

JACKSON HOUSING COMMISSION

REGULAR MEETING – January 20, 2016

Reed Manor Board Room

AGENDA

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Michelle Pultz- Orthaus, President
Michelle Woods, Vice-President
Patricia Davis-Dye, Commissioner
Gerald Montgomery, Commissioner
James Stark, Commissioner
4. Public Comments (limited to 3 minutes)
5. Approval of Regular Meeting Minutes: December 16, 2015
6. Approval of the Previously Paid Liabilities from November 11, 2015 thru December 10, 2015
7. RESOLUTIONS
Resolution No. 2016-01: Collection Losses Write Offs January 2016

DIRECTOR'S REPORTS

Section 8

Leasing and HAP Utilization Report

Public Housing

Tenant Accounts Receivable

Consolidated TARS

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

8. OTHER BUSINESS

9. ADJOURNMENT

NEXT REGULAR MEETING: **Reed Manor Board Room- February 17, 2016**

Jackson Housing Commission

Regular Meeting

December 16, 2015

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting December 16, 2015 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:00pm. Upon roll call the following commissioners were present: Michelle Pultz-Orthaus, Michelle Woods, and Patricia Davis-Dye. Upon roll call, the following commissioners were absent: Gerald Montgomery and James Stark. Commissioner Montgomery entered the meeting at 12:02pm.

Also present were:

Laurie Ingram, Executive Director
Shari Boyce, Section 8 Director
Tremachel Johnson, Comptroller
Chelsea Bryant, Executive Secretary

15-12-16-001 Public Comments

There were no members of the public present.

15-12-16-002 Approval of the Minutes of the Regular Meeting Held December 2, 2015

The minutes of the December 2, 2015 Regular Meeting Minutes were approved as written.

Commissioner Davis-Dye **MOVED** to approve the Regular Meeting Minutes of the meeting held December 2, 2015. Commissioner Woods **SECONDED** the motion, and upon voice vote the motion was adopted:

15-12-16-003 Approval of the Previously Paid Liabilities from November 11, 2015 thru December 10, 2015

A brief discussion occurred regarding payments made through the use of different accounts. Commissioner Pultz-Orthaus asked staff to investigate if payments have to be made through separate bank accounts. She would like to see a payment via one account and general ledger entries made to document payments. Ms. Johnson advised that HUD requires separate bank accounts for funds disbursed on behalf of Public Housing and Section 8.

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities from November 11, 2015 thru December 10, 2015. Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, P. Davis-Dye, G. Montgomery

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-16-004 Resolution No. 2015-39: Collection Losses Write Off December 16, 2015

There were no question asked regarding Collection Losses for December 16, 2015

Commissioner Woods **MOVED** to approve the Collection Losses October 2015

Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, P. Davis-Dye, G. Montgomery

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-16-005 Resolution No. 2015-40: Section 8 FMR January 2016

Mrs. Boyce provided an in-depth explanation of the adjustments made to the Fair Market Rates.

Commissioner Woods **MOVED** to approve the Fair Market Rents effective January 1, 2016.

Commissioner Davis-Dye **SECONDED** the motion and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, P. Davis-Dye, G. Montgomery

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-16-006 Resolution No. 2015-41: Contract Award-TDS Metrocom

Commissioner Woods **MOVED** to approve to authorize the Executive Director to award and execute a VOIP Phone Service contract with TDS Metrocom. Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, P. Davis-Dye, G. Montgomery

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-16-007 Resolution No. 2015-42: Agreement: Jackson Housing Commission and Reed Manor Residents Association also known as the Reed Manor Tenant Association

Commissioner Woods **MOVED** to approve and recognize a Memorandum of Understanding with the RM Resident Council also known as the RM Tenant Association. Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, P. Davis-Dye, G. Montgomery

NAYS: None

ABSTAIN: None
ABSENT: J. Stark

15-12-16-010 DIRECTOR'S REPORTS

Staff gave reports on the following categories:

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Per Ms. Bryant the dates that maintenance received and completed the turn of 322 Moorman Drive was not captured through the HDS program. Also, Mrs. Ingram stated that she identified areas needing improvements in regards to unit turns during weekly management meetings. Staff will work to turn units within 15 days.

Executive

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/Emergency Response Report

J. Utility Costs and Consumption

15-12-16-011 OTHER BUSINESS

JHC Staff/Employee Raises

Commissioner Davis-Dye commended all staff of the job done during the absence of an Executive Director and requested an update on employee raises. Commissioner Pultz-Orthaus advised that Mrs. Ingram and Mrs. Davis, Human Resources are consulting with other organizations for comparable salaries in the region.

Reed Manor Cameras

Mrs. Ingram advised that all cameras are currently working at Reed Manor and video footage would be reviewed on an as needed basis.

Commissioner Woods **MOVED** to adjourn. Commissioner Montgomery **SECONDED**. All members of the board were in favor of adjournment.

The Regular Meeting held December 16 2015 adjourned at 12:34pm.

Respectfully submitted,



Laurie Ingram
Executive Director

ATTESTED: 

Michelle Pultz-Orthaus, President

Date: 01/15/16
 Time: 16:14:04

Jackson Hous. Commission
 Register - Basic Listing
 Public Housing

From: 12/01/2015 To: 12/31/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060865	12/10/2015	MARY JONES	Payment	220.00	ACCOUNT# 4415-08 FINAL ACCOUNTING
060866	12/10/2015	Robert Hunsche	Payment	1,055.00	ACCOUNT# 3275-11 FINAL ACCOUNTING
060867	12/10/2015	TRUNG MAC	Payment	3.00	ACCOUNT# 3346-07 FINAL ACCOUNTING
060868	12/10/2015	Cleo Walker	Payment	18.00	ACCOUNT# 2216-07 FINAL ACCOUNTING
060869	12/10/2015	Acuity	Payment	781.22	X65676-4 07.30.15 TO 07.30.16 FIFTH INSTALLMENT
060870	12/10/2015	AFLAC	Payment	30.36	VX312 INV# 714918 NOVEMBER 2015
060871	12/10/2015	AMBS CALL CENTER	Payment	413.19	ACCT# 1909 INV# 151110278 SERV PERIOD 12.01.15 - 12.31.15 USAGE PERIOD 10.31.15 - 11.29.15
060872	12/10/2015	American Office Solutions	Payment	51.99	ACCT# J1087 INV# IN63605 5,151 * \$0.009800
060873	12/10/2015	Computer Ties LLC	Payment	600.00	SALES RECEIPT #26413 NOVEMBER 2015 IT SERVICE
060874	12/10/2015	CONSUMERS ENERGY	Payment	23,078.47	21 ACCOUNTS ELECTRIC AND GAS BILLS
060875	12/10/2015	Housing Insurance Services, Inc.	Payment	522.00	CUSTOMER ID# 385 INV# HP00069364 ALT - FIDELITY
060876	12/10/2015	Jackson Transportation Authority	Payment	191.08	INV# 0026320-IN OCTOBER 2015 FUEL CHARGES
060877	12/10/2015	Jackson Housing Commission	Payment	24,748.02	MANAGEMENT FEES NOVEMBER 2015
060878	12/10/2015	JACKSON WATER COLLECTION	Payment	18,999.37	87 ACCOUNTS WATER AND SEWER BILLS NOVEMBER 2015
060879	12/10/2015	LJ TRUMBLE BUILDERS LLC	Payment	48,735.00	PYMT#2 FINAL 316 BARBERRY RESTORATION PYMT#1 FINAL 1713 S. MILWAUKEE
060880	12/10/2015	OSBORNE PROCESS SERVICE	Payment	634.49	8 INVOICES #OBP-2015001745 \$0.00 OBP-2015001742 \$29.28 OBP-2015001726 \$29.10 OBP-2015001721 \$164 OBP-2015001769 \$28 OBP-2015001725 \$30.31 OBP-2015001744 \$0.00 OBP-2015001692 \$353.80
060881	12/10/2015	PITNEY BOWES GLOBAL FINANCIAL SERVICES...	Payment	178.80	LEASE ACCT# 434602

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 12/01/2015 To: 12/31/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060882	12/10/2015	PURCHASE POWER	Payment	13.70	INV# 4344602-NV15 ACCT# 8000-9000-0062-0884 16547366 POSTAGE SUPPLIES
060883	12/10/2015	PLIC - SBD Grand Island	Payment	79.65	ACCT# 1044559-10001 12.01.15-12.31.15
060884	12/10/2015	Rose Pest Solutions	Payment	5,907.00	CLIENT# 70001132 INV# 93375C
060885	12/10/2015	The SBAM Plan	Payment	13,334.14	CID: 281224 12.01.15-12.31.15 EMPLOYEE HLTH INSURANCE
060886	12/10/2015	SPRINT	Payment	1,240.37	ACCT# 128763256 INV3 128763256-015
060887	12/10/2015	TDS Metrocom	Payment	1,413.13	4 ACCOUNTS 517 780 0181 \$26.18 517 780 0620 \$78.54 517 787 1188 \$989.70 517 787 0168 \$318.71
060888	12/10/2015	TransUnion Rental Screening	Payment	354.15	CUST# 4408R0064047 INV3 10532794
060889	12/10/2015	White & Hotchkiss, PLLC	Payment	450.00	FILE# 1919 INV# 71513 LANDLORD/TENANT
060890	12/10/2015	A-1 LOCK SHOP	Payment	240.17	2 INVOICES #3526 \$167.17 #3515 \$73.00
060891	12/10/2015	ACE ROOFING	Payment	275.00	I BLDG H BLDG
060892	12/10/2015	APCO SUPPLY	Payment	130.20	ACCT# 178131 INV# 1236130-00
060893	12/10/2015	Aspen One Hour Heating & Air Conditioning	Payment	3,495.00	ACCT# 151323 INV# 354585 PURCHASE AND INSTALL NEW COMPLETE HVAC SYSTEM AMANA ACSS920603BN FURNACE SERIAL #1411087006 WITH 1 OH401 THERMOSTAT
060894	12/10/2015	CARLETON EQUIPMENT	Payment	429.41	CUSTOMER# 659452 DOC/INVOICE# 06-213146
060895	12/10/2015	DBI BUSINESS INTERIORS	Payment	505.06	CUSTOMER# 224241 INV# 03IZ5933 \$54.99 #03IZ0101 \$399.21 #03IZ5932 \$50.86
060896	12/10/2015	HAMMOND HARDWARE	Payment	489.37	CUSTOMER# 33515 #B315483 \$305.98 #B312521 \$34.16 #B311475 \$41.16 #C174306 \$69.98 #B312363 \$15.72 #B316917 \$22.37
060897	12/10/2015	HD Supply Facilities Maintenance	Payment	668.17	CUST# 461000 INV# 9141972857

Date: 01/16/16
 Time: 16:14:04

Jackson Hous. Commission
 Register - Basic Listing
 Public Housing
 From: 12/01/2015 To: 12/31/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060898	12/10/2015	JACKSON GLASS WORKS INC	Payment	47.13	CUST# JHOU INV# 390476
060899	12/10/2015	Keepin It Clean	Payment	105.00	2 INVOICES 11.18.15 \$55 A-4 CARPET C LEANED 10.23.15 \$50 1240 LAUREL LN CARPET CLEANED
060900	12/10/2015	LEUTZ CABINETS	Payment	135.00	CUST# JAXH INV# 52286
060901	12/10/2015	LIBERTY ENVIRONMENTALISTS, INC.	Payment	183.00	CUST# JACKHOUSIN INV# 10480 ORDER# 150695 \$22.50 INV# 10563 ORDER# 150977 \$52.50 INV# 10563 ORDER# 150991 \$108
060902	12/10/2015	MENARDS - JACKSON	Payment	593.89	ACCT# 31610470 INV# 37895 \$379 INV# 36460 \$214.89
060903	12/10/2015	Midwest Air Filter, Inc.	Payment	276.28	DOCUMENT# 00760709 INV# L0551113
060904	12/10/2015	Modernistic	Payment	160.00	2 INVOICES INV# 115821 \$105 INV# 117132 \$55
060905	12/10/2015	OTIS ELEVATOR COMPANY	Payment	505.58	CUSTOMER# 299178 INV# CVJ085105115
060906	12/10/2015	PDQ SUPPLY, INC.	Payment	75.45	CUST# 118660 INV# SI-220647
060907	12/10/2015	Rooney's Sewer Service	Payment	480.00	3 INVOICES #2650 \$90 #2575 \$300 #2574 \$90
060908	12/10/2015	THE SHERWIN -WILLIAMS CO.	Payment	604.40	ACCT# 5281-3816-6 INV# 0238-3 \$302.20 #0508-9 \$302.20
060909	12/10/2015	TALX THE WORK NUMBER	Payment	41.10	CUST# 8805983 INV# 1963166
060910	12/10/2015	TOMMARK, INC.	Payment	107.78	CUST# 100596 INV# 812527692 \$93.30 INV# 812529456 \$14.48
060911	12/10/2015	Trail Supply LLC	Payment	267.16	INV# 28490 CLEANING SUPPLIES VACANT UNITS
060912	12/10/2015	WILMAR INDUSTRIES	Payment	436.53	ACCT# 70585 INV# 352461677 \$272.35 #350973228 \$164.18
060913	12/11/2015	Consumer Energy	Payment	2,192.00	Utility Reimbursement
060914	12/17/2015	A-1 LOCK SHOP	Payment	135.50	2 INVOICES #3541 \$73 #3540 \$62.50
060915	12/17/2015	AccuShred, LLC	Payment	128.33	INVOICE# 31066

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 12/01/2015 To: 12/31/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060916	12/17/2015	Aspen One Hour Heating & Air Conditioning	Payment	571.00	TKT# 49595 TKT# 49596 TKT# 49598 ACCOUNT# 151323 & 157356 INV# 354697 \$274 INV# 354995 \$297
060917	12/17/2015	Blue Sea L.L.C.	Payment	54.00	INVOICE# 2256 JAN - MARCH 2016 HOSTING FEE
060918	12/17/2015	CARLETON EQUIPMENT	Payment	192.22	CUSTOMER ID# 659452 DOC/INVOICE# 06-216303
060919	12/17/2015	City Of Jackson - Finance Department	Payment	12,906.63	EE & ER EARNINGS & CONTRIBUTIO NOVEMBER 2015 11.23.2015 - 12.08.2015
060920	12/17/2015	COLLINS BROTHERS	Payment	263.75	2 INVOICES #50060 \$90.35 #50070 \$173.40
060921	12/17/2015	CONSUMERS ENERGY	Payment	18,172.26	14 ACCOUNTS SEE ATTACHMENTS
060922	12/17/2015	DELISLE ASSOCIATES LTD	Payment	1,265.00	INVOICE# 37609 PRE/POST DECONTAMINATION ASSESSMENT FOR METHAMPHETAMINE
060923	12/17/2015	HAMMOND HARDWARE	Payment	21.96	CUSTOMER# 33515 INV# B317672 \$9.89 INV# B317450 \$12.07
060924	12/17/2015	HD Supply Facilities Maintenance	Payment	1,215.80	CUSTOMER# 461000 INV# 9142373767 \$750.39 INV# 9142320476 \$183.79 INV# CREDIT MEMO 9142282143 (15.96) INV# 9142314538 \$297.58
060925	12/17/2015	JACKSON GLASS WORKS INC	Payment	373.22	CUSOMER# JHOU INV# 391399 \$87.22 INV# 391142 \$286
060926	12/17/2015	JACKSON KEY WORKS	Payment	321.21	CUSTOMER# 8580 INV# 37941
060927	12/17/2015	Keepin It Clean	Payment	175.00	2 INVOICES 12.10.15 A-17 \$65, H-13 \$55 12.07.15 G-1 \$55
060928	12/17/2015	M.C. Smith Associates and Arcitrectural Group	Payment	7,327.61	5 INVOICES #6 \$1,495 #1 \$1,100 #3 \$2,680 #4 \$553 #9 \$1,499.61
060929	12/17/2015	MENARDS - JACKSON	Payment	1,611.54	ACCOUNT# 31610470 INV#37894 \$179.98 INV# 38017 \$204.82 INV# 38453 \$179.98

Jackson Hous. Commission
Register - Basic Listing
Public Housing

From: 12/01/2015 To: 12/31/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060930	12/17/2015	MODERN WASTE SYSTEMS	Payment	7,936.34	INV# 38694 \$540.01 INV# 38314 \$347.84 INV# 38677 \$71.96 INV# 37671 \$974.95 INV# 37775 (\$888.00) ACCOUNT# 23056 INV# 50352 TRASH SERVICE 12.1 - 12.31.2015
060931	12/17/2015	OTIS ELEVATOR COMPANY	Payment	505.58	CUSTOMER# 299178 CVJ08105 115 12.08.2015
060932	12/17/2015	PDQ SUPPLY, INC.	Payment	435.02	CUST ACCT# 118660 INV# SI-221762 \$265.14 INV# SI-221972 \$169.88
060933	12/17/2015	Rooney's Sewer Service	Payment	450.00	4 INVOICES INV# 2678 \$90 INV# 2650 \$90 INV# 2664 \$180 INV# 2675 \$90
060934	12/17/2015	Rose Pest Solutions	Payment	3,151.00	CLIENT# 70001132 INV# 94547C
060935	12/17/2015	The SBAM Plan	Payment	14,220.77	CID: 281224 12.01.2015 - 01.01.2016 -\$508.97 01.01.2016 - 02.01.2016 \$27939.14
060936	12/17/2015	TALX THE WORK NUMBER	Payment	58.55	CUSTOMER# 8805983 INV# 1984225
060937	12/17/2015	Trail Supply LLC	Payment	758.50	INVOICE# 28645 VACANT UNIT TURN SUPPLIES
060938	12/17/2015	TransUnion Rental Screening	Payment	266.25	CUSTOMER ID# 4408R0064047 INV# 11632886
060939	12/17/2015	WILMAR INDUSTRIES	Payment	953.41	ACCOUNT# 70585 INV# 353590987 \$318.66 INV# 352237739 \$634.75
060940	12/18/2015	FIRST CONTRACTING, INC.	Payment	15,529.50	2013/2014 CFP CHALET TERRACE REROOFING PROJECT (5 BUILDINGS) PROJECT (A-1092) FINAL PAYMENT
060941	12/28/2015	ETNA Supply	Payment	6,072.75	CUSTOMER# 22603 INV# S101543945.001 \$386.89 CPF15 INV# S101649150.001 \$463.99 CPF15 INV# S101612648.001 \$386.89 CPF15 INV# S101593557.001 \$812.76 CPF15 INV# S101562471.001 \$386.89 CPF15 INV# S101652563.001 \$425.88 CPF15 INV# S101567568.001 \$386.89 CPF15 INV# S101573632.001 \$386.89 CPF15 INV# S101587960.001 \$386.89 CPF15 INV# S101653446.001 \$386.89 CPF15 INV# S101650461.001 \$386.89 CPF15 INV# S101649172.001 \$425.00 CPF15

Jackson Housing Commission
Register - Basic Listing
 Public Housing
 From: 12/01/2015 To: 12/31/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060942	12/28/2015	Brooklyn Plumbing, Heating & A/C, Inc	Payment	2,365.49	INV# S101631638.001 \$850.00 CPF15 6 INVOICES INV# 641765 \$416.77 CPF15 INV# 643494 \$550.90 CPF15 INV# 642868 \$326.99 CPF15 INV# 642564 \$403.51 CPF15 INV# 643468 \$335.65 CPF15 INV3 642353 \$331.67 CPF15
060943	12/28/2015	Aspen One Hour Heating & Air Conditioning	Payment	3,175.00	ACCOUNT# 151323 INV# 352507 \$300 CPF15 INV# 353692 \$300 CPF15 INV# 352621 \$400 CPF15 INV# 353808 \$300 CPF15 INV# 354881 \$425 CPF15 INV# 354836 \$425 CPF15 INV# 354707 \$300 CPF15 INV# 354368 \$300 CPF15 INV# 354369 \$425 CPF15

Total: (256,108.00)

Date: 01/16/16
Time: 16:15:14

Jackson Hous... Commission
Register - Basic Listing
General COCC Account
From: 12/01/2015 To: 12/31/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002406	12/10/2015	Acuity	Payment	468.73	X65676-4 07.30.15 - 07.30.16 FIFTH INSTALLMENT
002407	12/10/2015	AFLAC	Payment	47.88	VX312 INV# 714918 NOVEMBER 2015
002408	12/10/2015	Computer Ties LLC	Payment	200.00	SALES RECEIPT# 26413 NOVEMBER 2015 IT SERVICE
002409	12/10/2015	Jackson Transportation Authority	Payment	39.45	INV# 0026320-IN OCTOBER 2015 FUEL CHARGES
002410	12/10/2015	PITNEY BOWES GLOBAL FINANCIAL SERVICES...	Payment	107.28	LEASE ACCT# 4344602 INV# 4344602-NV15
002411	12/10/2015	PURCHASE POWER	Payment	8.22	ACCT# 8000-9000-0062-0884 16547366 POSTAGE SUPPLIES
002412	12/10/2015	PLIC - SBD Grand Island	Payment	26.55	ACCT# 1044559-10001 12.1.15-12.31.15
002413	12/10/2015	The SBAM Plan	Payment	8,491.75	CID:281224 12.01.15-12.31.15 EMPLOYEE HLTH INSURANCE
002414	12/10/2015	SPRINT	Payment	175.88	ACCT# 128763256 INV# 128763256-015
002415	12/10/2015	COMCAST	Payment	963.87	SEE ATTACHMENTS HIGH SPEED INTERNET, DIGITAL VOICE, CABLE 01721 425384-01-4 \$122.42 01721 422342-01-5 \$224.59 01721 346503-01-6 \$187.89 01721 422344-01-1 \$79.04 01721 413438-01-3 \$150.44 01721 270409-02-9 \$199.49
002416	12/11/2015	Emerge Accounting	Payment	5,250.00	DECEMBER 01, 2015 NOVEMBER 2015 FINANCIALS ANNUAL HUD SUBSIDY
002417	12/11/2015	HOUSING DATA SYSTEMS, INC.	Payment	240.00	CLIENT# 6183 INV# 219668 MTCS TRANSMITTAL SERVICE 10.1.2015 - 142.31.2015 MI038
002418	12/11/2015	HireRight, Inc.	Payment	55.05	CUSTOMER# G1813093 INV# G10813093
002419	12/11/2015	TDS Metrocom	Payment	52.01	517 787 9241 TELEPHONE SERVICE
002420	12/16/2015	Deborah Davis	Payment	707.00	EMPLOYEE RECOGNITION GIFTS TARGET GIFT CARDS (25@\$25) GOODRICH JACKSON 10 (5@\$5) PANERA BREAD (5@\$5) SUBWAY (3@\$5) (1@\$10) 1 BOX OF HOLIDAY CARDS
002421	12/17/2015	AccuShred, LLC	Payment	18.34	INVOICE# 31066 PAPER SHRED SERVICES

Jackson Housing Commission
 Register - Basic Listing
 General COCC Account
 From: 12/01/2015 To: 12/31/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002422	12/17/2015	Blue Sea L.L.C.	Payment	18.00	INVOICE# 2256 JAN - MARCH 2016 HOSTING FEE
002423	12/17/2015	City Of Jackson - Finance Department	Payment	4,385.87	EE & ER EARNINGS & CONTRIBUTIO NOVEMBER 2015 11.23.2015 - 12.06.2015
002424	12/17/2015	The SBAM Plan	Payment	11,169.85	CID:281224 01.01.2016 - 02.01.2016 12.01.2015 - 01.01.2016
002425	12/17/2015	TransUnion Rental Screening	Payment	17.85	CUSTOMER ID: 4408R0064047 INVOICE# 11532886
002426	12/17/2015	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	232.00	INVOICE# 162472 11.30.2015
002427	12/17/2015	COMCAST	Payment	456.62	3 ACCOUNTS 01721 422344-01-1 \$88.54 01721 413438-01-3 \$159.94 01721 276409-02-9 \$208.14
002428	12/17/2015	Pentiuk, Couvreur & Kobijjak, P.C	Payment	456.00	ACCOUNT# 114310.001 INV# 24241 \$420 INV# 23926 \$36
002429	12/17/2015	MICHIGAN NONPROFIT ASSOCIATION	Payment	130.00	INV# 121515-6505 MNA COMPENSATION & BENEFITS REPORT

Total: (33,718.20)

Jackson Housing Commission
Register - Basic Listing
Section 8 Housing Voucher Prog
From: 12/01/2015 To: 12/31/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054252	12/10/2015	Acuity	Payment	312.48	X65676-4 07.30.15 - 07.30.16 FIFTH INSTALLMENT
054253	12/10/2015	AFLAC	Payment	208.38	VX312 INV# 714918 NOVEMBER 2015
054254	12/10/2015	Computer Ties LLC	Payment	200.00	SALES RECEIPT# 26413 NOVEMBER 2015 IT SERVICE
054255	12/10/2015	PITNEY BOWES GLOBAL FINANCIAL SERVICES...	Payment	71.52	LEASE ACCT# 4344602 INV# 434602-NV15
054256	12/10/2015	PURCHASE POWER	Payment	5.47	ACCT# 8000-9000-0062-0884 16547366 POSTAGE SUPPLIES
054257	12/10/2015	PLIC - SBD Grand Island	Payment	15.93	ACCT# 1044559-10001 12.01.15-12.31.15
054258	12/10/2015	The SBAM Plan	Payment	2,054.47	CID: 281224 12.01.15-12.31.15 EMPLOYEE HLTH INSURANCE
054259	12/10/2015	TransUnion Rental Screening	Payment	230.95	CUST3 4408R0064047 INV# 10532794
054260	12/10/2015	TALX THE WORK NUMBER	Payment	58.55	CUST# 8805983 INV# 1963166
054261	12/10/2015	Jackson Housing Commission	Payment	25,718.00	MANAGEMENT FEES SEPTEMBER & OCTOBER 2015
054262	12/10/2015	TDS Metrocom	Payment	76.21	517 787 6326 TELEPHONE SERVICES
054263	12/17/2015	AccuShred, LLC	Payment	18.33	INVOICE# 31066 PAPER SHRED SERVICES
054264	12/17/2015	Blue Sea L.L.C.	Payment	18.00	INV# 2256 JAN - MARCH 2016 HOSTING FEE
054265	12/17/2015	City Of Jackson - Finance Department	Payment	2,433.54	EE & ER EARNINGS & CONTRIBUTIO NOVEMBER 2015
054266	12/17/2015	The SBAM Plan	Payment	2,065.70	11.23.2015 - 12.06.2015 CID: 281224 0101.2016 - 02.01.2016 12.01.2015 - 01.01.2016
054267	12/17/2015	TALX THE WORK NUMBER	Payment	44.85	CUSTOMER# 8805983 INV# 1984225
054268	12/17/2015	TransUnion Rental Screening	Payment	113.25	CUSTOMER ID: 4408R0064047 INV# 11532866
054269	12/17/2015	The Nelrod Company	Payment	1,649.00	INVOICE# ZR1529-2015 EZ REASONABLE RENT DETERMINATION

Total: (35,294.63)

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2016-01

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

AMP 1: Chalet Terrace	\$ 974.10
AMP 2: Reed Manor	\$3,438.10
AMP 3: Shahan-Blackstone Apts.	<u>\$ 16.05</u>
Total	\$4,428.25

The attached Collection Losses Report reflects the delinquent amount of **\$4,428.25** and is hereby approved for fiscal year 2015 write-off.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as read.

Commissioner _____ **SECONDED** the motion, and, roll call vote 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 January 20, 2016.

Michele Pultz-Orthaus
President

Collection Losses Report

Three months or greater

January 11, 2016

Board Resolution 2016-01

Property	Reference Number	EOP Date	Amount
Chalet Terrace	001-7628-05	9/30/15	\$974.10
Reed Manor	002-3266-06	9/23/15	\$125.10
Reed Manor	002-3299-12	9/10/15	\$192.00
Reed Manor	002-3343-05	9/22/15	\$77.10
Reed Manor	002-4384-03	9/28/15	\$1,238.10
Reed Manor	002-4459-08	9/28/15	\$291.60
Reed Manor	002-4464-04	9/28/15	\$185.10
Reed Manor	002-4475-08	9/23/15	\$389.00
Reed Manor	002-4488-09	9/23/15	\$940.10
Shahan Blackstone North	003-5518-11	9/01/15	\$16.05

Property	Amount
Chalet Terrace	\$974.10
Reed Manor	\$3,438.10
Shahan Blackstone North	\$16.05
Total Write Off	\$4,428.25

Note: Accounts are written off at the end of the month and after three months of delinquency.

Leasing and HAP Utilization

Cy 15

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											
January	212,043	217,539	102.6%	451	482.35	95.0%	475	611	2	(5,496)	-04,883
February	215,639	214,095	99.3%	454	471.58	95.6%	475	577	2	1,544	-02,760
March	215,639	209,054	97.0%	448	466.64	94.4%	475	637	3	6,585	04,465
April	218,507	201,269	92.2%	442	455.36	93.1%	475	2,542	3	17,238	24,248
May	216,236	199,607	92.3%	440	453.65	92.7%	475	994	4	16,629	41,875
June	216,619	198,029	91.5%	438	452.12	92.3%	475	1,060	4	18,590	61,529
July	197,133	197,285	100.1%	440	448.38	92.7%	475	723	4	(152)	62,104
August	201,269	198,538	98.7%	435	456.41	91.6%	475	1,039	4	2,731	65,878
September	201,269	194,627	96.7%	430	452.62	90.6%	475	692	4	6,642	73,216
October	201,565	188,698	93.7%	429	439.86	90.4%	475	1,314	5	12,867	87,402
November	152,542	192,898	126.5%	435	443.44	91.6%	475	1,237	4	(40,356)	48,287
December	198,839	193,491	97.4%	435	444.81	91.6%	475	879	4	5,348	54,518
	2,447,300	2,405,130	99.0%	5277	455.61	92.6%	5700	12,305	43	42,170	

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - December 2015
 Project: 001 - Chalet Terrace

A. Basic Identification Data

3. Total Units Available: 128 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 12/31/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 117 2. Total Charges: 29,618.05 3. Dwelling Rental: 27,171.60 4. Retroactive Rent: 0.00 5. Excess Utility: 364.15 6. Additional Charges: 2,082.30

C. Receivables

Tenants in Possession (TIP)

	No. of Accounts Delinquent	Accounts Receivable			Additional Charges	Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility		
One Month or Less Delinquent	8	587.78	0.00	0.00	383.25	971.03
Over One Month Delinquent	62	10,240.00	0.00	1,407.35	11,416.30	23,063.65
Total for TIP	70					24,034.68
Vacated TAR	17					7,005.80
Total	87					31,040.48

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	26	6,325.60
Under Formal Repayment Agreement with Payments Up-to-Date	26	6,325.60
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	44	17,709.08

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 12/31/2015	Prior FY (one year to date) 12/31/2014	Previous FY (two years to date) 12/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	60	60	56
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	60	55	35

F. Collection Losses

1. Amount Charged to Loss this Period 0.00
 2. Amount Charged to Loss this Year to Date 7,990.96

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - December 2015
Project: 002 - Reed Manor

A. Basic Identification Data

3. Total Units Available: 292 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 12/31/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 289 2. Total Charges: 55,937.99 3. Dwelling Rental: 54,425.99 4. Retroactive Rent: 88.00 5. Excess Utility: -53.00 6. Additional Charges: 1,527.00

C. Receivables

Tenants in Possession (TIP)

	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	11	778.00	0.00	0.00	588.66	1,366.66
Over One Month Delinquent	82	6,451.85	4,439.37	60.50	9,256.53	20,208.25
Total for TIP	93					21,574.91
Vacated TAR	37					14,195.53
Total	130					35,770.44

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	41	6,488.02
Under Formal Repayment Agreement with Payments Up-to-Date	41	6,488.02
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	52	15,086.89

E. Percentage Analysis

Tenants In Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 12/31/2015	Prior FY (one year to date) 12/31/2014	Previous FY (two years to date) 12/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	32	30	25
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	27	25	9

F. Collection Losses

1. Amount Charged to Loss this Period	0.00
2. Amount Charged to Loss this Year to Date	12,098.45

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)

Public Housing - December 2015

Project: 003 - Shahan-Blackstone

A. Basic Identification Data3. Total Units Available: 1205. Fiscal Year Beginning: 04/01/20156. Report Period Ending Date: 12/31/2015**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 116

2. Total Charges: 12,496.30

3. Dwelling Rental: 11,402.00

4. Retroactive Rent: 94.00

5. Excess Utility: 0.00

6. Additional Charges: 1,000.30

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	3	212.00	0.00	0.00	37.50	249.50
Over One Month Delinquent	41	5,796.70	2,132.10	410.35	6,516.13	14,855.28
Total for TIP	44					15,104.78
Vacated TAR	7					4,721.30
Total	51					19,826.08

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	9	2,713.54
Under Formal Repayment Agreement with Payments Up-to-Date	9	2,713.54
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	35	12,391.24

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 12/31/2015	Prior FY (one year to date) 12/31/2014	Previous FY (two years to date) 12/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	38	38	35
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	99	67	29

F. Collection Losses

1. Amount Charged to Loss this Period	0.00
2. Amount Charged to Loss this Year to Date	539.95

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - December 2015
Project: ALL - Summary

A. Basic Identification Data

3. Total Units Available: 540 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 12/31/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 522 2. Total Charges: 98,102.34 3. Dwelling Rental: 92,999.59 4. Retroactive Rent: 182.00 5. Excess Utility: 311.15 6. Additional Charges: 4,609.60

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	22	1,577.78	0.00	0.00	1,009.41	2,587.19
Over One Month Delinquent	185	22,488.55	6,571.47	1,878.20	27,188.96	58,127.18
Total for TIP	207					60,714.37
Vacated TAR	61					25,922.63
Total	268					86,637.00

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	76	15,527.16
Under Formal Repayment Agreement with Payments Up-to-Date	76	15,527.16
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	131	45,187.21

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 12/31/2015	Prior FY (one year to date) 12/31/2014	Previous FY (two years to date) 12/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	40	38	35
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	46	39	19

F. Collection Losses

1. Amount Charged to Loss this Period 0.00
2. Amount Charged to Loss this Year to Date 20,629.36

Jackson Housing Commission Consolidated TARS Report

December 2015

AMP	Total Rents	Rents Collected	% of Rents Collected	Vacant Units	% of Units Vacant	Notices to Vacate	14 Day Notices	Court Filings
Chalet Terrace	128	102	80%	14	11%	0	26	10
Reed Manor	292	272	93%	12	4%	0	15	8
Shahan Blackstone	120	110	92%	5	4%	0	10	5

**Jackson Housing Commission
Move-Outs Report
December 2015**

AMP	Account Number	Move-Out	Reason
Chalet Terrace	001-1163-06	12-01-15	Thirty day notice
Chalet Terrace	001-1135-08	11-24-15	Thirty day notice
Chalet Terrace	001-1189-07	12-15-15	Abandoned
Reed Manor	002-4474-07	11-24-15	Marriage
Reed Manor	002-4382-05	12-02-15	Deceased
Reed Manor	002-3298-10	11-24-15	Did not feel safe
Reed Manor	002-3238-08	11-30-15	Deceased
Reed Manor	002-3361-12	11-30-15	Nursing home
Reed Manor	002-3359-05	11-30-15	Moved with family
Reed Manor	002-3326-04	11-30-15	Nursing home
Reed Manor	002-3265-10	11-30-15	Moving with family
Reed Manor	002-3274-16	11-30-2015	Moving with family
Reed Manor	002-3228-07	12-14-15	Moving
Reed Manor	002-4465-15	12-18-15	Need larger unit
Shahan Blackstone North	003-6596-10	11-24-15	Section 8 approved
Shahan Blackstone North	003-7608-09	12-03-05	Not satisfied with unit

*Please note: November moves not reported in the previous month's report, are listed in December's report.

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time
Public Housing
for Units Re-Occupied between: 12/01/2015 and 12/31/2015

rj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
01-7628	2017 Pringle		09/30/2015	09/30/2015	0	12/14/2015	75	12/15/2015	0	75	0	0	0	0
01-1114	1225 Laurel Lane		10/06/2015	10/06/2015	0	12/03/2015	57	12/03/2015	0	57	0	0	0	0
01-7606	914 N Blackstone		10/19/2015	10/23/2015	3	12/11/2015	50	12/17/2015	5	58	0	0	0	0
02-4474	315 Steward Avenue	I-61	11/24/2015	11/25/2015	0	12/01/2015	6	12/01/2015	0	6	0	0	0	0
02-3298	301 Steward Ave	E-25	11/24/2015	11/25/2015	0	12/04/2015	10	12/07/2015	2	12	0	0	0	0
02-2217	428 Wildwood Ave	A-17	11/26/2015	11/26/2015	0	12/11/2015	15	12/14/2015	2	17	0	0	0	0
02-3265	301 Steward Ave	D-18	11/30/2015	11/10/2015	0	11/20/2015	-10	12/01/2015	10	0	-10	0	0	0
02-3238	301 Steward Ave	B-15	11/30/2015	12/01/2015	0	12/15/2015	0	12/01/2015	0	0	0	0	0	0
02-3361	301 Steward Avenue	G-36	11/30/2015	12/01/2015	0	12/07/2015	7	12/08/2015	0	7	0	0	0	0
02-3326	301 Steward Avenue	G-1	11/30/2015	12/01/2015	0	12/10/2015	9	12/10/2015	0	9	0	0	0	0
02-3274	301 Steward Ave	E-1	11/30/2015	11/30/2015	0	12/04/2015	4	12/11/2015	6	10	0	0	0	0
02-3359	301 Steward Avenue	G-34	11/30/2015	12/01/2015	0	10/16/2015	-45	12/18/2015	62	17	-45	0	0	0
02-4382	207 Steward Avenue	H-13	12/02/2015	12/03/2015	0	12/10/2015	8	12/11/2015	0	8	0	0	0	0
02-3322	301 Steward Ave	F-23	12/09/2015	12/16/2015	6	12/18/2015	3	12/22/2015	3	12	0	0	0	0
02-4465	315 Steward Avenue	I-52	12/10/2015	12/11/2015	0	12/17/2015	7	12/18/2015	0	7	0	0	0	0
02-4478	315 Steward Avenue	I-65	12/13/2015	12/16/2015	2	12/21/2015	5	12/21/2015	0	7	0	0	0	0
Total Units:									11	302	-55	0	0	0

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time
Public Housing
for Units Re-Occupied between: 12/01/2015 and 12/31/2015

<u>Element # - Description</u>	
V12400 - Total number of turnaround days:	302
V12500 - Total number of vacancy days exempted for Capital Funds:	-55
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	16
V12800 - Average number of days units were in down time:	0.69
V12900 - Average number of days units were in make-ready:	16.00
V13000 - Average number of days units were in lease-up:	5.63
V13100 - Average unit turnaround days:	22.32



EMERGE
CERTIFIED
PUBLIC
ACCOUNTANTS™

519-B Johnson Ferry Road

Suite 300

Marietta, GA 30068

Phone: 678.733.2299

Fax: 888.552.7528

Jackson Housing Authority

Executive Director: Laurie Ingram

Monthly Financial Reports

301 Steward Avenue
Jackson, MI 49201

Date: 1/14/15

Below is a list of the work submitted to the Jackson Housing Authority:

Manager	Accountant	
SB	[Signature]	Income Statements
SB	[Signature]	Balance Sheets
SB	[Signature]	Bank Reconciliations
SB	[Signature]	Ratios
SB	[Signature]	Variance Analysis



EMERGE
CERTIFIED
PUBLIC
ACCOUNTANTS™

**Jackson Housing Authority
Ratios
For Period Ended 12/31/2015**

Quick Ratio:

		<u>Ratios</u>	<u>Score</u>	<u>Max Score</u>	<u>Percentage</u>
CT	$\frac{\$ 444,521}{\$ 73,931} =$	6.01	12.00	12.00	100%
RM	$\frac{\$ 598,156}{\$ 99,482} =$	6.01	12.00	12.00	100%
SB	$\frac{\$ 82,337}{\$ 13,694} =$	6.01	12.00	12.00	100%

MENAR:

CT	$\frac{\$ 370,591}{\$ 58,717} =$	6.31	11.00	11.00	100%
RM	$\frac{\$ 498,673}{\$ 89,224} =$	5.59	11.00	11.00	100%
SB	$\frac{\$ 68,643}{\$ 42,480} =$	1.62	7.50	11.00	68%

Debt Service Coverage Ratio:

CT	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%
RM	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%
SB	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%

CT Total Score	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
RM Total Score	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
SB Total Score	<u>21.50</u>	<u>25.00</u>	<u>86%</u>
Average Weighted Score	<u>23.83</u>	<u>25.00</u>	<u>95%</u>

Jackson Housing Commission

Chalet Terrace

Income Statement

Month Ending December 31, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	23,303	20,770	2,533	214,810	186,932	27,878
Interest Income	23	-	23	202	-	202
Operating Subsidy	139,568	40,826	98,743	468,974	367,431	101,542
Other Income	880	167	713	75,802	1,500	74,302
Operating Income	163,773	61,763	102,011	759,788	555,863	203,924
Operating Expense						
Administrative Expense						
Administrative Salaries	4,082	3,584	(498)	37,823	32,252	(5,571)
Employee Benefits- Admin	1,821	1,209	(613)	19,416	10,879	(8,537)
Administrative Expense	1,488	792	(696)	22,154	7,125	(15,029)
Audit Fees	-	188	188	-	1,688	1,688
Legal Expense	523	250	(273)	3,884	2,250	(1,634)
Management Fees	5,547	4,750	(797)	58,694	42,750	(15,944)
Office Supplies	115	417	301	5,272	3,750	(1,522)
Postage	-	100	100	419	900	481
Retirees Health Insurance	-	2,917	2,917	15,212	26,250	11,038
Staff Training	32	167	135	2,196	1,500	(696)
Telecommunications	1,404	833	(571)	8,408	7,500	(908)
Total Administrative Expense	15,012	15,205	192	173,476	136,843	(36,633)
Maintenance Expense						
Maintenance Salaries	8,570	10,865	2,295	96,331	97,787	1,456
Employee Benefits - Maintenance	3,511	3,997	486	25,883	35,970	10,087
Maintenance Contracts	7,405	2,083	(5,322)	43,478	18,750	(24,728)
Maintenance Materials	3,468	2,500	(968)	34,813	22,500	(12,313)
Security Contracts	-	375	375	-	3,375	3,375
Total Maintenance Expense	22,954	19,820	(3,134)	200,505	178,382	(22,124)
Tenant Services						
Tenant Services - Recreation	-	-	-	-	-	-
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	833	833	-	7,500	7,500
Lifestart Grant	-	-	-	-	-	-
Total Tenant Services	-	833	833	-	7,500	7,500
Utilities & General Expenses						
Electric	5,585	6,684	1,099	51,164	60,154	8,990
Gas	4,118	7,500	3,382	30,884	67,500	36,616
Fuel	-	-	-	-	-	-
Insurance	2,425	2,917	492	28,078	26,250	(1,828)
Payments in Lieu of Taxes	-	1,088	1,088	-	9,793	9,793
Water & Sewer	12,453	4,167	(8,286)	44,349	37,500	(6,849)
Total Utilities	24,580	22,355	(2,225)	154,474	201,197	46,722
TOTAL Operating Expense	62,547	58,213	(4,334)	528,456	523,921	(4,534)
NET INCOME (LOSS)	101,226	3,549	97,677	231,332	31,942	199,390

Jackson Housing Commission

Reed Manor

Income Statement

Month Ending December 31, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	54,521	49,818	4,704	490,630	448,358	42,272
Interest Income	23	-	23	202	-	202
Operating Subsidy	112,960	56,411	56,549	672,152	507,698	164,454
Other Income	2,879	833	2,046	135,363	7,500	127,863
Operating Income	170,383	107,062	63,321	1,298,346	963,556	334,790
Operating Expense						
Administrative Expense						
Administrative Salaries	8,383	6,659	(1,724)	81,014	59,931	(21,084)
Employee Benefits- Admin	1,605	2,159	554	15,955	19,429	3,474
Administrative Expense	718	417	(301)	17,695	3,750	(13,945)
Audit Fees	-	192	192	2,000	1,725	(275)
Legal Expense	661	500	(161)	5,235	4,500	(735)
Management Fees	13,654	22,125	8,471	136,873	199,125	62,252
Office Supplies	246	875	629	7,137	7,875	738
Postage	-	100	100	1,016	900	(116)
Retirees Health Insurance	-	347	347	-	3,120	3,120
Staff Training	41	458	418	1,935	4,125	2,190
Telecommunications	1,450	625	(825)	13,901	5,625	(8,276)
Total Administrative Expense	26,759	34,456	7,697	282,761	310,104	27,344
Maintenance Expense						
Maintenance Salaries	14,469	12,477	(1,992)	124,191	112,297	(11,894)
Employee Benefits - Maintenance	7,018	7,233	216	39,490	65,100	25,610
Maintenance Contracts	17,532	3,750	(13,782)	97,939	33,750	(64,189)
Maintenance Materials	4,038	4,167	129	45,705	37,500	(8,205)
Security Contracts	-	4,167	4,167	-	37,500	37,500
Total Maintenance Expense	43,057	31,794	(11,263)	307,324	286,147	(21,177)
Tenant Services						
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	399	1,250	851	399	11,250	10,851
Lifestart Grant	-	-	-	-	-	-
Total Tenant Services	399	1,250	851	399	11,250	10,851
Utilities & General Expenses						
Electric	12,391	14,583	2,192	121,208	131,250	10,042
Gas	2,913	10,348	7,435	22,562	93,134	70,572
Fuel	-	-	-	-	-	-
Insurance	2,097	2,083	(14)	24,560	18,750	(5,810)
Payments in Lieu of Taxes	-	2,735	2,735	-	24,615	24,615
Water & Sewer	5,463	4,583	(1,880)	44,206	41,250	(2,956)
Total Utilities	23,864	34,333	10,469	212,536	308,999	96,463
TOTAL Operating Expense	94,079	101,833	7,754	803,020	916,501	113,480
NET INCOME (LOSS)	76,304	5,228	71,076	495,326	47,056	448,271

Jackson Housing Commission
Shahan Blackstone
Income Statement
Month Ending December 31, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	11,445	10,832	613	106,555	97,485	9,070
Interest Income	23	-	23	262	-	262
Operating Subsidy	64,732	35,514	29,217	291,716	319,627	(27,911)
Other Income	510	417	93	53,476	3,750	49,726
Operating Income	76,709	46,762	29,947	452,009	420,862	31,147
Operating Expense						
Administrative Expense						
Administrative Salaries	3,557	3,584	27	31,102	32,252	1,149
Employee Benefits- Admin	2,674	1,306	(1,367)	17,748	11,757	(5,991)
Administrative Expense	2,823	750	(2,073)	28,100	6,750	(21,350)
Audit Fees	-	167	167	-	1,500	1,500
Legal Expense	620	83	(537)	3,463	750	(2,713)
Management Fees	5,547	9,167	3,620	55,754	82,500	26,746
Office Supplies	119	417	297	6,992	3,750	(3,242)
Postage	-	100	100	456	900	444
Retirees Health Insurance	-	1,463	1,463	4,695	13,167	8,472
Staff Training	-	83	83	1,936	750	(1,186)
Telecommunications	1,212	625	(587)	8,218	5,625	(2,593)
Total Administrative Expense	16,552	18,578	2,026	158,464	167,201	8,736
Maintenance Expense						
Maintenance Salaries	7,648	9,564	1,916	86,316	86,074	(242)
Employee Benefits - Maintenance	3,104	4,249	1,145	25,163	38,242	13,078
Maintenance Contracts	974	2,083	1,109	31,026	18,750	(12,276)
Maintenance Materials	(1,180)	2,500	3,680	26,198	22,500	(3,698)
Security Contracts	-	375	375	-	3,375	3,375
Total Maintenance Expense	10,545	18,771	8,226	168,703	168,941	237
Tenant Services						
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	833	833	-	7,500	7,500
Lifestart Grant	-	-	-	-	-	-
Total Tenant Services	-	833	833	-	7,500	7,500
Utilities & General Expenses						
Electric	2,097	625	(1,472)	11,091	5,625	(5,466)
Gas	137	167	30	1,055	1,500	445
Insurance	1,053	1,667	613	11,506	15,000	3,494
Payments in Lieu of Taxes	-	460	460	-	4,139	4,139
Water & Sewer	-	3,750	3,750	31,504	33,750	2,246
Total Utilities	3,287	6,668	3,381	55,155	60,014	4,859
TOTAL Operating Expense	30,385	44,851	14,466	382,323	403,656	21,332
NET INCOME (LOSS)	46,324	1,912	44,412	69,686	17,207	52,479

Jackson Housing Commission

Public Housing

Balance Sheet

Month Ending December 31, 2015

ASSETS

Current Assets

Cash

Cash - General Fund	537,466
General Fund Savings	412,743

Total Cash	<u>950,209</u>
-------------------	----------------

Other Current Assets

Total Other Current Assets	<u>-</u>
-----------------------------------	----------

Accounts Receivable

Tenants	23,543
Allowance For Bad Debts - Tenants	(15,298)

Total Accounts Receivable	<u>8,245</u>
----------------------------------	--------------

Prepaid Assets

Prepaid Insurance	152,125
Prepaid Maintenance	14,115

Total Prepaid Assets	<u>166,240</u>
-----------------------------	----------------

Total Current Assets	<u>1,124,694</u>
-----------------------------	------------------

Fixed Assets

Land, Structure & Equipment - CT	5,482,077
Accumulated Depreciation - CT	(3,926,213)
Construction in Progress - CT	6,847
Land, Structure & Equipment - RM	15,871,659
Accumulated Depreciation - RM	(10,289,424)
Construction in Progress - RM	6,637
Land, Structure & Equipment - SB	6,470,793
Accumulated Depreciation - SB	(4,799,973)
Construction in Progress - SB	90,932

Total Fixed Assets	<u>8,913,336</u>
---------------------------	------------------

TOTAL ASSETS	<u>10,038,030</u>
---------------------	-------------------

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Compensated Absences	20,414
Payments in Lieu Of Tax	9,366
Accrued Wages	22,996
Security Deposits	109,583
Accounts Payable Due to COCC	24,748

Total Current Liabilities	<u>187,107</u>
----------------------------------	----------------

Long Term Liabilities

OPEB Liability	147,560
Compensated Absence - Noncurrent	12,603

Total Long Term Liabilities	<u>160,163</u>
------------------------------------	----------------

Equity

Net Investment in Capital Assets	8,887,042
Unrestricted Net Position	95,075
Net Income(Loss)	708,644

Total Equity	<u>9,690,761</u>
---------------------	------------------

TOTAL LIABILITIES & EQUITY	<u>10,038,030</u>
---------------------------------------	-------------------

Jackson Housing Commission

Section 8 Voucher Program

Income Statement

Month Ending December 31, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Housing Assistance Revenue	198,839	207,833	(8,994)	1,801,836	1,870,495	(68,659)
Administrative Fee Revenue	19,796	18,018	1,778	181,536	162,162	19,374
Port-In HAP Revenue	-	-	-	-	-	-
Port-In Admin Revenue	-	-	-	-	-	-
Fraud Recovery	1,759	1,167	593	21,978	10,500	11,478
Interest Income	9	-	9	81	-	81
Other Income	-	-	-	-	-	-
Operating Income	220,403	227,017	(6,614)	2,005,431	2,043,157	(37,726)
Operating Expense						
Administrative Expense						
Administrative Salaries	7,867	8,526	659	77,930	76,736	(1,194)
Employee Benefits - Admin	2,602	2,752	150	18,674	24,769	6,095
Audit Fees	-	-	-	2,000	-	(2,000)
Training	-	-	-	961	-	(961)
Inspection Expense	874	-	(874)	8,200	-	(8,200)
Insurance	64	-	(64)	4,653	-	(4,653)
Legal	-	-	-	-	-	-
Management Fee	-	3,000	3,000	21,000	27,000	6,000
Office Supplies	399	-	(399)	7,410	-	(7,410)
Postage	-	-	-	755	-	(755)
Staff Travel	-	-	-	1,100	-	(1,100)
Administrative Expense	5,156	-	(5,156)	49,934	-	(49,934)
Telecommunications	76	-	(76)	801	-	(801)
Total Administrative Expense	17,039	14,278	(2,761)	193,418	128,505	(64,913)
Restricted HAP Expense						
Housing Assisted Payments	193,491	209,916	16,425	1,769,462	1,889,245	119,783
Total Restricted HAP Expense	193,491	209,916	16,425	1,769,462	1,889,245	119,783
HAP Income Less HAP Pymts (Loss)	5,348	(2,083)	(25,419)	32,374	(18,750)	(188,442)
TOTAL Operating Expense	210,530	224,194	13,665	1,962,879	2,017,750	54,870
NET INCOME (LOSS)	9,874	2,823	7,051	42,551	25,407	17,144

Jackson Housing Commission

Section 8 Voucher Program

Balance Sheet

Month Ending December 31, 2015

ASSETS

Current Assets

Cash

Cash - General Fund

\$ 204,117

Total Cash

\$ 204,117

Other Current Assets

Investments - Citizens

\$ 3,636

Total Other Current Assets

\$ 3,636

Prepaid Assets

Prepaid

Total Prepaid Assets

\$ -

Total Current Assets

\$ 207,753

Fixed Assets

Furniture and Fixtures

\$ 33,341

Accumulated Depreciation

\$ (33,341)

Total Fixed Assets

\$ -

TOTAL ASSETS

\$ 207,753

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Compensated Absences

1,914

Accrued Wages

4,918

Accounts Payable Due to COCC

\$ 3,000

Total Current Liabilities

\$ 9,833

Equity

Invested in Capital Assets

\$ -

Restricted Net Position

\$ 104,436

Unrestricted Net Position

\$ 50,932

Net Income (Loss)

\$ 42,551

Total Equity

\$ 197,919

TOTAL LIABILITIES & EQUITY

\$ 207,753

Jackson Housing Commission
Central Office (COCC)
Income Statement
Month Ending December 31, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Management Fee	75,024	39,042	35,983	349,104	351,375	(2,271)
CFP Operatinal Income	-	2,172	(2,172)	8,644	19,548	(10,904)
CFP Management Improvement	-	1,458	(1,458)	800	13,125	(12,325)
Other Income	28	417	(389)	3,617	3,750	(133)
Operating income	75,052	43,089	31,964	362,164	387,798	(25,634)
Operating Expense						
Administrative Expense						
Administrative Salaries	17,097	21,934	4,837	172,171	197,405	25,235
Employee Benefits- Admin	2,877	10,398	7,520	54,336	93,579	39,243
Administrative Expense	2,499	250	(2,249)	34,915	2,250	(32,665)
Audit Fees	-	333	333	2,000	3,000	1,000
Insurance	862	417	(445)	10,659	3,750	(6,909)
Legal Expense	456	833	377	4,263	7,500	3,237
Membership and Dues	-	125	125	264	1,125	861
Office Supplies	(1,486)	417	1,902	12,069	3,750	(8,319)
Postage	-	100	100	1,155	900	(255)
Retiree Insurance	3,838	-	(3,838)	20,497	-	(20,497)
Staff Training	-	-	-	2,948	-	(2,948)
Staff Travel	-	417	417	4,160	3,750	(410)
Accounting Fees	5,250	2,350	(2,900)	13,125	21,150	8,025
Sundry	-	417	417	732	3,750	3,018
Telecommunications	-	417	417	3,319	3,750	432
Total Administrative Expense	31,394	38,407	7,013	336,610	345,659	9,049
TOTAL Operating Expense	31,394	38,407	7,013	336,610	345,659	9,049
NET INCOME (LOSS)	43,658	4,682	38,976	25,554	42,139	(16,585)

Jackson Housing Commission
Central Office (COCC)
Balance Sheet
Month Ending December 31, 2015

ASSETS

Current Assets

Cash

General - Non-Federal Funds MM	151,058
CNB Checking	31,247
Petty Cash	846

Total Cash 183,152

Other Current Assets

Washington TAR	2,385
Accounts Receivable Due From HCV	3,000
Accounts Receivable Due From PH	24,748

Total Other Current Assets 30,133

Prepaid Assets

Prepaid	2,394
---------	-------

Total Prepaid Assets 2,394

Total Current Assets

\$ 215,679

Fixed Assets

Building, Structure & Equipment	634,970
Accumulated Depreciation	(602,622)

Total Fixed Assets 32,348

TOTAL ASSETS

248,027

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accrued Compensated Absence	10,893
Accrued Wages	9,586
Deferred Revenue- Comcast Contract	24,372
Due to Public Housing	5,520

Total Current Liabilities 50,371

Long Term Liabilities

Total Long Term Liabilities

-

Equity

Net Investment in Capital Assets	32,348
Unrestricted Net Position	139,754
Net Income (Loss)	25,554

Total Equity 197,656

TOTAL LIABILITIES & EQUITY

248,027

**JACKSON HOUSING COMMISSION
COMMISSION MEETING
PETTY CASH REPORT**

DATE:	NUMBER:	DESCRIPTION:	AMP#	AMOUNT	ADJUSTMENT	REMAINING
			ACCOUNT#	USED:		BALANCE
11.30.2015	445	Mark Oakley mileage 11.20.15 - 11.30.15	91800.2	\$ 50.47		\$ 1,690.37
12.08.2015	446	Brenda Fridd mileage 9.24.15 - 12.2.15	91800.4	\$ 40.83		\$ 1,649.54
12.08.2015	447	Chelsea Bryant reimbursed for mailing	91210.4	\$ 5.75		\$ 1,643.79
			91700.1	\$360		
			91700.2	\$225		
12.16.2015	448	Brenda Fridd court filings	91700.3	\$135	\$720.00	\$ 923.79
01.08.2016	449	Chelsea Bryant reimbursed for mailing	91210.4	\$ 5.27		\$ 918.52
01.08.2016	450	Joe Arnold mileage 12.18.15 - 12.25.15	91800.1	\$ 31.63		\$ 886.89
01.08.2016	451	Matt Weston mileage 12.1.15 - 12.7.15 - 12.23.15- 12.25.15	91800.2	\$ 30.88		\$ 856.01
01.06.2016	452	Mark Oakley mileage 12.08.15 - 12.11.15	91800.2	\$ 9.89		\$ 846.12

MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

DECEMBER, 2015

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
12/01	08:45p-09:30p	SBN No heat	D. Duffin	Weston
12/02	06:30p-06:45p	RM Lockout	M. Adams	Weston
12/02	06:45p-07:30p	RM Water leaking from upstairs	A. Hummell	Weston
12/03	11:45p-12:15p	RM No heat	P. Lewis	Weston
12/04	12:15a-12:45a	RM No heat	J. Fleming	Weston
12/05	12:15p-02:45p	RM Kitchen sink backed up again	G. Osborne	Weston
12/05	04:30p-05:45p	SBN No heat	C. Green	Weston
12/06	07:00a-0-7:45a	SBN No heat	E. Watkins	Weston
12/06	04:00p-04:30p	RM Lockout	R. Hamilton	Weston
12/07	05:00p-05:30p	RM Lockout	C. Coriell	Weston
12/07	05:30p-06:00p	CT Unit turn needs locked up-no key	B. Ross	Weston
12/08	07:05p-07:45p	RM No heat	T. Walls	Oakley
12/09	12:01a-12:55a	CT Toilet overflowing	A. Osborne	Oakley
12/09	05:50p-06:15p	RM Lockout	V. Ausborn	Oakley
12/11	05:50a-06:20a	SBN Gas breakage alarm going off	Office	Oakley
12/12	09:00a-09:30a	SBN No hot water	A. Blevins	Parks
12/12	07:30p-08:00p	RM Lockout	V. Gibson	Parks
12/12	10:30p-11:00p	RM Lockout	D. Jones	Parks
12/13	10:13a-11:15a	CT Water line broke	M. Marion	Parks
12/13	11:15a-12:15p	CT Broke water line	T. Murray	Parks
12/13	06:00p-06:30p	RM Lockout	D. Griffith	Parks
12/14	05:15p-05:45p	RM Alarm set off in rubbish room	F-Bldg	Parks
12/15	05:00p-06:15p	CT Furnace not working	K. Honeycutt	Parks
12/15	06:40p-07:10p	RM Lockout	P. Wisniski	Parks
12/15	08:15p-09:30p	CT Broke window	C. Stephenson	Parks
12/16	04:30p-05:00p	RM Lockout	C. Fuse	Parks
12/16	05:30p-06:00p	RM Alarm wasn't set	C-Bldg	Parks
12/16	06:50p-07:20p	RM Lockout	S. Owens	Parks
12/17	06:30p-07:00p	RM Alarm not set	C-Bldg	Parks
12/17	11:30p-12:00p	RM Lockout	D. Fortenberry	Parks
12/18	04:40p-05:55p	RM No heat	J. Cross	Arnold
12/19	11:00a-12:55p	CT Toilet wont flush	R. Thomas	Arnold
12/23	11:00a-11:45a	SBN Furnace running loud	C. Faal	Weston
12/23	12:00p-01:00p	RM Door kicked in	B. Whiteaker	Weston
12/23	01:45p-03:15p	SBN Call back from Aspen, replace draft motor on furnace	C. Faal	Weston
12/23	03:15p-03:30p	RM Alarm malfunction	Garage I-Bldg	Weston
12/23	03:30p-04:30p	SBN No hot water	A. Blevins	Weston
12/23	04:30p-04:45p	RM Co2 needed replaced	S. Truman	Weston
12/24	06:30a-07:05a	SBN Door alarm	Office	Arnold
12/24	02:20p-04:15p	CT Livingroom window boards not secure-cold air	C. Stephenson	Arnold
12/24	04:20p-04:45p	RM Lckout	R. Poole	Arnold
12/25	08:55a-10:15a	RM Refrigerator not working	J. Wallace	Arnold
12/25	08:20p-08:50p	RM Garage door alarm malfunctioning	I-Bldg	Weston
12/26	10:40a-11:15a	RM Alarm reset in garage	I-Bldg	Stevens
12/26	01:35p-02:00p	RM Reset Alarm south entrance	I-Bldg	Stevens
12/30	06:30p-07:00p	RM Alarm not set	C-Bldg	Stevens
12/31	02:05p-03:05p	RM Toilet overflowed down to apt below	J. Bynum	Stevens

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY		GAS		NET		WATER		WATER		SEWER		NET		TOTAL			
	KW HOURS	CONSUMP	NET	BILL	MCF	CONSUMP	NET	BILL	CCF	CONSUMP	WATER	BILL	WATER	BILL	SEWER	BILL	MONTHLY	UTILITY 2014/2015
Jan-15	212,416	\$	24,464.67	\$	42,759	\$	33,436.97	\$	337,100	\$	10,948.53	\$	5,610.67	\$	16,559.20	\$	74,460.84	
Jan-14	177,259	\$	21,017.80	\$	3,023	\$	27,568.50	\$	3,643	\$	11,177.29	\$	6,014.52	\$	17,191.81	\$	65,778.11	
Feb-15	177,259	\$	21,017.80	\$	3,023	\$	27,568.50	\$	3,643	\$	11,177.29	\$	6,014.52	\$	17,191.81	\$	65,778.11	
Feb-14	171,119	\$	20,325.43	\$	47,272	\$	39,550.98	\$	369,100	\$	10,892.63	\$	5,629.34	\$	16,521.97	\$	76,398.38	
Mar-15	171,119	\$	20,325.43	\$	47,272	\$	39,550.98	\$	369,100	\$	10,892.63	\$	5,629.34	\$	16,521.97	\$	76,398.38	
Mar-14	220,480	\$	27,137.07	\$	2,495	\$	30,641.88	\$	2,691	\$	8,939.34	\$	6,981.83	\$	15,921.17	\$	73,700.12	
Apr-15	220,480	\$	27,137.07	\$	2,495	\$	30,641.88	\$	2,691	\$	8,939.34	\$	6,981.83	\$	15,921.17	\$	73,700.12	
Apr-14	176,666	\$	22,442.87	\$	3,055	\$	46,577.70	\$	1,409	\$	3,749.81	\$	2,702.27	\$	6,452.08	\$	75,472.65	
May-15	178,373	\$	21,029.80	\$	24,900	\$	27,468.88	\$	470,690	\$	15,534.71	\$	8,169.40	\$	23,704.11	\$	72,202.79	
May-14	150,405	\$	19,079.76	\$	2,036	\$	21,368.18	\$	3,432	\$	10,213.38	\$	8,043.34	\$	18,256.72	\$	58,704.66	
Jun-15	176,666	\$	22,442.87	\$	3,055	\$	46,577.70	\$	1,409	\$	3,749.81	\$	2,702.27	\$	6,452.08	\$	75,472.65	
Jun-14	146,159	\$	18,429.22	\$	1,326	\$	12,839.26	\$	3,491	\$	10,603.99	\$	6,828.84	\$	17,432.83	\$	48,701.31	
Jul-15	158,997	\$	18,657.03	\$	24,621	\$	15,707.76	\$	132,000	\$	3,565.78	\$	2,093.72	\$	5,659.50	\$	40,024.29	
Jul-14	173,101	\$	23,227.03	\$	642	\$	6,084.46	\$	1,022	\$	2,950.72	\$	1,750.67	\$	4,701.39	\$	34,012.88	
Aug-15	150,405	\$	19,079.76	\$	2,036	\$	21,368.18	\$	3,432	\$	10,213.38	\$	8,043.34	\$	18,256.72	\$	58,704.66	
Aug-14	153,787	\$	21,493.85	\$	458	\$	4,414.77	\$	4,510	\$	11,035.07	\$	5,105.32	\$	16,140.39	\$	42,049.01	
Sep-15	140,915	\$	16,073.12	\$	15,227	\$	11,127.43	\$	400,750	\$	11,875.69	\$	6,593.51	\$	18,469.20	\$	45,669.75	
Sep-14	173,564	\$	24,576.38	\$	429	\$	3,320.87	\$	2,574	\$	8,388.67	\$	3,433.08	\$	11,821.75	\$	39,719.00	
Oct-15	146,159	\$	18,429.22	\$	1,326	\$	12,839.26	\$	3,491	\$	10,603.99	\$	6,828.84	\$	17,432.83	\$	48,701.31	
Oct-14	193,853	\$	26,840.03	\$	423	\$	3,943.67	\$	205	\$	652.32	\$	326.34	\$	978.66	\$	31,762.36	
Nov-15	167,918	\$	30,656.89	\$	7,351	\$	6,411.35	\$	115,600	\$	3,222.08	\$	1,831.66	\$	5,053.74	\$	42,121.98	
Nov-14	136,189	\$	17,674.51	\$	914	\$	9,154.78	\$	-	\$	8,357.45	\$	3,397.39	\$	11,754.84	\$	38,584.13	
Dec-15	173,101	\$	23,227.03	\$	642	\$	6,084.46	\$	1,022	\$	2,950.72	\$	1,750.67	\$	4,701.39	\$	34,012.88	
Dec-14	55,670	\$	-	\$	37,658	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
2015	2,073,808	\$	504,784.64	\$	236,778.40	\$	484,248.40	\$	2,233,005	\$	190,634.62	\$	112,462.71	\$	303,097.33	\$	1,292,130.37	

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2015
Jan-15	66,858	\$ 7,648.94	22,432	\$ 17,503.50	19,300	\$ 620.64	\$ 342.53	\$ 963.17	\$ 26,115.61
Jan-14	66,827	\$ 7,973.18	1,593	\$ 14,546.81	-	-	-	-	\$ 22,519.99
Feb-15	45,567	\$ 5,710.74	23,340	\$ 19,871.54	-	-	-	-	\$ 25,582.28
Feb-14	49,319	\$ 6,403.01	1,119	\$ 13,652.51	1,726	\$ 6,313.83	\$ 4,365.04	\$ 10,678.87	\$ 30,734.39
Mar-15	57,426	\$ 6,691.49	9,452	\$ 14,486.26	187,840	\$ 6,670.98	\$ 3,491.89	\$ 10,162.87	\$ 31,340.62
Mar-14	58,161	\$ 7,119.25	1,668	\$ 26,073.37	224	\$ 697.25	\$ 386.11	\$ 1,083.36	\$ 34,275.98
Apr-15	45,210	\$ 5,522.67	15,281	\$ 8,731.51	18,500	\$ 605.10	\$ 332.11	\$ 937.21	\$ 15,191.39
Apr-14	49,116	\$ 6,324.74	1,057	\$ 11,002.46	-	-	-	-	\$ 17,327.20
May-15	40,463	\$ 5,009.10	9,185	\$ 6,696.43	295,450	\$ 9,045.91	\$ 4,952.30	\$ 13,998.21	\$ 25,703.74
May-14	46,151	\$ 5,882.59	701	\$ 6,786.01	2,349	\$ 7,643.10	\$ 5,061.05	\$ 12,704.15	\$ 25,372.75
Jun-15	41,683	\$ 15,004.91	4,842	\$ 4,207.42	17,500	\$ 577.26	\$ 296.67	\$ 873.93	\$ 20,086.26
Jun-14	42,053	\$ 6,033.82	321	\$ 3,119.79	224	\$ 696.12	\$ 477.24	\$ 1,173.36	\$ 10,326.97
Jul-15	48,672	\$ 6,781.56	2,300	\$ 1,805.77	273,400	\$ 8,718.48	\$ 3,591.17	\$ 12,309.65	\$ 20,896.98
Jul-14	53,975	\$ 7,657.03	215	\$ 2,092.00	-	-	-	-	\$ 9,749.03
Aug-15	48,332	\$ 6,719.49	1,667	\$ 1,356.88	-	-	-	-	\$ 8,076.37
Aug-14	44,144	\$ 6,557.06	178	\$ 1,434.28	2,574	\$ 8,388.67	\$ 3,433.08	\$ 11,821.75	\$ 19,813.09
Sep-15	42,862	\$ 6,229.25	2,183	\$ 1,748.21	22,400	\$ 698.65	\$ 387.11	\$ 1,085.76	\$ 9,063.22
Sep-14	52,608	\$ 7,475.55	190	\$ 1,800.34	205	\$ 652.32	\$ 326.34	\$ 978.66	\$ 10,254.55
Oct-15	47,818	\$ 5,787.04	3,451	\$ 2,636.31	-	-	-	-	\$ 8,423.35
Oct-14	39,368	\$ 5,231.35	625	\$ 5,188.19	-	-	-	-	\$ 22,174.38
Nov-15	41,404	\$ 5,200.92	5,365	\$ 4,117.88	254,500	\$ 8,357.45	\$ 4,377.49	\$ 11,754.84	\$ 21,771.70
Nov-14	46,609	\$ -	37,628	\$ -	-	-	-	-	\$ -
Dec-15	51,553	\$ 6,070.24	8,115	\$ 6,138.26	23,300	\$ 716.81	\$ 398.93	\$ 1,115.74	\$ 13,324.24
Dec-14	42,879	\$ 5,530.83	1,801	\$ 16,414.08	-	-	-	-	\$ 21,944.91
2015	577,848	\$ 82,376.35	107,613	\$ 89,299.97	1,112,190	\$ 35,729.24	\$ 18,170.20	\$ 53,899.44	\$ 225,575.76
2014	591,210	\$ 72,188.41	47,097	\$ 102,109.84	7,302	\$ 32,748.74	\$ 17,446.25	\$ 50,194.99	\$ 224,493.24

Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY		GAS		NET		WATER		SEWER		TOTAL		TOTAL	
	KW HOURS	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	SEWER BILL	WATER BILL	SEWER BILL	WATER BILL	SEWER BILL	TOTAL MONTHLY UTILITY 2015
Jan-15	141,080	\$ 16,136.50	9,650	\$ 7,523.53	99,400	\$ 2,705.49	\$ 1,560.75	\$ 4,266.24	\$ 27,926.27					
Jan-14	108,440	\$ 12,707.27	1,337	\$ 12,205.87	1,479	\$ 3,746.85	\$ 2,271.68	\$ 6,018.53	\$ 30,931.67					
Feb-15	121,200	\$ 13,960.04	13,367	\$ 11,369.37	123,700	\$ 3,273.23	\$ 1,921.95	\$ 5,195.18	\$ 30,524.59					
Feb-14	169,960	\$ 20,457.11	1,308	\$ 16,150.43	965	\$ 2,625.51	\$ 2,616.79	\$ 5,242.30	\$ 41,849.84					
Mar-15	117,640	\$ 13,817.34	14,436	\$ 12,151.92	97,600	\$ 2,624.27	\$ 1,527.94	\$ 4,152.21	\$ 30,121.47					
Mar-14	117,560	\$ 14,314.02	1,319	\$ 20,325.96	1,185	\$ 3,052.56	\$ 2,316.16	\$ 5,368.72	\$ 40,008.70					
Apr-15	111,560	\$ 12,770.55	8,819	\$ 6,561.30	113,500	\$ 2,960.68	\$ 1,761.61	\$ 4,722.29	\$ 24,054.14					
Apr-14	100,360	\$ 12,546.80	935	\$ 9,932.39	1,386	\$ 3,498.61	\$ 2,536.42	\$ 6,035.03	\$ 28,514.22					
May-15	100,000	\$ 10,961.68	5,906	\$ 4,315.98	105,300	\$ 2,829.78	\$ 1,641.21	\$ 4,470.99	\$ 19,748.65					
May-14	99,000	\$ 12,286.84	597	\$ 5,759.21	1,142	\$ 2,960.89	\$ 1,767.79	\$ 4,728.68	\$ 22,774.73					
Jun-15	124,480	\$ 15,364.70	2,453	\$ 2,136.87	98,100	\$ 2,644.82	\$ 1,534.99	\$ 4,179.81	\$ 21,681.38					
Jun-14	130,080	\$ 17,016.55	306	\$ 2,819.43	798	\$ 2,254.60	\$ 1,273.43	\$ 3,528.03	\$ 23,364.01					
Jul-15	103,400	\$ 14,602.49	2,257	\$ 1,721.83	99,200	\$ 2,632.19	\$ 1,620.84	\$ 4,253.03	\$ 20,577.35					
Jul-14	99,320	\$ 13,720.98	239	\$ 2,269.26	1,430	\$ 3,538.57	\$ 2,142.02	\$ 5,680.59	\$ 21,670.83					
Aug-15	138,320	\$ 18,433.45	2,266	\$ 1,728.26	126,500	\$ 3,260.78	\$ 1,952.21	\$ 5,212.99	\$ 25,374.70					
Aug-14	128,560	\$ 17,850.75	246	\$ 1,814.67	-	\$ -	\$ -	\$ -	\$ 19,665.42					
Sep-15	136,800	\$ 18,351.13	2,117	\$ 1,643.70	126,000	\$ 3,175.73	\$ 1,926.44	\$ 5,102.17	\$ 25,097.00					
Sep-14	140,440	\$ 19,188.27	226	\$ 2,042.70	-	\$ -	\$ -	\$ -	\$ 21,230.97					
Oct-15	99,560	\$ 12,030.48	3,101	\$ 2,334.95	119,400	\$ 3,328.86	\$ 2,004.35	\$ 5,333.21	\$ 19,698.64					
Oct-14	95,800	\$ 12,243.66	283	\$ 3,868.70	-	\$ -	\$ -	\$ -	\$ 16,112.36					
Nov-15	102,840	\$ 12,391.05	3,797	\$ 2,912.85	153,640	\$ 3,687.95	\$ 2,325.18	\$ 6,013.13	\$ 21,317.03					
Nov-14	108,800	\$ 12,639.14	7,057	\$ 4,897.35	86,617	\$ 2,359.23	\$ 1,388.13	\$ 3,717.36	\$ 21,253.85					
Dec-15	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -				
Dec-14	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -				
2015	1,405,680	\$ 171,458.55	75,226	\$ 59,297.91	1,348,957	\$ 35,483.01	\$ 21,135.60	\$ 56,618.61	\$ 287,375.07					
2014	1,189,520	\$ 152,332.25	6,794	\$ 77,188.62	8,385	\$ 21,677.59	\$ 14,924.29	\$ 36,601.88	\$ 266,122.75					

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2015
Jan-15	4,478	\$ 679.23	10,677	\$ 8,409.94	218,400	\$ 7,622.40	\$ 3,707.39	\$ 11,329.79	\$ 20,418.96
Jan-14	1,992	\$ 337.35	93	\$ 815.82	2,164	\$ 7,430.44	\$ 3,742.84	\$ 11,173.28	\$ 12,326.45
Feb-15	4,352	\$ 654.65	10,565	\$ 8,310.07	245,400	\$ 7,619.40	\$ 3,707.39	\$ 11,326.79	\$ 20,291.51
Feb-14	1,201	\$ 276.95	69	\$ 838.94					\$ 1,115.89
Mar-15	3,307	\$ 520.97	1,012	\$ 830.70	185,250	\$ 6,239.46	\$ 3,149.57	\$ 9,389.03	\$ 10,740.70
Mar-14	945	\$ 1,009.60	68	\$ 178.37					\$ 1,187.97
Apr-15	2,227	\$ 363.81	521	\$ 414.95					\$ 778.76
Apr-14	929	\$ 208.22	44	\$ 433.33	2,046	\$ 6,714.77	\$ 5,506.92	\$ 12,221.69	\$ 12,863.24
May-15	452	\$ 102.34	136	\$ 115.02					\$ 217.36
May-14	1,008	\$ 259.79	28	\$ 294.04					\$ 553.83
Jun-15	1,755	\$ 287.28	56	\$ 67.06					\$ 354.34
Jun-14	968	\$ 176.66	14	\$ 145.24					\$ 321.90
Jul-15	1,867	\$ 314.46	51	\$ 63.34	259,097	\$ 8,530.25	\$ 4,305.51	\$ 12,835.76	\$ 13,213.56
Jul-14	492	\$ 115.84	4	\$ 53.51	3,080	\$ 7,496.50	\$ 2,963.30	\$ 10,459.80	\$ 10,629.15
Aug-15	1,853	\$ 308.46	21	\$ 38.89					\$ 347.35
Aug-14	860	\$ 168.57	5	\$ 71.92					\$ 240.49
Sep-15	606	\$ 109.58	16	\$ 23.96					\$ 133.54
Sep-14	805	\$ 176.21	7	\$ 100.63					\$ 276.84
Oct-15	2,994	\$ 447.32	201	\$ 194.62	237,643	\$ 8,042.18	\$ 4,011.99	\$ 12,054.17	\$ 12,696.11
Oct-14	1,021	\$ 199.50	7	\$ 97.89					\$ 297.39
Nov-15	1,781	\$ 289.12	138	\$ 136.97					\$ 426.09
Nov-14	9,061	\$ 434.60	29	\$ 345.67					\$ 780.27
Dec-15	2,775	\$ 566.64	347	\$ 635.99					\$ 1,202.63
Dec-14	10,781	\$ 566.64	279.1	\$ 635.99					\$ 780.27
2015	28,447	\$ 4,511.82	23,741	\$ 18,951.10	1,145,700	\$ 30,053.09	\$ 10,001.05	\$ 56,935.54	\$ 80,398.55
2014	30,063	\$ 3,495.33	646	\$ 3,665.68	7,290	\$ 21,641.71	\$ 12,213.06	\$ 33,854.77	\$ 41,015.78

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY KW HOURS CONSUMP	NET		GAS		WATER		WATER		SEWER		NET		TOTAL MONTHLY UTILITY 2014/2015
		BILL	CONSUMP	MCF	CONSUMP	CCF	CONSUMP	BILL	CONSUMP	BILL	CONSUMP	WATER BILL	WATER BILL	
Jan-15	212,416	\$ 24,464.67	42,759	\$ 33,436.97	337,100	\$ 10,948.53	\$ 5,610.67	\$ 16,559.20	\$ 74,460.84			\$ 17,191.81	\$ 65,778.11	
Jan-14	177,259	\$ 21,017.80	3,023	\$ 27,568.50	3,643	\$ 11,177.29	\$ 6,014.52	\$ 17,191.81	\$ 65,778.11			\$ 17,191.81	\$ 65,778.11	
Feb-15	177,259	\$ 21,017.80	3,023	\$ 27,568.50	3,643	\$ 11,177.29	\$ 6,014.52	\$ 17,191.81	\$ 65,778.11			\$ 17,191.81	\$ 65,778.11	
Feb-14	171,119	\$ 20,325.43	47,272	\$ 39,550.98	369,100	\$ 10,892.63	\$ 5,629.34	\$ 16,521.97	\$ 76,398.38			\$ 16,521.97	\$ 76,398.38	
Mar-15	171,119	\$ 20,325.43	47,272	\$ 39,550.98	369,100	\$ 10,892.63	\$ 5,629.34	\$ 16,521.97	\$ 76,398.38			\$ 16,521.97	\$ 76,398.38	
Mar-14	220,480	\$ 27,137.07	2,495	\$ 30,641.88	2,691	\$ 8,939.34	\$ 6,981.83	\$ 15,921.17	\$ 73,700.12			\$ 15,921.17	\$ 73,700.12	
Apr-15	220,480	\$ 27,137.07	2,495	\$ 30,641.88	2,691	\$ 8,939.34	\$ 6,981.83	\$ 15,921.17	\$ 73,700.12			\$ 15,921.17	\$ 73,700.12	
Apr-14	176,666	\$ 22,442.87	3,055	\$ 46,577.70	1,409	\$ 3,749.81	\$ 2,702.27	\$ 6,452.08	\$ 75,472.65			\$ 6,452.08	\$ 75,472.65	
May-15	178,373	\$ 21,029.80	24,900	\$ 27,468.88	470,690	\$ 15,534.71	\$ 8,169.40	\$ 23,704.11	\$ 72,202.79			\$ 23,704.11	\$ 72,202.79	
May-14	150,405	\$ 19,079.76	2,036	\$ 21,368.18	3,432	\$ 10,213.38	\$ 8,043.34	\$ 18,256.72	\$ 58,704.66			\$ 18,256.72	\$ 58,704.66	
Jun-15	176,666	\$ 22,442.87	3,055	\$ 46,577.70	1,409	\$ 3,749.81	\$ 2,702.27	\$ 6,452.08	\$ 75,472.65			\$ 6,452.08	\$ 75,472.65	
Jun-14	146,159	\$ 18,429.22	1,326	\$ 12,839.26	3,491	\$ 10,603.99	\$ 6,828.84	\$ 17,432.83	\$ 48,701.31			\$ 17,432.83	\$ 48,701.31	
Jul-15	158,997	\$ 18,657.03	24,621	\$ 15,707.76	132,000	\$ 3,565.78	\$ 2,093.72	\$ 5,659.50	\$ 40,024.29			\$ 5,659.50	\$ 40,024.29	
Jul-14	173,101	\$ 23,227.03	642	\$ 6,084.46	1,022	\$ 2,950.72	\$ 1,750.67	\$ 4,701.39	\$ 34,012.88			\$ 4,701.39	\$ 34,012.88	
Aug-15	150,405	\$ 19,079.76	2,036	\$ 21,368.18	3,432	\$ 10,213.38	\$ 8,043.34	\$ 18,256.72	\$ 58,704.66			\$ 18,256.72	\$ 58,704.66	
Aug-14	153,787	\$ 21,493.85	458	\$ 4,414.77	4,510	\$ 11,035.07	\$ 5,105.32	\$ 16,140.39	\$ 42,049.01			\$ 16,140.39	\$ 42,049.01	
Sep-15	140,915	\$ 16,073.12	15,227	\$ 11,127.43	400,750	\$ 11,875.69	\$ 6,593.51	\$ 18,469.20	\$ 45,669.75			\$ 18,469.20	\$ 45,669.75	
Sep-14	173,564	\$ 24,576.38	429	\$ 3,320.87	2,574	\$ 8,388.67	\$ 3,433.08	\$ 11,821.75	\$ 39,719.00			\$ 11,821.75	\$ 39,719.00	
Oct-15	146,159	\$ 18,429.22	1,326	\$ 12,839.26	3,491	\$ 10,603.99	\$ 6,828.84	\$ 17,432.83	\$ 48,701.31			\$ 17,432.83	\$ 48,701.31	
Oct-14	193,853	\$ 26,840.03	423	\$ 3,943.67	205	\$ 652.32	\$ 326.34	\$ 978.66	\$ 31,762.36			\$ 978.66	\$ 31,762.36	
Nov-15	167,918	\$ 30,656.89	7,351	\$ 6,411.35	115,600	\$ 3,222.08	\$ 1,831.66	\$ 5,053.71	\$ 42,121.98			\$ 5,053.71	\$ 42,121.98	
Nov-14	136,189	\$ 17,674.51	914	\$ 9,154.78	-	\$ 8,357.45	\$ 3,397.39	\$ 11,754.84	\$ 38,584.13			\$ 11,754.84	\$ 38,584.13	
Dec-15	173,101	\$ 23,227.03	642	\$ 6,084.46	1,022	\$ 2,950.72	\$ 1,750.67	\$ 4,701.39	\$ 34,012.88			\$ 4,701.39	\$ 34,012.88	
Dec-14	55,670	\$ -	37,658	\$ -	-	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	
2015	2,073,808	\$ 504,784.64	236,778.40	\$ 484,248.40	2,233,005	\$ 190,634.62	\$ 112,462.71	\$ 303,097.33	\$ 1,292,130.37			\$ 303,097.33	\$ 1,292,130.37	
2014	1,928,252	\$ 242,243.95	99,730	\$ 205,465.05	392,077	\$ 86,960.67	\$ 50,212.94	\$ 137,173.61	\$ 584,882.61			\$ 137,173.61	\$ 584,882.61	