



Jackson Housing Commission
Board of Commissioners
Regular Meeting
December 18, 2024
Reed Manor Board Room

AGENDA

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
 - James Johnson, Commissioner
 - Josh Burgett, Commissioner
 - Jacqueline Barber, Commissioner
 - Bobby Beauchamp, Commissioner
 - Vacant, Commissioner
4. MOTION TO APPROVE/CHANGE AGENDA
5. PUBLIC COMMENTS (LIMIT 3 MINUTES)
6. APPROVAL OF REGULAR MEETING MINUTES: November 2024
7. APPROVAL OF PREVIOUSLY PAID LIABILITIES: November 2024
8. APPROVAL OF FINANCIALS: November 2024
9. APPROVAL OF CAPITAL IMPROVEMENT PLAN: 2021-22 CFP FUNDS
10. REVIEW OF RE-EXAMINATION POLICY
11. REVIEW OF SECTION 3 POLICY
12. REVIEW OF 2017 JHC BOARD BYLAWS
13. RESOLUTIONS
 - Resolution Number 2024-15 Collection Losses Write Offs: September 2024
 - Resolution Number 2024-16 Approval of 2025 ACOP
 - Resolution Number 2024-17 Approval of JHC Leasing Plan
 - Resolution Number 2024-18 Approval of JHC Financial Procedures
14. SECTION 8
 - Leasing and HAP Utilization Report
 - Admin Fee Insolvency Update
 - Account Receivable
15. HOUSING MANAGER REPORT
16. CEO REPORT
17. OTHER BUSINESS
18. ADJOURNMENT

NEXT Regular Meeting – January 22, 2025



Board of Commissioners Regular Meeting
November 26, 2024 @ 4:00pm
Chalet Terrace Board Room

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on Wednesday November 26, 2024

1. Commissioner Barber called the meeting to order at 4:03 pm.
2. Participants recited the Pledge of Allegiance.
3. Upon roll call, the attendance was as follows:

Commissioners Present:

- Bobby Beauchamp
- Jacqueline Barber
- Josh Burgett

Staff Present:

- Arturo Puckerin, Executive Director
 - Shari Boyce, Section 8 Director
 - Rodney Murrell, Operations
 - Kimberly Moore, Administrative Assistant
4. Commissioner Burgett MOTIONED to Approve the agenda for November. Commissioner Beauchamp SECONDED and upon voice vote the motion was adopted.
 - AYES: Beauchamp, Burgett, and Barber
 - NAYES: None
 - ABSTAIN: None
 - ABSENT: Johnson
 5. Commissioner Barber extended an invitation for members of the public to comment. No public comments were made.
 6. Commissioner Beauchamp MOTIONED to approve the Regular Meeting Minutes for October. Commissioner Burgett SECONDED and upon voice vote the motion was adopted.
 - AYES: Beauchamp, Burgett, and Barber
 - NAYES: None
 - ABSTAIN: None
 - ABSENT: Johnson
 7. Approval of Previously Paid Liabilities- October 2024. Commissioner Burgett MOTIONED to Approve the Previously Paid Liabilities-October 2024. Commissioner Barber SECONDED and upon voice vote the motion was adopted.
 - AYES: Beauchamp, Burgett, and Barber
 - NAYES: None
 - ABSTAIN: None
 - ABSENT: Johnson



8. Approval of Financials- September 2024. Commissioner Burgett MOTIONED to Approve the Financials- September 2024. Commissioner Beauchamp SECONDED and upon voice vote the motion was adopted.
 - AYES: Beauchamp, Burgett, and Barber
 - NAYES: None
 - ABSTAIN: None
 - ABSENT: Johnson

9. Approval of Financials- October 2024. Commissioner Beauchamp MOTIONED to Approve the Financials- October 2024. Commissioner Barber SECONDED and upon voice vote the motion was adopted.
 - AYES: Beauchamp, Burgett, and Barber
 - NAYES: None
 - ABSTAIN: None
 - ABSENT: Johnson

10. Approval of 2025 ACOP. Executive Director Puckerin MOTIONED to postpone the Approval of 2025 ACOP until December 2024 regular meeting. Commissioner Burgett SECONDED with stipulations that get a letter from Nan McKay stating HUD standards are met and a redline copy of the original ACOP is provided and upon voice vote the motion was adopted.
 - AYES: Beauchamp, Burgett, and Barber
 - NAYES: None
 - ABSTAIN: None
 - ABSENT: Johnson

11. RESOLUTION 2024-14 Approval of Collection Losses Write-Offs August 2024. Commissioner Burgett MOTIONED to Approve the Collection Losses Write-Offs August 2024. Commissioner Beauchamp SECONDED and upon voice vote the motion was adopted.
 - AYES: Beauchamp, Burgett, and Barber
 - NAYES: None
 - ABSTAIN: None
 - ABSENT: Johnson

Directors' Reports

Section 8

A. Leasing HAP Utilization Report

- Administrative Fee Insolvency Update
 - Not leasing up due to shortfall
- Accounts Receivable

Housing Manager Report

- Chalet Terrace report by ED Puckerin
 - Working on Recertifications and Housekeeping Inspections
 - Meeting with Henry Ford regarding funding for bedbug treatments
 - Six unit turns completed, five applications pulled from waitlist
 - One non-payment and six TOT evictions
 - Work orders and PIC errors are decreasing

Executive Directors Report

B. Operations

- Executive Director Annual Self-Evaluation is complete and by March will have an



- Agency Self-Evaluation completed
 - JHC ACOP complete, first in 9 years and HOTMA compliant
 - New ADMIN Plan complete for HCV
 - HUD required procurement of Management Co is complete
 - RFP needs to be in place- rent collections, unit turns
 - Part of the five year plan
 - CY '25 submission to HUD for 2025 Operational Funds
 - City of Jackson 2023 JHC PILOT payment submission
 - Procurement of physical needs assessment of all 3 AMPS by December 1, 2024
 - Proactive rent collection protocol continues to pay off
 - Building A at Reed Manor is now offline and working on getting D Building off line in next couple of weeks- waiting on bids from Electric Companies
 - Shortfall Application accepted and in process of being approved
- C. Maintenance and Safety
- Power washing completed at Chalet and Shahan
 - Less 911 calls in the past 90 days due to enhanced lighting and Flock cameras
 - Cochran Electric & Orkin work ongoing
 - J-NET and recent Reed Manor police raids have a continued positive impact

Other Business

- Upcoming meetings in December: December 3 is the Board Retreat; December 10 is the Strategic Planning Meeting and Meeting with HUD at Reed Manor
12. Commissioner Barber called to adjourn the Regular Meeting at approximately 4:55 PM.

NEXT Regular Meeting –December 18, 2024

Respectfully submitted,

Arturo Puckerin, Executive Director

Attested,

Jacqueline Barber, President

Date	Amount	Merchant	Memo
20241118	\$ 5,378.00	ACCIDENT FUND PAYMENT 241118AF WCP 10004727BILL PAY ACCT 70380962665 PAYEE 000016	Employee Benefits
20241113	\$ 1,458.31	ACCOUNT SERVICESWEB PYMNT 863774987 JACKSON HOUSING COMMIS	Office Equipment Subscriptic
20241126	\$ 1,943.13	AFLAC WORLDWI PAYMENT 241126VX312 BILL PAY ACCT 70380962665 PAYEE 000018	Employee Benefits
20241105	\$ 955.74	ANSWERFIRST HTVD5HK 24110579GJ JACKSON HOUSING COMMIS	Office Utilities
20241112	\$ 2,355.10	CAPITAL ONE R PAYMENT 241112JHC-Menards BILL PAY ACCT 70380962665 PAYEE 000015	Maintenance Supplies
20241106	\$ 10,900.20	CITY OF JACKS PAYMENT 241106Jackson HousingBILL PAY ACCT 70380962665 PAYEE 000010-Pension	Employee Benefits
20241114	\$ 41,033.94	CITY OF JACKS PAYMENT 241114Jackson HousingBILL PAY ACCT 70380962665 PAYEE 000010-Pension	Employee Benefits
20241108	\$ 42,464.22	COCHRAN ELECT PAYMENT 241108JaxHousing BILL PAY ACCT 70380962665 PAYEE 000012	Electrical Contractor
20241127	\$ 346.55	COMCAST CABLE SVC 2411261930649 JACKSON *HOUSING COMMI	Utility
20241101	\$ 1,610.00	CONSUMERS ENERGYENERGYBILL241031100000120988 JHC	Utility
20241101	\$ 1,550.00	CONSUMERS ENERGYENERGYBILL241031100000121028 JHC	Utility
20241101	\$ 1,009.21	CONSUMERS ENERGYENERGYBILL241031100035144961 JHC	Utility
20241101	\$ 175.91	CONSUMERS ENERGYENERGYBILL241031103037780865 JHC	Utility
20241104	\$ 92.31	CONSUMERS ENERGYENERGYBILL241101100103633341 JHC	Utility
20241107	\$ 14.27	CONSUMERS ENERGYENERGYBILL241106103029453703 JHC	Utility
20241112	\$ 50.16	CONSUMERS ENERGYENERGYBILL241108103049327770 JHC	Utility
20241113	\$ 29.28	CONSUMERS ENERGYENERGYBILL241112103049538871 JHC	Utility
20241114	\$ 32.59	CONSUMERS ENERGYENERGYBILL241113103049911029 JHC	Utility
20241114	\$ 88.97	CONSUMERS ENERGYENERGYBILL241113103050235169 JHC	Utility
20241114	\$ 73.79	CONSUMERS ENERGYENERGYBILL241113103050336603 JHC	Utility
20241114	\$ 81.55	CONSUMERS ENERGYENERGYBILL241113103050376492 JHC	Utility
20241114	\$ 96.59	CONSUMERS ENERGYENERGYBILL241113103050495813 JHC	Utility
20241114	\$ 148.88	CONSUMERS ENERGYENERGYBILL241113103051007914 JHC	Utility
20241120	\$ 2,271.64	CONSUMERS ENERGYENERGYBILL241119100103691844 JACKSON HOUSING COMMIS	Utility
20241122	\$ 2,826.16	CONSUMERS ENERGYENERGYBILL241121100000120764 JHC	Utility
20241122	\$ 100.36	CONSUMERS ENERGYENERGYBILL241121100035145687 JHC	Utility
20241122	\$ 34.22	CONSUMERS ENERGYENERGYBILL241121103050208679 JHC	Utility
20241122	\$ 35.70	CONSUMERS ENERGYENERGYBILL241121103050235144 JHC	Utility
20241125	\$ 51.22	CONSUMERS ENERGYENERGYBILL241122103049212428 JHC	Utility
20241126	\$ 36.44	CONSUMERS ENERGYENERGYBILL241125103049676325 JHC	Utility
20241127	\$ 3,243.95	CONSUMERS ENERGYENERGYBILL241126100000473429 JACKSON HOUSING COMMIS	Utility

20241127	\$	928.79	CONSUMERS ENERGYENERGYBILL241126100103691828 JACKSON HOUSING COMMIS	Utility
20241127	\$	3,294.47	CONSUMERS ENERGYENERGYBILL241126100103691836 JACKSON HOUSING COMMIS	Utility
20241127	\$	2,282.40	CONSUMERS ENERGYENERGYBILL241126100103691851 JACKSON HOUSING COMMIS	Utility
20241127	\$	2,169.40	CONSUMERS ENERGYENERGYBILL241126100103692008 JACKSON HOUSING COMMIS	Utility
20241127	\$	2,008.40	CONSUMERS ENERGYENERGYBILL241126103036798421 JACKSON HOUSING COMMIS	Utility
20241127	\$	1,790.87	CONSUMERS ENERGYENERGYBILL241126103036798439 JACKSON HOUSING COMMIS	Utility
20241127	\$	192.25	CONSUMERS ENERGYENERGYBILL241126103050402306 JHC	Utility
20241127	\$	122.11	CONSUMERS ENERGYENERGYBILL241126103050496126 JHC	Utility
20241127	\$	47.02	CONSUMERS ENERGYENERGYBILL241126103050496159 JHC	Utility
20241127	\$	55.65	CONSUMERS ENERGYENERGYBILL241126103051008623 JHC	Utility
20241127	\$	91.12	CONSUMERS ENERGYENERGYBILL241126103051041582 JHC	Utility
20241127	\$	37.01	CONSUMERS ENERGYENERGYBILL241126103051204461 JHC	Utility
20241119	\$	14.99	EQUIFAX BUS SVCS 2411189162313 JACKSON HOUSING *COMMI	Background Checks
20241113	\$	906.02	FERGUSON ENTERPRBT1112 111224000000298211726 JACKSON HOUSING COMMIS	Maintenance Supplies
20241126	\$	257.60	GRANGERCOM REFUSE SVC24112518443640 JHC	Trash Services
20241126	\$	199.20	GRANGERCOM REFUSE SVC24112518898820 JACKSON HOUSING COMM.	Trash Services
20241126	\$	3,845.05	GRANGERCOM REFUSE SVC2411252805900 JHC	Trash Services
20241126	\$	3,570.59	GRANGERCOM REFUSE SVC2411252805920 JHC	Trash Services
20241105	\$	12,519.54	GRIMES PLUMBI PAYMENT 241105Jackson HousingBILL PAY ACCT 70380962665 PAYEE 000008	Capital Repairs
20241106	\$	3,500.00	HSF CONSULTING LSALE 241106 JACKSON HOUSING COMMIS	Consulting
20241106	\$	1,570.60	KANSAS CITY LIFEWEB PYMNT 860241752 JACKSON HOUSING COMMIS	Employee Benefits
20241126	\$	785.30	KCL GROUP BEN PAYMENT 24112624774 BILL PAY ACCT 70380962665 PAYEE 000020	Employee Benefits
20241108	\$	468.80	LIBRA INDUSTR PAYMENT 241108D040004 BILL PAY ACCT 70380962665 PAYEE 000013	Employee Uniforms
20241126	\$	2,733.25	MENARDS PAYMENT 241126Menards-JHC BILL PAY ACCT 70380962665 PAYEE 000019	Maintenance Supplies
20241119	\$	210.00	MICHBUSINESS PAYMENT 24111941026 BILL PAY ACCT 70380962665 PAYEE 000017	Memberships
20241108	\$	59,350.00	ORKIN PEST CO PAYMENT 241108Orkin BILL PAY ACCT 70380962665 PAYEE 000011	Pest Control
20241126	\$	60,160.00	ORKIN PEST CO PAYMENT 241126Orkin BILL PAY ACCT 70380962665 PAYEE 000011	Pest Control
20241112	\$	26,972.00	PATRIOT PEST PAYMENT 241112Jackson HousingBILL PAY ACCT 70380962665 PAYEE 000014	Pest Control
20241101	\$	3,221.00	PATRIOT PEST CONSALE 241101 JACKSON HOUSING COMMIS	Pest Control
20241126	\$	928.29	PAYCHEX - RCX PAYROLL 09724500001998X JACKSON HOUSING COMMIS	Payroll
20241113	\$	740.91	PAYCHEX CGS GARNISH 111324COL0118136096 JACKSON HOUSING COMMIS	Payroll

20241127	\$	740.91	PAYCHEX CGS GARNISH 112724COL0118341868 JACKSON HOUSING COMMIS	Payroll
20241113	\$	692.63	PAYCHEX EIB INVOICE 241113X09560400001107 JACKSON HOUSING COMMIS	Payroll
20241127	\$	692.63	PAYCHEX EIB INVOICE 241127X09736500000169 JACKSON HOUSING COMMIS	Payroll
20241113	\$	15,509.06	PAYCHEX PAYROLL 09562900000249X JACKSON HOUSING COMMIS	Payroll
20241104	\$	215.04	PAYCHEX TPS TAXES 11012409449700001248X JACKSON HOUSING COMMIS	Payroll
20241114	\$	6,051.98	PAYCHEX TPS TAXES 11122409562700011263X JACKSON HOUSING COMMIS	Payroll
20241127	\$	242.99	PAYCHEX TPS TAXES 11252409720400013866X JACKSON HOUSING COMMIS	Payroll
20241127	\$	6,496.55	PAYCHEX TPS TAXES 11262409737600001516X JACKSON HOUSING COMMIS	Payroll
20241104	\$	10.00	PAYCHEX-HRS 401(K) 0000046195448 JACKSON HOUSING COMMIS	Payroll
20241114	\$	546.67	PAYCHEX-HRS 401(K) 0000046274623 JACKSON HOUSING COMMIS	Payroll
20241127	\$	537.34	PAYCHEX-HRS 401(K) 0000046411322 JACKSON HOUSING COMMIS	Payroll
20241120	\$	130.50	PAYCHEX-OAB INVOICE 09637000006928X JACKSON HOUSING	Payroll
20241104	\$	867.64	PAYCHEX-RCX PAYROLL 09446000000949X JACKSON HOUSING COMMIS	Payroll
20241122	\$	111.47	PAYCHEX-RCX PAYROLL 09685400001404X JACKSON HOUSING COMMIS	Payroll
20241127	\$	17,180.02	PAYCHEX-RCX PAYROLL 09739700001755X JACKSON HOUSING COMMIS	Payroll
20241105	\$	4,601.24	PC SOLUTIONS PAYMENT 241105Jackson HousingBILL PAY ACCT 70380962665 PAYEE 000009	IT Maintenance
20241108	\$	4,601.24	PC SOLUTIONS PAYMENT 241108Jackson HousingBILL PAY ACCT 70380962665 PAYEE 000009	IT Maintenance
20241119	\$	18.78	PITNEY BOWES PAYMENT 241118800090000062088 PAYABLE ACCOUNTS	Postal Machine
20241112	\$	457.29	PNP BILLPAYMENT 110724EK 241112165711635-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	153.26	PNP BILLPAYMENT 110724EK 241112165711744-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	128.61	PNP BILLPAYMENT 110724EK 241112165711884-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	227.22	PNP BILLPAYMENT 110724EK 241112165711949-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	337.30	PNP BILLPAYMENT 110724EK 241112165712066-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility
20241112	\$	268.30	PNP BILLPAYMENT 110724EK 241112165712193-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	449.08	PNP BILLPAYMENT 110724EK 241112165712301-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	649.54	PNP BILLPAYMENT 110724EK 241112165712359-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility
20241112	\$	370.17	PNP BILLPAYMENT 110724EK 241112165712475-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility
20241112	\$	271.56	PNP BILLPAYMENT 110724EK 241112165712572-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility
20241112	\$	163.76	PNP BILLPAYMENT 110724EK 241112165712665-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility
20241112	\$	393.83	PNP BILLPAYMENT 110724EK 241112165712717-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility
20241112	\$	204.84	PNP BILLPAYMENT 110724EK 241112165712818-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility

20241112	\$	153.57	PNP BILLPAYMENT 110724EK 241112165712893-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility
20241112	\$	173.94	PNP BILLPAYMENT 110724EK 241112165712960-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility
20241112	\$	194.66	PNP BILLPAYMENT 110724EK 241112165713029-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility
20241112	\$	408.30	PNP BILLPAYMENT 110724EK 241112165713101-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility
20241112	\$	901.32	PNP BILLPAYMENT 110724EK 241112165713307-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility
20241112	\$	178.22	PNP BILLPAYMENT 110724EK 241112165713388-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility
20241112	\$	416.52	PNP BILLPAYMENT 110724EK 241112165713532-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility
20241112	\$	597.29	PNP BILLPAYMENT 110724EK 241112165713591-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility
20241112	\$	794.50	PNP BILLPAYMENT 110724EK 241112165713884-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility
20241112	\$	235.74	PNP BILLPAYMENT 110724EK 241112165713962-5523 NEW JACKSON HOUSING-City of Jackson W/S	W/S Utility
20241112	\$	393.83	PNP BILLPAYMENT 110724EK 241112165714016-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	260.08	PNP BILLPAYMENT 110724EK 241112165714053-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	177.91	PNP BILLPAYMENT 110724EK 241112165714099-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	169.70	PNP BILLPAYMENT 110724EK 241112165714158-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	143.47	PNP BILLPAYMENT 110724EK 241112165714806-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	326.34	PNP BILLPAYMENT 110724EK 241112165714890-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	169.70	PNP BILLPAYMENT 110724EK 241112165714971-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	243.65	PNP BILLPAYMENT 110724EK 241112165715032-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	177.91	PNP BILLPAYMENT 110724EK 241112165715070-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	391.56	PNP BILLPAYMENT 110724EK 241112165715282-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	720.24	PNP BILLPAYMENT 110724EK 241112165715338-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	243.65	PNP BILLPAYMENT 110724EK 241112165715377-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241112	\$	219.00	PNP BILLPAYMENT 110724EK 241112165715439-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241119	\$	126.11	PNP BILLPAYMENT 111524EK 241119166109740-5523-City of Jackson W/S	W/S Utility
20241119	\$	217.26	PNP BILLPAYMENT 111524EK 241119166109867-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241119	\$	1,525.45	PNP BILLPAYMENT 111524EK 241119166109869-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241119	\$	712.29	PNP BILLPAYMENT 111524EK 241119166109871-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241119	\$	404.95	PNP BILLPAYMENT 111524EK 241119166109873-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241119	\$	1,510.51	PNP BILLPAYMENT 111524EK 241119166109874-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241120	\$	3,497.53	PNP BILLPAYMENT 111824EK 241120166314235-5523 JACKSON HOUSING COMM E-City of Jackson W/S	W/S Utility
20241120	\$	5,268.99	PNP BILLPAYMENT 111824EK 241120166314303-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility

20241120	\$	4,252.00	PNP BILLPAYMENT 111824EK 241120166314339-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241120	\$	7,434.22	PNP BILLPAYMENT 111824EK 241120166314366-5523 JACKSON HOUSING COMMIS-City of Jackson W/S	W/S Utility
20241108	\$	17,267.41	RAMP STATEMENT KYWR8LBRVX241107C14660087 NTE*ZZZ*PAYMENT S1590493\ HUNTINGTON NATIONAL	Next Tab
20241119	\$	418.34	Amazon	Office Supplies
20241112	\$	75.00	USPS	Chalet-Mailbox Keys
20241105	\$	1,230.95	TDS PAYMENT TDS EPAY 1104245177871188 JACKSON HOUSING COMMIS	Utility
20241105	\$	9,900.44	THE SHERWIN-W PAYMENT 2411055291-3816-6 BILL PAY ACCT 70380962665 PAYEE 000007	Maintenance Supplies
20241129	\$	17,938.13	WESTFALL POWE PAYMENT 241129Jackson HC- ChBILL PAY ACCT 70380962665 PAYEE 000021	Power washing Contractor

Date	Amount	Merchant	Memo
11/6/2024	\$72.53	City of Jackson	Jackson Water and Sewer
11/6/2024	\$741.15	City of Jackson	Jackson Water and Sewer
11/6/2024	\$334.90	City of Jackson	Jackson Water and Sewer
11/6/2024	\$383.34	City of Jackson	Jackson Water and Sewer
11/6/2024	\$1,602.08	City of Jackson	Jackson Water and Sewer
11/6/2024	\$298.70	City of Jackson	Jackson Water and Sewer
11/6/2024	\$239.45	City of Jackson	Jackson Water and Sewer
11/6/2024	\$247.92	City of Jackson	Jackson Water and Sewer
11/6/2024	\$311.82	City of Jackson	Jackson Water and Sewer
11/6/2024	\$214.06	City of Jackson	Jackson Water and Sewer
11/6/2024	\$64.07	City of Jackson	Jackson Water and Sewer
11/6/2024	\$239.45	City of Jackson	Jackson Water and Sewer
11/6/2024	\$417.19	City of Jackson	Jackson Water and Sewer
11/6/2024	\$357.95	City of Jackson	Jackson Water and Sewer
11/6/2024	\$550.17	City of Jackson	Jackson Water and Sewer
11/6/2024	\$241.80	City of Jackson	Jackson Water and Sewer
11/6/2024	\$199.49	City of Jackson	Jackson Water and Sewer
11/6/2024	\$292.58	City of Jackson	Jackson Water and Sewer
11/6/2024	\$654.17	City of Jackson	Jackson Water and Sewer
11/6/2024	\$214.06	City of Jackson	Jackson Water and Sewer
11/6/2024	\$239.45	City of Jackson	Jackson Water and Sewer
11/6/2024	\$588.81	City of Jackson	Jackson Water and Sewer
11/6/2024	\$453.40	City of Jackson	Jackson Water and Sewer
11/6/2024	\$400.27	City of Jackson	Jackson Water and Sewer
11/7/2024	\$425.66	City of Jackson	Jackson Water and Sewer
11/7/2024	\$197.14	City of Jackson	Jackson Water and Sewer
11/7/2024	\$1,469.02	City of Jackson	Jackson Water and Sewer
11/7/2024	\$341.02	City of Jackson	Jackson Water and Sewer
11/7/2024	\$368.76	City of Jackson	Jackson Water and Sewer
11/7/2024	\$383.34	City of Jackson	Jackson Water and Sewer
11/7/2024	\$266.38	City of Jackson	Jackson Water and Sewer
11/7/2024	\$258.73	City of Jackson	Jackson Water and Sewer
11/7/2024	\$772.65	City of Jackson	Jackson Water and Sewer
11/7/2024	\$1,356.64	City of Jackson	Jackson Water and Sewer
11/7/2024	\$706.48	City of Jackson	Jackson Water and Sewer
11/7/2024	\$129.43	City of Jackson	Jackson Water and Sewer
11/7/2024	\$529.56	City of Jackson	Jackson Water and Sewer
11/7/2024	\$148.70	City of Jackson	Jackson Water and Sewer
11/7/2024	\$366.41	City of Jackson	Jackson Water and Sewer
11/7/2024	\$188.68	City of Jackson	Jackson Water and Sewer
11/11/2024	\$12.10	Target	Office Supplies
11/14/2024	\$4,590.51	Granger	Waste Services
11/19/2024	\$2,509.99	Consumers Energy	Utility
11/21/2024	\$230.00	InstaMed	Drug Screening
11/25/2024	\$107.04	Meijer	Office Supplies

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Revenue & Expenses								
INCOME								
TENANT INCOME								
Rental Income								
Tenant Rent	120,377	119,420	958	1	874,726	955,357	-80,631	-8
Utility Reimb.-LIPH	-1,006	0	-1,006	N/A	-8,708	0	-8,708	N/A
Total Rental Income	119,371	119,420	-48	0	866,018	955,357	-89,339	-9
Other Tenant Income	276	0	276	N/A	3,980	0	3,980	N/A
Laundry and Vending	0	0	0	N/A	4,963	0	4,963	N/A
Late Charges	3,075	0	3,075	N/A	17,000	0	17,000	N/A
Legal Fees - Tenant	3,595	0	3,595	N/A	23,711	0	23,711	N/A
Tenant Owed Utilities	0	0	0	N/A	-228	0	-228	N/A
Misc.Tenant Income	0	0	0	N/A	2,695	0	2,695	N/A
Fraud Recovery	0	0	0	N/A	-15,631	0	-15,631	N/A
TPA Rent	-12,351	0	-12,351	N/A	-25,281	0	-25,281	N/A
TPA Legal	189	0	-189	N/A	703	0	-703	N/A
Total Other Tenant Income	-5,595	0	-5,595	N/A	10,506	0	10,506	N/A
NET TENANT INCOME	113,776	119,420	-5,644	-5	876,524	955,357	-78,832	-8
GRANT INCOME								
HUD PHA Operating Grants/Subsidy	69,639	86,367	-16,728	-19	680,379	690,939	-10,560	-2
Section 8 HAP Earned	293,787	284,598	9,189	3	1,800,030	2,276,785	-476,755	-21
Section 8 Admin. Fee Income	24,676	28,256	-3,580	-13	163,450	226,051	-62,601	-28
Port-In Admin Fees Earned	0	47	-47	-100	0	379	-379	-100
Port In HAP Earned	0	685	-685	-100	0	5,480	-5,480	-100
Capital Fund Grants	286,135	0	286,135	N/A	936,303	0	936,303	N/A
Capital Fund Grants	0	0	0	N/A	335,639	0	335,639	N/A
Capital Fund Grants	0	0	0	N/A	57,504	0	57,504	N/A
Capital Fund Grants-Soft Costs	0	0	0	N/A	3,491	0	3,491	N/A
TOTAL GRANT INCOME	674,237	399,954	274,282	69	3,976,796	3,199,635	777,162	24
OTHER INCOME								

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Investment Income - Unrestricted	0	0	0	N/A	74	0	74	N/A
Management Fee Income	0	41,385	-41,385	-100	111,745	331,083	-219,337	-66
Bookkeeping Fee Income	0	6,734	-6,734	-100	14,865	53,875	-39,010	-72
Miscellaneous Other Income	37	0	37	N/A	1,333	0	1,333	N/A
Operating Transfers IN	0	29,856	-29,856	-100	0	238,851	-238,851	-100
TOTAL OTHER INCOME	37	77,976	-77,939	-100	128,017	623,809	-495,791	-79
TOTAL INCOME	788,050	597,350	190,700	32	4,981,338	4,778,800	202,538	4
EXPENSES								
ADMINISTRATIVE								
Administrative Salaries								
Administrative Salaries	45,185	58,047	12,862	22	359,874	464,374	104,501	23
Compensated Absences	0	2,662	2,662	100	0	21,294	21,294	100
Employee Benefit Contributi...	1,394	21,164	19,770	93	145,740	169,313	23,574	14
Total Administrative Salaries	46,579	81,873	35,293	43	505,613	654,981	149,368	23
Legal Expense								
Criminal Background Checks	0	0	0	N/A	109	0	-109	N/A
Tenant Screening	0	0	0	N/A	4,012	0	-4,012	N/A
General Legal Expense	0	1,750	1,750	100	22,946	14,000	-8,946	-64
Total Legal Expense	0	1,750	1,750	100	27,067	14,000	-13,067	-93
Other Admin Expenses								
Staff Training	-395	0	395	N/A	2,575	0	-2,575	N/A
Travel	0	0	0	N/A	1,834	0	-1,834	N/A
Mailbox Keys/Postmaster	0	0	0	N/A	1,078	0	-1,078	N/A
Meals	0	0	0	N/A	1,505	0	-1,505	N/A
Accounting Fees	0	0	0	N/A	1,066	0	-1,066	N/A
Auditing Fees	0	2,031	2,031	100	53,900	16,251	-37,649	-232
Port Out Admin Fee Paid	144	0	-144	N/A	925	0	-925	N/A
Management Fee	0	29,444	29,444	100	161,133	235,549	74,416	32
Bookkeeping Fees	0	6,734	6,734	100	36,030	53,875	17,845	33
Consultants	0	0	0	N/A	36,750	0	-36,750	N/A
Total Other Admin Expenses	-251	31,475	31,726	101	260,767	251,801	-8,966	-4

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Miscellaneous Admin Expenses								
Membership and Fees	0	0	0	N/A	3,584	0	-3,584	N/A
Advertising	0	0	0	N/A	2,428	0	-2,428	N/A
Office Supplies	96	5,417	5,321	98	2,671	43,333	40,662	94
Fuel-Administrative	0	0	0	N/A	137	0	-137	N/A
Telephone	0	0	0	N/A	18,092	0	-18,092	N/A
Postage	0	0	0	N/A	1,457	0	-1,457	N/A
Software License Fees	0	0	0	N/A	166	0	-166	N/A
Copiers	0	0	0	N/A	2,550	0	-2,550	N/A
Printer Supplies	0	0	0	N/A	233	0	-233	N/A
Software	0	0	0	N/A	717	0	-717	N/A
Internet	0	0	0	N/A	7,406	0	-7,406	N/A
Cell Phones/Pagers	0	0	0	N/A	5,494	0	-5,494	N/A
IT Expense	55	0	-55	N/A	55	0	-55	N/A
Payroll Services Fees	0	0	0	N/A	8,251	0	-8,251	N/A
Small Office Equipment	0	0	0	N/A	89	0	-89	N/A
Bank Fees	75	0	-75	N/A	2,027	0	-2,027	N/A
Other Misc Admin Expenses	124	7,391	7,267	98	9,338	59,129	49,790	84
Total Miscellaneous Admin Exp...	46,929	101,415	54,486	54	606,338	811,319	204,980	25
TOTAL ADMINISTRATIVE EXP...	46,677	134,640	87,962	65	894,173	1,077,119	182,947	17
TENANT SERVICES								
Other Tenant Svcs.	0	564	564	100	210	4,510	4,300	95
Tenant Services Contract Costs	0	0	0	N/A	1,182	0	-1,182	N/A
Tenant Relocation	0	0	0	N/A	786	0	-786	N/A
TOTAL TENANT SERVICES EX...	0	564	564	100	2,179	4,510	2,331	52
UTILITIES								
Water	0	18,792	18,792	100	107,533	150,333	42,801	28
Electricity	0	22,458	22,458	100	120,547	179,667	59,119	33
Electricity-Vacant Units	0	0	0	N/A	24,476	0	-24,476	N/A
Gas	0	15,000	15,000	100	36,655	120,000	83,345	69
Gas-Vacant Units	0	0	0	N/A	4,071	0	-4,071	N/A
Garbage/Trash Removal	0	0	0	N/A	720	0	-720	N/A

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Sewer	0	6,250	6,250	100	43,385	50,000	6,615	13
TOTAL UTILITY EXPENSES	0	62,500	62,500	100	337,388	500,000	162,612	33
MAINTENANCE AND OPERATIONS								
General Maint Expense								
Maintenance Salaries	23,841	23,735	-106	0	251,592	189,883	-61,708	-32
Maint. Empl. Rent Free Unit	0	0	0	N/A	912	0	-912	N/A
Employee Benefit Contributi...	0	9,151	9,151	100	68,304	73,209	4,906	7
Maintenace Uniforms	345	0	-345	N/A	754	0	-754	N/A
Maintenance Travel/Training	0	0	0	N/A	448	0	-448	N/A
Vehicle Gas, Oil, Grease	0	0	0	N/A	6,374	0	-6,374	N/A
Total General Maint Expense	24,186	32,887	8,700	26	328,384	263,093	-65,291	-25
Materials								
Supplies-Grounds	903	0	-903	N/A	5,618	0	-5,618	N/A
Supplies-Appliance	0	0	0	N/A	1,480	0	-1,480	N/A
Supplies-Electrical	0	0	0	N/A	2,506	0	-2,506	N/A
Supplies-Exterminating	0	0	0	N/A	490	0	-490	N/A
Supplies-Janitorial/Cleaning	0	0	0	N/A	3,203	0	-3,203	N/A
Supplies-Maint/Repairs	0	6,667	6,667	100	4,004	53,333	49,329	92
Supplies-Plumbing	0	0	0	N/A	3,211	0	-3,211	N/A
Tools and Equipment	0	0	0	N/A	2,954	0	-2,954	N/A
Maintenance Paper/Supplies	0	0	0	N/A	796	0	-796	N/A
Total Materials	903	6,667	5,764	86	24,262	53,333	29,071	55
Contract Costs								
Contract-Alarm/Extinguisher	0	0	0	N/A	4,417	0	-4,417	N/A
Contract-Building Repairs	29,438	0	-29,438	N/A	29,438	0	-29,438	N/A
Contract-Decorating/Painting	1,400	0	-1,400	N/A	1,400	0	-1,400	N/A
Contract-Electrical	0	400	400	100	515	3,200	2,685	84
Contract-Pest Control	0	12,083	12,083	100	56,856	96,667	39,811	41
Contract-Grounds	0	0	0	N/A	10	0	-10	N/A
Contract-Janitorial/Cleaning	800	0	-800	N/A	800	0	-800	N/A
Contract-Plumbing	0	742	742	100	11,601	5,933	-5,667	-96
Contract-HVAC	727	567	-161	-28	3,486	4,533	1,048	23
Contract-Equipment Rental	0	0	0	N/A	1,594	0	-1,594	N/A

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Contract-Elevator Monitoring	0	3,083	3,083	100	3,751	24,667	20,916	85
Contract-Alarm Monitoring	0	0	0	N/A	3,656	0	-3,656	N/A
Contract-Sprinkler Monitoring	0	0	0	N/A	101	0	-101	N/A
Contract-Trash/Garbage Re...	0	12,292	12,292	100	53,861	98,333	44,472	45
Contract-IT Contracts	0	0	0	N/A	10,819	0	-10,819	N/A
Contract Costs-Other	0	2,108	2,108	100	1,754	16,860	15,106	90
Total Contract Costs	32,366	31,274	-1,091	-3	184,059	250,193	66,134	26
TOTAL MAINTENACE EXPENSES	57,454	70,827	13,373	19	536,705	566,619	29,914	5
GENERAL EXPENSES								
Property Insurance	0	19,163	19,163	100	0	153,305	153,305	100
Liability Insurance	-12,945	4,315	17,260	400	-15,462	34,516	49,978	145
Misc. Taxes/Liscenses/Insurance	0	0	0	N/A	1,063	0	-1,063	N/A
Employee Benefits	-3,455	4,071	7,527	185	-6,386	32,571	38,958	120
Retiree Insurance	0	0	0	N/A	30,154	0	-30,154	N/A
Workers Compensation	0	1,216	1,216	100	7,641	9,725	2,083	21
Bad Debt-Tenant Rents	0	3,583	3,583	100	1,109	28,661	27,551	96
Security/Law Enforcement	9,683	10,424	741	7	90,551	83,393	-7,159	-9
Other General Expense	0	119	119	100	0	950	950	100
TOTAL GENERAL EXPENSES	-6,717	42,890	49,607	116	108,671	343,121	234,449	68
HOUSING ASSISTANCE PAYMENTS								
Housing Assistance Payments	265,088	281,681	16,593	6	2,083,620	2,253,449	169,829	8
Tenant Utility Payments-Voucher	5,605	0	-5,605	N/A	46,832	0	-46,832	N/A
Portable Out HAP Payments	3,475	3,602	127	4	25,631	28,816	3,185	11
TOTAL HOUSING ASSISTANCE...	274,168	285,283	11,115	4	2,156,083	2,282,265	126,182	6
TOTAL EXPENSES	371,583	596,704	225,122	38	4,035,198	4,773,635	738,437	15
NET INCOME	416,467	646	415,822	64,402	946,140	5,165	940,974	18,217

Balance Sheet

Period = Apr 2024-Nov 2024

Book = Accrual

Current Balance

		Current Balance
All		
ASSETS		
CURRENT ASSETS:		
CASH		
Unrestricted Cash		
Cash Operating 1		-653,322
Petty Cash		1,330
Total Unrestricted Cash		-651,992
Restricted Cash		
Cash Restricted-Security Deposits		19,156
Total Restricted Cash		19,156
TOTAL CASH		-632,836
ACCOUNTS AND NOTES RECEIVABLE		
A/R-Tenants		110,257
Allowance for Doubtful Accounts-Tenants		-83,784
AR - TPA		22,274
TOTAL ACCOUNTS AND NOTES RECEIVABLE		48,747
OTHER CURRENT ASSETS		
Investments-Unrestricted		51
Prepaid Insurance		69,342
Inventories-Equipment		17,954
Interprogram-Due From		21,518
TOTAL OTHER CURRENT ASSETS		108,866
TOTAL CURRENT ASSETS		-475,223
NONCURRENT ASSETS:		
FIXED ASSETS		
Buildings		5,436,781
Furniture and Equipment-Dwelling		81,701
Furniture and Equipment-Admin.		63,818
Leashold Improvements		0
Accum Depreciation-Buildings		-5,436,781
Accum Depreciation-Furn & Equip Admin		-145,519
TOTAL FIXED ASSETS (NET)		0
CFP Funding		
CFP 16 Operations		11,923
CFP 18 Operations		-42,680
CFP 19 Operations		-59,673
CFP 2022 Operations		-106,974
CFP 16 Mgmt Improvements		23,673
CFP 2017 Management Improvements		1,872
CFP 2020 Management Improvements		15,739
CFP 2021 Management Improvements		10,015
CFP 2022 Management Improvements		11,626

Balance Sheet

Period = Apr 2024-Nov 2024

Book = Accrual

	Current Balance
CFP 16 Administration	59,618
CFP 16 FEES AND COSTS	3,333
CFP 16 Dwelling Structures	159,612
CFP 16 Non-Dwelling Structures	3,333
CFP 16 Non-Dwelling Equipment	25,157
General Capital Activity	213,032
General Capital Activity CFP 2019	66,745
General Capital Activity	54,562
General Capital Activity	4,253
TOTAL CFP FUNDING	455,167
RAD	
RAD Program Management	13,581
RAD Architects	29,036
RAD Legal	1,501
RAD Development Related Accounting	231
TOTAL RAD COSTS	44,349
TOTAL ASSETS	24,292
LIABILITIES & EQUITY	
LIABILITIES:	
CURRENT LIABILITIES:	
A/P Vendors and Contractors	56,158
Tenant Security Deposits	20,239
Security Deposit Clearing Account	-289
A/P-Payroll Wages Payable	9,614
A/P-Payroll Taxes Payable	-11,121
Retirement W/H	17,672
Garnishments	497
Supplemental Insurance W/H	-396
Accrued Payable	1,946
Accrued Payroll & Payroll Taxes	11,578
Interprogram-Due To	819,423
Tenant Prepaid Rents	9,068
Accrued Compensated Absences-Current	4,699
TOTAL CURRENT LIABILITIES	939,088
NONCURRENT LIABILITIES:	
Accrued Compensated Absences-LT	9,541
TOTAL NONCURRENT LIABILITIES	9,541
TOTAL LIABILITIES	948,629
EQUITY	
RETAINED EARNINGS:	

Balance Sheet

Period = Apr 2024-Nov 2024

Book = Accrual

	Current Balance
Invested in Capital Assets-Net of Debt	-56,159
Retained Earnings-Unrestricted Net Assets	-887,869
TOTAL RETAINED EARNINGS:	-944,029
TOTAL EQUITY	-944,029
TOTAL LIABILITIES AND EQUITY	4,600
Capital Fund Grants	19,692
TOTAL OF ALL	19,692

Balance Sheet

Period = Apr 2024-Nov 2024

Book = Accrual

Current Balance

		Current Balance
All		
ASSETS		
CURRENT ASSETS:		
CASH		
Unrestricted Cash		
Cash Operating 1		-313,134
Petty Cash		1,198
Total Unrestricted Cash		-311,936
Restricted Cash		
Cash Restricted-Security Deposits		14,027
Total Restricted Cash		14,027
TOTAL CASH		-297,909
ACCOUNTS AND NOTES RECEIVABLE		
A/R-Tenants		114,733
Allowance for Doubtful Accounts-Tenants		-45,611
AR - TPA		15,671
TOTAL ACCOUNTS AND NOTES RECEIVABLE		84,793
OTHER CURRENT ASSETS		
Investments-Unrestricted		46
Prepaid Insurance		58,124
Inventories-Equipment		8,186
Interprogram-Due From		3,251
TOTAL OTHER CURRENT ASSETS		69,607
TOTAL CURRENT ASSETS		-143,510
NONCURRENT ASSETS:		
FIXED ASSETS		
Buildings		6,440,929
Furniture and Equipment-Dwelling		88,196
Furniture and Equipment-Admin.		64,685
Leashold Improvements		0
Accum Depreciation-Buildings		-6,440,929
Accum Depreciation-Furn & Equip Admin		-152,881
TOTAL FIXED ASSETS (NET)		1
CFP Funding		
CFP 16 Operations		975
CFP 19 Operations		-54,700
CFP 2022 Operations		-74,429
CFP 14 Mgmt Improvements		4,413
CFP 16 Mgmt Improvements		15
CFP 2017 Management Improvements		3,669
CFP 2021 Management Improvements		14,483
CFP 2022 Management Improvements		19,606
CFP 16 Administration		19,873

Balance Sheet

Period = Apr 2024-Nov 2024

Book = Accrual

	Current Balance
CFP 18 Administration	-30,000
CFP 16 FEES AND COSTS	3,333
CFP 16 Dwelling Structures	8,411
CFP 16 Non-Dwelling Structures	110,063
CFP 16 Non-Dwelling Equipment	2,421
CFP 2017 Site Improvements	121,000
General Capital Activity	250,396
General Capital Activity CFP 2019	61,768
General Capital Activity	3,251
TOTAL CFP FUNDING	464,549
RAD	
RAD Program Management	19,761
RAD Architects	29,036
RAD Legal	2,201
RAD Development Related Accounting	456
TOTAL RAD COSTS	51,454
TOTAL ASSETS	372,493
LIABILITIES & EQUITY	
LIABILITIES:	
CURRENT LIABILITIES:	
A/P Vendors and Contractors	10,294
Tenant Security Deposits	12,640
Security Deposit Clearing Account	962
A/P-Payroll Taxes Payable	-7,393
Retirement W/H	22,352
Garnishments	-4,736
Supplemental Insurance W/H	-10,642
Accrued Payroll & Payroll Taxes	7,461
Accrued Liabilities-Other	944
Accrued PILOT	21,727
Interprogram-Due To	572,987
Tenant Prepaid Rents	8,887
Accrued Compensated Absences-Current	8,274
TOTAL CURRENT LIABILITIES	643,756
NONCURRENT LIABILITIES:	
Accrued Compensated Absences-LT	6,504
TOTAL NONCURRENT LIABILITIES	6,504
TOTAL LIABILITIES	650,261
EQUITY	
RETAINED EARNINGS:	

Balance Sheet

Period = Apr 2024-Nov 2024

Book = Accrual

	Current Balance
Invested in Capital Assets-Net of Debt	0
Retained Earnings-Unrestricted Net Assets	-286,762
TOTAL RETAINED EARNINGS:	-286,762
TOTAL EQUITY	-286,762
TOTAL LIABILITIES AND EQUITY	363,499
Capital Fund Grants	8,994
TOTAL OF ALL	8,994

Balance Sheet

Period = Apr 2024-Nov 2024

Book = Accrual

Current Balance

All

ASSETS**CURRENT ASSETS:****CASH**

Unrestricted Cash

Cash Operating 1

Petty Cash

Total Unrestricted Cash

TOTAL CASH

-72,182

1,738

-70,444

-70,444

OTHER CURRENT ASSETS

Prepaid Insurance

Interprogram-Due From

TOTAL OTHER CURRENT ASSETS

TOTAL CURRENT ASSETS

9,819

72,427

82,247

11,803

NONCURRENT ASSETS:**FIXED ASSETS**

Buildings

Furniture and Equipment-Admin.

Accum Depreciation-Buildings

Accum Depreciation-Furn & Equip Admin

583,527

49,378

-583,527

-49,378

CFP Funding

CFP 18 Operations

CFP 19 Operations

General Capital Activity

TOTAL CFP FUNDING

-95,120

-99,000

1,556

-192,564

RAD

RAD Program Management

RAD Architects

RAD Legal

RAD Development Related Accounting

TOTAL RAD COSTS

11,912

27,891

3,106

231

43,140

TOTAL ASSETS

-137,621

LIABILITIES & EQUITY**LIABILITIES:****CURRENT LIABILITIES:**

A/P Vendors and Contractors

A/P-PHA Projects

A/P-Payroll Wages Payable

A/P-Payroll Taxes Payable

Retirement W/H

Garnishments

1,663

225,000

-6,972

-1,096

10,801

-1,431

Balance Sheet

Period = Apr 2024-Nov 2024

Book = Accrual

	Current Balance
Supplemental Insurance W/H	-11,944
Accrued Payroll & Payroll Taxes	14,918
Interprogram-Due To	26,499
Accrued Compensated Absences-Current	27,126
TOTAL CURRENT LIABILITIES	284,564
NONCURRENT LIABILITIES:	
Accrued Compensated Absences-LT	13,010
TOTAL NONCURRENT LIABILITIES	13,010
TOTAL LIABILITIES	297,575
EQUITY	
CONTRIBUTED CAPITAL:	
Donations	-2,250
TOTAL CONTRIBUTED CAPITAL	-2,250
RETAINED EARNINGS:	
Retained Earnings-Unrestricted Net Assets	-432,946
TOTAL RETAINED EARNINGS:	-432,946
TOTAL EQUITY	-435,196
TOTAL LIABILITIES AND EQUITY	-137,621

Balance Sheet

Period = Apr 2024-Nov 2024

Book = Accrual

Current Balance

All

ASSETS**CURRENT ASSETS:****CASH**

Unrestricted Cash

Cash Operating 1

145,111

Petty Cash

207

Total Unrestricted Cash

145,318

Restricted Cash

Cash Restricted-HAP

-94,089

Total Restricted Cash

-94,089

TOTAL CASH

51,230

ACCOUNTS AND NOTES RECEIVABLE

A/R-Tenants

13,714

A/R-Other

-22,866

Allowance for Doubtful Accounts-Other

-1,935

TOTAL ACCOUNTS AND NOTES RECEIVABLE

-11,086

OTHER CURRENT ASSETS

Investments-Unrestricted

3,700

Prepaid Insurance

4,910

TOTAL OTHER CURRENT ASSETS

8,610

TOTAL CURRENT ASSETS

48,754

NONCURRENT ASSETS:**FIXED ASSETS**

Furniture and Equipment-Admin.

33,341

Accum Depreciation-Furn & Equip Admin

-33,341

CFP Funding

General Capital Activity

3,932

TOTAL CFP FUNDING

3,932

TOTAL ASSETS

52,685

LIABILITIES & EQUITY**LIABILITIES:****CURRENT LIABILITIES:**

A/P Vendors and Contractors

56,078

Retirement W/H

6,246

Supplemental Insurance W/H

-6,506

Accrued Payroll & Payroll Taxes

5,616

Interprogram-Due To

162,930

Tenant Prepaid Rents

5

Accrued Compensated Absences-Current

6,202

Balance Sheet

Period = Apr 2024-Nov 2024

Book = Accrual

	Current Balance
TOTAL CURRENT LIABILITIES	230,572
NONCURRENT LIABILITIES:	
Accrued Compensated Absences-LT	5,278
TOTAL NONCURRENT LIABILITIES	5,278
TOTAL LIABILITIES	235,849
EQUITY	
RETAINED EARNINGS:	
Invested in Capital Assets-Net of Debt	0
Retained Earnings-Unrestricted Net Assets	-371,733
Retained Earnings-Restricted Net Assets	188,569
TOTAL RETAINED EARNINGS:	-183,164
TOTAL EQUITY	-183,164
TOTAL LIABILITIES AND EQUITY	52,685

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Revenue & Expenses								
INCOME								
TENANT INCOME								
Rental Income								
Tenant Rent	34,954	32,102	2,852	9	268,559	256,813	11,746	5
Utility Reimb.-LIPH	-248	0	-248	N/A	-2,568	0	-2,568	N/A
Total Rental Income	34,706	32,102	2,604	8	265,991	256,813	9,178	4
Other Tenant Income	172	0	172	N/A	1,593	0	1,593	N/A
Laundry and Vending	0	0	0	N/A	44	0	44	N/A
Late Charges	1,175	0	1,175	N/A	5,950	0	5,950	N/A
Legal Fees - Tenant	0	0	0	N/A	5,392	0	5,392	N/A
Tenant Owed Utilities	0	0	0	N/A	-228	0	-228	N/A
Misc.Tenant Income	0	0	0	N/A	2,356	0	2,356	N/A
TPA Rent	-1,314	0	-1,314	N/A	-13,357	0	-13,357	N/A
TPA Legal	0	0	0	N/A	106	0	-106	N/A
Total Other Tenant Income	34	0	34	N/A	1,643	0	1,643	N/A
NET TENANT INCOME	34,740	32,102	2,638	8	267,634	256,813	10,821	4
GRANT INCOME								
HUD PHA Operating Grants/Subsidy	26,095	32,363	-6,268	-19	254,781	258,903	-4,122	-2
Capital Fund Grants	0	0	0	N/A	9,987	0	9,987	N/A
Capital Fund Grants	0	0	0	N/A	4,253	0	4,253	N/A
Capital Fund Grants-Soft Costs	0	0	0	N/A	1,115	0	1,115	N/A
TOTAL GRANT INCOME	26,095	32,363	-6,268	-19	270,136	258,903	11,233	4
OTHER INCOME								
Investment Income - Unrestricted	0	0	0	N/A	11	0	11	N/A
Miscellaneous Other Income	0	0	0	N/A	336	0	336	N/A
Operating Transfers IN	0	14,621	-14,621	-100	0	116,966	-116,966	-100
TOTAL OTHER INCOME	0	14,621	-14,621	-100	347	116,966	-116,619	-100
TOTAL INCOME	60,834	79,085	-18,251	-23	538,117	632,683	-94,565	-15

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
EXPENSES								
ADMINISTRATIVE								
Administrative Salaries								
Administrative Salaries	5,264	5,932	668	11	45,129	47,453	2,325	5
Compensated Absences	0	498	498	100	0	3,980	3,980	100
Employee Benefit Contributi...	0	2,026	2,026	100	12,860	16,210	3,350	21
Total Administrative Salaries	5,264	8,455	3,192	38	57,989	67,643	9,655	14
Legal Expense								
Criminal Background Checks	0	0	0	N/A	63	0	-63	N/A
Tenant Screening	0	0	0	N/A	307	0	-307	N/A
General Legal Expense	0	0	0	N/A	6,099	0	-6,099	N/A
Total Legal Expense	0	0	0	N/A	6,468	0	-6,468	N/A
Other Admin Expenses								
Travel	0	0	0	N/A	13	0	-13	N/A
Mailbox Keys/Postmaster	0	0	0	N/A	453	0	-453	N/A
Meals	0	0	0	N/A	39	0	-39	N/A
Accounting Fees	0	0	0	N/A	1	0	-1	N/A
Auditing Fees	0	185	185	100	7,107	1,477	-5,630	-381
Management Fee	0	6,596	6,596	100	36,083	52,772	16,689	32
Bookkeeping Fees	0	878	878	100	4,800	7,020	2,220	32
Consultants	0	0	0	N/A	1,838	0	-1,838	N/A
Total Other Admin Expenses	0	6,781	6,781	100	45,533	54,249	8,716	16
Miscellaneous Admin Expenses								
Membership and Fees	0	0	0	N/A	180	0	-180	N/A
Office Supplies	0	833	833	100	205	6,667	6,461	97
Telephone	0	0	0	N/A	3,007	0	-3,007	N/A
Postage	0	0	0	N/A	73	0	-73	N/A
Software License Fees	0	0	0	N/A	33	0	-33	N/A
Copiers	0	0	0	N/A	616	0	-616	N/A
Internet	0	0	0	N/A	1,884	0	-1,884	N/A
Cell Phones/Pagers	0	0	0	N/A	995	0	-995	N/A
IT Expense	55	0	-55	N/A	55	0	-55	N/A

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Payroll Services Fees	0	0	0	N/A	1,971	0	-1,971	N/A
Bank Fees	0	0	0	N/A	817	0	-817	N/A
Other Misc Admin Expenses	0	208	208	100	1,764	1,667	-97	-6
Total Miscellaneous Admin Exp...	5,319	10,375	5,056	49	74,389	82,997	8,608	10
TOTAL ADMINISTRATIVE EXP...	5,319	17,156	11,837	69	126,390	137,246	10,856	8
TENANT SERVICES								
Other Tenant Svcs.	0	150	150	100	210	1,200	990	82
Tenant Services Contract Costs	0	0	0	N/A	1,182	0	-1,182	N/A
Tenant Relocation	0	0	0	N/A	691	0	-691	N/A
TOTAL TENANT SERVICES EX...	0	150	150	100	2,084	1,200	-884	-74
UTILITIES								
Water	0	7,333	7,333	100	51,689	58,667	6,977	12
Electricity	0	7,250	7,250	100	43,503	58,000	14,497	25
Electricity-Vacant Units	0	0	0	N/A	1,595	0	-1,595	N/A
Gas	0	6,875	6,875	100	15,764	55,000	39,236	71
Gas-Vacant Units	0	0	0	N/A	1,403	0	-1,403	N/A
Garbage/Trash Removal	0	0	0	N/A	635	0	-635	N/A
Sewer	0	3,750	3,750	100	17,041	30,000	12,959	43
TOTAL UTILITY EXPENSES	0	25,208	25,208	100	131,630	201,667	70,037	35
MAINTENANCE AND OPERATIONS								
General Maint Expense								
Maintenance Salaries	11,723	10,651	-1,072	-10	98,316	85,205	-13,111	-15
Employee Benefit Contributi...	0	3,955	3,955	100	30,976	31,643	668	2
Maintenace Uniforms	345	0	-345	N/A	345	0	-345	N/A
Maintenance Travel/Training	0	0	0	N/A	129	0	-129	N/A
Vehicle Gas, Oil, Grease	0	0	0	N/A	1,625	0	-1,625	N/A
Total General Maint Expense	12,068	14,606	2,538	17	131,390	116,849	-14,542	-12
Materials								
Supplies-Grounds	0	0	0	N/A	1,699	0	-1,699	N/A
Supplies-Appliance	0	0	0	N/A	864	0	-864	N/A
Supplies-Electrical	0	0	0	N/A	1,080	0	-1,080	N/A

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Supplies-Exterminating	0	0	0	N/A	17	0	-17	N/A
Supplies-Janitorial/Cleaning	0	0	0	N/A	1,284	0	-1,284	N/A
Supplies-Maint/Repairs	0	1,667	1,667	100	2,069	13,333	11,264	84
Supplies-Plumbing	0	0	0	N/A	1,727	0	-1,727	N/A
Tools and Equipment	0	0	0	N/A	1,343	0	-1,343	N/A
Maintenance Paper/Supplies	0	0	0	N/A	40	0	-40	N/A
Total Materials	0	1,667	1,667	100	10,125	13,333	3,209	24
Contract Costs								
Contract-Alarm/Extinguisher	0	0	0	N/A	925	0	-925	N/A
Contract-Building Repairs	18,938	0	-18,938	N/A	18,938	0	-18,938	N/A
Contract-Decorating/Painting	1,400	0	-1,400	N/A	1,400	0	-1,400	N/A
Contract-Electrical	0	233	233	100	175	1,867	1,692	91
Contract-Pest Control	0	2,375	2,375	100	16,350	19,000	2,650	14
Contract-Grounds	0	0	0	N/A	10	0	-10	N/A
Contract-Janitorial/Cleaning	800	0	-800	N/A	800	0	-800	N/A
Contract-Plumbing	0	208	208	100	3,744	1,667	-2,077	-125
Contract-HVAC	0	250	250	100	1,065	2,000	935	47
Contract-Equipment Rental	0	0	0	N/A	320	0	-320	N/A
Contract-Alarm Monitoring	0	0	0	N/A	1,384	0	-1,384	N/A
Contract-Trash/Garbage Re...	0	5,333	5,333	100	15,933	42,667	26,733	63
Contract-IT Contracts	0	0	0	N/A	2,277	0	-2,277	N/A
Contract Costs-Other	0	702	702	100	595	5,613	5,019	89
Total Contract Costs	21,138	9,102	-12,036	-132	63,915	72,813	8,898	12
TOTAL MAINTENACE EXPENSES	33,206	25,374	-7,831	-31	205,430	202,995	-2,435	-1
GENERAL EXPENSES								
Property Insurance	0	5,099	5,099	100	0	40,791	40,791	100
Liability Insurance	0	1,015	1,015	100	320	8,121	7,802	96
Misc. Taxes/Liscenses/Insurance	0	0	0	N/A	147	0	-147	N/A
Employee Benefits	-813	1,083	1,896	175	-5,565	8,667	14,232	164
Retiree Insurance	0	0	0	N/A	10,283	0	-10,283	N/A
Workers Compensation	0	263	263	100	1,666	2,103	437	21
Bad Debt-Tenant Rents	0	963	963	100	0	7,705	7,705	100
Security/Law Enforcement	0	2,774	2,774	100	120	22,189	22,069	99

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	<u>MTD Actual</u>	<u>MTD Budget</u>	<u>Variance</u>	<u>% Var</u>	<u>PTD Actual</u>	<u>PTD Budget</u>	<u>Variance</u>	<u>% Var</u>
TOTAL GENERAL EXPENSES	-813	11,197	12,010	107	6,970	89,575	82,604	92
TOTAL EXPENSES	37,711	79,085	41,374	52	472,505	632,683	160,178	25
NET INCOME	23,123	0	23,123	115,616,050	65,613	0	65,613	41,007,856

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Revenue & Expenses								
INCOME								
TENANT INCOME								
Rental Income								
Tenant Rent	22,069	27,968	-5,899	-21	182,165	223,743	-41,578	-19
Utility Reimb.-LIPH	-758	0	-758	N/A	-6,140	0	-6,140	N/A
Utility Reimbursement Recovery	0	0	0	N/A	-28	0	-28	N/A
Total Rental Income	21,311	27,968	-6,657	-24	176,025	223,743	-47,718	-21
Other Tenant Income	24	0	24	N/A	235	0	235	N/A
Late Charges	300	0	300	N/A	2,625	0	2,625	N/A
Legal Fees - Tenant	785	0	785	N/A	5,894	0	5,894	N/A
Misc.Tenant Income	0	0	0	N/A	71	0	71	N/A
TPA Rent	-1,137	0	-1,137	N/A	-1,601	0	-1,601	N/A
TPA Legal	17	0	-17	N/A	280	0	-280	N/A
Total Other Tenant Income	-45	0	-45	N/A	6,916	0	6,916	N/A
NET TENANT INCOME	21,266	27,968	-6,702	-24	182,941	223,743	-40,803	-18
GRANT INCOME								
HUD PHA Operating Grants/Subsidy	18,004	22,328	-4,324	-19	175,896	178,627	-2,732	-2
Capital Fund Grants	0	0	0	N/A	3,251	0	3,251	N/A
Capital Fund Grants-Soft Costs	0	0	0	N/A	680	0	680	N/A
TOTAL GRANT INCOME	18,004	22,328	-4,324	-19	179,826	178,627	1,199	1
OTHER INCOME								
Investment Income - Unrestricted	0	0	0	N/A	10	0	10	N/A
Miscellaneous Other Income	37	0	37	N/A	280	0	280	N/A
Operating Transfers IN	0	418	-418	-100	0	3,347	-3,347	-100
TOTAL OTHER INCOME	37	418	-381	-91	290	3,347	-3,057	-91
TOTAL INCOME	39,307	50,715	-11,407	-22	363,057	405,717	-42,660	-11
EXPENSES								

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
ADMINISTRATIVE								
Administrative Salaries								
Administrative Salaries	4,736	5,327	592	11	35,517	42,617	7,101	17
Compensated Absences	0	288	288	100	0	2,304	2,304	100
Employee Benefit Contributi...	0	2,045	2,045	100	9,513	16,359	6,846	42
Total Administrative Salaries	4,736	7,660	2,924	38	45,030	61,280	16,250	27
Legal Expense								
Criminal Background Checks	0	0	0	N/A	23	0	-23	N/A
Tenant Screening	0	0	0	N/A	157	0	-157	N/A
General Legal Expense	0	0	0	N/A	5,242	0	-5,242	N/A
Total Legal Expense	0	0	0	N/A	5,422	0	-5,422	N/A
Other Admin Expenses								
Staff Training	0	0	0	N/A	1,215	0	-1,215	N/A
Travel	0	0	0	N/A	13	0	-13	N/A
Mailbox Keys/Postmaster	0	0	0	N/A	225	0	-225	N/A
Meals	0	0	0	N/A	79	0	-79	N/A
Auditing Fees	0	185	185	100	6,147	1,477	-4,670	-316
Management Fee	0	5,807	5,807	100	32,813	46,457	13,644	29
Bookkeeping Fees	0	772	772	100	4,365	6,180	1,815	29
Consultants	0	0	0	N/A	1,662	0	-1,662	N/A
Total Other Admin Expenses	0	5,992	5,992	100	42,155	47,935	5,780	12
Miscellaneous Admin Expenses								
Membership and Fees	0	0	0	N/A	172	0	-172	N/A
Office Supplies	0	833	833	100	244	6,667	6,423	96
Telephone	0	0	0	N/A	2,542	0	-2,542	N/A
Postage	0	0	0	N/A	48	0	-48	N/A
Software License Fees	0	0	0	N/A	33	0	-33	N/A
Copiers	0	0	0	N/A	398	0	-398	N/A
Printer Supplies	0	0	0	N/A	108	0	-108	N/A
Internet	0	0	0	N/A	2,975	0	-2,975	N/A
Cell Phones/Pagers	0	0	0	N/A	1,242	0	-1,242	N/A
Payroll Services Fees	0	0	0	N/A	1,315	0	-1,315	N/A
Bank Fees	0	0	0	N/A	155	0	-155	N/A

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Other Misc Admin Expenses	0	208	208	100	3,360	1,667	-1,693	-102
Total Miscellaneous Admin Exp...	4,736	9,474	4,739	50	61,985	75,793	13,808	18
TOTAL ADMINISTRATIVE EXP...	4,736	15,466	10,730	69	109,561	123,728	14,167	11
TENANT SERVICES								
Other Tenant Svcs.	0	129	129	100	0	1,030	1,030	100
TOTAL TENANT SERVICES EX...	0	129	129	100	0	1,030	1,030	100
UTILITIES								
Water	0	4,792	4,792	100	29,254	38,333	9,079	24
Electricity	0	625	625	100	1,679	5,000	3,321	66
Electricity-Vacant Units	0	0	0	N/A	3,252	0	-3,252	N/A
Gas	0	792	792	100	768	6,333	5,565	88
Gas-Vacant Units	0	0	0	N/A	2,655	0	-2,655	N/A
Sewer	0	2,208	2,208	100	13,394	17,667	4,273	24
TOTAL UTILITY EXPENSES	0	8,417	8,417	100	51,002	67,333	16,332	24
MAINTENANCE AND OPERATIONS								
General Maint Expense								
Maintenance Salaries	6,877	4,273	-2,604	-61	58,625	34,185	-24,440	-71
Maint. Empl. Rent Free Unit	0	0	0	N/A	912	0	-912	N/A
Employee Benefit Contributi...	0	1,657	1,657	100	11,673	13,255	1,582	12
Maintenance Travel/Training	0	0	0	N/A	52	0	-52	N/A
Vehicle Gas, Oil, Grease	0	0	0	N/A	1,372	0	-1,372	N/A
Total General Maint Expense	6,877	5,930	-947	-16	72,635	47,441	-25,194	-53
Materials								
Supplies-Grounds	0	0	0	N/A	994	0	-994	N/A
Supplies-Appliance	0	0	0	N/A	188	0	-188	N/A
Supplies-Electrical	0	0	0	N/A	490	0	-490	N/A
Supplies-Exterminating	0	0	0	N/A	153	0	-153	N/A
Supplies-Janitorial/Cleaning	0	0	0	N/A	737	0	-737	N/A
Supplies-Maint/Repairs	0	2,500	2,500	100	268	20,000	19,732	99
Supplies-Plumbing	0	0	0	N/A	471	0	-471	N/A
Tools and Equipment	0	0	0	N/A	1,494	0	-1,494	N/A

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Maintenance Paper/Supplies	0	0	0	N/A	67	0	-67	N/A
Total Materials	0	2,500	2,500	100	4,860	20,000	15,140	76
Contract Costs								
Contract-Alarm/Extinguisher	0	0	0	N/A	840	0	-840	N/A
Contract-Electrical	0	167	167	100	340	1,333	993	75
Contract-Pest Control	0	3,042	3,042	100	10,171	24,333	14,162	58
Contract-Plumbing	0	325	325	100	232	2,600	2,368	91
Contract-HVAC	727	317	-411	-130	880	2,533	1,653	65
Contract-Equipment Rental	0	0	0	N/A	197	0	-197	N/A
Contract-Alarm Monitoring	0	0	0	N/A	1,798	0	-1,798	N/A
Contract-Sprinkler Monitoring	0	0	0	N/A	101	0	-101	N/A
Contract-Trash/Garbage Re...	0	3,875	3,875	100	22,589	31,000	8,411	27
Contract-IT Contracts	0	0	0	N/A	1,456	0	-1,456	N/A
Contract Costs-Other	0	702	702	100	138	5,613	5,475	98
Total Contract Costs	727	8,427	7,699	91	38,742	67,413	28,671	43
TOTAL MAINTENACE EXPENSES	7,605	16,857	9,252	55	116,237	134,854	18,617	14
GENERAL EXPENSES								
Property Insurance	0	4,376	4,376	100	0	35,012	35,012	100
Liability Insurance	0	1,015	1,015	100	240	8,121	7,882	97
Misc. Taxes/Liscenses/Insurance	0	0	0	N/A	388	0	-388	N/A
Employee Benefits	-387	930	1,317	142	-791	7,439	8,230	111
Workers Compensation	0	263	263	100	1,098	2,103	1,004	48
Bad Debt-Tenant Rents	0	839	839	100	1,200	6,712	5,512	82
Security/Law Enforcement	0	2,381	2,381	100	120	19,045	18,925	99
TOTAL GENERAL EXPENSES	-387	9,804	10,191	104	2,255	78,432	76,177	97
TOTAL EXPENSES	11,953	50,672	38,719	76	279,055	405,378	126,323	31
NET INCOME	27,354	42	27,312	64,293	84,002	340	83,662	24,618

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Revenue & Expenses								
INCOME								
TENANT INCOME								
Legal Fees - Tenant	0	0	0	N/A	-630	0	-630	N/A
Total Other Tenant Income	0	0	0	N/A	-630	0	-630	N/A
NET TENANT INCOME	0	0	0	N/A	-630	0	-630	N/A
OTHER INCOME								
Management Fee Income	0	41,385	-41,385	-100	111,745	331,083	-219,337	-66
Bookkeeping Fee Income	0	6,734	-6,734	-100	14,865	53,875	-39,010	-72
Miscellaneous Other Income	0	0	0	N/A	601	0	601	N/A
TOTAL OTHER INCOME	0	48,120	-48,120	-100	127,211	384,958	-257,747	-67
TOTAL INCOME	0	48,120	-48,120	-100	126,581	384,958	-258,377	-67
EXPENSES								
ADMINISTRATIVE								
Administrative Salaries								
Administrative Salaries	21,266	29,302	8,037	27	155,768	234,419	78,650	34
Compensated Absences	0	733	733	100	0	5,861	5,861	100
Employee Benefit Contributi...	795	6,761	5,966	88	61,950	54,087	-7,862	-15
Total Administrative Salaries	22,060	36,796	14,736	40	217,718	294,367	76,649	26
Legal Expense								
Tenant Screening	0	0	0	N/A	28	0	-28	N/A
General Legal Expense	0	833	833	100	-2,714	6,667	9,381	141
Total Legal Expense	0	833	833	100	-2,686	6,667	9,353	140
Other Admin Expenses								
Staff Training	-395	0	395	N/A	925	0	-925	N/A
Travel	0	0	0	N/A	1,796	0	-1,796	N/A
Meals	0	0	0	N/A	1,330	0	-1,330	N/A
Accounting Fees	0	0	0	N/A	1,065	0	-1,065	N/A

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Auditing Fees	0	177	177	100	5,223	1,413	-3,810	-270
Consultants	0	0	0	N/A	25,900	0	-25,900	N/A
Total Other Admin Expenses	-395	177	572	324	36,239	1,413	-34,825	-2,464
Miscellaneous Admin Expenses								
Membership and Fees	0	0	0	N/A	773	0	-773	N/A
Advertising	0	0	0	N/A	2,314	0	-2,314	N/A
Office Supplies	96	2,500	2,404	96	1,218	20,000	18,782	94
Fuel-Administrative	0	0	0	N/A	137	0	-137	N/A
Telephone	0	0	0	N/A	4,497	0	-4,497	N/A
Postage	0	0	0	N/A	437	0	-437	N/A
Software License Fees	0	0	0	N/A	33	0	-33	N/A
Copiers	0	0	0	N/A	677	0	-677	N/A
Printer Supplies	0	0	0	N/A	125	0	-125	N/A
Internet	0	0	0	N/A	421	0	-421	N/A
Cell Phones/Pagers	0	0	0	N/A	1,205	0	-1,205	N/A
Payroll Services Fees	0	0	0	N/A	2,020	0	-2,020	N/A
Small Office Equipment	0	0	0	N/A	89	0	-89	N/A
Bank Fees	75	0	-75	N/A	424	0	-424	N/A
Other Misc Admin Expenses	0	6,250	6,250	100	1,132	50,000	48,868	98
Total Miscellaneous Admin Exp...	22,231	45,546	23,315	51	233,221	364,367	131,146	36
TOTAL ADMINISTRATIVE EXP...	21,836	46,556	24,720	53	266,773	372,447	105,673	28
UTILITIES								
Water	0	0	0	N/A	445	0	-445	N/A
Sewer	0	0	0	N/A	122	0	-122	N/A
TOTAL UTILITY EXPENSES	0	0	0	N/A	567	0	-567	N/A
MAINTENANCE AND OPERATIONS								
Materials								
Supplies-Maint/Repairs	0	0	0	N/A	145	0	-145	N/A
Maintenance Paper/Supplies	0	0	0	N/A	320	0	-320	N/A
Total Materials	0	0	0	N/A	465	0	-465	N/A
Contract Costs								
Contract-Alarm/Extinguisher	0	0	0	N/A	420	0	-420	N/A

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Contract-Pest Control	0	0	0	N/A	3,745	0	-3,745	N/A
Contract-Equipment Rental	0	0	0	N/A	791	0	-791	N/A
Contract-Alarm Monitoring	0	0	0	N/A	474	0	-474	N/A
Contract-IT Contracts	0	0	0	N/A	2,456	0	-2,456	N/A
Contract Costs-Other	0	0	0	N/A	152	0	-152	N/A
Total Contract Costs	<u>0</u>	<u>0</u>	<u>0</u>	N/A	<u>8,038</u>	<u>0</u>	<u>-8,038</u>	N/A
TOTAL MAINTENACE EXPENSES	0	0	0	N/A	8,503	0	-8,503	N/A
GENERAL EXPENSES								
Liability Insurance	-12,945	698	13,643	1,955	-16,501	5,583	22,085	396
Misc. Taxes/Liscenses/Insurance	0	0	0	N/A	85	0	-85	N/A
Employee Benefits	-372	0	372	N/A	2,452	0	-2,452	N/A
Retiree Insurance	0	0	0	N/A	16,717	0	-16,717	N/A
Workers Compensation	0	263	263	100	1,545	2,103	558	27
TOTAL GENERAL EXPENSES	<u>-13,317</u>	<u>961</u>	<u>14,277</u>	<u>1,486</u>	<u>4,298</u>	<u>7,686</u>	<u>3,388</u>	<u>44</u>
TOTAL EXPENSES	<u>8,519</u>	<u>47,517</u>	<u>38,998</u>	<u>82</u>	<u>280,142</u>	<u>380,133</u>	<u>99,991</u>	<u>26</u>
NET INCOME	<u>-8,519</u>	<u>603</u>	<u>-9,122</u>	<u>-1,512</u>	<u>-153,561</u>	<u>4,825</u>	<u>-158,386</u>	<u>-3,282</u>

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Revenue & Expenses								
INCOME								
TENANT INCOME								
Fraud Recovery	0	0	0	N/A	5,096	0	5,096	N/A
Total Other Tenant Income	0	0	0	N/A	5,096	0	5,096	N/A
NET TENANT INCOME	0	0	0	N/A	5,096	0	5,096	N/A
GRANT INCOME								
Section 8 HAP Earned	293,787	284,598	9,189	3	1,800,030	2,276,785	-476,755	-21
Section 8 Admin. Fee Income	24,676	28,256	-3,580	-13	163,450	226,051	-62,601	-28
Port-In Admin Fees Earned	0	47	-47	-100	0	379	-379	-100
Port In HAP Earned	0	685	-685	-100	0	5,480	-5,480	-100
TOTAL GRANT INCOME	318,463	313,587	4,876	2	1,963,480	2,508,696	-545,216	-22
OTHER INCOME								
Investment Income - Unrestricted	0	0	0	N/A	31	0	31	N/A
TOTAL OTHER INCOME	0	0	0	N/A	31	0	31	N/A
TOTAL INCOME	318,463	313,587	4,876	2	1,968,607	2,508,696	-540,089	-22
EXPENSES								
ADMINISTRATIVE								
Administrative Salaries								
Administrative Salaries	8,775	9,829	1,054	11	72,994	78,635	5,641	7
Compensated Absences	0	492	492	100	0	3,932	3,932	100
Employee Benefit Contributi...	600	6,047	5,448	90	37,024	48,379	11,356	23
Total Administrative Salaries	9,375	16,368	6,993	43	110,018	130,947	20,929	16
Legal Expense								
Tenant Screening	0	0	0	N/A	3,052	0	-3,052	N/A
General Legal Expense	0	0	0	N/A	3,084	0	-3,084	N/A
Total Legal Expense	0	0	0	N/A	6,135	0	-6,135	N/A

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Other Admin Expenses								
Staff Training	0	0	0	N/A	435	0	-435	N/A
Auditing Fees	0	1,151	1,151	100	17,394	9,210	-8,184	-89
Port Out Admin Fee Paid	144	0	-144	N/A	925	0	-925	N/A
Management Fee	0	5,651	5,651	100	27,738	45,210	17,472	39
Bookkeeping Fees	0	3,569	3,569	100	18,285	28,555	10,270	36
Consultants	0	0	0	N/A	3,675	0	-3,675	N/A
Total Other Admin Expenses	144	6,802	6,659	98	50,168	54,420	4,252	8
Miscellaneous Admin Expenses								
Membership and Fees	0	0	0	N/A	475	0	-475	N/A
Advertising	0	0	0	N/A	114	0	-114	N/A
Office Supplies	0	417	417	100	691	3,333	2,642	79
Telephone	0	0	0	N/A	1,305	0	-1,305	N/A
Postage	0	0	0	N/A	746	0	-746	N/A
Software License Fees	0	0	0	N/A	33	0	-33	N/A
Copiers	0	0	0	N/A	747	0	-747	N/A
Software	0	0	0	N/A	717	0	-717	N/A
Cell Phones/Pagers	0	0	0	N/A	262	0	-262	N/A
Payroll Services Fees	0	0	0	N/A	892	0	-892	N/A
Other Misc Admin Expenses	0	516	516	100	244	4,129	3,885	94
Total Miscellaneous Admin Exp...	9,375	20,871	11,495	55	134,529	166,964	32,435	19
TOTAL ADMINISTRATIVE EXP...	9,519	27,673	18,154	66	190,833	221,384	30,551	14
UTILITIES								
Water	0	0	0	N/A	445	0	-445	N/A
Sewer	0	0	0	N/A	122	0	-122	N/A
TOTAL UTILITY EXPENSES	0	0	0	N/A	567	0	-567	N/A
MAINTENANCE AND OPERATIONS								
General Maint Expense								
Maintenance Salaries	0	0	0	N/A	1,323	0	-1,323	N/A
Employee Benefit Contributi...	0	0	0	N/A	1,034	0	-1,034	N/A
Maintenance Travel/Training	0	0	0	N/A	162	0	-162	N/A
Total General Maint Expense	0	0	0	N/A	2,519	0	-2,519	N/A

Budget Comparison (with PTD)

Period = Apr 2024-Nov 2024

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
Materials								
Maintenance Paper/Supplies	0	0	0	N/A	251	0	-251	N/A
Total Materials	<u>0</u>	<u>0</u>	<u>0</u>	N/A	<u>251</u>	<u>0</u>	<u>-251</u>	N/A
Contract Costs								
Contract-IT Contracts	0	0	0	N/A	1,134	0	-1,134	N/A
Contract Costs-Other	0	0	0	N/A	152	0	-152	N/A
Total Contract Costs	<u>0</u>	<u>0</u>	<u>0</u>	N/A	<u>1,286</u>	<u>0</u>	<u>-1,286</u>	N/A
TOTAL MAINTENACE EXPENSES	<u>0</u>	<u>0</u>	<u>0</u>	N/A	<u>4,056</u>	<u>0</u>	<u>-4,056</u>	N/A
GENERAL EXPENSES								
Liability Insurance	0	381	381	100	0	3,045	3,045	100
Employee Benefits	-840	0	840	N/A	-5,167	0	5,167	N/A
Workers Compensation	0	131	131	100	773	1,051	279	27
Other General Expense	0	119	119	100	0	950	950	100
TOTAL GENERAL EXPENSES	<u>-840</u>	<u>631</u>	<u>1,471</u>	<u>233</u>	<u>-4,395</u>	<u>5,047</u>	<u>9,441</u>	<u>187</u>
HOUSING ASSISTANCE PAYMENTS								
Housing Assistance Payments	243,791	281,681	37,890	13	1,932,294	2,253,449	321,155	14
Tenant Utility Payments-Voucher	5,497	0	-5,497	N/A	46,420	0	-46,420	N/A
Portable Out HAP Payments	3,475	3,602	127	4	25,631	28,816	3,185	11
TOTAL HOUSING ASSISTANCE...	<u>252,763</u>	<u>285,283</u>	<u>32,520</u>	<u>11</u>	<u>2,004,345</u>	<u>2,282,265</u>	<u>277,920</u>	<u>12</u>
TOTAL EXPENSES	<u>261,442</u>	<u>313,587</u>	<u>52,145</u>	<u>17</u>	<u>2,195,406</u>	<u>2,508,696</u>	<u>313,290</u>	<u>12</u>
NET INCOME	<u>57,021</u>	<u>0</u>	<u>57,021</u>	<u>570,210,900</u>	<u>-226,799</u>	<u>0</u>	<u>-226,799</u>	<u>-283,498,325</u>

Jackson Housing Commission
Jackson, MI

The following Resolution was introduced by President Barber and considered:

RESOLUTION NO. 2024-15

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	\$ 907.00
AMP 2: Reed Manor	\$ 4,014.41
AMP 3: Shahan-Blackstone Apts.	\$ 52.00
Total	\$ 4,973.41

The attached Collection Losses Report reflects the delinquent amount of **\$4,973.41** and is hereby approved for fiscal year 2024 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 _____ Barber _____ 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 18, 2024.

Jacqueline Barber , President

Jackson Housing Commission
Collection Losses
September 2024

Property	Acct #	EOP	Amount
Chalet Terrace	T0000878	9/09/2024	907.00
Reed Manor	T0000606	9/10/2024	3780.41
Reed Manor	T0006316	9/16/2024	234.00
Shahan Blackstone	T0001495	9/01/2024	52.00

Jackson Housing Commission
Jackson, Michigan

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

RESOLUTION NO. 2024-16

WHEREAS, periodically the Public Housing Admissions and Continued Occupancy Policy (ACOP) must be revised to reflect current regulations and procedures;

WHEREAS, the Commission purchased and received Nan McKay and Associates ACOP updates;

THEREFORE BE IT RESOLVED THAT the ACOP updates are hereby approved as presented for implementation effective January 1, 2025.

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

AYES:

NAYS:

ABSTAIN:

ABSENT:

President Barber 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 held on December 18, 2024.

Jacqueline Barber
President

Jackson Housing Commission
Jackson, Michigan

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

RESOLUTION NO. 2024-17

WHEREAS, periodically the Jackson Housing Commission Leasing Plan must be revised to reflect current regulations and procedures;

WHEREAS, the Commission worked with HUD to complete the Leasing Plan updates;

THEREFORE BE IT RESOLVED THAT the JHC Leasing Plan is hereby approved as presented for implementation.

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

AYES:
NAYS:
ABSTAIN:
ABSENT:

President Barber 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 held on December 18, 2024.

Jacqueline Barber
President

Jackson Housing Commission
Jackson, Michigan

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

RESOLUTION NO. 2024-18

WHEREAS, periodically the Jackson Housing Commission Financial Procedures must be revised to reflect current regulations and procedures;

WHEREAS, the Commission worked with HUD to complete the Financial Procedures updates;

THEREFORE BE IT RESOLVED THAT the JHC Financial Procedures are hereby approved as presented for implementation.

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

AYES:
NAYS:
ABSTAIN:
ABSENT:

President Barber 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 held on December 18, 2024.

Jacqueline Barber
President

Leasing and HAP Utilization

CY 2024

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											63,362
January	240,234	234,779	97.7%	391	600.46	77.9%	502	0	2	5,455	68,819
February	239,180	237,771	99.4%	391	608.11	77.9%	502	0	3	1,409	70,231
March	241,059	241,174	100.0%	393	613.67	78.7%	502	1,794	3	(115)	71,913
April	243,488	243,181	99.9%	399	609.48	79.5%	502	299	5	307	72,524
May	243,488	257,049	105.6%	409	628.48	81.5%	502	299	2	(13,561)	-59,264
June	169,339	251,748	148.7%	412	611.04	82.1%	502	619	1	(82,409)	-22,525
July	272,495	270,103	99.1%	415	650.85	82.7%	502	1,345	1	2,392	-18,787
August	278,858	275,776	98.9%	419	658.18	83.5%	502	299	6	3,082	-15,400
September	287,364	276,102	96.1%	413	668.53	82.3%	502	627	6	11,262	-03,508
October	288,748	277,761	96.2%	408	680.79	81.3%	502	433	5	10,987	07,917
November	288,358	274,248	95.1%	404	678.83	80.5%	502	433	12	14,110	22,472
December			#DIV/0!		#DIV/0!						
	\$272,611	\$2,839,692	103.3%	4,454	\$637.13	80.7%	5,522	\$ 6,148	\$ 46	\$ (47,081)	\$22,472
	Total	Total	C/B	Total	C/E	E/H	Total	Total	Total	B - C	L-K+J+I



12/18/24 Board of Commissioners Meeting: Executive Director Report

- JHC 5-Year Plan **SUBMISSION** to HUD by 1/30/25 deadline; covering 2025-2030
 - JHC ACOP **COMPLETE**; first in 9 yrs! (HOTMA-compliant) (**Attached**) as **EXHIBIT A**
 - New ADMIN Plan **COMPLETE**
 - **STRATEGIC PLANNING**: 12/3 & 12/10/24 w/ Non-Profit Network
 - CY '25 **SUBMISSION** to HUD for 2025 Operational Funds **ACCEPTED**
 - JHC Audit Report attachment: First Audit with an **Opinion** for JHC in 4 years!
 - JHC now working on FY '24 Audit
 - JHC drafting procurement for FORENSIC Audit covering 2018-2023
 - HUD has advised JHC may be receiving a potential **17-point score**, exceeding the threshold for the 2019-2022 multi-year audit completed by Dooley & Vicars; though with many findings in 2020, 2021 and 2022 that JHC w/ HSF are resolving through the QAT process
 - Recovery Agreement request to closeout Area of Concern #3/3
 - **Capital Improvement 90-day Plan**: OBLIGATING **+\$378,000** in CF by 2/28/25 (**Attached**) as **EXHIBIT B**
 - **JHC Leasing Plan**: Building A at Reed Manor now offline: Heightens lease up%-goal to reach 96% occupancy by 4/1/25 Leasing Plan (**Attached**) as **EXHIBIT C**
 - **(Board Resolution approving Leasing Plan closes out 2 CCMR findings)**
 - Shortfall Application & Improvement Plan **ACCEPTED** by HUD: **+\$538,000**
-

JHC Financial Policies and Procedures Outline **COMPLETE**-complementing Employee Handbook + Finance Director position (**Attached**) as **EXHIBIT D**

- 75% of overdue re-examinations **COMPLETE** with HUD updating such progress in next Recovery Agreement letter, and plan to closeout remaining 21 in the coming month.
 - JHC ACOP 2024 Policy on re-examinations (**Attached**) as **EXHIBIT E**