

**Jackson Housing Commission**  
Board of Commissioners  
Regular Meeting  
December 16, 2020 @ 12:00pm  
Conference Call  
Authorized Per Executive Order 2020-15 (COVID-19)

**AGENDA**

1. Meeting Called to Order
2. Pledge of Allegiance
3. ROLL CALL  
Michelle Woods, President  
Caroline Parker, Commissioner  
Carmen Wade, Commissioner  
Josh Burgett, Commissioner
4. Motion to approve/change the consent agenda
5. Public Comments (limited to 3 minutes)
6. Approval of Regular Meeting Minutes: November 18, 2020
7. Approval of the Previously Paid Liabilities: November 2020
8. RESOLUTIONS  
Resolution No.2020-17: Approval of Collection Losses December 2020  
Resolution No.2020-18: Approval of JHC Board of Commissioners Meeting Schedule 2021  
Resolution No.2020-19: Approval of JHC 2021 Paid Holiday Calendar  
Resolution No.2020-20: Approval of HCV Monthly Utility Allowances 2021  
Resolution No.2020-21: Approval of Public Housing Monthly Utility Allowances 2021
9. DIRECTOR'S REPORTS  
Section 8  
*Leasing and HAP Utilization Report*  
Public Housing  
*Tenant Accounts Receivable*  
*Move Outs*  
*Vacant Unit Turnaround*  
Executive  
*S8 Income Statement*  
*PH Income Statement*  
*Petty Cash Fund Register*  
*After Hours/Emergency Response Report*  
*Utility Costs and Consumption*
10. Other Business
11. ADJOURNMENT

**NEXT MEETING:** Regular Meeting- January 20, 2021-Virtual Meeting

**Jackson Housing Commission**  
Board of Commissioners  
Regular Meeting  
November 18, 2020  
Meeting via Conference Call  
Authorized Per State of Michigan Executive Order 2020-15(COVID-19)

The Jackson Housing Commission Board of Commissioners convened a Regular Meeting on Wednesday, November 18, 2020 at 12:00pm via conference call and per executive order, the broadcast information was widely distributed.

**Upon roll call, the attendance was as follows:**

Michelle Woods	Present (via conference line)
Caroline Parker	Present (via conference line)
Carmen Wade	Present (via conference line)
Josh Burgett	Absent Excused

**Also, present:**

Laurie Ingram, Executive Director  
Katie Anderson, Assistant Director  
Shari Boyce, Section 8 Director  
Chelsea Poole, Executive Secretary

**20-11-18-01**

**Public Comments**

Members of the public were shown on the call; however, no comments were made.

**20-11-18-02**

**Approval of the Regular Meeting Minutes-September 16, 2020-** Commissioner Parker **MOTIONED** to approve the Regular Meeting. Commissioner Wade **SECONDED** and upon voice vote, the motion carried.

**AYES:** M. Woods, C. Parker, C. Wade  
**NAYS:** None  
**ABSTAIN:** None  
**ABSENT:** J. Burgett

**20-11-18-03**

**Approval of Previously Paid Liabilities November 2020**

Questions were asked regarding previously paid liabilities.

Commissioner Wade **MOTIONED** to approve Previously Paid Liabilities, November 2020. Commissioner Parker. **SECONDED** and upon roll call the motion adopted:

**AYES:** M. Woods, C. Parker, C. Wade,  
**NAYS:** None  
**ABSTAIN:** None  
**ABSENT:** Burgett

**20-11-18-04**

**Resolution No.2020-12: Approval of Collection Loss Write-Offs November 2020**

Commissioner Parker **MOVED** to approve the Collection Loss Write Off in the amount of \$7,058.76. Commissioner Wade **SECONDED** and upon roll call, the motion adopted:

Commissioner Parker **MOVED** to approve the proposed Remote Work Policy as part of the JHC Employee Handbook. Commissioner Wade **SECONDED** and roll call, the motion adopted:

**AYES:** M. Woods, C. Parker, C. Wade

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** J. Burgett

**20-08-19-09 Director's Report**

**Section 8**

A. Leasing HAP Utilization Report

**Public Housing**

B. Tenant Account Receivables

C. Vacant Unit Turnaround

D. Moveout Report

**Executive Director's Report**

E. PH Income Statement

F. Petty Cash Fund Register

G. After Hours/Emergency Response Report

H. Utility Costs and Consumption

**Additional Business**

Ms. Ingram informed that the DEC Report indicated that JHC owes a repayment of previously paid subsidies in the amount of \$800,000. However, the HUD Field Office is not in agreement and plans to re-evaluate the repayment amount. Therefore, the HUD Field Office and DEC is meeting to determine a final number for repayment. Therefore, the demand for repayment is on hold.

Also, The City Manager (Jackson) contacted Ms. Ingram to discuss an official transfer of the deeds for all JHC properties, as well as, discuss the proposed property for redevelopment located on on Louis Glick Hwy.

The first COVID-19 staff outbreak occurred at Shahan Blackstone North. As a result, changes were made to isolate maintenance & security employees to prevent cross contamination. The COVID-19 policy was approved April 2020 and the plan is updated concurrently with CDC policies.

Ms. Ingram mentioned that the agency intends to close the day before Thanksgiving.

Commissioner Parker **MOTIONED** to adjourn the Regular Board of Commissioners meeting at 12:53pm. Commissioner Wade **SECONDED** and he meeting adjourned.

Respectfully submitted,

Laurie Ingram, MBA, PHM  
Executive Director

ATTESTED: \_\_\_\_\_  
Michelle Woods, President

**Payment Register**  
**Previously Paid Liabilities**  
 HCV

Period: 11/1/2020 to 11/30/2020

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
55530	hcv	City Of Jackson - Finance Departm	11/2/2020	11-2020	Check				
						Sept.2020 EE & ER Pension Cont.	hcv	904.28	Admin Employee Cont Sept.2020
						Sept.2020 EE & ER Pension Cont.	hcv	1,317.74	Admin Employer Contribution Sept.2020
<b>Total 55530</b>								<b>2,222.02</b>	
55531	hcv	DBI BUSINESS INTERIORS	11/2/2020	11-2020	Check				
						182242-0/ 182242-1	hcv	125.44	182242-0 \$125.44 Paper/Clips/NotePad/Labels/Envelopes
						182242-0/ 182242-1	hcv	76.71	182242-1 \$76.71 Clips/NotePad/Envelopes/Labels
<b>Total 55531</b>								<b>202.15</b>	
55532	hcv	PURCHASE POWER	11/2/2020	11-2020	Check				
						Statement Date 10.22.2020	hcv	169.01	8000-9000-0062-0884 \$169.01 Postage Refill
<b>Total 55532</b>								<b>169.01</b>	
55533	hcv	Christoff & Sons Floor Covering Inc	11/2/2020	11-2020	Check				
						13397	hcv	157.86	13397 \$157.86 Covid-19 Cleaning Service
<b>Total 55533</b>								<b>157.86</b>	
55534	hcv	DINSMORE AND SHOHL, LLP	11/2/2020	11-2020	Check				
						4585586	hcv	607.00	4585586 \$607.00 JHC Covid-19 Response
<b>Total 55534</b>								<b>607.00</b>	
55535	hcv	AMAZON	11/2/2020	11-2020	Check				
						945596386889	hcv	59.96	698787847575 \$59.96 THERMOMETERS
						945596386889	hcv	181.92	945596386889 \$181.92 CLOROX WIPES
<b>Total 55535</b>								<b>241.88</b>	
55536	hcv	LORENZO NEAL	11/6/2020	11-2020	Check				
						31	hcv	123.50	10/20/2020 4.75hrs@\$26.00
						31	hcv	97.50	11/03/2020 3.75hrs@\$26.00
						31	hcv	78.00	11/04/2020 3.00hrs@\$26.00
<b>Total 55536</b>								<b>299.00</b>	
55537	hcv	Christoff & Sons Floor Covering Inc	11/16/2020	11-2020	Check				
						13399	hcv	336.60	13399 \$336.60 Covid-19 Office Disinfectant
<b>Total 55537</b>								<b>336.60</b>	
55538	hcv	JACKSON UTILITY BILLING	11/16/2020	11-2020	Check				
						Read Date 09.29.2020	hcv	66.48	Sewer
						Read Date 09.29.2020	hcv	20.30	Water Consumption 0
<b>Total 55538</b>								<b>86.78</b>	
55539	hcv	Jackson Housing Commission	11/16/2020	11-2020	Check				
						Nov.2020 S8 Management Fees	hcv	3,000.00	Nov.2020 \$3000.00 S8 Management Fees
<b>Total 55539</b>								<b>3,000.00</b>	
55540	hcv	PC Solutions	11/16/2020	11-2020	Check				
						M27748/ M27708	hcv	146.79	M27708 \$146.79 Monthly IT Support Cost
<b>Total 55540</b>								<b>146.79</b>	
55541	hcv	TALX THE WORK NUMBER	11/16/2020	11-2020	Check				
						1002114474	hcv	102.44	1002114474 \$102.44 Oct.2020 Pre Tenant Screening.

**Payment Register  
Previously Paid Liabilities  
HCV**

Period: 11/1/2020 to 11/30/2020

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
<b>Total 55541</b>								<b>102.44</b>	
55542	hcv	TDS Metrocom	11/16/2020	11-2020	Check				
						517-787-9241+6 Invoices	hcv	90.21	517-787-6326 \$90.21
<b>Total 55542</b>								<b>90.21</b>	
55543	hcv	WISE CONSULTING	11/16/2020	11-2020	Check				
						365	hcv	60.00	#365 \$60.00 Nov.2020 Off-site Accounting Fees
<b>Total 55543</b>								<b>60.00</b>	
55544	hcv	T-MOBILE	11/16/2020	11-2020	Check				
						964817515 Due 11/13/2020	hcv	26.00	964817515 \$26.00 Employee Cell Phone/
<b>Total 55544</b>								<b>26.00</b>	
55545	hcv	American Office Solutions	11/16/2020	11-2020	Check				
						IN249025	hcv	90.00	IN249025 \$90.00 Covid-19 At home printer costs
<b>Total 55545</b>								<b>90.00</b>	
55546	hcv	Christoff & Sons Floor Covering Inc	11/16/2020	11-2020	Check				
						13403	hcv	336.60	#13403 \$336.60 Covid-19 Disinfecting Offices
<b>Total 55546</b>								<b>336.60</b>	
55547	hcv	WISE CONSULTING	11/16/2020	11-2020	Check				
						369	hcv	281.25	#369 \$281.25 Oct.2020 Financials Cost Off site
<b>Total 55547</b>								<b>281.25</b>	
55548	hcv	Blue Care Network Of Michigan	11/16/2020	11-2020	Check				
						203110029862	hcv	3,507.23	Admin Insurance Contribution
<b>Total 55548</b>								<b>3,507.23</b>	
55549	hcv	AccuShred, LLC	11/23/2020	11-2020	Check				
						60902	hcv	27.65	60902 \$27.65 Oct.2020 Document Destruction
<b>Total 55549</b>								<b>27.65</b>	
55550	hcv	City Of Jackson - Finance Departm	11/23/2020	11-2020	Check				
						Oct.2020 Pension Contributions	hcv	904.28	Oct.2020 Pension Admin Employee Contr.
						Oct.2020 Pension Contributions	hcv	1,317.74	Oct.2020 Pension Admin Employer Contr.
<b>Total 55550</b>								<b>2,222.02</b>	
55551	hcv	MLive Media Group	11/23/2020	11-2020	Check				
						#20008879	hcv	552.80	#20008879 \$552.80 Senior Loft Wait List Advertising
<b>Total 55551</b>								<b>552.80</b>	
55552	hcv	LORENZO NEAL	11/23/2020	11-2020	Check				
						32	hcv	130.00	11.10.2020 5hrs@\$26.00
						32	hcv	65.00	11.17.2020 2.50hrs@\$26.00
						32	hcv	19.50	11.18.2020 .75hrs@\$26.00
<b>Total 55552</b>								<b>214.50</b>	
55553	hcv	AMERICAN OFFICE SOLUTIONS	11/23/2020	11-2020	Check				
						28149194	hcv	118.35	28149194 \$118.35 Costs of Copier/Fax Faxes/Copies made.
<b>Total 55553</b>								<b>118.35</b>	

**Payment Register**  
**Previously Paid Liabilities**  
 HCV

Period: 11/1/2020 to 11/30/2020

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
55554	hcv	AMAZON	11/23/2020	11-2020	Check				
						83555/44453	hcv	77.25	466596983555 \$77.25 12-Sheet Cross Cutter
						83555/44453	hcv	11.99	466885444453 \$11.99 3-year Warranty
<b>Total 55554</b>								<b>89.24</b>	
55555	hcv	Christoff & Sons Floor Covering Inc	11/23/2020	11-2020	Check				
						13706	hcv	336.60	13706 \$336.60 Nov.5th.2020 Covid-19 Disinfecting Costs
<b>Total 55555</b>								<b>336.60</b>	
55556	hcv	AFLAC	11/23/2020	11-2020	Check				
						276426	hcv	250.44	276426 \$250.44 Nov.2020 Supplemental Ins
<b>Total 55556</b>								<b>250.44</b>	
<b>Grand Total</b>								<b>15,774.42</b>	

**Payment Register**  
**Previously Paid Liabilities**  
**Public Housing**  
 Period: From 11/1/2020 to 11/30/2020

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
67575	ph	CASLER HARDWARE	11/2/2020	11-2020	Check				
						I-34971	amp2	261.60	I-34971 \$261.60 Gas Valve/ Pipe/ Plunger/ Blades
<b>Total 67575</b>								<b>261.60</b>	
67576	ph	COLLINS BROTHERS	11/2/2020	11-2020	Check				
						53480	amp2	535.00	53480 \$535.00 Baseboard
<b>Total 67576</b>								<b>535.00</b>	
67577	ph	CONSUMERS ENERGY	11/2/2020	11-2020	Check				
						103029453703 Due 11/12/2020	amp2	21.71	MCF Consumption 1
<b>Total 67577</b>								<b>21.71</b>	
67578	ph	City Of Jackson - Finance Department	11/2/2020	11-2020	Check				
						Sept.2020 EE & ER Pension Cont.	amp1	509.14	Admin Employee Cont Sept.2020
						Sept.2020 EE & ER Pension Cont.	amp2	662.54	Admin Employee Cont Sept.2020
						Sept.2020 EE & ER Pension Cont.	amp3	446.37	Admin Employee Cont Sept.2020
						Sept.2020 EE & ER Pension Cont.	amp1	890.10	Admin Employer Contribution Sept.2020
						Sept.2020 EE & ER Pension Cont.	amp2	1,158.22	Admin Employer Contribution Sept.2020
						Sept.2020 EE & ER Pension Cont.	amp3	780.34	Admin Employer Contribution Sept.2020
						Sept.2020 EE & ER Pension Cont.	amp1	1,055.91	Maint. Employee Cont Sept.2020
						Sept.2020 EE & ER Pension Cont.	amp2	1,972.74	Maint. Employee Cont Sept.2020
						Sept.2020 EE & ER Pension Cont.	amp3	604.48	Maint. Employee Cont Sept.2020
						Sept.2020 EE & ER Pension Cont.	amp1	1,558.31	Maint. Employer Cont Sept.2020
						Sept.2020 EE & ER Pension Cont.	amp2	3,213.80	Maint. Employer Cont Sept.2020
						Sept.2020 EE & ER Pension Cont.	amp3	1,056.77	Maint. Employer Cont Sept.2020
<b>Total 67578</b>								<b>13,908.72</b>	
67579	ph	COMCAST	11/2/2020	11-2020	Check				
						-0358478/-0369913	amp1	106.85	8529114280358478 \$106.85 410 E High
						-0358478/-0369913	amp1	215.13	8529444280369913 \$215.13 316 Barberr
<b>Total 67579</b>								<b>321.98</b>	
67580	ph	GRIMES PLUMBING COMPANY, INC	11/2/2020	11-2020	Check				
						10003/ 9975	amp1	166.50	#10003 \$166.50 Minor Plumbing 1229 Laurel Ln
						10003/ 9975	amp1	412.73	#9975 \$412.73 Minor Plumbing 1223 Heather Ln
<b>Total 67580</b>								<b>579.23</b>	
67581	ph	HAMMOND HARDWARE	11/2/2020	11-2020	Check				
						c359851+ 4 More Inv	amp1	13.94	B429079 \$13.94 Waste Arm
						c359851+ 4 More Inv	amp1	62.97	B429373 \$62.97 KeySet/Heater
						c359851+ 4 More Inv	amp1	17.98	C357997 \$17.98 Gorilla Tape
						c359851+ 4 More Inv	amp1	49.90	C359249 \$49.90 Knobs/Padlock
						c359851+ 4 More Inv	amp1	7.18	C359851 \$7.18 Primer
<b>Total 67581</b>								<b>151.97</b>	
67582	ph	KUBOTA OF JACKSON	11/2/2020	11-2020	Check				
						06-77144	amp1	563.34	06-77144 \$563.34 Maint. on Kubota Tractor.
<b>Total 67582</b>								<b>563.34</b>	
67583	ph	HD Supply Facilities Maintenance	11/2/2020	11-2020	Check				
						9186023545	amp2	681.67	9186023545 \$681.67 Battery Backup/ Bulbs/Replacement Cable
<b>Total 67583</b>								<b>681.67</b>	

**Payment Register**  
**Previously Paid Liabilities**  
**Public Housing**

Period: From 11/1/2020 to 11/30/2020

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
67584	ph	JACKSON GLASS WORKS INC	11/2/2020	11-2020	Check				
						433428	amp1	284.00	433428 \$284.00 316 Barberry Court Window Repair/Replacement
<b>Total 67584</b>								<b>284.00</b>	
67585	ph	JACKSON UTILITY BILLING	11/2/2020	11-2020	Check				
						Read Date 10.08.2020	amp3	7,615.75	Sewer
						Read Date 10.08.2020	amp3	13,433.43	Water Consumption 315300
<b>Total 67585</b>								<b>21,049.18</b>	
67586	ph	Johnstone Supply	11/2/2020	11-2020	Check				
						2033299	amp1	123.75	2033299 \$123.75 Blower Board
<b>Total 67586</b>								<b>123.75</b>	
67587	ph	MENARDS - JACKSON	11/2/2020	11-2020	Check				
						98139/98459/97063/98702/98643	amp1	-259.00	97063 \$-259.00 Credit on 98459
						98139/98459/97063/98702/98643	amp1	58.94	98139 \$58.94 Clips/J-Bend
						98139/98459/97063/98702/98643	amp1	270.87	98459 \$270.87 Heater/Kitch/30Pk
						98139/98459/97063/98702/98643	amp1	126.20	98643 \$126.20 Tension Rob/Handle/Caulk
						98139/98459/97063/98702/98643	amp1	199.92	98702 \$199.92 Floor Finish
<b>Total 67587</b>								<b>396.93</b>	
67588	ph	MINUTEMAN SEWER & DRAIN INC.	11/2/2020	11-2020	Check				
						20-1657/ 10-1695	amp2	125.00	10-1695 \$125.00 Minor Plumbing Reed
						20-1657/ 10-1695	amp1	210.00	20-1657 \$210.00 Minor Plumbing 1229/1231 Laurel Lane
<b>Total 67588</b>								<b>335.00</b>	
67589	ph	PURCHASE POWER	11/2/2020	11-2020	Check				
						Statement Date 10.22.2020	amp2	152.10	8000-9000-0062-0884 \$152.10 Postage Refill
						Statement Date 10.22.2020	amp1	61.97	8000-9000-0062-0884 \$61.97 Postage Refill
						Statement Date 10.22.2020	amp3	67.60	8000-9000-0062-0884 \$67.60 Postage Refill
<b>Total 67589</b>								<b>281.67</b>	
67590	ph	Postmaster	11/2/2020	11-2020	Check				
						Tenant Mailbox Keys 5 Keys	amp1	25.00	A Miller 1228 Laurel Lane
						Tenant Mailbox Keys 5 Keys	amp2	25.00	D. Claucherty H-40
						Tenant Mailbox Keys 5 Keys	amp2	25.00	D. Howell I-20
						Tenant Mailbox Keys 5 Keys	amp2	25.00	J.Owens B-18
						Tenant Mailbox Keys 5 Keys	amp2	25.00	R. Dunlap H-9
<b>Total 67590</b>								<b>125.00</b>	
67591	ph	KUSTOM US, INC	11/2/2020	11-2020	Check				
						04-32440-f + 2 More Inv	amp2	1,900.71	04-32420-F \$1900.71 Final Bill Removal of Remains.
						04-32440-f + 2 More Inv	amp2	1,152.53	04-32421-F \$1152.53 Final Bill Toilet Overflow Clean Up
						04-32440-f + 2 More Inv	amp2	1,112.82	04-32440-F \$1112.82 D5 /D8 Water Leak Final Bill
<b>Total 67591</b>								<b>4,166.06</b>	
67592	ph	Christoff & Sons Floor Covering Inc.	11/2/2020	11-2020	Check				
						13397	amp3	222.57	13397 \$222.57 Covid-19 Cleaning Service
						13397	amp2	321.93	13397 \$321.93 Covid-19 Cleaning Service
						13397	amp1	452.70	13397 \$452.70 Covid-19 Cleaning Service
<b>Total 67592</b>								<b>997.20</b>	



**Payment Register**  
**Previously Paid Liabilities**  
**Public Housing**

Period: From 11/1/2020 to 11/30/2020

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
67593	ph	DINSMORE AND SHOHL, LLP	11/2/2020	11-2020	Check				
						4585586	amp1	607.00	4585586 \$607.00 JHC Covid-19 Response
						4585586	amp2	607.00	4585586 \$607.00 JHC Covid-19 Response
						4585586	amp3	607.00	4585586 \$607.00 JHC Covid-19 Response
<b>Total 67593</b>								<b>1,821.00</b>	
67594	ph	PATRIOT PEST CONTROL	11/2/2020	11-2020	Check				
						173/ 178/ 176	amp2	8,980.00	173 \$8980.00 Cockroach Treatment \$380*22 units/Mouse \$120.00*1 unit/ BB \$500*1 unit
						173/ 178/ 176	amp3	900.00	176 \$900.00 BB \$500*1 unit Cockroach \$100*4 units
						173/ 178/ 176	amp2	3,400.00	178 \$3400.00 BB \$500*3 units/Cockroach \$380*5 units
<b>Total 67594</b>								<b>13,280.00</b>	
67595	ph	Trine	11/2/2020	11-2020	Check				
									:Refund 10/28/20208:05:51 PM
							amp3	68.00	Refunding Q-34386
<b>Total 67595</b>								<b>68.00</b>	
67596	ph	New	11/2/2020	11-2020	Check				
									:Refund 10/28/20209:18:22 PM
							amp1	227.00	Refunding Q-34396
<b>Total 67596</b>								<b>227.00</b>	
67597	ph	AMAZON	11/2/2020	11-2020	Check				
						945596386889	amp3	291.49	465974354489 \$291.49 COVERALLS
						945596386889	amp2	27.55	535555755765 \$27.55 SEC. OFFICE SUPPLIES
						945596386889	amp2	28.79	674636485366 \$28.79 POUCH BAG
						945596386889	amp1	59.96	698787847575 \$59.96 THERMOMETERS
						945596386889	amp2	59.96	698787847575 \$59.96 THERMOMETERS
						945596386889	amp3	59.96	698787847575 \$59.96 THERMOMETERS
						945596386889	amp1	181.92	945596386889 \$181.92 CLOROX WIPES
						945596386889	amp2	181.92	945596386889 \$181.92 CLOROX WIPES
						945596386889	amp3	181.92	945596386889 \$181.92 CLOROX WIPES
<b>Total 67597</b>								<b>1,073.47</b>	
67598	ph	FERGUSON ENTERPRISES, INC.- JACKSON	11/2/2020	11-2020	Check				
						5791378	amp1	85.54	5791378 \$85.54 Caulk
<b>Total 67598</b>								<b>85.54</b>	
67599	ph	LIBRA INDUSTRIES, INC. OF MI	11/2/2020	11-2020	Check				
						2020/11272	amp1	52.74	2020/11272 \$52.74 B. Hunt Work Clothing
<b>Total 67599</b>								<b>52.74</b>	
67600	ph	Postmaster	11/2/2020	11-2020	Check				
						Caris/ Miller	amp1	25.00	A. Miller \$25.00 Mailbox Key
						Caris/ Miller	amp1	25.00	R. Carris \$25.00 Mailbox key
<b>Total 67600</b>								<b>50.00</b>	
67601	ph	TRACIE SUTLIFF	11/2/2020	11-2020	Check				
						Cleaning of Units	amp1	920.00	23hrs @ \$40.00 hr Cleaning unit
						Cleaning of Units	amp3	920.00	23hrs @ \$40.00 hr Cleaning unit
<b>Total 67601</b>								<b>1,840.00</b>	
67602	ph	First National Bank Omaha	11/6/2020	11-2020	Check				

**Payment Register**  
**Previously Paid Liabilities**  
**Public Housing**

Period: From 11/1/2020 to 11/30/2020

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
						Baymont Inn - C. Rowan	amp2	2,928.28	Baymont Inn - C. Rowan \$2928.28 Displaced Tenant 10/25/2020-11/04/2020 Billing
<b>Total 67602</b>									<b>2,928.28</b>
67603	ph	TRACIE SUTLIFF	11/6/2020	11-2020	Check				
						Cleaning Services	amp1	240.00	Chalet \$40.00 an hr x 6hrs cleaning unit.
						Cleaning Services	amp2	800.00	Reed Manor \$40.00 an hr *20hrs cleaning unit
						Cleaning Services	amp3	160.00	Shahan \$40.00 an hour *4hrs cleaning units
<b>Total 67603</b>									<b>1,200.00</b>
67604	ph	First National Bank Omaha	11/12/2020	11-2020	Check				
						BAYMONT/INDEED	amp2	1,471.86	BAYMONT \$1471.86 VANEPPS RELOCATION 10/25/2020-11/6/2020
						BAYMONT/INDEED	amp2	723.76	BAYMONT \$2543.15 C.ROWAN. EXTENDED STAY
<b>Total 67604</b>									<b>2,195.62</b>
67605	ph	Cross	11/12/2020	11-2020	Check				
						:Refund 9/30/20208:29:05 PM	amp2	267.80	Refunding Q-34349
<b>Total 67605</b>									<b>267.80</b>
67606	ph	Firestone Complete Auto Care	11/12/2020	11-2020	Check				
						1161390018-	amp1	108.99	1161390018 \$108.99 2011 Ford F-250
<b>Total 67606</b>									<b>108.99</b>
67607	ph	A-1 LOCK SHOP	11/16/2020	11-2020	Check				
						#6993 #7021	amp1	23.34	#6993 \$23.34 6 keys and decoder.
						#6993 #7021	amp1	78.35	#7021 \$78.35 15 keys 20 A best keys
<b>Total 67607</b>									<b>101.69</b>
67608	ph	AMBS CALL CENTER	11/16/2020	11-2020	Check				
						201011177	amp3	163.53	201011177 \$163.53 Nov.2020 After Hrs Call Center Cost
						201011177	amp1	168.84	201011177 \$168.84 Nov.2020 After Hrs Call Center Cost
						201011177	amp2	395.40	201011177 \$395.40 Nov.2020 After Hrs Call Center Cost
<b>Total 67608</b>									<b>727.77</b>
67609	ph	Aspen One Hour Heating & Air Conditioning	11/16/2020	11-2020	Check				
						406736	amp1	99.00	406736 \$99.00 1265 Laurel HVAC service
<b>Total 67609</b>									<b>99.00</b>
67610	ph	CONSUMERS ENERGY	11/16/2020	11-2020	Check				
						100035146164+ 9 Invs	amp3	47.03	KWH Consumption 214
						100035146164+ 9 Invs	amp1	5,666.05	KWH Consumption 45161
						100035146164+ 9 Invs	amp2	3,953.23	MCF Consumption 418
						100035146164+ 9 Invs	amp1	4,744.79	MCF Consumption 499
						100035146164+ 9 Invs	amp3	65.43	MCF Consumption 6
<b>Total 67610</b>									<b>14,476.53</b>
67611	ph	Christoff & Sons Floor Covering Inc.	11/16/2020	11-2020	Check				
						13399	amp2	163.98	13399 \$163.98 Covid-19 Office Disinfectant
						13399	amp3	380.52	13399 \$380.52 Covid-19 Office Disinfectant
						13399	amp1	452.70	13399 \$452.70 Covid-19 Office Disinfectant
<b>Total 67611</b>									<b>997.20</b>
67612	ph	ETNA Supply	11/16/2020	11-2020	Check				

**Payment Register**  
**Previously Paid Liabilities**  
**Public Housing**  
 Period: From 11/1/2020 to 11/30/2020

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
<b>Total 67612</b>						S103753098.001	amp1	36.92	S103753098.001 \$36.92 Extended Shank
								<b>36.92</b>	
67613	ph	FERGUSON ENTERPRISES, INC.- JACKSON	11/16/2020	11-2020	Check				
<b>Total 67613</b>						5770105	amp1	171.98	5770105 \$171.98 Cart Assy F/1700
								<b>171.98</b>	
67614	ph	GRIFFIN PEST SOLUTIONS	11/16/2020	11-2020	Check				
<b>Total 67614</b>						1991924 1989963	amp2	1,836.00	1989963 \$1836.00 1st Week of month Pest Cost
						1991924 1989963	amp2	60.00	1991924 \$60.00 G-1 Tenant Refusal Cost
								<b>1,896.00</b>	
67615	ph	GRIMES PLUMBING COMPANY, INC	11/16/2020	11-2020	Check				
<b>Total 67615</b>						10112 10108 10102	amp2	150.00	#10102 \$150.00 I-73 Plumbing Service
						10112 10108 10102	amp2	100.00	#10108 \$100.00 I-38 Replace valve
						10112 10108 10102	amp1	406.30	#10112 \$406.30 1232 Heather Plumbing Service
								<b>656.30</b>	
67616	ph	HAMMOND HARDWARE	11/16/2020	11-2020	Check				
<b>Total 67616</b>						C361128	amp1	62.99	C361128 \$62.99 Kitchen Faucet W/Sprayer
								<b>62.99</b>	
67617	ph	JACKSON GLASS WORKS INC	11/16/2020	11-2020	Check				
<b>Total 67617</b>						433744	amp1	205.56	433744 \$205.56 318 Barberrry Daycare Window Repair Replace
								<b>205.56</b>	
67618	ph	JACKSON UTILITY BILLING	11/16/2020	11-2020	Check				
<b>Total 67618</b>						Read Date 09.29.2020	amp2	2,218.56	Sewer
						Read Date 09.29.2020	amp2	3,774.79	Water Consumption 94000
								<b>5,993.35</b>	
67619	ph	Jackson Housing Commission	11/16/2020	11-2020	Check				
<b>Total 67619</b>						Nov.2020 PH Management Fees	amp2	13,196.25	Nov.2020 \$13196.25 PH Management Fees
						Nov.2020 PH Management Fees	amp3	5,692.50	Nov.2020 \$5692.50 PH Management Fees
						Nov.2020 PH Management Fees	amp1	5,847.75	Nov.2020 \$5847.75 PH Management Fees
								<b>24,736.50</b>	
67620	ph	Jackson Housing Commission	11/16/2020	11-2020	Check				
<b>Total 67620</b>						Nov.2020 PH Bookkeeping Fees	amp2	2,168.00	Nov.2020 \$2168.00 PH Bookkeeping Fees
						Nov.2020 PH Bookkeeping Fees	amp1	870.00	Nov.2020 \$870.00 PH Bookkeeping Fees
						Nov.2020 PH Bookkeeping Fees	amp3	908.00	Nov.2020 \$908.00 PH Bookkeeping Fees
								<b>3,946.00</b>	
67621	ph	Jackson Housing Commission	11/16/2020	11-2020	Check				
<b>Total 67621</b>						Nov.2020 Asset Management Fees	amp2	1,176.00	Nov.2020 \$1176.00 Asset Management Fees
						Nov.2020 Asset Management Fees	amp3	480.00	Nov.2020 \$480.00 Asset Management Fees
						Nov.2020 Asset Management Fees	amp1	516.00	Nov.2020 \$516.00 Asset Management Fees
								<b>2,172.00</b>	
67622	ph	Lammers Heating & A/C	11/16/2020	11-2020	Check				
<b>Total 67622</b>						12741-36152	amp3	252.50	12741-36152 \$252.50 308 Moorman HVAC Service
								<b>252.50</b>	

**Payment Register**  
**Previously Paid Liabilities**  
**Public Housing**

Period: From 11/1/2020 to 11/30/2020

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
67623	ph	MENARDS - JACKSON	11/16/2020	11-2020	Check				
						99103	amp1	53.05	99103 \$53.05 Ez Sand/Coat-Pail
<b>Total 67623</b>								<b>53.05</b>	
67624	ph	MODERN WASTE SYSTEMS	11/16/2020	11-2020	Check				
						69426/69579/69461/69639	amp1	1,018.55	69426 \$1018.55 Chalet Roll Off Cost
						69426/69579/69461/69639	amp2	1,391.65	69461 \$1391.65 Reed Roll Off Service
						69426/69579/69461/69639	amp3	247.55	69467 \$247.55 Shahan Roll Off Service
						69426/69579/69461/69639	amp1	2,991.47	69579 \$2991.47 Nov.2020 Chalet Trash Service
						69426/69579/69461/69639	amp2	6,224.90	69639 \$6224.90 Nov.2020 Reed Trash Service
						69426/69579/69461/69639	amp3	2,302.43	69643 \$2302.43 Nov.2020 Shahan Trash Service
<b>Total 67624</b>								<b>14,176.55</b>	
67625	ph	MEDEXPRESS URGENT CARE, P.C MICHIGAI	11/16/2020	11-2020	Check				
						1703680C3908	amp1	146.00	1703680C3908 \$146.00 J.Kendrick Pre Employment Screening
<b>Total 67625</b>								<b>146.00</b>	
67626	ph	PC Solutions	11/16/2020	11-2020	Check				
						M27748/ M27708	amp1	146.80	M27708 \$146.80 Monthly IT Support Cost
						M27748/ M27708	amp2	146.80	M27708 \$146.80 Monthly IT Support Cost
						M27748/ M27708	amp3	146.80	M27708 \$146.80 Monthly IT Support Cost
<b>Total 67626</b>								<b>440.40</b>	
67627	ph	THE SHERWIN -WILLIAMS CO.	11/16/2020	11-2020	Check				
						5435-0	amp1	931.80	5435-0 \$931.80 Paint Supplies
<b>Total 67627</b>								<b>931.80</b>	
67628	ph	TDS Metrocom	11/16/2020	11-2020	Check				
						517-787-9241+6 Invoices	amp1	587.73	517-780-0620 \$102.35 517-780-0181 \$80.75
						517-787-9241+6 Invoices	amp2	1,172.63	517-787-1188 \$1763.23 517-787-0168 \$441.82
						517-787-9241+6 Invoices	amp3	683.54	517-787-6494 \$95.79
<b>Total 67628</b>								<b>2,443.90</b>	
67629	ph	THE HOME DEPOT SUPPLY	11/16/2020	11-2020	Check				
						15807/ 6015304	amp1	276.84	15807 \$276.84 Painters/Tp Holder
						15807/ 6015304	amp1	93.92	6015304 \$93.92 Tp Holder/ Grease Monkey
<b>Total 67629</b>								<b>370.76</b>	
67630	ph	TOMMARK, INC.	11/16/2020	11-2020	Check				
						s6574400.001+ 2 More Invs	amp1	133.04	S6570245.001 \$133.04 Control Board
						s6574400.001+ 2 More Invs	amp1	375.49	S6574400.001 \$375.49 Boards for Furnace
						s6574400.001+ 2 More Invs	amp3	2,503.14	S6604049.001 \$2503.14 Blowers/Smart Valves/ Fan Timer
<b>Total 67630</b>								<b>3,011.67</b>	
67631	ph	White & Hotchkiss, PLLC	11/16/2020	11-2020	Check				
						11441	amp3	101.11	#11441 \$101.11 Oct.2020 Legal Expenses
						11441	amp1	104.40	#11441 \$104.40 Oct.2020 Legal Expenses
						11441	amp2	244.49	#11441 \$244.49 Oct.2020 Legal Expenses
<b>Total 67631</b>								<b>450.00</b>	
67632	ph	YARDI SYSTEMS, INC	11/16/2020	11-2020	Check				

**Payment Register**  
**Previously Paid Liabilities**  
**Public Housing**

Period: From 11/1/2020 to 11/30/2020

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
						3475326	amp2	18.05	3475326 \$18.05 ACH Costs
						3475326	amp1	2.85	3475326 \$2.85 ACH Costs
						3475326	amp3	3.80	3475326 \$3.80 ACH Costs
<b>Total 67632</b>								<b>24.70</b>	
67633	ph	WISE CONSULTING	11/16/2020	11-2020	Check				
						365	amp1	33.00	#365 \$33.00 Nov.2020 Off-site Accounting Fees
						365	amp3	36.00	#365 \$36.00 Nov.2020 Off-site Accounting Fees
						365	amp2	81.00	#365 \$81.00 Nov.2020 Off-site Accounting Fees
<b>Total 67633</b>								<b>150.00</b>	
67634	ph	THE HOME DEPOT PRO	11/16/2020	11-2020	Check				
						578989097/579248659/581149085	amp1	95.45	578989097 \$95.45 Exterior Door
						578989097/579248659/581149085	amp1	24.49	579248659 \$24.49 Vert. Blinds
						578989097/579248659/581149085	amp1	24.49	581149085 \$24.49 Vert. Blinds
<b>Total 67634</b>								<b>144.43</b>	
67635	ph	T-MOBILE	11/16/2020	11-2020	Check				
						964817515 Due 11/13/2020	amp3	114.23	964817515 \$114.23 Employee Cell Phone/
						964817515 Due 11/13/2020	amp1	182.15	964817515 \$182.15 Employee Cell Phone/
						964817515 Due 11/13/2020	amp2	297.85	964817515 \$297.85 Employee Cell Phone/
						964817515 Due 11/13/2020	amp1	611.91	964817515 \$611.91 Tenant Tablet Costs
						964817515 Due 11/13/2020	amp2	611.93	964817515 \$611.93 Tenant Tablet Costs
						964817515 Due 11/13/2020	amp3	611.93	964817515 \$611.93 Tenant Tablet Costs
<b>Total 67635</b>								<b>2,430.00</b>	
67636	ph	ETNA Supply	11/16/2020	11-2020	Check				
						S103751200.001	amp1	523.89	S103751200.001 \$523.89 Water Heater CFP
<b>Total 67636</b>								<b>523.89</b>	
67637	ph	GRIMES PLUMBING COMPANY, INC	11/16/2020	11-2020	Check				
						10105/ 10109/ 10139	amp1	412.00	10105 \$412.00 CFP W/H 1229 Laurel Lane
						10105/ 10109/ 10139	amp2	625.48	10109 \$625.48 CFP W/H Installation E-13
						10105/ 10109/ 10139	amp3	745.50	10139 \$745.50 CFP W/h installation 324 Moorman
<b>Total 67637</b>								<b>1,782.98</b>	
67638	ph	MENARDS - JACKSON	11/16/2020	11-2020	Check				
						98965/ 98899	amp1	440.00	98899 \$440.00 Gas Range Stove CFP
						98965/ 98899	amp1	440.00	98965 \$440.00 Gas Range Stove CFP
<b>Total 67638</b>								<b>880.00</b>	
67639	ph	AMAZON	11/16/2020	11-2020	Check				
						454375678354+	amp2	20.97	454375678354 \$20.97 Command Hooks
						454375678354+	amp2	122.32	464534464946 \$122.32 USB Adaptor. Zoom Home Meetings Covid-19
						454375678354+	amp2	36.99	657536764873 \$36.99 Protection Plan
						454375678354+	amp2	229.00	998348348858 \$229.00 BRIO Pro Camera Covid-19 Zoom Meetings
<b>Total 67639</b>								<b>409.28</b>	
67640	ph	ETNA Supply	11/16/2020	11-2020	Check				
						S103756903.001	amp2	1,467.21	S103756903.001 \$1467.21 WH CFP
<b>Total 67640</b>								<b>1,467.21</b>	

**Payment Register  
Previously Paid Liabilities  
Public Housing**

Period: From 11/1/2020 to 11/30/2020

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
67641	ph	GRIFFIN PEST SOLUTIONS	11/16/2020	11-2020	Check				
						2004524	amp2	318.50	2004524 \$318.50 BB Liquid Costs
<b>Total 67641</b>								<b>318.50</b>	
67642	ph	PATRIOT PEST CONTROL	11/16/2020	11-2020	Check				
						179	amp2	3,520.00	#179 \$3520.00 4 units @\$500.00BB/4units @\$380.00Roach
<b>Total 67642</b>								<b>3,520.00</b>	
67643	ph	Next Chapter Construction, LLC	11/16/2020	11-2020	Check				
						1019	amp2	10,900.00	#1019 \$10900.00 Outsourced Unit turns due to COVID-19
<b>Total 67643</b>								<b>10,900.00</b>	
67644	ph	LIBRA INDUSTRIES, INC. OF MI	11/16/2020	11-2020	Check				
						2020/12555	amp2	153.38	2020/12555 \$153.38 Employee Work Clothes- M.Lewis
<b>Total 67644</b>								<b>153.38</b>	
67645	ph	Lammers Heating & A/C	11/16/2020	11-2020	Check				
						12741-36058	amp1	1,870.00	12741-36058 \$1870.00 CFP New Furnace 1265 Laurel Lane
<b>Total 67645</b>								<b>1,870.00</b>	
67646	ph	Young	11/16/2020	11-2020	Check				
						:Refund 11/4/20204:17:06 PM	amp3	583.00	Refunding Q-35050
<b>Total 67646</b>								<b>583.00</b>	
67647	ph	American Office Solutions	11/16/2020	11-2020	Check				
						IN249025	amp1	60.00	IN249025 \$60.00 Covid-19 At home printer costs
<b>Total 67647</b>								<b>60.00</b>	
67648	ph	Christoff & Sons Floor Covering Inc.	11/16/2020	11-2020	Check				
						13403	amp2	163.98	#13403 \$163.98 Covid-19 Disinfecting Offices
						13403	amp3	380.52	#13403 \$380.52 Covid-19 Disinfecting Offices
						13403	amp1	452.70	#13403 \$452.70 Covid-19 Disinfecting Offices
<b>Total 67648</b>								<b>997.20</b>	
67649	ph	First National Bank Omaha	11/16/2020	11-2020	Check				
						Michigan Pro	amp3	299.00	MichPro \$299.00 Home Inspection at Shahan Unit.
<b>Total 67649</b>								<b>299.00</b>	
67650	ph	WISE CONSULTING	11/16/2020	11-2020	Check				
						369	amp1	154.69	#369 \$154.69 Oct.2020 Financials Cost Off site
						369	amp3	168.74	#369 \$168.74 Oct.2020 Financials Cost Off site
						369	amp2	379.69	#369 \$379.69 Oct.2020 Financials Cost Off site
<b>Total 67650</b>								<b>703.12</b>	
67651	ph	Blue Care Network Of Michigan	11/16/2020	11-2020	Check				
						203110029862	amp1	1,263.55	Admin Insurance Contribution
						203110029862	amp2	3,136.98	Admin Insurance Contribution
						203110029862	amp3	4,337.34	Admin Insurance Contribution
						203110029862	amp1	3,656.99	Maint. Insurance contribution
						203110029862	amp2	10,077.84	Maint. Insurance contribution
						203110029862	amp3	927.53	Maint. Insurance contribution
<b>Total 67651</b>								<b>23,400.23</b>	

**Payment Register  
Previously Paid Liabilities  
Public Housing**

Period: From 11/1/2020 to 11/30/2020

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
67652	ph	TRACIE SUTLIFF	11/16/2020	11-2020	Check				
						106	amp3	560.00	Charlene \$40.00 an hour at 14 hours Cleaning Units
						106	amp2	800.00	Lee \$40.00 an hour at 20 hours Cleaning units
<b>Total 67652</b>								<b>1,360.00</b>	
67653	ph	AccuShred, LLC	11/23/2020	11-2020	Check				
						60902	amp2	27.65	60902 \$27.65 Oct.2020 Document Destruction
						60902	amp1	62.95	60902 \$62.95 Oct.2020 Document Destruction
<b>Total 67653</b>								<b>90.60</b>	
67654	ph	CONSUMERS ENERGY	11/23/2020	11-2020	Check				
						100071426884	amp3	16.46	KWH Consumption 57
						100071426884	amp3	17.95	MCF Consumption 0
<b>Total 67654</b>								<b>34.41</b>	
67655	ph	City Of Jackson - Finance Department	11/23/2020	11-2020	Check				
						Oct.2020 Pension Contributions	amp1	509.14	Oct.2020 Pension Admin Employee Contr.
						Oct.2020 Pension Contributions	amp2	662.54	Oct.2020 Pension Admin Employee Contr.
						Oct.2020 Pension Contributions	amp3	445.50	Oct.2020 Pension Admin Employee Contr.
						Oct.2020 Pension Contributions	amp1	890.10	Oct.2020 Pension Admin Employer Contr.
						Oct.2020 Pension Contributions	amp2	1,158.22	Oct.2020 Pension Admin Employer Contr.
						Oct.2020 Pension Contributions	amp3	778.82	Oct.2020 Pension Admin Employer Contr.
						Oct.2020 Pension Contributions	amp1	1,138.18	Oct.2020 Pension Main. Employee Contri
						Oct.2020 Pension Contributions	amp2	2,280.42	Oct.2020 Pension Main. Employee Contri
						Oct.2020 Pension Contributions	amp3	597.58	Oct.2020 Pension Main. Employee Contri
						Oct.2020 Pension Contributions	amp2	3,668.02	Oct.2020 Pension Maint. Employer Contr
						Oct.2020 Pension Contributions	amp3	1,044.69	Oct.2020 Pension Maint. Employer Contr
						Oct.2020 Pension Contributions	amp1	1,690.20	Oct.2020 Pension Maint. Employer Contri
<b>Total 67655</b>								<b>14,863.41</b>	
67656	ph	COMCAST	11/23/2020	11-2020	Check				
						Bill Date Nov.4.2020 Nov.6.2020	amp3	204.30	114280104708 \$204.30 Shahan Office Internet
						Bill Date Nov.4.2020 Nov.6.2020	amp2	224.59	114280363940 \$224.59 Reed Camera Internet
						Bill Date Nov.4.2020 Nov.6.2020	amp3	41.82	114280369921 \$41.82 Shahan Garage Internet
<b>Total 67656</b>								<b>470.71</b>	
67657	ph	GRIMES PLUMBING COMPANY, INC	11/23/2020	11-2020	Check				
						10248	amp2	100.00	10248 \$100.00 E-24 Minor Plumbing Service
<b>Total 67657</b>								<b>100.00</b>	
67658	ph	HD Supply Facilities Maintenance	11/23/2020	11-2020	Check				
						9186714182/ 9186523970	amp2	716.00	9186523970 \$716.00 Aluminum Screen
						9186714182/ 9186523970	amp2	29.97	9186714182 \$29.97 Trigger Sprayer
<b>Total 67658</b>								<b>745.97</b>	
67659	ph	Jackson Transportation Authority (JATA)	11/23/2020	11-2020	Check				
						0030507-IN	amp2	196.03	0030507-IN \$196.03 Oct.2020 Fuel Service Costs
						0030507-IN	amp3	40.73	0030507-IN \$40.73 Oct.2020 Fuel Service Costs
						0030507-IN	amp1	79.17	0030507-IN \$79.17 Oct.2020 Fuel Service Costs
<b>Total 67659</b>								<b>315.93</b>	

**Payment Register  
Previously Paid Liabilities  
Public Housing**

Period: From 11/1/2020 to 11/30/2020

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
67660	ph	PC Solutions	11/23/2020	11-2020	Check				
						M27789/ M27790	amp2	198.00	M27789 \$198.00 Reed Camera IT Support
						M27789/ M27790	amp2	49.50	M27790 \$49.50 S.Aukerman IT Support
<b>Total 67660</b>								<b>247.50</b>	
67661	ph	THE HOME DEPOT SUPPLY	11/23/2020	11-2020	Check				
						1010789	amp2	996.00	1010789 \$996.00 Toilet/ Teak Plank
<b>Total 67661</b>								<b>996.00</b>	
67662	ph	TRANS UNION LLC	11/23/2020	11-2020	Check				
						10027494	amp2	170.30	10027494 \$170.30 Pre-Tenant Screening
<b>Total 67662</b>								<b>170.30</b>	
67663	ph	AMERICAN OFFICE SOLUTIONS	11/23/2020	11-2020	Check				
						28149194	amp1	118.35	28149194 \$118.35 Costs of Copier/Fax Faxes/Copies made.
						28149194	amp2	118.35	28149194 \$118.35 Costs of Copier/Fax Faxes/Copies made.
						28149194	amp3	118.35	28149194 \$118.35 Costs of Copier/Fax Faxes/Copies made.
<b>Total 67663</b>								<b>355.05</b>	
67664	ph	Christoff & Sons Floor Covering Inc.	11/23/2020	11-2020	Check				
						13706	amp2	163.98	13706 \$163.98 Nov.5th.2020 Covid-19 Disinfecting Costs
						13706	amp3	380.52	13706 \$380.52 Nov.5th.2020 Covid-19 Disinfecting Costs
						13706	amp1	452.70	13706 \$452.70 Nov.5th.2020 Covid-19 Disinfecting Costs
<b>Total 67664</b>								<b>997.20</b>	
67665	ph	HOUSING DATA SYSTEMS, INC.	11/23/2020	11-2020	Check				
						300082	amp1	53.96	300082 \$53.96 Blank General Fund Checks #67500
						300082	amp3	53.96	300082 \$53.96 Blank General Fund Checks #67500
						300082	amp2	53.98	300082 \$53.98 Blank General Fund Checks #67500
<b>Total 67665</b>								<b>161.90</b>	
67666	ph	THE HOME DEPOT SUPPLY	11/23/2020	11-2020	Check				
						1901606	amp2	1,172.36	1901606 \$1172.36 2 Fridges CFP 2018
<b>Total 67666</b>								<b>1,172.36</b>	
67667	ph	PATRIOT PEST CONTROL	11/23/2020	11-2020	Check				
						185/184/181/174/182	amp3	500.00	#174 \$500.00 1unit*\$500.00
						185/184/181/174/182	amp2	380.00	#181 \$318.00 1unit*\$380.00
						185/184/181/174/182	amp3	680.00	#182 \$680.00 3units*\$100.00 1 unit*\$380.00
						185/184/181/174/182	amp2	4,440.00	#184 \$4440.00 1 unit*\$100.00 1 unit*\$160 11units*\$380.00
						185/184/181/174/182	amp2	4,750.00	#185 \$4750.00 9units*\$500.00 1unit*\$250.00
<b>Total 67667</b>								<b>10,750.00</b>	
67668	ph	TRACIE SUTLIFF	11/23/2020	11-2020	Check				
						1236 LL LN/D-21/357 Mrm	amp1	240.00	1236 Laurel Ln \$40.00 an hr*6 hrs Unit Cleaning
						1236 LL LN/D-21/357 Mrm	amp3	480.00	357 Moorman \$40.00 an hr*12 hrs Unit Cleaning
						1236 LL LN/D-21/357 Mrm	amp2	440.00	D-21 \$40.00 an hr*11hrs Unit Cleaning
<b>Total 67668</b>								<b>1,160.00</b>	
67669	ph	AFLAC	11/23/2020	11-2020	Check				
						276426	amp2	167.52	276426 \$167.52 Nov.2020 Supplemental Ins
						276426	amp1	297.26	276426 \$297.26 Nov.2020 Supplemental Ins



**Payment Register  
Previously Paid Liabilities  
Public Housing**

Period: From 11/1/2020 to 11/30/2020

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
						276426	amp3	53.52	276426 \$53.52 Nov.2020 Supplemental Ins
<b>Total 67669</b>								<b>518.30</b>	
67670	ph	TRACIE SUTLIFF	11/23/2020	11-2020	Check				
						150 Shah/357 Moor	amp3	240.00	150 Shah \$40.00 an hr *6 hours Unit Cleaning
						150 Shah/357 Moor	amp3	240.00	357 Moor \$40.00 an hr*6 hours Unit Cleaning
<b>Total 67670</b>								<b>480.00</b>	
<b>Grand Total</b>								<b>234,145.43</b>	

**Payment Register**  
**Previously Paid Liabilities**  
**COCC**  
**Period: From 11/1/2020 to 11/30/2020**

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
4110	cocc	COMTRONICS	11/2/2020	11-2020	Check				
						I-159069	cocc	60.00	I-159069 \$60.00 Repeater Service Fee
<b>Total 4110</b>								<b>60.00</b>	
4111	cocc	City Of Jackson - Finance Departm	11/2/2020	11-2020	Check				
						Sept.2020 EE & ER Pension Cont.	cocc	2,070.66	Admin Employee Cont Sept.2020
						Sept.2020 EE & ER Pension Cont.	cocc	3,619.93	Admin Employer Contribution Sept.2020
<b>Total 4111</b>								<b>5,690.59</b>	
4112	cocc	PURCHASE POWER	11/2/2020	11-2020	Check				
						Statement Date 10.22.2020	cocc	112.67	8000-9000-0062-0884 \$112.67 Postage Refill
<b>Total 4112</b>								<b>112.67</b>	
4113	cocc	Christoff & Sons Floor Covering Inc	11/2/2020	11-2020	Check				
						13397	cocc	336.60	13397 \$336.60 Covid-19 Cleaning Service
<b>Total 4113</b>								<b>336.60</b>	
4114	cocc	First National Bank Omaha	11/2/2020	11-2020	Check				
						Krogers	cocc	92.35	Kroger's \$92.35 Food Purchased for Get Together
<b>Total 4114</b>								<b>92.35</b>	
4115	cocc	DINSMORE AND SHOHL, LLP	11/2/2020	11-2020	Check				
						4585586	cocc	607.00	4585586 \$607.00 JHC Covid-19 Response
<b>Total 4115</b>								<b>607.00</b>	
4116	cocc	AMAZON	11/2/2020	11-2020	Check				
						945596386889	cocc	59.96	698787847575 \$59.96 THERMOMETERS
						945596386889	cocc	181.92	945596386889 \$181.92 CLOROX WIPES
<b>Total 4116</b>								<b>241.88</b>	
4117	cocc	First National Bank Omaha	11/12/2020	11-2020	Check				
						BAYMONT/INDEED	cocc	130.51	INDEED \$130.51VACANT JOB POSTING COSTS
<b>Total 4117</b>								<b>130.51</b>	
4118	cocc	TALX THE WORK NUMBER	11/12/2020	11-2020	Check				
						Q#12671835#	cocc	159.14	Q#12671835 \$159.14 New contract costs for pre-tenant screening
<b>Total 4118</b>								<b>159.14</b>	
4119	cocc	Christoff & Sons Floor Covering Inc	11/16/2020	11-2020	Check				
						13399	cocc	157.86	13399 \$157.86 Covid-19 Office Disinfectant
<b>Total 4119</b>								<b>157.86</b>	
4120	cocc	JACKSON UTILITY BILLING	11/16/2020	11-2020	Check				
						Read Date 09.29.2020	cocc	66.48	Sewer
						Read Date 09.29.2020	cocc	20.29	Water Consumption 0
<b>Total 4120</b>								<b>86.77</b>	
4121	cocc	PC Solutions	11/16/2020	11-2020	Check				
						M27748/ M27708	cocc	146.80	M27708 \$146.80 Monthly IT Support Cost
						M27748/ M27708	cocc	30.00	M27748 \$30.00 IT Support Chelsea Poole

**Payment Register  
Previously Paid Liabilities  
COCC**

Period: From 11/1/2020 to 11/30/2020

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
<b>Total 4121</b>								<b>176.80</b>	
4122	cocc	TDS Metrocom	11/16/2020	11-2020	Check	517-787-9241+6 Invoices	cocc	66.04	517-787-9241 \$66.04
<b>Total 4122</b>								<b>66.04</b>	
4123	cocc	WISE CONSULTING	11/16/2020	11-2020	Check	365	cocc	90.00	#365 \$90.00 Nov.2020 Off-site Accounting Fees
<b>Total 4123</b>								<b>90.00</b>	
4124	cocc	T-MOBILE	11/16/2020	11-2020	Check	964817515 Due 11/13/2020	cocc	145.67	964817515 \$145.67 Employee Cell Phone/
<b>Total 4124</b>								<b>145.67</b>	
4125	cocc	DBI BUSINESS INTERIORS	11/16/2020	11-2020	Check	185177-0	cocc	161.21	185177-0 \$161.21 Paper
<b>Total 4125</b>								<b>161.21</b>	
4126	cocc	American Office Solutions	11/16/2020	11-2020	Check	IN249025	cocc	128.10	IN249025 \$128.10 Covid-19 At home printer costs
<b>Total 4126</b>								<b>128.10</b>	
4127	cocc	Christoff & Sons Floor Covering Inc	11/16/2020	11-2020	Check	13403	cocc	157.86	#13403 \$157.86 Covid-19 Disinfecting Offices
<b>Total 4127</b>								<b>157.86</b>	
4128	cocc	WISE CONSULTING	11/16/2020	11-2020	Check	369	cocc	421.88	#369 \$421.88 Oct.2020 Financials Cost Off site
<b>Total 4128</b>								<b>421.88</b>	
4129	cocc	Blue Care Network Of Michigan	11/16/2020	11-2020	Check	203110029862 203110029862	cocc cocc	8,771.61 2,161.44	Admin Insurance Contribution Retiree Insurance Contribution
<b>Total 4129</b>								<b>10,933.05</b>	
4130	cocc	BLUE CROSS BLUE SHIELD OF MIC	11/16/2020	11-2020	Check	12.01.2020-1231.2020 Inv	cocc	845.35	Goup# 007040030 \$845.35 Dec.2020 Retirees Ins
<b>Total 4130</b>								<b>845.35</b>	
4131	cocc	AccuShred, LLC	11/23/2020	11-2020	Check	60902	cocc	27.65	60902 \$27.65 Oct.2020 Document Destruction
<b>Total 4131</b>								<b>27.65</b>	
4132	cocc	City Of Jackson - Finance Departm	11/23/2020	11-2020	Check	Oct.2020 Pension Contributions Oct.2020 Pension Contributions	cocc cocc	2,069.72 3,618.28	Oct.2020 Pension Admin Employee Contr. Oct.2020 Pension Admin Employer Contr.
<b>Total 4132</b>								<b>5,688.00</b>	
4133	cocc	AMERICAN OFFICE SOLUTIONS	11/23/2020	11-2020	Check	28149194	cocc	118.35	28149194 \$118.35 Costs of Copier/Fax Faxes/Copies made.

**Payment Register  
Previously Paid Liabilities  
COCC**

Period: From 11/1/2020 to 11/30/2020

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
<b>Total 4133</b>								<b>118.35</b>	
4134	cocc	Christoff & Sons Floor Covering Inc	11/23/2020	11-2020	Check	13706	cocc	157.86	13706 \$157.86 Nov.5th.2020 Covid-19 Disinfecting Costs
<b>Total 4134</b>								<b>157.86</b>	
4135	cocc	AFLAC	11/23/2020	11-2020	Check	276426	cocc	125.60	276426 \$125.60 Nov.2020 Supplemental Ins
<b>Total 4135</b>								<b>125.60</b>	
<b>Grand Total</b>								<b>26,918.79</b>	

**Jackson Housing Commission**  
Jackson, MI

The following Resolution was introduced by \_\_\_\_\_ and considered:

**RESOLUTION NO. 2020-17**

Pursuant to the Uncollectible Tenants Accounts Policy which authorizes the Jackson Housing Commission to write off delinquent accounts after 3 months as shown below:

AMP 1: Chalet Terrace	\$ -0-
AMP 2: Reed Manor	\$5,176.30
AMP 3: Shahan-Blackstone Apts.	<u>\$ 300.00</u>
<b>Total</b>	<b>\$5,476.30</b>

The attached Collection Losses Report reflects the delinquent amount of **\$5,476.30** and is hereby approved for fiscal year 2020 write-off.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as read.  
Commissioner \_\_\_\_\_ **SECONDED** the motion and by roll call the "AYES" and "NAYS" were as follows:

**AYES:**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**

President \_\_\_\_\_ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on December 16, 2020.

\_\_\_\_\_  
Laurie Ingram, Executive Director

\_\_\_\_\_  
Michelle Woods, President

# Jackson Housing Commission

## Collection Losses

December 2020

<b>Property</b>	<b>Account Number</b>	<b>EOP</b>	<b>Amount</b>
Reed Manor	T0004436	9/15/20	\$2,755.15
Reed Manor	T0004446	9/15/20	\$2,421.15
Shahan Blackstone North	T0003834	9/28/20	\$ 300.00

<b>Property</b>	<b>December 2020</b>	<b>December 2019</b>
Chalet Terrace	-0-	\$ 1,419.78
Reed Manor	\$5,176.30	\$ 5,390.02
Shahan Blackstone North	\$ 300.00	\$ 3,218.22
<b>Total</b>	<b>\$5,476.30</b>	<b>\$10,028.02</b>

**Jackson Housing Commission**  
Jackson, MI

The following Resolution introduced by President Woods, read in full and considered:

**RESOLUTION NO. 2020-18**

**WHEREAS**, the Regular Meeting dates of the Jackson Housing Commission 2021 Calendar Year have been determined.

**THEREFORE BE IT RESOLVED THAT** the Commission hereby approves the attached JHC Board of Commissioners Regular Meeting Schedule 2021

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and amended to rotate meetings among at all three JHC properties. Commissioner \_\_\_\_\_ **SECONDED** the motion, and, upon roll call, the "AYES" and "NAYS" were as follows:

**AYES:**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**

President Woods declared the motion carried and said Resolution adopted.

I hereby certify that the above Resolution adopted at the Regular Meeting of the Jackson Housing Commission held December 16, 2020.

\_\_\_\_\_  
Laurie Ingram, Executive Director

\_\_\_\_\_  
Michelle Woods, President



## Jackson Housing Commission 2021 Board of Commissioners Meeting Schedule

Date	Meeting	Time	Location
January 20, 2021	Regular Meeting	12:00pm	Virtual Meeting
February 17, 2021	Regular Meeting	12:00pm	Virtual Meeting
March 17, 2021	Regular Meeting	12:00pm	Virtual Meeting
April 21, 2021	Regular Meeting	12:00pm	Virtual Meeting
May 19, 2021	Annual Meeting	12:00pm	Virtual Meeting
May 26, 2021	Regular Meeting	12:00pm	Virtual Meeting
June 16, 2021	Regular Meeting	12:00pm	Virtual Meeting
July 21, 2021	Regular Meeting	12:00pm	Virtual Meeting
August 18, 2021	Regular Meeting	12:00pm	Virtual Meeting
September 15, 2021	Regular Meeting	12:00pm	Virtual Meeting
October 20, 2021	Regular Meeting	12:00pm	Virtual Meeting
November 17, 2021	Regular Meeting	12:00pm	Virtual Meeting
December 15, 2021	Regular Meeting	12:00pm	Virtual Meeting

Per State of Michigan Executive Order 2020-15 (COVID-19), Jackson Housing Commission Board of Commissioners will conduct Regular and Annual Meetings electronically via conference call until further notice. Attendees may join the meeting with video or phone access using the Google Meet platform. The login information is as follows:

Join with video:  
<https://meet.google.com/sbk-njki-jnm>

Join by phone:  
(440)467-2030 PIN: 166 637 524#

Attendees are asked to please mute their devices upon entry. The BOC President will solicit comments during the Public Comment period.



**Jackson Housing Commission**  
Jackson, MI

The following resolution introduced by \_\_\_\_\_, read in full and considered

**RESOLUTION NO. 2020-19**

**WHEREAS**, the Jackson Housing Commission 2021 Holiday Calendar has been determined.

**THEREFORE BE IT RESOLVED THAT** the Commission hereby approves the attached JHC 2021 Holiday Calendar.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and read. Commissioner \_\_\_\_\_ **SECONDED** the motion, and upon roll call, the "AYES" and "NAYS" were as follows:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_ declared the motion carried and said Resolution adopted.

I hereby certify the adoption of Resolution 2020-19 at the Regular Meeting of the Jackson Housing Commission on December 16, 2020

\_\_\_\_\_  
Laurie Ingram, Executive Director

\_\_\_\_\_  
Michelle Woods, President



## **Jackson Housing Commission 2021 Holiday Calendar**

The Jackson Housing Commission will observe the following schedule of paid holidays for the 2021 calendar year:

Friday, January 1, 2021	New Year's Day
Monday, January 18, 2021	Dr. Martin Luther King, Jr. Day
Monday, February 15, 2021	President's Day
Friday, April 2, 2021	Good Friday
Monday, May 31, 2021	Memorial Day
Monday, July 5, 2021	Independence Day (Observed)
Monday, September 6, 2021	Labor Day
Monday, October 11, 2021	US Indigenous People's Day
Thursday, November 11, 2021	Veteran's Day
Thursday, November 25, 2021	Thanksgiving Day
Friday, November 26, 2021	Day-After Thanksgiving
Friday, December 24, 2021	Christmas Eve
Monday, December 27, 2021	Christmas Day (Observed)
Tuesday, December 28, 2021	Christmas Holiday
Wednesday, December 29, 2021	Christmas Holiday
Thursday, December 30, 2021	Christmas Holiday
Friday, December 31, 2021	New Year's Eve

**JACKSON HOUSING COMMISSION**  
Jackson, MI

The following Resolution introduced by \_\_\_\_\_ read in full and considered:

**RESOLUTION NO. 2020-20**

**WHEREAS**, pursuant to HUD regulatory requirements for the Jackson Housing Commission Housing Choice Voucher (HCV) Program, the Nelrod Corporation performed an analysis of Jackson County utility costs and consumption data;

**WHEREAS**, the HCV Program Director recommends adoption of the attached program utility allowances;

**THEREFORE BE IT RESOLVED THAT** the Commission hereby attached utility allowances for the Housing Choice Voucher Program effective January 1, 2021 as proposed.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and read. Commissioner \_\_\_\_\_ **SECONDED** the motion, and upon roll call the "AYES" and NAYS" were as follows:

**AYES:**  
**NAYS:**  
**ABSTAIN**  
**ABSENT:**

President Woods declared said motion carried and said Resolution adopted.

I hereby certify that the above Resolution adopted at a Regular Meeting of the Jackson Housing Commission on December 16, 2020

\_\_\_\_\_  
Laurie Ingram, Executive Director

\_\_\_\_\_  
Michelle Woods, President

Jan 2020

### Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and  
Urban Development  
Office of Public and Indian Housing

OMB Approval  
No. 25577-0169  
exp. 7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: <b>Jackson Housing Commission, MI</b>		Unit Type: <b>Apartment (5 or More Units)</b>				
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
<b>Heating</b>		125	154	182		
a. Natural Gas	\$19.00	\$21.00	\$25.00	\$29.00	\$32.00	\$36.00
b. Bottle Gas/Propane	\$50.00	\$58.00	\$69.00	\$79.00	\$88.00	\$98.00
c. Electric	\$27.00	\$32.00	\$43.00	\$55.00	\$66.00	\$78.00
d. Electric Heat Pump	\$24.00	\$28.00	\$33.00	\$38.00	\$42.00	\$46.00
e. Oil / Other	\$59.00	\$69.00	\$80.00	\$92.00	\$103.00	\$116.00
<b>Cooking</b>						
a. Natural Gas	\$2.00	\$2.00	\$3.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$9.00	\$12.00	\$15.00	\$17.00
c. Electric	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$20.00
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances)	\$17.00	\$20.00	\$27.00	\$35.00	\$43.00	\$50.00
Air Conditioning	\$4.00	\$4.00	\$6.00	\$7.00	\$9.00	\$10.00
<b>Water Heating</b>						
a. Natural Gas	\$5.00	\$6.00	\$8.00	\$10.00	\$13.00	\$16.00
b. Bottle Gas/Propane	\$14.00	\$15.00	\$22.00	\$27.00	\$36.00	\$43.00
c. Electric	\$12.00	\$14.00	\$18.00	\$21.00	\$25.00	\$29.00
d. Oil / Other	\$15.00	\$18.00	\$26.00	\$33.00	\$41.00	\$49.00
<b>Water, Sewer, Trash Collection</b>						
Water ( <i>Jackson</i> )	\$27.00	\$27.00	\$34.00	\$40.00	\$46.00	\$53.00
Sewer ( <i>Jackson</i> )	\$19.00	\$20.00	\$24.00	\$28.00	\$32.00	\$36.00
Water ( <i>Summit</i> )	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Sewer ( <i>Summit</i> )	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Trash Collection ( <i>avg</i> )	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Other--specify: Monthly Charges</b>						
Electric Charge \$5.28	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Natural Gas Charge \$14.99	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
<b>Actual Family Allowances</b>	To be used by the family to compute allowance. Complete below for the actual unit rented.		Utility or Service		per month cost	
Name of Family			Heating		\$	
Address of Unit <i>Utilities for apartments 1/1/20 to 12/31/20</i>		Cooking		\$		
		Other Electric		\$		
		Air Conditioning		\$		
		Water Heating		\$		
		Water		\$		
		Sewer		\$		
		Trash Collection		\$		
		Range / Microwave		\$		
		Refrigerator		\$		
		Other		\$		
Number of Bedrooms		Other		\$		
		<b>Total</b>		\$		



Jan 2021

**Utility Allowance Schedule**

See Public Reporting and Instructions on back.

U.S. Department of Housing and Urban  
Development  
Office of Public and Indian Housing

OMB Approval  
No. 25577-0169  
exp.7/31/2022

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):  
difference from 1/2020 to 1/2021

Locality: <b>Jackson Housing Commission, MI</b>		Unit Type: <b>Apartment (5 or More Units)</b>					
Utility or Service:		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances							
<b>Heating</b>			137	169	203		
a. Natural Gas	\$19.00	\$22.00	\$26.00	\$30.00	\$33.00	\$37.00	
b. Bottle Gas/Propane	\$42.00	\$49.00	\$57.00	\$66.00	\$73.00	\$82.00	
c. Electric	\$27.00	\$32.00	\$44.00	\$55.00	\$67.00	\$78.00	
d. Electric Heat Pump	\$24.00	\$28.00	\$34.00	\$38.00	\$42.00	\$46.00	
e. Oil	\$45.00	\$53.00	\$61.00	\$71.00	\$79.00	\$89.00	
<b>Cooking</b>							
a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00	
b. Bottle Gas/Propane	\$4.00	\$4.00	\$7.00	\$10.00	\$13.00	\$14.00	
c. Electric	\$6.00	\$7.00	\$10.00	\$13.00	\$17.00	\$20.00	
<b>Other Electric &amp; Cooling</b>							
Other Electric (Lights & Appliances)	\$23.00	\$27.00	\$37.00	\$48.00	\$58.00	\$68.00	
Air Conditioning	\$4.00	\$4.00	\$6.00	\$7.00	\$9.00	\$10.00	
<b>Water Heating</b>							
a. Natural Gas	\$5.00	\$6.00	\$8.00	\$11.00	\$13.00	\$16.00	
b. Bottle Gas/Propane	\$11.00	\$13.00	\$19.00	\$23.00	\$30.00	\$36.00	
c. Electric	\$16.00	\$19.00	\$24.00	\$29.00	\$34.00	\$40.00	
d. Oil	\$12.00	\$14.00	\$20.00	\$26.00	\$32.00	\$38.00	
<b>Water, Sewer, Trash Collection</b>							
Water (Jackson)	\$28.00	\$29.00	\$36.00	\$43.00	\$49.00	\$56.00	
Sewer (Jackson)	\$20.00	\$20.00	\$24.00	\$29.00	\$33.00	\$37.00	
Water (Summit)	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	
Sewer (Summit)	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	
Trash Collection (avg)	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	
<b>Tenant-supplied Appliances</b>							
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
<b>Other--specify: Monthly Charges</b>							
Electric Charge \$8.75	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	
Natural Gas Charge \$13.10	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	
<b>Actual Family Allowances</b>		Utility or Service		per month cost			
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$			
Name of Family		Cooking		\$			
Address of Unit new utility schedule to be approved for 1/21		Other Electric		\$			
		Air Conditioning		\$			
		Water Heating		\$			
		Water		\$			
		Sewer		\$			
		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
		Other		\$			
		Other		\$			
Number of Bedrooms		Total		\$			



**JACKSON HOUSING COMMISSION**  
Jackson, MI

The following Resolution was introduced by \_\_\_\_\_ read in full and considered:

**RESOLUTION NO. 2020-21**

**WHEREAS**, pursuant to HUD regulatory requirements for the Jackson Housing Commission Public Housing Program, the Nelrod Corporation performed an analysis of utility analysis and reviewed consumption data;

**WHEREAS**, the Executive Director recommends adoption of the proposed monthly utility allowances;

**THEREFORE BE IT RESOLVED THAT** the Commission hereby revises utility allowances for the Public Housing Program effective January 1, 2021 as proposed.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and read. Commissioner \_\_\_\_\_ **SECONDED** the motion, and upon roll call the "AYES" and NAYS" were as follows:

AYES:  
NAYS:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_ declared said motion carried and said Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on December 16, 2020.

\_\_\_\_\_  
Laurie Ingram, Executive Director

\_\_\_\_\_  
Michelle Woods, President



**JACKSON HOUSING COMMISSION, MI**  
**PUBLIC HOUSING**  
**PROPOSED MONTHLY UTILITY ALLOWANCES**  
**Chart 1**

**UPDATE 2020**

**AMP 3**

**Building Type: Apartment/Multi-Family**

<b>Shahan-Blackstone MI-38-5,6</b>	<b>0BR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>
Electricity (L&A,C)			\$47.00			
Natural Gas (H,WH)			\$32.00			
<b>Totals</b>			<b>\$79.00</b>			

**Building Type: Row House/Townhouse**

<b>Shahan-Blackstone MI-38-5,6 (EE Equip: Win-V)</b>	<b>0BR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>
Electricity (L&A)			\$39.00			
Natural Gas (H,WH,C)			\$41.00			
<b>Totals</b>			<b>\$80.00</b>			

**Building Type: Semi-Detached/Duplex**

<b>Shahan-Blackstone MI-38-5,6 (EE Equip: Win-V)</b>	<b>0BR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>
Electricity (L&A)				\$46.00		
Natural Gas (H,WH,C)				\$49.00		
<b>Totals</b>				<b>\$95.00</b>		

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

L&A= Lights & Appliances  
H= Space Heating  
WH= Water Heating  
C= Cooking

EE Equip= Energy Efficient Equipment  
Win-V= Vinyl Windows

**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.**

**JACKSON HOUSING COMMISSION, MI**  
**PUBLIC HOUSING**

**AMP 3**

**Building Type: Detached House**

<b>Shahan-Blackstone MI-38-5,6</b> (EE Equip: Win-V)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)				\$46.00	\$53.00	
Natural Gas (H,WH,C)				\$69.00	\$75.00	
<b>Totals</b>				<b>\$115.00</b>	<b>\$128.00</b>	

**AMP 1**

**Building Type: Detached House**

<b>Chalet Terrace MI-38-7</b> (EE Equip: Win)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)				\$46.00		
Natural Gas (H,WH,C)				\$67.00		
<b>Totals</b>				<b>\$113.00</b>		



## Leasing and HAP Utilization

CY2020

A	B	C	D	E	F	G	H	I	J	K	L
Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRP Available
Balance Forward											51,889
January	214,674	203,579	94.8%	447	455.43	94.1%	475	681	31	11,095	63,696
February	214,674	191,798	89.3%	448	428.12	94.3%	475	515	33	22,876	87,120
March	199,354	206,457	103.5%	449	459.82	94.5%	475	1,426	34	(7,103)	81,477
April	205,976	201,238	97.6%	449	448.19	94.5%	475	0	34	4,738	86,249
May	205,976	204,744	99.4%	452	452.97	95.1%	475	402	8	1,232	87,891
June	195,634	202,014	103.2%	448	450.92	94.3%	475	1,522	10	(6,380)	83,043
July	169,162	198,809	117.5%	442	449.79	93.0%	475	185	10	(29,647)	53,591
August	195,634	200,940	102.7%	439	446.87	92.4%	475	37	9	(5,306)	48,331
September	208,839	202,627	97.0%	433	467.96	91.1%	475	62	10	6,212	54,615
October	208,839	189,113	90.5%	429	440.82	90.3%	475	50	11	19,690	74,402
November	171,781	203,393	118.4%	429	474.10	90.3%	475	30	6	(31,612)	42,856
December											
	\$2,190,543	\$2,204,712	101.3%	4,865	\$452.27	93.1%	5,225	\$ 4,910	\$ 196	\$ (14,205)	\$42,856
	Total	Total	C/B	Total	C/E	E/H	Total	Total	Total	B - C	L-K+J+I

# Jackson Housing Commmission TAR Report November 2020

Age As Of: 11/30/2020 Post To: 11/2020

<b>AMP</b>	<b>Property</b>	<b>Total Unpaid Charges</b>	<b>0-30</b>	<b>31-60</b>	<b>61-90</b>	<b>Over 90</b>	<b>Prepays</b>	<b>Balance</b>
			<b>days</b>	<b>days</b>	<b>days</b>	<b>days</b>		
AMP1	Chalet Terrace	62,648.68	12,687.90	10,251.09	7,227.57	32,482.12	-13,893.68	48,755.00
AMP2	Reed Manor	201,107.08	26,605.89	19,265.32	17,202.44	138,033.43	-8,753.96	192,353.12
AMP3	Shahan-Blackstone	35,631.56	5,603.89	4,729.88	3,513.00	21,784.79	-7,276.48	28,355.08
<b>Total</b>		<b>299,387.32</b>	<b>44,897.68</b>	<b>34,246.29</b>	<b>27,943.01</b>	<b>192,300.34</b>	<b>-29,924.12</b>	<b>269,463.20</b>

**Jackson Housing Commission**  
Move Out Report  
November 2020

<b>Property</b>	<b>Resident Code</b>	<b>EOP</b>	<b>Reason</b>
Chalet Terrace	T0000359	11/30/20	Relocating
Reed Manor	A0000717	11/8/20	Transfer
Reed Manor	T0000032	11/15/20	Relocating
Reed Manor	A0000633	11/1/20	Transfer
Shahan Blackstone North	A0000413	11/17/20	Transfer

**Jackson Housing Commission**  
**Vacant Unit Turn Around Report Dashboard**  
November 2020

<b>Property</b>	<b>No. of Units Turned</b>	<b>Vacancy Days</b>	<b>Average Vacancy Days</b>
Chalet Terrace	1	78	78
Reed Manor	1	124	124
Shahan Blackstone North	1	129	129
All AMPS	3	331	110.33

### Vacant Unit Turnaround Time

Chalet Terrace (amp1)

Units Turned between 11/01/2020 and 12/01/2020

Property: Unit / Move-Out	#Error	PHA Unit Status	Start Date	End Date	Vacancy Days	Down	Turnaround Days			Exempt Days		
							Make Ready	Lease Up	Total non-exempt	Capital Fund	Other	
00000077	100 Laurel Court											
08/31/2020	HUD: MI038000-001 1 BR: 3	Vacant - Down	09/01/2020	11/17/2020	78	78	-	-	78	-	-	
					78	78	0	0	78	0	0	
		<b>Units Turned:</b>	1		<b>Property Totals:</b>	78	78	0	0	78	0	0
					<b>Averages:</b>	78.00	0.00	0.00	78.00	0.00	0.00	
H-9	207 Steward Avenue H-9											
06/30/2020	HUD: MI038000-002 H-9 BR: 0	Vacant - Down	07/01/2020	11/01/2020	124	124	-	-	124	-	-	
					124	124	0	0	124	0	0	
		<b>Units Turned:</b>	1		<b>Property Totals:</b>	124	124	0	0	124	0	0
					<b>Averages:</b>	124.00	0.00	0.00	124.00	0.00	0.00	
328	328 Moorman Drive											
07/02/2020	HUD: MI038000-003 6 BR: 2	Vacant - Down	07/03/2020	11/08/2020	129	129	-	-	129	-	-	
					129	129	0	0	129	0	0	
		<b>Units Turned:</b>	1		<b>Property Totals:</b>	129	129	0	0	129	0	0
					<b>Averages:</b>	129.00	0.00	0.00	129.00	0.00	0.00	
		<b>Units Turned:</b>	3		<b>Grand Totals:</b>	331	331	0	0	331	0	0
					<b>Averages:</b>	110.33	0.00	0.00	110.33	0.00	0.00	

All Section 8 Properties (.alls8)

**Balance Sheet**

Period = Nov 2020

Book = Accrual ; Tree = ysi\_bs

		Current Balance
0999-99-000	All	
<b>1000-00-000</b>	<b>ASSETS</b>	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-10-000	Cash Operating 1	206,611.56
1111-99-000	Total Unrestricted Cash	206,611.56
1112-00-000	Restricted Cash	
1112-03-000	Cash Restricted-HAP	23,388.38
1112-99-000	Total Restricted Cash	23,388.38
1119-00-000	TOTAL CASH	229,999.94
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R-Tenants	19,598.27
1129-99-000	Allowance for Doubtful Accounts-Other	-206.00
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	19,392.27
1160-00-000	OTHER CURRENT ASSETS	
1162-00-000	Investments-Unrestricted	3,677.42
1299-00-000	TOTAL OTHER CURRENT ASSETS	3,677.42
1300-00-000	TOTAL CURRENT ASSETS	253,069.63
1400-01-000	FIXED ASSETS	
1400-08-000	Furniture and Equipment-Admin.	33,341.00
1405-03-000	Accum Depreciation-Furn & Equip Admin	-33,341.00
1405-99-000	TOTAL FIXED ASSETS (NET)	0.00
1406-00-000	CFP Funding	
1408-17-000	CFP 2017 Management Improvements	415.80
1499-00-000	TOTAL CFP FUNDING	415.80
1999-00-000	TOTAL ASSETS	253,485.43
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	2,481.00
2117-06-000	Employee FICA Withholding	-0.03
2117-90-000	Supplemental Insurance W/H	-2,128.74
2240-00-000	Tenant Prepaid Rents	2.00
2260-00-000	Accrued Compensated Absences-Current	8,702.40
2299-00-000	TOTAL CURRENT LIABILITIES	9,056.63

All Section 8 Properties (.alls8)

**Balance Sheet**

Period = Nov 2020

Book = Accrual ; Tree = ysi\_bs

		<b>Current Balance</b>
2300-00-000	NONCURRENT LIABILITIES:	
2305-00-000	Accrued Compensated Absences-LT	5,277.67
2399-00-000	TOTAL NONCURRENT LIABILITIES	<u>5,277.67</u>
2499-00-000	TOTAL LIABILITIES	<u>14,334.30</u>
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-01-000	Invested in Capital Assets-Net of Debt	37,253.80
2809-02-000	Retained Earnings-Unrestricted Net Assets	120,422.33
2809-03-000	Retained Earnings-Restricted Net Assets	<u>81,475.00</u>
2809-99-000	TOTAL RETAINED EARNINGS:	<u>239,151.13</u>
2899-00-000	TOTAL EQUITY	<u>239,151.13</u>
2999-00-000	TOTAL LIABILITIES AND EQUITY	<u>253,485.43</u>

All Section 8 Properties (.alls8)  
**Budget Comparison**  
 Period = Nov 2020  
 Book = Accrual ; Tree = ysi\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3400-00-000 GRANT INCOME									
3410-01-000 Section 8 HAP Earned	171,781.00	225,563.83	-53,782.83	-23.84	1,614,415.00	1,804,510.64	-190,095.64	-10.53	2,706,766.00
3410-02-000 Section 8 Admin. Fee Income	20,978.00	21,294.00	-316.00	-1.48	230,276.00	170,352.00	59,924.00	35.18	255,528.00
3499-00-000 TOTAL GRANT INCOME	192,759.00	246,857.83	-54,098.83	-21.92	1,844,691.00	1,974,862.64	-130,171.64	-6.59	2,962,294.00
3600-00-000 OTHER INCOME									
3610-00-000 Investment Income - Unrestricted	12.19	538.67	-526.48	-97.74	201.59	4,309.36	-4,107.77	-95.32	6,464.00
3640-00-000 Fraud Recovery	0.00	666.67	-666.67	-100.00	0.00	5,333.36	-5,333.36	-100.00	8,000.00
3650-00-000 Miscellaneous Other Income	0.00	666.67	-666.67	-100.00	0.00	5,333.36	-5,333.36	-100.00	8,000.00
3699-00-000 TOTAL OTHER INCOME	12.19	1,872.01	-1,859.82	-99.35	201.59	14,976.08	-14,774.49	-98.65	22,464.00
3999-00-000 TOTAL INCOME	192,771.19	248,729.84	-55,958.65	-22.50	1,844,892.59	1,989,838.72	-144,946.13	-7.28	2,984,758.00
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE									
4100-99-000 Administrative Salaries									
4110-00-000 Administrative Salaries	7,174.25	12,489.08	5,314.83	42.56	61,873.95	99,912.64	38,038.69	38.07	149,869.00
4110-02-000 Additional Compensation	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	9,473.00
4110-04-000 Employee Benefit Contribution-Admin	8,315.32	4,817.50	-3,497.82	-72.61	63,672.50	38,540.00	-25,132.50	-65.21	57,810.00
4110-99-000 Total Administrative Salaries	15,489.57	17,306.58	1,817.01	10.50	125,546.45	138,452.64	12,906.19	9.32	217,152.00
4130-00-000 Legal Expense									
4130-03-000 Tenant Screening	102.44	300.00	197.56	65.85	658.27	2,400.00	1,741.73	72.57	3,600.00
4131-00-000 Total Legal Expense	102.44	300.00	197.56	65.85	658.27	2,400.00	1,741.73	72.57	3,600.00
4139-00-000 Other Admin Expenses									
4140-00-000 Staff Training	0.00	625.00	625.00	100.00	3,522.00	5,000.00	1,478.00	29.56	7,500.00
4170-00-000 Accounting Fees	341.25	491.67	150.42	30.59	2,793.74	3,933.36	1,139.62	28.97	5,900.00
4171-00-000 Auditing Fees	0.00	191.67	191.67	100.00	0.00	1,533.36	1,533.36	100.00	2,300.00
4172-00-000 Port Out Admin Fee Paid	71.05	62.50	-8.55	-13.68	631.23	500.00	-131.23	-26.25	750.00
4173-00-000 Management Fee	3,000.00	3,000.00	0.00	0.00	24,000.00	24,000.00	0.00	0.00	36,000.00
4189-00-000 Total Other Admin Expenses	3,412.30	4,370.84	958.54	21.93	30,946.97	34,966.72	4,019.75	11.50	52,450.00
4190-00-000 Miscellaneous Admin Expenses									
4190-01-000 Membership and Fees	0.00	33.33	33.33	100.00	308.56	266.64	-41.92	-15.72	400.00
4190-03-000 Advertising	227.80	0.00	-227.80	N/A	552.80	0.00	-552.80	N/A	0.00
4190-04-000 Office Supplies	89.24	0.00	-89.24	N/A	633.30	0.00	-633.30	N/A	0.00
4190-07-000 Telephone	90.21	106.58	16.37	15.36	714.72	852.64	137.92	16.18	1,279.00
4190-08-000 Postage	0.00	1,269.50	1,269.50	100.00	1,018.20	10,156.00	9,137.80	89.97	15,234.00
4190-09-000 Software License Fees	0.00	833.33	833.33	100.00	9,424.08	6,666.64	-2,757.44	-41.36	10,000.00
4190-10-000 Copiers	118.35	41.67	-76.68	-184.02	1,007.61	333.36	-674.25	-202.26	500.00
4190-12-000 Software	0.00	0.00	0.00	N/A	1,362.18	0.00	-1,362.18	N/A	0.00
4190-15-000 Cell Phones/Pagers	26.00	0.00	-26.00	N/A	207.96	0.00	-207.96	N/A	0.00
4190-17-000 Payroll Services Fees	0.00	100.50	100.50	100.00	0.00	804.00	804.00	100.00	1,206.00



All Section 8 Properties (.alls8)

**Budget Comparison**

Period = Nov 2020

Book = Accrual ; Tree = ysi\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4190-19-000 COVID 19 Expenses	1,341.68	0.00	-1,341.68	N/A	2,883.17	0.00	-2,883.17	N/A	0.00
4190-20-000 Bank Fees	0.00	0.00	0.00	N/A	4.50	0.00	-4.50	N/A	0.00
4190-22-000 Other Misc Admin Expenses	325.00	208.33	-116.67	-56.00	755.14	1,666.64	911.50	54.69	2,500.00
4191-00-000 Total Miscellaneous Admin Expenses	2,218.28	2,593.24	374.96	14.46	18,872.22	20,745.92	1,873.70	9.03	31,119.00
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	21,222.59	24,570.66	3,348.07	13.63	176,023.91	196,565.28	20,541.37	10.45	304,321.00
4300-00-000 UTILITIES									
4310-00-000 Water	20.30	60.00	39.70	66.17	383.38	480.00	96.62	20.13	720.00
4340-00-000 Garbage/Trash Removal	27.65	30.00	2.35	7.83	163.25	240.00	76.75	31.98	360.00
4390-00-000 Sewer	66.48	30.00	-36.48	-121.60	186.28	240.00	53.72	22.38	360.00
4399-00-000 TOTAL UTILITY EXPENSES	114.43	120.00	5.57	4.64	732.91	960.00	227.09	23.66	1,440.00
4400-00-000 MAINTENANCE AND OPERATIONS									
4420-00-000 Materials									
4420-06-000 Supplies-Janitorial/Cleaning	0.00	0.00	0.00	N/A	202.00	0.00	-202.00	N/A	0.00
4429-00-000 Total Materials	0.00	0.00	0.00	N/A	202.00	0.00	-202.00	N/A	0.00
4430-00-000 Contract Costs									
4430-10-000 Contract-Janitorial/Cleaning	0.00	0.00	0.00	N/A	157.86	0.00	-157.86	N/A	0.00
4430-22-000 Contract-IT Contracts	146.79	150.00	3.21	2.14	1,062.18	1,200.00	137.82	11.48	1,800.00
4430-90-000 Contract-Fee For Service	513.50	416.67	-96.83	-23.24	2,835.50	3,333.36	497.86	14.94	5,000.00
4430-99-000 Contract Costs-Other	0.00	0.00	0.00	N/A	533.00	0.00	-533.00	N/A	0.00
4439-00-000 Total Contract Costs	660.29	566.67	-93.62	-16.52	4,588.54	4,533.36	-55.18	-1.22	6,800.00
4499-00-000 TOTAL MAINTENACE EXPENSES	660.29	566.67	-93.62	-16.52	4,790.54	4,533.36	-257.18	-5.67	6,800.00
4500-00-000 GENERAL EXPENSES									
4510-20-000 Liability Insurance	0.00	833.33	833.33	100.00	1,435.80	6,666.64	5,230.84	78.46	10,000.00
4540-00-000 Employee Benefits	0.00	137.33	137.33	100.00	783.99	1,098.64	314.65	28.64	1,648.00
4540-20-000 Workers Compensation	0.00	208.42	208.42	100.00	1,308.60	1,667.36	358.76	21.52	2,501.00
4599-00-000 TOTAL GENERAL EXPENSES	0.00	1,179.08	1,179.08	100.00	3,528.39	9,432.64	5,904.25	62.59	14,149.00
4700-00-000 HOUSING ASSISTANCE PAYMENTS									
4715-00-000 Housing Assistance Payments	200,294.00	214,376.00	14,082.00	6.57	1,573,707.00	1,715,008.00	141,301.00	8.24	2,572,512.00
4715-01-000 Tenant Utility Payments-Voucher	2,169.00	2,000.00	-169.00	-8.45	15,214.00	16,000.00	786.00	4.91	24,000.00
4715-02-000 Portable Out HAP Payments	1,118.00	2,000.00	882.00	44.10	14,422.00	16,000.00	1,578.00	9.86	24,000.00
4799-00-000 TOTAL HOUSING ASSISTANCE PAYMENTS	203,581.00	218,376.00	14,795.00	6.78	1,603,343.00	1,747,008.00	143,665.00	8.22	2,620,512.00
8000-00-000 TOTAL EXPENSES	225,578.31	244,812.41	19,234.10	7.86	1,788,418.75	1,958,499.28	170,080.53	8.68	2,947,222.00
9000-00-000 NET INCOME	-32,807.12	3,917.43	-36,724.55	-937.47	56,473.84	31,339.44	25,134.40	80.20	37,536.00

Chalet Terrace (amp1)

**Balance Sheet**

Period = Nov 2020

Book = Accrual ; Tree = ysi\_bs

		Current Balance
0999-99-000	All	
<b>1000-00-000</b>	<b>ASSETS</b>	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-10-000	Cash Operating 1	75,126.72
1111-90-000	Petty Cash	5,772.98
1111-99-000	Total Unrestricted Cash	80,899.70
1112-00-000	Restricted Cash	
1112-01-000	Cash Restricted-Security Deposits	20,408.00
1112-99-000	Total Restricted Cash	20,408.00
1119-00-000	TOTAL CASH	101,307.70
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R-Tenants	49,465.58
1122-01-000	Allowance for Doubtful Accounts-Tenants	-5,740.45
1129-01-000	AR - TPA	13,183.10
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	56,908.23
1160-00-000	OTHER CURRENT ASSETS	
1162-00-000	Investments-Unrestricted	143,675.54
1299-00-000	TOTAL OTHER CURRENT ASSETS	143,675.54
1300-00-000	TOTAL CURRENT ASSETS	301,891.47
1400-01-000	FIXED ASSETS	
1400-06-000	Buildings	5,436,780.78
1400-07-000	Furniture and Equipment-Dwelling	81,701.00
1400-08-000	Furniture and Equipment-Admin.	63,817.92
1405-01-000	Accum Depreciation-Buildings	-5,400,376.27
1405-99-000	TOTAL FIXED ASSETS (NET)	181,923.43
1406-00-000	CFP Funding	
1406-16-000	CFP 16 Operations	11,923.00
1406-19-000	CFP 19 Operations	-59,672.88
1408-16-000	CFP 16 Mgmt Improvements	23,673.06
1408-17-000	CFP 2017 Management Improvements	2,440.86
1410-16-000	CFP 16 Administration	59,618.00
1430-16-000	CFP 16 FEES AND COSTS	3,333.34
1460-16-000	CFP 16 Dwelling Structures	159,611.96
1470-16-000	CFP 16 Non-Dwelling Structures	3,333.34
1475-16-000	CFP 16 Non-Dwelling Equipment	25,157.00
1480-18-000	General Capital Activity	18,323.02
1499-00-000	TOTAL CFP FUNDING	247,740.70

Chalet Terrace (amp1)

**Balance Sheet**

Period = Nov 2020

Book = Accrual ; Tree = ysi\_bs

		<b>Current Balance</b>
1999-00-000	TOTAL ASSETS	731,555.60
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	684.00
2114-00-000	Tenant Security Deposits	20,459.00
2117-90-000	Supplemental Insurance W/H	-2,526.71
2137-00-000	Accrued PILOT	9,222.00
2240-00-000	Tenant Prepaid Rents	13,893.68
2260-00-000	Accrued Compensated Absences-Current	23,311.53
2299-00-000	TOTAL CURRENT LIABILITIES	65,043.50
2300-00-000	NONCURRENT LIABILITIES:	
2305-00-000	Accrued Compensated Absences-LT	10,150.90
2399-00-000	TOTAL NONCURRENT LIABILITIES	10,150.90
2499-00-000	TOTAL LIABILITIES	75,194.40
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Assets	656,361.20
2809-99-000	TOTAL RETAINED EARNINGS:	656,361.20
2899-00-000	TOTAL EQUITY	656,361.20
2999-00-000	TOTAL LIABILITIES AND EQUITY	731,555.60

Chalet Terrace (amp1)  
**Budget Comparison**

Period = Nov 2020

Book = Accrual ; Tree = ysi\_is

	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	24,138.00	25,833.33	-1,695.33	-6.56	185,483.24	206,666.64	-21,183.40	-10.25	310,000.00
3112-01-000 Utility Reimb.-LIPH	-570.00	-350.00	-220.00	-62.86	-4,218.00	-2,800.00	-1,418.00	-50.64	-4,200.00
3119-00-000 Total Rental Income	23,568.00	25,483.33	-1,915.33	-7.52	181,265.24	203,866.64	-22,601.40	-11.09	305,800.00
3120-00-000 Other Tenant Income	294.50	458.33	-163.83	-35.74	3,151.00	3,666.64	-515.64	-14.06	5,500.00
3120-01-000 Laundry and Vending	92.24	100.00	-7.76	-7.76	542.74	800.00	-257.26	-32.16	1,200.00
3120-03-000 Damages	70.00	208.33	-138.33	-66.40	2,688.26	1,666.64	1,021.62	61.30	2,500.00
3120-04-000 Late Charges	0.00	752.08	-752.08	-100.00	0.00	6,016.64	-6,016.64	-100.00	9,025.00
3120-05-000 Legal Fees - Tenant	0.00	433.33	-433.33	-100.00	-158.76	3,466.64	-3,625.40	-104.58	5,200.00
3120-09-000 Misc.Tenant Income	0.00	687.50	-687.50	-100.00	29.50	5,500.00	-5,470.50	-99.46	8,250.00
3121-00-000 TPA Rent	-537.00	0.00	-537.00	N/A	3,463.76	0.00	3,463.76	N/A	0.00
3121-01-000 TPA Damage	-70.00	0.00	-70.00	N/A	-327.26	0.00	-327.26	N/A	0.00
3121-02-000 TPA Legal	0.00	0.00	0.00	N/A	-158.76	0.00	158.76	N/A	0.00
3129-00-000 Total Other Tenant Income	-150.26	2,639.57	-2,789.83	-105.69	9,548.00	21,116.56	-11,568.56	-54.78	31,675.00
3199-00-000 NET TENANT INCOME	23,417.74	28,122.90	-4,705.16	-16.73	190,813.24	224,983.20	-34,169.96	-15.19	337,475.00
3400-00-000 GRANT INCOME									
3401-00-000 HUD PHA Operating Grants/Subsidy	52,459.50	48,333.33	4,126.17	8.54	351,795.50	386,666.64	-34,871.14	-9.02	580,000.00
3415-00-000 Other Government Grants	1,505.00	0.00	1,505.00	N/A	4,140.72	0.00	4,140.72	N/A	0.00
3420-00-000 Capital Fund Grants	0.00	25,457.50	-25,457.50	-100.00	8,084.98	203,660.00	-195,575.02	-96.03	305,490.00
3499-00-000 TOTAL GRANT INCOME	53,964.50	73,790.83	-19,826.33	-26.87	364,021.20	590,326.64	-226,305.44	-38.34	885,490.00
3600-00-000 OTHER INCOME									
3610-00-000 Investment Income - Unrestricted	5.00	0.00	5.00	N/A	61.80	0.00	61.80	N/A	0.00
3650-00-000 Miscellaneous Other Income	0.00	0.00	0.00	N/A	97.75	0.00	97.75	N/A	0.00
3699-00-000 TOTAL OTHER INCOME	5.00	0.00	5.00	N/A	159.55	0.00	159.55	N/A	0.00
3999-00-000 TOTAL INCOME	77,387.24	101,913.73	-24,526.49	-24.07	554,993.99	815,309.84	-260,315.85	-31.93	1,222,965.00
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE									
4100-99-000 Administrative Salaries									
4110-00-000 Administrative Salaries	9,998.34	10,416.67	418.33	4.02	84,943.89	83,333.36	-1,610.53	-1.93	125,000.00
4110-04-000 Employee Benefit Contribution-Admin	2,662.79	2,500.00	-162.79	-6.51	21,875.76	20,000.00	-1,875.76	-9.38	30,000.00
4110-99-000 Total Administrative Salaries	12,661.13	12,916.67	255.54	1.98	106,819.65	103,333.36	-3,486.29	-3.37	155,000.00
4130-00-000 Legal Expense									
4130-02-000 Criminal Background Checks	0.00	0.00	0.00	N/A	64.83	0.00	-64.83	N/A	0.00
4130-03-000 Tenant Screening	0.00	25.00	25.00	100.00	160.47	200.00	39.53	19.76	300.00
4130-04-000 General Legal Expense	104.40	312.50	208.10	66.59	828.62	2,500.00	1,671.38	66.86	3,750.00
4131-00-000 Total Legal Expense	104.40	337.50	233.10	69.07	1,053.92	2,700.00	1,646.08	60.97	4,050.00

Chalet Terrace (amp1)  
**Budget Comparison**

Period = Nov 2020

Book = Accrual ; Tree = ysl\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual	
4139-00-000	Other Admin Expenses									
4140-00-000	Staff Training	0.00	416.67	416.67	100.00	3,209.10	3,333.36	124.26	3.73	5,000.00
4150-00-000	Travel	0.00	0.00	0.00	N/A	506.23	0.00	-506.23	N/A	0.00
4155-00-000	Mailbox Keys/Postmaster	50.00	50.00	0.00	0.00	200.00	400.00	200.00	50.00	600.00
4170-00-000	Accounting Fees	187.69	333.33	145.64	43.69	1,786.56	2,666.64	880.08	33.00	4,000.00
4171-00-000	Auditing Fees	0.00	183.33	183.33	100.00	0.00	1,466.64	1,466.64	100.00	2,200.00
4173-00-000	Management Fee	5,847.75	6,000.00	152.25	2.54	47,967.42	48,000.00	32.58	0.07	72,000.00
4175-40-000	Asset Management Fees	516.00	516.00	0.00	0.00	4,128.00	4,128.00	0.00	0.00	6,192.00
4189-00-000	Total Other Admin Expenses	6,601.44	7,499.33	897.89	11.97	57,797.31	59,994.64	2,197.33	3.66	89,992.00
4190-00-000	Miscellaneous Admin Expenses									
4190-01-000	Membership and Fees	0.00	116.67	116.67	100.00	308.56	933.36	624.80	66.94	1,400.00
4190-04-000	Office Supplies	53.96	229.17	175.21	76.45	595.45	1,833.36	1,237.91	67.52	2,750.00
4190-07-000	Telephone	587.73	550.00	-37.73	-6.86	4,792.14	4,400.00	-392.14	-8.91	6,600.00
4190-08-000	Postage	0.00	62.50	62.50	100.00	373.35	500.00	126.65	25.33	750.00
4190-09-000	Software License Fees	0.00	833.33	833.33	100.00	9,424.09	6,666.64	-2,757.45	-41.36	10,000.00
4190-10-000	Copiers	118.35	104.17	-14.18	-13.61	1,007.60	833.36	-174.24	-20.91	1,250.00
4190-12-000	Software	0.00	145.83	145.83	100.00	755.20	1,166.64	411.44	35.27	1,750.00
4190-13-000	Internet	0.00	291.67	291.67	100.00	2,544.18	2,333.36	-210.82	-9.04	3,500.00
4190-15-000	Cell Phones/Pagers	182.15	183.33	1.18	0.64	1,274.96	1,466.64	191.68	13.07	2,200.00
4190-17-000	Payroll Services Fees	904.86	425.00	-479.86	-112.91	5,882.43	3,400.00	-2,482.43	-73.01	5,100.00
4190-19-000	COVID 19 Expenses	3,059.98	0.00	-3,059.98	N/A	8,096.31	0.00	-8,096.31	N/A	0.00
4190-20-000	Bank Fees	2.85	58.33	55.48	95.11	71.15	466.64	395.49	84.75	700.00
4190-22-000	Other Misc Admin Expenses	146.00	125.00	-21.00	-16.80	1,037.56	1,000.00	-37.56	-3.76	1,500.00
4191-00-000	Total Miscellaneous Admin Expenses	5,055.88	3,125.00	-1,930.88	-61.79	36,162.98	25,000.00	-11,162.98	-44.65	37,500.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	24,422.85	23,878.50	-544.35	-2.28	201,833.86	191,028.00	-10,805.86	-5.66	286,542.00
4200-00-000	TENANT SERVICES									
4220-01-000	Other Tenant Svcs.	611.91	458.33	-153.58	-33.51	4,834.70	3,666.64	-1,168.06	-31.86	5,500.00
4230-00-000	Tenant Services Contract Costs	0.00	1,250.00	1,250.00	100.00	3,404.13	10,000.00	6,595.87	65.96	15,000.00
4230-01-000	Tenant Relocation	0.00	375.00	375.00	100.00	4,932.75	3,000.00	-1,932.75	-64.42	4,500.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	611.91	2,083.33	1,471.42	70.63	13,171.58	16,666.64	3,495.06	20.97	25,000.00
4300-00-000	UTILITIES									
4310-00-000	Water	0.00	4,933.33	4,933.33	100.00	29,803.99	39,466.64	9,662.65	24.48	59,200.00
4320-00-000	Electricity	5,666.05	6,242.83	576.78	9.24	55,234.35	49,942.64	-5,291.71	-10.60	74,914.00
4320-01-000	Electricity-Vacant Units	0.00	0.00	0.00	N/A	20.44	0.00	-20.44	N/A	0.00
4330-00-000	Gas	4,744.79	3,353.67	-1,391.12	-41.48	27,168.83	26,829.36	-339.47	-1.27	40,244.00
4330-01-000	Gas-Vacant Units	0.00	0.00	0.00	N/A	5.17	0.00	-5.17	N/A	0.00
4340-00-000	Garbage/Trash Removal	4,072.97	2,458.33	-1,614.64	-65.68	24,542.72	19,666.64	-4,876.08	-24.79	29,500.00
4390-00-000	Sewer	0.00	2,692.00	2,692.00	100.00	18,079.38	21,536.00	3,456.62	16.05	32,304.00
4399-00-000	TOTAL UTILITY EXPENSES	14,483.81	19,680.16	5,196.35	26.40	154,854.88	157,441.28	2,586.40	1.64	236,162.00
4400-00-000	MAINTENANCE AND OPERATIONS									
4400-99-000	General Maint Expense									
4410-00-000	Maintenance Salaries	15,868.62	13,333.33	-2,535.29	-19.01	119,557.38	106,666.64	-12,890.74	-12.09	160,000.00
4410-05-000	Employee Benefit Contribution-Maint.	6,485.37	6,250.00	-235.37	-3.77	48,287.75	50,000.00	1,712.25	3.42	75,000.00

Chalet Terrace (amp1)  
**Budget Comparison**

Period = Nov 2020

Book = Accrual ; Tree = ysi\_is

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4411-00-000	Maintenace Uniforms	52.74	100.00	47.26	47.26	408.74	800.00	391.26	48.91	1,200.00
4413-00-000	Vehicle Gas, Oil, Grease	79.17	54.17	-25.00	-46.15	225.58	433.36	207.78	47.95	650.00
4419-00-000	Total General Maint Expense	22,485.90	19,737.50	-2,748.40	-13.92	168,479.45	157,900.00	-10,579.45	-6.70	236,850.00
4420-00-000	Materials									
4420-01-000	Supplies-Grounds	0.00	0.00	0.00	N/A	107.55	0.00	-107.55	N/A	0.00
4420-02-000	Supplies-Appliance	0.00	741.67	741.67	100.00	2,216.88	5,933.36	3,716.48	62.64	8,900.00
4420-04-000	Supplies-Electrical	0.00	20.83	20.83	100.00	0.00	166.64	166.64	100.00	250.00
4420-06-000	Supplies-Janitorial/Cleaning	0.00	208.33	208.33	100.00	2,333.37	1,666.64	-666.73	-40.00	2,500.00
4420-07-000	Supplies-Maint/Repairs	2,467.69	5,208.33	2,740.64	52.62	20,597.10	41,666.64	21,069.54	50.57	62,500.00
4420-08-000	Supplies-Plumbing	0.00	100.00	100.00	100.00	553.80	800.00	246.20	30.78	1,200.00
4429-00-000	Total Materials	2,467.69	6,279.16	3,811.47	60.70	25,808.70	50,233.28	24,424.58	48.62	75,350.00
4430-00-000	Contract Costs									
4430-01-000	Contract-Alarm/Extinguisher	0.00	41.67	41.67	100.00	189.00	333.36	144.36	43.30	500.00
4430-03-000	Contract-Building Repairs	0.00	422.92	422.92	100.00	0.00	3,383.36	3,383.36	100.00	5,075.00
4430-05-000	Contract-Decorating/Painting	0.00	125.00	125.00	100.00	0.00	1,000.00	1,000.00	100.00	1,500.00
4430-06-000	Contract-Electrical	0.00	266.67	266.67	100.00	715.00	2,133.36	1,418.36	66.48	3,200.00
4430-07-000	Contract-Pest Control	0.00	1,000.00	1,000.00	100.00	4,777.00	8,000.00	3,223.00	40.29	12,000.00
4430-08-000	Contract-Floor Covering	0.00	83.33	83.33	100.00	0.00	666.64	666.64	100.00	1,000.00
4430-09-000	Contract-Grounds	0.00	3,833.33	3,833.33	100.00	32,195.00	30,666.64	-1,528.36	-4.98	46,000.00
4430-10-000	Contract-Janitorial/Cleaning	0.00	291.67	291.67	100.00	452.70	2,333.36	1,880.66	80.60	3,500.00
4430-11-000	Contract-Plumbing	406.30	1,500.00	1,093.70	72.91	6,785.10	12,000.00	5,214.90	43.46	18,000.00
4430-13-000	Contract-HVAC	99.00	125.00	26.00	20.80	270.92	1,000.00	729.08	72.91	1,500.00
4430-14-000	Contract-Vehicle Maintenance	108.99	75.00	-33.99	-45.32	2,704.46	600.00	-2,104.46	-350.74	900.00
4430-18-000	Contract-Alarm Monitoring	168.84	458.33	289.49	63.16	3,944.34	3,666.64	-277.70	-7.57	5,500.00
4430-22-000	Contract-IT Contracts	146.80	150.00	3.20	2.13	1,436.38	1,200.00	-236.38	-19.70	1,800.00
4430-80-000	Contract-Bookkeeping Fees	870.00	870.00	0.00	0.00	6,960.00	6,960.00	0.00	0.00	10,440.00
4430-90-000	Contract-Fee For Service	0.00	3,500.00	3,500.00	100.00	1,090.27	28,000.00	26,909.73	96.11	42,000.00
4430-99-000	Contract Costs-Other	205.56	1,583.33	1,377.77	87.02	11,762.77	12,666.64	903.87	7.14	19,000.00
4439-00-000	Total Contract Costs	2,005.49	14,326.25	12,320.76	86.00	73,282.94	114,610.00	41,327.06	36.06	171,915.00
4499-00-000	TOTAL MAINTENACE EXPENSES	26,959.08	40,342.91	13,383.83	33.18	267,571.09	322,743.28	55,172.19	17.09	484,115.00
4500-00-000	GENERAL EXPENSES									
4510-10-000	Property Insurance	0.00	2,666.67	2,666.67	100.00	0.00	21,333.36	21,333.36	100.00	32,000.00
4510-20-000	Liability Insurance	0.00	353.33	353.33	100.00	941.88	2,826.64	1,884.76	66.68	4,240.00
4520-00-000	Payments in Lieu of Taxes	0.00	768.50	768.50	100.00	9,222.00	6,148.00	-3,074.00	-50.00	9,222.00
4540-00-000	Employee Benefits	0.00	233.33	233.33	100.00	1,571.61	1,866.64	295.03	15.81	2,800.00
4540-20-000	Workers Compensation	0.00	183.33	183.33	100.00	752.45	1,466.64	714.19	48.70	2,200.00
4570-00-000	Bad Debt-Tenant Rents	0.00	1,250.00	1,250.00	100.00	18,964.79	10,000.00	-8,964.79	-89.65	15,000.00
4580-00-000	Security/Law Enforcement	0.00	1,166.67	1,166.67	100.00	11,788.62	9,333.36	-2,455.26	-26.31	14,000.00
4599-00-000	TOTAL GENERAL EXPENSES	0.00	6,621.83	6,621.83	100.00	43,241.35	52,974.64	9,733.29	18.37	79,462.00
8000-00-000	TOTAL EXPENSES	66,477.65	92,606.73	26,129.08	28.22	680,672.76	740,853.84	60,181.08	8.12	1,111,281.00
9000-00-000	NET INCOME	10,909.59	9,307.00	1,602.59	17.22	-125,678.77	74,456.00	-200,134.77	-268.80	111,684.00

Reed Manor (amp2)

**Balance Sheet**

Period = Nov 2020

Book = Accrual ; Tree = ysi\_bs

		Current Balance
0999-99-000	All	
<b>1000-00-000</b>	<b>ASSETS</b>	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-10-000	Cash Operating 1	3,966,942.79
1111-90-000	Petty Cash	5,423.96
1111-99-000	Total Unrestricted Cash	3,972,366.75
1112-00-000	Restricted Cash	
1112-01-000	Cash Restricted-Security Deposits	38,540.17
1112-99-000	Total Restricted Cash	38,540.17
1119-00-000	TOTAL CASH	4,010,906.92
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R-Tenants	191,220.03
1122-01-000	Allowance for Doubtful Accounts-Tenants	-6,604.12
1129-01-000	AR - TPA	9,811.34
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	194,427.25
1160-00-000	OTHER CURRENT ASSETS	
1162-00-000	Investments-Unrestricted	273,523.07
1299-00-000	TOTAL OTHER CURRENT ASSETS	273,523.07
1300-00-000	TOTAL CURRENT ASSETS	4,478,857.24
1400-01-000	FIXED ASSETS	
1400-06-000	Buildings	16,885,790.85
1400-07-000	Furniture and Equipment-Dwelling	289,249.27
1400-08-000	Furniture and Equipment-Admin.	156,059.04
1405-01-000	Accum Depreciation-Buildings	-14,713,222.31
1405-99-000	TOTAL FIXED ASSETS (NET)	2,617,876.85
1406-00-000	CFP Funding	
1406-16-000	CFP 16 Operations	3,975.00
1406-18-000	CFP 18 Operations	-55,500.00
1406-19-000	CFP 19 Operations	-134,263.98
1408-16-000	CFP 16 Mgmt Improvements	80,377.40
1408-17-000	CFP 2017 Management Improvements	5,739.13
1410-16-000	CFP 16 Administration	19,873.00
1430-16-000	CFP 16 FEES AND COSTS	3,333.34
1460-16-000	CFP 16 Dwelling Structures	2,209,467.12
1470-16-000	CFP 16 Non-Dwelling Structures	693,285.37
1475-16-000	CFP 16 Non-Dwelling Equipment	7,234.70
1480-18-000	General Capital Activity	16,353.06

Reed Manor (amp2)

**Balance Sheet**

Period = Nov 2020

Book = Accrual ; Tree = ysi\_bs

	<b>Current Balance</b>
1499-00-000 TOTAL CFP FUNDING	2,849,874.14
1999-00-000 TOTAL ASSETS	<u>9,946,608.23</u>
2000-00-000 LIABILITIES & EQUITY	
2001-00-000 LIABILITIES:	
2100-00-000 CURRENT LIABILITIES:	
2114-00-000 Tenant Security Deposits	45,043.00
2117-90-000 Supplemental Insurance W/H	-1,423.92
2137-00-000 Accrued PILOT	37,501.00
2240-00-000 Tenant Prepaid Rents	8,753.96
2260-00-000 Accrued Compensated Absences-Current	25,636.20
2299-00-000 TOTAL CURRENT LIABILITIES	<u>115,510.24</u>
2300-00-000 NONCURRENT LIABILITIES:	
2305-00-000 Accrued Compensated Absences-LT	29,184.73
2399-00-000 TOTAL NONCURRENT LIABILITIES	<u>29,184.73</u>
2499-00-000 TOTAL LIABILITIES	<u>144,694.97</u>
2800-00-000 EQUITY	
2809-00-000 RETAINED EARNINGS:	
2809-01-000 Invested in Capital Assets-Net of Debt	3,655,231.85
2809-02-000 Retained Earnings-Unrestricted Net Assets	6,146,681.41
2809-99-000 TOTAL RETAINED EARNINGS:	<u>9,801,913.26</u>
2899-00-000 TOTAL EQUITY	<u>9,801,913.26</u>
2999-00-000 TOTAL LIABILITIES AND EQUITY	<u>9,946,608.23</u>



Reed Manor (amp2)  
**Budget Comparison**

Period = Nov 2020

Book = Accrual ; Tree = ysl\_is

	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	60,314.00	57,666.67	2,647.33	4.59	488,400.28	461,333.36	27,066.92	5.87	692,000.00
3119-00-000 Total Rental Income	60,314.00	57,666.67	2,647.33	4.59	488,400.28	461,333.36	27,066.92	5.87	692,000.00
3120-00-000 Other Tenant Income	224.00	625.00	-401.00	-64.16	5,217.01	5,000.00	217.01	4.34	7,500.00
3120-01-000 Laundry and Vending	2,170.89	1,212.92	957.97	78.98	6,276.44	9,703.36	-3,426.92	-35.32	14,555.00
3120-03-000 Damages	0.00	60.42	-60.42	-100.00	0.00	483.36	-483.36	-100.00	725.00
3120-04-000 Late Charges	0.00	875.00	-875.00	-100.00	-100.00	7,000.00	-7,100.00	-101.43	10,500.00
3120-05-000 Legal Fees - Tenant	68.17	125.00	-56.83	-45.46	532.83	1,000.00	-467.17	-46.72	1,500.00
3120-09-000 Misc. Tenant Income	0.00	125.00	-125.00	-100.00	144.00	1,000.00	-856.00	-85.60	1,500.00
3121-00-000 TPA Rent	-989.00	0.00	-989.00	N/A	-10,230.11	0.00	-10,230.11	N/A	0.00
3121-02-000 TPA Legal	68.17	0.00	-68.17	N/A	268.51	0.00	-268.51	N/A	0.00
3129-00-000 Total Other Tenant Income	1,405.89	3,023.34	-1,617.45	-53.50	1,571.66	24,186.72	-22,615.06	-93.50	36,280.00
3199-00-000 NET TENANT INCOME	61,719.89	60,690.01	1,029.88	1.70	489,971.94	485,520.08	4,451.86	0.92	728,280.00
3400-00-000 GRANT INCOME									
3401-00-000 HUD PHA Operating Grants/Subsidy	187,832.50	167,924.50	19,908.00	11.86	1,093,006.00	1,343,396.00	-250,390.00	-18.64	2,015,094.00
3415-00-000 Other Government Grants	35,452.87	0.00	35,452.87	N/A	45,782.24	0.00	45,782.24	N/A	0.00
3420-00-000 Capital Fund Grants	0.00	1,500.00	-1,500.00	-100.00	7,623.78	12,000.00	-4,376.22	-36.47	18,000.00
3499-00-000 TOTAL GRANT INCOME	223,285.37	169,424.50	53,860.87	31.79	1,146,412.02	1,355,396.00	-208,983.98	-15.42	2,033,094.00
3600-00-000 OTHER INCOME									
3610-00-000 Investment Income - Unrestricted	7.70	45.83	-38.13	-83.20	244.47	366.64	-122.17	-33.32	550.00
3650-00-000 Miscellaneous Other Income	0.00	125.00	-125.00	-100.00	0.00	1,000.00	-1,000.00	-100.00	1,500.00
3655-00-000 Insurance Proceeds	9,764.68	0.00	9,764.68	N/A	9,764.68	0.00	9,764.68	N/A	0.00
3660-00-000 Operating Transfers IN	0.00	0.00	0.00	N/A	150,620.00	0.00	150,620.00	N/A	0.00
3699-00-000 TOTAL OTHER INCOME	9,772.38	170.83	9,601.55	5,620.53	160,629.15	1,366.64	159,262.51	11,653.58	2,050.00
3999-00-000 TOTAL INCOME	294,777.64	230,285.34	64,492.30	28.01	1,797,013.11	1,842,282.72	-45,269.61	-2.46	2,763,424.00
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE									
4100-99-000 Administrative Salaries									
4110-00-000 Administrative Salaries	11,965.12	11,666.67	-298.45	-2.56	92,996.08	93,333.36	337.28	0.36	140,000.00
4110-04-000 Employee Benefit Contribution-Admin	4,957.74	4,166.67	-791.07	-18.99	35,797.04	33,333.36	-2,463.68	-7.39	50,000.00
4110-99-000 Total Administrative Salaries	16,922.86	15,833.34	-1,089.52	-6.88	128,793.12	126,666.72	-2,126.40	-1.68	190,000.00
4130-00-000 Legal Expense									
4130-02-000 Criminal Background Checks	0.00	33.33	33.33	100.00	500.83	266.64	-234.19	-87.83	400.00
4130-03-000 Tenant Screening	170.30	125.00	-45.30	-36.24	340.60	1,000.00	659.40	65.94	1,500.00
4130-04-000 General Legal Expense	244.49	1,000.00	755.51	75.55	2,220.24	8,000.00	5,779.76	72.25	12,000.00
4131-00-000 Total Legal Expense	414.79	1,158.33	743.54	64.19	3,061.67	9,266.64	6,204.97	66.96	13,900.00

Reed Manor (amp2)

**Budget Comparison**

Period = Nov 2020

Book = Accrual ; Tree = ysl\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual	
4139-00-000	Other Admin Expenses									
4140-00-000	Staff Training	0.00	208.33	208.33	100.00	4,073.10	1,666.64	-2,406.46	-144.39	2,500.00
4155-00-000	Mailbox Keys/Postmaster	0.00	195.83	195.83	100.00	475.00	1,566.64	1,091.64	69.68	2,350.00
4170-00-000	Accounting Fees	460.69	700.00	239.31	34.19	4,021.56	5,600.00	1,578.44	28.19	8,400.00
4171-00-000	Auditing Fees	0.00	183.33	183.33	100.00	0.00	1,466.64	1,466.64	100.00	2,200.00
4173-00-000	Management Fee	13,196.25	14,583.33	1,387.08	9.51	110,571.58	116,666.64	6,095.06	5.22	175,000.00
4175-40-000	Asset Management Fees	1,176.00	1,176.00	0.00	0.00	9,408.00	9,408.00	0.00	0.00	14,112.00
4189-00-000	Total Other Admin Expenses	14,832.94	17,046.82	2,213.88	12.99	128,549.24	136,374.56	7,825.32	5.74	204,562.00
4190-00-000	Miscellaneous Admin Expenses									
4190-01-000	Membership and Fees	0.00	125.00	125.00	100.00	308.56	1,000.00	691.44	69.14	1,500.00
4190-02-000	Publications	0.00	16.67	16.67	100.00	0.00	133.36	133.36	100.00	200.00
4190-04-000	Office Supplies	53.98	397.92	343.94	86.43	1,974.21	3,183.36	1,209.15	37.98	4,775.00
4190-07-000	Telephone	1,172.63	1,250.00	77.37	6.19	9,412.45	10,000.00	587.55	5.88	15,000.00
4190-08-000	Postage	0.00	141.67	141.67	100.00	916.40	1,133.36	216.96	19.14	1,700.00
4190-09-000	Software License Fees	0.00	825.00	825.00	100.00	9,424.09	6,600.00	-2,824.09	-42.79	9,900.00
4190-10-000	Copiers	118.35	72.92	-45.43	-62.30	914.96	583.36	-331.60	-56.84	875.00
4190-12-000	Software	0.00	225.00	225.00	100.00	884.20	1,800.00	915.80	50.88	2,700.00
4190-13-000	Internet	224.59	220.83	-3.76	-1.70	1,837.07	1,766.64	-70.43	-3.99	2,650.00
4190-15-000	Cell Phones/Pagers	297.85	225.00	-72.85	-32.38	2,011.68	1,800.00	-211.68	-11.76	2,700.00
4190-17-000	Payroll Services Fees	904.86	508.33	-396.53	-78.01	7,203.68	4,066.64	-3,137.04	-77.14	6,100.00
4190-19-000	COVID 19 Expenses	27,470.63	0.00	-27,470.63	N/A	84,511.06	0.00	-84,511.06	N/A	0.00
4190-20-000	Bank Fees	64.83	216.67	151.84	70.08	770.08	1,733.36	963.28	55.57	2,600.00
4190-22-000	Other Misc Admin Expenses	0.03	1,666.67	1,666.64	100.00	1,808.41	13,333.36	11,524.95	86.44	20,000.00
4191-00-000	Total Miscellaneous Admin Expenses	30,307.75	5,891.68	-24,416.07	-414.42	121,976.85	47,133.44	-74,843.41	-158.79	70,700.00
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	62,478.34	39,930.17	-22,548.17	-56.47	382,380.88	319,441.36	-62,939.52	-19.70	479,162.00
4200-00-000	TENANT SERVICES									
4220-01-000	Other Tenant Svcs.	611.93	1,333.33	721.40	54.11	4,834.71	10,666.64	5,831.93	54.67	16,000.00
4230-00-000	Tenant Services Contract Costs	0.00	3,958.33	3,958.33	100.00	14,712.39	31,666.64	16,954.25	53.54	47,500.00
4230-01-000	Tenant Relocation	5,123.90	166.67	-4,957.23	-2,974.28	20,616.00	1,333.36	-19,282.64	-1,446.17	2,000.00
4299-00-000	TOTAL TENANT SERVICES EXPENSES	5,735.83	5,458.33	-277.50	-5.08	40,163.10	43,666.64	3,503.54	8.02	65,500.00
4300-00-000	UTILITIES									
4310-00-000	Water	3,774.79	3,750.00	-24.79	-0.66	29,936.96	30,000.00	63.04	0.21	45,000.00
4320-00-000	Electricity	0.00	15,000.00	15,000.00	100.00	116,334.28	120,000.00	3,665.72	3.05	180,000.00
4330-00-000	Gas	3,953.23	4,583.33	630.10	13.75	24,507.73	36,666.64	12,158.91	33.16	55,000.00
4340-00-000	Garbage/Trash Removal	7,644.20	5,000.00	-2,644.20	-52.88	66,133.96	40,000.00	-26,133.96	-65.33	60,000.00
4390-00-000	Sewer	2,218.56	2,416.67	198.11	8.20	18,186.04	19,333.36	1,147.32	5.93	29,000.00
4399-00-000	TOTAL UTILITY EXPENSES	17,590.78	30,750.00	13,159.22	42.79	255,098.97	246,000.00	-9,098.97	-3.70	369,000.00
4400-00-000	MAINTENANCE AND OPERATIONS									
4400-99-000	General Maint Expense									
4410-00-000	Maintenance Salaries	18,840.32	16,416.67	-2,423.65	-14.76	134,246.32	131,333.36	-2,912.96	-2.22	197,000.00
4410-05-000	Employee Benefit Contribution-Maint.	16,026.28	8,237.58	-7,788.70	-94.55	99,319.43	65,900.64	-33,418.79	-50.71	98,851.00
4411-00-000	Maintenace Uniforms	153.38	166.67	13.29	7.97	524.38	1,333.36	808.98	60.67	2,000.00
4412-00-000	Maintenance Travel/Training	0.00	0.00	0.00	N/A	122.48	0.00	-122.48	N/A	0.00

Reed Manor (amp2)  
**Budget Comparison**

Period = Nov 2020

Book = Accrual ; Tree = ysl\_15

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4413-00-000	Vehicle Gas, Oil, Grease	196.03	237.50	41.47	17.46	879.85	1,900.00	1,020.15	53.69	2,850.00
4419-00-000	Total General Maint Expense	35,216.01	25,058.42	-10,157.59	-40.54	235,092.46	200,467.36	-34,625.10	-17.27	300,701.00
4420-00-000	Materials									
4420-02-000	Supplies-Appliance	0.00	458.33	458.33	100.00	0.00	3,666.64	3,666.64	100.00	5,500.00
4420-04-000	Supplies-Electrical	0.00	62.50	62.50	100.00	519.42	500.00	-19.42	-3.88	750.00
4420-06-000	Supplies-Janitorial/Cleaning	0.00	662.50	662.50	100.00	2,866.43	5,300.00	2,433.57	45.92	7,950.00
4420-07-000	Supplies-Maint/Repairs	1,741.97	9,583.33	7,841.36	81.82	29,663.64	76,666.64	47,003.00	61.31	115,000.00
4420-08-000	Supplies-Plumbing	0.00	62.50	62.50	100.00	575.69	500.00	-75.69	-15.14	750.00
4429-00-000	Total Materials	1,741.97	10,829.16	9,087.19	83.91	33,625.18	86,633.28	53,008.10	61.19	129,950.00
4430-00-000	Contract Costs									
4430-01-000	Contract-Alarm/Extinguisher	0.00	66.67	66.67	100.00	781.00	533.36	-247.64	-46.43	800.00
4430-06-000	Contract-Electrical	0.00	0.00	0.00	N/A	204.00	0.00	-204.00	N/A	0.00
4430-07-000	Contract-Pest Control	1,896.00	10,416.67	8,520.67	81.80	67,323.94	83,333.36	16,009.42	19.21	125,000.00
4430-09-000	Contract-Grounds	0.00	2,000.00	2,000.00	100.00	18,630.00	16,000.00	-2,630.00	-16.44	24,000.00
4430-10-000	Contract-Janitorial/Cleaning	0.00	0.00	0.00	N/A	2,834.76	0.00	-2,834.76	N/A	0.00
4430-11-000	Contract-Plumbing	350.00	20,833.33	20,483.33	98.32	7,911.69	166,666.64	158,754.95	95.25	250,000.00
4430-13-000	Contract-HVAC	0.00	416.67	416.67	100.00	0.00	3,333.36	3,333.36	100.00	5,000.00
4430-14-000	Contract-Vehicle Maintenance	0.00	0.00	0.00	N/A	753.95	0.00	-753.95	N/A	0.00
4430-17-000	Contract-Elevator Monitoring	0.00	1,000.00	1,000.00	100.00	12,446.36	8,000.00	-4,446.36	-55.58	12,000.00
4430-18-000	Contract-Alarm Monitoring	395.40	625.00	229.60	36.74	9,607.63	5,000.00	-4,607.63	-92.15	7,500.00
4430-22-000	Contract-IT Contracts	394.30	333.33	-60.97	-18.29	3,682.08	2,666.64	-1,015.44	-38.08	4,000.00
4430-80-000	Contract-Bookkeeping Fees	2,168.00	2,168.00	0.00	0.00	17,344.00	17,344.00	0.00	0.00	26,016.00
4430-90-000	Contract-Fee For Service	0.00	1,250.00	1,250.00	100.00	1,250.00	10,000.00	8,750.00	87.50	15,000.00
4430-99-000	Contract Costs-Other	0.00	6,902.33	6,902.33	100.00	11,285.29	55,218.64	43,933.35	79.56	82,828.00
4439-00-000	-Total Contract Costs	5,203.70	46,012.00	40,808.30	88.69	154,054.70	368,096.00	214,041.30	58.15	552,144.00
4499-00-000	TOTAL MAINTENANCE EXPENSES	42,161.68	81,899.58	39,737.90	48.52	422,772.34	655,196.64	232,424.30	35.47	982,795.00
4500-00-000	GENERAL EXPENSES									
4510-00-000	Insurance	0.00	2,083.33	2,083.33	100.00	0.00	16,666.64	16,666.64	100.00	25,000.00
4510-10-000	Property Insurance	0.00	6,250.00	6,250.00	100.00	0.00	50,000.00	50,000.00	100.00	75,000.00
4510-20-000	Liability Insurance	0.00	916.67	916.67	100.00	2,294.74	7,333.36	5,038.62	68.71	11,000.00
4520-00-000	Payments in Lieu of Taxes	0.00	3,125.08	3,125.08	100.00	37,501.00	25,000.64	-12,500.36	-50.00	37,501.00
4540-00-000	Employee Benefits	0.00	41.67	41.67	100.00	1,991.00	333.36	-1,657.64	-497.25	500.00
4540-20-000	Workers Compensation	0.00	395.83	395.83	100.00	1,766.60	3,166.64	1,400.04	44.21	4,750.00
4570-00-000	Bad Debt-Tenant Rents	-32.50	2,083.33	2,115.83	101.56	18,894.42	16,666.64	-2,227.78	-13.37	25,000.00
4580-00-000	Security/Law Enforcement	77.31	5,208.33	5,131.02	98.52	24,614.06	41,666.64	17,052.58	40.93	62,500.00
4599-00-000	TOTAL GENERAL EXPENSES	44.81	20,104.24	20,059.43	99.78	87,061.82	160,833.92	73,772.10	45.87	241,251.00
5000-00-000	NON-OPERATING ITEMS									
5210-00-000	Operating Transfers OUT	0.00	0.00	0.00	N/A	206,120.00	0.00	-206,120.00	N/A	0.00
5999-00-000	TOTAL NON-OPERATING ITEMS	0.00	0.00	0.00	N/A	206,120.00	0.00	-206,120.00	N/A	0.00
8000-00-000	TOTAL EXPENSES	128,011.44	178,142.32	50,130.88	28.14	1,393,597.11	1,425,138.56	31,541.45	2.21	2,137,708.00
9000-00-000	NET INCOME	166,766.20	52,143.02	114,623.18	219.82	403,416.00	417,144.16	-13,728.16	-3.29	625,716.00

Shahan-Blackstone (amp3)

**Balance Sheet**

Period = Nov 2020

Book = Accrual ; Tree = ysi\_bs

		Current Balance
0999-99-000	All	
<b>1000-00-000</b>	<b>ASSETS</b>	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-10-000	Cash Operating 1	134,242.94
1111-90-000	Petty Cash	5,772.94
1111-99-000	Total Unrestricted Cash	140,015.88
1112-00-000	Restricted Cash	
1112-01-000	Cash Restricted-Security Deposits	15,781.00
1112-99-000	Total Restricted Cash	15,781.00
1119-00-000	TOTAL CASH	155,796.88
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R-Tenants	34,569.36
1122-01-000	Allowance for Doubtful Accounts-Tenants	-1,430.00
1129-01-000	AR - TPA	1,062.20
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	34,201.56
1160-00-000	OTHER CURRENT ASSETS	
1162-00-000	Investments-Unrestricted	800.68
1299-00-000	TOTAL OTHER CURRENT ASSETS	800.68
1300-00-000	TOTAL CURRENT ASSETS	190,799.12
1400-01-000	FIXED ASSETS	
1400-06-000	Buildings	6,440,928.92
1400-07-000	Furniture and Equipment-Dwelling	85,196.00
1400-08-000	Furniture and Equipment-Admin.	64,685.18
1405-01-000	Accum Depreciation-Buildings	-6,440,928.92
1405-03-000	Accum Depreciation-Furn & Equip Admin	-58,885.96
1405-99-000	TOTAL FIXED ASSETS (NET)	90,995.22
1406-00-000	CFP Funding	
1406-16-000	CFP 16 Operations	974.79
1406-19-000	CFP 19 Operations	-54,700.14
1408-14-000	CFP 14 Mgmt Improvements	4,413.09
1408-16-000	CFP 16 Mgmt Improvements	15.18
1408-17-000	CFP 2017 Management Improvements	2,529.84
1410-16-000	CFP 16 Administration	19,873.00
1430-16-000	CFP 16 FEES AND COSTS	3,333.32
1460-16-000	CFP 16 Dwelling Structures	8,410.72
1470-16-000	CFP 16 Non-Dwelling Structures	212,192.86
1475-16-000	CFP 16 Non-Dwelling Equipment	2,421.00

Shahan-Blackstone (amp3)

**Balance Sheet**

Period = Nov 2020

Book = Accrual ; Tree = ysi\_bs

	<b>Current Balance</b>
1480-17-000 CFP 2017 Site Improvements	121,000.00
1480-18-000 General Capital Activity	6,207.67
1499-00-000 TOTAL CFP FUNDING	326,671.33
1999-00-000 TOTAL ASSETS	608,465.67
2000-00-000 LIABILITIES & EQUITY	
2001-00-000 LIABILITIES:	
2100-00-000 CURRENT LIABILITIES:	
2111-00-000 A/P Vendors and Contractors	1,047.00
2114-00-000 Tenant Security Deposits	15,259.00
2117-90-000 Supplemental Insurance W/H	-517.32
2137-00-000 Accrued PILOT	7,017.00
2240-00-000 Tenant Prepaid Rents	7,276.48
2260-00-000 Accrued Compensated Absences-Current	8,273.68
2299-00-000 TOTAL CURRENT LIABILITIES	38,355.84
2300-00-000 NONCURRENT LIABILITIES:	
2305-00-000 Accrued Compensated Absences-LT	1,767.43
2399-00-000 TOTAL NONCURRENT LIABILITIES	1,767.43
2499-00-000 TOTAL LIABILITIES	40,123.27
2800-00-000 EQUITY	
2809-00-000 RETAINED EARNINGS:	
2809-02-000 Retained Earnings-Unrestricted Net Assets	568,342.40
2809-99-000 TOTAL RETAINED EARNINGS:	568,342.40
2899-00-000 TOTAL EQUITY	568,342.40
2999-00-000 TOTAL LIABILITIES AND EQUITY	608,465.67

Shahan-Blackstone (amp3)  
**Budget Comparison**

Period = Nov 2020

Book = Accrual ; Tree = ysl\_is

	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	11,617.00	12,500.00	-883.00	-7.06	97,979.52	100,000.00	-2,020.48	-2.02	150,000.00
3112-01-000 Utility Reimb.-LIPH	-1,144.00	-1,200.00	56.00	4.67	-9,629.07	-9,600.00	-29.07	-0.30	-14,400.00
3119-00-000 Total Rental Income	10,473.00	11,300.00	-827.00	-7.32	88,350.45	90,400.00	-2,049.55	-2.27	135,600.00
3120-00-000 Other Tenant Income	132.00	166.67	-34.67	-20.80	1,108.00	1,333.36	-225.36	-16.90	2,000.00
3120-01-000 Laundry and Vending	78.33	41.67	36.66	87.98	389.63	333.36	56.27	16.88	500.00
3120-03-000 Damages	350.00	83.33	266.67	320.02	350.00	666.64	-316.64	-47.50	1,000.00
3120-04-000 Late Charges	0.00	479.17	-479.17	-100.00	25.00	3,833.36	-3,808.36	-99.35	5,750.00
3120-05-000 Legal Fees - Tenant	0.00	208.33	-208.33	-100.00	100.00	1,666.64	-1,566.64	-94.00	2,500.00
3120-09-000 Misc.Tenant Income	0.00	0.00	0.00	N/A	18.00	0.00	18.00	N/A	0.00
3121-00-000 TPA Rent	-167.00	0.00	-167.00	N/A	-3,772.52	0.00	-3,772.52	N/A	0.00
3121-02-000 TPA Legal	0.00	0.00	0.00	N/A	100.00	0.00	-100.00	N/A	0.00
3129-00-000 Total Other Tenant Income	393.33	979.17	-585.84	-59.83	-1,881.89	7,833.36	-9,715.25	-124.02	11,750.00
3199-00-000 NET TENANT INCOME	10,866.33	12,279.17	-1,412.84	-11.51	86,468.56	98,233.36	-11,764.80	-11.98	147,350.00
3400-00-000 GRANT INCOME									
3401-00-000 HUD PHA Operating Grants/Subsidy	42,105.50	39,500.00	2,605.50	6.60	259,359.00	316,000.00	-56,641.00	-17.92	474,000.00
3415-00-000 Other Government Grants	7,355.15	0.00	7,355.15	N/A	23,462.63	0.00	23,462.63	N/A	0.00
3420-00-000 Capital Fund Grants	0.00	0.00	0.00	N/A	131,969.00	0.00	131,969.00	N/A	0.00
3499-00-000 TOTAL GRANT INCOME	49,460.65	39,500.00	9,960.65	25.22	414,790.63	316,000.00	98,790.63	31.26	474,000.00
3600-00-000 OTHER INCOME									
3610-00-000 Investment Income - Unrestricted	5.00	0.00	5.00	N/A	61.78	0.00	61.78	N/A	0.00
3650-00-000 Miscellaneous Other Income	0.00	0.00	0.00	N/A	45.10	0.00	45.10	N/A	0.00
3699-00-000 TOTAL OTHER INCOME	5.00	0.00	5.00	N/A	106.88	0.00	106.88	N/A	0.00
3999-00-000 TOTAL INCOME	60,331.98	51,779.17	8,552.81	16.52	501,366.07	414,233.36	87,132.71	21.03	621,350.00
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE									
4100-99-000 Administrative Salaries									
4110-00-000 Administrative Salaries	8,364.68	6,163.17	-2,201.51	-35.72	77,809.38	49,305.36	-28,504.02	-57.81	73,958.00
4110-04-000 Employee Benefit Contribution-Admin	5,561.66	1,429.33	-4,132.33	-289.11	30,260.31	11,434.64	-18,825.67	-164.64	17,152.00
4110-99-000 Total Administrative Salaries	13,926.34	7,592.50	-6,333.84	-83.42	108,069.69	60,740.00	-47,329.69	-77.92	91,110.00
4130-00-000 Legal Expense									
4130-02-000 Criminal Background Checks	0.00	0.00	0.00	N/A	121.76	0.00	-121.76	N/A	0.00
4130-03-000 Tenant Screening	0.00	0.00	0.00	N/A	379.25	0.00	-379.25	N/A	0.00
4130-04-000 General Legal Expense	101.11	125.00	23.89	19.11	815.46	1,000.00	184.54	18.45	1,500.00
4131-00-000 Total Legal Expense	101.11	125.00	23.89	19.11	1,316.47	1,000.00	-316.47	-31.65	1,500.00
4139-00-000 Other Admin Expenses									

Shahan-Blackstone (amp3)  
**Budget Comparison**

Period = Nov 2020

Book = Accrual ; Tree = ysi\_ls

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4140-00-000 Staff Training	0.00	500.00	500.00	100.00	2,960.10	4,000.00	1,039.90	26.00	6,000.00
4155-00-000 Mailbox Keys/Postmaster	0.00	50.00	50.00	100.00	75.00	400.00	325.00	81.25	600.00
4170-00-000 Accounting Fees	204.74	350.00	145.26	41.50	1,926.24	2,800.00	873.76	31.21	4,200.00
4171-00-000 Auditing Fees	0.00	183.33	183.33	100.00	0.00	1,466.64	1,466.64	100.00	2,200.00
4173-00-000 Management Fee	5,692.50	6,000.00	307.50	5.12	46,880.21	48,000.00	1,119.79	2.33	72,000.00
4175-40-000 Asset Management Fees	480.00	480.00	0.00	0.00	3,840.00	3,840.00	0.00	0.00	5,760.00
4189-00-000 Total Other Admin Expenses	6,377.24	7,563.33	1,186.09	15.68	55,681.55	60,506.64	4,825.09	7.97	90,760.00
4190-00-000 Miscellaneous Admin Expenses									
4190-01-000 Membership and Fees	0.00	166.67	166.67	100.00	308.56	1,333.36	1,024.80	76.86	2,000.00
4190-04-000 Office Supplies	53.96	150.00	96.04	64.03	599.58	1,200.00	600.42	50.04	1,800.00
4190-07-000 Telephone	683.54	625.00	-58.54	-9.37	5,546.42	5,000.00	-546.42	-10.93	7,500.00
4190-08-000 Postage	0.00	62.50	62.50	100.00	407.27	500.00	92.73	18.55	750.00
4190-09-000 Software License Fees	0.00	833.33	833.33	100.00	9,424.09	6,666.64	-2,757.45	-41.36	10,000.00
4190-10-000 Copiers	118.35	108.33	-10.02	-9.25	775.92	866.64	90.72	10.47	1,300.00
4190-12-000 Software	0.00	100.00	100.00	100.00	755.19	800.00	44.81	5.60	1,200.00
4190-13-000 Internet	246.12	250.00	3.88	1.55	2,039.57	2,000.00	-39.57	-1.98	3,000.00
4190-15-000 Cell Phones/Pagers	114.23	140.00	25.77	18.41	1,147.66	1,120.00	-27.66	-2.47	1,680.00
4190-17-000 Payroll Services Fees	863.70	433.33	-430.37	-99.32	5,485.47	3,466.64	-2,018.83	-58.24	5,200.00
4190-19-000 COVID 19 Expenses	5,163.44	0.00	-5,163.44	N/A	31,109.21	0.00	-31,109.21	N/A	0.00
4190-20-000 Bank Fees	3.80	0.00	-3.80	N/A	57.60	0.00	-57.60	N/A	0.00
4190-22-000 Other Misc Admin Expenses	299.00	0.00	-299.00	N/A	948.56	0.00	-948.56	N/A	0.00
4191-00-000 Total Miscellaneous Admin Expenses	7,546.14	2,869.16	-4,676.98	-163.01	58,605.10	22,953.28	-35,651.82	-155.32	34,430.00
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	27,950.83	18,149.99	-9,800.84	-54.00	223,672.81	145,199.92	-78,472.89	-54.04	217,800.00
4200-00-000 TENANT SERVICES									
4220-01-000 Other Tenant Svcs.	611.93	0.00	-611.93	N/A	3,691.46	0.00	-3,691.46	N/A	0.00
4230-00-000 Tenant Services Contract Costs	0.00	0.00	0.00	N/A	3,404.14	0.00	-3,404.14	N/A	0.00
4230-01-000 Tenant Relocation	0.00	0.00	0.00	N/A	562.42	0.00	-562.42	N/A	0.00
4299-00-000 TOTAL TENANT SERVICES EXPENSES	611.93	0.00	-611.93	N/A	7,658.02	0.00	-7,658.02	N/A	0.00
4300-00-000 UTILITIES									
4310-00-000 Water	0.00	2,083.33	2,083.33	100.00	36,026.63	16,666.64	-19,359.99	-116.16	25,000.00
4320-00-000 Electricity	0.00	379.83	379.83	100.00	1,027.51	3,038.64	2,011.13	66.19	4,558.00
4320-01-000 Electricity-Vacant Units	63.49	0.00	-63.49	N/A	661.36	0.00	-661.36	N/A	0.00
4330-00-000 Gas	0.00	291.00	291.00	100.00	1,031.81	2,328.00	1,296.19	55.68	3,492.00
4330-01-000 Gas-Vacant Units	83.38	0.00	-83.38	N/A	372.46	0.00	-372.46	N/A	0.00
4340-00-000 Garbage/Trash Removal	2,549.98	2,145.25	-404.73	-18.87	27,700.92	17,162.00	-10,538.92	-61.41	25,743.00
4390-00-000 Sewer	0.00	1,933.92	1,933.92	100.00	20,348.56	15,471.36	-4,877.20	-31.52	23,207.00
4399-00-000 TOTAL UTILITY EXPENSES	2,696.85	6,833.33	4,136.48	60.53	87,169.25	54,666.64	-32,502.61	-59.46	82,000.00
4400-00-000 MAINTENANCE AND OPERATIONS									
4400-99-000 General Maint Expense									
4410-00-000 Maintenance Salaries	13,171.90	6,685.75	-6,486.15	-97.01	88,536.57	53,486.00	-35,050.57	-65.53	80,229.00
4410-05-000 Employee Benefit Contribution-Maint.	2,569.80	978.50	-1,591.30	-162.63	21,677.19	7,828.00	-13,849.19	-176.92	11,742.00
4413-00-000 Vehicle Gas, Oil, Grease	40.73	53.33	12.60	23.63	362.46	426.64	64.18	15.04	640.00
4419-00-000 Total General Maint Expense	15,782.43	7,717.58	-8,064.85	-104.50	110,576.22	61,740.64	-48,835.58	-79.10	92,611.00

Shahan-Blackstone (amp3)  
**Budget Comparison**

Period = Nov 2020

Book = Accrual ; Tree = ysi\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual	
4420-00-000	Materials									
4420-01-000	Supplies-Grounds	0.00	54.08	54.08	100.00	1,143.26	432.64	-710.62	-164.25	649.00
4420-02-000	Supplies-Appliance	0.00	75.00	75.00	100.00	909.84	600.00	-309.84	-51.64	900.00
4420-04-000	Supplies-Electrical	0.00	16.67	16.67	100.00	0.00	133.36	133.36	100.00	200.00
4420-06-000	Supplies-Janitorial/Cleaning	291.49	116.67	-174.82	-149.84	904.32	933.36	29.04	3.11	1,400.00
4420-07-000	Supplies-Maint/Repairs	2,503.14	2,666.67	163.53	6.13	11,588.00	21,333.36	9,745.36	45.68	32,000.00
4420-08-000	Supplies-Plumbing	0.00	0.00	0.00	N/A	47.17	0.00	-47.17	N/A	0.00
4429-00-000	Total Materials	2,794.63	2,929.09	134.46	4.59	14,592.59	23,432.72	8,840.13	37.73	35,149.00
4430-00-000	Contract Costs									
4430-01-000	Contract-Alarm/Extinguisher	0.00	50.00	50.00	100.00	422.36	400.00	-22.36	-5.59	600.00
4430-03-000	Contract-Building Repairs	0.00	250.00	250.00	100.00	0.00	2,000.00	2,000.00	100.00	3,000.00
4430-05-000	Contract-Decorating/Painting	0.00	450.00	450.00	100.00	0.00	3,600.00	3,600.00	100.00	5,400.00
4430-06-000	Contract-Electrical	0.00	25.00	25.00	100.00	220.00	200.00	-20.00	-10.00	300.00
4430-07-000	Contract-Pest Control	0.00	2,000.00	2,000.00	100.00	14,080.00	16,000.00	1,920.00	12.00	24,000.00
4430-08-000	Contract-Floor Covering	0.00	83.33	83.33	100.00	0.00	666.64	666.64	100.00	1,000.00
4430-09-000	Contract-Grounds	0.00	5,666.67	5,666.67	100.00	2,700.00	45,333.36	42,633.36	94.04	68,000.00
4430-10-000	Contract-Janitorial/Cleaning	0.00	550.00	550.00	100.00	5,324.52	4,400.00	-924.52	-21.01	6,600.00
4430-11-000	Contract-Plumbing	0.00	250.00	250.00	100.00	809.00	2,000.00	1,191.00	59.55	3,000.00
4430-13-000	Contract-HVAC	252.50	125.00	-127.50	-102.00	748.01	1,000.00	251.99	25.20	1,500.00
4430-14-000	Contract-Vehicle Maintenance	0.00	0.00	0.00	N/A	753.95	0.00	-753.95	N/A	0.00
4430-18-000	Contract-Alarm Monitoring	163.53	312.50	148.97	47.67	3,960.09	2,500.00	-1,460.09	-58.40	3,750.00
4430-22-000	Contract-IT Contracts	146.80	0.00	-146.80	N/A	1,758.88	0.00	-1,758.88	N/A	0.00
4430-80-000	Contract-Bookkeeping Fees	908.00	895.58	-12.42	-1.39	7,264.00	7,164.64	-99.36	-1.39	10,747.00
4430-90-000	Contract-Fee For Service	0.00	0.00	0.00	N/A	338.88	0.00	-338.88	N/A	0.00
4430-99-000	Contract Costs-Other	0.00	0.00	0.00	N/A	644.84	0.00	-644.84	N/A	0.00
4439-00-000	Total Contract Costs	1,470.83	10,658.08	9,187.25	86.20	39,024.53	85,264.64	46,240.11	54.23	127,897.00
4499-00-000	TOTAL MAINTENANCE EXPENSES	20,047.89	21,304.75	1,256.86	5.90	164,193.34	170,438.00	6,244.66	3.66	255,657.00
4500-00-000	GENERAL EXPENSES									
4510-10-000	Property Insurance	0.00	2,458.33	2,458.33	100.00	0.00	19,666.64	19,666.64	100.00	29,500.00
4510-20-000	Liability Insurance	0.00	291.67	291.67	100.00	1,008.88	2,333.36	1,324.48	56.76	3,500.00
4520-00-000	Payments in Lieu of Taxes	0.00	420.83	420.83	100.00	7,017.00	3,366.64	-3,650.36	-108.43	5,050.00
4540-00-000	Employee Benefits	0.00	0.00	0.00	N/A	1,041.84	0.00	-1,041.84	N/A	0.00
4540-20-000	Workers Compensation	0.00	0.00	0.00	N/A	752.45	0.00	-752.45	N/A	0.00
4570-00-000	Bad Debt-Tenant Rents	-16.05	416.67	432.72	103.85	-217.55	3,333.36	3,550.91	106.53	5,000.00
4580-00-000	Security/Law Enforcement	0.00	826.92	826.92	100.00	11,756.66	6,615.36	-5,141.30	-77.72	9,923.00
4599-00-000	TOTAL GENERAL EXPENSES	-16.05	4,414.42	4,430.47	100.36	21,359.28	35,315.36	13,956.08	39.52	52,973.00
8000-00-000	TOTAL EXPENSES	51,291.45	50,702.49	-588.96	-1.16	504,052.70	405,619.92	-98,432.78	-24.27	608,430.00
9000-00-000	NET INCOME	9,040.53	1,076.68	7,963.85	739.67	-2,686.63	8,613.44	-11,300.07	-131.19	12,920.00



Central Offices - COCC (cocc)

**Balance Sheet**

Period = Nov 2020

Book = Accrual ; Tree = ysi\_bs

		Current Balance
0999-99-000	All	
<b>1000-00-000</b>	<b>ASSETS</b>	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-10-000	Cash Operating 1	120,550.04
1111-90-000	Petty Cash	1,099.17
1111-99-000	Total Unrestricted Cash	<u>121,649.21</u>
1119-00-000	TOTAL CASH	<u>121,649.21</u>
1300-00-000	TOTAL CURRENT ASSETS	121,649.21
1400-01-000	FIXED ASSETS	
1400-06-000	Buildings	583,527.00
1400-07-000	Furniture and Equipment-Dwelling	49,377.50
1405-01-000	Accum Depreciation-Buildings	-583,527.00
1405-03-000	Accum Depreciation-Furn & Equip Admin	-49,377.50
1405-99-000	TOTAL FIXED ASSETS (NET)	<u>0.00</u>
1406-00-000	CFP Funding	
1406-18-000	CFP 18 Operations	-95,120.00
1499-00-000	TOTAL CFP FUNDING	<u>-95,120.00</u>
1999-00-000	TOTAL ASSETS	<u>26,529.21</u>
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABILITIES:	
2117-90-000	Supplemental Insurance W/H	-1,067.60
2260-00-000	Accrued Compensated Absences-Current	27,125.56
2299-00-000	TOTAL CURRENT LIABILITIES	<u>26,057.96</u>
2300-00-000	NONCURRENT LIABILITIES:	
2305-00-000	Accrued Compensated Absences-LT	13,010.25
2399-00-000	TOTAL NONCURRENT LIABILITIES	<u>13,010.25</u>
2499-00-000	TOTAL LIABILITIES	<u>39,068.21</u>
2800-00-000	EQUITY	
2801-00-000	CONTRIBUTED CAPITAL:	
2805-01-000	Donations	2,250.00
2805-99-000	TOTAL CONTRIBUTED CAPITAL	<u>2,250.00</u>

Central Offices - COCC (cocc)

**Balance Sheet**

Period = Nov 2020

Book = Accrual ; Tree = ysi\_bs

		<b>Current Balance</b>
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Assets	-14,789.00
2809-99-000	TOTAL RETAINED EARNINGS:	-14,789.00
2899-00-000	TOTAL EQUITY	-12,539.00
2999-00-000	TOTAL LIABILITIES AND EQUITY	26,529.21

Central Offices - COCC (cocc)

**Budget Comparison**

Period = Nov 2020

Book = Accrual ; Tree = ysi\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
2999-99-999 Revenue & Expenses									
3000-00-000 INCOME									
3600-00-000 OTHER INCOME									
3620-00-000 Management Fee Income	67,760.75	31,939.75	35,821.00	112.15	269,363.21	255,518.00	13,845.21	5.42	383,277.00
3635-00-000 Developer Fee Income	0.00	0.00	0.00	N/A	10,541.00	0.00	10,541.00	N/A	0.00
3650-00-000 Miscellaneous Other Income	0.00	1,472.00	-1,472.00	-100.00	9,728.24	11,776.00	-2,047.76	-17.39	17,664.00
3655-00-000 Insurance Proceeds	0.00	0.00	0.00	N/A	4,983.96	0.00	4,983.96	N/A	0.00
3660-00-000 Operating Transfers IN	0.00	11,015.08	-11,015.08	-100.00	111,000.00	88,120.64	22,879.36	25.96	132,181.00
3699-00-000 TOTAL OTHER INCOME	67,760.75	44,426.83	23,333.92	52.52	405,616.41	355,414.64	50,201.77	14.12	533,122.00
3999-00-000 TOTAL INCOME	67,760.75	44,426.83	23,333.92	52.52	405,616.41	355,414.64	50,201.77	14.12	533,122.00
4000-00-000 EXPENSES									
4100-00-000 ADMINISTRATIVE									
4100-99-000 Administrative Salaries									
4110-00-000 Administrative Salaries	21,029.26	20,000.00	-1,029.26	-5.15	170,228.82	160,000.00	-10,228.82	-6.39	240,000.00
4110-04-000 Employee Benefit Contribution-Admin	20,447.53	10,000.00	-10,447.53	-104.48	175,542.55	80,000.00	-95,542.55	-119.43	120,000.00
4110-99-000 Total Administrative Salaries	41,476.79	30,000.00	-11,476.79	-38.26	345,771.37	240,000.00	-105,771.37	-44.07	360,000.00
4130-00-000 Legal Expense									
4130-02-000 Criminal Background Checks	0.00	0.00	0.00	N/A	606.83	0.00	-606.83	N/A	0.00
4130-03-000 Tenant Screening	159.14	0.00	-159.14	N/A	159.14	0.00	-159.14	N/A	0.00
4130-04-000 General Legal Expense	0.00	833.33	833.33	100.00	1,668.00	6,666.64	4,998.64	74.98	10,000.00
4131-00-000 Total Legal Expense	159.14	833.33	674.19	80.90	2,433.97	6,666.64	4,232.67	63.49	10,000.00
4139-00-000 Other Admin Expenses									
4140-00-000 Staff Training	0.00	833.33	833.33	100.00	3,990.10	6,666.64	2,676.54	40.15	10,000.00
4150-00-000 Travel	0.00	264.67	264.67	100.00	0.00	2,117.36	2,117.36	100.00	3,176.00
4160-00-000 Meals	0.00	1,000.00	1,000.00	100.00	1,895.10	8,000.00	6,104.90	76.31	12,000.00
4170-00-000 Accounting Fees	511.88	625.00	113.12	18.10	4,190.65	5,000.00	809.35	16.19	7,500.00
4171-00-000 Auditing Fees	0.00	204.17	204.17	100.00	3,020.00	1,633.36	-1,386.64	-84.89	2,450.00
4189-00-000 Total Other Admin Expenses	511.88	2,927.17	2,415.29	82.51	13,095.85	23,417.36	10,321.51	44.08	35,126.00
4190-00-000 Miscellaneous Admin Expenses									
4190-01-000 Membership and Fees	0.00	440.75	440.75	100.00	2,263.56	3,526.00	1,262.44	35.80	5,289.00
4190-02-000 Publications	0.00	20.83	20.83	100.00	90.50	166.64	76.14	45.69	250.00
4190-03-000 Advertising	130.51	41.67	-88.84	-213.20	2,960.59	333.36	-2,627.23	-788.11	500.00
4190-04-000 Office Supplies	161.21	500.00	338.79	67.76	2,833.25	4,000.00	1,166.75	29.17	6,000.00
4190-07-000 Telephone	66.04	70.83	4.79	6.76	518.12	566.64	48.52	8.56	850.00
4190-08-000 Postage	0.00	152.58	152.58	100.00	932.31	1,220.64	288.33	23.62	1,831.00
4190-09-000 Software License Fees	0.00	833.33	833.33	100.00	9,424.09	6,666.64	-2,757.45	-41.36	10,000.00
4190-10-000 Copiers	118.35	112.50	-5.85	-5.20	1,007.68	900.00	-107.68	-11.96	1,350.00
4190-12-000 Software	0.00	266.67	266.67	100.00	1,378.52	2,133.36	754.84	35.38	3,200.00
4190-15-000 Cell Phones/Pagers	145.67	62.50	-83.17	-133.07	946.19	500.00	-446.19	-89.24	750.00
4190-19-000 COVID 19 Expenses	843.56	0.00	-843.56	N/A	2,639.98	0.00	-2,639.98	N/A	0.00
4190-20-000 Bank Fees	5.00	25.00	20.00	80.00	170.95	200.00	29.05	14.52	300.00

Central Offices - COCC (cocc)

**Budget Comparison**

Period = Nov 2020

Book = Accrual ; Tree = ysl\_is

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
4190-22-000 Other Misc Admin Expenses	0.00	375.00	375.00	100.00	650.47	3,000.00	2,349.53	78.32	4,500.00
4191-00-000 Total Miscellaneous Admin Expenses	1,470.34	2,901.66	1,431.32	49.33	25,816.21	23,213.28	-2,602.93	-11.21	34,820.00
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	43,618.15	36,662.16	-6,955.99	-18.97	387,117.40	293,297.28	-93,820.12	-31.99	439,946.00
4300-00-000 UTILITIES									
4310-00-000 Water	20.29	100.00	79.71	79.71	383.36	800.00	416.64	52.08	1,200.00
4340-00-000 Garbage/Trash Removal	27.65	62.50	34.85	55.76	171.20	500.00	328.80	65.76	750.00
4390-00-000 Sewer	66.48	62.50	-3.98	-6.37	186.23	500.00	313.77	62.75	750.00
4399-00-000 TOTAL UTILITY EXPENSES	114.42	225.00	110.58	49.15	740.79	1,800.00	1,059.21	58.84	2,700.00
4400-00-000 MAINTENANCE AND OPERATIONS									
4400-99-000 General Maint Expense									
4411-00-000 Maintenance Uniforms	0.00	0.00	0.00	N/A	678.76	0.00	-678.76	N/A	0.00
4419-00-000 Total General Maint Expense	0.00	0.00	0.00	N/A	678.76	0.00	-678.76	N/A	0.00
4420-00-000 Materials									
4420-06-000 Supplies-Janitorial/Cleaning	0.00	0.00	0.00	N/A	418.40	0.00	-418.40	N/A	0.00
4429-00-000 Total Materials	0.00	0.00	0.00	N/A	418.40	0.00	-418.40	N/A	0.00
4430-00-000 Contract Costs									
4430-10-000 Contract-Janitorial/Cleaning	0.00	0.00	0.00	N/A	336.60	0.00	-336.60	N/A	0.00
4430-14-000 Contract-Vehicle Maintenance	0.00	0.00	0.00	N/A	1,401.96	0.00	-1,401.96	N/A	0.00
4430-18-000 Contract-Alarm Monitoring	0.00	0.00	0.00	N/A	504.00	0.00	-504.00	N/A	0.00
4430-22-000 Contract-IT Contracts	176.80	0.00	-176.80	N/A	3,444.97	0.00	-3,444.97	N/A	0.00
4439-00-000 Total Contract Costs	176.80	0.00	-176.80	N/A	5,687.53	0.00	-5,687.53	N/A	0.00
4499-00-000 TOTAL MAINTENANCE EXPENSES	176.80	0.00	-176.80	N/A	6,784.69	0.00	-6,784.69	N/A	0.00
4500-00-000 GENERAL EXPENSES									
4510-20-000 Liability Insurance	0.00	1,250.00	1,250.00	100.00	2,153.70	10,000.00	7,846.30	78.46	15,000.00
4540-00-000 Employee Benefits	0.00	208.33	208.33	100.00	3,230.03	1,666.64	-1,563.39	-93.80	2,500.00
4540-10-000 Retiree Insurance	3,006.79	2,708.33	-298.46	-11.02	23,319.36	21,666.64	-1,652.72	-7.63	32,500.00
4540-20-000 Workers Compensation	0.00	500.00	500.00	100.00	1,962.90	4,000.00	2,037.10	50.93	6,000.00
4580-00-000 Security/Law Enforcement	0.00	0.00	0.00	N/A	874.40	0.00	-874.40	N/A	0.00
4599-00-000 TOTAL GENERAL EXPENSES	3,006.79	4,666.66	1,659.87	35.57	31,540.39	37,333.28	5,792.89	15.52	56,000.00
8000-00-000 TOTAL EXPENSES	46,916.16	41,553.82	-5,362.34	-12.90	426,183.27	332,430.56	-93,752.71	-28.20	498,646.00
9000-00-000 NET INCOME	20,844.59	2,873.01	17,971.58	625.53	-20,566.86	22,984.08	-43,550.94	-189.48	34,476.00

**JACKSON HOUSING COMMISSION  
 PETTY CASH REPORT  
 November 2020**

DATE	TRANS#	DESCRIPTION	AMP#	AMOUNT	ADJUSTMENT	REMAINING
11.06.2020	1196	Roy Nethercott Mileage Reimbursement 10.23.2020-10.29.2020	4150.00.002	\$ 40.02		\$ 1,240.23
11.18.2020	1197	Lynne Smereka Mileage Reimbursement 10.01.2020-10.29.2020	4150.00.004	\$ 29.05		\$ 1,211.18
11.18.2020	1192	Court costs placed in safe/ Court closed due to Covid-19		\$ (440.00)		\$ 1,651.18

**USED:**

**BALANCE**

**Emergency Work Order Detail**

Chalet Terrace (amp1)

Emergency Work Orders active between 11/01/2020 and 12/01/2020

**Work Orders Completed within 24 Hours**

Property	Unit	WO	WO Priority	WO Category	WO Brief Description	Call Date	Date Work Completed	Hours to Complete
amp1	00000100	8468	Emergency	Doors/Locks	Lock.	11/14/2020 3:51 PM	11/14/2020 4:50 PM	0.98
amp1	00000093	8495	Emergency	HVAC	No Heat .	11/27/2020 3:57 PM	11/27/2020 4:57 PM	1.00
amp1	00000099	8436	Emergency	HVAC	Clogged in dryer vent	11/06/2020 9:58 AM	11/06/2020 1:15 PM	3.28
amp1	00000053	8469	Emergency	Plumbing	Clog	11/14/2020 8:37 AM	11/14/2020 9:25 AM	0.80
amp1	00000106	8498	Emergency	HVAC	No Heat .	11/28/2020 9:35 AM	11/28/2020 11:11 AM	1.60
amp1	00000053	8465	Emergency	HVAC	No Heat .	11/13/2020 11:46 PM	11/14/2020 12:43 AM	0.95
amp1	00000135	8434	Emergency	Appliances	Refrigerator	11/05/2020 11:55 AM	11/05/2020 12:30 PM	0.58
amp1	00000100	8467	Emergency	Doors/Locks	Lock.	11/14/2020 5:18 PM	11/14/2020 5:50 PM	0.53
amp2	D-9	8432	Emergency	Emergency	Kitchen Sink	11/02/2020 9:30 AM	11/02/2020 10:00 AM	0.50
amp2	B-13	8496	Emergency	Doors/Locks	Lock Out.	11/28/2020 11:11 AM	11/28/2020 11:34 AM	0.38
amp2	E-4	8497	Emergency	Plumbing	No Hot Water.	11/28/2020 4:56 PM	11/28/2020 5:33 PM	0.62
amp2	G-23	8470	Emergency	Plumbing	Toilet.	11/14/2020 2:39 PM	11/14/2020 3:11 PM	0.53
amp2	F-23	8532	Emergency	Smoke Detectors	Smoke alarm	11/03/2020 8:00 PM	11/03/2020 8:45 PM	0.75
amp2	H-3	8533	Emergency	Doors/Locks	Lock out	11/01/2020 10:15 AM	11/01/2020 10:45 AM	0.50
amp2	I-29	8534	Emergency	Appliances	Refrigerator	11/05/2020 8:15 PM	11/05/2020 9:50 PM	1.58
amp3	103	8464	Emergency	Plumbing		11/15/2020 9:15 AM	11/15/2020 10:07 AM	0.87
amp3		8480	Emergency	Doors/Locks	Alarm.	11/16/2020 4:08 PM	11/16/2020 4:33 PM	0.42
amp3	122	8479	Emergency	HVAC	No Heat.	11/18/2020 4:00 PM	11/18/2020 4:51 PM	0.85
amp3	342	8535	Emergency	Plumbing	Leaky faucet	11/01/2020 4:45 PM	11/01/2020 5:30 PM	0.75

**Work Orders Completed within 24 Hours** 19

Total number of emergency work orders: 19

Total number of emergency work orders completed/abated within 24 hours 19

Percentage of emergency work orders completed/abated within 24 hours 100 %

# Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

<u>MONTH</u>	<u>ELECTRICITY</u> <u>KW HOURS</u> <u>CONSUMP</u>	<u>NET</u> <u>BILL</u>	<u>GAS</u> <u>MCF</u> <u>CONSUMP</u>	<u>NET</u> <u>BILL</u>	<u>WATER</u> <u>CCF</u> <u>CONSUMP</u>	<u>WATER</u> <u>BILL</u>	<u>SEWER</u> <u>BILL</u>	<u>TOTAL</u> <u>WATER</u> <u>BILL</u>	<u>TOTAL</u> <u>MONTHLY</u> <u>UTILITY 2019-2020</u>
Jan-20	51,172	\$ 6,453.24	954	\$ 8,117.89	-	-	-	\$ -	\$ 14,571.13
Jan-19	59,075	\$ 7,594.43	1,154	\$ 9,301.95				\$ -	\$ 16,896.38
Feb-20	44,033	\$ 5,806.61	963	\$ 8,370.15	368,500	\$ 14,173.56	\$ 8,756.62	\$ 22,930.18	\$ 37,106.94
Feb-19	57,018	\$ 11,315.51	1,329	\$ 10,911.71	336,300	\$ 13,057.55	\$ 7,479.86	\$ 20,537.41	\$ 42,764.63
Mar-20	46,449	\$ 5,906.60	1,018	\$ 8,834.27	25,900	\$ 1,021.50	\$ 639.80	\$ 1,661.30	\$ 16,402.17
Mar-19	56,705	\$ 6,922.02	1,182	\$ 9,530.31	27,640	\$ 1,033.56	\$ 613.51	\$ 1,647.07	\$ 18,099.40
Apr-20	42,815	\$ 5,497.22	793	\$ 6,895.66				\$ -	\$ 12,392.88
Apr-19	47,161	\$ 5,871.84	795	\$ 6,421.10				\$ -	\$ 12,292.94
May-20	45,304	\$ 5,795.41	573	\$ 5,594.40	296,628	\$ 11,986.00	\$ 7,273.10	\$ 19,259.10	\$ 30,648.91
May-19	45,058	\$ 5,580.26	416	\$ 3,338.46	342,200	\$ 12,880.50	\$ 7,529.51	\$ 20,410.01	\$ 29,328.73
Jun-20	43,918	\$ 6,634.14	360	\$ 3,303.16	31,100	\$ 1,186.67	\$ 747.95	\$ 1,934.62	\$ 11,871.92
Jun-19	45,278	\$ 5,991.26	441	\$ 3,414.46	23,800	\$ 958.64	\$ 597.19	\$ 1,555.83	\$ 10,961.55
Jul-20	63,248	\$ 8,116.83	227	\$ 1,619.89				\$ -	\$ 9,736.72
Jul-19	51,335	\$ 7,099.69	176	\$ 1,445.60				\$ -	\$ 8,545.29
Aug-20	68,618	\$ 9,024.69	135	\$ 1,289.66	395,430	\$ 15,687.38	\$ 9,491.64	\$ 25,179.02	\$ 35,493.37
Aug-19	58,458	\$ 7,994.76	138	\$ 1,020.59	398,900	\$ 15,055.37	\$ 9,354.17	\$ 24,409.54	\$ 33,424.89
Sep-20	62,999	\$ 8,285.58	150	\$ 1,388.64	21,500	\$ 943.94	\$ 566.69	\$ 1,510.63	\$ 11,184.85
Sep-19	54,359	\$ 7,244.14	159	\$ 1,327.87	23,500	\$ 928.09	\$ 493.86	\$ 1,421.95	\$ 9,993.96
Oct-20	48,603	\$ 6,214.43	257	\$ 2,332.63				\$ -	\$ 8,547.06
Oct-19	45,689	\$ 5,982.60	205	\$ 1,730.23				\$ -	\$ 7,712.83
Nov-20	45,202	\$ 5,680.25	501	\$ 4,773.12	356,610	\$ 14,873.95	\$ 8,983.20	\$ 23,857.15	\$ 34,310.52
Nov-19	42,053	\$ 5,548.04	516	\$ 4,333.42	368,500	\$ 14,287.74	\$ 8,783.47	\$ 23,071.21	\$ 32,952.67
Dec-20								\$ -	\$ -
Dec-19	43,967	\$ 5,597.21	881	\$ 7,558.30	27,500	\$ 1,066.50	\$ 671.56	\$ 1,738.06	\$ 14,893.57
<b>2020</b>	<b>562,361</b>	<b>\$ 73,415.00</b>	<b>5,931</b>	<b>\$ 52,519.47</b>	<b>1,495,668</b>	<b>\$ 59,873.00</b>	<b>\$ 36,459.00</b>	<b>\$ 96,332.00</b>	<b>\$ 222,266.47</b>
<b>2019</b>	<b>606,156</b>	<b>\$ 82,741.76</b>	<b>7,392</b>	<b>\$ 60,334.00</b>	<b>1,548,340</b>	<b>\$ 59,267.95</b>	<b>\$ 35,523.13</b>	<b>\$ 94,791.08</b>	<b>\$ 237,866.84</b>

# Utility Cost and Consumption Report

Reed Manor (AMP 2)

<u>MONTH</u>	<u>ELECTRICITY KW HOURS CONSUMP</u>	<u>NET BILL</u>	<u>GAS MCF CONSUMP</u>	<u>NET BILL</u>	<u>WATER CCF CONSUMP</u>	<u>WATER BILL</u>	<u>SEWER BILL</u>	<u>TOTAL WATER BILL</u>	<u>TOTAL MONTHLY UTILITY 2019-2020</u>
Jan-20	122,880	\$ 14,526.22	895	\$ 7,597.51	97,000	\$ 3,749.24	\$ 2,249.35	\$ 5,998.59	\$ 28,122.32
Jan-19	133,140	\$ 16,400.42	1,160	\$ 9,758.52	123,000	\$ 3,906.21	\$ 2,509.50	\$ 6,415.71	\$ 32,574.65
Feb-20	84,540	\$ 13,879.72	879	\$ 7,631.78	107,000	\$ 3,974.07	\$ 2,426.57	\$ 6,400.64	\$ 27,912.14
Feb-19	150,760	\$ 17,195.55	1,330	\$ 10,698.79	157,000	\$ 4,865.01	\$ 3,184.16	\$ 8,049.17	\$ 35,943.51
Mar-20	114,560	\$ 13,651.09	994	\$ 8,611.97	82,000	\$ 3,155.79	\$ 1,906.28	\$ 5,062.07	\$ 27,325.13
Mar-19	120,400	\$ 14,244.65	1,201	\$ 9,667.46	101,000	\$ 3,335.94	\$ 2,085.23	\$ 5,421.17	\$ 29,333.28
Apr-20	112,600	\$ 13,073.24	673	\$ 5,861.67	98,000	\$ 3,682.10	\$ 2,243.81	\$ 5,925.91	\$ 24,860.82
Apr-19	105,240	\$ 12,941.05	807	\$ 6,534.80	121,000	\$ 3,942.29	\$ 2,483.50	\$ 6,425.79	\$ 25,901.64
May-20	99,520	\$ 12,400.32	590	\$ 5,142.34	131,000	\$ 4,832.76	\$ 2,957.38	\$ 7,790.14	\$ 25,332.80
May-19	101,840	\$ 12,386.26	555	\$ 4,409.16	148,000	\$ 4,644.50	\$ 3,002.49	\$ 7,646.99	\$ 24,442.41
Jun-20	122,800	\$ 16,564.31	406	\$ 3,687.44	113,000	\$ 4,179.70	\$ 2,561.39	\$ 6,741.09	\$ 26,992.84
Jun-19	122,280	\$ 15,309.57	348	\$ 2,702.63	101,000	\$ 3,319.71	\$ 2,081.15	\$ 5,400.86	\$ 23,413.06
Jul-20	167,480	\$ 20,146.20	207	\$ 1,849.75	123,000	\$ 4,772.85	\$ 2,850.84	\$ 7,623.69	\$ 29,619.64
Jul-19	153,040	\$ 19,262.39	234	\$ 1,738.39	126,000	\$ 4,287.08	\$ 2,852.21	\$ 7,139.29	\$ 28,140.07
Aug-20	161,200	\$ 20,113.79	149	\$ 1,378.87	142,000	\$ 5,958.09	\$ 3,576.38	\$ 9,534.47	\$ 31,027.13
Aug-19	149,080	\$ 19,425.54	156	\$ 1,284.48	138,000	\$ 4,566.38	\$ 3,100.61	\$ 7,666.99	\$ 28,377.01
Sep-20	159,400	\$ 19,222.38	184	\$ 1,654.88	84,000	\$ 3,462.83	\$ 2,017.22	\$ 5,480.05	\$ 26,357.31
Sep-19	140,600	\$ 17,928.19	208	\$ 1,655.47	112,000	\$ 3,855.80	\$ 2,540.69	\$ 6,396.49	\$ 25,980.15
Oct-20	106,800	\$ 13,458.25	260	\$ 2,335.34	94,000	\$ 3,815.38	\$ 2,351.52	\$ 6,166.90	\$ 21,960.49
Oct-19	113,280	\$ 14,073.10	220	\$ 1,717.81	111,000	\$ 3,822.32	\$ 2,525.46	\$ 6,347.78	\$ 22,138.69
Nov-20	109,160	\$ 12,809.92	419	\$ 3,976.92	87,000	\$ 3,588.11	\$ 2,087.69	\$ 5,675.80	\$ 22,462.64
Nov-19	113,560	\$ 13,766.08	1,134	\$ 9,257.84	109,000	\$ 3,835.78	\$ 2,500.31	\$ 6,336.09	\$ 29,360.01
Dec-20								\$ -	\$ -
Dec-19	108,800	\$ 12,795.05	166	\$ 1,688.22	87,000	\$ 3,322.46	\$ 2,012.32	\$ 5,334.78	\$ 19,818.05
<b>2020</b>	<b>1,360,940</b>	<b>\$ 169,845.44</b>	<b>5,656</b>	<b>\$ 49,728.47</b>	<b>1,158,000</b>	<b>\$ 45,170.92</b>	<b>\$ 27,228.43</b>	<b>\$ 72,399.35</b>	<b>\$ 291,973.26</b>
<b>2019</b>	<b>1,512,020</b>	<b>\$ 185,727.85</b>	<b>7,519</b>	<b>\$ 61,113.57</b>	<b>1,434,000</b>	<b>\$ 47,703.48</b>	<b>\$ 30,877.63</b>	<b>\$ 78,581.11</b>	<b>\$ 325,422.53</b>



# Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

<u>MONTH</u>	<u>ELECTRICITY KW HOURS CONSUMP</u>	<u>NET BILL</u>	<u>GAS MCF CONSUMP</u>	<u>NET BILL</u>	<u>WATER CCF CONSUMP</u>	<u>WATER BILL</u>	<u>SEWER BILL</u>	<u>TOTAL WATER BILL</u>	<u>TOTAL MONTHLY UTILITY 2019-2020</u>
Jan-20	2,073	\$ 389.34	50	\$ 441.14	224,600	\$ 9,807.17	\$ 5,477.16	\$ 15,284.33	\$ 16,114.81
Jan-19	2,842	\$ 520.51	108	\$ 863.82	268,600	\$ 9,884.35	\$ 5,295.59	\$ 15,179.94	\$ 16,564.27
Feb-20	1,549	\$ 291.62	40	\$ 369.43				\$ -	\$ 661.05
Feb-19	2,845	\$ 508.83	98	\$ 789.67				\$ -	\$ 1,298.50
Mar-20	2,552	\$ 468.66	72	\$ 623.31				\$ -	\$ 1,091.97
Mar-19	3,229	\$ 586.36	98	\$ 803.93				\$ -	\$ 1,390.29
Apr-20	1,414	\$ 391.97	40	\$ 383.35	257,700	\$ 10,984.99	\$ 6,219.13	\$ 17,204.12	\$ 17,979.44
Apr-19	2,005	\$ 385.10	38	\$ 259.43	230,550	\$ 9,546.10	\$ 5,063.36	\$ 14,609.46	\$ 15,253.99
May-20	544	\$ 126.06	20	\$ 198.77				\$ -	\$ 324.83
May-19	1,620	\$ 295.83	13	\$ 133.12				\$ -	\$ 428.95
Jun-20	811	\$ 283.46	10	\$ 139.35				\$ -	\$ 422.81
Jun-19	1,646	\$ 305.63	5	\$ 81.19				\$ -	\$ 386.82
Jul-20	444	\$ 217.23	2	\$ 90.24	267,100	\$ 11,608.21	\$ 6,513.68	\$ 18,121.89	\$ 18,429.36
Jul-19	3,129	\$ 540.71	5	\$ 122.16	241,474	\$ 10,334.73	\$ 5,836.69	\$ 16,171.42	\$ 16,834.29
Aug-20	370	\$ 68.70	1	\$ 43.23				\$ -	\$ 111.93
Aug-19	3,003	\$ 511.92	4	\$ 86.36	-	\$ 65.44	\$ -	\$ 65.44	\$ 663.72
Sep-20	971	\$ 117.88	2	\$ 58.47				\$ -	\$ 176.35
Sep-19	2,216	\$ 352.40	4	\$ 134.20				\$ -	\$ 486.60
Oct-20	1,069	\$ 225.70	5	\$ 126.18	315,300	\$ 13,433.43	\$ 7,615.75	\$ 21,049.18	\$ 21,401.06
Oct-19	1,729	\$ 330.96	4	\$ 94.32	315,676	\$ 12,724.16	\$ 7,377.83	\$ 20,101.99	\$ 20,527.27
Nov-20	853	\$ 191.91	19	\$ 232.70				\$ -	\$ 424.61
Nov-19	1,829	\$ 389.33	35	\$ 326.17				\$ -	\$ 715.50
Dec-20								\$ -	\$ -
Dec-19	1,731	\$ 330.30	42	\$ 385.04				\$ -	\$ 715.34
<b>2020</b>	<b>12,650</b>	<b>\$ 2,772.53</b>	<b>261</b>	<b>\$ 2,706.17</b>	<b>1,064,700</b>	<b>\$ 45,833.80</b>	<b>\$ 25,825.72</b>	<b>\$ 71,659.52</b>	<b>\$ 77,138.22</b>
<b>2019</b>	<b>27,824</b>	<b>\$ 5,057.88</b>	<b>454</b>	<b>\$ 4,079.41</b>	<b>1,056,300</b>	<b>\$ 42,554.78</b>	<b>\$ 23,573.47</b>	<b>\$ 66,128.25</b>	<b>\$ 75,265.54</b>

# Utility Cost and Consumption Report

All Amps

<u>MONTH</u>	<u>ELECTRICITY KW HOURS CONSUMP</u>	<u>NET BILL</u>	<u>GAS MCF CONSUMP</u>	<u>NET BILL</u>	<u>WATER CCF CONSUMP</u>	<u>WATER BILL</u>	<u>SEWER BILL</u>	<u>NET WATER BILL</u>	<u>TOTAL MONTHLY UTILITY 2019-2020</u>
Jan-20	176,125	\$ 21,368.80	1,899	\$ 16,156.54	321,600	\$ 13,556.41	\$ 7,726.51	\$ 21,282.92	\$ 58,808.26
Jan-19	195,057	\$ 24,515.36	2,422	\$ 19,924.29	391,600	\$ 13,790.56	\$ 7,805.09	\$ 21,595.65	\$ 66,035.30
Feb-20	130,122	\$ 19,977.95	1,882	\$ 16,371.36	475,500	\$ 18,147.63	\$ 11,183.19	\$ 29,330.82	\$ 65,680.13
Feb-19	210,623	\$ 29,019.89	2,757	\$ 22,400.17	493,300	\$ 17,922.56	\$ 10,664.02	\$ 28,586.58	\$ 80,006.64
Mar-20	163,561	\$ 20,026.35	2,084	\$ 18,069.55	107,900	\$ 4,177.29	\$ 2,546.08	\$ 6,723.37	\$ 44,819.27
Mar-19	180,334	\$ 21,753.03	2,481	\$ 20,001.70	128,640	\$ 4,369.50	\$ 2,698.74	\$ 7,068.24	\$ 48,822.97
Apr-20	156,829	\$ 18,962.43	1,506	\$ 13,140.68	355,700	\$ 14,667.09	\$ 8,462.94	\$ 23,130.03	\$ 55,233.14
Apr-19	154,406	\$ 19,197.99	1,640	\$ 13,215.33	351,550	\$ 13,488.39	\$ 7,546.86	\$ 21,035.25	\$ 53,448.57
May-20	145,368	\$ 18,321.79	1,183	\$ 10,935.51	427,628	\$ 16,818.76	\$ 10,230.48	\$ 27,049.24	\$ 56,306.54
May-19	148,518	\$ 18,262.35	984	\$ 7,880.74	490,200	\$ 17,525.00	\$ 10,532.00	\$ 28,057.00	\$ 54,200.09
Jun-20	167,529	\$ 23,481.91	776	\$ 7,129.95	144,100	\$ 5,366.37	\$ 3,309.34	\$ 8,675.71	\$ 39,287.57
Jun-19	169,204	\$ 21,606.46	794	\$ 6,198.28	124,800	\$ 4,278.35	\$ 2,678.34	\$ 6,956.69	\$ 34,761.43
Jul-20	231,172	\$ 28,480.26	436	\$ 3,559.88	390,100	\$ 16,381.06	\$ 9,364.52	\$ 25,745.58	\$ 57,785.72
Jul-19	207,504	\$ 26,902.79	415	\$ 3,306.15	367,474	\$ 14,621.81	\$ 8,688.90	\$ 23,310.71	\$ 53,519.65
Aug-20	230,188	\$ 29,207.18	285	\$ 2,711.76	537,430	\$ 21,645.47	\$ 13,068.02	\$ 34,713.49	\$ 66,632.43
Aug-19	207,538	\$ 27,932.22	298	\$ 2,391.43	536,900	\$ 19,687.19	\$ 12,454.78	\$ 32,141.97	\$ 62,465.62
Sep-20	223,370	\$ 27,625.84	336	\$ 3,101.99	105,500	\$ 4,406.77	\$ 2,583.91	\$ 6,990.68	\$ 37,718.51
Sep-19	197,175	\$ 25,524.73	371	\$ 3,117.54	135,500	\$ 4,783.89	\$ 3,034.55	\$ 7,818.44	\$ 36,460.71
Oct-20	156,472	\$ 19,898.38	522	\$ 4,794.15	409,300	\$ 17,248.81	\$ 9,967.27	\$ 27,216.08	\$ 51,908.61
Oct-19	160,698	\$ 20,386.66	429	\$ 3,542.36	426,676	\$ 16,546.48	\$ 9,903.29	\$ 26,449.77	\$ 50,378.79
Nov-20	155,215	\$ 18,682.08	939	\$ 8,982.74	443,610	\$ 18,462.06	\$ 11,070.89	\$ 29,532.95	\$ 57,197.77
Nov-19	157,442	\$ 19,703.45	1,685	\$ 13,917.43	477,500	\$ 18,123.52	\$ 11,283.78	\$ 29,407.30	\$ 63,028.18
Dec-20	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Dec-19	154,498	\$ 18,722.56	1,089	\$ 9,631.56	114,500	\$ 4,388.96	\$ 2,683.88	\$ 7,072.84	\$ 35,426.96
<b>2020</b>	<b>1,935,951</b>	<b>\$ 246,032.97</b>	<b>11,848</b>	<b>\$ 104,954.11</b>	<b>3,718,368</b>	<b>\$ 150,877.72</b>	<b>\$ 89,513.15</b>	<b>\$ 240,390.87</b>	<b>\$ 591,377.95</b>
<b>2019</b>	<b>2,142,997</b>	<b>\$ 273,527.49</b>	<b>15,365</b>	<b>\$ 125,526.98</b>	<b>4,038,640</b>	<b>\$ 149,526.21</b>	<b>\$ 89,974.23</b>	<b>\$ 239,500.44</b>	<b>\$ 638,554.91</b>