00-000 TOTAL GENERAL EXPENSES	905.58	2,542.66	1,637.08	64.38	10,981.05	25,426.60	14,445.55	56.81	30,511.92
4600-00-000 CFP EXPENDITURES									
4600-22-000 CFP 2022 Drawdowns	0.00	0.00	0.00	N/A	-29,104.22	0.00	29,104.22	N/A	0.00
4610-22-408 CFP 1480- 2022	0.00	0.00	0.00	N/A	47,341.04	0.00	-47,341.04	N/A	0.00

Budget Comparison

Period = Jul 2023

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	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4699-00-000 TOTAL CFP EXPENDITURES	0.00	0.00	0.00	N/A	18,236.82	0.00	-18,236.82	N/A	0.00
8000-00-000 TOTAL EXPENSES	18,810.68	22,326.96	3,516.28	15.75	248,189.93	223,269.60	-24,920.33	-11.16	267,923.52
9000-00-000 NET INCOME	30,936.54	1,901.90	29,034.64	1,526.61	72,880.64	19,019.00	53,861.64	283.20	22,822.80

Budget Comparison

Period = Jul 2023

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	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3100-00-000 TENANT INCOME									
3101-00-000 Rental Income									
3111-00-000 Tenant Rent	8,787.00	7,807.00	980.00	12.55	71,427.99	78,070.00	-6,642.01	-8.51	93,684.00
3119-00-000 Total Rental Income	8,787.00	7,807.00	980.00	12.55	71,427.99	78,070.00	-6,642.01	-8.51	93,684.00
3120-00-000 Other Tenant Income									
3120-02-000 Cleaning Fee	0.00	15.00	-15.00	-100.00	125.00	150.00	-25.00	-16.67	180.00
3120-03-000 Damages	0.00	24.00	-24.00	-100.00	1,770.05	240.00	1,530.05	637.52	288.00
3120-04-000 Late Charges	0.00	0.00	0.00	N/A	-65.02	0.00	-65.02	N/A	0.00
3120-05-000 Legal Fees - Tenant	126.00	0.00	126.00	N/A	126.00	0.00	126.00	N/A	0.00
3120-09-000 Misc. Tenant Income	0.00	0.00	0.00	N/A	150.00	0.00	150.00	N/A	0.00
3121-00-000 Tenant Payment	0.00	85.30	-85.30	-100.00	0.00	853.00	-853.00	-100.00	1,023.60
3121-01-000 Agreement (TPA) Rent									
3121-01-000 Tenant Payment	0.00	277.20	-277.20	-100.00	0.00	2,772.00	-2,772.00	-100.00	3,326.40
3121-01-000 Agreement (TPA) Fraud									
3129-00-000 Total Other Tenant Income	126.00	401.50	-275.50	-68.62	2,106.03	4,015.00	-1,908.97	-47.55	4,818.00
3199-00-000 TOTAL TENANT INCOME	8,913.00	8,208.50	704.50	8.58	73,534.02	82,085.00	-8,550.98	-10.42	98,502.00
3400-00-000 GRANT INCOME									
3401-00-000 HUD PHA Operating Grants/Subsidy	36,936.89	12,697.04	24,239.85	190.91	219,498.68	126,970.40	92,528.28	72.87	152,364.48
3499-00-000 TOTAL GRANT INCOME	36,936.89	12,697.04	24,239.85	190.91	219,498.68	126,970.40	92,528.28	72.87	152,364.48
3600-00-000 OTHER INCOME									
3610-00-000 Investment Income - Unrestricted	0.00	0.01	-0.01	-100.00	0.00	0.10	-0.10	-100.00	0.12
3699-00-000 TOTAL OTHER INCOME	0.00	0.01	-0.01	-100.00	0.00	0.10	-0.10	-100.00	0.12
3999-00-000 TOTAL INCOME	45,849.89	20,905.55	24,944.34	119.32	293,032.70	209,055.50	83,977.20	40.17	250,866.60
4000-00-000 EXPENSES									

Budget Comparison

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	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4100-00-000 ADMINISTRATIVE EXPENSES									
4100-99-000 Administrative Salaries									
4110-00-000 Administrative Salaries	1,332.84	1,724.64	391.80	22.72	15,218.01	17,246.40	2,028.39	11.76	20,695.68
4110-04-000 Employee Benefit	291.59	431.16	139.57	32.37	4,695.58	4,311.60	-383.98	-8.91	5,173.92
4110-09-000 Contribution-Admin									
4110-99-000 Total Administrative Salaries	1,624.43	2,155.80	531.37	24.65	19,913.59	21,558.00	1,644.41	7.63	25,869.60
4130-00-000 Legal Expense									
4130-02-000 Criminal Background	0.00	13.63	13.63	100.00	0.00	136.30	136.30	100.00	163.56
4130-04-000 Checks									
4130-04-000 General Legal Expense	0.00	68.27	68.27	100.00	0.00	682.70	682.70	100.00	819.24
4131-00-000 Total Legal Expense	0.00	81.90	81.90	100.00	0.00	819.00	819.00	100.00	982.80
4139-00-000 Other Admin Expenses									
4140-00-000 Staff Training	0.00	14.27	14.27	100.00	0.00	142.70	142.70	100.00	171.24
4150-00-000 Travel	0.00	1.15	1.15	100.00	0.00	11.50	11.50	100.00	13.80
4171-00-000 Auditing Fees	0.00	260.74	260.74	100.00	0.00	2,607.40	2,607.40	100.00	3,128.88
4173-00-000 Management Fee	3,355.82	2,658.94	-696.88	-26.21	33,558.20	26,589.40	-6,968.80	-26.21	31,907.28
4176-00-000 Contract-Bookkeeping	46.55	213.62	167.07	78.21	465.50	2,136.20	1,670.70	78.21	2,563.44
Fees									
4189-00-000 Total Other Admin Expenses	3,355.82	2,935.10	-420.72	-14.33	33,558.20	29,351.00	-4,207.20	-14.33	35,221.20
4190-00-000 Miscellaneous Admin Expenses									
4190-01-000 Membership and Fees	0.00	2.25	2.25	100.00	0.00	22.50	22.50	100.00	27.00
4190-03-000 Advertising	0.00	0.77	0.77	100.00	7.07	7.70	0.63	8.18	9.24
4190-04-000 Office Supplies	0.00	26.59	26.59	100.00	58.79	265.90	207.11	77.89	319.08
4190-06-001 Computer Equipment	0.00	83.82	83.82	100.00	0.00	838.20	838.20	100.00	1,005.84
4190-07-000 Telephone	0.00	95.12	95.12	100.00	351.01	951.20	600.19	63.10	1,141.44
4190-08-000 Postage	0.00	68.20	68.20	100.00	241.74	682.00	440.26	64.55	818.40
4190-09-000 Software License Fees	0.00	12.57	12.57	100.00	244.73	125.70	-119.03	-94.69	150.84
4190-11-000 Printer Supplies	0.00	43.73	43.73	100.00	0.00	437.30	437.30	100.00	524.76
4190-12-000 Software	0.00	0.00	0.00	N/A	787.15	0.00	-787.15	N/A	0.00
4190-14-000 Fax	0.00	0.76	0.76	100.00	11.47	7.60	-3.87	-50.92	9.12
4190-15-000 Cell Phones/Pagers	0.00	13.11	13.11	100.00	186.07	131.10	-54.97	-41.93	157.32
4190-16-000 Computer	0.00	298.26	298.26	100.00	3,541.97	2,982.60	-559.37	-18.75	3,579.12
Agreements/Contract									
4190-17-000 Labor	0.00	20.65	20.65	100.00	0.00	206.50	206.50	100.00	247.80

Budget Comparison

Period = Jul 2023

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	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4190-19-000 Professional Services	1.14	119.66	118.52	99.05	365.47	1,196.60	831.13	69.46	1,435.92
4190-24-000 Leased Office Equipment	58.25	55.70	-2.55	-4.58	475.16	557.00	81.84	14.69	668.40
4190-26-000 Collection Costs	0.00	54.30	54.30	100.00	-181.00	543.00	724.00	133.33	651.60
4191-00-000 Total Miscellaneous Admin Expenses	1,730.37	3,264.91	1,534.54	47.00	26,468.72	32,649.10	6,180.38	18.93	39,178.92
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	5,086.19	6,281.91	1,195.72	19.03	60,026.92	62,819.10	2,792.18	4.44	75,382.92
4200-00-000 TENANT SERVICES									
4230-02-000 Tenant - Court Expenses	0.00	0.00	0.00	N/A	151.00	0.00	-151.00	N/A	0.00
4299-00-000 TOTAL TENANT SERVICES EXPENSES	0.00	0.00	0.00	N/A	151.00	0.00	-151.00	N/A	0.00
4300-00-000 UTILITY EXPENSES									
4310-00-000 Water	750.00	3,238.50	2,488.50	76.84	35,006.50	32,385.00	-2,621.50	-8.09	38,862.00
4320-00-000 Electricity	367.74	264.17	-103.57	-39.21	4,935.18	2,641.70	-2,293.48	-86.82	3,170.04
4320-01-000 Electricity-Vacant Units	36.89	0.00	-36.89	N/A	204.54	0.00	-204.54	N/A	0.00
4330-00-000 Gas	4,747.22	2,333.33	-2,413.89	-103.45	22,691.49	23,333.30	641.81	2.75	27,999.96
4340-00-000 Garbage/Trash Removal	1,097.38	26.27	-1,071.11	-4,077.31	9,880.31	262.70	-9,617.61	-3,661.06	315.24
4390-00-000 Sewer	3,500.00	4,403.39	903.39	20.52	58,104.91	44,033.90	-14,071.01	-31.95	52,840.68
4399-00-000 TOTAL UTILITY EXPENSES	10,499.23	10,265.66	-233.57	-2.28	130,822.93	102,656.60	-28,166.33	-27.44	123,187.92
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000 General Maint Expense									
4410-00-000 Maintenance Salaries	1,574.34	1,052.80	-521.54	-49.54	17,670.02	10,528.00	-7,142.02	-67.84	12,633.60
4410-05-000 Employee Benefit Contribution-Maint.	327.17	263.20	-63.97	-24.30	5,245.76	2,632.00	-2,613.76	-99.31	3,158.40
4411-00-000 Maintenance Uniforms	48.40	36.29	-12.11	-33.37	524.53	362.90	-161.63	-44.54	435.48
4413-00-000 Vehicle Gas, Oil, Grease	0.00	137.05	137.05	100.00	814.48	1,370.50	556.02	40.57	1,644.60
4419-00-000 Total General Maint Expense	1,949.91	1,489.34	-460.57	-30.92	24,254.79	14,893.40	-9,361.39	-62.86	17,872.08
4420-00-000 Materials									
4420-06-000 Supplies-Janitorial/Cleaning	0.00	5.56	5.56	100.00	65.27	55.60	-9.67	-17.39	66.72
4420-07-000 Supplies-Maint/Repairs	351.25	55.14	-296.11	-537.01	612.44	551.40	-61.04	-11.07	661.68
4420-09-000 Tools and Equipment	0.00	48.47	48.47	100.00	2.98	484.70	481.72	99.39	581.64

Budget Comparison

Period = Jul 2023

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	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4420-10-000 Maintenance	0.00	0.00	0.00	N/A	529.59	0.00	-529.59	N/A	0.00
Paper/Supplies									
4420-11-000 Miscellaneous Materials	0.00	202.37	202.37	100.00	28.51	2,023.70	1,995.19	98.59	2,428.44
4429-00-000 Total Materials	351.25	311.54	-39.71	-12.75	1,238.79	3,115.40	1,876.61	60.24	3,738.48
4430-00-000 Contract Costs									
4430-03-000 Contract-Building Repairs	0.00	0.00	0.00	N/A	119.16	0.00	-119.16	N/A	0.00
4430-07-000 Contract-Pest Control	0.00	7.22	7.22	100.00	2,256.00	72.20	-2,183.80	-3,024.65	86.64
4430-09-000 Contract-Grounds	1,050.00	65.00	-985.00	-1,515.38	8,345.00	650.00	-7,695.00	-1,183.85	780.00
4430-11-000 Contract-Plumbing	0.00	174.86	174.86	100.00	444.05	1,748.60	1,304.55	74.61	2,098.32
4430-13-000 Contract-HVAC	0.00	114.38	114.38	100.00	0.00	1,143.80	1,143.80	100.00	1,372.56
4430-14-000 Contract-Vehicle	0.00	56.59	56.59	100.00	1,140.09	565.90	-574.19	-101.46	679.08
Maintenance									
4430-20-000 Landscaping	0.00	574.70	574.70	100.00	-4,077.50	5,747.00	9,824.50	170.95	6,896.40
4430-24-000 Safety & Security	0.00	0.00	0.00	N/A	669.32	0.00	-669.32	N/A	0.00
4430-25-000 Vacant Unit Renovations	0.00	0.00	0.00	N/A	1,330.00	0.00	-1,330.00	N/A	0.00
4430-26-000 Heating	0.00	6.92	6.92	100.00	0.00	69.20	69.20	100.00	83.04
4430-27-000 Automotive	0.00	7.25	7.25	100.00	0.00	72.50	72.50	100.00	87.00
4430-99-000 Contract Costs-Other	0.00	8.16	8.16	100.00	0.00	81.60	81.60	100.00	97.92
4439-00-000 Total Contract Costs	1,050.00	1,015.08	-34.92	-3.44	10,226.12	10,150.80	-75.32	-0.74	12,180.96
4499-00-000 TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	3,351.16	2,815.96	-535.20	-19.01	35,719.70	26,159.60	-7,560.10	-26.85	33,791.52
4500-00-000 GENERAL EXPENSES									
4510-00-000 Insurance	708.71	1,583.33	874.62	55.24	6,897.20	15,833.30	8,936.10	56.44	18,999.96
4510-30-000 Workers Comp Insurance	-570.00	41.21	611.21	1,483.16	982.59	412.10	-570.49	-138.43	494.52
4570-00-000 Bad Debt-Tenant Rents	0.00	390.35	390.35	100.00	0.00	3,903.50	3,903.50	100.00	4,684.20
4599-00-000 TOTAL GENERAL EXPENSES	138.71	2,014.89	1,876.18	93.12	7,879.79	20,148.90	12,269.11	60.89	24,178.68
4600-00-000 CFP EXPENDITURES									
4600-22-000 CFP 2022 Drawdowns	0.00	0.00	0.00	N/A	-13,646.92	0.00	13,646.92	N/A	0.00
4610-22-408 CFP 1480- 2022	0.00	0.00	0.00	N/A	20,190.19	0.00	-20,190.19	N/A	0.00
4699-00-000 TOTAL CFP EXPENDITURES	0.00	0.00	0.00	N/A	6,543.27	0.00	-6,543.27	N/A	0.00
8000-00-000 TOTAL EXPENSES	19,075.29	21,378.42	2,303.13	10.77	241,143.61	213,784.20	-27,359.41	-12.80	256,541.04

Budget Comparison

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	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
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9000-00-000 NET INCOME	26,774.60	-472.87	27,247.47	5,762.15	51,889.09	-4,728.70	56,617.79	1,197.32	-5,674.44
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Budget Comparison

Period = Jul 2023

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	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3100-00-000 TENANT INCOME									
3101-00-000 Rental Income									
3111-00-000 Tenant Rent	38,204.00	38,665.00	-461.00	-1.19	396,672.78	386,650.00	10,022.78	2.59	463,980.00
3111-02-000 Storage Rent	-133.75	-6.69	-127.06	-1,899.25	-267.50	-66.90	-200.60	-299.85	-80.28
3118-00-000 Subsidy Adjustments	0.00	0.00	0.00	N/A	92,849.00	95,000.00	-2,151.00	-2.26	190,000.00
3119-00-000 Total Rental Income	38,070.25	38,658.31	-588.06	-1.52	489,254.28	481,583.10	7,671.18	1.59	653,899.72
3120-00-000 Other Tenant Income									
3120-02-000 Cleaning Fee	0.00	30.00	-30.00	-100.00	275.00	300.00	-25.00	-8.33	360.00
3120-03-000 Damages	65.00	22.38	42.62	190.44	3,369.05	223.80	3,145.25	1,405.38	268.56
3120-04-000 Late Charges	0.00	0.00	0.00	N/A	-330.11	0.00	-330.11	N/A	0.00
3120-05-000 Legal Fees - Tenant	378.00	12.60	365.40	2,900.00	614.00	126.00	488.00	387.30	151.20
3120-09-000 Misc. Tenant Income	0.00	0.00	0.00	N/A	320.00	0.00	320.00	N/A	0.00
3121-00-000 Tenant Payment Agreement (TPA) Rent	0.00	106.51	-106.51	-100.00	0.00	1,065.10	-1,065.10	-100.00	1,278.12
3121-01-000 Tenant Payment Agreement (TPA) Fraud	0.00	522.40	-522.40	-100.00	0.00	5,224.00	-5,224.00	-100.00	6,268.80
3129-00-000 Total Other Tenant Income	443.00	693.89	-250.89	-36.16	4,247.94	6,938.90	-2,690.96	-38.78	8,326.68
3199-00-000 TOTAL TENANT INCOME	38,513.25	39,352.20	-838.95	-2.13	493,502.22	488,522.00	4,980.22	1.02	662,226.40
3400-00-000 GRANT INCOME									
3401-00-000 HUD PHA Operating Grants/Subsidy	81,987.50	71,475.51	10,511.99	14.71	823,238.44	714,755.10	108,483.34	15.18	857,706.12
3421-00-000 Capital Fund Grants-Soft Costs	0.00	0.00	0.00	N/A	0.00	170,000.00	-170,000.00	-100.00	170,000.00
3499-00-000 TOTAL GRANT INCOME	81,987.50	71,475.51	10,511.99	14.71	823,238.44	884,755.10	-61,516.66	-6.95	1,027,706.12
3600-00-000 OTHER INCOME									
3610-00-000 Investment Income - Unrestricted	0.00	0.91	-0.91	-100.00	0.55	9.10	-8.55	-93.96	10.92
3611-00-000 Investment Income - Restricted	0.00	0.00	0.00	N/A	1.31	0.00	1.31	N/A	0.00
3650-00-000 Miscellaneous Other Income	0.00	333.33	-333.33	-100.00	0.00	3,333.30	-3,333.30	-100.00	3,999.96

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3699-00-000 TOTAL OTHER INCOME	0.00	334.24	-334.24	-100.00	1.86	3,342.40	-3,340.54	-99.94	4,010.88
3999-00-000 TOTAL INCOME	120,500.75	111,161.95	9,338.80	8.40	1,316,742.52	1,376,619.50	-59,876.98	-4.35	1,693,943.40
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE EXPENSES									
4100-99-000 Administrative Salaries	-20,587.89	11,863.70	32,451.59	273.54	74,655.90	118,637.00	43,981.10	37.07	142,364.40
4110-00-000 Employee Benefit	-9,587.92	2,965.93	12,553.85	423.27	20,634.82	29,659.30	9,024.48	30.43	35,591.16
4110-04-000 Contribution-Admin									
4110-99-000 Total Administrative Salaries	-30,175.81	14,829.63	45,005.44	303.48	95,290.72	148,296.30	53,005.58	35.74	177,955.56
4130-00-000 Legal Expense									
4130-02-000 Criminal Background	0.00	76.20	76.20	100.00	59.47	762.00	702.53	92.20	914.40
4130-04-000 Checks									
4130-04-000 General Legal Expense	0.00	526.78	526.78	100.00	0.00	5,267.80	5,267.80	100.00	6,321.36
4131-00-000 Total Legal Expense	0.00	602.98	602.98	100.00	59.47	6,029.80	5,970.33	99.01	7,235.76
4139-00-000 Other Admin Expenses									
4140-00-000 Staff Training	0.00	118.72	118.72	100.00	0.00	1,187.20	1,187.20	100.00	1,424.64
4150-00-000 Travel	0.00	10.91	10.91	100.00	0.00	109.10	109.10	100.00	130.92
4171-00-000 Auditing Fees	0.00	1,736.28	1,736.28	100.00	0.00	17,362.80	17,362.80	100.00	20,835.36
4173-00-000 Management Fee	16,272.20	15,308.77	-963.43	-6.29	162,722.00	153,087.70	-9,634.30	-6.29	183,705.24
4176-00-000 Contract-Bookkeeping	2,115.48	1,967.83	-147.65	-7.50	21,154.80	19,678.30	-1,476.50	-7.50	23,613.96
4177-00-000 Fees									
4177-00-000 Contract-Asset Fees	0.00	260.00	260.00	100.00	0.00	2,600.00	2,600.00	100.00	3,120.00
4189-00-000 Total Other Admin Expenses	16,272.20	17,174.68	902.48	5.25	162,722.00	171,746.80	9,024.80	5.25	206,096.16
4190-00-000 Miscellaneous Admin Expenses									
4190-01-000 Membership and Fees	0.00	14.26	14.26	100.00	0.00	142.60	142.60	100.00	171.12
4190-03-000 Advertising	0.00	11.83	11.83	100.00	47.38	118.30	70.92	59.95	141.96
4190-04-000 Office Supplies	0.00	241.75	241.75	100.00	2,590.36	2,417.50	-172.86	-7.15	2,901.00
4190-06-000 Computer Parts	0.00	0.00	0.00	N/A	3.16	0.00	-3.16	N/A	0.00
4190-06-001 Computer Equipment	0.00	377.19	377.19	100.00	0.00	3,771.90	3,771.90	100.00	4,526.28
4190-07-000 Telephone	0.00	1,043.26	1,043.26	100.00	2,940.85	10,432.60	7,491.75	71.81	12,519.12
4190-08-000 Postage	0.00	386.36	386.36	100.00	1,262.94	3,863.60	2,600.66	67.31	4,636.32

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	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4190-09-000 Software License Fees	0.00	56.57	56.57	100.00	1,639.62	565.70	-1,073.92	-189.84	678.84
4190-10-000 Copiers	0.00	113.16	113.16	100.00	0.00	1,131.60	1,131.60	100.00	1,357.92
4190-11-000 Printer Supplies	0.00	301.48	301.48	100.00	0.00	3,014.80	3,014.80	100.00	3,617.76
4190-12-000 Software	0.00	0.00	0.00	N/A	4,220.58	0.00	-4,220.58	N/A	0.00
4190-13-000 Internet	0.00	113.01	113.01	100.00	3,318.43	1,130.10	-2,188.33	-193.64	1,356.12
4190-14-000 Fax	0.00	3.42	3.42	100.00	76.88	34.20	-42.68	-124.80	41.04
4190-15-000 Cell Phones/Pagers	0.00	58.99	58.99	100.00	1,145.82	589.90	-555.92	-94.24	707.88
4190-16-000 Computer	0.00	1,804.68	1,804.68	100.00	12,682.17	18,046.80	5,364.63	29.73	21,656.16
Agreements/Contract									
4190-17-000 Temporary Administrative Labor	0.00	302.98	302.98	100.00	0.00	3,029.80	3,029.80	100.00	3,635.76
4190-19-000 Professional Services	8.65	1,208.16	1,199.51	99.28	6,637.48	12,081.60	5,444.12	45.06	14,497.92
4190-23-000 Water Cooler	0.00	29.53	29.53	100.00	0.00	295.30	295.30	100.00	354.36
4190-24-000 Leased Office Equipment	429.46	455.10	25.64	5.63	3,770.57	4,551.00	780.43	17.15	5,461.20
4190-25-000 General Sundry	0.00	33.01	33.01	100.00	0.00	330.10	330.10	100.00	396.12
4190-26-000 Collection Costs	0.00	168.40	168.40	100.00	-905.00	1,684.00	2,589.00	153.74	2,020.80
4191-00-000 Total Miscellaneous Admin Expenses	-27,622.22	23,780.60	51,402.82	216.15	155,876.76	237,806.00	81,929.24	34.45	285,367.20
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	-11,350.02	41,558.26	52,908.28	127.31	318,658.23	415,582.60	96,924.37	23.32	498,699.12
4200-00-000 TENANT SERVICES									
4220-01-000 Other Tenant Svcs.	0.00	101.14	101.14	100.00	1,233.96	1,011.40	-222.56	-22.01	1,213.68
4230-01-000 Tenant Relocation	0.00	76.23	76.23	100.00	17,362.62	762.30	-16,600.32	-2,177.66	914.76
4230-02-000 Tenant - Court Expenses	90.00	0.00	-90.00	N/A	603.00	0.00	-603.00	N/A	0.00
4299-00-000 TOTAL TENANT SERVICES EXPENSES	90.00	177.37	87.37	49.26	19,199.58	1,773.70	-17,425.88	-982.46	2,128.44
4300-00-000 UTILITY EXPENSES									
4310-00-000 Water	2,132.95	9,144.09	7,011.14	76.67	103,253.82	91,440.90	-11,812.92	-12.92	109,729.08
4320-00-000 Electricity	1,084.75	7,168.01	6,083.26	84.87	64,886.84	71,680.10	6,793.26	9.48	86,016.12
4320-01-000 Electricity-Vacant Units	119.93	0.00	-119.93	N/A	864.28	0.00	-864.28	N/A	0.00
4330-00-000 Gas	16,837.21	9,244.55	-7,592.66	-82.13	75,727.15	92,445.50	16,718.35	18.08	110,934.60
4332-00-000 Heating Oil	0.00	0.00	0.00	N/A	37.74	0.00	-37.74	N/A	0.00
4340-00-000 Garbage/Trash Removal	5,207.69	6,916.00	1,708.31	24.70	55,708.56	69,160.00	13,451.44	19.45	82,992.00
4390-00-000 Sewer	5,776.42	12,684.62	6,908.20	54.46	155,824.72	126,846.20	-28,978.52	-22.85	152,215.44

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	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4399-00-000 TOTAL UTILITY EXPENSES	31,158.95	45,157.27	13,998.32	31.00	456,303.11	451,572.70	-4,730.41	-1.05	541,887.24
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000 General Maint Expense									
4410-00-000 Maintenance Salaries	13,781.12	8,360.84	-5,420.28	-64.83	145,592.69	83,608.40	-61,984.29	-74.14	100,330.08
4410-05-000 Employee Benefit	2,617.14	2,090.21	-526.93	-25.21	41,773.97	20,902.10	-20,871.87	-99.86	25,082.52
4411-00-000 Contribution-Maint.									
4413-00-000 Maintenance Uniforms	203.27	283.51	80.24	28.30	2,716.33	2,835.10	118.77	4.19	3,402.12
4419-00-000 Vehicle Gas, Oil, Grease	0.00	876.17	876.17	100.00	5,351.66	8,761.70	3,410.04	38.92	10,514.04
4420-00-000 Total General Maint Expense	16,601.53	11,610.73	-4,990.80	-42.98	195,434.65	116,107.30	-79,327.35	-68.32	139,328.76
4420-00-000 Materials									
4420-02-000 Supplies-Appliance	0.00	208.18	208.18	100.00	308.99	2,081.80	1,772.81	85.16	2,498.16
4420-04-000 Supplies-Electrical	0.00	5.61	5.61	100.00	769.76	56.10	-713.66	-1,272.12	67.32
4420-05-000 Supplies-Exterminating	0.00	81.88	81.88	100.00	0.00	818.80	818.80	100.00	982.56
4420-06-000 Supplies-	0.00	420.12	420.12	100.00	3,248.57	4,201.20	952.63	22.68	5,041.44
4420-07-000 Janitorial/Cleaning									
4420-07-000 Supplies-Maint/Repairs	714.29	626.12	-88.17	-14.08	3,935.50	6,261.20	2,325.70	37.14	7,513.44
4420-08-000 Supplies-Plumbing	0.00	0.00	0.00	N/A	21.88	0.00	-21.88	N/A	0.00
4420-09-000 Tools and Equipment	0.00	251.89	251.89	100.00	90.24	2,518.90	2,428.66	96.42	3,022.68
4420-10-000 Maintenance	4,281.64	119.17	-4,162.47	-3,492.88	12,096.81	1,191.70	-10,905.11	-915.09	1,430.04
4420-10-000 Paper/Supplies									
4420-11-000 Miscellaneous Materials	0.00	3,159.14	3,159.14	100.00	301.93	31,591.40	31,289.47	99.04	37,909.68
4420-12-000 Glass/Windows/Mirrors	0.00	14.38	14.38	100.00	0.00	143.80	143.80	100.00	172.56
4420-13-000 Locks/Keys	0.00	63.86	63.86	100.00	527.08	638.60	111.52	17.46	766.32
4420-14-000 Refrigerators and Stoves	0.00	235.41	235.41	100.00	694.43	2,354.10	1,659.67	70.50	2,824.92
4429-00-000 Total Materials	4,995.93	5,185.76	189.83	3.66	21,995.19	51,857.60	29,862.41	57.59	62,229.12
4430-00-000 Contract Costs									
4430-02-000 Contract-Appliance	0.00	0.00	0.00	N/A	208.65	0.00	-208.65	N/A	0.00
4430-03-000 Contract-Building Repairs	0.00	0.00	0.00	N/A	708.83	0.00	-708.83	N/A	0.00
4430-07-000 Contract-Pest Control	0.00	73.77	73.77	100.00	13,246.00	737.70	-12,508.30	-1,695.58	885.24
4430-09-000 Contract-Grounds	5,805.00	345.00	-5,460.00	-1,582.61	43,790.00	3,450.00	-40,340.00	-1,169.28	4,140.00
4430-10-000 Contract-	0.00	1,975.07	1,975.07	100.00	2,900.00	19,750.70	16,850.70	85.32	23,700.84
4430-10-000 Janitorial/Cleaning									
4430-11-000 Contract-Plumbing	550.00	3,101.06	2,551.06	82.26	28,663.66	31,010.60	2,346.94	7.57	37,212.72
4430-13-000 Contract-HVAC	0.00	569.16	569.16	100.00	0.00	5,691.60	5,691.60	100.00	6,829.92

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4430-14-000 Contract-Vehicle Maintenance	0.00	549.68	549.68	100.00	4,597.00	5,496.80	899.80	16.37	6,596.16
4430-17-000 Contract-Elevator Monitoring	0.00	30.77	30.77	100.00	4,896.51	307.70	-4,588.81	-1,491.33	369.24
4430-18-000 Contract-Alarm Monitoring	140.00	822.17	682.17	82.97	1,954.52	8,221.70	6,267.18	76.23	9,866.04
4430-20-000 Landscaping	0.00	2,858.35	2,858.35	100.00	1,657.50	28,583.50	26,926.00	94.20	34,300.20
4430-21-000 Elevator Maintenance	0.00	498.21	498.21	100.00	3,352.49	4,982.10	1,629.61	32.71	5,978.52
4430-24-000 Safety & Security	0.00	216.88	216.88	100.00	7,869.35	2,168.80	-5,700.55	-262.84	2,602.56
4430-25-000 Vacant Unit Renovations	0.00	1,421.00	1,421.00	100.00	1,330.00	14,210.00	12,880.00	90.64	17,052.00
4430-26-000 Heating	0.00	63.73	63.73	100.00	0.00	637.30	637.30	100.00	764.76
4430-27-000 Automotive	0.00	79.85	79.85	100.00	0.00	798.50	798.50	100.00	958.20
4430-28-000 Painting	0.00	312.28	312.28	100.00	0.00	3,122.80	3,122.80	100.00	3,747.36
4430-99-000 Contract Costs-Other	0.00	1,501.37	1,501.37	100.00	0.00	15,013.70	15,013.70	100.00	18,016.44
4439-00-000 Total Contract Costs	6,495.00	14,418.35	7,923.35	54.95	115,174.51	144,183.50	29,008.99	20.12	173,020.20
4499-00-000 TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	28,092.46	31,214.84	3,122.38	10.00	332,604.35	312,148.40	-20,455.95	-6.55	374,578.08
4500-00-000 GENERAL EXPENSES									
4510-00-000 Insurance	5,029.90	7,911.24	2,881.34	36.42	63,498.48	79,112.40	15,613.92	19.74	94,934.88
4510-10-000 Property Insurance	12,960.00	0.00	-12,960.00	N/A	12,960.00	0.00	-12,960.00	N/A	0.00
4510-30-000 Workers Comp Insurance	-570.00	243.49	813.49	334.10	8,772.60	2,434.90	-6,337.70	-260.29	2,921.88
4570-00-000 Bad Debt-Tenant Rents	0.00	892.00	892.00	100.00	0.00	8,920.00	8,920.00	100.00	10,704.00
4570-02-000 Collection Loss	0.00	1,041.25	1,041.25	100.00	0.00	10,412.50	10,412.50	100.00	12,485.00
4590-00-000 Other General Expense	0.00	156.43	156.43	100.00	0.00	1,564.30	1,564.30	100.00	1,877.16
4599-00-000 TOTAL GENERAL EXPENSES	17,419.90	10,244.41	-7,175.49	-70.04	85,231.08	102,444.10	17,213.02	16.80	122,932.92
4600-00-000 CFP EXPENDITURES									
4600-22-000 CFP 2022 Drawdowns	-8,843.06	0.00	8,843.06	N/A	-187,471.36	0.00	187,471.36	N/A	0.00
4610-22-408 CFP 1480- 2022	0.00	0.00	0.00	N/A	220,726.60	0.00	-220,726.60	N/A	0.00
4699-00-000 TOTAL CFP EXPENDITURES	-8,843.06	0.00	8,843.06	N/A	33,255.24	0.00	-33,255.24	N/A	0.00
4700-00-000 HOUSING ASSISTANCE PAYMENTS									
4715-06-000 FSS Escrow Payments	0.00	0.00	0.00	N/A	493.00	0.00	-493.00	N/A	0.00
4799-00-000 TOTAL HOUSING ASSISTANCE PAYMENTS	0.00	0.00	0.00	N/A	493.00	0.00	-493.00	N/A	0.00

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
8000-00-000 TOTAL EXPENSES	56,568.23	128,352.15	71,783.92	55.93	1,245,744.59	1,283,521.50	37,776.91	2.94	1,540,225.80
9000-00-000 NET INCOME	63,932.52	-17,190.20	81,122.72	471.91	70,997.93	93,098.00	-22,100.07	-23.74	153,717.60

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3100-00-000 TENANT INCOME									
3101-00-000 Rental Income									
3111-00-000 Tenant Rent	33,154.00	24,533.00	8,621.00	35.14	289,604.74	245,330.00	44,274.74	18.05	294,396.00
3111-02-000 Storage Rent	-133.75	-6.69	-127.06	-1,899.25	-267.50	-66.90	-200.60	-299.85	-80.28
3119-00-000 Total Rental Income	33,020.25	24,526.31	8,493.94	34.63	289,337.24	245,263.10	44,074.14	17.97	294,315.72
3120-00-000 Other Tenant Income									
3120-02-000 Cleaning Fee	0.00	30.00	-30.00	-100.00	275.00	300.00	-25.00	-8.33	360.00
3120-03-000 Damages	65.00	24.00	41.00	170.83	3,369.05	240.00	3,129.05	1,303.77	288.00
3120-04-000 Late Charges	0.00	0.00	0.00	N/A	-200.06	0.00	-200.06	N/A	0.00
3120-05-000 Legal Fees - Tenant	378.00	12.60	365.40	2,900.00	614.00	126.00	488.00	387.30	151.20
3120-09-000 Misc. Tenant Income	0.00	0.00	0.00	N/A	320.00	0.00	320.00	N/A	0.00
3121-00-000 Tenant Payment	0.00	106.51	-106.51	-100.00	0.00	1,065.10	-1,065.10	-100.00	1,278.12
3121-01-000 Agreement (TPA) Rent									
3121-01-000 Tenant Payment	0.00	522.40	-522.40	-100.00	0.00	5,224.00	-5,224.00	-100.00	6,268.80
3121-01-000 Agreement (TPA) Fraud									
3129-00-000 Total Other Tenant Income	443.00	695.51	-252.51	-36.31	4,377.99	6,965.10	-2,577.11	-37.05	8,346.12
3199-00-000 TOTAL TENANT INCOME	33,463.25	25,221.82	8,241.43	32.68	293,715.23	252,218.20	41,497.03	16.45	302,661.84
3400-00-000 GRANT INCOME									
3401-00-000 HUD PHA Operating Grants/Subsidy	55,534.00	45,053.91	10,480.09	23.26	578,279.94	450,539.10	127,740.84	28.35	540,646.92
3499-00-000 TOTAL GRANT INCOME	55,534.00	45,053.91	10,480.09	23.26	578,279.94	450,539.10	127,740.84	28.35	540,646.92
3600-00-000 OTHER INCOME									
3610-00-000 Investment Income - Unrestricted	0.00	0.04	-0.04	-100.00	0.55	0.40	0.15	37.50	0.48
3611-00-000 Investment Income - Restricted	0.00	0.00	0.00	N/A	1.31	0.00	1.31	N/A	0.00
3699-00-000 TOTAL OTHER INCOME	0.00	0.04	-0.04	-100.00	1.86	0.40	1.46	365.00	0.48
3999-00-000 TOTAL INCOME	88,997.25	70,275.77	18,721.48	26.64	871,997.03	702,757.70	169,239.33	24.08	843,309.24

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	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE EXPENSES									
4100-99-000 Administrative Salaries	4,731.82	6,116.55	1,384.73	22.64	54,002.71	61,165.50	7,162.79	11.71	73,398.60
4110-00-000 Employee Benefit	1,034.70	1,529.14	494.44	32.33	16,658.07	15,291.40	-1,366.67	-8.94	18,349.68
4110-04-000 Contribution-Admin									
4110-99-000 Total Administrative Salaries	5,766.52	7,645.69	1,879.17	24.58	70,660.78	76,456.90	5,796.12	7.58	91,748.28
4130-00-000 Legal Expense									
4130-02-000 Criminal Background	0.00	34.08	34.08	100.00	59.47	340.80	281.33	82.55	408.96
4130-02-000 Checks									
4130-04-000 General Legal Expense	0.00	298.89	298.89	100.00	0.00	2,988.90	2,988.90	100.00	3,586.68
4131-00-000 Total Legal Expense	0.00	332.97	332.97	100.00	59.47	3,329.70	3,270.23	98.21	3,995.64
4139-00-000 Other Admin Expenses									
4140-00-000 Staff Training	0.00	70.26	70.26	100.00	0.00	702.60	702.60	100.00	843.12
4150-00-000 Travel	0.00	9.98	9.98	100.00	0.00	99.80	99.80	100.00	119.76
4171-00-000 Auditing Fees	0.00	970.17	970.17	100.00	0.00	9,701.70	9,701.70	100.00	11,642.04
4173-00-000 Management Fee	8,136.12	8,305.92	169.80	2.04	81,361.20	83,059.20	1,698.00	2.04	99,671.04
4176-00-000 Contract-Bookkeeping	1,260.54	1,160.84	-99.70	-8.59	12,605.40	11,608.40	-997.00	-8.59	13,930.08
Fees									
4189-00-000 Total Other Admin Expenses	8,136.12	9,356.33	1,220.21	13.04	81,361.20	93,563.30	12,202.10	13.04	112,275.96
4190-00-000 Miscellaneous Admin Expenses									
4190-01-000 Membership and Fees	0.00	7.88	7.88	100.00	0.00	78.80	78.80	100.00	94.56
4190-03-000 Advertising	0.00	2.72	2.72	100.00	25.10	27.20	2.10	7.72	32.64
4190-04-000 Office Supplies	0.00	142.33	142.33	100.00	2,356.71	1,423.30	-933.41	-65.58	1,707.96
4190-06-001 Computer Equipment	0.00	251.46	251.46	100.00	0.00	2,514.60	2,514.60	100.00	3,017.52
4190-07-000 Telephone	0.00	447.01	447.01	100.00	1,135.50	4,470.10	3,334.60	74.60	5,364.12
4190-08-000 Postage	0.00	237.01	237.01	100.00	742.81	2,370.10	1,627.29	68.66	2,844.12
4190-09-000 Software Liscense Fees	0.00	37.71	37.71	100.00	868.78	377.10	-491.68	-130.38	452.52
4190-11-000 Printer Supplies	0.00	171.03	171.03	100.00	0.00	1,710.30	1,710.30	100.00	2,052.36
4190-12-000 Software	0.00	0.00	0.00	N/A	2,453.68	0.00	-2,453.68	N/A	0.00
4190-13-000 Internet	0.00	76.48	76.48	100.00	1,932.07	764.80	-1,167.27	-152.62	917.76
4190-14-000 Fax	0.00	2.28	2.28	100.00	40.73	22.80	-17.93	-78.64	27.36
4190-15-000 Cell Phones/Pagers	0.00	39.33	39.33	100.00	627.90	393.30	-234.60	-59.65	471.96

Budget Comparison

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	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4190-16-000 Computer Agreements/Contract	0.00	964.77	964.77	100.00	7,291.45	9,647.70	2,356.25	24.42	11,577.24
4190-17-000 Temporary Administrative Labor	0.00	61.95	61.95	100.00	0.00	619.50	619.50	100.00	743.40
4190-19-000 Professional Services	6.47	780.35	773.88	99.17	1,206.15	7,803.50	6,597.35	84.54	9,364.20
4190-23-000 Water Cooler	0.00	29.53	29.53	100.00	0.00	295.30	295.30	100.00	354.36
4190-24-000 Leased Office Equipment	298.69	240.83	-57.86	-24.03	1,701.38	2,408.30	706.92	29.35	2,889.96
4190-25-000 General Sundry	0.00	-0.01	-0.01	-100.00	0.00	-0.10	-0.10	-100.00	-0.12
4190-26-000 Collection Costs	0.00	168.40	168.40	100.00	-905.00	1,684.00	2,589.00	153.74	2,020.80
4191-00-000 Total Miscellaneous Admin Expenses	7,332.22	12,467.59	5,135.37	41.19	102,743.44	124,675.90	21,932.46	17.59	149,611.08
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	15,468.34	22,156.89	6,688.55	30.19	184,164.11	221,568.90	37,404.79	16.88	265,882.68
4200-00-000 TENANT SERVICES									
4220-01-000 Other Tenant Svcs.	0.00	101.14	101.14	100.00	1,233.96	1,011.40	-222.56	-22.01	1,213.68
4230-01-000 Tenant Relocation	0.00	76.23	76.23	100.00	2,889.75	762.30	-2,127.45	-279.08	914.76
4230-02-000 Tenant - Court Expenses	90.00	0.00	-90.00	N/A	603.00	0.00	-603.00	N/A	0.00
4299-00-000 TOTAL TENANT SERVICES EXPENSES	90.00	177.37	87.37	49.26	4,726.71	1,773.70	-2,953.01	-166.49	2,128.44
4300-00-000 UTILITY EXPENSES									
4310-00-000 Water	1,752.95	5,818.55	4,065.60	69.87	72,587.22	58,185.50	-14,401.72	-24.75	69,822.60
4320-00-000 Electricity	487.03	2,049.17	1,562.14	76.23	15,943.87	20,491.70	4,547.83	22.19	24,590.04
4320-01-000 Electricity-Vacant Units	119.93	0.00	-119.93	N/A	612.22	0.00	-612.22	N/A	0.00
4330-00-000 Gas	14,636.88	7,842.68	-6,794.20	-86.63	70,467.97	78,426.80	7,958.83	10.15	94,112.16
4332-00-000 Heating Oil	0.00	0.00	0.00	N/A	37.74	0.00	-37.74	N/A	0.00
4340-00-000 Garbage/Trash Removal	4,494.99	4,180.25	-314.74	-7.53	41,662.00	41,802.50	140.50	0.34	50,163.00
4390-00-000 Sewer	5,396.42	7,082.66	1,686.24	23.81	106,934.11	70,826.60	-36,107.51	-50.98	84,991.92
4399-00-000 TOTAL UTILITY EXPENSES	26,888.20	26,973.31	85.11	0.32	308,245.13	269,733.10	-38,512.03	-14.28	323,679.72
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000 General Maint Expense									
4410-00-000 Maintenance Salaries	5,579.19	3,733.25	-1,845.94	-49.45	62,606.82	37,332.50	-25,274.32	-67.70	44,799.00

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	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4410-05-000 Employee Benefit Contribution-Maint.	1,159.06	933.31	-225.75	-24.19	18,581.22	9,333.10	-9,248.12	-99.09	11,199.72
4411-00-000 Maintenance Uniforms	171.81	143.39	-28.42	-19.82	1,769.26	1,433.90	-335.36	-23.39	1,720.68
4413-00-000 Vehicle Gas, Oil, Grease	0.00	472.98	472.98	100.00	2,891.36	4,729.80	1,838.44	38.87	5,675.76
4419-00-000 Total General Maint Expense	6,910.06	5,282.93	-1,627.13	-30.80	85,848.66	52,829.30	-33,019.36	-62.50	63,395.16
4420-00-000 Materials									
4420-02-000 Supplies-Appliance	0.00	208.18	208.18	100.00	308.99	2,081.80	1,772.81	85.16	2,498.16
4420-04-000 Supplies-Electrical	0.00	5.61	5.61	100.00	769.76	56.10	-713.66	-1,272.12	67.32
4420-05-000 Supplies-Exterminating	0.00	81.88	81.88	100.00	0.00	818.80	818.80	100.00	982.56
4420-06-000 Supplies-Janitorial/Cleaning	0.00	313.63	313.63	100.00	2,040.46	3,136.30	1,095.84	34.94	3,763.56
4420-07-000 Supplies-Maint/Repairs	714.29	501.78	-212.51	-42.35	3,123.66	5,017.80	1,894.14	37.75	6,021.36
4420-08-000 Supplies-Plumbing	0.00	0.00	0.00	N/A	21.88	0.00	-21.88	N/A	0.00
4420-09-000 Tools and Equipment	0.00	251.89	251.89	100.00	80.85	2,518.90	2,438.05	96.79	3,022.68
4420-10-000 Maintenance Paper/Supplies	4,205.41	104.72	-4,100.69	-3,915.86	9,829.81	1,047.20	-8,782.61	-838.68	1,256.64
4420-11-000 Miscellaneous Materials	0.00	1,714.30	1,714.30	100.00	212.13	17,143.00	16,930.87	98.76	20,571.60
4420-12-000 Glass/Windows/Mirrors	0.00	14.38	14.38	100.00	0.00	143.80	143.80	100.00	172.56
4420-13-000 Locks/Keys	0.00	35.50	35.50	100.00	527.08	355.00	-172.08	-48.47	426.00
4420-14-000 Refrigerators and Stoves	0.00	235.41	235.41	100.00	0.00	2,354.10	2,354.10	100.00	2,824.92
4429-00-000 Total Materials	4,919.70	3,467.28	-1,452.42	-41.89	16,914.62	34,672.80	17,758.18	51.22	41,607.36
4430-00-000 Contract Costs									
4430-02-000 Contract-Appliance	0.00	0.00	0.00	N/A	208.65	0.00	-208.65	N/A	0.00
4430-03-000 Contract-Building Repairs	0.00	0.00	0.00	N/A	340.16	0.00	-340.16	N/A	0.00
4430-07-000 Contract-Pest Control	0.00	25.63	25.63	100.00	4,912.00	256.30	-4,655.70	-1,816.50	307.56
4430-09-000 Contract-Grounds	4,005.00	240.00	-3,765.00	-1,568.75	30,580.00	2,400.00	-28,180.00	-1,174.17	2,880.00
4430-10-000 Contract-Janitorial/Cleaning	0.00	480.00	480.00	100.00	2,900.00	4,800.00	1,900.00	39.58	5,760.00
4430-11-000 Contract-Plumbing	550.00	668.35	118.35	17.71	21,804.05	6,683.50	-15,120.55	-226.24	8,020.20
4430-13-000 Contract-HVAC	0.00	547.88	547.88	100.00	0.00	5,478.80	5,478.80	100.00	6,574.56
4430-14-000 Contract-Vehicle Maintenance	0.00	303.51	303.51	100.00	3,766.92	3,035.10	-731.82	-24.11	3,642.12
4430-18-000 Contract-Alarm Monitoring	140.00	701.61	561.61	80.05	1,667.77	7,016.10	5,348.33	76.23	8,419.32
4430-20-000 Landscaping	0.00	1,854.35	1,854.35	100.00	1,657.50	18,543.50	16,886.00	91.06	22,252.20
4430-24-000 Safety & Security	0.00	0.00	0.00	N/A	6,492.74	0.00	-6,492.74	N/A	0.00
4430-25-000 Vacant Unit Renovations	0.00	83.00	83.00	100.00	1,330.00	830.00	-500.00	-60.24	996.00

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	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4430-26-000 Heating	0.00	6.92	6.92	100.00	0.00	69.20	69.20	100.00	83.04
4430-27-000 Automotive	0.00	46.53	46.53	100.00	0.00	465.30	465.30	100.00	558.36
4430-28-000 Painting	0.00	312.28	312.28	100.00	0.00	3,122.80	3,122.80	100.00	3,747.36
4430-99-000 Contract Costs-Other	0.00	77.99	77.99	100.00	0.00	779.90	779.90	100.00	935.88
4439-00-000 Total Contract Costs	4,695.00	5,348.05	653.05	12.21	75,659.79	53,480.50	-22,179.29	-41.47	64,176.60
4499-00-000 TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	16,524.76	14,098.26	-2,426.50	-17.21	178,423.07	140,982.60	-37,440.47	-26.56	169,179.12
4500-00-000 GENERAL EXPENSES									
4510-00-000 Insurance	2,450.97	5,583.33	3,132.36	56.10	38,663.84	55,833.30	17,169.46	30.75	66,999.96
4510-10-000 Property Insurance	12,960.00	0.00	-12,960.00	N/A	12,960.00	0.00	-12,960.00	N/A	0.00
4510-30-000 Workers Comp Insurance	-570.00	132.43	702.43	530.42	4,832.37	1,324.30	-3,508.07	-264.90	1,589.16
4570-00-000 Bad Debt-Tenant Rents	0.00	715.75	715.75	100.00	0.00	7,157.50	7,157.50	100.00	8,589.00
4570-02-000 Collection Loss	0.00	510.90	510.90	100.00	0.00	5,109.00	5,109.00	100.00	6,130.80
4590-00-000 Other General Expense	0.00	20.23	20.23	100.00	0.00	202.30	202.30	100.00	242.76
4599-00-000 TOTAL GENERAL EXPENSES	14,840.97	6,962.64	-7,878.33	-113.15	56,456.21	69,626.40	13,170.19	18.92	83,551.68
4600-00-000 CFP EXPENDITURES									
4600-22-000 CFP 2022 Drawdowns	-5,216.06	0.00	5,216.06	N/A	-124,847.09	0.00	124,847.09	N/A	0.00
4610-22-408 CFP 1480- 2022	0.00	0.00	0.00	N/A	148,316.26	0.00	-148,316.26	N/A	0.00
4699-00-000 TOTAL CFP EXPENDITURES	-5,216.06	0.00	5,216.06	N/A	23,469.17	0.00	-23,469.17	N/A	0.00
4700-00-000 HOUSING ASSISTANCE PAYMENTS									
4715-06-000 FSS Escrow Payments	0.00	0.00	0.00	N/A	493.00	0.00	-493.00	N/A	0.00
4799-00-000 TOTAL HOUSING ASSISTANCE PAYMENTS	0.00	0.00	0.00	N/A	493.00	0.00	-493.00	N/A	0.00
8000-00-000 TOTAL EXPENSES	68,596.21	70,368.47	1,772.26	2.52	755,977.40	703,684.70	-52,292.70	-7.43	844,421.64
9000-00-000 NET INCOME	20,401.04	-92.70	20,493.74	22,107.59	116,019.63	-927.00	116,946.63	12,615.60	-1,112.40

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3100-00-000 TENANT INCOME									
3101-00-000 Rental Income									
3111-00-000 Tenant Rent	11,431.00	10,218.00	1,213.00	11.87	98,023.58	102,180.00	-4,156.42	-4.07	122,616.00
3111-02-000 Storage Rent	-133.75	-6.69	-127.06	-1,899.25	-267.50	-66.90	-200.60	-299.85	-80.28
3119-00-000 Total Rental Income	11,297.25	10,211.31	1,085.94	10.63	97,756.08	102,113.10	-4,357.02	-4.27	122,535.72
3120-00-000 Other Tenant Income									
3120-03-000 Damages	40.00	0.00	40.00	N/A	130.00	0.00	130.00	N/A	0.00
3120-04-000 Late Charges	0.00	0.00	0.00	N/A	-70.02	0.00	-70.02	N/A	0.00
3120-05-000 Legal Fees - Tenant	126.00	0.00	126.00	N/A	307.00	0.00	307.00	N/A	0.00
3121-01-000 Tenant Payment Agreement (TPA) Fraud	0.00	20.50	-20.50	-100.00	0.00	205.00	-205.00	-100.00	246.00
3129-00-000 Total Other Tenant Income	166.00	20.50	145.50	709.76	366.98	205.00	161.98	79.01	246.00
3199-00-000 TOTAL TENANT INCOME	11,463.25	10,231.81	1,231.44	12.04	98,123.06	102,318.10	-4,195.04	-4.10	122,781.72
3400-00-000 GRANT INCOME									
3401-00-000 HUD PHA Operating Grants/Subsidy	36,936.89	14,909.54	22,027.35	147.74	214,768.84	149,095.40	65,673.44	44.05	178,914.48
3499-00-000 TOTAL GRANT INCOME	36,936.89	14,909.54	22,027.35	147.74	214,768.84	149,095.40	65,673.44	44.05	178,914.48
3600-00-000 OTHER INCOME									
3610-00-000 Investment Income - Unrestricted	0.00	0.01	-0.01	-100.00	0.00	0.10	-0.10	-100.00	0.12
3611-00-000 Investment Income - Restricted	0.00	0.00	0.00	N/A	1.31	0.00	1.31	N/A	0.00
3699-00-000 TOTAL OTHER INCOME	0.00	0.01	-0.01	-100.00	1.31	0.10	1.21	1,210.00	0.12
3999-00-000 TOTAL INCOME	48,400.14	25,141.36	23,258.78	92.51	312,893.21	251,413.60	61,479.61	24.45	301,696.32
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE EXPENSES									

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4100-99-000 Administrative Salaries									
4110-00-000 Administrative Salaries	1,532.78	1,981.30	448.52	22.64	17,493.09	19,813.00	2,319.91	11.71	23,775.60
4110-04-000 Employee Benefit	335.28	495.33	160.05	32.31	5,397.52	4,953.30	-444.22	-8.97	5,943.96
Contribution-Admin									
4110-99-000 Total Administrative Salaries	1,868.06	2,476.63	608.57	24.57	22,890.61	24,766.30	1,875.69	7.57	29,719.56
4130-00-000 Legal Expense									
4130-02-000 Criminal Background	0.00	13.63	13.63	100.00	59.47	136.30	76.83	56.37	163.56
Checks									
4130-04-000 General Legal Expense	0.00	96.67	96.67	100.00	0.00	966.70	966.70	100.00	1,160.04
4131-00-000 Total Legal Expense	0.00	110.30	110.30	100.00	59.47	1,103.00	1,043.53	94.61	1,323.60
4139-00-000 Other Admin Expenses									
4140-00-000 Staff Training	0.00	37.74	37.74	100.00	0.00	377.40	377.40	100.00	452.88
4150-00-000 Travel	0.00	2.29	2.29	100.00	0.00	22.90	22.90	100.00	27.48
4171-00-000 Auditing Fees	0.00	334.20	334.20	100.00	0.00	3,342.00	3,342.00	100.00	4,010.40
4173-00-000 Management Fee	3,139.89	2,841.67	-298.22	-10.49	31,398.90	28,416.70	-2,982.20	-10.49	34,100.04
4176-00-000 Contract-Bookkeeping	357.16	336.71	-20.45	-6.07	3,571.60	3,367.10	-204.50	-6.07	4,040.52
Fees									
4189-00-000 Total Other Admin Expenses	3,139.89	3,215.90	76.01	2.36	31,398.90	32,159.00	760.10	2.36	38,590.80
4190-00-000 Miscellaneous Admin Expenses									
4190-01-000 Membership and Fees	0.00	2.63	2.63	100.00	0.00	26.30	26.30	100.00	31.56
4190-03-000 Advertising	0.00	0.88	0.88	100.00	8.13	8.80	0.67	7.61	10.56
4190-04-000 Office Supplies	0.00	83.54	83.54	100.00	2,239.13	835.40	-1,403.73	-168.03	1,002.48
4190-06-001 Computer Equipment	0.00	83.82	83.82	100.00	0.00	838.20	838.20	100.00	1,005.84
4190-07-000 Telephone	0.00	169.75	169.75	100.00	373.49	1,697.50	1,324.01	78.00	2,037.00
4190-08-000 Postage	0.00	88.46	88.46	100.00	246.52	884.60	638.08	72.13	1,061.52
4190-09-000 Software License Fees	0.00	12.57	12.57	100.00	281.44	125.70	-155.74	-123.90	150.84
4190-11-000 Printer Supplies	0.00	66.07	66.07	100.00	0.00	660.70	660.70	100.00	792.84
4190-12-000 Software	0.00	0.00	0.00	N/A	812.28	0.00	-812.28	N/A	0.00
4190-13-000 Internet	0.00	43.48	43.48	100.00	1,052.15	434.80	-617.35	-141.98	521.76
4190-14-000 Fax	0.00	0.76	0.76	100.00	13.20	7.60	-5.60	-73.68	9.12
4190-15-000 Cell Phones/Pagers	0.00	13.11	13.11	100.00	205.06	131.10	-73.96	-56.42	157.32
4190-16-000 Computer	0.00	323.15	323.15	100.00	-493.94	3,231.50	3,725.44	115.29	3,877.80
Agreements/Contract									
4190-17-000 Temporary Administrative Labor	0.00	20.65	20.65	100.00	0.00	206.50	206.50	100.00	247.80

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4190-19-000 Professional Services	1.62	504.87	503.25	99.68	395.05	5,048.70	4,653.65	92.18	6,058.44
4190-23-000 Water Cooler	0.00	29.53	29.53	100.00	0.00	295.30	295.30	100.00	354.36
4190-24-000 Leased Office Equipment	78.91	115.29	36.38	31.56	595.29	1,152.90	557.61	48.37	1,383.48
4190-26-000 Collection Costs	0.00	72.40	72.40	100.00	-543.00	724.00	1,267.00	175.00	868.80
4191-00-000 Total Miscellaneous Admin Expenses	2,305.75	4,444.30	2,138.55	48.12	31,647.01	44,443.00	12,795.99	28.79	53,331.60
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	5,445.64	7,770.50	2,324.86	29.92	63,105.38	77,705.00	14,599.62	18.79	93,246.00
4200-00-000 TENANT SERVICES									
4220-01-000 Other Tenant Svcs.	0.00	101.14	101.14	100.00	392.11	1,011.40	619.29	61.23	1,213.68
4230-01-000 Tenant Relocation	0.00	76.23	76.23	100.00	2,150.75	762.30	-1,388.45	-182.14	914.76
4230-02-000 Tenant - Court Expenses	60.00	0.00	-60.00	N/A	241.00	0.00	-241.00	N/A	0.00
4299-00-000 TOTAL TENANT SERVICES EXPENSES	60.00	177.37	117.37	66.17	2,783.86	1,773.70	-1,010.16	-56.95	2,128.44
4300-00-000 UTILITY EXPENSES									
4310-00-000 Water	500.00	1,053.69	553.69	52.55	11,382.37	10,536.90	-845.47	-8.02	12,644.28
4320-00-000 Electricity	35.74	1,071.25	1,035.51	96.66	7,019.67	10,712.50	3,692.83	34.47	12,855.00
4320-01-000 Electricity-Vacant Units	0.00	0.00	0.00	N/A	121.57	0.00	-121.57	N/A	0.00
4330-00-000 Gas	4,820.07	2,802.89	-2,017.18	-71.97	24,066.41	28,028.90	3,962.49	14.14	33,634.68
4340-00-000 Garbage/Trash Removal	1,890.21	2,273.48	383.27	16.86	18,199.37	22,734.80	4,535.43	19.95	27,281.76
4390-00-000 Sewer	500.00	1,344.44	844.44	62.81	10,987.95	13,444.40	2,456.45	18.27	16,133.28
4399-00-000 TOTAL UTILITY EXPENSES	7,746.02	8,545.75	799.73	9.36	71,777.34	85,457.50	13,680.16	16.01	102,549.00
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000 General Maint Expense									
4410-00-000 Maintenance Salaries	1,807.10	1,209.21	-597.89	-49.44	20,278.39	12,092.10	-8,186.29	-67.70	14,510.52
4410-05-000 Employee Benefit	375.42	302.30	-73.12	-24.19	6,018.24	3,023.00	-2,995.24	-99.08	3,627.60
4411-00-000 Contribution-Maint.									
4411-00-000 Maintenance Uniforms	55.65	69.33	13.68	19.73	577.89	693.30	115.41	16.65	831.96
4413-00-000 Vehicle Gas, Oil, Grease	0.00	153.86	153.86	100.00	936.65	1,538.60	601.95	39.12	1,846.32
4419-00-000 Total General Maint Expense	2,238.17	1,734.70	-503.47	-29.02	27,811.17	17,347.00	-10,464.17	-60.32	20,816.40
4420-00-000 Materials									
4420-02-000 Supplies-Appliance	0.00	208.18	208.18	100.00	308.99	2,081.80	1,772.81	85.16	2,498.16

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4420-04-000 Supplies-Electrical	0.00	5.61	5.61	100.00	769.76	56.10	-713.66	-1,272.12	67.32
4420-05-000 Supplies-Exterminating	0.00	81.88	81.88	100.00	0.00	818.80	818.80	100.00	982.56
4420-06-000 Supplies-Janitorial/Cleaning	0.00	223.83	223.83	100.00	1,883.81	2,238.30	354.49	15.84	2,685.96
4420-07-000 Supplies-Main/Repairs	363.04	357.75	-5.29	-1.48	2,511.22	3,577.50	1,066.28	29.81	4,293.00
4420-09-000 Tools and Equipment	0.00	187.94	187.94	100.00	73.70	1,879.40	1,805.70	96.08	2,255.28
4420-10-000 Maintenance	3,881.75	104.72	-3,777.03	-3,606.79	7,067.86	1,047.20	-6,020.66	-574.93	1,256.64
Paper/Supplies									
4420-11-000 Miscellaneous Materials	0.00	1,069.01	1,069.01	100.00	143.71	10,690.10	10,546.39	98.66	12,828.12
4420-12-000 Glass/Windows/Mirrors	0.00	14.38	14.38	100.00	0.00	143.80	143.80	100.00	172.56
4420-13-000 Locks/Keys	0.00	35.50	35.50	100.00	527.08	355.00	-172.08	-48.47	426.00
4420-14-000 Refrigerators and Stoves	0.00	235.41	235.41	100.00	0.00	2,354.10	2,354.10	100.00	2,824.92
4429-00-000 Total Materials	4,244.79	2,524.21	-1,720.58	-68.16	13,286.13	25,242.10	11,955.97	47.37	30,290.52
4430-00-000 Contract Costs									
4430-02-000 Contract-Appliance	0.00	0.00	0.00	N/A	208.65	0.00	-208.65	N/A	0.00
4430-03-000 Contract-Building Repairs	0.00	0.00	0.00	N/A	221.00	0.00	-221.00	N/A	0.00
4430-07-000 Contract-Pest Control	0.00	8.30	8.30	100.00	400.00	83.00	-317.00	-381.93	99.60
4430-09-000 Contract-Grounds	1,755.00	95.00	-1,660.00	-1,747.37	12,995.00	950.00	-12,045.00	-1,267.89	1,140.00
4430-10-000 Contract-Janitorial/Cleaning	0.00	480.00	480.00	100.00	2,900.00	4,800.00	1,900.00	39.58	5,760.00
4430-11-000 Contract-Plumbing	550.00	487.99	-62.01	-12.71	18,120.00	4,879.90	-13,240.10	-271.32	5,855.88
4430-13-000 Contract-HVAC	0.00	433.50	433.50	100.00	0.00	4,335.00	4,335.00	100.00	5,202.00
4430-14-000 Contract-Vehicle Maintenance	0.00	169.61	169.61	100.00	1,234.61	1,696.10	461.49	27.21	2,035.32
4430-18-000 Contract-Alarm Monitoring	90.00	454.35	364.35	80.19	1,231.02	4,543.50	3,312.48	72.91	5,452.20
4430-20-000 Landscaping	0.00	889.65	889.65	100.00	10,735.00	8,896.50	-1,838.50	-20.67	10,675.80
4430-24-000 Safety & Security	0.00	0.00	0.00	N/A	3,057.25	0.00	-3,057.25	N/A	0.00
4430-25-000 Vacant Unit Renovations	0.00	83.00	83.00	100.00	0.00	830.00	830.00	100.00	996.00
4430-27-000 Automotive	0.00	30.13	30.13	100.00	0.00	301.30	301.30	100.00	361.56
4430-28-000 Painting	0.00	312.28	312.28	100.00	0.00	3,122.80	3,122.80	100.00	3,747.36
4430-99-000 Contract Costs-Other	0.00	61.66	61.66	100.00	0.00	616.60	616.60	100.00	739.92
4439-00-000 Total Contract Costs	2,395.00	3,505.47	1,110.47	31.68	51,102.53	35,054.70	-16,047.83	-45.78	42,065.64
4499-00-000 TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	8,877.96	7,764.38	-1,113.58	-14.34	92,199.83	77,643.80	-14,556.03	-18.75	93,172.56
4500-00-000 GENERAL EXPENSES									

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4510-00-000 Insurance	836.68	1,833.33	996.65	54.36	22,912.83	18,333.30	-4,579.53	-24.98	21,999.96
4510-10-000 Property Insurance	12,960.00	0.00	-12,960.00	N/A	12,960.00	0.00	-12,960.00	N/A	0.00
4510-30-000 Workers Comp Insurance	0.00	40.63	40.63	100.00	1,722.54	406.30	-1,316.24	-323.96	487.56
4570-02-000 Collection Loss	0.00	510.90	510.90	100.00	0.00	5,109.00	5,109.00	100.00	6,130.80
4590-00-000 Other General Expense	0.00	20.23	20.23	100.00	0.00	202.30	202.30	100.00	242.76
4599-00-000 TOTAL GENERAL EXPENSES	13,796.68	2,405.09	-11,391.59	-473.65	37,595.37	24,050.90	-13,544.47	-56.32	28,861.08
4600-00-000 CFP EXPENDITURES									
4600-22-000 CFP 2022 Drawdowns	-5,216.06	0.00	5,216.06	N/A	-82,095.95	0.00	82,095.95	N/A	0.00
4610-22-408 CFP 1480-2022	0.00	0.00	0.00	N/A	80,785.03	0.00	-80,785.03	N/A	0.00
4699-00-000 TOTAL CFP EXPENDITURES	-5,216.06	0.00	5,216.06	N/A	-1,310.92	0.00	1,310.92	N/A	0.00
4700-00-000 HOUSING ASSISTANCE PAYMENTS									
4715-06-000 FSS Escrow Payments	0.00	0.00	0.00	N/A	493.00	0.00	-493.00	N/A	0.00
4799-00-000 TOTAL HOUSING ASSISTANCE PAYMENTS	0.00	0.00	0.00	N/A	493.00	0.00	-493.00	N/A	0.00
8000-00-000 TOTAL EXPENSES	30,710.24	26,663.09	-4,047.15	-15.18	266,643.86	266,630.90	-12.96	0.00	319,957.08
9000-00-000 NET INCOME	17,689.90	-1,521.73	19,211.63	1,262.49	46,249.35	-15,217.30	61,466.65	403.93	-18,260.76

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3100-00-000 TENANT INCOME									
3101-00-000 Rental Income									
3111-00-000 Tenant Rent	5,050.00	3,525.00	1,525.00	43.26	47,315.39	35,250.00	12,065.39	34.23	42,300.00
3119-00-000 Total Rental Income	5,050.00	3,525.00	1,525.00	43.26	47,315.39	35,250.00	12,065.39	34.23	42,300.00
3120-00-000 Other Tenant Income									
3120-03-000 Damages	0.00	-1.62	1.62	100.00	0.00	-16.20	16.20	100.00	-19.44
3120-04-000 Late Charges	0.00	0.00	0.00	N/A	-65.03	0.00	-65.03	N/A	0.00
3129-00-000 Total Other Tenant Income	0.00	-1.62	1.62	100.00	-65.03	-16.20	-48.83	-301.42	-19.44
3199-00-000 TOTAL TENANT INCOME	5,050.00	3,523.38	1,526.62	43.33	47,250.36	35,233.80	12,016.56	34.11	42,280.56
3400-00-000 GRANT INCOME									
3401-00-000 HUD PHA Operating Grants/Subsidy	14,345.00	7,357.35	6,987.65	94.98	75,322.00	73,573.50	1,748.50	2.38	88,288.20
3499-00-000 TOTAL GRANT INCOME	14,345.00	7,357.35	6,987.65	94.98	75,322.00	73,573.50	1,748.50	2.38	88,288.20
3600-00-000 OTHER INCOME									
3610-00-000 Investment Income - Unrestricted	0.00	0.70	-0.70	-100.00	0.00	7.00	-7.00	-100.00	8.40
3699-00-000 TOTAL OTHER INCOME	0.00	0.70	-0.70	-100.00	0.00	7.00	-7.00	-100.00	8.40
3999-00-000 TOTAL INCOME	19,395.00	10,881.43	8,513.57	78.24	122,572.36	108,814.30	13,758.06	12.64	130,577.16
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE EXPENSES									
4100-99-000 Administrative Salaries									
4110-00-000 Administrative Salaries	-5,391.13	1,131.60	6,522.73	576.42	3,528.14	11,316.00	7,787.86	68.82	13,579.20
4110-04-000 Employee Benefit Contribution-Admin	-2,245.75	282.90	2,528.65	893.83	599.09	2,829.00	2,229.91	78.82	3,394.80
4110-99-000 Total Administrative Salaries	-7,636.88	1,414.50	9,051.38	639.90	4,127.23	14,145.00	10,017.77	70.82	16,974.00
4130-00-000 Legal Expense									

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4130-02-000 Criminal Background	0.00	21.22	21.22	100.00	0.00	212.20	212.20	100.00	254.64
4130-04-000 Checks	0.00	57.03	57.03	100.00	0.00	570.30	570.30	100.00	684.36
4131-00-000 General Legal Expense	0.00	78.25	78.25	100.00	0.00	782.50	782.50	100.00	939.00
4139-00-000 Total Legal Expense	0.00								
4139-00-000 Other Admin Expenses	0.00								
4140-00-000 Staff Training	0.00	8.25	8.25	100.00	0.00	82.50	82.50	100.00	99.00
4150-00-000 Travel	0.00	0.58	0.58	100.00	0.00	5.80	5.80	100.00	6.96
4171-00-000 Auditing Fees	0.00	167.08	167.08	100.00	0.00	1,670.80	1,670.80	100.00	2,004.96
4173-00-000 Management Fee	808.99	1,142.99	334.00	29.22	8,089.90	11,429.90	3,340.00	29.22	13,715.88
4176-00-000 Contract-Bookkeeping	71.22	130.12	58.90	45.27	712.20	1,301.20	589.00	45.27	1,561.44
Fees									
4177-00-000 Contract-Asset Fees	0.00	260.00	260.00	100.00	0.00	2,600.00	2,600.00	100.00	3,120.00
4189-00-000 Total Other Admin Expenses	808.99	1,318.90	509.91	38.66	8,089.90	13,189.00	5,099.10	38.66	15,826.80
4190-00-000 Miscellaneous Admin Expenses									
4190-01-000 Membership and Fees	0.00	0.75	0.75	100.00	0.00	7.50	7.50	100.00	9.00
4190-03-000 Advertising	0.00	7.19	7.19	100.00	4.60	71.90	67.30	93.60	86.28
4190-04-000 Office Supplies	0.00	47.53	47.53	100.00	58.79	475.30	416.51	87.63	570.36
4190-06-001 Computer Equipment	0.00	41.91	41.91	100.00	0.00	419.10	419.10	100.00	502.92
4190-07-000 Telephone	0.00	106.09	106.09	100.00	298.53	1,060.90	762.37	71.86	1,273.08
4190-08-000 Postage	0.00	35.78	35.78	100.00	230.60	357.80	127.20	35.55	429.36
4190-09-000 Software Liscense Fees	0.00	6.29	6.29	100.00	159.14	62.90	-96.24	-153.00	75.48
4190-10-000 Copiers	0.00	37.72	37.72	100.00	0.00	377.20	377.20	100.00	452.64
4190-11-000 Printer Supplies	0.00	21.16	21.16	100.00	0.00	211.60	211.60	100.00	253.92
4190-12-000 Software	0.00	0.00	0.00	N/A	728.53	0.00	-728.53	N/A	0.00
4190-13-000 Internet	0.00	11.50	11.50	100.00	464.91	115.00	-349.91	-304.27	138.00
4190-14-000 Fax	0.00	0.38	0.38	100.00	7.45	3.80	-3.65	-96.05	4.56
4190-15-000 Cell Phones/Pagers	0.00	6.55	6.55	100.00	141.72	65.50	-76.22	-116.37	78.60
4190-16-000 Computer	0.00	254.67	254.67	100.00	2,248.84	2,546.70	297.86	11.70	3,056.04
Agreements/Contract									
4190-17-000 Temporary Administrative Labor	0.00	33.54	33.54	100.00	0.00	335.40	335.40	100.00	402.48
4190-19-000 Professional Services	2.18	153.20	151.02	98.58	128.29	1,532.00	1,403.71	91.63	1,838.40
4190-24-000 Leased Office Equipment	92.13	63.54	-28.59	-45.00	940.17	635.40	-304.77	-47.97	762.48
4190-25-000 General Sundry	0.00	32.92	32.92	100.00	0.00	329.20	329.20	100.00	395.04

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4191-00-000 Total Miscellaneous Admin Expenses	-7,471.35	2,665.34	10,136.69	380.32	10,251.00	26,653.40	16,402.40	61.54	31,994.08
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	-6,662.36	4,062.49	10,724.85	264.00	18,340.90	40,624.90	22,284.00	54.85	48,749.88
4200-00-000 TENANT SERVICES									
4230-01-000 Tenant Relocation	0.00	0.00	0.00	N/A	2,157.50	0.00	-2,157.50	N/A	0.00
4299-00-000 TOTAL TENANT SERVICES EXPENSES	0.00	0.00	0.00	N/A	2,157.50	0.00	-2,157.50	N/A	0.00
4300-00-000 UTILITY EXPENSES									
4310-00-000 Water	380.00	92.48	-287.52	-310.90	3,320.17	924.80	-2,395.37	-259.01	1,109.76
4320-00-000 Electricity	597.72	1,070.90	473.18	44.19	3,846.84	10,709.00	6,862.16	64.08	12,850.80
4320-01-000 Electricity-Vacant Units	0.00	0.00	0.00	N/A	152.05	0.00	-152.05	N/A	0.00
4330-00-000 Gas	1,491.65	941.13	-550.52	-58.50	1,094.84	9,411.30	8,316.46	88.37	11,293.56
4340-00-000 Garbage/Trash Removal	712.70	893.18	180.48	20.21	6,418.30	8,931.80	2,513.50	28.14	10,718.16
4390-00-000 Sewer	380.00	127.86	-252.14	-197.20	4,149.52	1,278.60	-2,870.92	-224.54	1,534.32
4399-00-000 TOTAL UTILITY EXPENSES	3,562.07	3,125.55	-436.52	-13.97	18,981.72	31,255.50	12,273.78	39.27	37,506.60
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000 General Maint Expense									
4410-00-000 Maintenance Salaries	1,715.93	1,131.60	-584.33	-51.64	17,346.16	11,316.00	-6,030.16	-53.29	13,579.20
4410-05-000 Employee Benefit Contribution-Maint.	187.12	282.90	95.78	33.86	3,193.78	2,829.00	-364.78	-12.89	3,394.80
4411-00-000 Maintenance Uniforms	31.46	43.76	12.30	28.11	319.49	437.60	118.11	26.99	525.12
4413-00-000 Vehicle Gas, Oil, Grease	0.00	97.75	97.75	100.00	507.68	977.50	469.82	48.06	1,173.00
4419-00-000 Total General Maint Expense	1,934.51	1,556.01	-378.50	-24.32	21,367.11	15,560.10	-5,807.01	-37.32	18,672.12
4420-00-000 Materials									
4420-06-000 Supplies-Janitorial/Cleaning	0.00	31.83	31.83	100.00	415.63	318.30	-97.33	-30.58	381.96
4420-07-000 Supplies-Maint/Repairs	0.00	24.10	24.10	100.00	259.66	241.00	-18.66	-7.74	289.20
4420-09-000 Tools and Equipment	0.00	0.00	0.00	N/A	1.94	0.00	-1.94	N/A	0.00
4420-10-000 Maintenance Paper/Supplies	0.00	1.52	1.52	100.00	1,208.93	15.20	-1,193.73	-7,853.49	18.24
4420-11-000 Miscellaneous Materials	0.00	557.00	557.00	100.00	18.53	5,570.00	5,551.47	99.67	6,684.00

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4429-00-000 Total Materials	0.00	614.45	614.45	100.00	1,904.69	6,144.50	4,239.81	69.00	7,373.40
4430-00-000 Contract Costs									
4430-03-000 Contract-Building Repairs	0.00	0.00	0.00	N/A	184.34	0.00	-184.34	N/A	0.00
4430-07-000 Contract-Pest Control	0.00	4.69	4.69	100.00	8,334.00	46.90	-8,287.10	-17,669.72	56.28
4430-09-000 Contract-Grounds	900.00	55.00	-845.00	-1,536.36	6,400.00	550.00	-5,850.00	-1,063.64	660.00
4430-11-000 Contract-Plumbing	0.00	585.23	585.23	100.00	4,350.00	5,852.30	1,502.30	25.67	7,022.76
4430-13-000 Contract-HVAC	0.00	21.28	21.28	100.00	0.00	212.80	212.80	100.00	255.36
4430-14-000 Contract-Vehicle	0.00	29.02	29.02	100.00	254.05	290.20	36.15	12.46	348.24
Maintenance									
4430-24-000 Safety & Security	0.00	216.88	216.88	100.00	489.02	2,168.80	1,679.78	77.45	2,602.56
4430-26-000 Heating	0.00	56.81	56.81	100.00	0.00	568.10	568.10	100.00	681.72
4430-27-000 Automotive	0.00	5.60	5.60	100.00	0.00	56.00	56.00	100.00	67.20
4430-99-000 Contract Costs-Other	0.00	926.66	926.66	100.00	0.00	9,266.60	9,266.60	100.00	11,119.92
4439-00-000 Total Contract Costs	900.00	1,901.17	1,001.17	52.66	20,011.41	19,011.70	-999.71	-5.26	22,814.04
4499-00-000 TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	2,834.51	4,071.63	1,237.12	30.38	43,283.21	40,716.30	-2,566.91	-6.30	48,859.56
4500-00-000 GENERAL EXPENSES									
4510-00-000 Insurance	374.04	373.63	-0.41	-0.11	3,678.90	3,736.30	57.40	1.54	4,483.56
4510-30-000 Workers Comp Insurance	0.00	32.15	32.15	100.00	1,502.97	321.50	-1,181.47	-367.49	385.80
4570-00-000 Bad Debt-Tenant Rents	0.00	176.25	176.25	100.00	0.00	1,762.50	1,762.50	100.00	2,115.00
4599-00-000 TOTAL GENERAL EXPENSES	374.04	582.03	207.99	35.74	5,181.87	5,820.30	638.43	10.97	6,984.36
4600-00-000 CFP EXPENDITURES									
4600-22-000 CFP 2022 Drawdowns	-675.00	0.00	675.00	N/A	-53,275.83	0.00	53,275.83	N/A	0.00
4610-22-408 CFP 1480- 2022	0.00	0.00	0.00	N/A	57,392.04	0.00	-57,392.04	N/A	0.00
4699-00-000 TOTAL CFP EXPENDITURES	-675.00	0.00	675.00	N/A	4,116.21	0.00	-4,116.21	N/A	0.00
8000-00-000 TOTAL EXPENSES	-566.74	11,841.70	12,408.44	104.79	92,061.41	118,417.00	26,355.59	22.26	142,100.40
9000-00-000 NET INCOME	19,961.74	-960.27	20,922.01	2,178.76	30,510.95	-9,602.70	40,113.65	417.73	-11,523.24

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3100-00-000 TENANT INCOME									
3101-00-000 Rental Income									
3111-00-000 Tenant Rent	0.00	10,607.00	-10,607.00	-100.00	59,752.65	106,070.00	-46,317.35	-43.67	127,284.00
3118-00-000 Subsidy Adjustments	0.00	0.00	0.00	N/A	92,849.00	95,000.00	-2,151.00	-2.26	190,000.00
3119-00-000 Total Rental Income	0.00	10,607.00	-10,607.00	-100.00	152,601.65	201,070.00	-48,468.35	-24.11	317,284.00
3120-00-000 Other Tenant Income									
3120-04-000 Late Charges	0.00	0.00	0.00	N/A	-65.02	0.00	-65.02	N/A	0.00
3129-00-000 Total Other Tenant Income	0.00	0.00	0.00	N/A	-65.02	0.00	-65.02	N/A	0.00
3199-00-000 TOTAL TENANT INCOME	0.00	10,607.00	-10,607.00	-100.00	152,536.63	201,070.00	-48,533.37	-24.14	317,284.00
3400-00-000 GRANT INCOME									
3401-00-000 HUD PHA Operating Grants/Subsidy	40,108.50	19,064.25	21,044.25	110.39	197,636.50	190,642.50	6,994.00	3.67	228,771.00
3421-00-000 Capital Fund Grants-Soft Costs	0.00	0.00	0.00	N/A	0.00	170,000.00	-170,000.00	-100.00	170,000.00
3499-00-000 TOTAL GRANT INCOME	40,108.50	19,064.25	21,044.25	110.39	197,636.50	360,642.50	-163,006.00	-45.20	398,771.00
3600-00-000 OTHER INCOME									
3610-00-000 Investment Income - Unrestricted	0.00	0.17	-0.17	-100.00	0.00	1.70	-1.70	-100.00	2.04
3650-00-000 Miscellaneous Other Income	0.00	333.33	-333.33	-100.00	0.00	3,333.30	-3,333.30	-100.00	3,999.96
3699-00-000 TOTAL OTHER INCOME	0.00	333.50	-333.50	-100.00	0.00	3,335.00	-3,335.00	-100.00	4,002.00
3999-00-000 TOTAL INCOME	40,108.50	30,004.75	10,103.75	33.67	350,173.13	565,047.50	-214,874.37	-38.03	720,057.00
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE EXPENSES									
4100-99-000 Administrative Salaries									
4110-00-000 Administrative Salaries	-19,928.58	4,615.55	24,544.13	531.77	17,125.05	46,155.50	29,030.45	62.90	55,386.60

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4110-04-000 Employee Benefit Contribution-Admin	-8,376.87	1,153.89	9,530.76	825.97	3,377.66	11,538.90	8,161.24	70.73	13,846.68
4110-99-000 Total Administrative Salaries	-28,305.45	5,769.44	34,074.89	590.61	20,502.71	57,694.40	37,191.69	64.46	69,233.28
4130-00-000 Legal Expense									
4130-02-000 Criminal Background Checks	0.00	20.90	20.90	100.00	0.00	209.00	209.00	100.00	250.80
4130-04-000 General Legal Expense	0.00	170.86	170.86	100.00	0.00	1,708.60	1,708.60	100.00	2,050.32
4131-00-000 Total Legal Expense	0.00	191.76	191.76	100.00	0.00	1,917.60	1,917.60	100.00	2,301.12
4139-00-000 Other Admin Expenses									
4140-00-000 Staff Training	0.00	40.21	40.21	100.00	0.00	402.10	402.10	100.00	482.52
4150-00-000 Travel	0.00	0.35	0.35	100.00	0.00	3.50	3.50	100.00	4.20
4171-00-000 Auditing Fees	0.00	599.03	599.03	100.00	0.00	5,990.30	5,990.30	100.00	7,188.36
4173-00-000 Management Fee	7,327.09	5,859.86	-1,467.23	-25.04	73,270.90	58,598.60	-14,672.30	-25.04	70,318.32
4176-00-000 Contract-Bookkeeping Fees	783.72	676.87	-106.85	-15.79	7,837.20	6,768.70	-1,068.50	-15.79	8,122.44
4189-00-000 Total Other Admin Expenses									
4190-00-000 Miscellaneous Admin Expenses	7,327.09	6,499.45	-827.64	-12.73	73,270.90	64,994.50	-8,276.40	-12.73	77,993.40
4190-01-000 Membership and Fees	0.00	5.63	5.63	100.00	0.00	56.30	56.30	100.00	67.56
4190-03-000 Advertising	0.00	1.92	1.92	100.00	17.68	19.20	1.52	7.92	23.04
4190-04-000 Office Supplies	0.00	51.89	51.89	100.00	174.86	518.90	344.04	66.30	622.68
4190-06-000 Computer Parts	0.00	0.00	0.00	N/A	3.16	0.00	-3.16	N/A	0.00
4190-06-001 Computer Equipment	0.00	83.82	83.82	100.00	0.00	838.20	838.20	100.00	1,005.84
4190-07-000 Telephone	0.00	490.16	490.16	100.00	1,506.82	4,901.60	3,394.78	69.26	5,881.92
4190-08-000 Postage	0.00	113.57	113.57	100.00	289.53	1,135.70	846.17	74.51	1,362.84
4190-09-000 Software License Fees	0.00	12.57	12.57	100.00	611.70	125.70	-486.00	-386.63	150.84
4190-10-000 Copiers	0.00	75.44	75.44	100.00	0.00	754.40	754.40	100.00	905.28
4190-11-000 Printer Supplies	0.00	109.29	109.29	100.00	0.00	1,092.90	1,092.90	100.00	1,311.48
4190-12-000 Software	0.00	0.00	0.00	N/A	1,038.37	0.00	-1,038.37	N/A	0.00
4190-13-000 Internet	0.00	25.03	25.03	100.00	921.45	250.30	-671.15	-268.14	300.36
4190-14-000 Fax	0.00	0.76	0.76	100.00	28.70	7.60	-21.10	-277.63	9.12
4190-15-000 Cell Phones/Pagers	0.00	13.11	13.11	100.00	376.20	131.10	-245.10	-186.96	157.32
4190-16-000 Computer Agreements/Contract	0.00	585.24	585.24	100.00	3,141.88	5,852.40	2,710.52	46.31	7,022.88
4190-17-000 Labor	0.00	207.49	207.49	100.00	0.00	2,074.90	2,074.90	100.00	2,489.88

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4190-19-000 Professional Services	0.00	274.61	274.61	100.00	5,303.04	2,746.10	-2,556.94	-93.11	3,295.32
4190-24-000 Leased Office Equipment	38.64	150.73	112.09	74.36	1,129.02	1,507.30	378.28	25.10	1,808.76
4190-25-000 General Sundry	0.00	0.10	0.10	100.00	0.00	1.00	1.00	100.00	1.20
4191-00-000 Total Miscellaneous Admin Expenses	-27,483.09	8,647.67	36,130.76	417.81	42,882.32	86,476.70	43,594.38	50.41	103,772.04
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	-20,156.00	15,338.88	35,494.88	231.40	116,153.22	153,388.80	37,235.58	24.28	184,066.56
4200-00-000 TENANT SERVICES									
4230-01-000 Tenant Relocation	0.00	0.00	0.00	N/A	12,315.37	0.00	-12,315.37	N/A	0.00
4299-00-000 TOTAL TENANT SERVICES EXPENSES	0.00	0.00	0.00	N/A	12,315.37	0.00	-12,315.37	N/A	0.00
4300-00-000 UTILITY EXPENSES									
4310-00-000 Water	0.00	3,233.06	3,233.06	100.00	27,346.43	32,330.60	4,984.17	15.42	38,796.72
4320-00-000 Electricity	0.00	4,047.94	4,047.94	100.00	45,096.13	40,479.40	-4,616.73	-11.41	48,575.28
4320-01-000 Electricity-Vacant Units	0.00	0.00	0.00	N/A	100.01	0.00	-100.01	N/A	0.00
4330-00-000 Gas	708.68	460.74	-247.94	-53.81	4,164.34	4,607.40	443.06	9.62	5,528.88
4340-00-000 Garbage/Trash Removal	0.00	1,842.57	1,842.57	100.00	7,628.26	18,425.70	10,797.44	58.60	22,110.84
4390-00-000 Sewer	0.00	5,474.10	5,474.10	100.00	44,741.09	54,741.00	9,999.91	18.27	65,689.20
4399-00-000 TOTAL UTILITY EXPENSES	708.68	15,058.41	14,349.73	95.29	129,076.26	150,584.10	21,507.84	14.28	180,700.92
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000 General Maint Expense									
4410-00-000 Maintenance Salaries	6,486.00	3,495.99	-2,990.01	-85.53	65,639.71	34,959.90	-30,679.81	-87.76	41,951.88
4410-05-000 Employee Benefit	1,270.96	874.00	-396.96	-45.42	19,998.97	8,740.00	-11,258.97	-128.82	10,488.00
4411-00-000 Contribution-Maint.									
4411-00-000 Maintenance Uniforms	0.00	96.36	96.36	100.00	627.58	963.60	336.02	34.87	1,156.32
4413-00-000 Vehicle Gas, Oil, Grease	0.00	305.44	305.44	100.00	1,952.62	3,054.40	1,101.78	36.07	3,665.28
4419-00-000 Total General Maint Expense	7,756.96	4,771.79	-2,985.17	-62.56	88,218.88	47,717.90	-40,500.98	-84.88	57,261.48
4420-00-000 Materials									
4420-06-000 Supplies-Janitorial/Cleaning	0.00	74.66	74.66	100.00	792.48	746.60	-45.88	-6.15	895.92
4420-07-000 Supplies-Maint/Repairs	0.00	100.24	100.24	100.00	552.18	1,002.40	450.22	44.91	1,202.88
4420-09-000 Tools and Equipment	0.00	0.00	0.00	N/A	7.45	0.00	-7.45	N/A	0.00

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4420-10-000 Maintenance Paper/Supplies	76.23	12.93	-63.30	-489.56	1,058.07	129.30	-928.77	-718.31	155.16
4420-11-000 Miscellaneous Materials	0.00	887.84	887.84	100.00	71.27	8,878.40	8,807.13	99.20	10,654.08
4420-13-000 Locks/Keys	0.00	28.36	28.36	100.00	0.00	283.60	283.60	100.00	340.32
4420-14-000 Refrigerators and Stoves	0.00	0.00	0.00	N/A	694.43	0.00	-694.43	N/A	0.00
4429-00-000 Total Materials	76.23	1,104.03	1,027.80	93.10	3,175.88	11,040.30	7,864.42	71.23	13,248.36
4430-00-000 Contract Costs									
4430-03-000 Contract-Building Repairs	0.00	0.00	0.00	N/A	184.33	0.00	-184.33	N/A	0.00
4430-07-000 Contract-Pest Control	0.00	43.45	43.45	100.00	0.00	434.50	434.50	100.00	521.40
4430-09-000 Contract-Grounds	900.00	50.00	-850.00	-1,700.00	6,810.00	500.00	-6,310.00	-1,262.00	600.00
4430-10-000 Contract- Janitorial/Cleaning	0.00	1,495.07	1,495.07	100.00	0.00	14,950.70	14,950.70	100.00	17,940.84
4430-11-000 Contract-Plumbing	0.00	1,847.48	1,847.48	100.00	2,509.61	18,474.80	15,965.19	86.42	22,169.76
4430-14-000 Contract-Vehicle Maintenance	0.00	217.15	217.15	100.00	576.03	2,171.50	1,595.47	73.47	2,605.80
4430-17-000 Contract-Elevator Monitoring	0.00	30.77	30.77	100.00	4,896.51	307.70	-4,588.81	-1,491.33	369.24
4430-18-000 Contract-Alarm Monitoring	0.00	120.56	120.56	100.00	286.75	1,205.60	918.85	76.22	1,446.72
4430-20-000 Landscaping	0.00	1,004.00	1,004.00	100.00	0.00	10,040.00	10,040.00	100.00	12,048.00
4430-21-000 Elevator Maintenance	0.00	498.21	498.21	100.00	3,352.49	4,982.10	1,629.61	32.71	5,978.52
4430-24-000 Safety & Security	0.00	0.00	0.00	N/A	887.59	0.00	-887.59	N/A	0.00
4430-25-000 Vacant Unit Renovations	0.00	1,338.00	1,338.00	100.00	0.00	13,380.00	13,380.00	100.00	16,056.00
4430-27-000 Automotive	0.00	27.72	27.72	100.00	0.00	277.20	277.20	100.00	332.64
4430-99-000 Contract Costs-Other	0.00	496.72	496.72	100.00	0.00	4,967.20	4,967.20	100.00	5,960.64
4439-00-000 Total Contract Costs	900.00	7,169.13	6,269.13	87.45	19,503.31	71,691.30	52,187.99	72.80	86,029.56
4499-00-000 TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	8,733.19	13,044.95	4,311.76	33.05	110,898.07	130,449.50	19,551.43	14.99	156,539.40
4500-00-000 GENERAL EXPENSES									
4510-00-000 Insurance	2,204.89	1,954.28	-250.61	-12.82	21,155.74	19,542.80	-1,612.94	-8.25	23,451.36
4510-30-000 Workers Comp Insurance	0.00	78.91	78.91	100.00	2,437.26	789.10	-1,648.16	-208.87	946.92
4570-02-000 Collection Loss	0.00	530.35	530.35	100.00	0.00	5,303.50	5,303.50	100.00	6,364.20
4590-00-000 Other General Expense	0.00	136.20	136.20	100.00	0.00	1,362.00	1,362.00	100.00	1,634.40
4599-00-000 TOTAL GENERAL EXPENSES	2,204.89	2,699.74	494.85	18.33	23,593.00	26,997.40	3,404.40	12.61	32,396.88
4600-00-000 CFP EXPENDITURES									

Budget Comparison

Period = Jul 2023

Book = Actual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4600-22-000 CFP 2022 Drawdowns	-2,952.00	0.00	2,952.00	N/A	-9,348.44	0.00	9,348.44	N/A	0.00
4610-22-408 CFP 1480- 2022	0.00	0.00	0.00	N/A	15,018.30	0.00	-15,018.30	N/A	0.00
4699-00-000 TOTAL CFP EXPENDITURES	-2,952.00	0.00	2,952.00	N/A	5,669.86	0.00	-5,669.86	N/A	0.00
8000-00-000 TOTAL EXPENSES	-11,461.24	46,141.98	57,603.22	124.84	397,705.78	461,419.80	63,714.02	13.81	553,703.76
9000-00-000 NET INCOME	51,569.74	-16,137.23	67,706.97	419.57	-47,532.65	103,627.70	-151,160.35	-145.87	166,353.24

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3100-00-000 TENANT INCOME									
3101-00-000 Rental Income									
3111-00-000 Tenant Rent	0.00	0.00	0.00	N/A	1,805.00	0.00	1,805.00	N/A	0.00
3119-00-000 Total Rental Income	0.00	0.00	0.00	N/A	1,805.00	0.00	1,805.00	N/A	0.00
3199-00-000 TOTAL TENANT INCOME	0.00	0.00	0.00	N/A	1,805.00	0.00	1,805.00	N/A	0.00
3600-00-000 OTHER INCOME									
3610-00-000 Investment Income - Unrestricted	0.00	1.04	-1.04	-100.00	0.00	10.40	-10.40	-100.00	12.48
3620-00-000 Management Fee Income	30,684.70	32,343.83	-1,659.13	-5.13	306,847.00	323,438.30	-16,591.30	-5.13	388,126.00
3625-00-000 Bookkeeping Fee	6,487.98	7,217.83	-729.85	-10.11	64,879.80	72,178.30	-7,298.50	-10.11	86,614.00
3650-00-000 Miscellaneous Other Income	1,264.69	0.00	1,264.69	N/A	46,513.60	0.00	46,513.60	N/A	0.00
3699-00-000 TOTAL OTHER INCOME	38,437.37	39,562.70	-1,125.33	-2.84	418,240.40	395,627.00	22,613.40	5.72	474,752.48
3999-00-000 TOTAL INCOME	38,437.37	39,562.70	-1,125.33	-2.84	420,045.40	395,627.00	24,418.40	6.17	474,752.48
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE EXPENSES									
4100-99-000 Administrative Salaries									
4110-00-000 Administrative Salaries	14,124.06	30,239.77	16,115.71	53.29	96,042.26	302,397.70	206,355.44	68.24	362,877.24
4110-04-000 Employee Benefit Contribution-Admin	1,928.44	7,559.94	5,631.50	74.49	22,854.71	75,599.40	52,744.69	69.77	90,719.28
4110-99-000 Total Administrative Salaries	16,052.50	37,799.71	21,747.21	57.53	118,896.97	377,997.10	259,100.13	68.55	453,596.52
4130-00-000 Legal Expense									
4130-02-000 Criminal Background Checks	0.00	185.59	185.59	100.00	1,271.65	1,855.90	584.25	31.48	2,227.08
4130-04-000 General Legal Expense	0.00	2,387.43	2,387.43	100.00	80,000.00	23,874.30	-56,125.70	-235.09	28,649.16
4131-00-000 Total Legal Expense	0.00	2,573.02	2,573.02	100.00	81,271.65	25,730.20	-55,541.45	-215.86	30,876.24
4139-00-000 Other Admin Expenses									
4140-00-000 Staff Training	0.00	301.51	301.51	100.00	0.00	3,015.10	3,015.10	100.00	3,618.12

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4170-00-000	Accounting Fees	0.00	1,666.67	100.00	0.00	16,666.70	16,666.70	100.00	20,000.04
4171-00-000	Auditing Fees	0.00	791.67	100.00	0.00	7,916.70	7,916.70	100.00	9,500.04
4189-00-000	Total Other Admin Expenses	0.00	2,759.85	100.00	0.00	27,598.50	27,598.50	100.00	33,118.20
4190-00-000	Miscellaneous Admin Expenses								
4190-01-000	Membership and Fees	192.00	-41.99	-27.99	192.00	1,500.10	1,308.10	87.20	1,800.12
4190-02-000	Publications	0.00	11.78	100.00	-117.75	117.80	235.55	199.96	141.36
4190-03-000	Advertising	0.00	41.88	100.00	2,098.50	418.80	-1,679.70	-401.07	502.56
4190-04-000	Office Supplies	6,604.58	-6,146.33	-1,341.26	12,747.61	4,582.50	-8,165.11	-178.18	5,499.00
4190-06-000	Computer Parts	0.00	0.00	N/A	589.00	0.00	-589.00	N/A	0.00
4190-06-001	Computer Equipment	0.00	90.58	100.00	867.68	905.80	38.12	4.21	1,086.96
4190-07-000	Telephone	332.68	227.98	40.66	3,368.87	5,606.60	2,237.73	39.91	6,727.92
4190-08-000	Postage	0.00	578.18	100.00	563.47	5,781.80	5,218.33	90.25	6,938.16
4190-09-000	Software License Fees	0.00	12.57	100.00	2,716.38	125.70	-2,590.68	-2,061.00	150.84
4190-10-000	Copiers	0.00	35.77	100.00	0.00	357.70	357.70	100.00	429.24
4190-11-000	Printer Supplies	0.00	33.53	100.00	0.00	335.30	335.30	100.00	402.36
4190-12-000	Software	0.00	0.00	N/A	3,053.39	0.00	-3,053.39	N/A	0.00
4190-13-000	Internet	0.00	90.45	100.00	1,525.93	904.50	-621.43	-68.70	1,085.40
4190-14-000	Fax	0.00	0.76	100.00	127.48	7.60	-119.88	-1,577.37	9.12
4190-15-000	Cell Phones/Pagers	0.00	13.12	100.00	1,465.94	131.20	-1,334.74	-1,017.33	157.44
4190-16-000	Computer Agreements/Contract	0.00	1,606.80	100.00	5,942.15	16,068.00	10,125.85	63.02	19,281.60
4190-17-000	Temporary Administrative Labor	0.00	20.65	100.00	1,528.08	206.50	-1,321.58	-639.99	247.80
4190-19-000	Professional Services	3,644.27	3,716.45	1.94	92,329.35	37,164.50	-55,164.85	-148.43	44,597.40
4190-20-000	Bank Fees	699.27	-699.27	N/A	8,103.18	0.00	-8,103.18	N/A	0.00
4190-22-000	Other Misc Admin Expenses	4,243.40	-3,812.66	-885.14	23,156.59	4,307.40	-18,849.19	-437.60	5,168.88
4190-23-000	Water Cooler	86.29	-86.29	N/A	86.29	0.00	-86.29	N/A	0.00
4190-24-000	Leased Office Equipment	4,480.15	-4,318.88	-2,678.04	14,723.70	1,612.70	-13,111.00	-812.98	1,935.24
4190-25-000	General Sundry	0.00	974.80	100.00	0.00	9,748.00	9,748.00	100.00	11,697.60
4191-00-000	Total Miscellaneous Admin Expenses	36,335.14	10,452.82	22.34	293,964.81	467,879.60	173,914.79	37.17	561,455.52
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	36,335.14	15,785.69	30.29	375,236.46	521,208.30	145,971.84	28.01	625,449.96

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4300-00-000 UTILITY EXPENSES									
4310-00-000 Water	0.00	13.22	13.22	100.00	146.02	132.20	-13.82	-10.45	158.64
4320-00-000 Electricity	814.82	530.43	-284.39	-53.62	5,751.41	5,304.30	-447.11	-8.43	6,365.16
4330-00-000 Gas	0.00	2.14	2.14	100.00	0.00	21.40	21.40	100.00	25.68
4340-00-000 Garbage/Trash Removal	0.00	189.24	189.24	100.00	4,016.48	1,892.40	-2,124.08	-112.24	2,270.88
4390-00-000 Sewer	0.00	6.64	6.64	100.00	142.20	66.40	-75.80	-114.16	79.68
4399-00-000 TOTAL UTILITY EXPENSES	814.82	741.67	-73.15	-9.86	10,056.11	7,416.70	-2,639.41	-35.59	8,900.04
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000 General Maint Expense									
4411-00-000 Maintenance Uniforms	0.00	190.59	190.59	100.00	139.66	1,905.90	1,766.24	92.67	2,287.08
4412-00-000 Maintenance	0.00	7.35	7.35	100.00	-6.00	73.50	79.50	108.16	88.20
4413-00-000 Travel/Training									
4413-00-000 Vehicle Gas, Oil, Grease	0.00	24.78	24.78	100.00	974.11	247.80	-726.31	-293.10	297.36
4419-00-000 Total General Maint Expense	0.00	222.72	222.72	100.00	1,107.77	2,227.20	1,119.43	50.26	2,672.64
4420-00-000 Materials									
4420-06-000 Supplies-Janitorial/Cleaning	0.00	35.69	35.69	100.00	1,563.74	356.90	-1,236.84	-346.55	428.28
4420-07-000 Supplies-Maint/Repairs	0.00	109.82	109.82	100.00	33.02	1,098.20	1,065.18	96.99	1,317.84
4420-09-000 Tools and Equipment	0.00	0.00	0.00	N/A	33.05	0.00	-33.05	N/A	0.00
4420-10-000 Maintenance	112.77	12.61	-100.16	-794.29	594.90	126.10	-468.80	-371.77	151.32
4420-11-000 Paper/Supplies									
4420-11-000 Miscellaneous Materials	0.00	70.49	70.49	100.00	1,156.79	704.90	-451.89	-64.11	845.88
4429-00-000 Total Materials	112.77	228.61	115.84	50.67	3,411.50	2,286.10	-1,125.40	-49.23	2,743.32
4430-00-000 Contract Costs									
4430-07-000 Contract-Pest Control	0.00	0.00	0.00	N/A	202.50	0.00	-202.50	N/A	0.00
4430-09-000 Contract-Grounds	345.00	6.00	-339.00	-5,650.00	2,195.00	60.00	-2,135.00	-3,558.33	72.00
4430-10-000 Contract-Janitorial/Cleaning	0.00	325.00	325.00	100.00	0.00	3,250.00	3,250.00	100.00	3,900.00
4430-14-000 Contract-Vehicle Maintenance	0.00	92.11	92.11	100.00	0.00	921.10	921.10	100.00	1,105.32
4430-18-000 Contract-Alarm Monitoring	25.00	91.81	66.81	72.77	865.25	918.10	62.85	6.85	1,101.72
4430-20-000 Landscaping	0.00	85.50	85.50	100.00	0.00	855.00	855.00	100.00	1,026.00
4430-24-000 Safety & Security	0.00	22.50	22.50	100.00	10,909.29	225.00	-10,684.29	-4,748.57	270.00
4430-27-000 Automotive	0.00	113.13	113.13	100.00	0.00	1,131.30	1,131.30	100.00	1,357.56

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4439-00-000	Total Contract Costs	370.00	736.05	49.73	14,162.04	7,360.50	-6,801.54	-92.41	8,832.60
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	482.77	1,187.38	59.34	18,681.31	11,873.80	-6,807.51	-57.33	14,248.56
4500-00-000	GENERAL EXPENSES								
4510-00-000	Insurance	561.07	586.38	4.32	5,277.97	5,863.80	585.83	9.99	7,036.56
4510-30-000	Workers Comp Insurance	0.00	421.05	100.00	8,560.92	4,210.50	-4,350.42	-103.32	5,052.60
4521-00-000	Misc.	0.00	0.00	N/A	117.67	0.00	-117.67	N/A	0.00
	Taxes/Licenses/Insurance								
4599-00-000	TOTAL GENERAL EXPENSES	561.07	1,007.43	44.31	13,956.56	10,074.30	-3,882.26	-38.54	12,089.16
4600-00-000	CFP EXPENDITURES								
4600-22-000	CFP 2022 Drawdowns	0.00	0.00	N/A	-4,214.00	0.00	4,214.00	N/A	0.00
4610-22-408	CFP 1480- 2022	0.00	0.00	N/A	1,688.00	0.00	-1,688.00	N/A	0.00
4699-00-000	TOTAL CFP EXPENDITURES	0.00	0.00	N/A	-2,526.00	0.00	2,526.00	N/A	0.00
8000-00-000	TOTAL EXPENSES	38,193.80	55,057.31	30.63	415,404.44	550,573.10	135,168.66	24.55	660,687.72
9000-00-000	NET INCOME	243.57	-15,494.61	101.57	4,640.96	-154,946.10	159,587.06	103.00	-185,935.24

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3100-00-000 TENANT INCOME									
3101-00-000 Rental Income									
3111-00-000 Tenant Rent	986.00	0.00	986.00	N/A	7,485.00	0.00	7,485.00	N/A	0.00
3112-06-000 PBV HAP Subsidy	3,481.00	0.00	3,481.00	N/A	23,847.00	0.00	23,847.00	N/A	0.00
3119-00-000 Total Rental Income	4,467.00	0.00	4,467.00	N/A	31,332.00	0.00	31,332.00	N/A	0.00
3120-00-000 Other Tenant Income									
3120-04-000 Late Charges	0.00	0.00	0.00	N/A	-72.20	0.00	-72.20	N/A	0.00
3129-00-000 Total Other Tenant Income	0.00	0.00	0.00	N/A	-72.20	0.00	-72.20	N/A	0.00
3199-00-000 TOTAL TENANT INCOME	4,467.00	0.00	4,467.00	N/A	31,259.80	0.00	31,259.80	N/A	0.00
3999-00-000 TOTAL INCOME	4,467.00	0.00	4,467.00	N/A	31,259.80	0.00	31,259.80	N/A	0.00
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE EXPENSES									
4130-00-000 Legal Expense									
4130-02-000 Criminal Background Checks	0.00	0.00	0.00	N/A	354.79	0.00	-354.79	N/A	0.00
4131-00-000 Total Legal Expense	0.00	0.00	0.00	N/A	354.79	0.00	-354.79	N/A	0.00
4190-00-000 Miscellaneous Admin Expenses									
4190-04-000 Office Supplies	0.00	0.00	0.00	N/A	73.78	0.00	-73.78	N/A	0.00
4190-13-000 Internet	0.00	0.00	0.00	N/A	1,335.24	0.00	-1,335.24	N/A	0.00
4190-16-000 Computer Agreements/Contract	0.00	0.00	0.00	N/A	5,745.64	0.00	-5,745.64	N/A	0.00
4190-19-000 Professional Services	0.00	0.00	0.00	N/A	23,783.19	0.00	-23,783.19	N/A	0.00
4190-20-000 Bank Fees	600.00	0.00	-600.00	N/A	665.00	0.00	-665.00	N/A	0.00
4191-00-000 Total Miscellaneous Admin Expenses	600.00	0.00	-600.00	N/A	31,602.85	0.00	-31,602.85	N/A	0.00
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	600.00	0.00	-600.00	N/A	31,957.64	0.00	-31,957.64	N/A	0.00

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4300-00-000 UTILITY EXPENSES									
4310-00-000 Water	0.00	0.00	0.00	N/A	1,450.46	0.00	-1,450.46	N/A	0.00
4320-00-000 Electricity	636.17	0.00	-636.17	N/A	5,713.66	0.00	-5,713.66	N/A	0.00
4390-00-000 Sewer	0.00	0.00	0.00	N/A	1,220.84	0.00	-1,220.84	N/A	0.00
4399-00-000 TOTAL UTILITY EXPENSES	636.17	0.00	-636.17	N/A	8,384.96	0.00	-8,384.96	N/A	0.00
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000 General Maint Expense									
4413-00-000 Vehicle Gas, Oil, Grease	0.00	0.00	0.00	N/A	12.81	0.00	-12.81	N/A	0.00
4419-00-000 Total General Maint Expense	0.00	0.00	0.00	N/A	12.81	0.00	-12.81	N/A	0.00
4420-00-000 Materials									
4420-02-000 Supplies-Appliance	0.00	0.00	0.00	N/A	1,565.10	0.00	-1,565.10	N/A	0.00
4420-03-000 Supplies-Decorating	0.00	0.00	0.00	N/A	150.00	0.00	-150.00	N/A	0.00
4420-10-000 Maintenance	0.00	0.00	0.00	N/A	167.44	0.00	-167.44	N/A	0.00
4420-10-000 Paper/Supplies									
4429-00-000 Total Materials	0.00	0.00	0.00	N/A	1,882.54	0.00	-1,882.54	N/A	0.00
4430-00-000 Contract Costs									
4430-07-000 Contract-Pest Control	0.00	0.00	0.00	N/A	1,128.00	0.00	-1,128.00	N/A	0.00
4430-18-000 Contract-Alarm Monitoring	40.00	0.00	-40.00	N/A	280.00	0.00	-280.00	N/A	0.00
4430-24-000 Safety & Security	0.00	0.00	0.00	N/A	2,263.59	0.00	-2,263.59	N/A	0.00
4439-00-000 Total Contract Costs	40.00	0.00	-40.00	N/A	3,671.59	0.00	-3,671.59	N/A	0.00
4499-00-000 TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	40.00	0.00	-40.00	N/A	5,566.94	0.00	-5,566.94	N/A	0.00
4800-00-000 FINANCING EXPENSE									
4851-00-000 Debt Service	0.00	0.00	0.00	N/A	30,912.23	0.00	-30,912.23	N/A	0.00
4899-00-000 TOTAL FINANCING EXPENSES	0.00	0.00	0.00	N/A	30,912.23	0.00	-30,912.23	N/A	0.00
8000-00-000 TOTAL EXPENSES	1,276.17	0.00	-1,276.17	N/A	76,821.77	0.00	-76,821.77	N/A	0.00
9000-00-000 NET INCOME	3,190.83	0.00	3,190.83	N/A	-45,561.97	0.00	-45,561.97	N/A	0.00

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3100-00-000 TENANT INCOME									
3120-00-000 Other Tenant Income									
3120-09-000 Misc. Tenant Income	0.00	0.00	0.00	N/A	2,588.00	0.00	2,588.00	N/A	0.00
3129-00-000 Total Other Tenant Income	0.00	0.00	0.00	N/A	2,588.00	0.00	2,588.00	N/A	0.00
3199-00-000 TOTAL TENANT INCOME	0.00	0.00	0.00	N/A	2,588.00	0.00	2,588.00	N/A	0.00
3400-00-000 GRANT INCOME									
3410-02-000 Section 8 Admin. Fee Income	42,316.00	41,822.55	493.45	1.18	442,715.00	418,225.50	24,489.50	5.86	501,870.60
3499-00-000 TOTAL GRANT INCOME	42,316.00	41,822.55	493.45	1.18	442,715.00	418,225.50	24,489.50	5.86	501,870.60
3600-00-000 OTHER INCOME									
3610-00-000 Investment Income - Unrestricted	0.00	2.60	-2.60	-100.00	10.67	26.00	-15.33	-58.96	31.20
3611-00-000 Investment Income - Restricted	0.00	0.45	-0.45	-100.00	2.65	4.50	-1.85	-41.11	5.40
3640-00-000 Fraud Recovery	0.00	41.67	-41.67	-100.00	0.00	416.70	-416.70	-100.00	500.04
3650-00-000 Miscellaneous Other Income	2,008.71	382.25	1,626.46	425.50	12,261.21	3,822.50	8,438.71	220.76	4,587.00
3699-00-000 TOTAL OTHER INCOME	2,008.71	426.97	1,581.74	370.46	12,274.53	4,269.70	8,004.83	187.48	5,123.64
3999-00-000 TOTAL INCOME	44,324.71	42,249.52	2,075.19	4.91	457,577.53	422,495.20	35,082.33	8.30	506,994.24
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE EXPENSES									
4100-99-000 Administrative Salaries									
4110-00-000 Administrative Salaries	17,701.04	18,889.09	1,188.05	6.29	184,998.55	188,890.90	3,892.35	2.06	226,669.08
4110-04-000 Employee Benefit Contribution-Admin	3,405.66	4,722.27	1,316.61	27.88	52,546.66	47,222.70	-5,323.96	-11.27	56,667.24
4110-99-000 Total Administrative Salaries	21,106.70	23,611.36	2,504.66	10.61	237,545.21	236,113.60	-1,431.61	-0.61	283,336.32
4130-00-000 Legal Expense									

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4130-02-000 Criminal Background Checks	0.00	388.47	388.47	100.00	4,342.24	3,884.70	-457.54	-11.78	4,661.64
4130-03-000 Tenant Screening	0.00	133.82	133.82	100.00	0.00	1,338.20	1,338.20	100.00	1,605.84
4130-04-000 General Legal Expense	0.00	573.44	573.44	100.00	0.00	5,734.40	5,734.40	100.00	6,881.28
4131-00-000 Total Legal Expense	0.00	1,095.73	1,095.73	100.00	4,342.24	10,957.30	6,615.06	60.37	13,148.76
4139-00-000 Other Admin Expenses									
4140-00-000 Staff Training	0.00	374.42	374.42	100.00	0.00	3,744.20	3,744.20	100.00	4,493.04
4171-00-000 Auditing Fees	0.00	967.00	967.00	100.00	0.00	9,670.00	9,670.00	100.00	11,604.00
4172-00-000 Port Out Admin Fee Paid	599.88	36.31	-563.57	-1,552.11	5,772.54	363.10	-5,409.44	-1,489.79	435.72
4173-00-000 Management Fee	7,287.50	3,066.67	-4,220.83	-137.64	72,875.00	30,666.70	-42,208.30	-137.64	36,800.04
4176-00-000 Contract-Bookkeeping	4,372.50	5,250.00	877.50	16.71	43,725.00	52,500.00	8,775.00	16.71	63,000.00
Fees									
4189-00-000 Total Other Admin Expenses	7,887.38	4,444.40	-3,442.98	-77.47	78,647.54	44,444.00	-34,203.54	-76.96	53,332.80
4190-00-000 Miscellaneous Admin Expenses									
4190-01-000 Membership and Fees	0.00	12.56	12.56	100.00	0.00	125.60	125.60	100.00	150.72
4190-03-000 Advertising	0.00	58.57	58.57	100.00	277.00	585.70	308.70	52.71	702.84
4190-04-000 Office Supplies	6,446.75	539.44	-5,907.31	-1,095.08	11,602.72	5,394.40	-6,208.32	-115.09	6,473.28
4190-06-000 Computer Parts	0.00	0.00	0.00	N/A	428.00	0.00	-428.00	N/A	0.00
4190-06-001 Computer Equipment	0.00	415.28	415.28	100.00	4,690.22	4,152.80	-537.42	-12.94	4,983.36
4190-07-000 Telephone	332.69	548.78	216.09	39.38	3,196.64	5,487.80	2,291.16	41.75	6,585.36
4190-08-000 Postage	0.00	375.59	375.59	100.00	563.47	3,755.90	3,192.43	85.00	4,507.08
4190-09-000 Software Liscense Fees	0.00	12.57	12.57	100.00	2,716.38	125.70	-2,590.68	-2,061.00	150.84
4190-10-000 Copiers	0.00	35.77	35.77	100.00	0.00	357.70	357.70	100.00	429.24
4190-11-000 Printer Supplies	0.00	26.06	26.06	100.00	0.00	260.60	260.60	100.00	312.72
4190-12-000 Software	3,000.00	0.00	-3,000.00	N/A	6,053.39	0.00	-6,053.39	N/A	0.00
4190-13-000 Internet	0.00	75.45	75.45	100.00	1,007.50	754.50	-253.00	-33.53	905.40
4190-14-000 Fax	0.00	0.76	0.76	100.00	127.50	7.60	-119.90	-1,577.63	9.12
4190-15-000 Cell Phones/Pagers	0.00	6.55	6.55	100.00	1,465.86	65.50	-1,400.36	-2,137.95	78.60
4190-16-000 Computer	0.00	2,069.37	2,069.37	100.00	2,119.18	20,693.70	18,574.52	89.76	24,832.44
Agreements/Contract									
4190-19-000 Professional Services	4,466.45	2,250.00	-2,216.45	-98.51	33,466.71	22,500.00	-10,966.71	-48.74	27,000.00
4190-20-000 Bank Fees	0.00	0.00	0.00	N/A	209.80	0.00	-209.80	N/A	0.00
4190-22-000 Other Misc Admin Expenses	4,200.00	0.00	-4,200.00	N/A	4,200.00	0.00	-4,200.00	N/A	0.00
4190-23-000 Water Cooler	86.30	0.00	-86.30	N/A	86.30	0.00	-86.30	N/A	0.00

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4190-24-000 Leased Office Equipment	753.67	33.21	-720.46	-2,169.41	4,046.61	332.10	-3,714.51	-1,118.49	398.52
4191-00-000 Total Miscellaneous Admin Expenses	44,765.06	35,321.32	-9,443.74	-26.74	357,527.49	353,213.20	-4,314.29	-1.22	423,855.84
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	52,652.44	40,861.45	-11,790.99	-28.86	440,517.27	408,614.50	-31,902.77	-7.81	490,337.40
4300-00-000 UTILITY EXPENSES									
4310-00-000 Water	0.00	3.45	3.45	100.00	29.21	34.50	5.29	15.33	41.40
4320-00-000 Electricity	814.83	397.02	-417.81	-105.24	4,851.74	3,970.20	-881.54	-22.20	4,764.24
4340-00-000 Garbage/Trash Removal	0.00	189.24	189.24	100.00	2,593.24	1,892.40	-700.84	-37.03	2,270.88
4390-00-000 Sewer	0.00	2.95	2.95	100.00	28.44	29.50	1.06	3.59	35.40
4399-00-000 TOTAL UTILITY EXPENSES	814.83	592.66	-222.17	-37.49	7,502.63	5,926.60	-1,576.03	-26.59	7,111.92
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES									
4400-99-000 General Maint Expense									
4411-00-000 Maintenance Uniforms	0.00	10.42	10.42	100.00	139.79	104.20	-35.59	-34.16	125.04
4413-00-000 Vehicle Gas, Oil, Grease	0.00	24.78	24.78	100.00	974.11	247.80	-726.31	-293.10	297.36
4419-00-000 Total General Maint Expense Materials	0.00	35.20	35.20	100.00	1,113.90	352.00	-761.90	-216.45	422.40
4420-06-000 Supplies- Janitorial/Cleaning	0.00	24.04	24.04	100.00	1,059.09	240.40	-818.69	-340.55	288.48
4420-07-000 Supplies-Maint/Repairs	0.00	46.22	46.22	100.00	33.03	462.20	429.17	92.85	554.64
4420-09-000 Tools and Equipment	0.00	0.00	0.00	N/A	33.06	0.00	-33.06	N/A	0.00
4420-10-000 Maintenance Paper/Supplies	112.76	6.30	-106.46	-1,689.84	594.91	63.00	-531.91	-844.30	75.60
4420-11-000 Miscellaneous Materials	0.00	60.85	60.85	100.00	316.41	608.50	292.09	48.00	730.20
4429-00-000 Total Materials	112.76	137.41	24.65	17.94	2,036.50	1,374.10	-662.40	-48.21	1,648.92
4430-00-000 Contract Costs									
4430-07-000 Contract-Pest Control	0.00	0.00	0.00	N/A	1,195.50	0.00	-1,195.50	N/A	0.00
4430-09-000 Contract-Grounds	185.00	6.00	-179.00	-2,983.33	235.00	60.00	-175.00	-291.67	72.00
4430-10-000 Contract-Janitorial/Cleaning	0.00	325.00	325.00	100.00	0.00	3,250.00	3,250.00	100.00	3,900.00
4430-14-000 Contract-Vehicle Maintenance	0.00	2.55	2.55	100.00	0.00	25.50	25.50	100.00	30.60
4430-18-000 Contract-Alarm Monitoring	25.00	91.81	66.81	72.77	330.00	918.10	588.10	64.06	1,101.72

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4430-20-000 Landscaping	0.00	85.50	85.50	100.00	0.00	855.00	855.00	100.00	1,026.00
4430-24-000 Safety & Security	0.00	21.21	21.21	100.00	0.00	212.10	212.10	100.00	254.52
4439-00-000 Total Contract Costs	210.00	532.07	322.07	60.53	1,760.50	5,320.70	3,560.20	66.91	6,384.84
4499-00-000 TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	322.76	704.68	381.92	54.20	4,910.90	7,046.80	2,135.90	30.31	8,456.16
4500-00-000 GENERAL EXPENSES									
4510-00-000 Insurance	0.00	32.36	32.36	100.00	0.00	323.60	323.60	100.00	388.32
4510-30-000 Workers Comp Insurance	0.00	93.32	93.32	100.00	4,102.74	933.20	-3,169.54	-339.64	1,119.84
4599-00-000 TOTAL GENERAL EXPENSES	0.00	125.68	125.68	100.00	4,102.74	1,256.80	-2,845.94	-226.44	1,508.16
4700-00-000 HOUSING ASSISTANCE PAYMENTS									
4701-01-000 Section 8 HAP Earned	322,856.00	0.00	322,856.00	N/A	3,433,816.13	0.00	3,433,816.13	N/A	0.00
4715-00-000 Housing Assistance Payments	332,686.00	0.00	-332,686.00	N/A	3,109,402.00	0.00	-3,109,402.00	N/A	0.00
4715-01-000 Tenant Utility Payments-Voucher	7,522.00	0.00	-7,522.00	N/A	75,662.00	0.00	-75,662.00	N/A	0.00
4715-02-000 Port Out HAP Payments	11,325.00	0.00	-11,325.00	N/A	111,242.00	0.00	-111,242.00	N/A	0.00
4715-06-000 FSS Escrow Payments	0.00	0.00	0.00	N/A	-156.00	0.00	156.00	N/A	0.00
4715-08-000 RAD Rehab Assistance Payments	0.00	0.00	0.00	N/A	65,688.00	0.00	-65,688.00	N/A	0.00
4799-00-000 TOTAL HOUSING ASSISTANCE PAYMENTS	28,677.00	0.00	-28,677.00	N/A	-71,978.13	0.00	71,978.13	N/A	0.00
8000-00-000 TOTAL EXPENSES	82,467.03	42,284.47	-40,182.56	-95.03	385,055.41	422,844.70	37,789.29	8.94	507,413.64
9000-00-000 NET INCOME	-38,142.32	-34.95	-38,107.37	-109,033.96	72,522.12	-349.50	72,871.62	20,850.25	-419.40

Budget Comparison

Period = Jul 2023

Book = Accrual

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3100-00-000 TENANT INCOME									
3400-00-000 GRANT INCOME									
3401-00-000 HUD PHA Operating Grants/Subsidy	56,361.68	0.00	56,361.68	N/A	86,580.01	0.00	86,580.01	N/A	0.00
3499-00-000 TOTAL GRANT INCOME	56,361.68	0.00	56,361.68	N/A	86,580.01	0.00	86,580.01	N/A	0.00
3999-00-000 TOTAL INCOME	56,361.68	0.00	56,361.68	N/A	86,580.01	0.00	86,580.01	N/A	0.00
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE EXPENSES									
4139-00-000 Other Admin Expenses									
4140-00-000 Staff Training	0.00	0.00	0.00	N/A	1,196.30	0.00	-1,196.30	N/A	0.00
4189-00-000 Total Other Admin Expenses	0.00	0.00	0.00	N/A	1,196.30	0.00	-1,196.30	N/A	0.00
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	0.00	0.00	0.00	N/A	1,196.30	0.00	-1,196.30	N/A	0.00
4200-00-000 TENANT SERVICES									
4210-00-000 Tenant Services Salaries	33,631.81	0.00	-33,631.81	N/A	69,829.33	0.00	-69,829.33	N/A	0.00
4210-01-000 Employee Benefit Contributions-Tenant Svcs.	11,858.20	0.00	-11,858.20	N/A	15,554.38	0.00	-15,554.38	N/A	0.00
4299-00-000 TOTAL TENANT SERVICES EXPENSES	45,490.01	0.00	-45,490.01	N/A	85,383.71	0.00	-85,383.71	N/A	0.00
4400-00-000 MAINTENANCE AND OPERATIONAL EXPENSES									
8000-00-000 TOTAL EXPENSES	45,490.01	0.00	-45,490.01	N/A	86,580.01	0.00	-86,580.01	N/A	0.00
9000-00-000 NET INCOME	10,871.67	0.00	10,871.67	N/A	0.00	0.00	0.00	N/A	0.00

5. Public Housing and Maintenance Reports

A. July 2023 Housing Report Linden Heights, Utley Plaza, Foushee Heights, and 226 Linden Avenue

VACANCY REPORT AS OF July 2023							
Property	Total Units	Office Space Non-Dwelling Units	Offline HUD App	Vacant In Maintenance	Total Unit Turnaround Days	Vacant Ready	Current Occupancy Rate
Linden Heights	47	1	4	3	216	0	83%
Utley Plaza	55	1	2	6	202	0	84%
Foushee Heights	40	0	1	5	155	0	85%
226 Linden Avenue	5	0	0	0	0	0	100%
Total	102	2	6	14	573	0	88%
Comments							

B. July 2023 Maintenance Report Linden Avenue, Utley Plaza and Foushee Heights

WORK ORDERS	Linden Ave.	Utley Plaza	Foushee Heights
TOTAL WORK ORDERS ISSUED	18	6	5
TOTAL WORK ORDERS COMPLETED	18	6	5
OUTSTANDING WORK ORDERS	0	0	0
AVERAGE COMPLETION DAYS	7	1	1
EMERGENCY WORK ORDERS ISSUED	4	0	0
EMERGENCY WORK ORDERS COMPLETED	3	0	0
OUTSTANDING EMERGENCY WORK ORDERS	0	0	0
% OF EMERGENCY WORK ORDERS COMPLETED	100	100	100
Amount Charged to Tenants	60	\$0.00	0
Number of Tenants		0	0
Turnaround Days M-T-D	7	1	1

- C. July 2023 Housing Report Harris Court and Stewart Manor
(A handout will be made available on Monday, August 28, 2023, at the SHA Regular Board Meeting)

6. RAD (LIHTC) Housing and Maintenance Reports

- A. July 2023 Housing Report Matthews Court and Garden-Gilmore Terrace

VACANCY REPORT AS OF July, 2023							
Property	Total Units	Office Space Non Dwelling Units	Offline HUD App	Vacant In Maintenance	Total Unit Turnaround Days	Vacant Ready	Current Occupancy Rate
MATTHEWS	50	1	0	2		0	96%
GARDEN/GILMORE	126	3	0	15		0	88%
Total	176	4		17		0	
Comments							

- B. July 2023 Maintenance Report Matthews Court and Garden-Gilmore Terrace

Work Orders	Matthews Ct.	Garden-Gillmore
TOTAL WORK ORDERS ISSUED	20	42
TOTAL WORK ORDERS COMPLETED	14	36
OUTSTANDING WORK ORDERS	6	6
AVERAGE COMPLETION DAYS	1	1
EMERGENCY WORK ORDERS ISSUED	1	4
EMERGENCY WORK ORDERS COMPLETED	1	4
OUTSTANDING EMERGENCY WORK ORDERS	0	0
% OF EMERGENCY WORK ORDERS COMPLETED	100	100
Amount Charged to Tenants		
Number of Tenants	49	110
Turnaround Days M-T-D	48	48
Vacant units	2	15
Occupancy percentage	97%	86%

7. Housing Choice Voucher Program Housing Choice Voucher Program
Occupancy/Intake Status Report
7/31/2023

This summary reflects the actual number of Units Leased and Paid at the end of the month.

July 2023	Allocation	Actual Housed Units Leased	Lease Up Rate %
HCV (Regular Vouchers)	708	492	69%
VASH	15	14	93%
Harnett Training School (PBV)	37	32	86%
226 Linden Apartments (PBV)	5	5	100%
Matthews Court (RAD)	50	48	96%
Garden Street / Gilmore Terrace (RAD)	126	107	85%
Total HCV *At least 95%	941	698	74%

July 2023	Funds Authorized	Funds Received	Funds Utilized	Utilization Rate *At least 95%
Total HCV	\$342,738.00	\$365,172.00	\$371,178.00	97.3% TYT as of 6/30

New Vouchers Issued: 6
Total Vouchers Searching: 95
New Admissions: 6
End of Participation: 8

SEMAP Indicators as of July 31, 2023

SEMAP Indicator	Current	HUD FYE Requirement
MTCS Reporting Rate	100%	95% or more
Indicator 5 HQS Quality Control	5%	5% or more
Indicator 9 Timely Reexaminations	100%	96% or more
Indicator 10 Correct Rent Calculations	100%	98% or more
Indicator 11 Pre-Contract HQS Inspections	100%	98% or more
Indicator 12 Annual HQS Inspections	100%	96% or more
Indicator 14 Family Self Sufficiency		
FSS Enrollment 49 (2 Mandatory)	2450%	80% or more
FSS Escrow Account 26	53%	30% or more

HCV Department YTD Rates (HCV Continued)

FY 2023	Allocation	HCV	VASH	HTS	226	MC	GG	Total	Lease Up Rate	Funds Utilization Rate
10/01/2022	941	442	9	35		48	74	608	65%	85%
11/01/2022	941	452	9	36		47	75	619	66%	89%
12/01/2022	941	458	10	37	3	46	75	629	67%	90%
1/01/2023	941	465	10	37	5	46	75	638	68%	91%
2/01/2023	941	470	10	36	5	48	75	644	68%	94%
3/01/2023	941	473	11	36	5	49	84	658	70%	92%
4/01/2023	941	487	11	36	5	49	94	682	72%	94%
5/01/2023	941	492	12	36	5	48	99	692	74%	94%
6/01/2023	941	497	14	34	5	48	105	703	75%	95%
7/01/2023	941	492	14	32	5	48	107	698	74%	97%
8/01/2023	941									
9/01/2023	941									

8. Resident Services Report

FSS Program Case Management Report			
2023- July			
	Projection	This Month	YTD
Service Coordination			
Total Families Enrolled		107	
Families completing pre-enrollment form		0	9
New Families Enrolled	10	2	5
Families Continuing to receive service coordination	20	107	107
HOH receiving interim disbursement from escrow account		0	1
FSS participant placed on probation		0	0
FSS participants granted contract extension		0	5
FSS participant terminated (balance of escrow forfeited)		0	0
Families Graduated (received balance of escrow)	5	1	3
Families served (unduplicated count)	20	0	107
Child Care			
Families linked to childcare services	10	0	9
Families linked to youth programs		0	8
Education			
Participation in Adult Basic Education	5	0	11
Completed Adult Basic Education	4	0	4
Participation in ESL classes	3	0	0
Completed ESL classes	1	0	0
Participation in HS/GED program	5	0	3
Completed GED/HS diploma	3	0	1
Participation in Postsecondary classes	8	0	6
Associate degree obtained	3	0	1
Certificate from technical school	2	0	3
Bachelor's degree obtained	2	0	0
Employment			
Job retention activities	10	3	21
Employment obtained	8	0	9
Employment increased from PT to FT 32+hrs.	3	0	3
Promotion/new job resulting in increased hourly wage	5	0	4
Maintain employment greater than one year	5	0	3
Percent Caseload Employed	50%		34%
Employer-provided health benefits obtained	5	0	3

Resident Service Report (Continued)

Financial Literacy			
Escrow accounts established	10	2	5
Tax preparation assistance provided	10	0	8
Individualized counseling	5	0	23
Classroom setting financial education	10	0	18
Health Services			
Referral for healthcare (physical/dental)	10	0	4
Referral for mental health services	3	0	4
Referral for substance abuse services	2	0	3
Referral for fitness programs		0	0
Referral for nutrition programs		0	0
Housing			
Homeownership counseling	5	0	5
Increased income results in no longer needing rental assistance	3	0	4
Purchased home with HCV homeownership assistance	1	0	0
Training			
Job preparation/counseling (soft skills) referred		0	7
Job preparation/counseling (soft skills) enrolled	8	0	10
Job preparation/counseling (soft skills) completed	4	0	7
Job training (for specific type of job) referred		0	2
Job training (for specific type of job) enrolled	6	0	7
Job training (for specific type of job) completed	3	0	5
Parenting/household skills, life skills referred		0	0
Parenting/household skills, life skills enrolled	8	0	2
Parenting/household skills, life skills completed	4	0	1
Transportation			
Transportation services to enable service provision/employment	5	0	0
Contacts			
Home visits completed		0	68
Home visits attempted		0	125
Phone contacts attempted		20	205
Phone contacts completed		7	107
Office visits scheduled		0	26
Office visits completed		0	12
Correspondence mailed		75	627
Flyers distributed		200	940
Walk-ins		5	24
FSS Coordinator total contacts		0	0

Resident Services-Family Day 2023



9. Development Report

No Development Report

10.New Business/Board (See Attachments)

- A. Resolution Approving the Revision to the Public Housing Flat Rents
- B. Resolution Approving the Revision to the Public Housing Utility Allowances
- C. Resolution Approving the 2024 SHA Annual Plan

11.Commissioners' Comments

12.Public Comments

13.Closed Session (If needed)

14.Adjournment



317 Chatham Street
P.O. Box 636
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www.sha-nc.org

MEMORANDUM

TO: Board of Commissioners

FROM: Marcus D. Goodson, Interim Chief Executive Officer

DATE: August 1, 2023

SUBJECT: Resolution Approving the Revision to the Public Housing Flat Rents

I. STATEMENT OF ISSUE

The Sanford Housing Authority (SHA) is requesting approval of a change in the Public Housing Flat Rents.

II. BACKGROUND

The Quality Housing and Work Responsibility Act (QHWRA) of 1998 provides the enabling legislation to offer Flat Rents (based on the area FMR) or Income-based Rents (based on family income) to public housing residents. The U. S. Department of Housing and Urban Development has provided regulations to housing authorities to establish Flat Rents. (24 CFR 960.253)

SHA will set the Flat Rent amounts following HUD requirements that Flat Rents will be set no less than 80% of the applicable Fair Market Rents (FMR). The new Flat Rents will apply to all new admissions effective October 1, 2023. The new Flat Rent amounts will be offered to all public housing occupant at their next annual renewal .

III. RECOMMENDATION

It is recommended that the Board of Commissioners consider and approves the proposed Flat Rents for the Public Housing program to become effective October 1, 2023.

RESOLUTION NO. _____

RESOLUTION APPROVING THE ANNULA UPDATE TO THE PUBLIC HOUSING PROGRAM FLAT RENTS

WHEREAS, the Sanford Housing Authority Public Housing Program is required to establish, maintain and offer tenants a choice of Flat Rents or income base rent. 24 CFR 960.253 and

WHEREAS, the QHWRA of 1998 provides legislation to offer Flat Rents; and

WHEREAS, the Sanford Housing Authority must review its Flat Rents annually to ensure that Flat Rents continue to mirror market rent values; and

WHEREAS, the Sanford Housing Authority has completed its annual review of its Flat Rents and has determined that adjustments are needed; and

WHEREAS, THE REVISED Flat Rent Schedule is attached to Attachment A.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Sanford Housing Authority, as follows:

1. That the revised Flat Rent Schedule identified in Attachment A be adopted and incorporated into the Admissions and Continued Occupancy Policy (ACOP) and implemented as set forth in the ACOP.
2. That the revised Flat Rent Schedule is effective October 1, 2023.

Done this 28th day of August 2023.

RECORDING OFFICER'S CERTIFICATION

I, Marcus D. Goodson, the duly appointed Secretary of the Sanford Housing Authority, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Sanford Housing Authority held on August 28, 2023.

(SEAL)

BY: _____
Marcus D. Goodson, Secretary

The FY 2023 Lee County, NC FMRs for All Bedroom Sizes

Final FY 2023 & Final FY 2022 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2023 FMR	\$736	\$792	\$894	\$1,103	\$1,346
FY 2022 FMR	\$671	\$723	\$824	\$1,030	\$1,196

	Linden Heights	Utley Plaza	Foushee Heights	Harris Court
1 - Bedroom	\$633	\$633		\$633
2 - Bedroom	715	715	715	715
3 - Bedroom	810	810	810	
4 – Bedroom	1077			



FY 2023 FAIR MARKET RENT DOCUMENTATION SYSTEM

The FY 2023 Lee County, NC FMRs for All Bedroom Sizes

Final FY 2023 & Final FY 2022 FMRs By Unit Bedrooms

Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2023 FMR	\$736	\$792	\$894	\$1,103	\$1,346
FY 2022 FMR	\$671	\$723	\$824	\$1,030	\$1,196

Lee County, NC is a non-metropolitan county.

Fair Market Rent Calculation Methodology



[Show/Hide Methodology Narrative](#)



The results of the Fair Market Rent Step-by-Step Process

1. **Base Rent Calculation**

The following are the 2020 American Community Survey 5-year 2-Bedroom Adjusted Standard Quality Gross Rent estimates and margins of error for Lee County, NC.

Area	ACS ₂₀₂₀ 5-Year 2-Bedroom Adjusted Standard Quality Gross Rent	ACS ₂₀₂₀ 5-Year 2-Bedroom Adjusted Standard Quality Gross Rent Margin of Error	Ratio	Sample Size Category	Result
Lee County, NC	\$735	\$26	\$26 / \$735=0.03537	5	0.03537 < .5 5 ≥ 4 Use ACS ₂₀₂₀ 5-Year Lee County, NC 2-Bedroom Adjusted

Since the ACS₂₀₂₀ Margin of Error Ratio is less than .5, HUD uses the ACS₂₀₂₀ Lee County, NC value for the estimate of 2-Bedroom Adjusted Standard Quality Gross Rent (Base Rent).

Area	FY2023 Base Rent
Lee County, NC	\$735

2. Recent Mover Adjustment Factor Calculation

Since Lee County, NC is not covered by at least 3 private data sources or does not have a local 2019 recent mover estimate, the calculation of the recent mover adjustment factor is as follows:

Area	ACS ₂₀₁₉ 1-Year Adjusted Standard Quality Recent- Mover Gross Rent	CPI Gross Rent % Change 2019-2020	ACS ₂₀₁₉ Recent Mover Rent Inflated to 2020	ACS ₂₀₂₀ 5- year All Mover Rent	Ratio
Lee County, NC	\$687	1.02916	$\$687 * 1.02916$ = \$707	\$646	$\$707 /$ $\$646 =$ 1.09443

Area	ACS ₂₀₂₀ 5-Year Adjusted Standard Quality Recent-Mover Gross Rent	ACS ₂₀₂₀ 5-year All Mover Rent	Ratio
Lee County, NC	\$682	\$646	$\$682 / \646 = 1.05573

Area	Average of Recent-Mover Ratios	Final Recent-Mover Adjustment Factor
Lee County, NC	$(1.05573 + 1.09443) / 2 =$ 1.07508	$1.07508 \geq 1.0$ Use calculated Recent-Mover Adjustment Factor of 1.07508

3. **Inflation Adjustment Factor Calculation**

Since Lee County, NC is not covered by at least 3 private data sources, the calculation of the inflation adjustment factor is as follows: HUD updates the 2020 intermediate rent with the ratio of the annual 2021 local or regional CPI to the annual 2020 local or regional CPI to establish rents as of 2021.

	Update Factor	Type
Inflation Update Factor	1.0319	Region CPI

4. **Trend Factor Adjustment**

The calculation of the Trend Factor is as follows: HUD forecasts the change in national gross rents from 2021 to 2023 for each CPI area and Census Region. This makes Fair Market Rents "as of" FY2023.

	Trend Factor	Trend Factor Type
Trend Factor	1.09628	Region

5. **Combination of Factors**

The FY 2023 2-Bedroom Fair Market Rent for Lee County, NC is calculated as follows:

Area	Base Rent	Recent-Mover Adjustment Factor	Annual 2020 to 2021 Gross Rent Inflation Adjustment	Trending 2021 to FY2023	FY 2023 2-Bedroom FMR
Lee County, NC	\$735	1.07508	1.03192	1.09628	$\$735 * 1.07508 * 1.03192 * 1.09628 = \894

6. **State Minimum Comparison**

In keeping with HUD policy, the preliminary FY 2023 FMR is checked to ensure that it does not fall below the state minimum.

Area	Preliminary FY2023 2-Bedroom FMR	FY 2023 North Carolina State Minimum	Final FY2023 2-Bedroom FMR
Lee County, NC	\$894	\$771	$\$894 \geq \771 Use Lee County, NC FMR of \$894

7. **Bedroom Ratios Application**

Bedroom ratios are applied to calculate FMRs for unit sizes other than two bedrooms.

Click on the links in the table to see how the bedroom ratios are calculated.

FY 2023 FMRs By Unit Bedrooms					
	<u>Efficiency</u>	<u>One-Bedroom</u>	Two-Bedroom	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
FY 2023 FMR	\$736	\$792	\$894	\$1,103	\$1,346

8. **Comparison to Previous Year**

The FY2023 FMRs for each bedroom size must not be below 90% of the FY2022 FMRs.

	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY2022 FMR	\$671	\$723	\$824	\$1,030	\$1,196
FY2022 floor	\$604	\$651	\$742	\$927	\$1,077
FY 2023 FMR	\$736	\$792	\$894	\$1,103	\$1,346
Use FY2022 floor for FY2023?	No	No	No	No	No

Final FY2023 Rents for All Bedroom Sizes for Lee County, NC

Final FY 2023 FMRs By Unit Bedrooms					
	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
Final FY 2023 FMR	\$736	\$792	\$894	\$1,103	\$1,346

The FMRs for unit sizes larger than four bedrooms are calculated by adding 15 percent to the four bedroom FMR, for each extra bedroom. For example, the FMR for a five bedroom unit is 1.15 times the four bedroom FMR, and the FMR for a six bedroom unit is 1.30 times the four bedroom FMR. FMRs for single-room occupancy units are 0.75 times the zero bedroom (efficiency) FMR.

Permanent link to this page:

http://www.huduser.gov/portal/datasets/fmr/fmrs/FY2023_code/2023summary.odn?&year=2023&fmrtype=Final&selection_type=county&fips=3710599999

Select a different area

Press below to select a different county within the same state (same primary state for metropolitan areas):

Alamance County, NC
Alexander County, NC
Alleghany County, NC
Anson County, NC
Ashe County, NC

▲
▬
▼

Select a new county

Press below to select a different state:

Select a new state

Select a Final FY 2023 Metropolitan FMR Area:

Abilene, TX MSA

▼

Select Metropolitan FMR Area

[HUD Home Page](#) | [HUD User Home](#) | [Data Sets](#) | [Fair Market Rents](#) | [Section 8 Income Limits](#)
[FMR/IL Summary System](#) | [Multifamily Tax Subsidy Project \(MTSP\) Income Limits](#) | [HUD LIHTC Database](#)

Prepared by the [Program Parameters and Research Division](#), HUD. Technical problems or questions? [Contact Us](#).



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MEMORANDUM

TO: Board of Commissioners

FROM: Marcus D. Goodson, Interim Chief Executive Officer

DATE: August 1, 2023

SUBJECT: Resolution Approving the Revision to the Public Housing Utility Allowances

I. STATEMENT OF ISSUE

The Sanford Housing Authority (SHA) is requesting approval of a change in the utility allowances used for the Housing Choice Voucher Program.

II. BACKGROUND

Federal regulations (24 CFR 965.507 (b)) require a PHA to review its schedule of utility allowances each year and revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised.

The proposed utility allowances, shown in the attached documents, were established based on typical costs of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA is required to use normal patterns of consumption for the community as a whole and at current utility rates. This study was conducted in compliance with the Public Housing Utility Allowance HUD Regulations 24 CFR 965, Subpart E – Residential Allowance for Utilities.

In the utility allowance schedule, the PHA is required to classify utilities and other housing services according to the following general categories: space heating, air conditioning, cooking, water heating, water, sewer, trash collection, other electric, refrigerator, range, and other specified housing services.

III. RECOMMENDATION

It is recommended that the Board of Commissioners considers and approves the proposed utility allowances and that they become effective October 1, 2023.

RESOLUTION NO. _____

**RESOLUTION APPROVING THE REVISION TO THE PUBLIC HOUSING
PROGRAM UTILITY ALLOWANCES**

WHEREAS, the Sanford Housing Authority Public Housing Program is required to establish and maintain a utility allowance schedule for all tenant-paid utilities, for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services; and

WHEREAS, on behalf of the Sanford Housing Authority, The Nelrod Group performed an analysis to determine if an adjustment to the current utility allowance schedule was needed; and

WHEREAS, the Sanford Housing Authority must review its schedule of utility allowance schedule annually, and must revise its allowances at other times when there has been a of 10 percent or more in the utility rates or fuel costs since the last revision of the schedule; and

WHEREAS, it was determined from the analysis that the average change in utility costs have changed in excess of the 10 percent threshold; and

WHEREAS, the Utility Allowance Schedules are used to determine the rental subsidy permitted for program participants; and

WHEREAS, the proposed Utility Allowance Schedules will become effective October 1, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Sanford Housing Authority, as follows:

1. That the proposed utility allowances, as attached, be approved; and
2. That the proposed utility allowances become effective October 1, 2023.

Done this 28th day of August 2023.

RECORDING OFFICER'S CERTIFICATION

I, Marcus D. Goodson, the duly appointed Secretary of the Sanford Housing Authority, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Sanford Housing Authority held on August 28, 2023.

(SEAL)

BY: _____
Marcus D. Goodson, Secretary



SANFORD HOUSING AUTHORITY, NC

PUBLIC HOUSING Resident-Paid Utilities

PROPOSED MONTHLY UTILITY ALLOWANCES Chart 1

UPDATE 2023

Building Type: Row House/Townhouse & Semi-Detached/Duplex

Foushee Heights (EE Equip: WH, Ins, CFL)	OBR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)			\$46.00	\$53.00		

Building Type: Semi-Detached/Duplex

Utleigh Plaza (EE Equip: WH, Ins, CFL)	OBR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)		\$40.00	\$46.00	\$53.00		

Building Type: Row House/Townhouse

Harris Court, Linden Heights (EE Equip: Win)	OBR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)	\$43.00	\$43.00	\$50.00	\$57.00		

Building Type: Semi-Detached/Duplex

Harris Court, Linden Heights (EE Equip: Win)	OBR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)		\$43.00	\$50.00	\$57.00	\$64.00	

Building Type: Detached House

Linden Heights (EE Equip: Win)	OBR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)					\$64.00	

A monthly average cost of the summer and winter adjustments were used for the electric and natural gas costs.

L&A= Lights & Appliances

H= Space Heating

WH= Water Heating

C= Cooking

EE Equip= Energy Efficient Equipment

Win= Windows

Ins= Insulation

CFL= 100% Fluorescent Lighting

Note: Public Housing utility allowances are calculated similar to method used by each utility provider. These allowances are not calculated by end use (like the Section 8 HCV Program), but by total usage for each utility type. Utility providers' monthly charges are included in the calculations.



MEMORANDUM

TO: Board of Commissioners

FROM: Marcus D. Goodson, Interim CEO

DATE: August 28, 2023

SUBJECT: Resolution Approving Submission of the Fiscal Year 2024 Public Housing Agency Annual Plan

I. STATEMENT OF ISSUE

The Public Housing Agency Annual Plan is a comprehensive guide to public housing agency policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the Public Housing Agency Plan: the 5-Year Plan, which each agency submits to the United States Department of Housing and Urban Development once every 5th fiscal year, and the Annual Plan, which is submitted every year by non-qualified agencies.

II. BACKGROUND

The Public Housing Agency Plan process was established by section 5A of the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.). Section 5A(b) of the Housing Act of 1937 (42 U.S.C. 1437c-1(b)) was amended by the 2008 Housing and Economic Recovery Act (HERA), Sections 2701 and 2702, Small Public Housing Authorities Paperwork Reduction Act. This amendment provided an exemption for certain qualified public housing agencies from the annual plan requirement.

A copy of the draft Annual Plan was made available for review by the public. The Sanford Housing Authority published a legal notification and hosted 3 public hearing dates with the location and times for each date.

III. SUGGESTED MOTION

I move that the Sanford Housing Authority Board of Commissioners approve the submission of the Fiscal Year 2024 Annual Plan.

RESOLUTION NO. _____

RESOLUTION APPROVING SUBMISSION OF THE FISCAL YEAR 2024 PUBLIC HOUSING AGENCY ANNUAL PLAN

WHEREAS, the Public Housing Agency Plan process was established by section 5A of the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.); and

WHEREAS, the Public Housing Agency Plan is a comprehensive guide to public housing agency policies, programs, operations, and strategies for meeting local housing needs and goals; and

WHEREAS, the Annual Plan is submitted to the United States Department of Housing Urban Development every year by non-qualified agencies; and

WHEREAS, A copy of the draft Annual Plan was made available to the public. The Sanford Housing Authority published legal notification of the availability of the draft review and comment period, as well as the dates/times and locations of the Public Hearing.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Sanford Housing Authority as follows:

The Sanford Housing Authority Board of Commissioners approves the submission of the Fiscal Year 2024 Annual Plan.

Done this 28th day of August 2023.

RECORDING OFFICER'S CERTIFICATION

I, Marcus D. Goodson, the duly appointed Secretary of the Sanford Housing Authority, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Commissioners of the Sanford Housing Authority held on August 28, 2023.

(SEAL)

BY: _____
Marcus D. Goodson, Secretary



Fiscal Year 2024 Annual Plan



Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Applicability. The Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																																
A.1	<div data-bbox="164 1020 1456 1073"> PHA Name: Sanford Housing Authority PHA Code: NC035 </div> <div data-bbox="164 1073 1456 1100"> PHA Type: <input type="checkbox"/> Standard PHA <input checked="" type="checkbox"/> Troubled PHA </div> <div data-bbox="164 1100 1456 1127"> PHA Plan for Fiscal Year Beginning: (MM/YYYY): 10/1/2023 </div> <div data-bbox="164 1127 1456 1155"> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) </div> <div data-bbox="164 1155 1456 1182"> Number of Public Housing (PH) Units 270 Number of Housing Choice Vouchers (HCVs) 941 Total Combined Units/Vouchers 1211 </div> <div data-bbox="164 1182 1456 1224"> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </div> <div data-bbox="164 1224 1456 1413"> <p>Availability of Information. PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" data-bbox="164 1413 1456 1883"> <thead> <tr> <th data-bbox="164 1413 440 1482" rowspan="2">Participating PHAs</th> <th data-bbox="440 1413 573 1482" rowspan="2">PHA Code</th> <th data-bbox="573 1413 873 1482" rowspan="2">Program(s) in the Consortia</th> <th data-bbox="873 1413 1146 1482" rowspan="2">Program(s) not in the Consortia</th> <th colspan="2" data-bbox="1146 1413 1456 1482">No. of Units in Each Program</th> </tr> <tr> <th data-bbox="1146 1482 1289 1512">PH</th> <th data-bbox="1289 1482 1456 1512">HCV</th> </tr> </thead> <tbody> <tr> <td data-bbox="164 1512 440 1612">Lead PHA:</td> <td data-bbox="440 1512 573 1612"></td> <td data-bbox="573 1512 873 1612"></td> <td data-bbox="873 1512 1146 1612"></td> <td data-bbox="1146 1512 1289 1612"></td> <td data-bbox="1289 1512 1456 1612"></td> </tr> <tr> <td data-bbox="164 1612 440 1713"></td> <td data-bbox="440 1612 573 1713"></td> <td data-bbox="573 1612 873 1713"></td> <td data-bbox="873 1612 1146 1713"></td> <td data-bbox="1146 1612 1289 1713"></td> <td data-bbox="1289 1612 1456 1713"></td> </tr> <tr> <td data-bbox="164 1713 440 1814"></td> <td data-bbox="440 1713 573 1814"></td> <td data-bbox="573 1713 873 1814"></td> <td data-bbox="873 1713 1146 1814"></td> <td data-bbox="1146 1713 1289 1814"></td> <td data-bbox="1289 1713 1456 1814"></td> </tr> <tr> <td data-bbox="164 1814 440 1883"></td> <td data-bbox="440 1814 573 1883"></td> <td data-bbox="573 1814 873 1883"></td> <td data-bbox="873 1814 1146 1883"></td> <td data-bbox="1146 1814 1289 1883"></td> <td data-bbox="1289 1814 1456 1883"></td> </tr> </tbody> </table> </div>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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		PH	HCV																														
Lead PHA:																																	

B.	Plan Elements
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p>Financial Resources</p> <ul style="list-style-type: none"> SHA experienced a significant decrease in rental revenue with the closing of Stewart Manor senior housing mid-rise development. The loss of rental revenue for ninety-nine (99) residential senior units has created a financial crisis that has negatively impacted our ability to cover routine monthly expenses and provide basic services for residents. SHA received an additional 5 VASH vouchers bringing our VASH total to 15. <p>Significant Amendment/Modifications</p> <ul style="list-style-type: none"> SHA completed the relocation of all residents of Stewart Manor senior mid-rise due to the deteriorating physical condition of the building. This represented a significant modification to our housing portfolio. We are currently evaluating qualifications of potential co-developer partners to work with SHA to identify and leverage funds through local, state, and federal sources to completely renovate Stewart Manor and place these ninety-nine (99) units back online for seniors in need of affordable housing in the City of Sanford. <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>

B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p>
B.4	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>See HUD Form-50075.2 Approved by HUD on August 2018. Revised 5/12/2020 Revised 3/26/2021</p>
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe: FY 2022 (October 1, 2021-September 30, 2022). One finding (Non-compliance of requirements regarding the CFDA 14.871 Section 8 Housing Choice Vouchers as described in finding number 2022-001 for Eligibility).</p>
C.	Other Document and/or Certification Requirements.
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.2	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p><u>Form HUD-50077-ST-HCV-HP, PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>
C.5	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>

D.	Affirmatively Furthering Fair Housing (AFFH).
D.1	<p data-bbox="248 275 686 300">Affirmatively Furthering Fair Housing (AFFH).</p> <p data-bbox="248 323 1588 396">Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) concerning fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. Instructions for further detail on completing this item.</p> <div data-bbox="248 422 1518 957"> <p data-bbox="261 428 506 455">Fair Housing Goal:</p> <p data-bbox="261 466 958 493"><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p data-bbox="261 499 1026 529">Goal: Increase Affordable Housing Stock in City of Sanford</p> <p data-bbox="261 537 1503 882">Identify and acquire city and county owned land for affordable housing, particularly in current and emerging high opportunity areas. Remove barriers to producing affordable housing by streamlining the development process. Increase the stock of affordable housing for people experiencing homelessness by acquiring vacant/abandoned buildings (hotels) for conversion to affordable housing, giving priority to families experiencing homelessness. Pursue the development of affordable/workforce housing through 4% and 9% tax-credits issued through North Carolina Housing Finance Agency (NCHFA). Implement aggressive Acq/Rehab program leveraging city, county, state and federal funding to acquire and rehab market rate multi-family properties that are made available through owners exiting the local housing market.</p> </div> <div data-bbox="248 982 1518 1551"> <p data-bbox="261 989 506 1016">Fair Housing Goal:</p> <p data-bbox="261 1026 958 1054"><u>Describe fair housing strategies and actions to achieve the goal</u></p> <p data-bbox="261 1094 1503 1476">Goal: Develop a citywide no-net loss of affordable housing policy that is included in land-use plans, local laws, community plans, and RFPs for funding for affordable housing. Strengthen and expand education and outreach to tenants and owners of affordable rental housing at risk of conversion to market rents that include options for nonprofits and/or tenants to purchase expiring properties. Preserve existing rental units and support development of new affordable rental housing through a wide range of rental developments inside and outside impacted neighborhoods throughout the City of Sanford. Support rental opportunities by providing tenant/landlord counseling and tenant rights workshops to residents experiencing problems with their landlords. Provide Tenant Rights Workshops consisting of information and education on the rights and responsibilities of tenants, and the eviction process.</p> </div>

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

Goal: Expand Housing Choice

Work to ensure that all people, including populations whose housing choices have historically been restricted or are currently limited, are better able to access and enjoy the full range of housing opportunities and communities that exist in the City of Sanford. Expanding housing choice can increase access to opportunities, reduce inequalities, and enable people to enjoy the social, professional, and economic benefits of integrated living. Schedule workshops for citizens where we cover topics such as Fair Housing rights, landlord harassment, reading and understanding the lease (lease terms and conditions), rent increase and rental delinquency, security deposit and regulations, and repair and maintenance of rental units.

Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(c))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Plan Elements. All PHAs must complete this section.

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no." (24 CFR §903.7)

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR §903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b)) Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments.

Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(b)) Describe the PHA's procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)). A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

☐ **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. (24 CFR §903.7(e))

☐ **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. (24 CFR §903.7(f))

☐ **Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

☐ **Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of (24 CFR §903.7(l)). Provide a description of: 1) Any programs relating to services and amenities provided or offered to assisted families; and 2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs subject to Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135) and FSS. (24 CFR §903.7(l))

☐ **Safety and Crime Prevention (VAWA).** Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. (24 CFR §903.7(m)) A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

☐ **Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

☐ **Asset Management.** State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(q))

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **HOPE VI or Choice Neighborhoods.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6. (Notice PIH 2011-47)

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4

☐ **Demolition and/or Disposition.** With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved

and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

☐ **Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission; 5) the number of units affected and; 6) expiration date of the designation of any HUD approved plan. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

☐ **Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32 REV-3](#), [successor RAD Implementation Notices](#), and other RAD notices.

☐ **Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.503) (24 CFR 903.7(b))

☐ **Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). (24 CFR 960.505) (24 CFR 903.7(b))

☐ **Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21](#) and [Notice PIH-2017-03](#). (24 CFR §903.7(e))

☐ **Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan (24 CFR §903.7(b)).

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR §990.145(a)(1).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

B.4 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section (24 CFR §903.7(g)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

B.5 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements.

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 7.52 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Annual Plan

Changes to the ACOP & Administrative Plan for Sanford Housing Authority

Housing Opportunities Through Modernization Act (HOTMA) changes to program rules.

- Definition of assets has changed, now defined as all family assets with certain exclusions.
- HOTMA introduces a new asset limitation. Families cannot receive benefits if they have over \$100,000 in total assets or ownership in real property where the family could live.
- Self-certification of assets under \$50,000.
- The HUD 9886 form will only need to be signed one time.
- HOTMA places restrictions on when an interim reexamination may be completed.
- The PHA must conduct an Interim Reexamination if the family's adjusted income is estimated to have decreased by 10% or more.

Public Housing – Over Income (OI) Limits for Public Housing Families 24 CFR 960.507 and Lease requirements for non-public housing over income families 24 CFR 960.509

OI family is a family whose income exceeds the OI limit (120% of AMI).

Non-public housing OI (NPHOI) is a family whose income exceeds the over-income limit for 24 consecutive months and is paying the alternative non-public housing rent. 24 CFR 960.102 and 24 CFR 960.507(b).

Families who remain in their unit under a new lease are no longer public housing program participants. 24 CFR 960.509, 24 CFR 960.507(a)(1), 24 CFR 600 and 24 CFR 960.601

- Can not participate in resident councils.
- Can not participate in programs for low-income or PH participants.
- Can not receive assistance such as utility Allowance from the PHA
- Not required to comply with Community Services
- PHA must provide the family with an Initial Notification of the OI status.
- After the first 12 months, the PHA must provide the family with a 2nd Notice if the family continues to be OI informing the family that they have been OI for 12 consecutive months and if they continue to be OI for another 12 months, their tenancy will terminate, or the alternative rent will apply as a NPHOI family.
- PHA must update their public housing lease.

Public Housing and Housing Choice Voucher Programs

HUD eliminated the Earned Income Disregard (EID)

EID will be available only to families that are eligible for and are already participating in the program on the effective date of the final Rule. No new families will be added.

Income from Assets – 24 CFR 5.609(a)(2) and (b) (1)

HUD continues to ask PHAs to calculate actual returns from an asset if the asset can be calculated. If the PHA is unable to calculate an actual return on an asset, PHA may accept self-certification from the family. The certification must include any expected income from the assets (actual

returns). The amount must include the family's income. No further documentation is required by the PHA for the net family asset restriction.

HUD has increased the net family asset from \$25,000 to \$50,000 or less. The imputed income from that asset is excluded. For assets over \$50,000, the PHA must impute the income for the asset based on the current passbook savings rate, as determined by HUD.

For property ownership, the PHA may accept self-certification that the family does not have any present ownership interest in any real property. [24 CFR 5.618(b)]

Families cannot receive benefits if they have: [24 CFR 5.618(a)]

- Over \$100,000 in total net family assets, or
- Ownership in real property where the family could live.

HUD made changes to approved deductions – Adjusted Income 24 CFR 5.611(a)(2)

Mandatory deductions changes are to Elderly and Disabled Families from \$400 to \$525 per family. This adjustment is adjusted by HUD annually for inflation and rounded to the next lowest multiple of \$25.

HUD changes Deductions for Health and Medical Expenses 24 CFR 5.611(a)(3)(i)-(ii)

Health and Medical Expenses threshold was changed from 3% to 10%. This expense is the sum of the following, to the extent it exceeds 10% of annual income.

- This deduction is now limited to the amount by which those expenses exceed 10% of the family's annual income.
- This increase is non-deductible health and medical expenses, which could result in a significant increase in adjusted income and rent, will be phased in over 2 years (5% in year 1, 7.5% in year 2).
- Unreimbursed health and medical care expenses for elderly or disabled families.
- Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with a disability, to the extent necessary to enable any member of the family, including the person with a disability, to be employed.

National Standards for the Physical Inspection of Real Estate (NSPIRE)

HUD has changed the inspection protocol for public housing and the housing choice voucher programs. NSPIRE will replace public housing UPCS inspections and housing choice vouchers HQS inspections. Both programs will now be under NSPIRE inspection protocols.