

# JACKSON HOUSING COMMISSION

REGULAR MEETING –July 20, 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

Gerald Montgomery, Commissioner

James Stark, Commissioner

Public Comments (limited to 3 minutes)

Approval of Regular Meeting Minutes: June 15, 2016

Approval of the Previously Paid Liabilities: June 2016

4. RESOLUTIONS

Resolution No. 2016-14: Collection Losses Write Offs: June 2016

Resolution No. 2016-15: JHC Maintenance Manual (Maintenance Policies & Procedures) Revision

5. PUBLIC HEARING

Resolution No. 2016-16: JHC Admissions & Continued Occupancy Policy (ACOP) Updates

6. 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 Costs & Consumption

7. EXECUTIVE SESSION

8. OTHER BUSINESS

9. ADJOURNMENT

10. NEXT REGULAR MEETING : Reed Manor Board Room- August 17, 2016



**JACKSON HOUSING COMMISSION**

## Jackson Housing Commission

Regular Meeting

June 15, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on June 15, 2016 in the Chalet Terrace Community Room. President Pultz-Orthaus called the meeting to order at 12:03pm. Upon roll call the following commissioners were present: Patricia Davis-Dye, Michelle Pultz-Orthaus, and Michelle Woods. Commissioner James Stark entered the meeting at 12:04pm. Commissioner Gerald Montgomery was absent.

Also present were:

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

### 16-06-15-001 Public Comments

Members of the public were present; no comments were made.

### 16-06-15-002 Approval of the Minutes of the Regular Meeting Held May 18, 2016

Commissioner Pultz-Orthaus highlighted corrections that need to be made to the minutes.

Commissioner Woods **MOVED** to approve with corrections, the Regular Meeting Minutes of the meeting held May 18, 2016. Commissioner Davis-Dye **SECONDED** and upon voice vote the motion was adopted.

### 16-06-15-003 Approval of the Previously Paid Liabilities: May 2016

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities for June 2016. Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

AYES: P. Davis-Dye, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery

### 16-06-15-004 Honeywell Presentation

Honeywell representatives provided an overview of how energy savings attained as a result of energy performance contracting can be used to pay for capital improvement projects.

Commissioner Stark **MOVED** to authorize the Executive Director to issue a Request for Proposals for an Energy Performance Contract. Commissioner Davis-Dye **SECONDED** the motion and upon voice vote the motion was adopted.

**16-06-15-005 Resolution No. 2016-12: Collection Losses Write Off: June 2016**

Commissioner Woods **MOVED** to approve the Collection Losses, June 2016. Commissioner Stark **SECONDED** and upon roll call the motion was adopted:

AYES: P. Davis-Dye, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT G. Montgomery

**16-06-15-006 Resolution No. 2016-13: Jackson Housing Commission Employee Handbook (Personnel Policy)**

Commissioner Stark **MOVED** to adopt the Employee Handbook (Personnel Policy). Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

AYES: P. Davis-Dye, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery

**16-06-15-007 DIRECTORS' REPORTS**

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

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Ms. Ingram stated that the average unit turn times have decreased.

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

Commissioner Stark requested that the Directors' Reports be accepted as presented.

The Regular Meeting entered a brief recess at 1:14pm and reconvened at to 1:18pm.

### 16-06-15-008 OTHER BUSINESS

#### Evaluation: Laurie Ingram

President Pultz-Orthaus noted that Ms. Ingram has made exceptional progress completing main goals. Within the first six-months with the JHC, Ms. Ingram has worked diligently to build collaborative partnerships, institute supportive services and community building. Ms. Ingram has made progress adjusting job descriptions and is actively pursuing additional funding sources to support initiatives. Ms. Ingram provides open communication and is skilled at relationship building. Therefore, the Board of Commissioners deemed that Ms. Ingram's progress is well aligned with expectations. A recommendation was provided by Ms. Deborah Davis, Human Resources Director, that Ms. Ingram receives a one-step salary increase to Grade 17, Step 10.

Commissioner Stark **MOVED** to authorize Ms. Ingram to receive a one-step salary increase to Grade 17, Step 10. Commissioner Woods **SECONDED** and upon voice vote the motion was approved.

AYES: P. Davis-Dye, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery

President Pultz-Orthaus **MOVED** to authorize Ms. Ingram to receive the one-step salary increase to Grade 17, Step 10, retroactive to her six-month anniversary date of May 30, 2016. Commissioner Woods **SECONDED** and upon roll call the motion was approved:

AYES: P. Davis-Dye, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: G. Montgomery

#### Commissioner Davis-Dye

Commissioner Davis-Dye announced her resignation from the Board of Commissioners and expressed heartfelt sentiments regarding her tenure as a Resident Commissioner.

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

The Regular Meeting held June 15, 2016 adjourned at 1:35pm.

Respectfully submitted,



Laurie Ingram, MBA, PHM  
Executive Director

ATTESTED: \_\_\_\_\_

Michelle Pultz-O'thaus, President

Jackson Housing Commission  
Register - Basic Listing

General COCC Account  
From: 06/01/2016 To: 06/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002549	06/03/2016	City Of Jackson - Finance Department	Payment	5,028.31	MAY 2016 EE&CONTRIBUTIONS MAY 2016 EE&CONTRIBUTIONS 05.09.2016-05.22.2016
002550	06/03/2016	PLIC - SBD Grand Island	Payment	42.48	ACCOUNT# 1044559-10001 BILLING PERIOD 06.01.16-06.03.16
002551	06/03/2016	DBI BUSINESS INTERIORS	Payment	112.28	CUSTOMER# 224241 INVOICE# 03JD9575 \$112.28
002552	06/03/2016	Emerge Accounting	Payment	2,625.00	INVOICE# JUNE-001 ACCOUNTING SERVICE INVOICE # JUNE-001
002553	06/03/2016	CREATIVE PROMOTIONS OF JACKSON INC.	Payment	15.00	INVOICE# 23077 INVOICE# 23077 \$15.00
002554	06/03/2016	AFLAC	Payment	47.88	ACCOUNT# VX312 INVOICE# 287251
002555	06/06/2016	JACKSON COUNTY CLERKS OFFICE	Payment	10.00	FILING FEE: NOTARY OF THE PUBLIC
002556	06/06/2016	MICHIGAN DEPARTMENT OF STATE	Payment	10.00	NOTARY REGISTRATION FILING FEE: NOTARY COMMISSION CERTIFICATE
002557	06/06/2016	STATE FARM INSURANCE	Payment	50.00	NOTARY BOND NOTARY LICENSE
002558	06/06/2016	First National Bank Omaha	Payment	2,359.36	49886591 83672469 TRAINING TRAVEL TICKETS SUPPLIES COMPUTER LUNCH FOR MEETING COPIES FOR BOARD PACKET PARKING PERMITS FOR ALL 3 SITES
002559	06/14/2016	AccuShred, LLC	Payment	25.00	INV#33423 INV#33423 \$25
002560	06/14/2016	Computer Ties LLC	Payment	200.00	RECEIPT# 27914 SALES RECEIPT# 27914 \$200.00
002561	06/14/2016	City Of Jackson - Finance Department	Payment	7,047.10	APRIL 2016 EE & ER CONTRIBUTO APRIL 1, 2016 - APRIL 30, 2016
002562	06/14/2016	SPRINT	Payment	255.72	ACCOUNT# 128763256 INV# 128763256-021 \$ 255.72
002563	06/14/2016	TDS Metrocom	Payment	50.93	2 INVOICES 2 INVOICES 5177876143 \$ 25.41 5177879241 \$25.52
002564	06/14/2016	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	229.00	INVOICE# 166394

Date: 07/12/2016  
Time: 09:32:08

Jackson Housing Commission  
Register - Basic Listing  
General COCC Account

From: 06/01/2016 To: 06/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002565	06/14/2016	MLive Media Group	Payment	438.58	INV# 166394 \$229 ACCOUNT# 20008879
002566	06/17/2016	PURCHASE POWER	Payment	307.70	ACCOUNT# 20008879 \$145.00 AD# 0007698590-01 \$ 293.58 CUSTOMER ID# 0010054937
002567	06/20/2016	COMCAST	Payment	499.95	ACCOUNT# 8000-9000-0062-0884 \$ 307.70 APRIL & MAY BILLING CYCLE. INVOICE
002568	06/20/2016	The SBAM Plan	Payment	11,973.79	CID 281224 CID 281224 \$11973.79 7.1-16-7.31.16
002569	06/20/2016	A-1 LOCK SHOP	Payment	3.78	INV#3936 SPECIAL KEYS MADE FOR BLDG C COCC
002570	06/23/2016	DBI BUSINESS INTERIORS	Payment	24.29	CUSTOMER# 224241 INV# 03JE4565 \$ 24.29
002571	06/23/2016	SHELTER ASSOCIATION OF WASHTEAW COUNTY	Payment	250.00	JOHN SCHIPPERS JHC DE-ESCALATION TRAINING.
002572	06/23/2016	Pentuk, Couvreur & Koblijak, P.C	Payment	1,056.00	ACCOUNT# 114310.001 INV# 26847 \$1056.00
002573	06/29/2016	First National Bank Omaha	Payment	2,328.46	4988659183672469 TRAINING AIR FARE (J.OMO T. JOHNSON) PROCUREMENT YOUTH COUNCIL SNACKS (SHAHAN) DEESCALATION TRAINING SNACKS TRAINING REGISTRATION (L INGRAM) ED
002574	06/29/2016	AFLAC	Payment	47.88	ACCOUNT# VX312 INV# 729012 \$47.88
002575	06/29/2016	PC Solutions	Payment	4,528.44	CUSTOMER ID JACKSON HOUSING CO INV# 15189 \$4528.44

Total: ( 39,566.93)



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Jackson Housing Commission  
 Register - Basic Listing

Public Housing  
 From: 06/01/2016 To: 06/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061301	06/03/2016	A-1 LOCK SHOP	Payment	20.00	TICKET# 3874 CUSTOMER ORDER# P.O. 9436
061302	06/03/2016	AFLAC	Payment	30.36	ACCOUNT# VX312 INVOICE# 287251
061303	06/03/2016	ARLENE WOODS	Payment	853.00	ACCOUNT#P-002-4436-06 FINAL ACCOUNTS
061304	06/03/2016	BEVERLY PAYNE	Payment	107.00	ACCOUNT# P-002-3246-06 FINAL ACCOUNTS
061305	06/03/2016	City Of Jackson - Finance Department	Payment	8,517.39	MAY 2016 EE&CONTRIBUTIONS MAY 2016 EE&CONTRIBUTIONS 05.09.2010-05.22.2018
061306	06/03/2016	CONSUMERS ENERGY	Payment	11,759.65	12 INVOICES ACCOUNT # 1000 0012 0988 \$1385.37 1000 0012 1028 \$ 2337.27 1000 0012 1093 \$ 870.07 1000 0047 2256 \$ 1517.74 1000 0047 3114 \$ 1550.93 1000 0047 3429 \$ 2890.16 1000 3514 4961 \$ 912.28 1000 3514 5133 \$ 27.14 1000 3514 0910 \$ 89.06 1000 3427 8091 \$ 174.80 1030 2141 2111 \$ 34.23 1030 2141 2152 \$ 70.60
061307	06/03/2016	DIANE BLOSSOM	Payment	28.00	ACCOUNT# P-002-3248-07 FINAL ACCOUNTING
061308	06/03/2016	Cochran Electric Co.	Payment	85.00	CUSTOMER ID# JAX HOUSING INVOICE# 19951 \$85.00
061309	06/03/2016	DBI BUSINESS INTERIORS	Payment	18.57	CUSTOMER # INVOICE# 03JE0610 \$ 18.57
061310	06/03/2016	Home Depot Credit Services	Payment	5,326.74	ACCOUNT# 6035 3225 4017 5928 INVOICE# 7024102 \$146.98 1165132 \$143.04 5020126 \$1923.26 9970854 \$1798.56 9020721 \$721.22 7020852 \$442.06 1021416 \$151.62

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Jackson Housing Commission  
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 Public Housing

From: 06/01/2016 To: 06/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061311	06/03/2016	INK CONTRACTING LLC	Payment	1,300.00	INVOICE# 1027 INVOICE# 1027
061312	06/03/2016	JACKSON WATER COLLECTION	Payment	17,730.44	SEE ATTACHMENTS 87 SEE ATTACHMENTS 87
061313	06/03/2016	PLIC - SBD Grand Island	Payment	79.65	ACCOUNT# 1044559-10001 BILLING PERIOD 06.01.16-06.03.16 \$79.65
061314	06/03/2016	SAFETY SYSTEMS INC	Payment	4,865.00	CUSTOMER# 00938 INVOICE #
					456610 \$4686.00 456624 \$179.00
061315	06/03/2016	Keepin It Clean	Payment	45.00	INVOICE # 52316 INVOICE# 52316
061316	06/03/2016	LIBERTY ENVIRONMENTALISTS, INC.	Payment	10.00	ORDER# 154398 ORDER# 154398 \$10.00
061317	06/03/2016	MENARDS - JACKSON	Payment	639.06	ACCOUNT# 31610470 INVOICE
					# 51227 \$ 187.97 # 51257 \$ 314.10 # 53995 \$ 113.38 # 54152 \$ 23.61
061318	06/03/2016	MINUTEMAN SEWER & DRAIN INC.	Payment	2,247.50	9 INVOICES
					# 16700 \$250.00 #16639 \$225.00 # 16391 \$165.00 #16686 \$385.00 #10400 \$157.50 #10040 \$800.00 #16435 \$165.00 #16464 \$145.00 #16458 \$155.00
061319	06/03/2016	Ralph Friedland & Brothers Inc.	Payment	998.50	ACCOUNT# JACKSO INVOICE# 73580
061320	06/03/2016	REGAL TIRE SALES INC	Payment	42.00	INVOICE# 5902 INVOICE# 5902
061321	06/03/2016	Rooney's Sewer Service	Payment	370.00	4 INVOICES INVOICE#
					INV-1466 \$90.00 INV-1517 \$100.00 INV-1782 \$90.00 INV-1793 \$90.00
061322	06/03/2016	Trail Supply LLC	Payment	298.22	ACCOUNT# 10014

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From: 06/01/2016 To: 06/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061323	06/03/2016	WILMAR INDUSTRIES	Payment	781.92	INVOICE# 30885 \$ 199.44 INVOICE# 30958 \$ 98.78 ACCOUNT# 70585
061324	06/03/2016	OLD MILL CABINETS	Payment	402.00	INVOICE# 367582244 \$781.92 INVOICE FOR 1232 HEATHER INVOICE FOR 1232 HEATHER PURCHASE P.O 8894
061325	06/03/2016	LIBRA INDUSTRIES, INC. OF MI	Payment	89.99	CUSTOMER#37126 INV# 42434700
061327	06/14/2016	ALLEN ZIMMERMAN	Payment	336.00	P-001-1196-15 FINAL ACCOUNTING
061328	06/14/2016	CHRYS TAL PUSSEHL	Payment	27.50	P-001-1146-06 FINAL ACCOUNTING
061329	06/14/2016	CUT-RATE PLUMBING	Payment	25.49	ID#644 #621067 \$8.03 #620933 \$8.03 #620534 \$9.43
061330	06/14/2016	JASON BROUGHTON	Payment	137.00	ACCOUNT # P-003-5510-13 FINAL ACCOUNTING
061331	06/14/2016	DEANDRE FORTENBERRY	Payment	97.00	ACCOUNT # P-002-3305-11 FINAL ACCOUNTING
061332	06/14/2016	A-1 LOCK SHOP	Payment	206.50	2 INVOICES INVOICE# #3910 \$74.00 #3931 \$132.50
061333	06/14/2016	ALAM INC	Payment	100.00	INVOICE# IC-5587 # IC-5587 \$100.00
061334	06/14/2016	City Of Jackson - CITY CLERK	Payment	270.00	CUSTOMER# 019021 INVOICE# 1600018796 \$270.00
061335	06/14/2016	HAMMOND HARDWARE	Payment	235.75	CUSTOMER#33515 C189362 \$4.02 B336364 \$64.77 C189861 \$16.49 C190002 \$2.69 B335275 \$39.89 C188984 \$35.52 C186408 \$19.78 B335859 \$18.85 B335731 \$33.74

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Jackson Housing Commission  
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Public Housing  
From: 06/01/2016 To: 06/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061336	06/14/2016	Keepin It Clean	Payment	205.00	3 INVOICES INV# 060316 \$85.00 INV# 52616 \$55 INV#52516 \$65
061337	06/14/2016	LIBERTY ENVIRONMENTALISTS, INC.	Payment	50.00	3 INVOICES ORDER# 154694 \$ 30 ORDER# 154482 \$10 ORDER# 154591 \$10
061338	06/14/2016	LEUTZ CABINETS	Payment	485.00	CUSTOMER# JAXH INV# 52441 \$60 INV# 52439 \$425
061339	06/14/2016	MCGOWAN ELECTRIC SUPPLY INC	Payment	115.84	CUSTOMER # 101263 INV# 1231861 \$115.84
061340	06/14/2016	MENARDS - JACKSON	Payment	1,939.99	ACCT# 31610470 INV# 55989 \$71.97 INV# 55710 \$492.32 INV# 56017 \$295.37 #55502 \$23.62 #54741 \$159 #54547 \$158 #53486 \$110.32 #55405 \$29.83
061341	06/14/2016	OSBORNE PROCESS SERVICE	Payment	157.77	3 INVOICES INV# OHP-2016001492 \$57.75 OBP-2016001502 \$57.43 OBP-2016001403 \$42.59
061342	06/14/2016	PDQ SUPPLY, INC.	Payment	734.84	ACCT# 118660 INV# SI-233133 \$734.84
061343	06/14/2016	SAFETY SYSTEMS INC	Payment	912.00	CUSTOMER # 07270 INV#457133 \$912.00
061344	06/14/2016	THE SHERWIN-WILLIAMS CO.	Payment	679.95	ACCT# 5291-3816-6 INV# 7488-7 \$ 377.75 INV# 5658-7 \$302.20
061345	06/14/2016	Trail Supply LLC	Payment	938.50	ACCT# 10014 INV# 31151 \$ 191.52 INV# 31023 \$183.48 INV# 31084 \$563.50
061346	06/14/2016	TransUnion Rental Screening	Payment	117.20	CUSTOMER # 4408R0064047 INV# 05632835 # 117.20

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Jackson Housing Commission  
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 Public Housing  
 From: 06/01/2016 To: 06/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061347	06/14/2016	WILMAR INDUSTRIES	Payment	1,317.68	BILLING PERIOD 4.26.16-5.25.16 ACCT# 70585 INV# 368845897 \$848.32 368845905 \$223.80 368711743 \$245.56
061348	06/14/2016	MODERN WASTE SYSTEMS	Payment	7,936.34	ACCT# 23056 INV#51755 \$ 7936.34 BILLING PERIOD JUNE
061349	06/14/2016	AUDITORY RESPONSE SYSTEMS, INC.	Payment	326.40	CUSTOMER # ARS879 INV# MTH0000941 \$ 326.40
061350	06/14/2016	TALX THE WORK NUMBER	Payment	89.70	CUSTOMER # 8805983 INV# 2118166 \$89.70
061351	06/14/2016	Jackson Transportation Authority	Payment	237.61	INV# 0026826-IN INV# 0026826-IN \$237.61
061352	06/14/2016	AccuShred, LLC	Payment	135.00	INVOICE NUMBER 33423 INV# 33423 \$135
061353	06/14/2016	AMBS CALL CENTER	Payment	511.48	ACCOUNT# 1909 INV# 160511030 \$ 511.48
061354	06/14/2016	American Office Solutions	Payment	96.34	ACCOUNT# J1087 INV# IN81078 CONTRACT# CT1197-01 C5486-4500830X-MXKM364N H576Q0 0107801 SERVICE USAGE
061355	06/14/2016	APCO SUPPLY	Payment	571.72	ACCOUNT# 178131 INV# 1267481-00 \$571.72
061356	06/14/2016	BELSON OUTDOORS	Payment	1,000.48	ORDER# W146433 ORDER# W146433 \$ 215.61 # W 146432 \$ 784.87
061357	06/14/2016	Brooklyn Plumbing, Heating & A/C, Inc	Payment	293.45	INVOICE# 645654 INV# 645654 \$293.45
061358	06/14/2016	CASLER HARDWARE	Payment	27.48	CUSTOMER# 33561 INV# I 04919 \$16.99 INV# I 7005 \$10.49
061359	06/14/2016	Computer Ties LLC	Payment	600.00	RECEIPT# 27914 SALES RECEIPT# 27914 \$600.00
061360	06/14/2016	City Of Jackson - Finance Department	Payment	15,580.71	APRIL 2016 EE & ER CONTRIBUTI APRIL 1, 2016 - APRIL 30, 2016

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Jackson Housing Commission  
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Public Housing

From: 06/01/2016 To: 06/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061361	06/14/2016	CONSUMERS ENERGY	Payment	3,012.00	NEGATIVE RENTS JUNE 2016 SEE ATTACHMENT
061362	06/14/2016	COLLINS BROTHERS	Payment	589.02	CUSTOMER# 9587 INV# 50366 \$ 589.02
061363	06/14/2016	DAUGHERTY TREE SERVICE	Payment	250.00	JACKSON HOUSING COMMISSION REGARDING 1234 HEATHER LANE
061364	06/14/2016	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	15.95	CUSTOMER# 31919 INV# 3846899 \$ 15.95
061365	06/14/2016	Home Depot Credit Services	Payment	1,718.00	INVOICE# H-2770-3614 INV# H2770-3614 \$ 1718.00
001300	06/14/2016	INK CONTRACTING LLC	Payment	1,300.00	INVOICE# 1020 INV# 1028 \$1300.00
061367	06/14/2016	JACKSON GLASS WORKS INC	Payment	202.56	CUSTOMER# JHOU INV# 365464 \$ 88.45 INV# 395463 \$ 114.11
061368	06/14/2016	Jackson Housing Commission	Payment	25,127.30	PH MANAGEMENT FEES MAY 2016 PH MANAGEMENT FEES MAY 2016
061369	06/14/2016	JACKSON OUTDOOR EQUIPMENT	Payment	280.96	CUSTOMER# 104542 INV# 81919 \$ 280.96
061370	06/14/2016	Rooney's Sewer Service	Payment	190.00	2 INVOICES INV# 1770 \$90.00 INV# 1848 \$100.00
061371	06/14/2016	SPRINT	Payment	1,158.40	ACCOUNT# 128763256 INV# 128763256-021 \$ 1158.40
061372	06/14/2016	TDS Metrocom	Payment	2,297.56	5 ACCOUNTS ACCOUNT# 5177870168 \$406.85 5177800620 \$87.15 5177800181 \$30.12 5177876494 \$ 89.12 5177871188 \$ 1684.24
061373	06/14/2016	TOMMARK, INC.	Payment	570.42	ORDER NUMBER 1317382 INV# 812564577 \$ 570.42
061374	06/14/2016	White & Hotchkiss, PLLC	Payment	450.00	FILE# 1919 INV# 75199 \$450.00
061375	06/14/2016	PAMELA STILSON- POSTMA	Payment	139.36	RMTA REIMBURSEMENT DOLLAR TREE \$ 58.30 MEIJER \$21.20 DOLLAR TREE \$ 40.28 GORDONSS \$19.58

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Jackson Housing Commission  
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 Public Housing

From: 06/01/2016 To: 06/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061376	06/17/2016	PURCHASE POWER	Payment	512.83	CUSTOMER ID#010054937 ACCOUNT# 8000-9000-0062-0884 \$512.83 APRIL & MAY BILL
061377	06/20/2016	APCO SUPPLY	Payment	292.13	ACCOUNT# 178131 INV# 1270257-00 \$292.13
061378	06/20/2016	CASLER HARDWARE	Payment	6.49	ACCOUNT# 33561 TICKET# 16625 \$6.49
061379	06/20/2016	CONSUMERS ENERGY	Payment	6,639.52	6 INVOICES ACCOUNT#
061380	06/20/2016	Housing Insurance Services, Inc.	Payment	7,258.00	CUSTOMER ID: 385 INV# HG00082271 \$561.00 HP00073081 \$6697.00
061381	06/20/2016	HAMMOND HARDWARE	Payment	121.73	CUSTOMER# 33515 TRANSACTION# C190193 \$ 67.49 B336950 \$ 54.24
061382	06/20/2016	JACKSON GLASS WORKS INC	Payment	29.60	CUSTOMER# JHOU INV# 395584 \$ 29.60
061383	06/20/2016	Keepin It Clean	Payment	55.00	INVOICE# 061416 INV# 061416 \$55.00
061384	06/20/2016	MENARDS - JACKSON	Payment	117.29	ACCOUNT# 31610470 INV# 56316 \$56.45 56249 \$60.84
061385	06/20/2016	MIGDALIA SANCHEZ	Payment	293.00	ACCOUNT# P-003-6597-04 FINAL ACCOUNTING
061386	06/20/2016	MINUTEMAN SEWER & DRAIN INC.	Payment	200.00	INVOICE# 16812 INV# 16812 \$ 200.00
061387	06/20/2016	OSBORNE PROCESS SERVICE	Payment	376.00	3 INVOICES INV# OPB-2016001620 \$167.00 OBP-2016001619 \$167.00 OBP-2016001601 \$42.00

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Public Housing

From: 06/01/2016 To: 06/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061388	06/20/2016	Rooney's Sewer Service	Payment	90.00	INVOICE# INV-1922 INV#-1922 \$90.00
061389	06/20/2016	The SBAM Plan	Payment	17,087.19	CID 281224 CID 281224 \$17087.19 7.1.16-7.31.16
061390	06/20/2016	WEATHERPROOF INC	Payment	49.31	CUSTOMER# JAC HOU COM INV# 313184 \$49.31
061391	06/23/2016	Petty Cash	Payment	1,596.84	REPLENISH PETTY CASH REPLENISH PETTY CASH #518 \$1,596.84
061392	06/23/2016	MIDWEST INSULATION	Payment	12,650.00	Invoice# 51362.00 REMOVE & REPLACE 3 TUB SHOWER UNITS PKG REPLACE & REPAIR SOFFIT PKG 307.315,330,130,319,311,317,321,329,112 UNITS
061393	06/29/2016	APCO SUPPLY	Payment	84.66	ACCCOUNT# 178131 INV# 1271470.00 \$84.66
061394	06/29/2016	CONSUMERS ENERGY	Payment	19,454.35	14 INVOICES 100000120905 \$1748.27 100000120855 \$554.38 100035145554 \$2552.28 100000120988 \$1689.54 100000121028 \$2391.21 100000121093 \$997.07 100000472256 \$2107.88 100000473114 \$1981.87 100000473429 \$3851.43 100035414961 \$1189.71 100035415133 \$26.98 100034278091 \$275.89 100035410910 \$87.84 103021671559 \$-3.04
061395	06/29/2016	PERFORMANCE AUTOMOTIVE	Payment	1,106.40	ACCCOUNT# 4690 INV# 1757235 \$1106.40 CPF
061396	06/29/2016	DBI BUSINESS INTERIORS	Payment	48.59	CUSTOMER# 224241 INV# 031E5198 \$48.59
061397	06/29/2016	ERADICO SERVICES, INC.	Payment	19,889.00	ACCCOUNT# 153860 REGISTRATION NUMBER 8C1AF296 \$2086.00 AC27994F \$15773.00 D872409F \$2030.00
061398	06/29/2016	HAMMOND HARDWARE	Payment	46.72	CUSTOMER# 33515 TRANSACTION# C190887 \$46.72
061399	06/29/2016	INK CONTRACTING LLC	Payment	1,300.00	INVOICE 1029 INV#1029 \$1300.00
061400	06/29/2016	JACKSON GLASS WORKS INC	Payment	167.11	CUSTOMER# JHOU INV# 396002 \$53.00



Date: 07/12/2016  
Time: 09:32:18

Jackson Housing Commission  
Register - Basic Listing

Public Housing  
From: 06/01/2016 To: 06/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061401	06/29/2016	Keepin It Clean	Payment	55.00	396001 \$114.11 INVOICE #061316 INV# 061316 \$55.00
061402	06/29/2016	LIBERTY ENVIRONMENTALISTS, INC.	Payment	20.00	2 INVOICES ORDER # 154940 \$10.00 154865 \$10.00
061403	06/29/2016	Aspen One Hour Heating & Air Conditioning	Payment	1,100.00	3 INVOICES INV# 359477 \$400.00 CPF 358523 \$100.00 CPT 358996 \$300.00 CPF
061404	06/29/2016	Brooklyn Plumbing, Heating & A/C, Inc	Payment	708.29	2 INVOICES INV# 645203 \$315.12 CPF 645958 \$393.17 CPF
061405	06/29/2016	ETNA Supply	Payment	2,326.02	7 INVOICES S101852537.001 \$386.89 CPF S101821363.001 \$386.89 CPF S101831663.001 \$386.89 CPF S101806449.001 \$386.89 CPF S101785794.001 \$386.89 CPF S101840041.001 \$386.89 CPF S101839728.001 \$4.68 CPF
061406	06/29/2016	GRIMES PLUMBING COMPANY, INC	Payment	485.00	INVOICE# 1635 INV#1635 \$485.00 CPF
061407	06/29/2016	LEUTZ CABINETS	Payment	120.00	CUSTOMER# JAXH INV# 52440 \$120.00
061408	06/29/2016	MENARDS - JACKSON	Payment	585.64	8 INVOICES INV# 57148 \$119.00 57573 \$61.39 57440 \$156.00 56929 \$104.68 56930 \$17.49 57046 \$81.59 57174 \$32.70 57066 \$12.79
061409	06/29/2016	OSBORNE PROCESS SERVICE	Payment	260.26	9 INVOICES OBP-2016001709 \$28.75 OBP-2016001711 \$29.73 OBP-2016001720 \$28.43 OBP-2016001708 \$29.89

Jackson Housing Commission  
Register - Basic Listing

Public Housing  
From: 06/01/2016 To: 06/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061410	06/29/2016	Rooney's Sewer Service	Payment	270.00	OBR-2016001710 \$28.00 OBR-2016001712 \$28.00 OBR-2016001714 \$28.00 OBR-2016001723 \$29.73 OBR-2016001713 \$29.73 3 INVOICES INV#
061411	06/29/2016	SHARPS COMPLIANCE, INC.	Payment	2,084.60	1942 \$90.00 1887 \$90.00 1944 \$90.00 CUSTOMER#: 159294 ORDER# 0000705698 \$2084.60 1 INVOICE
061412	06/29/2016	TLK CLEANING	Payment	1,180.00	INVOICE 06.16.2016 \$1180.00
061413	06/29/2016	THE SHERWIN-WILLIAMS CO.	Payment	226.65	ACCOUNT# 5291-3816-6 INV#9483-6 \$226.65
061414	06/29/2016	WILMAR INDUSTRIES	Payment	950.54	ACCOUNT#70585 INV# 370296279 \$950.54
061415	06/29/2016	AFLAC	Payment	109.32	ACCOUNT# VX312 INV# 729012 \$109.32
<b>Total:</b>				<b>( 230,395.32)</b>	

Date: 07/12/2016  
Time: 09:32:27

Jackson Housing Commission  
Register - Basic Listing  
Section 8 Housing Voucher Prog  
From: 06/01/2016 To: 06/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054337	06/03/2016	AFLAC	Payment	208.38	ACCT# VX312 INVOICE# 287251
054338	06/03/2016	City Of Jackson - Finance Department	Payment	1,659.90	MAY 2016 EE&CONTRIBUTIONS MAY 2016 EE&CONTRIBUTIONS 05.09.2016-05.22.2016
054339	06/03/2016	PLIC - SBD Grand Island	Payment	15.93	ACCT# 1044559-10001 BILLING PERIOD 06.01.16-06.30.16
054340	06/14/2016	TransUnion Rental Screening	Payment	42.00	CUSTOMER # 4408R0064047 INV# 05632835 \$ 42.00 BILLING PERIOD 4.26.16-5.25.16
054341	06/14/2016	AUDITORY RESPONSE SYSTEMS, INC.	Payment	81.60	CUSTOMER #ARS879 INV# MTH0000941 \$81.60
054342	06/14/2016	TALK THE WORK NUMBER	Payment	34.90	CUSTOMER# 8805983 INV# 2118166 \$34.90
054343	06/14/2016	AccuShred, LLC	Payment	25.00	INV#33423 INV#33423 \$25
054344	06/14/2016	Computer Ties LLC	Payment	200.00	RECEIPT# 27914 SALES RECEIPT# 27914 \$200.00
054345	06/14/2016	City Of Jackson - Finance Department	Payment	2,904.53	APRIL 2016 EE & ER CONTRIBUTIO APRIL 1, 2016 - APRIL 30, 2016
054346	06/14/2016	TDS Metrocom	Payment	70.53	1 INVOICE INV# 5177876326 \$ 70.53
054347	06/17/2016	PURCHASE POWER	Payment	206.14	CUSTOMER ID# 0010054937 ACCT# 8000-9000-0062-0884 \$205.13 APRIL & MAY BILLING CYCLE.
054348	06/20/2016	The SBAM Plan	Payment	2,334.63	CID 281224 CID 281224 \$2334.63 7.1.16-7.31.16
054349	06/23/2016	Jackson Housing Commission	Payment	11,144.00	MAY 2016 ADM SALARIES \$8,144 MGMT FEES \$3,000
054350	06/23/2016	NAN MCKAY & Associates, Inc.	Payment	199.00	ORDER# JAC49201 INV#
054351	06/29/2016	AFLAC	Payment	208.38	INV211402 \$199.00 ACCT# VX312 INV# 729012 \$208.38

Total: ( 19,333.92)



**Jackson Housing Commission**  
Jackson, MI

The following Resolution was introduced by President Pultz-Orthaus read in full and considered:

**RESOLUTION NO. 2016-14**

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	\$ N/A
AMP 2: Reed Manor	\$ 1,936.80
AMP 3: Shahan-Blackstone Apts.	<u>\$ N/A</u>
<b>Total</b>	<b>\$ 1,936.80</b>

The attached Collection Losses Report reflects the delinquent amount of \$1,936.80 and is hereby approved for fiscal year 2016 write-off.

Commissioner \_\_\_\_\_ to adopt the foregoing Resolution as read. Commissioner \_\_\_\_\_ 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 July 20, 2016.

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

# Collection Losses Report

*Three months or greater*

**July 2016**

**Board Resolution 2016-14**

<b>Property</b>	<b>Account Number</b>	<b>Move-Out</b>	<b>Amount</b>
Reed Manor	002-4401-08	3-08-16	\$ 505.60
Reed Manor	002-3251-13	3-08-16	\$1,201.10
Reed Manor	002-4495-06	3-23-16	\$ 230.10
<b>Total Write Off</b>			<b>\$1,936.80</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. 2016-15**

**WHEREAS**, pursuant the Annual Contributions Contract between the Department of Housing and Urban Development (HUD) and the Jackson Housing Commission, the Commission has adopted an Maintenance Manual (Maintenance Policies and Procedures) effective July 20, 2016);

**WHEREAS**, the Jackson Housing Commission Maintenance Manual (Maintenance Policies and Procedures) is updated as needed to reflect legislative changes affecting policies;

**THEREFORE BE IT RESOLVED THAT** the Commission hereby approves the Maintenance Manual (Maintenance Policies and Procedures) effective July 20, 2016);

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

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

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 July 20, 2016.

\_\_\_\_\_  
Michelle Pulz-Orthaus  
Executive Director

**Jackson Housing Commission**  
Jackson, Michigan

The following Resolution was introduced by President Michelle Pultz-Orthaus, read in full and considered:

**RESOLUTION NO. 2016-16**

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

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

**WHEREAS**, a 45 Day comment period was conducted and a Public Hearing held on July 20, 2016;

**THEREFORE BE IT RESOLVED THAT** the ACOP updates are hereby approved as presented for implementation effective August 1, 2016.

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

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission held on July 20, 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											
January	198,520	192,987	97.3%	436	442.63	91.8%	475	527	4	5,533	54,518
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											
August											
September											
October											
November											
December											
	1140719	1214341	107.2	2703	449.19	94.9	2850	7237	23	(73,622)	



## Report of Tenants Accounts Receivable (TARs)

Public Housing - June 2016

Project: 001 - Chalet Terrace

## A. Basic Identification Data

3. Total Units Available: 1285. Fiscal Year Beginning: 04/01/20166. Report Period Ending Date: 06/30/2016

## B. Charges to Tenants

1. No. of Units Occupied by TIP on

the Last Day of this Reporting Period:

124

2. Total Charges:

26,888.15

3. Dwelling Rental:

25,359.35

4. Retroactive Rent:

0.00

5. Excess Utility:

300.60

6. Additional Charges:

1,228.20

## C. Receivables

Tenants in Possession (TIP)

One Month or  
Less Delinquent

5

Over One  
Month Delinquent

52

Total for TIP

57

Vacated TAR

12

Total

69

## Accounts Receivable

Dwelling  
RentalRetroactive  
RentExcess  
UtilityAdditional  
ChargesAmounts  
Delinquent

242.00

0.00

11.00

543.00

796.00

5,980.84

0.00

939.43

7,568.78

14,489.05

15,285.05

3,379.65

18,664.70

## D. TARs

Tenants Accounts Receivable

No. of Accounts

Balances

Under Formal Repayment Agreement

14

4,569.95

Under Formal Repayment Agreement  
with Payments Up-to-Date

14

4,569.95

Excluding Amounts Covered by Formal  
Up-to-Date Repayment Agreements

43

10,715.10

## E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable

Current Reporting  
Period (end date)

06/30/2016

Prior FY  
(one year to date)

06/30/2015

Previous FY  
(two years to date)

06/30/2014

1. Percent of Accounts Delinquent to No. of Tenants in Possession

46

52

50

5. Percent of Amount Delinquent (excluding amounts covered by  
formal up-to-date repayment agreement) to Total Charges

40

52

24

## F. Collection Losses

1. Amount Charged to Loss this Period

0.00

2. Amount Charged to Loss this Year to Date

14.00

## Report of Tenants Accounts Receivable (TARs)

Public Housing - June 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: 06/30/2016

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 288      2. Total Charges: 56,944.70      3. Dwelling Rental: 55,551.00      4. Retroactive Rent: -612.00      5. Excess Utility: 828.00      6. Additional Charges: 1,176.80

**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	20	861.00	0.00	42.00	2,133.94	3,036.94
Over One Month Delinquent	63	1,125.98	1,878.00	29.00	13,954.64	16,987.62
Total for TIP	83					20,024.56
Vacated TAR	29					13,361.98
<b>Total</b>	<b>112</b>					<b>33,386.54</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	42	15,115.95
Under Formal Repayment Agreement with Payments Up-to-Date	42	15,115.95
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	41	4,908.61

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 06/30/2016	Prior FY (one year to date) 06/30/2015	Previous FY (two years to date) 06/30/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	29	41	27
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	9	24	19

**F. Collection Losses**

1. Amount Charged to Loss this Period	1,653.60
2. Amount Charged to Loss this Year to Date	4,445.98

## Report of Tenants Accounts Receivable (TARs)

Public Housing - June 2016

Project: 003 - Shahan-Blackstone

**A. Basic Identification Data**3. Total Units Available: 1205. Fiscal Year Beginning: 04/01/20166. Report Period Ending Date: 06/30/2016**B. Charges to Tenants**

1. No. of Units Occupied by TIP on

the Last Day of this Reporting Period:

118

2. Total Charges:

5,948.33

3. Dwelling Rental:

7,258.19

4. Retroactive Rent:

-1,702.00

5. Excess Utility:

-133.87

6. Additional Charges:

526.01**C. Receivables**

Tenants in Possession (TIP)

One Month or  
Less Delinquent

1

Over One  
Month Delinquent

27

Total for TIP

28

Vacated TAR

4

Total

32

**Accounts Receivable**Dwelling  
RentalRetroactive  
RentExcess  
UtilityAdditional  
ChargesAmounts  
Delinquent

0.00

0.00

0.00

2.00

2.00

1,091.64

33.30

256.48

7,682.93

9,064.35

9,066.35

2,129.50

11,195.85

**D. TARs**

Tenants Accounts Receivable

No. of Accounts

Balances

Under Formal Repayment Agreement

14

5,255.66

Under Formal Repayment Agreement  
with Payments Up-to-Date

14

5,255.66

Excluding Amounts Covered by Formal  
Up-to-Date Repayment Agreements

14

3,810.69

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable

Current Reporting  
Period (end date)

06/30/2016

Prior FY  
(one year to date)

06/30/2015

Previous FY  
(two years to date)

06/30/2014

1. Percent of Accounts Delinquent to No. of Tenants In Possession

24

33

38

5. Percent of Amount Delinquent (excluding amounts covered by  
formal up-to-date repayment agreement) to Total Charges

64

91

27

**F. Collection Losses**

1. Amount Charged to Loss this Period

0.00

2. Amount Charged to Loss this Year to Date

2,138.87

## Report of Tenants Accounts Receivable (TARs)

Public Housing - June 2016

Project: ALL - Summary

### A. Basic Identification Data

3. Total Units Available: 540      5. Fiscal Year Beginning: 04/01/2016      6. Report Period Ending Date: 06/30/2016

### B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 530      2. Total Charges: 89,731.18      3. Dwelling Rental: 88,169.44      4. Retroactive Rent: -2,314.00      5. Excess Utility: 994.73      6. Additional Charges: 2,931.01

### 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	26	1,103.00	0.00	53.00	2,678.94	3,834.94
Over One Month Delinquent	142	8,198.46	1,911.30	1,224.91	29,206.35	40,541.02
Total for TIP	168					44,375.96
Vacated TAR	45					18,871.13
<b>Total</b>	<b>213</b>					<b>63,247.09</b>

### D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	70	24,941.56
Under Formal Repayment Agreement with Payments Up-to-Date	70	24,941.56
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	98	19,434.40

### E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 06/30/2016	Prict FY (one year to date) 03/30/2015	Previous FY (two years to date) 06/30/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	32	42	35
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	22	39	21

### F. Collection Losses

1. Amount Charged to Loss this Period	1,653.60
2. Amount Charged to Loss this Year to Date	6,598.85

# Jackson Housing Commission Consolidated TARS Report

June 2016

AMP	Total Rents	Rents Collected	% of Rents Collected	Vacant Units	% of Units Vacant	Notices to Vacate	14 Day Notices	Court Filings
Chalet Terrace	128	84	66	4	.03		34	10
Reed Manor	292	263	90	4	.01		25	4
Shahan Blackstone	120	101	84	2	.02		14	5

# Move-Outs Report

June 2016

AMP	Account Number	Move-Out	Reason
Chalet Terrace	001-1198-09	6-23-16	Notice given
Chalet Terrace	001-7649-03	6-09-16	Abandoned unit
Chalet Terrace	001-1196-16	6-07-16	Notice not given
Chalet Terrace	001-1165-05	6-27-16	Received Section 8
Reed Manor	002-4432-11	6-30-16	Notice given
Reed Manor	002-3303-08	6-07-16	Eviction
Reed Manor	002-3245-07	6-03-16	Eviction
Reed Manor	002-3292-15	6-07-16	Eviction
Reed Manor	002-3259-06	6-14-16	Received Section 8
Reed Manor	002-3305-11	6-01-16	Notice given
Reed Manor	002-2213-07	6-06-16	Abandoned unit/pending eviction
Reed Manor	002-3272-09	6-14-16	Notice given
Shahan Blackstone	003-6569-12	6-13-16	Received Section 8
Shahan Blackstone	003-5508-10	6-05-16	Notice given



Jackson Housing Commission  
**PHAS - Vacant Unit Turnaround Time**  
Public Housing

for Units Re-Occupied between: 06/01/2016 and 06/30/2016

Prt Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Down Time	Exempt Days	
													Other	Make Ready Up
001-1172	327 Barberrry Drive		04/08/2016	04/08/2016	0	05/16/2016	38	06/02/2016	16	54	0	0	0	0
003-5516	114 Shahan Drive		04/25/2016	04/26/2016	0	05/09/2016	14	06/01/2016	22	36	0	0	0	0
003-6597	354 Moorman Drive		05/02/2016	05/16/2016	13	06/03/2016	19	06/30/2016	26	58	0	0	0	0
003-5510	126 Shahan Drive		05/04/2016	05/04/2016	0	05/17/2016	13	06/01/2016	14	27	0	0	0	0
001-1128	310 Barberrry Drive		05/09/2016	05/12/2016	2	06/01/2016	21	06/03/2016	1	24	0	0	0	0
003-6601	358 Moorman Drive		05/11/2016	06/14/2016	33	06/24/2016	11	06/30/2016	5	49	0	0	0	0
002-2217	428 Willwood Ave	A-17	05/19/2016	05/17/2016	0	05/24/2016	5	06/03/2016	9	14	0	0	0	0
002-3258	301 Steward Ave	D-11	05/22/2016	05/24/2016	1	05/26/2016	3	06/03/2016	7	11	0	0	0	0
002-3267	301 Steward Ave	D-20	05/22/2016	05/23/2016	0	05/25/2016	3	06/03/2016	8	11	0	0	0	0
001-1146	1212 Heather Lane		05/31/2016	06/01/2016	0	06/10/2016	10	06/23/2016	12	22	0	0	0	0
002-4442	315 Steward Avenue	I-29	05/31/2016	06/02/2016	1	06/13/2016	12	06/17/2016	3	16	0	0	0	0
002-4424	315 Steward Avenue	I-11	06/01/2016	06/02/2016	0	06/10/2016	9	06/17/2016	6	15	0	0	0	0
002-3305	301 Steward Ave	F-6	06/01/2016	06/01/2016	0	06/02/2016	1	06/09/2016	6	7	0	0	0	0
002-3307	301 Steward Ave	F-8	06/02/2016	06/03/2016	0	06/13/2016	11	06/16/2016	2	13	0	0	0	0
003-5508	130 Shahan Drive		06/05/2016	06/06/2016	0	06/08/2016	3	06/09/2016	0	3	0	0	0	0
002-2213	428 Willwood Ave	A-13	06/06/2016	06/06/2016	0	06/13/2016	7	06/21/2016	7	14	0	0	0	0
001-1196	1254 Laurel Lane		06/07/2016	06/07/2016	0	06/27/2016	19	06/27/2016	0	19	0	0	0	0
002-3303	301 Steward Ave	F-4	06/07/2016	06/08/2016	0	06/15/2016	8	06/16/2016	0	8	0	0	0	0
002-3292	301 Steward Ave	E-19	06/07/2016	06/08/2016	0	06/21/2016	14	06/22/2016	0	14	0	0	0	0
002-3259	301 Steward Ave	D-12	06/14/2016	06/15/2016	0	06/28/2016	14	06/30/2016	1	15	0	0	0	0
002-3272	301 Steward Ave	D-25	06/14/2016	06/14/2016	0	06/28/2016	13	06/28/2016	0	13	0	0	0	0
002-4488	315 Steward Avenue	I-75	06/16/2016	06/20/2016	3	06/23/2016	4	06/24/2016	0	7	0	0	0	0
002-3359	301 Steward Avenue	G-34	06/20/2016	06/22/2016	1	06/29/2016	8	06/30/2016	0	9	0	0	0	0
<b>Total Units:</b>	<b>23</b>				<b>54</b>		<b>260</b>		<b>145</b>	<b>459</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: 06/01/2016 and 06/30/2016

**Element # - Description**

V12400 - Total number of turnaround days:	459
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:	23
V12800 - Average number of days units were in down time:	2.35
V12900 - Average number of days units were in make-ready:	11.30
V13000 - Average number of days units were in lease-up:	6.30
V13100 - Average unit turnaround days:	19.95

Jackson Housing Comm - AMP 1 - Chalet Terrace  
Board Operating Statement  
June, 2016

	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
<b>Income</b>		
Dwelling Rent	27,175.00	80,437.70
Interest Earned	66.02	110.75
Other Income	907.50	45,947.50
Subsidy Earned	25,388.59	197,044.59
<b>Operating Income</b>	<b>53,537.11</b>	<b>323,540.54</b>
<b>Expenses</b>		
Administrative Salaries	3,559.18	14,579.67
Legal Expense	(115.95)	610.11
Travel	0.00	52.51
Sundry - Administrative	2,810.20	8,715.23
Management Fee Expense	5,973.66	17,826.16
Water	8,077.28	8,828.57
Electricity	6,146.72	25,764.23
Gas	3,321.12	28,094.71
Other Utilities Expense	5,358.34	5,776.44
Labor	8,980.43	45,349.47
Materials	6,344.96	10,738.86
Contract Cost	4,777.96	9,362.06
Garbage	2,353.98	7,071.94
Insurance-Comp Liability	669.34	11,365.01
Employee Benefit Cont.	17,846.81	29,788.53
<b>Operating Expenses</b>	<b>77,104.03</b>	<b>223,923.50</b>
<b>Operating Profit / (Loss)</b>	<b>(23,566.92)</b>	<b>99,617.04</b>
<b>Non-Operating Expenses</b>		
<b>Total Operating Funds Available</b>	<b>(23,566.92)</b>	<b>99,617.04</b>
<b>Retained Earnings</b>		<b>99,617.04</b>

Board Operating Statement

June, 2016

	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
<b>Income</b>		
Dwelling Rent	59,046.00	170,288.25
Interest Earned	0.00	44.74
Other Income	691.00	13,376.24
Subsidy Earned	36,162.36	315,351.08
<b>Operating Income</b>	<b>95,899.36</b>	<b>499,060.31</b>
<b>Expenses</b>		
Administrative Salaries	8,144.38	31,276.63
Legal Expense	239.19	1,401.17
Travel	0.00	52.08
Sundry-Administrative	4,040.98	10,895.99
Management Fee Expense	13,654.08	41,104.47
Tenant Services - Materials	139.36	139.36
Tenant Services - Contract	0.00	166.00
Water	2,718.79	9,082.75
Electricity	25,470.07	50,351.71
Gas	2,077.66	18,824.30
Other Utilities Expense	1,578.03	5,382.95
Labor	13,552.29	43,515.81
Materials	11,277.08	17,174.89
Contract Cost	26,225.40	34,398.25
Garbage	2,806.46	9,629.38
Insurance-Comp Liability	3,919.32	15,647.55
Employee Benefit Cont.	18,973.91	37,672.23
Collection Losses	1,653.60	1,653.60
<b>Operating Expenses</b>	<b>136,470.60</b>	<b>328,369.12</b>
<b>Operating Profit / (Loss)</b>	<b>(40,571.24)</b>	<b>170,691.19</b>
<b>Non-Operating Expenses</b>		
<b>Total Operating Funds Available</b>	<b>(40,571.24)</b>	<b>170,691.19</b>
<b>Retained Earnings</b>		<b>170,691.19</b>

Jackson Housing Comm - AMP 3 - Shahar Blackstone  
Board Operating Statement

Preview

June, 2016

	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
<b>Income</b>		
Dwelling Rent	5 886.00	25,496.25
Interest Earned	0.00	44.74
Management Fee Income	365.00	1,056.50
Subsidy Earned	1 768.91	168,133.99
<b>Operating Income</b>	<b>19,019.91</b>	<b>194,731.48</b>
<b>Expenses</b>		
Administrative Salaries	3 559.17	13,536.02
Legal Expense	340.21	340.05
Travel	0.00	164.93
Sundry	2 321.89	12,691.12
Management Fee Expense	5 499.56	16,688.32
Water	0.00	6,571.11
Electricity	555.93	5,600.28
Gas	172.50	731.47
Other Utilities Expense	3.99	3,289.71
Labor	8 629.49	29,955.63
Materials	7 966.58	7,966.58
Contract Cost	4 737.00	9,680.24
Garbage	3 105.90	10,367.70
Insurance Comprehensive Liability	1 669.34	8,183.84
Employee Benefit Cont.	12 083.70	24,871.40
<b>Operating Expenses</b>	<b>49,964.84</b>	<b>150,638.40</b>
<b>Operating Profit / (Loss)</b>	<b>(30,944.93)</b>	<b>44,093.08</b>
<b>Non-Operating Expenses</b>		
<b>Total Operating Funds Available</b>	<b>(30,944.93)</b>	<b>44,093.08</b>
<b>Retained Earnings</b>		<b>44,093.08</b>

Board Operating Statement

June, 2016

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	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
<b>Income</b>		
Management Fee Income	40,127.30	99,044.05
<b>Operating Income</b>	<b>40,127.30</b>	<b>99,044.05</b>
<b>Expenses</b>		
Administrative Salaries	25,273.58	82,999.96
Legal Expense	1,056.00	1,620.00
Staff Training	2,496.07	2,762.34
Travel	1,502.87	1,580.48
Accounting Fees	2,625.00	2,625.00
Computer Support	3,616.61	20,760.26
Labor	407.02	407.02
Vehicle Maintenance	25.00	25.00
Insurance	0.00	1,647.90
Employee Benefit Cont.	28,982.53	53,447.28
<b>Operating Expenses</b>	<b>65,984.68</b>	<b>167,875.24</b>
<b>Operating Profit / (Loss)</b>	<b>(25,857.38)</b>	<b>(68,831.19)</b>
<b>Non-Operating Expenses</b>		
<b>Total Operating Funds Available</b>	<b>(25,857.38)</b>	<b>(68,831.19)</b>
<b>Retained Earnings</b>		<b>(68,831.19)</b>

Jackson Housing Commission - Section 8  
Board Operating Statement

June, 2016

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	<u>Monthly Totals</u>	<u>Year-to-Date Totals</u>
<b>Income</b>		
Interest Earned on GF	6.08	24.27
Fraud Recovery Income	534.51	7,047.91
Admin Fee Received	18,988.00	56,963.00
Annual Contributions Earned Units Rented 0		
<b>Operating Income</b>	<b>19,528.59</b>	<b>64,035.18</b>
<b>Expenses</b>		
Administrative Salaries	8,144.00	30,537.12
Sundry	4,020.49	14,613.23
Port Out Admin Fees Pd	87.74	87.74
Other General Expense	0.00	2,587.21
Insurance	0.00	1,098.60
Employee Benefit Cont.	3,732.53	10,753.79
<b>Operating Expenses</b>	<b>15,984.76</b>	<b>59,677.69</b>
<b>Operating Profit / (Loss)</b>	<b>3,543.83</b>	<b>4,357.49</b>
<b>Non-Operating Expenses</b>		
<b>Total Operating Funds Available</b>	<b>3,543.83</b>	<b>4,357.49</b>
<b>Retained Earnings</b>		<b>4,357.49</b>
<b>HAP Activity</b>		
Prepaid Annual Contribution	161,223.00	562,940.00
Net	161,223.00	562,940.00
HAP Payments	205,653.48	622,664.96
<b>Net HAP</b>	<b>(44,430.48)</b>	<b>(59,724.96)</b>





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

<i>DATE:</i>	<i>NUMBER:</i>	<i>DESCRIPTION:</i>	<i>ACCOUNT#:</i>	<i>USED:</i>	<i>BALANCE:</i>	<i>AMOUNT:</i>	<i>ADJUSTMENT:</i>	<i>REMAINING:</i>
06.01.2016	505	Brenda Fridd Court Filings	91700.2	\$ 45.00	\$ 1,054.17			
06.02.2016	506	Roy Nethercott mileage reimbursement 05.20.2016-05.23.2016	91800.1	\$ 17.50	\$ 1,036.67			
06.03.2016	507	Brenda Fridd Court Filings	91700.1	\$ 15.00	\$ 1,021.67			
06.03.2016	508	Jannaa Pool mileage reimbursement	91800.1	\$ 21.60	\$ 1,000.07			
06.06.2016	509	Denny Parks Mileage Reimbursement 5.27.16-6.2.16	91800.3	\$ 25.38	\$ 974.69			
			91700.1 \$165					
			91700.2 \$165					
			91700.3 \$220					
06.10.2016	510	Brenda Fridd court filings	95300.2	\$ 550.00	\$ 424.69			
06.10.2016	511	D Davis refund from shoes purchase item#493	91800.2	\$ (5.40)	\$ 430.09			
06.17.2016	513	Samuel Tomlin mileage reimbursement 6.4.16-6.9.16	91800.2	\$ 7.18	\$ 422.91			
06.17.2016	514	Chelsea Bryant wall reimbursement (to HUD)	91210.4	\$ 3.77	\$ 419.14			
06.17.2016	515	Chelsea Braynt reimbursement for board meeting supplies	91600.4	\$ 4.24	\$ 414.90			
06.20.2016	516	Gary Cram maintenance supplies - usable drops	94200.3	\$ 12.68	\$ 402.22			
06.23.2016	517	Overage in safe.		\$ (0.94)	\$ 403.16			
06.23.2016	518	Replenish Petty Cash		\$ (1,596.84)	\$ 2,000.00			
06.24.2016	519	Mark Oakley mileage reimbursement 6.10.16-6.16.16	91800.2	\$ 39.37	\$ 1,960.63			
06.30.2016	520	Lorenzo Neal mileage reimbursement 6.18.16-6.22.16	91800.2	\$ 41.04	\$ 1,919.59			
06.30.2016	521	Brends Fridd mileage reimbursement 5.31.16-6.28.16	91800.4	\$ 37.80	\$ 1,881.79			

# MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

JUNE 2016

DATE COMPLETE	DV/PJ ACTIVITY	TENANT
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DATE	TIME	DESCRIPTION	STAFF
06/02	08:30p-09:00p	Alarm going off	RM
06/04	09:30a-10:15a	Toilet flooding	RM
06/04	12:51p-01:35p	Lockout	RM
06/05	09:37p-10:15p	Lockout	RM
06/08	07:15p-08:15p	CO2 detector going off	RM
06/09	07:00p-07:45p	Alarm not set	SBN
06/09	08:30p-09:15p	Overflowing toilet	RM
06/10	10:32p-12:00a	Sewer backing up, toilet & tub	RM
06/11	07:20p-08:20p	Fob system not working on entrance	RM
06/11	09:50p-10:35p	Lockout	RM
06/12	10:25a-12:30p	Toilet plugged	RM
06/12	01:00p-01:35p	Lockout	RM
06/12	04:10p-05:05p	Lock not working on unit	RM
06/12	09:10p-10:45p	CT	CT
06/14	10:35p-12:45a	Main drain backing up	CT
06/16	03:35a-04:15a	Buzzing/alarm in hallway?	RM
06/18	08:50p-09:30p	No hot water, heater went out	RM
06/18	12:00p-01:30p	toilet and tub backing up	RM
06/19	01:10p-01:40p	Alarm going off	RM
06/19	05:30p-06:30p	Hot water heater making a loud sound	SBN
06/19	08:15p-09:00p	Alarm going off, south door office	RM
06/19	11:30p-12:20a	Lockout	RM
06/22	10:15p-10:54p	Lockout	RM
06/22	10:54p-11:30p	Lockout	RM
06/25	10:20p-11:18p	Toilet speed up	CT
06/26	02:50p-03:15p	Water leaking from ceiling (window)	RM
06/26	04:00p-04:25p	Lockout	RM
06/26	05:30p-06:40p	Refrigerator not working	RM
06/26	09:46p-10:40p	Water backing up into utility room and hallway	CT
06/27	05:10p-05:40p	second lockout in 2 days	RM
06/27	09:55p-10:36p	Glass break alarm	CT
06/29	10:15p-10:50p	Lockout	RM
06/29	11:50p-12:40a	Vehicle stuck unit, causing damage to kitchen	SBN
06/30	09:25p-10:45p	Welfare checks	CT

Garage	Office	Office
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# Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY		GAS		WATER		SEWER		TOTAL	
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	TOTAL MONTHLY UTILITY 2016	
Jan-16	51,542	\$ 6,395.37	9,749	\$ 7,314.07	-	-	-	\$ -	\$ 13,709.44	
Feb-16	53,405	\$ 6,630.98	9,973	\$ 7,676.79	234,300	\$ 7,713.28	\$ 4,123.68	\$ 11,836.96	\$ 26,144.73	
Mar-16	48,814	\$ 5,923.22	13,462	\$ 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	8,480	\$ 5,666.76	249,400	\$ 8,077.28	\$ 4,335.05	\$ 12,412.33	\$ 23,993.55	
Jun-16	48,002	\$ 6,146.72	5,057	\$ 2,411.12	27,400	\$ 805.93	\$ 450.38	\$ 1,256.31	\$ 9,814.15	
Jul-16								\$ -	\$ -	
Aug-16								\$ -	\$ -	
Sep-16								\$ -	\$ -	
Oct-16								\$ -	\$ -	
Nov-16								\$ -	\$ -	
Dec-16								\$ -	\$ -	
	<b>303,070.00</b>	<b>\$ 37,550.58</b>	<b>63,138</b>	<b>\$ 42,175.57</b>	<b>535,700</b>	<b>\$ 17,347.78</b>	<b>\$ 9,327.21</b>	<b>\$ 26,674.99</b>	<b>\$ 106,401.14</b>	

# Utility Cost and Consumption Report

Reed Manor (AMP 2)

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 2016
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
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									
Aug-16									
Sep-16									
Oct-16									
Nov-16									
Dec-16									
	658,620	\$ 79,845.67	41,991	\$ 30,754.74	665,883	\$ 17,584.00	\$ 10,335.52	\$ 27,919.52	\$ 138,519.93

# Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY		GAS		WATER		SEWER		TOTAL	TOTAL
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	MONTHLY UTILITY 2016	
Jan-16	1,975	\$ 308.55	338	\$ 258.86	186,800	\$ 6,571.76	\$ 3,238.58	\$ 9,810.34	\$ 10,377.75	
Feb-16	2,925	\$ 517.53	1,034	\$ 801.13				\$ -	\$ 1,318.66	
Mar-16	2,111	\$ 352.59	439	\$ 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								\$ -	\$ -	
Aug-16								\$ -	\$ -	
Sep-16								\$ -	\$ -	
Oct-16								\$ -	\$ -	
Nov-16								\$ -	\$ -	
Dec-16								\$ -	\$ -	
	11,842	1,958.95	2,100.00	1,686.61	432,550.00	13,142.87	6,524.30	19,667.17	23,312.73	



# Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	NET WATER BILL	TOTAL MONTHLY UTILITY 2016
Jan-16	190,757	\$ 22,890.44	19,905	\$ 14,897.71	293,632	\$ 9,426.05	\$ 4,905.71	\$ 14,331.76	\$ 52,119.91
Feb-16	163,912	\$ 20,455.95	21,981	\$ 16,833.82	361,633	\$ 11,010.40	\$ 6,088.47	\$ 17,098.87	\$ 54,388.64
Mar-16	153,483	\$ 18,409.38	24,431	\$ 16,748.90	146,418	\$ 3,826.12	\$ 2,270.77	\$ 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	144,162	\$ 17,475.72	8,564	\$ 5,758.32	350,500	\$ 10,796.07	\$ 5,911.08	\$ 16,707.15	\$ 39,941.19
Jun-16	164,176	\$ 20,569.22	8,032	\$ 4,399.01	110,700	\$ 3,155.77	\$ 1,773.03	\$ 4,928.80	\$ 29,897.03
Jul-16	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Aug-16	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Sep-16	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Oct-16	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Nov-16	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Dec-16	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
	<b>973,532</b>	<b>\$ 119,355.20</b>	<b>107,229.00</b>	<b>\$ 74,616.92</b>	<b>1,634,133</b>	<b>\$ 48,074.65</b>	<b>\$ 26,187.03</b>	<b>\$ 74,261.68</b>	<b>\$ 268,233.80</b>