

**JACKSON HOUSING COMMISSION  
BOARD MEETING AGENDA**

REGULAR MEETING –December 21, 2016  
Reed Manor Board Room

1. MEETING CALLED TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Michelle Pultz-Orthaus, President  
Michelle Woods, Vice-President  
Teresa Gibson, Commissioner  
Gerald Montgomery, Commissioner  
James Stark, Commissioner

Public Comments (limited to 3 minutes)

Approval of Regular Meeting Minutes: November 9, 2016

Approval of the Previously Paid Liabilities: November 2016

4. RESOLUTIONS

Resolution No.2016-32: Collection Losses-November 2016

Resolution No.2016-33: Eviction Policy

Resolution No.2016-34: RFP: 11-1-2016: Trash Pick-Up Services

5. DIRECTOR'S REPORTS

Section 8

Leasing & 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 Cost and Consumption Report

6. OTHER BUSINESS

7. ADJOURNMENT

NEXT MEETING: Reed Manor Board Room- January 18, 2016



## Jackson Housing Commission

Regular Meeting

November 9, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on November 9, 2016 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:02pm. Upon roll call the following commissioners were present: Michelle Pultz-Orthaus, Michelle Woods, Teresa Gibson, Gerald Montgomery, and James Stark.

Before roll call, President Pultz-Orthaus amended the agenda and omitted the Executive Session.

Also present were:

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

### 16-11-09-001 Public Comments

### 16-11-09-002 Approval of the Minutes of the Regular Meeting Held October 19, 2016

Commissioner Gibson noted that she abstained from voting on the minutes of the meeting held August 17, 2016. Commissioner Woods **MOVED** to approve with noted corrections, the Regular Meeting Minutes of the meeting held October 19, 2016. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted.

AYES: M. Pultz-Orthaus, M. Woods, T. Gibson, G. Montgomery, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: None

### 16-11-09-003 Approval of the Previously Paid Liabilities: October 2016

Commissioner Woods asked detailed questions regarding expenses.

Commissioner Woods **MOVED** to approve the Previously Paid Liabilities for October 2016. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, T. Gibson, G. Montgomery, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: None

**16-11-09-004 Public Hearing**

Ms. Ingram explained that the proposed changes to the HCV Administration Plan would extend the geography of the current jurisdiction east, with hopes to avail program participants more leasing opportunities. Ms. Ingram noted that Jackson County residents will receive preference. Commissioner Gibson advised that this was the first that she heard about the forty-five day comment period and wanted to know how residents were receiving this information. Ms. Ingram also stated that the announcement of the forty-five day comment period posted in the Section 8 Office, Jackson City Hall, the JHC website and the Jackson Citizen Patriot yielded no responses. As a result, suggestions broaden the exposure of requests for comments to residents and general public.

President Pultz-Orthaus opened the Public Hearing for comments. Persons in attendance did not make comments regarding the proposed changes to the HCV Administration Plan. President Pultz-Orthaus then closed the Public Hearing.

**16-11-09-005 Resolution No. 2016-28: Collection Losses: November 2016**

Commissioner Woods **MOVED** to approve the Collection Losses August 2016 in the amount of \$4,991.62 with changes made to an incorrect move out date. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, T. Gibson, G. Montgomery, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: None

**16-11-10-006 Resolution No. 2016-29: Approval of Non-Dwelling Unit at SBN Apartments**

Commissioner Stark **MOVED** to designate 120 Shahan Drive, PIC Number 506-1; AMP: MI038000003 Shahan Blackstone North Apartments as a non-dwelling unit. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, T. Gibson, G. Montgomery, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: None

**16-11-11-007 Resolution No. 2016-30: Approval of Changes to HCV Administration Plan**

Commissioner Stark **MOVED** to approve the HCV Administrative Plan to extend the jurisdiction served for immediate implementation. Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, T. Gibson, G. Montgomery, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: None

**16-11-11-008** Commissioner Woods **MOVED** to add Resolution 2016-31 to the agenda. Commissioner Stark **SECONDED** the motion and upon voice vote the motion was approved.

**Resolution No. 2016-31: Approval of the 2017 Board of Commissioners Meeting Schedule**

Commissioner Stark requested that a meeting at Shahan Blackstone North be added to the schedule at a later date.

Commissioner Woods **MOVED** to approve the 2017 Board of Commissioners Meeting Schedule. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

**16-11-13-009 DIRECTORS' REPORTS**

Staff gave reports regarding the Section 8 and Public Housing Programs.

Ms. Johnson stated that the financials are in good order although the budget totals at the end of the year appear to have diminished. Ms. Johnson assured that the JHC bank accounts are solvent and sufficient to pay the agency's expenses. A discussion of proposed changes to re-federalize funds used by the Central Operation Cost Center (COCC) occurred.

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

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

**16-11-14-010 Other Business**

Ms. Ingram advised that a letter of intent sent to United Way of Jackson resulted in an invitation to submit financials for review. The funds requested will diversify the JHC income and allow for the continuance of a case manager. Also, four companies attended the Energy Performance Contract

RFP walk through of Chalet Terrace, Reed Manor and Shahan Blackstone North. Interviews of the companies submitting a RFP are forth coming. A water main break affecting Reed Manor G Building resulted in four days of open water flowing into the street. The City of Jackson charged \$3,000 to repair the line. Lastly, a meeting with the Jackson Police Department regarding security at Reed Manor was postponed.

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

The Regular Meeting held November 9, 2016 adjourned at 1:00pm.

Respectfully submitted,

Laurie Ingram, MBA, PHM  
Executive Director

ATTESTED: \_\_\_\_\_  
Michelle Pultz-Crthaus, President

Jackson Housing Commission  
Public Housing  
Check Register Summary Report  
From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/07/2016	061749	AFLAC	109.32		( 30,793,746.11)	SUPPLEMENTAL INSURANCE - OCTOBER BILL
11/07/2016	061750	American Office Solutions	132.54		( 30,793,878.65)	aACCOUNT# J087 FUEL SERVICE CONTRACT ACCOUNT# J087 CONTRACT# CT-1197-01
11/07/2016	061751	APCO SUPPLY	461.76		( 30,794,340.41)	ACCT# 178131 INV# 1295370-00
11/07/2016	061752	Aspen One Hour Heating & Air	723.00		( 30,795,063.41)	362865 362899
11/07/2016	061753	Brooklyn Plumbing, Heating & A/C, Inc	129.85		( 30,795,193.26)	#644338
11/07/2016	061754	CASLER HARDWARE	33.46		( 30,795,226.72)	110103 110214
11/07/2016	061755	COLLINS BROTHERS	175.00		( 30,795,401.72)	50968
11/07/2016	061756	CONSUMERS ENERGY	24,101.28		( 30,819,503.00)	PLEASE SEE ATTACHMENTS
11/07/2016	061757	CUT-RATE PLUMBING	94.43		( 30,819,597.43)	618193 48.42 623195 17.42 687236 6.42 558991 1.37 625848 11.68 878023 9.12
11/07/2016	061758	DBI BUSINESS INTERIORS	29.99		( 30,819,627.42)	03JH6077 -29.99 03JH1863 29.99 03JH5113 29.99
11/07/2016	061759	ETNA Supply	893.57		( 30,820,520.99)	S101973078.001 S101995897.001 CFP S101976316.001 CFP
11/07/2016	061760	FAST SIGNS	56.78		( 30,820,577.77)	INV# 166-57543
11/07/2016	061761	FIRESTONE PAYMENT CENTER	92.48		( 30,820,670.25)	INV# 098994
11/07/2016	061762	FRANCES COLE	31.80		( 30,820,702.05)	RTMA SUPPLIES/MATERIALS -OCTOBER
11/07/2016	061763	Grand River Insurance Agency, LLC	610.08		( 30,821,312.13)	GRB WC5002339.01
11/07/2016	061764	GRIMES PLUMBING COMPANY, INC	354.36		( 30,821,666.49)	INV# 2299
11/07/2016	061765	HAMMOND HARDWARE	200.12		( 30,821,866.61)	B312332 43.19 C188100 27.86 C204937 22.14 C207719; B344581 99.74 C207362 7.19

Date: 12/07/2016  
Time: 10:51:22

Jackson Housing Commission  
**Check Register Summary Report**  
Public Housing

From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/07/2016	061766	HD Supply Facilities Maintenance	12.62		( 30,821,879.23)	9149876805 17.90 1416681269 -5.28 CREDIT
11/07/2016	061767	Home Depot Credit Services	2,639.64		( 30,824,518.87)	4972939 21458
11/07/2016	061768	INK CONTRACTING LLC	2,316.00		( 30,826,834.87)	1073 H-I BUILDING CATWALK PAINTING
11/07/2016	061769	J. McEldowney, Inc.	483.37		( 30,827,318.24)	78970 78971
11/07/2016	061770	JACKSON APPLIANCE SERVICE	194.90		( 30,827,513.14)	2823 44.90 H44596 150 00
11/07/2016	061771	JACKSON WATER COLLECTION	22,994.41		( 30,850,507.55)	PLEASE SEE ATTACHMENT
11/07/2016	061772	Johnstone Supply of Lansing	184.25		( 30,850,691.80)	269347
11/07/2016	061773	Lammers Heating & A/C	251.40		( 30,850,943.20)	12741-1118
11/07/2016	061774	LEUTZ CABINETS	130.00		( 30,851,073.20)	#52600
11/07/2016	061775	LIBERTY ENVIRONMENTALISTS,	64.00		( 30,851,137.20)	11907 12039 11906
11/07/2016	061776	MENARDS - JACKSON	917.80		( 30,852,055.00)	69850 70341 70209 69786
11/07/2016	061777	MINUTEMAN SEWER & DRAIN INC.	1,145.00		( 30,853,200.00)	16700 12857 16828
11/07/2016	061778	PDQ SUPPLY, INC.	18.13		( 30,853,218.13)	SI-232224
11/07/2016	061779	PERFORMANCE AUTOMOTIVE	8.26		( 30,853,226.39)	1-1800618
11/07/2016	061780	PURCHASE POWER	283.15		( 30,853,509.54)	ACCT# 8000-9000-0062-0884
11/07/2016	061781	Rooney's Sewer Service	780.00		( 30,854,289.54)	2588 90.00 2608 90.00 2611 50.00 2637 190.00 2619 180.00 2636 180.00
11/07/2016	061782	SAFETY SYSTEMS INC	123.00		( 30,854,412.54)	462092
11/07/2016	061783	STAMPCO	29.45		( 30,854,441.99)	31108
11/07/2016	061784	THE HELPING HAND HANDYMAN	350.00		( 30,854,791.99)	1002



# Check Register Summary Report

Public Housing

From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/07/2016	061785	THE SHERWIN -WILLIAMS CO.	562.72		( 30,855,354.71)	6095-1 5899-7
11/07/2016	061786	TRACTOR SUPPLY CREDIT PLAN	105.99		( 30,855,460.70)	ACCT# 6035 3012 0502 9596
11/07/2016	061787	ULINE	80.81		( 30,855,541.51)	80711558
11/07/2016	061788	WILMAR INDUSTRIES	2,573.68		( 30,858,115.19)	380652867 380407734 381742857 379870587 380273680 378958060 381599968
11/07/2016	061789	JACKSON YMCA	219.00		( 30,858,334.19)	MEMBERSHIP DUES OCT, NOV, DEC
11/09/2016	061790	City Of Jackson - Finance Department	9,869.49		( 30,868,203.68)	EE & ER EARNINGS AND CONTRIBUTIONS
11/14/2016	061792	APCO SUPPLY	130.20		( 30,868,333.88)	ACCT# 178131 INV# 1290294-00
11/14/2016	061793	Aspen One Hour Heating & Air	99.00		( 30,868,432.88)	1 INVOICE INV# 361685
11/14/2016	061794	CUT-RATE PLUMBING	21.84		( 30,868,454.72)	3 INVOICES 878183 8.54 878186 9.72 878191 3.56
11/14/2016	061795	DBI BUSINESS INTERIORS	365.73		( 30,868,820.45)	CUST# 224241 03JH7835 51.99 03JH7451 100.77 03JH9784 212.97
11/14/2016	061796	ERADICO PEST SERVICES, AN	2,900.00		( 30,871,720.45)	3 INVOICES 847114 1200.00 828149 850.00 828154 850.00
11/14/2016	061797	ETNA Supply	1,707.96		( 30,873,428.41)	CUST# 4218 S102006636.001 23.48 S102007125.001 406.56 CFP S102009813.001 481.90 CFP S102003650.001 406.56 CFP S102001637.001 406.56 CFP
11/14/2016	061798	FERGUSON ENTERPRISES,	35.79		( 30,873,464.20)	CUST# 31919 INV# 4039459 35.79

Jackson Housing Commission  
**Check Register Summary Report**  
Public Housing

From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/14/2016	061799	FIRESTONE PAYMENT CENTER	264.98		( 30,873,729.18)	1 INVOICE CUSTOMER INVOICE 099170
11/14/2016	061800	FREDRICK FREY	96.00		( 30,873,825.18)	P-002-4492-11 FINAL ACCOUNTING
11/14/2016	061801	HAMMOND HARDWARE	85.75		( 30,873,910.93)	6 INVOICES C208440 30.58 B345452 13.41 C207953 30.58 C209185 5.36 C208894 3.14 C208952 2.68
11/14/2016	061802	GRIMES PLUMBING COMPANY, INC	244.00		( 30,874,154.93)	1 INVOICE INV# 2421
11/14/2016	061803	HD Supply Facilities Maintenance	968.64		( 30,875,123.57)	CUST# 461000 9149876805 17.90 9150029020 755.58 9149301582 195.16
11/14/2016	061804	THE HELPING HAND HANDYMAN	1,100.00		( 30,876,223.57)	2 INVOICES # 1004 650.00 # 1003 450.00
11/14/2016	061805	Jackson Housing Commission	24,131.69		( 30,900,355.26)	PH MANAGEMENT FEES -OCT
11/14/2016	061806	Johnstone Supply	508.75		( 30,900,864.01)	CUST# 101604 #269680 140.25 #269867 368.50
11/14/2016	061807	Keepin It Clean	55.00		( 30,900,919.01)	1 INVOICE # 1469 55.00
11/14/2016	061808	Lammers Heating & A/C	91.40		( 30,901,010.41)	# 12741-11723 91.40
11/14/2016	061809	LEUTZ CABINETS	295.00		( 30,901,305.41)	3 INVOICES # 52602 175.00 # 52475 60.00 # 52441 60.00
11/14/2016	061810	MACKEYS BODY SHOP	1,701.61		( 30,903,007.02)	1 INVOICE RO# 4723 TRAVERSE MAINTENANCE
11/14/2016	061811	MARIA MELENDEZ	237.00		( 30,903,244.02)	P-003-7619-04 FINAL ACCOUNTING

Jackson Housing Commission  
Check Register Summary Report  
Public Housing

From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/14/2016	061812	MENARDS - JACKSON	1,134.57		( 30,904,378.59)	ACCT# 31610470 70459 523.98 CFP 70897 87.92 70197 159.00 70865 187.67 70786 176.00
11/14/2016	061813	PDQ SUPPLY, INC.	169.54		( 30,904,548.13)	CUST# 118660 # SI-240389 49.60 # SI-241429 119.94
11/14/2016	061814	Ralph Friedland & Brothers Inc.	964.50		( 30,905,512.63)	# 93488 964.50
11/14/2016	061815	Rooney's Sewer Service	270.00		( 30,905,782.63)	3 INVOICES INV-2676 90.00 INV-2671 90.00 INV-2661 90.00
11/14/2016	061816	SHERRY SANTANA	157.00		( 30,905,939.63)	P-002-4419-08 FINAL ACCOUNTING
11/14/2016	061817	SPRINT	1,014.73		( 30,906,954.36)	ACCT# 128763256 128763256-026 1014.73 OCT BILL
11/14/2016	061818	TDS Metrocom	2,321.30		( 30,909,275.66)	517-787-6494 88.58 517-787-1188 1701.39 517-787-0168 408.66 517-780-0620 91.99 517-780-0181 30.68
11/14/2016	061819	TOMMARK, INC.	249.77		( 30,909,525.43)	CUST ID# 100596 812594479 69.25 812593091 180.52
11/14/2016	061820	TRACTOR SUPPLY CREDIT PLAN	89.99		( 30,909,615.42)	6035301205029596 GOODS AND SERVICES 89.99
11/14/2016	061821	WILMAR INDUSTRIES	1,149.04		( 30,910,764.46)	ACCT# 70585 381884956 134.07 382663680 -134.07 CREDIT MEMO 382259356 135.20 381884949 32.36 382904209 981.48
11/14/2016	061822	AccuShred, LLC	135.00		( 30,910,899.46)	#35549 OCT SERVICE

Date: 12/07/2016  
Time: 10:51:22

Jackson Housing Commission  
**Check Register Summary Report**  
Public Housing

From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/14/2016	061823	AMBS CALL CENTER	436.67		( 30,911,336.13)	ACCT# 1909 # 161010989 436.67
11/14/2016	061824	Aspen One Hour Heating & Air	776.00		( 30,912,112.13)	ACCT# 151323 363068 CFP 300.00 363187 CFP 476.00
11/14/2016	061825	LESTER BROTHERS EXCAVATING,	1,256.25		( 30,913,368.38)	# 73559 1256.25
11/14/2016	061826	The SBAM Plan	14,920.27		( 30,928,288.65)	CID# 281224 12.1.2016-12.31.2016 BILLING PERIOD
11/28/2016	061827	A-1 LOCK SHOP	99.24		( 30,928,387.89)	2 INVOICES 4301 \$60.46 4314 \$38.78
11/28/2016	061828	ACE ROOFING	520.00		( 30,928,907.89)	1 INVOICE B-BUILDING REPAIRS \$520.00
11/28/2016	061829	ANDERSON PRINTING & MAILING	157.50		( 30,929,065.39)	1 INVOICE 24156 \$157.50
11/28/2016	061830	APCO SUPPLY	2,098.63		( 30,931,164.02)	ACCT# 178131 1299928-00 \$290.21 1296873-00 \$209.69 1298965-00 \$1169.10 1298965-01 \$429.63
11/28/2016	061831	Aspen One Hour Heating & Air	3,594.00		( 30,934,758.02)	3 INVOICES 362904 \$347.00 363482 \$247.00 363223 \$3000.00
11/28/2016	061832	Brooklyn Plumbing, Heating & A/C, Inc	1,917.87		( 30,936,675.89)	9 INVOICES 648341 \$113.88 648493 \$268.38 CFP 648262 \$133.31 647051 \$298.00 CFP 648494 \$233.18 646558 \$319.78 CFP 648171 \$134.88 646544 \$324.31 CFP 646822 \$92.15
11/28/2016	061833	CARLIE FOWLER	48.00		( 30,936,723.89)	P-002-3263-11 FINAL ACCOUNTING
11/28/2016	061834	CASLER HARDWARE	22.78		( 30,936,746.67)	CUST# 33561 110623 \$8.99 110579 \$13.79
11/28/2016	061835	CHRISTIAN OTTO	15.50		( 30,936,762.17)	P-002-4406-06

Jackson Housing Commission  
**Check Register Summary Report**  
Public Housing  
From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
FINAL ACCOUNTING						
11/28/2016	061836	COLLINS BROTHERS	392.63		( 30,937,154.80)	1 INVOICE 50779 \$392.63
11/28/2016	061837	CONSUMERS ENERGY	10,613.38		( 30,947,768.18)	13 INVOICES 100035146164 \$1100.07 100000120905 CREDIT 100000120798 \$1319.93 100000120855 \$972.52 100035145554 \$2227.15 100000120954 \$1931.98 103023724406 \$16.76 100075348761 \$52.57 100000120764 \$2846.07 103023559372 \$31.84 100034181832 \$15.49 103023559539 \$71.57 100071389249 \$27.43
11/28/2016	061838	CUT-RATE PLUMBING	77.99		( 30,947,846.17)	ID# 644 688021 \$22.46 688121 \$35.83 626221 \$19.70
11/28/2016	061839	DAVE POWERS FENCE CO. LLC	1,430.00		( 30,949,276.17)	1 INVOICE FENCE REPAIR AT LAUREL LN PLAYGROUND
11/28/2016	061840	DBI BUSINESS INTERIORS	267.01		( 30,949,543.18)	CUST# 224241 03J11932 \$78.99 03J10150 \$69.73 03JH8910 \$9.16 03JH8544 \$82.61 03JH8545 \$26.52
11/28/2016	061841	TALX THE WORK NUMBER	22.45		( 30,949,565.63)	CUST# 8805983 B1-82273 \$22.45
11/28/2016	061842	ERADICO PEST SERVICES, AN	1,980.00		( 30,951,545.63)	CUST# 14338735 3396705 \$110.00 3396706 \$384.00 3396703 \$325.00 3396704 \$687.00 3396701 \$134.00 3396702 \$340.00
11/28/2016	061843	ETNA Supply	2,100.32		( 30,953,645.95)	CUST# 22603 S102017297.001 \$26.97 S102019656.001 \$1219.67 S102015801.001 \$477.12 S102024937.001 \$406.56
11/28/2016	061844	FRANCES COLE	201.80		( 30,953,847.75)	FRANCES COLE

Date: 12/07/2016  
Time: 10:51:23

Jackson Housing Commission  
**Check Register Summary Report**  
Public Housing

From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/28/2016	061845	GRIMES PLUMBING COMPANY, INC	1,467.83		( 30,955,315.58)	REED MANOR TENANT ASSOCIATION STIPEND & SUPPLIES 3 INVOICES 2496 \$667.83 2475 \$400.00 CFP 2421 \$400.00 CFP
11/28/2016	061846	HAMMOND HARDWARE	203.15		( 30,955,518.73)	CUST# 33515 C210697 \$28.78 C209273 \$8.05 C209769 \$110.58 B345920 \$53.06 C209449 \$2.68
11/28/2016	061847	HD Supply Facilities Maintenance	423.18		( 30,955,941.91)	CUST# 461000 9150119981 \$423.18
11/28/2016	061848	THE HELPING HAND HANDYMAN	700.00		( 30,956,641.91)	2 INVOICES 1005 \$350.00 1006 \$350.00
11/28/2016	061849	Hirst Electric Company	143.49		( 30,956,785.40)	1 INVOICE 60328 \$143.49
11/28/2016	061850	JACKSON GLASS WORKS INC	1,413.33		( 30,958,198.73)	JHOU 399280 \$415.00 399453 \$230.30 399789 \$415.00 397028 \$353.33
11/28/2016	061851	JAMES MOSSMAN	223.90		( 30,958,422.63)	P-003-6591-09 FINAL ACCOUNTING
11/28/2016	061852	Keepin It Clean	260.00		( 30,958,682.63)	1 INVOICE 1481 \$260.00
11/28/2016	061853	Lammers Heating & A/C	133.60		( 30,958,816.23)	1 INVOICE 12741-11595 \$133.60
11/28/2016	061854	LEUTZ CABINETS	120.00		( 30,958,936.23)	CUST# JAXH 52603 \$60.00 52601 \$60.00
11/28/2016	061855	LIBERTY ENVIRONMENTALISTS,	5.05		( 30,958,941.28)	1 INVOICE ORDER# 157587 \$5.05
11/28/2016	061856	MCGOWAN ELECTRIC SUPPLY INC	198.00		( 30,959,139.28)	CUST ID# 101263 1248122 \$198.00

Jackson Housing Commission  
Check Register Summary Report  
Public Housing

From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/28/2016	061857	MENARDS - JACKSON	1,057.31		( 30,960,196.59)	ACCT# 316104710 71571 \$441.67 71174 \$247.90 70544 \$98.64 71457 \$92.10 72306 \$15.84 71198 \$105.70 71772 \$55.46
11/28/2016	061858	MINUTEMAN SEWER & DRAIN INC.	1,465.00		( 30,961,661.59)	6 INVOICES 161566 \$250.00 161536 \$185.00 161523 \$250.00 161542 \$200.00 161543 \$300.00 161391 \$280.00
11/28/2016	061859	MODERN WASTE SYSTEMS	7,936.34		( 30,969,597.93)	ACCT# 23056 53143 11/1-11/30 SERVICE PERIOD
11/28/2016	061860	NICOLE SNOW	303.40		( 30,969,901.33)	P-003-6582-03 FINAL ACCOUNTING
11/28/2016	061861	OSBORNE PROCESS SERVICE	430.92		( 30,970,332.25)	15 INVOICES OBP-2016003343 OBP-2016003345 OBP-2016003341 OBP-2016003319 OBP-2016003317 OBP-2016003318 OBP-2016003292 OBP-2016003295 OBP-2016003344 OBP-2016003314 OBP-2016003320 OBP-2016003316 OBP-2016003315 OBP-2016003293 OBP-2016003294
11/28/2016	061862	PC Solutions	833.39		( 30,971,165.64)	4 INVOICES M16286 \$222.75 M16320 \$60.00 M16240 \$476.39 M16315 \$74.25
11/28/2016	061863	PDQ SUPPLY, INC.	796.49		( 30,971,962.13)	CUSTOMER ACCT# 118660 SI-242901 \$44.62 SI-242233 \$631.93 SI-241429 \$119.94
11/28/2016	061864	Petty Cash	1,677.85		( 30,973,639.98)	REPLENISH PETTY CASH LAST TRANSACTION TAMMY LOVELY #567

Date: 12/07/2016  
Time: 10:51:23

Jackson Housing Commission  
**Check Register Summary Report**  
Public Housing

From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/28/2016	061865	ROCHELLE DOYLE	70.00		( 30,973,709.98)	P-003-6602-09 FINAL ACCOUNTING
11/28/2016	061866	Rooney's Sewer Service	270.00		( 30,973,979.98)	1 INVOICE INV-2731 \$270.00
11/28/2016	061867	SAFETY SYSTEMS INC	3,032.00		( 30,977,011.98)	CUST# 00938 462175 \$123.00 462173 \$735.00 462095 \$1565.00 462174 \$609.00
11/28/2016	061868	THE SHERWIN -WILLIAMS CO.	679.95		( 30,977,691.93)	ACCT# 5291-3816-6 6575-2 \$75.55 6874-9 \$604.40
11/28/2016	061869	SMALL APPLIANCE & VACUUM	263.73		( 30,977,955.66)	\$233.73 REPAIRS ON 2 VACS \$30.00 2 PKGS OF BAGS
11/28/2016	061870	TERRY GALVIN	137.00		( 30,978,092.66)	P-002-4393-06 FINAL ACCOUNTING
11/28/2016	061871	Trail Supply LLC	821.83		( 30,978,914.49)	ACCT# 10014 33339 \$821.83
11/28/2016	061872	TRANS UNION LLC	250.45		( 30,979,164.94)	CUST ID# 4408R0064047 10632335 \$250.45
11/28/2016	061873	US Inspection Group, Inc.	4,869.00		( 30,984,033.94)	1 INVOICE 222911 \$4869.00
11/28/2016	061874	White & Hotchkiss, PLLC	450.00		( 30,984,483.94)	FILE# 1919 77612 \$450.00
11/28/2016	061875	WILMAR INDUSTRIES	1,089.78		( 30,985,573.72)	ACCT# 70585 384115671 \$588.10 383183522 \$501.68
11/28/2016	061876	Community Action Agency	833.20		( 30,986,406.92)	1 INVOICE TENANT SUPPORT SERVICES FOURTH MONTH 10.1.2016-10.31.2016
11/28/2016	061877	PLIC - SBD Grand Island	90.38		( 30,986,497.30)	ACCT# 1044559-10001 BILLING PERIOD 12.1.16-12.31-16
11/28/2016	061878	Home Depot Credit Services	2,273.15		( 30,988,770.45)	6035322540175928 INV# 2014190 \$209.04



Jackson Housing Commission  
**Check Register Summary Report**  
Public Housing

From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/28/2016	061879	NAN MCKAY & Associates, Inc.	2,400.00		( 30,991,170.45)	6973738 \$1974.78 6182250 \$-10.67 CREDIT
						JAC49201 INV214634 \$600.00 INV214635 \$600.00 INV215320 \$600.00 INV216141 \$600.00
11/30/2016	061880	AFLAC	109.32		( 30,991,279.77)	ACCT# VX312 882900 \$109.32
11/30/2016	061881	American Office Solutions	132.69		( 30,991,412.46)	ACCT# J1087 CT# 1197-01 11,957@0.010780
11/30/2016	061882	CONSUMERS ENERGY	9,222.73		( 31,000,635.19)	23 INVOICES PLEASE SEE ATTACHMENTS
11/30/2016	061883	DONNA EDWARDS	386.00		( 31,001,021.19)	P-001-1171-06 FINAL ACCOUNTING
11/30/2016	061884	Jackson Transportation Authority	179.10		( 31,001,200.29)	1 INVOICE 0027229-IN \$179.10
11/30/2016	061885	JACKSON WATER COLLECTION	16,302.63		( 31,017,502.92)	87 INVOICES PLEASE SEE ATTACHMENTS
11/30/2016	061886	NAN MCKAY & Associates, Inc.	2,400.00		( 31,019,902.92)	JAC49201 INV214634 \$600.00 INV214635 \$600.00 INV215320 \$600.00 INV216141 \$600.00
11/30/2016	061886	**VOID** NAN MCKAY & Associates,	( 2,400.00)		( 31,017,502.92)	JAC49201 Void Refer 061886 Entered Duplicate Invoice
11/30/2016	061887	TDS Metrocom	2,356.79		( 31,019,859.71)	5 INVOICES 517-787-6494 \$89.94 517-787-1188 \$1727.36 517-787-0168 \$414.58 517-780-0620 \$93.78 517-780-0181 \$31.15
11/30/2016	061888	AMBS CALL CENTER	654.45		( 31,020,514.16)	ACCT#1909 INV 161110160
11/30/2016	061889	ERADICO PEST SERVICES, AN	1,980.00		( 31,022,494.16)	ACCT#153860;153859;153858

Jackson Housing Commission  
**Check Register Summary Report**  
 Public Housing

From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
						479863B 384.00
						479896B 110.00
						479864B 687.00
						479894B 325.00
						479895B 134.00
						479862B 340.00
11/30/2016	061890	INK CONTRACTING LLC	1,300.00		( 31,023,794.16)	1 INVOICE INV1070 \$1300.00
11/30/2016	061891	PURCHASE POWER	283.15		( 31,024,077.31)	8000-9000-0062-0004 POSTAGE REFILL- OCT BILL
11/30/2016	061892	THE HELPING HAND HANDYMAN	850.00		( 31,024,927.31)	1 INVOICE INV#1007 1239 - CHALET 150- SHAHAN-BLACKSTONE

**Total:** 231,290.52 0.00

Jackson Housing Commission  
Check Register Detail Report  
General COCC Account

From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
11/07/2016	002683	AFLAC	Payment	47.88	( 870,022.67)	
		96140.4 All Other Insurance - COCC				SUPPLEMENTAL INSURANCE- OCT
		SUPPLEMENTAL INSURANCE- OCTOBER				
11/07/2016	002684	ALLEGIANCE OCCUPATIONAL	Payment	255.48	( 870,278.15)	
		91900.4 Other Expenses - COCC				EMPLOYEE W/C CLAIM
		EMPLOYEE W/C CLAIM				
11/07/2016	002685	CONSUMERS ENERGY	Deposit		( 870,278.15)	
		VOIDED CONTINUATION CHECK				
11/07/2016	002686	CONSUMERS ENERGY	Deposit		( 870,278.15)	
		VOIDED CONTINUATION CHECK				
11/07/2016	002687	CONSUMERS ENERGY	Deposit		( 870,278.15)	
		VOIDED CONTINUATION CHECK				
11/07/2016	002688	CONSUMERS ENERGY	Deposit		( 870,278.15)	
		VOIDED CONTINUATION CHECK				
11/07/2016	002689	CONSUMERS ENERGY	Deposit		( 870,278.15)	
		VOIDED CONTINUATION CHECK				
11/07/2016	002690	CONSUMERS ENERGY	Deposit		( 870,278.15)	
		VOIDED CONTINUATION CHECK				
11/07/2016	002691	First National Bank Omaha	Payment	2,622.49	( 872,900.64)	
		VOIDED CONTINUATION CHECK				
		PLEASE SEE ATTACHMENT				
11/07/2016	002692	PURCHASE POWER	Payment	169.89	( 873,070.53)	ACCT#8000-9000-0062-0884
		91600.4 Office Expenses - COCC				POSTAGE
		POSTAGE				
11/07/2016	002693	JACKSON YMCA	Payment	476.25	( 873,546.78)	
		91900.4 Other Expenses - COCC				OCT, NOV, DEC MEMBERSHIP DUES
		MEMBERSHIP DUES OCT, NOV, DEC				
11/07/2016	002694	City Of Jackson - Finance Department	Payment	4,745.03	( 878,291.81)	
		91500.4 Employee Benefit Contributions,				
		EE & ER EARNINGS AND CONTRIBUTIONS				
11/14/2016	002695	AccuShred, LLC	Payment	25.00	( 878,316.81)	

Jackson Housing Commission  
**Check Register Detail Report**  
General COCC Account  
From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		91600.4 Office Expenses - COCC #35549 25.00	25.00			SHRED SERVICE OCT
11/14/2016	002696	ALLEGIANCE OCCUPATIONAL 91900.4 Other Expenses - COCC # 170084 362.00 OCT SCREENING	Payment 362.00	362.00	( 878,678.81)	EMPLOYEE SCREENING OCT
11/14/2016	002697	DBI BUSINESS INTERIORS 91600.4 Office Expenses - COCC 03JH7121 69.86 03JH8546 191.40 03JH7123 17.96	Payment 279.22	279.22	( 878,958.03)	CUST# 224241 OFFICE SUPPLIES
11/14/2016	002698	HireRight, Inc. 91600.4 Office Expenses - COCC G2043419	Payment 54.32	54.32	( 879,012.35)	CUST# 300245 JOB LISTING
11/14/2016	002699	SPRINT 91600.4 Office Expenses - COCC 128763256-026 214.25	Payment 214.25	214.25	( 879,226.60)	128763256 CELL PHONE SERVICE
11/14/2016	002700	TDS Metrocom 91600.4 Office Expenses - COCC 517-787-9241 6.63	Payment 6.63	6.63	( 879,233.23)	PHONE AND FAX SERVICE
11/14/2016	002701	COMCAST 91600.4 Office Expenses - COCC 91600.4 Office Expenses - COCC 91600.4 Office Expenses - COCC 91600.4 Office Expenses - COCC 316 BAR 01721 425384-01-4 251.24 316 BAR CREDIT 410 E HIGH CURENT 221 JANKE 01721 422344-01-1 8.36 301 STEW 01721 413438-01-3 329.56 109 SHAH 01721 276409-02-9 80.03	Payment 251.24 8.36 329.56 80.03	669.19	( 879,902.42)	4 INVOICES 316 BARBERRY 221 JANKE 301 STEWARD 109 SHAHAN
11/14/2016	002702	The SBAM Plan 91500.4 Employee Benefit Contributions, 91501.4 Insurance Coverage-Retirees - 91900.4 Other Expenses - COCC 12.1.2016-12.31.2016 BILLING PERIOD	Payment 5,358.97 3,344.16 7.00	8,710.13	( 888,612.55)	CID# 281224 ADMIN FEE
11/28/2016	002703	ANDERSON PRINTING & MAILING	Payment	52.50	( 888,665.05)	1 INVOICE

Jackson Housing Commission  
**Check Register Detail Report**  
General COCC Account  
From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		91600.4 Office Expenses - COCC	52.50			OFFICE SUPPLIES
		24156 \$52.50				
11/28/2016	002704	ANN ARBOR CREDIT BUREAU, INC.	Payment	8.00	( 888,673.05)	CLIENT ID# J3688
		91900.4 Other Expenses - COCC	8.00			TAX GARNISHMENT
		707729 \$8.00				
11/28/2016	002705	Community Action Agency	Payment	833.20	( 889,506.25)	1 INVOICE
		91900.4 Other Expenses - COCC	833.20			TENANT SERVICES -OCT
		TENANT SUPPORT SERVICES				
		FOURTH MONTH				
		10.1.2016-10.31.2016				
11/28/2016	002706	DBI BUSINESS INTERIORS	Payment	393.50	( 889,899.75)	CUST# 224241
		91600.4 Office Expenses - COCC	393.50			OFFICE SUPPLIES
		03.J11933 \$393.50				
11/28/2016	002707	GLG PRINT	Payment	69.75	( 889,969.50)	1 INVOICE
		91600.4 Office Expenses - COCC	69.75			OFFICE SUPPLIES
		48149 \$69.75				
11/28/2016	002708	Housing Authority Risk Retention	Payment	240.00	( 890,209.50)	CLIENT# 6183
		91900.4 Other Expenses - COCC	240.00			MTCS TRANSMITTAL
		221939 \$240.00				
		MTCS TRANSMITTAL SERVICE				
		10.1.2016-12.31.2016				
11/28/2016	002708	**VOID** Housing Authority Risk	Payment	( 240.00)	( 889,969.50)	CLIENT# 6183
		91900.4 Other Expenses - COCC	( 240.00)			MTCS TRANSMITTAL
		Void Refer 002708				
11/28/2016	002709	JASON OMO	Payment	54.32	( 890,023.82)	JHC GAME NIGHT REIMBURSEMENT
		91900.4 Other Expenses - COCC	54.32			
		JHC GAME NIGHT REIMBURSEMENT				
11/28/2016	002710	MLive Media Group	Payment	134.60	( 890,158.42)	CUST# 20008879
		91600.4 Office Expenses - COCC	134.60			ANNOUNCEMENT/PUBLIC NOTICE
		AD# 0007870287 ANNOUNCEMENT/PUBLIC NOTICE				
11/28/2016	002711	PC Solutions	Payment	530.05	( 890,688.47)	4 INVOICES
		91600.4 Office Expenses - COCC	530.05			COMPUTER SUPPORT
		M16288 \$74.25				
		M16294 \$272.25				
		M16240 \$158.80				
		M16315 \$24.75				
11/28/2016	002712	Pentiuok, Couvreur & Kobiljak, P.C	Payment	828.00	( 891,516.47)	ACCT# 114310.001
		91700.4 Legal Expenses - COCC	828.00			LEGAL FEES - OCT

Jackson Housing Commission  
**Check Register Detail Report**  
General COCC Account  
From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		28705 \$828.00				
11/28/2016	002713	PLIC - SBD Grand Island	Payment	32.76	( 891,549.23)	ACCT# 1044559-10001
		96140.4 All Other Insurance - COCC	32.76			DEC -LIFE AND AD &D
		BILLING PERIOD				
		12.1.16-12.31.16				
11/28/2016	002714	NAN MCKAY & Associates, Inc.	Payment	2,085.00	( 893,634.23)	JAC49201
		1408.415 CFP MANAGEMENT	2,085.00			JOHNSON, OMO MANAGEMENT IMPROVEMENT
		INV211967 \$892.50				
		CREDIT001315 \$892.50				
		INV212558 \$1192.50				
		INV213354 \$892.50				
11/30/2016	002715	AFLAC	Payment	47.88	( 893,682.11)	ACCT# VX312
		96140.4 All Other Insurance - COCC	47.88			NOVEMBER SUPPLEMENTAL INSURANCE
		882900 \$47.88				
11/30/2016	002716	TDS Metrocom	Payment	53.57	( 893,735.68)	1 INVOICE
		91600.4 Office Expenses - COCC	53.57			PHONE AND FAX SERVICE
		517-787-9241 \$53.57				
11/30/2016	002717	COMCAST	Payment	204.88	( 893,940.56)	2 INVOICES
		91600.4 Office Expenses - COCC	204.88			INTERNET PHONE SERVICE
		01721-422342-01-5 \$114.98 316 BARBERRY				
		01721-346503-01-6 \$89.90 410 E HIGH ST				
11/30/2016	002718	PURCHASE POWER	Payment	169.89	( 894,110.45)	8000-9000-0062-0884
		91600.4 Office Expenses - COCC	169.89			POSTAGE REFILL
		POSTAGE REFILL OCT				

Jackson Housing Commission  
**Check Register Detail Report**  
Section 8 Housing Voucher Prog  
From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
11/07/2016	054413	AFLAC 96140.5 All Other Insurance - S8P SUPPLEMENTAL INSURANCE- OCT	Payment 241.44	241.44	( 509,672.75)	SUPPLEMENTAL INSURANCE
11/07/2016	054414	DBI BUSINESS INTERIORS 91600.5 Office Expenses - S8P 03JH5140	Payment 137.47	137.47	( 509,810.22)	OFFICE SUPPLIES
11/07/2016	054415	PURCHASE POWER 91600.5 Office Expenses - S8P POSTAGE	Payment 113.26	113.26	( 509,923.48)	ACCT# 8000-9000-0062-0884 POSTAGE
11/07/2016	054416	Grand River Insurance Agency, LLC 96130.5 Worker's Compensation - S8P	Payment 610.08	610.08	( 510,533.56)	GRB WC5002339 01
11/07/2016	054417	JACKSON YMCA 91900.5 Other Expenses - S8P OCT, NOV, DEC	Payment 109.50	109.50	( 510,643.06)	YMCA MEMBERSHIP
11/09/2016	054418	City Of Jackson - Finance Department	Payment	1,720.02	( 512,363.08)	
11/09/2016	054419	EE & ER EARNINGS AND CONTRIBUTIONS LAURIE INGRAM 4140.5 Training Reimbursement S8P SECTION 8 STAFF TRAINING	Payment 532.35	532.35	( 512,895.43)	SECTION 8 TRAINING
11/14/2016	054420	AccuShred, LLC 91600.5 Office Expenses - S8P INV# 35510 25.00	Payment 25.00	25.00	( 512,920.43)	SHRED SERVICE
11/14/2016	054421	DBI BUSINESS INTERIORS 91600.5 Office Expenses - S8P 03IF9826001	Payment 169.07	169.07	( 513,089.50)	CUST# 224241 OFFICE SUPPLIES
11/14/2016	054422	SPRINT 91600.5 Office Expenses - S8P 128763256-026 12.39	Payment 12.39	12.39	( 513,101.89)	128763256 CELL PHONE SERVICE
11/14/2016	054423	TDS Metrocom 91600.5 Office Expenses - S8P 517-787-6326	Payment 73.46	73.46	( 513,175.35)	
11/14/2016	054424	The SBAM Plan 91500.5 Employee Benefit Contributions, 91900.5 Other Expenses - S8P 12.1.2016-12.31.2016 BILLING PERIOD	Payment 2,228.45 7.00	2,235.45	( 515,410.80)	CID# 281224 ADMIN FEE

Jackson Housing Commission  
**Check Register Detail Report**  
Section 8 Housing Voucher Prog  
From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
11/28/2016	054425	Community Action Agency 91900.5 Other Expenses - S8P TENANT SUPPORT SERVICES FOURTH MONTH 10.1.2016-10.31.2016	Payment 416.60	416.60	( 515,827.40)	1 INVOICE TENANT SERVICES -OCT
11/28/2016	054426	TRANS UNION LLC 91900.5 Other Expenses - S8P B1-82273 \$89.70	Payment 89.70	89.70	( 515,917.10)	CUST# 8805983 TENANT SCREENING -OCT
11/28/2016	054426	**VOID** TRANS UNION LLC 91900.5 Other Expenses - S8P Void Refer 054426 THIS AMOUNT WAS TO GO TO TALX NOT TRANSUNION	Payment ( 89.70)	( 89.70)	( 515,827.40)	CUST# 8805983 TFNANT SCRFFENING -OCT
11/28/2016	054427	PC Solutions 91600.5 Office Expenses - S8P M16319 \$30.00 M16315 \$24.75 M16240 \$158.80	Payment 213.55	213.55	( 516,040.95)	3 INVOICES COMPUTER SUPPORT
11/28/2016	054428	RAYCELE THORNTON 91900.5 Other Expenses - S8P REFUND OF OVER PAID BALANCE	Payment 62.98	62.98	( 516,103.93)	REFUND OF OVER PAYMENT
11/28/2016	054429	TESHA WALKER 91900.5 Other Expenses - S8P REFUND OF OVER PAID BALANCE	Payment 1.00	1.00	( 516,104.93)	REFUND OF OVER PAID BALANCE
11/28/2016	054430	TRANS UNION LLC 91900.5 Other Expenses - S8P 10632335 \$27.00	Payment 27.00	27.00	( 516,131.93)	CUST ID# 4408R0064047 TENANT SCREENING - OCT
11/28/2016	054431	PLIC - SBD Grand Island  BILLING PERIOD 12.1.16-12.31.16	Payment	15.21	( 516,147.14)	ACCT# 1044559-10001
11/28/2016	054432	NAN MCKAY & Associates, Inc. 91210.5 Staff Training - S8P INV214348 \$1192.50	Payment 1,192.50	1,192.50	( 517,339.64)	JAC49201 S8 MANAGEMENT TRAINING
11/30/2016	054433	AFLAC 96140.5 All Other Insurance - S8P 882900 \$250.44	Payment 250.44	250.44	( 517,590.08)	ACCT# VX312 NOVEMBER SUPPLEMENTAL INSURANCE
11/30/2016	054434	Jackson Transportation Authority	Payment	26.12	( 517,616.20)	1 INVOICE



Jackson Housing Commission  
**Check Register Detail Report**  
Section 8 Housing Voucher Prog  
From: 11/01/2016 To: 11/30/2016

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		91900.5 Other Expenses - S8P				
		0027229-IN \$26.12		26.12		FUEL SERVICE OCT
11/30/2016	054435	TDS Metrocom	Payment	80.32	( 517,696.52)	1 INVOICE
		91600.5 Office Expenses - S8P		80.32		PHONE AND FAX SERVICE
		517-780-0181 \$80.32				
11/30/2016	054436	PURCHASE POWER	Payment	113.26	( 517,809.78)	8000-9000-0062-0884
		91600.5 Office Expenses - S8P		113.26		POSTAGE REFILL
		POSTAGE REFILL- OCT				



**Jackson Housing Commission**  
Jackson, Michigan

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

**RESOLUTION NO. 2016-32**

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	\$1,138.78
AMP 2: Reed Manor	\$ 0.00
AMP 3: Shahan Blackstone North	<u>\$ 559.00</u>
<b>Total</b>	<b>\$1,697.78</b>

The attached Collection Losses Report reflects the delinquent amount of **\$1,697.78** and is hereby approved for fiscal year 2016 write-off.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution with noted corrections. Commissioner \_\_\_\_\_ **SECONDED** the motion and upon 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 December 21, 2016.

\_\_\_\_\_  
Michele Pultz-Orthaus  
President



# Collection Losses Report

*Three months or greater*

December 21, 2016

Board Resolution 2016-32

<b>Property</b>	<b>Tenant</b>	<b>Move-Out</b>	<b>Amount</b>
Chalet Terrace	001-7633-04	9/08/2016	\$449.00
Chalet Terrace	001-7625-06	9/08/2016	\$689.78
Shahan Blackstone North	003-6567-14	9/08/2016	\$559.00
<b>Total Write Off</b>			<b>\$1,697.78</b>

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



**JACKSON HOUSING COMMISSION**  
JACKSON, MI

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

**RESOLUTION NO. 2016-33**

**WHEREAS**, the Department of Housing and Urban Development requires PHA to enact an Eviction Policy to establish a written set of policies determining violations of certain terms of a lease between residents and the Jackson Housing Commission that would result in eviction;

**WHEREAS**, an Eviction Policy provides reasonable assurance that the Jackson Housing Commission residents and staff understand the specific violations of a lease that result in termination by eviction;

**THEREFORE BE IT RESOLVED THAT** the Commission hereby approves the Eviction Policy.

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

AYES:  
NAYS:  
ABSTAIN:  
ABSENT:

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

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on December 21, 2016.

\_\_\_\_\_  
Michelle Pultz-Orthaus  
President

# Eviction Policy

## INTRODUCTION

The Jackson Housing Commission is committed to maintaining safe, affordable, and stable housing for all program participants. However, there are situations in which JHC must terminate a tenant's program participation. This policy is not intended to be inclusive of every specific instance in which tenancy may be terminated. When in conflict with a HUD regulation, the HUD guidance will supersede this policy.

## TERMINATION GUIDELINES

JHC may terminate the tenancy only for serious or repeated violation of material terms of the lease, such as the following:

- Failure to make payments due under the lease
- Failure to fulfill household obligations as described in 24 CFR § 966.4(f)
- Refusal to accept a mandatory transfer or "right-sizing" offer
- Other good cause
  - Other good cause includes but is not limited to:
    - Discovery, after program admission, facts that made the tenant ineligible
    - Discovery of material false statements or fraud by the tenant in connection with an application for assistance or with reexamination of income
    - Failure of a family member to comply with community service requirement provisions (this is grounds for nonrenewal of the lease and termination of tenancy only at the end of the twelve month lease)
    - Failure to accept JHC's offer of a lease revision to an existing lease
    - Failure to comply with re-certification process and documentation
- JHC termination of tenancy for criminal activity or alcohol abuse:
  - JHC will immediately terminate tenancy if it determines that any household member has **ever** been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing (lease termination is required by HUD)
  - JHC will terminate tenancy in the event that it is determined that drug-related criminal activity has been engaged in, on, or off the premises by any tenant, member of the tenant's household or guest, or other person under the tenant's control
  - JHC may evict a family when it determines that a household member is illegally using a drug or when a pattern of illegal drug use interferes with the health, safety, welfare or right to peaceful enjoyment of the premises by other tenants
  - JHC may evict when criminal activity by a covered person that threatens the health, safety, welfare, or right to peaceful enjoyment of the premises by other residents, or threatens the health, safety, welfare, or right to peaceful enjoyment of their residences by persons residing in the immediate vicinity
- JHC may pursue termination of tenancy if it determines that a household member has
  - Engaged in alcohol abuse or a pattern of alcohol abuse that threatens the health, safety, welfare, or right to peaceful enjoyment of the premises by other tenants
  - Furnished false or misleading information concerning illegal drug use, alcohol abuse, or rehabilitation of illegal drug users or alcohol abusers



## **LEASE TERMINATION NOTICE**

- Fourteen days in the case of failure to pay rent
- A reasonable period of time considering the seriousness of the situation (but not to exceed 30 days) if the health, safety, or welfare of other tenants, JHC employees, or persons residing in the immediate vicinity of the premises is threatened; or if any member of the household has engaged in any drug-related criminal activity or violent criminal activity; or if any member of the household has been convicted of a felony
- Thirty days in any other case, except that if the State or local law allows for a shorter notice period, such shorter period shall apply.

JHC's notice of lease termination will inform the tenant of the specific grounds for lease termination (citing the specific lease provision violated and the manner in which the tenant violated it). Further, the notice will inform the tenant of the tenant's right to make a reply to the lease termination notice, and to examine any documents directly relevant to the lease termination or eviction.

The lease termination notice will state if the tenant is entitled to a grievance hearing.

If the tenant is permitted to request a grievance hearing, JHC may not terminate the lease until the time period to request such a hearing has expired, or, if the grievance hearing is requested in a timely manner, until the grievance process has been completed.

If the tenant is not eligible for a grievance hearing (grievances related to lease terminations for criminal activity or drug-related criminal activity), the notice of lease termination will state that the tenant is not entitled to a grievance hearing, specify the judicial eviction procedure JHC will use, state that HUD has determined that this judicial procedure complies with the basic elements of due process, and state the grounds for lease termination under which the grievance process is denied.

## **DISCRETION TO CONSIDER CIRCUMSTANCES**

When deciding whom to evict for criminal activity, JHC has the choice to consider (or not) all the circumstances of a case, including the seriousness of the offense, whether family members knew or participated in the offense, and the effect the eviction will have on family members not involved in criminal activity.

JHC may require a tenant to exclude a member as a condition of continuing to remain in the unit and/or require a member who faces termination for illegal drug use to demonstrate that he/she has been rehabilitated.

## **NOTICE TO POST OFFICE**

When JHC evicts an individual or family from public housing for criminal activity or drug-related criminal activity, JHC is required to notify the local post office serving the dwelling unit, that the person is no longer residing in the unit.

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2016-34**

**WHEREAS**, the Jackson Housing Commission is required to procure trash collection services in accordance to the Commission's procurement policy;

**WHEREAS**, staff followed JHC's procurement policy for procuring such services;

**WHEREAS**, contract files include Independent Cost Estimate (ICE), Request for Proposals (RFP), Proposals, evaluations of proposals and Non-Disclosure statements;

**WHEREAS**, three companies responded and Modern Waste Systems, Inc. was the lowest;

**THEREFORE BE IT RESOLVED THAT** the Board of Commissioners authorizes the Executive Director to award and execute a contract for trash pickup services with Modern Waste Systems, Inc.

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

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on December 21, 2016.

\_\_\_\_\_  
Michelle Pultz-Orthaus  
President

# Leasing and HAP Utilization

Cy 2016

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											54,518
January	198,520	192,987	97.3%	436	442.63	91.8%	475	527	4	5,533	60,582
February	180,945	197,887	109.4%	441	448.72	92.9%	475	1,365	4	(16,942)	45,009
March	196,972	198,837	101.0%	448	443.83	94.4%	475	1,555	4	(1,865)	44,703
April	197,361	206,280	104.6%	454	454.36	95.6%	475	1,230	4	(8,919)	37,018
May	204,356	210,732	103.2%	459	459.11	96.7%	475	2,026	4	(6,376)	32,672
June	162,565	207,618	127.8%	465	446.49	97.9%	475	534	3	(45,053)	-11,844
July	203,684	210,720	103.5%	459	459.09	96.7%	475	747	3	(7,036)	-18,130
August	270,484	203,889	75.4%	456	447.13	96.0%	475	781	3	66,595	49,249
September	214,947	210,017	97.7%	461	455.57	97.1%	475	724	4	4,930	54,907
October	215,398	206,845	96.1%	454	455.61	95.6%	475	488	5	8,553	63,953
November	215,819	208,079	96.5%	451	461.37	95.0%	475	819	5	7,740	72,517
December											
	2261051	2047046	101.1%	4984	452.17	95.4%	5225	10796	43	7,160	



**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - November 2016  
 Project: 001 - Chalet Terrace

**A. Basic Identification Data**

3. Total Units Available: 128      5. Fiscal Year Beginning: 04/01/2016      6. Report Period Ending Date: 11/30/2016

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 119      2. Total Charges: 24,171.36      3. Dwelling Rental: 22,057.54      4. Retroactive Rent: 583.62      5. Excess Utility: 43.27      6. Additional Charges: 1,486.95

**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	10	337.44	0.00	72.00	583.11	992.55
Over One Month Delinquent	62	11,583.89	0.00	735.83	11,268.64	23,588.36
<b>Total for TIP</b>	<b>72</b>					<b>24,580.91</b>
Vacated TAR	22					6,628.33
<b>Total</b>	<b>94</b>					<b>31,209.24</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	22	8,207.42
Under Formal Repayment Agreement with Payments Up-to-Date	22	8,207.42
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	50	16,373.49

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prict FY (one year to date)	Previous FY (two years to date)
	11/30/2016	11/30/2015	11/30/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	61	57	54
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	68	51	42

**F. Collection Losses**

1. Amount Charged to Loss this Period	0.00
2. Amount Charged to Loss this Year to Date	14.00

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - November 2016  
 Project: 002 - Reed Manor

**A. Basic Identification Data**

3. Total Units Available: 292      5. Fiscal Year Beginning: 04/01/2016      6. Report Period Ending Date: 11/30/2016

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 287      2. Total Charges: 58,595.62      3. Dwelling Rental: 67,298.59      4. Retroactive Rent: 82.00      5. Excess Utility: -80.00      6. Additional Charges: 1,295.03

**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	35	727.50	-76.00	27.00	1,494.42	2,172.92
Over One Month Delinquent	50	4,220.75	383.00	52.00	18,566.38	23,222.13
Total for TIP	85					25,395.05
Vacated TAR	44					20,023.93
<b>Total</b>	<b>129</b>					<b>45,418.98</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	51	19,457.37
Under Formal Repayment Agreement with Payments Up-to-Date	51	19,457.37
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	34	5,937.68

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (shd date) 11/30/2016	Pror FY (one year to date) 11/30/2015	Previous FY (two years to date) 11/30/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	30	36	28
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	10	29	25

**F. Collection Losses**

1. Amount Charged to Loss this Period      0.00  
 2. Amount Charged to Loss this Year to Date      6,382.78

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
Public Housing - November 2016  
Project: 003 - Shahan-Blackstone

**A. Basic Identification Data**

3. Total Units Available: 120      5. Fiscal Year Beginning: 04/01/2016      6. Repor. Period Ending Date: 11/30/2016

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 106      2. Total Charges: 13,514.95      3. Dwelling Rental: 13,019.61      4. Retroactive Rent: 79.00      5. Excess Utility: 20.00      6. Additional Charges: 396.34

**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	12	369.05	0.00	60.00	353.54	782.59
Over One Month Delinquent	13	1,452.00	-20.00	246.48	3,866.94	5,545.42
<b>Total for TIP</b>	<b>25</b>					<b>6,328.01</b>
Vacated TAR	12					6,709.55
<b>Total</b>	<b>37</b>					<b>13,037.56</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	11	3,738.40
Under Formal Repayment Agreement with Payments Up-to-Date	11	3,738.40
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	14	2,589.61

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 11/30/2016	Pr or FY (one year to date) 11/30/2015	Previous FY (two years to date) 11/30/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	24	42	34
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	19	118	48

**F. Collection Losses**

1. Amount Charged to Loss this Period      0.00  
2. Amount Charged to Loss this Year to Date      2,138.87

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - November 2016  
 Project: ALL - Summary

**A. Basic Identification Data**3. Total Units Available: 5405. Fiscal Year Beginning: 04/01/20166. Report Period Ending Date: 11/30/2016**B. Charges to Tenants**1. No. of Units Occupied by TIP on  
the Last Day of this Reporting Period:512

2. Total Charges:

96,281.93

3. Dwelling Rental:

92,378.74

4. Retroactive Rent:

744.60

5. Excess Utility:

-16.73

6. Additional Charges:

3,178.32**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	57	1,433.99	-78.00	159.00	2,431.07	3,948.06
Over One Month Delinquent	125	17,256.64	363.00	1,034.31	33,701.96	52,355.91
Total for TIP	182					56,303.97
Vacated TAR	78					33,361.81
<b>Total</b>	<b>260</b>					<b>89,665.78</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	84	31,403.19
Under Formal Repayment Agreement with Payments Up-to-Date	84	31,403.19
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	98	24,900.78

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	11/30/2016	11/30/2015	11/30/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	36	42	35
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	26	45	33

**F. Collection Losses**

1. Amount Charged to Loss this Period	0.00
2. Amount Charged to Loss this Year to Date	8,535.65



# Jackson Housing Commission

## Consolidated Tenants Accounts Receivables Report

### November 2016

AMP	Total Units Available	Rents Collected	Percent of Rents Collected	Vacant Units	Percent of Units Vacant	Notices to		14 Day Notices	Court Filings
						Vacate	Vacate		
Chalet Terrace	128	79	66	9	7	NA	33	7	
Reed Manor	292	258	90	5	2	NA	21	8	
Shahan Blackstone	120	92	87	14	12	NA	13	1	

## Move-Outs Report November 2016

<b>AMP</b>	<b>Account Number</b>	<b>Move-Out</b>	<b>Reason</b>
Chalet Terrace	P-001-1171-06	11-01-16	Move in with friend
Chalet Terrace	P-001-1128-08	11-05-16	Received voucher from CAA
Reed Manor	P-002-3263-11	11-01-16	Wanted a larger apartment
Reed Manor	P-002-4406-06	11-04-16	Wanted to move
Reed Manor	P-002-3368-06	11-30-16	Received Section 8 Voucher
Reed Manor	P-002-3352-08	11-06-16	Moved with family
Shahan Blackstone North	P-003-5504-08	11-01-16	Received Section 8 Voucher

**Jackson Housing Commission**  
**PHAS - Vacant Unit Turnaround Time**  
Public Housing  
for Units Re-Occupied between: 11/01/2016 and 11/30/2016

Prj-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
001-7639	929 Maple		08/21/2016	08/22/2016	0	10/06/2016	46	11/01/2016	25	71	0	0	0	
001-1176	1218 Laurel Lane		08/24/2016	08/24/2016	0	10/06/2016	43	11/01/2016	25	68	0	0	0	
003-5506	134 Shahan Drive		08/30/2016	09/14/2016	14	09/23/2016	10	11/07/2016	44	68	0	0	0	
003-6585	342 Moorman Drive		08/31/2016	10/14/2016	43	11/04/2016	22	11/10/2016	5	70	0	0	0	
001-7633	217 Summit		09/08/2016	09/08/2016	0	10/31/2016	53	11/04/2016	3	56	0	0	0	
003-6567	324 Moorman Drive		09/08/2016	09/09/2016	0	10/25/2016	47	11/07/2016	12	59	0	0	0	
003-6573	330 Moorman Drive		09/19/2016	09/19/2016	0	11/22/2016	64	11/28/2016	5	69	0	0	0	
001-1130	304 Barbary Drive		09/25/2016	09/25/2016	0	11/21/2016	56	11/21/2016	0	56	0	0	0	
001-1155	1219 Heather Lane		10/03/2016	10/03/2016	0	11/03/2016	31	11/08/2016	4	35	0	0	0	
003-5533	212 Janke Street		10/03/2016	10/03/2016	0	11/02/2016	30	11/07/2016	4	34	0	0	0	
001-1147	1226 Heather Lane		10/03/2016	10/12/2016	8	11/07/2016	27	11/14/2016	6	41	0	0	0	
003-6602	359 Moorman Drive		10/12/2016	10/12/2016	0	11/16/2016	35	11/21/2016	4	39	0	0	0	
003-7613	312 Madison		10/13/2016	10/13/2016	0	11/02/2016	20	11/04/2016	1	21	0	0	0	
002-4393	207 Steward Avenue	H-24	10/18/2016	10/19/2016	0	10/20/2016	2	11/04/2016	14	16	0	0	0	
002-4460	315 Steward Avenue	I-47	10/25/2016	10/26/2016	0	11/03/2016	9	11/07/2016	3	12	0	0	0	
002-4487	315 Steward Avenue	I-74	10/27/2016	10/27/2016	0	11/08/2016	12	11/23/2016	14	26	0	0	0	
002-4377	207 Steward Avenue	H-8	10/30/2016	11/01/2016	1	11/22/2016	21	11/22/2016	0	22	0	0	0	
002-3263	301 Steward Ave	D-16	11/01/2016	11/01/2016	0	11/01/2016	0	11/02/2016	0	0	0	0	0	
002-4406	207 Steward Avenue	H-37	11/04/2016	11/05/2016	0	11/09/2016	4	11/09/2016	0	4	0	0	0	
002-4475	315 Steward Avenue	I-62	11/06/2016	11/07/2016	0	11/16/2016	10	11/22/2016	5	15	0	0	0	
<b>Total Units:</b>					<b>20</b>	<b>66</b>	<b>542</b>	<b>174</b>	<b>782</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

### PHAS - Vacant Unit Turnaround Time

#### Public Housing

for Units Re-Occupied between: 11/01/2016 and 11/30/2016

Element # - Description	
V12400 - Total number of turnaround days:	782
V12500 - Total number of vacancy days exempted for Capital Funds:	0
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	20
V12800 - Average number of days units were in down time:	3.30
V12900 - Average number of days units were in make-ready:	27.10
V13000 - Average number of days units were in lease-up:	8.70
V13100 - Average unit turnaround days:	39.10

# Jackson Housing PH AMP 1

## Board Operating Statement / Budget

November, 2016

	<u>Monthly Totals</u>	<u>PUM</u>	<u>Monthly Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
<b>Income</b>								
Dwelling Rent	45,249.52	350.77	25,258.00	195.80	250,028.00	222.90	202,064.00	195.80
Excess Utilities	565.87	4.39	0.00	0.00	1,064.49	1.03	0.00	0.00
Interest Earned	0.00	0.00	0.00	0.00	113.00	0.11	0.00	0.00
Other Income	134.16	1.04	7,519.58	58.29	37,905.73	85.18	60,156.67	58.29
Subsidy Earned	60,390.50	468.14	45,987.58	356.49	639,738.48	619.90	367,900.67	356.49
<b>Operating Income</b>	<b>106,340.05</b>	<b>824.34</b>	<b>78,765.16</b>	<b>610.58</b>	<b>958,849.70</b>	<b>929.12</b>	<b>630,121.34</b>	<b>610.58</b>
<b>Expenses</b>								
Administrative Salaries	5,418.40	42.00	4,265.67	33.07	36,967.27	35.82	34,125.33	33.07
Legal Expense	420.53	3.26	428.75	3.32	1,924.98	1.87	3,430.00	3.32
Staff Training	0.00	0.00	294.25	2.28	0.00	0.00	2,354.00	2.28
Travel	0.00	0.00	0.00	0.00	52.51	0.05	0.00	0.00
Accounting Fees	0.00	0.00	0.00	0.00	2,000.00	1.94	0.00	0.00
Audit Fee	0.00	0.00	333.33	2.58	0.00	0.00	2,666.67	2.58
Sundry - Administrative	4,488.88	34.80	5,056.66	39.20	26,634.53	25.81	40,453.34	39.20
Management Fee Expense	0.00	0.00	7,005.83	54.31	26,016.67	25.21	56,046.67	54.31
Tenant Services - Materials	0.00	0.00	710.83	5.51	26.00	0.03	5,686.67	5.51
Tenant Services - Contract	0.00	0.00	0.00	0.00	1,249.80	1.21	0.00	0.00
Water	0.00	0.00	4,167.58	32.31	30,429.21	29.49	33,340.67	32.31
Electricity	11,926.35	92.45	12,500.00	96.90	55,340.48	53.62	100,000.00	96.90
Gas	2,075.53	16.09	7,559.42	58.60	31,305.17	30.33	60,475.33	58.60
Other Utilities Expense	0.00	0.00	0.00	0.00	8,114.48	7.86	0.00	0.00
Labor	13,823.11	107.16	8,127.58	63.00	134,706.23	101.46	65,020.67	63.00
Materials	5,658.93	43.87	15,655.00	121.36	33,921.42	32.87	125,240.00	121.36
Contract Cost	4,070.72	31.56	4,863.75	37.70	17,623.28	17.08	38,910.00	37.70
Garbage	0.00	0.00	0.00	0.00	9,405.92	9.11	0.00	0.00
Insurance-Comp Liability	134.22	1.04	3,293.08	25.53	11,304.57	10.95	26,344.67	25.53
Payments in Lieu of Taxes	0.00	0.00	997.42	7.73	9,602.90	9.31	7,979.33	7.73
Employee Benefits - Maint	9,287.31	71.99	6,032.58	46.76	73,024.98	70.76	48,260.67	46.76
Collection Losses	0.00	0.00	333.33	2.58	0.00	0.00	2,666.67	2.58
<b>Operating Expenses</b>	<b>57,303.98</b>	<b>444.22</b>	<b>81,625.06</b>	<b>632.75</b>	<b>479,650.40</b>	<b>464.78</b>	<b>653,000.69</b>	<b>632.75</b>
<b>Operating Profit / (Loss)</b>	<b>49,036.07</b>	<b>380.12</b>	<b>(2,859.90)</b>	<b>(22.17)</b>	<b>479,199.30</b>	<b>464.34</b>	<b>(22,879.35)</b>	<b>(22.17)</b>
<b>Non-Operating Expenses</b>								
<b>Total Operating Funds Available</b>	<b>49,036.07</b>	<b>380.12</b>	<b>(2,859.90)</b>	<b>(22.17)</b>	<b>479,199.30</b>	<b>464.34</b>	<b>(22,879.35)</b>	<b>(22.17)</b>
<b>Retained Earnings</b>					<b>479,199.30</b>	<b>464.34</b>	<b>(22,879.35)</b>	<b>(22.17)</b>

# Jackson Housing PH AMP 2

## Board Operating Statement / Budget

November, 2016

	<u>Monthly Totals</u>	<u>PUM</u>	<u>Monthly Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
<b>Income</b>								
Dwelling Rent	107,912.25	367.05	54,614.42	185.76	504,629.01	214.55	436,915.33	185.76
Excess Utilities	51.50	0.18	0.00	0.00	658.50	0.28	0.00	0.00
Interest Earned	0.00	0.00	22.33	0.08	313.31	0.13	178.67	0.08
Other Income	1,037.14	3.53	17,869.83	60.78	34,737.55	14.77	142,958.67	60.78
Subsidy Earned	69,550.11	236.57	61,799.83	210.20	384,901.19	163.65	494,398.67	210.20
<b>Operating Income</b>	<b>178,551.00</b>	<b>607.32</b>	<b>134,306.41</b>	<b>456.82</b>	<b>925,239.56</b>	<b>393.38</b>	<b>1,074,451.34</b>	<b>456.82</b>
<b>Expenses</b>								
Administrative Salaries	6,495.48	22.09	7,965.50	27.09	72,363.51	30.77	63,724.00	27.09
Legal Expense	300.49	1.02	559.00	1.90	2,763.78	1.18	4,472.00	1.90
Staff Training	0.00	0.00	320.92	1.09	0.00	0.00	2,567.33	1.09
Travel	0.00	0.00	0.00	0.00	52.08	0.02	0.00	0.00
Accounting Fees	0.00	0.00	0.00	0.00	2,000.00	0.85	0.00	0.00
Audit Fee	0.00	0.00	333.33	1.13	0.00	0.00	2,666.67	1.13
Sundry-Administrative	6,286.13	21.38	4,279.00	14.55	29,781.97	12.66	34,232.00	14.55
Management Fee Expense	0.00	0.00	15,694.42	53.38	56,588.63	24.06	125,555.33	53.38
Tenant Services - Salaries	0.00	0.00	0.00	0.00	498.00	0.21	0.00	0.00
Tenant Services - Materials	233.60	0.79	293.08	1.00	525.13	0.22	2,344.67	1.00
Tenant Services - Contract	0.00	0.00	0.00	0.00	1,911.80	0.81	0.00	0.00
Water	0.00	0.00	4,768.00	16.22	29,592.51	12.58	38,144.00	16.22
Electricity	19,689.77	66.97	13,646.92	46.42	122,987.58	52.29	109,175.33	46.42
Gas	0.00	0.00	3,237.25	11.01	23,367.61	9.94	25,898.00	11.01
Other Utilities Expense	0.00	0.00	0.00	0.00	8,802.62	3.74	0.00	0.00
Labor	20,475.39	69.64	15,518.50	52.78	136,932.41	58.22	124,148.00	52.78
Materials	10,684.44	36.34	4,816.00	16.38	54,141.79	23.02	38,528.00	16.38
Contract Cost	12,769.88	43.43	10,219.33	34.76	89,154.47	37.91	81,754.67	34.76
Garbage	0.00	0.00	0.00	0.00	2,435.84	5.29	0.00	0.00
Insurance-Comp Liability	329.44	1.12	2,806.92	9.55	21,502.62	9.14	22,455.33	9.55
Payments in Lieu of Taxes	0.00	0.00	2,385.83	8.12	32,476.00	13.81	19,086.67	8.12
Employee Benefits - Maint	14,732.01	50.11	9,352.83	31.81	104,018.23	44.23	74,822.67	31.81
Collection Losses	0.00	0.00	428.00	1.46	3,590.40	1.53	3,424.00	1.46
<b>Operating Expenses</b>	<b>91,996.63</b>	<b>312.91</b>	<b>96,624.83</b>	<b>328.66</b>	<b>805,486.98</b>	<b>342.47</b>	<b>772,998.67</b>	<b>328.66</b>
<b>Operating Profit / (Loss)</b>	<b>86,554.37</b>	<b>294.40</b>	<b>37,681.58</b>	<b>128.17</b>	<b>119,752.58</b>	<b>50.92</b>	<b>301,452.67</b>	<b>128.17</b>
<b>Non-Operating Expenses</b>								
<b>Total Operating Funds Available</b>	<b>86,554.37</b>	<b>294.40</b>	<b>37,681.58</b>	<b>128.17</b>	<b>119,752.58</b>	<b>50.92</b>	<b>301,452.67</b>	<b>128.17</b>
<b>Retained Earnings</b>					<b>119,752.58</b>	<b>50.92</b>	<b>301,452.67</b>	<b>128.17</b>

# Jackson Housing PH AMP 3

## Board Operating Statement / Budget

November, 2016

	<u>Monthly Totals</u>	<u>PUM</u>	<u>Monthly Budget</u>	<u>PUM</u>	<u>YTD.Totals</u>	<u>PUM</u>	<u>YTD.Budget</u>	<u>PUM</u>
<b>Income</b>								
Dwelling Rent	15,918.61	132.66	11,583.83	96.53	66,556.67	69.33	92,670.67	96.53
Excess Utilities	6.00	0.05	0.00	0.00	6.00	0.01	0.00	0.00
Interest Earned	0.00	0.00	0.00	0.00	44.74	0.05	0.00	0.00
Management Fee Income	1,100.00	9.17	5,327.75	44.40	7,359.27	7.67	42,622.00	44.40
Subsidy Earned	33,124.57	276.04	37,179.00	309.83	201,258.56	209.64	297,432.00	309.83
<b>Operating Income</b>	<b>50,149.18</b>	<b>417.91</b>	<b>54,090.58</b>	<b>450.75</b>	<b>275,225.24</b>	<b>286.69</b>	<b>432,724.67</b>	<b>450.75</b>
<b>Expenses</b>								
Administrative Salaries	1,320.96	11.01	4,265.75	35.55	26,761.65	27.88	34,126.00	35.55
Legal Expense	159.90	1.33	364.58	3.04	1,169.37	1.22	2,916.67	3.04
Staff Training	0.00	0.00	277.25	2.31	0.00	0.00	2,218.00	2.31
Travel	0.00	0.00	0.00	0.00	164.93	0.17	0.00	0.00
Accounting Fees	0.00	0.00	0.00	0.00	2,000.00	2.08	0.00	0.00
Audit Fee	0.00	0.00	333.33	2.78	0.00	0.00	2,666.67	2.78
Sundry	2,726.44	22.72	3,354.50	27.95	23,866.52	24.86	26,836.00	27.95
Management Fee Expense	0.00	0.00	6,319.59	52.66	24,692.90	25.72	50,556.66	52.66
Tenant Services - Materials	0.00	0.00	710.83	5.92	2,048.19	2.13	5,686.67	5.92
Water	22,994.41	191.62	3,764.00	31.37	38,451.08	40.05	30,112.00	31.37
Electricity	594.29	4.95	1,258.00	10.48	7,409.41	7.72	10,064.00	10.48
Gas	41.34	0.34	146.42	1.22	920.17	0.96	1,171.33	1.22
Other Utilities Expense	0.00	0.00	0.00	0.00	12,574.36	13.10	0.00	0.00
Labor	4,778.80	39.82	8,125.83	67.72	36,255.44	69.02	65,006.67	67.72
Materials	6,199.28	51.66	3,631.17	30.26	26,353.57	27.45	29,049.33	30.26
Contract Cost	8,065.35	67.21	3,731.33	31.09	38,833.72	40.45	29,850.67	31.09
Garbage	5.05	0.04	0.00	0.00	13,188.65	13.74	0.00	0.00
Insurance Comprehensive Liability	146.42	1.22	1,357.08	11.31	8,640.06	9.00	10,856.67	11.31
Payments in Lieu of Taxes	0.00	0.00	421.58	3.51	6,133.40	6.39	3,372.67	3.51
Employee Benefit Cont.	5,677.15	47.31	6,431.75	53.60	58,149.38	60.57	51,454.00	53.60
Collection Losses	0.00	0.00	227.42	1.90	0.00	0.00	1,819.33	1.90
<b>Operating Expenses</b>	<b>52,709.39</b>	<b>439.24</b>	<b>44,720.41</b>	<b>372.67</b>	<b>357,612.80</b>	<b>372.51</b>	<b>357,763.34</b>	<b>372.67</b>
<b>Operating Profit / (Loss)</b>	<b>(2,560.21)</b>	<b>(21.34)</b>	<b>9,370.17</b>	<b>78.08</b>	<b>(82,387.56)</b>	<b>(85.82)</b>	<b>74,961.33</b>	<b>78.08</b>
<b>Non-Operating Expenses</b>								
<b>Total Operating Funds Available</b>	<b>(2,560.21)</b>	<b>(21.34)</b>	<b>9,370.17</b>	<b>78.08</b>	<b>(82,387.56)</b>	<b>(85.82)</b>	<b>74,961.33</b>	<b>78.08</b>
<b>Retained Earnings</b>					<b>(82,387.56)</b>	<b>(85.82)</b>	<b>74,961.33</b>	<b>78.08</b>

**Jackson Housing Commission  
Public Housing  
Balance Sheet  
Month Ending November 30,  
2016**

<b>Assets</b>	
<b>Current assets:</b>	<b>2016</b>
Cash	\$ 777,196.07
A/R due from COCC	\$ 22,520.95
Allowance for Doubtful Accounts	\$ 62,597.51
Tenants Accounts Receivable	\$ 24,890.27
Accounts Receivable Other	\$ 13,320.35
A/R from AMP 2	\$ 320,916.77
Pre-paid Insurance	\$ 49,677.23
General Investments	\$ 413,414.12
Deferred Compensation	\$ 2,096.54
CFP HUD Rec/Deferred Revenue	\$ (122,312.79)
<b>Total current assets</b>	<b>\$ 1,564,317.02</b>
<b>Fixed assets:</b>	<b>2016</b>
Leasehold Improvements	\$ 1,341,558.51
Furniture and Equipment Mach - Dwelling	\$ 335,334.27
Equipment - Admin	\$ 263,772.14
Buildings	\$ 26,028,677.55
Less accumulated depreciation	\$ (20,031,860.06)
<b>Total fixed assets</b>	<b>\$ 7,937,482.41</b>
<b>Total assets</b>	<b>\$ 9,501,799.43</b>
<b>Liabilities and owner's equity</b>	
<b>Current liabilities:</b>	<b>2016</b>
Tenants Security Deposit	\$ 79,630.75
Accounts payable - other	\$ 12,623.18
Supplemental Insurance W/H - Aflac	\$ 38,071.68
Supplemental Insurance W/H	\$ 14,649.98
Accrued compensation Absences	\$ 19,026.06
A/P due to COCC	\$ 3,646.70
A/P due to AMP1	\$ 100,725.19
A/P due to AMP3	\$ 40,180.50
Pilot - Accrued	\$ 48,212.31
Other Current Liabilities	\$ (3,816.34)
<b>Total current liabilities</b>	<b>\$ 352,950.01</b>
<b>Non-Current liabilities:</b>	<b>2016</b>
Comp Absences - NonCurrent	\$ 14,039.80
<b>Non-Current liabilities</b>	<b>\$ 14,039.80</b>
<b>Owner's equity:</b>	<b>2016</b>
Capitalized Assets	\$ 7,937,684.15
Unrestricted Assets	\$ 513,203.54
Current Net Income (Loss)	\$ 683,921.93
Accumulated retained earnings	\$ -
<b>Total owner's equity</b>	<b>\$ 9,134,809.62</b>
<b>Total liabilities and owner's equity</b>	<b>\$ 9,501,799.43</b>

Balance \$ (0.00)



# Jackson Housing Commission - COCC

## Board Operating Statement / Budget

November, 2016

	<u>Monthly Totals</u>	<u>PUM</u>	<u>Monthly Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
<b>Income</b>								
Management Fee Income	0.00	0.00	49,033.41	0.00	168,390.11	0.00	392,267.34	0.00
<b>Operating Income</b>	<b>0.00</b>	<b>0.00</b>	<b>49,033.41</b>	<b>0.00</b>	<b>168,390.11</b>	<b>0.00</b>	<b>392,267.34</b>	<b>0.00</b>
<b>Expenses</b>								
Administrative Salaries	26,398.47	0.00	27,581.33	0.00	217,705.65	0.00	220,650.67	0.00
Legal Expense	0.00	0.00	417.00	0.00	4,860.00	0.00	3,336.00	0.00
Staff Training	0.00	0.00	624.00	0.00	6,517.69	0.00	4,992.00	0.00
Travel	0.00	0.00	378.17	0.00	1,700.90	0.00	3,025.33	0.00
Accounting Fees	0.00	0.00	1,431.83	0.00	13,750.00	0.00	11,454.67	0.00
Audit Fee	0.00	0.00	333.33	0.00	0.00	0.00	2,666.67	0.00
Computer Support	2,094.86	0.00	5,156.08	0.00	42,999.68	0.00	41,248.67	0.00
Tenant Services - Materials	0.00	0.00	0.00	0.00	89.19	0.00	0.00	0.00
Tenant Services - Contract	0.00	0.00	0.00	0.00	2,499.60	0.00	0.00	0.00
Labor	(50.00)	0.00	0.00	0.00	560.53	0.00	0.00	0.00
Materials	0.00	0.00	0.00	0.00	352.79	0.00	0.00	0.00
Vehicle Maintenance	0.00	0.00	0.00	0.00	1,367.41	0.00	0.00	0.00
Insurance	0.00	0.00	1,163.75	0.00	2,086.28	0.00	9,310.00	0.00
Employee Benefit Cont.	5,858.57	0.00	11,898.42	0.00	128,138.05	0.00	95,187.33	0.00
<b>Operating Expenses</b>	<b>34,301.90</b>	<b>0.00</b>	<b>48,983.91</b>	<b>0.00</b>	<b>422,627.77</b>	<b>0.00</b>	<b>391,871.34</b>	<b>0.00</b>
<b>Operating Profit / (Loss)</b>	<b>(34,301.90)</b>	<b>0.00</b>	<b>49.50</b>	<b>0.00</b>	<b>(254,237.66)</b>	<b>0.00</b>	<b>396.00</b>	<b>0.00</b>
<b>Non-Operating Expenses</b>								
<b>Total Operating Funds Available</b>	<b>(34,301.90)</b>	<b>0.00</b>	<b>49.50</b>	<b>0.00</b>	<b>(254,237.66)</b>	<b>0.00</b>	<b>396.00</b>	<b>0.00</b>
<b>Retained Earnings</b>					<b>(254,237.66)</b>	<b>0.00</b>	<b>396.00</b>	<b>0.00</b>

Jackson Housing Commission  
COCC  
Balance Sheet  
Month Ending November 30, 2016

<b>Assets</b>	
<b>Current Assets:</b>	<b>2016</b>
Cash	\$ 111,172.23
Petty Cash	\$ 1,099.17
Accounts Receivable Other	\$ (31,979.21)
Pre-paid Insurance	\$ 2,119.95
General Investments	\$ 31,137.16
MI City Tax	\$ (280.90)
CFP HUD Rec/Deferred Revenue	\$ 10,779.03
<b>Total Current Assets</b>	<b>\$ 124,047.43</b>
<b>Fixed Assets:</b>	<b>2016</b>
Equipment - Admin	\$ 49,377.50
Buildings	\$ 583,527.00
Less Accumulated Depreciation	\$ (606,679.54)
<b>Total fixed assets</b>	<b>\$ 26,224.96</b>
<b>Total Assets</b>	<b>\$ 150,272.39</b>
<b>Liabilities and Owner's Equity</b>	
<b>Current Liabilities:</b>	<b>2016</b>
Accounts Payable - Other	\$ 68,613.13
Supplemental Insurance W/H - Aflac	\$ 15,699.41
Accrued Wages - Payroll	\$ 11,989.61
Accrued Compensation Absences	\$ 7,707.18
<b>Total Current Liabilities</b>	<b>\$ 104,009.33</b>
<b>Non-Current Liabilities:</b>	<b>2016</b>
Comp Absences - NonCurrent	\$ 4,243.00
<b>Total Non-Current liabilities</b>	<b>\$ 4,243.00</b>
<b>Net Assets:</b>	<b>2016</b>
Capitalized Assests	\$ 30,283.00
Unrestricted Assets	\$ 234,344.90
Current Net Income (Loss)	\$ (222,607.84)
<b>Total Net Assets</b>	<b>\$ 42,020.06</b>
<b>Total liabilities and owner's equity</b>	<b>\$ 150,272.39</b>

Balance \$ (0.00)

# Jackson Housing Commission - Section 8 Board Operating Statement / Budget

November, 2016

	<u>Monthly Totals</u>	<u>PUM</u>	<u>Monthly Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
<b>Income</b>								
Interest Earned on GF	9.98	0.00	0.00	0.00	66.43	0.00	0.00	0.00
Fraud Recovery Income	818.98	0.00	2,342.08	0.00	9,010.63	0.00	18,736.67	0.00
Admin Fee Received	18,625.86	0.00	20,465.33	0.00	140,964.92	0.00	163,722.67	0.00
Annual Contributions Earned Units Rented 0								
<b>Operating Income</b>	<b>19,454.82</b>	<b>0.00</b>	<b>22,807.41</b>	<b>0.00</b>	<b>150,041.98</b>	<b>0.00</b>	<b>182,459.34</b>	<b>0.00</b>
<b>Expenses</b>								
Administrative Salaries	8,228.42	0.00	8,522.83	0.00	70,803.09	0.00	68,182.67	0.00
Staff Training	532.35	0.00	322.92	0.00	532.35	0.00	2,583.33	0.00
Travel	0.00	0.00	266.67	0.00	91.00	0.00	2,133.33	0.00
Audit Costs	0.00	0.00	333.33	0.00	2,000.00	0.00	2,666.67	0.00
Sundry	1,258.88	0.00	10,103.25	0.00	25,121.12	0.00	80,826.00	0.00
Port Out Admin Fees Pd	0.00	0.00	0.00	0.00	342.42	0.00	0.00	0.00
Other General Expense	0.00	0.00	0.00	0.00	2,612.21	0.00	0.00	0.00
Insurance	0.00	0.00	566.58	0.00	1,632.57	0.00	4,532.67	0.00
Employee Benefit Cont.	2,297.65	0.00	3,553.58	0.00	29,328.37	0.00	28,428.67	0.00
<b>Operating Expenses</b>	<b>12,317.30</b>	<b>0.00</b>	<b>23,669.16</b>	<b>0.00</b>	<b>132,463.13</b>	<b>0.00</b>	<b>189,353.34</b>	<b>0.00</b>
<b>Operating Profit / (Loss)</b>	<b>7,137.52</b>	<b>0.00</b>	<b>(861.75)</b>	<b>0.00</b>	<b>17,578.85</b>	<b>0.00</b>	<b>(6,894.00)</b>	<b>0.00</b>
<b>Non-Operating Expenses</b>								
<b>Total Operating Funds Available</b>	<b>7,137.52</b>	<b>0.00</b>	<b>(861.75)</b>	<b>0.00</b>	<b>17,578.85</b>	<b>0.00</b>	<b>(6,894.00)</b>	<b>0.00</b>
<b>Retained Earnings</b>					<b>17,578.85</b>	<b>0.00</b>	<b>(6,894.00)</b>	<b>0.00</b>
<b>HAP Activity</b>								
Prepaid Annual Contribution	214,934.00	0.00	198,300.08	0.00	1,400,189.00	0.00	1,586,400.67	0.00
Net	214,934.00	0.00	0.00	0.00	1,400,189.00	0.00	198,300.08	0.00
HAP Payments	199,587.01	0.00	196,394.17	0.00	1,561,403.09	0.00	1,571,153.33	0.00
<b>Net HAP</b>	<b>15,346.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(181,214.09)</b>	<b>0.00</b>	<b>394,694.25</b>	<b>0.00</b>

**Jackson Housing Commission**  
**S8**  
**Balance Sheet**  
**Month Ending November 30, 2016**

<b>Assets</b>	
<b>Current Assets:</b>	<b>2016</b>
Cash	\$ 249,149.38
Accounts Receivable Portable	\$ 24,000.00
Pre-paid Insurance	\$ 1,775.46
General Investments	\$ 3,640.59
Deferred Compensation	\$ 1,642.40
<b>Total Current Assets</b>	<b>\$ 280,207.83</b>
<b>Fixed Assets:</b>	<b>2016</b>
Equipment - Admin	\$ 33,341.00
Less Accumulated Depreciation	\$ (33,341.00)
<b>Total fixed assets</b>	<b>\$ -</b>
<b>Total Assets</b>	<b>\$ 280,207.83</b>
<b>Liabilities and Owner's Equity</b>	
<b>Current Liabilities:</b>	<b>2016</b>
Accounts Payable - Other	\$ 55,080.79
Supplemental Insurance W/H - Aflac	\$ 5,388.91
Accrued Compensation Absences	\$ 6,280.25
A/P to PH	\$ (4,272.22)
Other Current Liabilities	\$ 10,109.44
<b>Total Current Liabilities</b>	<b>\$ 72,587.17</b>
<b>Non-Current Liabilities:</b>	<b>2016</b>
Comp Absences - NonCurrent	\$ -
<b>Total Non-Current liabilities</b>	<b>\$ -</b>
<b>Net Assets:</b>	<b>2016</b>
Invested in Capital Assets	\$ 85,248.30
Unrestricted Assets	\$ 50,674.60
Prepaid Annual Contribution	\$ 1,400,189.00
Net HAP	\$ 140,964.92
Current Net Income (Loss)	\$ (1,469,456.16)
<b>Total Net Assets</b>	<b>\$ 207,620.66</b>
<b>Total liabilities and owner's equity</b>	<b>\$ 280,207.83</b>

**Balance \$ 0.00**

**Completed Emergency Work Orders  
November 2016**

WO#	Unit	Date Issued	Time Issued	Date Start	Time Start	Emergency	Problem Memo	Assigned To	Elapsed Hours
83664	1151	11/2/2016	01:00 PM	11/2/2016	01:00 PM	TRUE	No heat	Roy Nethercott	2.5
83687	6566	11/4/2016	10:30 AM	11/4/2016	10:30 AM	TRUE	No heat	Dennis Parks	1
83730	5524	11/8/2016	08:30 AM	11/8/2016	08:30 AM	TRUE	Co2 Alarm beeping	Dennis Parks	0.5
83732	1137	11/8/2016	11:46 AM	11/8/2016	02:30 PM	TRUE	CO2 Alarm Beeping	Laura Stevens	2.98
83752	6566	11/9/2016	12:00 PM	11/9/2016	12:00 PM	TRUE	No Hot Water	Dennis Parks	0.53
83798	5515	11/10/2016	02:45 PM	11/10/2016	02:54 PM	TRUE	Furnace making funny noise	(nobody)	0.53
83809	1189	11/14/2016	07:56 AM	11/14/2016	08:00 AM	TRUE	No hot water	Laura Stevens	0.4
83824	7631	11/14/2016	10:30 AM	11/14/2016	10:40 AM	TRUE	No heat and 2 fuses are out	Laura Stevens	0.92
83831	6583	11/14/2016	02:30 PM	11/14/2016	03:00 PM	TRUE	No heat	Samuel Tomlin	1.63
83892	6573	11/16/2016	02:00 PM	11/16/2016	02:00 PM	TRUE	Gas leak in hot water	Dennis Parks	0.52
83894	6564	11/16/2016	03:15 PM	11/16/2016	03:15 PM	TRUE	No hot water	Dennis Parks	0.35
83899	5516	11/17/2016	12:00 PM	11/17/2016	01:30 PM	TRUE	Leak under kitchen sink - filling up buckets, oven not working properly	Samuel Tomlin	3.7
83960	1192	11/21/2016	08:03 AM	11/21/2016	08:05 AM	TRUE	No hot water	Roy Nethercott	0.53
83973	6594	11/21/2016	09:00 AM	11/21/2016	09:00 AM	TRUE	Heat not working Bathroom light is out	Dennis Parks	0.77
84003	1106	11/21/2016	02:50 PM	11/21/2016	03:00 PM	TRUE	No heat	Joe Arnold	1
84044	7614	11/23/2016	10:30 AM	11/23/2016	10:30 AM	TRUE	bathtub leaking water causing hallway ceiling to fill with water	Samuel Tomlin	1
84065	5537	11/28/2016	10:20 AM	11/28/2016	10:20 AM	TRUE	No heat or hot water	Samuel Tomlin	0.53
84089	7644	11/29/2016	08:04 AM	11/29/2016	08:30 AM	TRUE	No hot water. The bathroom light fixture is not working.	Laura Stevens	0.93
84132	7606	11/30/2016	01:30 PM	11/30/2016	01:30 PM	TRUE	No heat	Dennis Parks	1
84259	1114	11/29/2016	05:40 PM	11/29/2016	05:40 PM	TRUE	No Heat	Gary Cram	1
84260	1103	11/25/2016	09:30 AM	11/25/2016	09:30 AM	TRUE	Stove not working	Laura Stevens	1
84261	1114	11/21/2016	05:30 PM	11/21/2016	05:30 PM	TRUE	No heat	Laura Stevens	1.08
84262	1114	11/20/2016	11:45 PM	11/20/2016	11:45 PM	TRUE	No heat	Laura Stevens	0.42
84263	1135	11/20/2016	12:15 PM	11/20/2016	12:15 PM	TRUE	No heat	Laura Stevens	1.17
84264	1147	11/18/2016	06:51 AM	11/18/2016	06:51 AM	TRUE	Lock out	Laura Stevens	0.9
84265	7636	11/11/2016	05:00 PM	11/11/2016	05:00 PM	TRUE	No heat and no hot water	Samuel Tomlin	1
84266	7636	11/12/2016	11:30 AM	11/12/2016	11:30 AM	TRUE	No hot water	Samuel Tomlin	1
84268	1189	11/12/2016	10:45 AM	11/12/2016	10:45 AM	TRUE	No hot water	Samuel Tomlin	0.75
84269	1198	11/12/2016	12:30 PM	11/12/2016	12:30 PM	TRUE	Clogged toilet	Samuel Tomlin	0.75
84271	1112	11/12/2016	02:45 PM	11/12/2016	02:45 PM	TRUE	Community room needs to be opened for a tenants party.	Samuel Tomlin	0.5
84272	1112	11/12/2016	06:15 PM	11/12/2016	06:15 PM	TRUE	Lock up the Community room	Samuel Tomlin	0.5
84273	1117	11/17/2016	08:00 PM	11/17/2016	08:00 PM	TRUE	Alarm not set	Samuel Tomlin	0.5
84274	7640	11/6/2016	03:55 PM	11/6/2016	03:55 PM	TRUE	No heat and no hot water	Joe Arnold	1.75
84275	1117	11/17/2016	10:30 PM	11/17/2016	10:30 PM	TRUE	Alarm not set	Samuel Tomlin	0.5
84280	4389	11/30/2016	10:00 PM	11/30/2016	10:00 PM	TRUE	Lock Out	Gary Cram	0.83
84283	4447	11/28/2016	06:35 PM	11/28/2016	06:35 PM	TRUE	Lock Out	Gary Cram	0.83
84284	1128	11/28/2016	04:20 PM	11/28/2016	04:20 PM	TRUE	alarms not set	Gary Cram	0.67
84286	4426	11/27/2016	08:45 PM	11/27/2016	08:45 PM	TRUE	Lock Out	Gary Cram	0.8
84287	4381	11/27/2016	10:20 PM	11/27/2016	10:20 PM	TRUE	Lock Out	Gary Cram	0.83
84288	2203	11/27/2016	07:30 PM	11/27/2016	07:30 PM	TRUE	Sewer on side walk	Gary Cram	1.17
84290	3232	11/27/2016	09:40 PM	11/27/2016	09:40 PM	TRUE	Water heater leaking	Gary Cram	1.08
84291	3250	11/27/2016	07:45 PM	11/27/2016	07:45 PM	TRUE	Lock Out	Gary Cram	0.75
84293	7614	11/12/2016	05:30 PM	11/12/2016	06:00 PM	TRUE	Leaking into furnace room	Samuel Tomlin	0.75
84307	4424	11/26/2016	01:00 PM	11/26/2016	01:00 PM	TRUE	Leak in bath sink	Gary Cram	1
84309	3249	11/25/2016	03:43 AM	11/25/2016	03:43 AM	TRUE	Smells Gas	Gary Cram	1.05
84311	3305	11/25/2016	12:45 AM	11/25/2016	12:45 AM	TRUE	Lock out	Gary Cram	0.92
84313	4419	11/25/2016	02:40 PM	11/25/2016	02:40 PM	TRUE	Water leaking in furnace room	Gary Cram	1.02
84314	3249	11/25/2016	03:43 PM	11/25/2016	03:43 PM	TRUE	Smells gas	Gary Cram	1.05
84321	3227	11/13/2016	10:15 AM	11/13/2016	10:15 AM	TRUE	Lock out	Samuel Tomlin	0.25
84322	4410	11/11/2016	03:45 PM	11/11/2016	03:45 PM	TRUE	Lock out	Samuel Tomlin	0.5
84323	3336	11/11/2016	01:30 PM	11/11/2016	01:30 PM	TRUE	toilet and tub backing up	Samuel Tomlin	1.25
84325	1118	11/18/2016	05:10 PM	11/18/2016	05:10 PM	TRUE	Community Room/Event	Laura Stevens	0.58
84326	1118	11/18/2016	10:47 AM	11/18/2016	10:47 AM	TRUE	Broken door lock	Laura Stevens	1.22
84327	1118	11/18/2016	10:47 PM	11/18/2016	10:47 PM	TRUE	Tenant locked out	Laura Stevens	0.47
84328	4447	11/21/2016	04:30 PM	11/21/2016	04:30 PM	TRUE	lock out	Laura Stevens	1.12
84329	4412	11/21/2016	04:45 PM	11/21/2016	04:45 PM	TRUE	open windows, cooling entire floor	Laura Stevens	0.87
84330	1121	11/21/2016	11:45 AM	11/21/2016	11:45 AM	TRUE	Alarm light issue	Laura Stevens	0.75
84331	4490	11/22/2016	04:45 PM	11/22/2016	04:45 PM	TRUE	lock out	Laura Stevens	1.17
84332	3326	11/22/2016	07:35 PM	11/22/2016	07:35 PM	TRUE	lock out	Laura Stevens	0.92
84333	2212	11/24/2016	06:30 PM	11/24/2016	06:30 PM	TRUE	water leak	Laura Stevens	2
84334	2212	11/25/2016	08:30 PM	11/25/2016	08:30 PM	TRUE	to A-24 , measure and take picture for replacement of leaking water he	Laura Stevens	1



# Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

<u>MONTH</u>	<u>ELECTRICITY</u> <u>KW HOURS</u> <u>CONSUMP</u>	<u>NET</u> <u>BILL</u>	<u>GAS</u> <u>MCF</u> <u>CONSUMP</u>	<u>NET</u> <u>BILL</u>	<u>WATER</u> <u>CCF</u> <u>CONSUMP</u>	<u>WATER</u> <u>BILL</u>	<u>SEWER</u> <u>BILL</u>	<u>TOTAL</u> <u>WATER</u> <u>BILL</u>	<u>TOTAL</u> <u>MONTHLY</u> <u>UTILITY 2016</u>
Jan-16	51,542	\$ 6,395.37	9,275	\$ 7,314.07	-	-	-	\$ -	\$ 13,709.44
Jan-15	45,460		11,705						
Feb-16	53,405	\$ 6,630.98	9,460	\$ 7,676.79	234,300	\$ 7,713.28	\$ 4,123.68	\$ 11,836.96	\$ 26,144.73
Mar-16	48,814	\$ 5,923.22	11,298	\$ 8,346.41	24,600	\$ 751.29	\$ 418.10	\$ 1,169.39	\$ 15,439.02
Apr-16	53,717	\$ 6,539.83	16,417	\$ 10,760.42				\$ -	\$ 17,300.25
May-16	47,590	\$ 5,914.46	2,095	\$ 5,666.76	249,400	\$ 8,077.28	\$ 4,335.05	\$ 12,412.33	\$ 23,993.55
Jun-16	48,002	\$ 6,146.72	159	\$ 2,411.12	27,400	\$ 805.93	\$ 450.38	\$ 1,256.31	\$ 9,814.15
Jul-16	45,216	\$ 5,350.28	696	\$ 501.48	324,379	\$ 10,798.27	5,912.81	\$ 16,711.08	\$ 22,562.84
Aug-16	40,822	\$ 5,640.32	671	\$ 522.53	19,000	\$ 745.56	\$ 393.26	\$ 1,138.82	\$ 7,301.67
Sep-16	44,245	\$ 6,065.11	24	\$ 40.09	24,400	\$ 818.77	\$ 455.98	\$ 1,274.75	\$ 7,379.95
Oct-16	50,058	\$ 6,378.64	877	\$ 706.64				\$ -	\$ 7,085.28
Nov-16	41,461	\$ 5,422.74	494	\$ 2,129.16	301,821	\$ 9,568.10	\$ 5,182.18	\$ 14,750.28	\$ 22,302.18
Dec-16								\$ -	\$ -
<b>2016</b>	<b>570,332.00</b>	<b>\$ 66,407.67</b>	<b>63,171</b>	<b>\$ 46,075.47</b>	<b>1,205,300</b>	<b>\$ 39,278.48</b>	<b>\$ 21,271.44</b>	<b>\$ 60,549.92</b>	<b>\$ 173,033.06</b>
<b>2015</b>	<b>45,460</b>		<b>11,705</b>						

# Utility Cost and Consumption Report

Reed Manor (AMP 2)

<u>MONTH</u>	<u>ELECTRICITY KW HOURS CONSUMP</u>	<u>NET BILL</u>	<u>GAS MCF CONSUMP</u>	<u>NET BILL</u>	<u>WATER CCF CONSUMP</u>	<u>WATER BILL</u>	<u>SEWER BILL</u>	<u>TOTAL WATER BILL</u>	<u>TOTAL MONTHLY UTILITY 2016</u>
Jan-16	137,240	\$ 16,186.52	9,818	\$ 7,324.78	106,832	\$ 2,854.29	\$ 1,667.13	\$ 4,521.42	\$ 28,032.72
Jan-15	141,080		1,335						
Feb-16	107,582	\$ 13,307.44	10,974	\$ 8,355.90	127,333	\$ 3,297.12	\$ 1,964.79	\$ 5,261.91	\$ 26,925.25
Mar-16	102,558	\$ 12,133.57	10,530	\$ 8,032.16	121,818	\$ 3,074.83	\$ 1,861.67	\$ 4,936.50	\$ 25,102.23
Apr-16	101,640	\$ 12,748.07	7,709	\$ 5,076.35	125,500	\$ 3,289.13	\$ 1,943.25	\$ 5,232.38	\$ 23,056.80
May-16	95,400	\$ 11,363.36	20	\$ 25.60	101,100	\$ 2,718.79	\$ 1,576.03	\$ 4,294.82	\$ 15,683.78
Jun-16	114,200	\$ 14,106.71	2,940	\$ 1,939.95	83,300	\$ 2,349.84	\$ 1,322.65	\$ 3,672.49	\$ 19,719.15
Jul-16	138,600	\$ 16,657.41	19	\$ 25.04	104,900	\$ 3,147.82	\$ 1,813.32	\$ 4,961.14	\$ 21,643.59
Aug-16	160,440	\$ 19,393.01	1,911	\$ 1,427.16	418,779	\$ 13,637.57	\$ 7,542.58	\$ 21,180.15	\$ 42,000.32
Sep-16	131,600	\$ 16,866.82	1,866	\$ 1,438.38	125,600	\$ 3,508.83	\$ 2,118.21	\$ 5,627.04	\$ 23,932.24
Oct-16	116,120	\$ 14,689.27	2,696	\$ 2,062.35	147,700	\$ 4,064.60	\$ 2,470.82	\$ 6,535.42	\$ 23,287.04
Nov-16	107,360	\$ 13,237.76	392	\$ 2,817.99	142,100			\$ -	\$ 16,055.75
Dec-16	<b>1,453,820</b>	<b>160689.94</b>	<b>50,210</b>	<b>38,525.66</b>	<b>1,604,962</b>	<b>\$ 41,942.82</b>	<b>\$ 24,280.45</b>	<b>\$ 66,223.27</b>	<b>\$ 265,438.87</b>



# Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

<u>MONTH</u>	<u>ELECTRICITY KW HOURS CONSUMP</u>	<u>NET BILL</u>	<u>GAS MCF CONSUMP</u>	<u>NET BILL</u>	<u>WATER CCF CONSUMP</u>	<u>WATER BILL</u>	<u>SEWER BILL</u>	<u>TOTAL WATER BILL</u>	<u>TOTAL MONTHLY UTILITY 2016</u>
Jan-16	1,975	\$ 308.55	338	\$ 258.86	186,800	\$ 6,571.76	\$ 3,238.58	\$ 9,810.34	\$ 10,377.75
Jan-15	2,730		347						
Feb-16	1,375	\$ 517.53	287	\$ 801.13					\$ 1,318.66
Mar-16	1,447	\$ 352.59	211	\$ 370.33					\$ 722.92
Apr-16	1,685	\$ 266.59	190	\$ 142.39	245,750	\$ 6,571.11	\$ 3,285.72	\$ 9,856.83	\$ 10,265.81
May-16	1,172	\$ 197.90	64	\$ 65.96					\$ 263.86
Jun-16	1,974	\$ 315.79	35	\$ 47.94					\$ 363.73
Jul-16	2,722	\$ 416.02	20	\$ 39.23	256,050	\$ 8,885.56	\$ 4,610.25	\$ 13,495.81	\$ 13,951.06
Aug-16	2,606	\$ 408.82	18	\$ 38.56					\$ 447.38
Sep-16	2,346	\$ 378.34	19	\$ 39.33					\$ 417.67
Oct-16	2,169	\$ 381.43	65	\$ 128.24	323,200	\$ 10,805.40	\$ 5,653.59	\$ 16,458.99	\$ 16,968.66
Nov-16	2,187	\$ 427.27	347	\$ 365.06					\$ 792.33
Dec-16	<b>24,388</b>	<b>3,970.83</b>	<b>1,941.00</b>	<b>2,297.03</b>	<b>1,011,800.00</b>	<b>32,833.83</b>	<b>16,788.14</b>	<b>49,621.97</b>	<b>55,889.83</b>

# Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY		GAS		WATER		SEWER		NET WATER		TOTAL MONTHLY UTILITY 2016
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	NET WATER BILL		
Jan-16	190,757	\$ 22,890.44	19,431	\$ 14,897.71	293,632	\$ 9,426.05	\$ 4,905.71	\$ 14,331.76	\$ 52,119.91		
Jan-15											
Feb-16	162,362	\$ 20,455.95	20,721	\$ 16,833.82	361,633	\$ 11,010.40	\$ 6,088.47	\$ 17,098.87	\$ 54,388.64		
Mar-16	152,819	\$ 18,409.38	22,039	\$ 16,748.90	146,418	\$ 3,826.12	\$ 2,279.77	\$ 6,105.89	\$ 41,264.17		
Apr-16	157,042	\$ 19,554.49	24,316	\$ 15,979.16	371,250	\$ 9,860.24	\$ 5,228.97	\$ 15,089.21	\$ 50,622.86		
May-16	144,102	\$ 17,475.72	2,179	\$ 5,758.32	350,500	\$ 10,796.07	\$ 5,911.08	\$ 16,707.15	\$ 39,941.19		
Jun-16	164,176	\$ 20,569.22	3,134	\$ 4,399.01	110,700	\$ 3,155.77	\$ 1,773.03	\$ 4,928.80	\$ 29,897.03		
Jul-16	186,538	\$ 22,423.71	735	\$ 565.75	685,329	\$ 22,831.65	\$ 12,336.38	\$ 35,168.03	\$ 58,157.49		
Aug-16	203,868	\$ 19,801.83	2,600	\$ 1,988.25	437,779	\$ 14,383.13	\$ 7,935.84	\$ 22,318.97	\$ 49,749.37		
Sep-16	178,191	\$ 23,310.27	1,909	\$ 1,517.80	150,000	\$ 4,327.60	\$ 2,574.19	\$ 6,901.79	\$ 31,729.86		
Oct-16	168,347	\$ 21,449.34	3,638	\$ 2,897.23	470,900	\$ 14,870.00	\$ 8,124.41	\$ 22,994.41	\$ 47,340.98		
Nov-16	151,008	\$ 19,087.77	1,233	\$ 5,312.21	443,921	\$ 9,568.10	\$ 5,182.18	\$ 14,750.28	\$ 39,150.26		
Dec-16	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -		
	<b>1,859,270</b>	<b>\$ 225,428.12</b>	<b>101,935.00</b>	<b>\$ 86,898.16</b>	<b>3,822,062</b>	<b>\$ 114,055.13</b>	<b>\$ 62,340.03</b>	<b>\$ 176,395.16</b>	<b>\$ 494,361.76</b>		