

JACKSON HOUSING COMMISSION

REGULAR MEETING – December 16, 2015

Reed Manor Board Room

AGENDA

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Michelle Pultz- Orthaus, President
Michelle Woods, Vice-President
Patricia Davis-Dye, Commissioner
Gerald Montgomery, Commissioner
James Stark, Commissioner
4. Public Comments (limited to 3 minutes)
5. Approval of Special Meeting Minutes: December 16, 2015
6. Approval of the Previously Paid Liabilities from November 11, 2015 thru December 10, 2015
7. RESOLUTIONS
Resolution No. 2015-39: Collection Losses Write Offs December 16, 2015
Resolution No. 2015-40: Section 8 FMR January 2016
Resolution No. 2015-41: Contract Award –TDS Metrocom
Resolution No. 2015-42: Agreement: Jackson Housing Commission and RM Resident Council

DIRECTOR'S REPORTS

Section 8

Leasing and HAP Utilization Report

Public Housing

Tenant Accounts Receivable

Consolidated TARS

Move Outs

Vacant Unit Turnaround

Executive

S8 Income Statement

PH Income Statement

Petty Cash Fund Register

After Hours/Emergency Response Report

Utility Costs and Consumption

8. OTHER BUSINESS
9. ADJOURNMENT

NEXT REGULAR MEETING: Reed Manor Board Room- January 20, 2016

Jackson Housing Commission
Minutes of the Special Meeting
December 2, 2015

The Jackson Housing Commission held a special Meeting on December 2, 2015 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 11:59am. Upon roll call the following commissioners were present: Michelle Pultz-Orthaus, Michelle Woods, Patricia Davis-Dye, and Gerald Montgomery. Upon roll call, the following commissioner was absent: James Stark.

Also present were:

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

15-12-001 Public Comments

There were no members of the public present.

A motion was made by Commissioner Woods to delete Item No. 6 from the December 2, 2015 Agenda. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted.

15-12-002 Approval of the Minutes of the Regular Meeting Held October 21, 2015

The minutes of the October 21, 2015 Regular Meeting Minutes were approved as written.

Commissioner Davis-Dye **MOVED** to approve the Regular Meeting Minutes of the meeting held October 21, 2015. Commissioner Woods **SECONDED** the motion, and upon voice vote the motion was adopted:

15-12-003 Approval of the Previously Paid Liabilities from August 14, 2015 thru October 15, 2015

A brief discussion occurred regarding payments approved for air duct cleaning.

Commissioner Woods **MOVED** to approve the Previously Paid Liabilities from October 15, 2015 thru November 10, 2015. Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-004

Resolution No. 2015-33: Collection Losses Write Off December 2015

A brief discussion took place confirming the amounts written off of individual accounts.

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

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

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-005

Resolution No. 2015-34: First Merit Signature Card Addition

Commissioner Woods **MOVED** to approve the First Merit Signature Card Addition adding Laurie Ingram as a signer. Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-006

Resolution No. 2015-35: County National Bank Signature Card Addition

Commissioner Woods **MOVED** to approve the County National Bank Signature Card Addition adding Laurie Ingram as a signer. Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-007

Resolution No. 2015-36: Board of Commission Meeting Dates 2016

Commissioner Woods **MOVED** to approve the Board of Commission Dates 2016.

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

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-008 Resolution No. 2015-37: Approval of Employment Contract for Laurie Ingram
Commissioner Montgomery **MOVED** to approve the Employment Contract: Laurie Ingram.
Commissioner Davis-Dye **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-009 Resolution No. 2015-38: Contract Officer Appointment: Laurie Ingram
Commissioner Woods **MOVED** to approve the Contract Officer Appointment: Laurie Ingram.
Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

15-12-010 DIRECTOR'S REPORTS

Staff gave reports on the following categories:

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Executive

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/Emergency Response Report

J. Utility Costs and Consumption

15-12-011 OTHER BUSINESS

Marijuana Use

Commissioner Montgomery raised concerns regarding marijuana use among residents and the impact that such use have on residents living in adjacent units. As a result of this discussion, Ms. Ingram will investigate grievance/complaint procedures to confirm how complaints of Marijuana use are being handled.

Reed Manor Cameras

Commissioner Davis-Dye stated that she has been approached by Reed Manor residents regarding security concerns. Per a conversation regarding the security cameras, staff will assure that the cameras are being monitored and used to the full extent at all times.

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

The Special Meeting held on December 2, 2015 adjourned at 12:36pm.

Respectfully submitted,



Laurie Ingram
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission
Register Basic Listing
Public Housing
From: 11/11/2015 To: 12/10/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060822	11/18/2015	MARCHELLE YOUNG	Payment	206.00	ACCOUNT# 5502-15 FINAL ACCOUNTING
060823	11/18/2015	JACOB BRADLEY	Payment	2.50	ACCOUNT# 6565-12 FINAL ACCOUNTING
060824	11/18/2015	JOCELYNN BURLEIGH	Payment	122.00	ACCOUNT# 6601-09 FINAL ACCOUNTING
060825	11/18/2015	A&E FACTORY SERVICE	Payment	340.15	SERVICE ORDER# 41504337 REFRIGERATOR REPAIR FRIGIDAIRE, FFHT1614QW0, BA51077775
060826	11/18/2015	AccuShred, LLC	Payment	135.00	INV# 30755 DOCUMENT SHRED SERVICE TKT# 49098 #49099 #49100
060827	11/18/2015	AFLAC	Payment	45.54	ACCT# VX312 INVOICE# 270534
060828	11/18/2015	AMBS CALL CENTER	Payment	424.36	ACCOUNT# 1909 INVOICE# 151011073
060829	11/18/2015	ANDERSON PRINTING	Payment	38.00	INVOICE# 21933 ERICA ESTELLE BUSINESS CARDS
060830	11/18/2015	American Office Solutions	Payment	57.67	ACCOUNT# J1087 CONTRACT# CT1197-01 EQUIPMENT# C5486 SERIAL# 4500830X MODEL# MXM364N
060831	11/18/2015	CARLETON EQUIPMENT	Payment	10.33	CUSTOMER ID# 659452 DOC/INVOICE# 06-210970
060832	11/18/2015	CASLER HARDWARE	Payment	16.79	CUSTOMER# 33561 INVOICE# I17888
060833	11/18/2015	City Of Jackson - Finance Department	Payment	12,942.72	OCTOBER 2015 EMPLOYEE & EMPLOYER EARNINGS & CONTRIBUTIONS
060834	11/18/2015	Cochran Electric Co.	Payment	341.19	CUSTOMER ID# REDMAN INVOICE# 19357
060835	11/18/2015	Computer Ties LLC	Payment	600.00	SALES RECEIPT# 26200 OCTOBER IT SERVICES
060836	11/18/2015	CUT-RATE PLUMBING	Payment	53.16	RECEIPT# 681875 & 874485 UNIT TURN SUPPLIES
060837	11/18/2015	DBI BUSINESS INTERIORS	Payment	106.49	CUSTOMER# 224241 INVOICE# 031Y9289 \$95.70

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 11/11/2015 To: 12/10/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060838	11/18/2015	GLG PRINT	Payment	85.50	#031Y7828 \$10.79 INVOICE# 43118 #10 ENVELOPES
060839	11/18/2015	HAMMOND HARDWARE	Payment	91.22	CUSTOMER ID# 33515 #B314554 \$13.62 #C175735 \$61.15 #B312688 \$16.45
060840	11/18/2015	HD Supply Facilities Maintenance	Payment	1,241.58	CUSTOMER# 461000 #9141783041 \$29.88 #9141746917 \$64.49 #9141518549 \$137.25 #9141940495 \$95.92 #9141910842 \$43.98 #9141622461 \$681.26 #9141652190 \$188.80
060841	11/18/2015	HOUSING DATA SYSTEMS, INC.	Payment	159.18	CLIENT#6183 INVOICE# 219522
060842	11/18/2015	Hirst Electric Company	Payment	170.00	INVOICE# 57384 \$68 INVOICE# 57338 \$102.00
060843	11/18/2015	Home Depot Credit Services	Payment	2,006.35	6035 3225 4017 5928 VACANT TURN FLOORING SUPPLIES
060844	11/18/2015	JACKSON WATER COLLECTION	Payment	17,303.12	48 ACCOUNTS SEE ATTACHMENTS
060845	11/18/2015	Jackson Housing Commission	Payment	24,558.38	OCTOBER 2015 PH MANAGEMENT FEES
060846	11/18/2015	Keepin It Clean	Payment	230.00	CARPET CLEANING
060847	11/18/2015	Knibloe Hardware	Payment	42.65	10152 192895 \$25.99 192945 \$16.66
060848	11/18/2015	LIBERTY ENVIRONMENTALISTS, INC.	Payment	99.50	JACKSONHOUSIN INV# 10432 \$47 ORDER# 150737 \$9.75 #150778 \$15 #150812 \$13.50 #150818 \$14.25
060849	11/18/2015	MENARDS - JACKSON	Payment	2,280.19	ACCOUNT# 31610470 #32619 \$238 #34130 \$43.07 #33745 \$78.52 #33008 \$90

Jackson Housing Commission
Register Basic Listing
Public Housing

From: 11/11/2015 To: 12/10/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060850	11/18/2015	MODERN WASTE SYSTEMS	Payment	7,936.34	ACCOUNT# 23056 INVOICE# 45829
060851	11/18/2015	OSBORNE PROCESS SERVICE	Payment	514.04	8 INVOICES #OBP-2015001207 \$43.62 #OBP-2015001491 \$0.00 #OBP-2015001515 \$0.00 #OBP-2015001516 \$162 #OBP-2015001519 \$28 #OBP-2015001525 \$28 #OBP-2015001546 \$28 #OBP-2015001550 \$224.42
060852	11/18/2015	PDQ SUPPLY, INC.	Payment	33.65	CUST ACCT# 118660 INVOICE# SI-219107
060853	11/18/2015	PLIC - SBD Grand Island	Payment	95.58	1044559-10001 8994696 5
060854	11/18/2015	Rooney's Sewer Service	Payment	90.00	INVOICE# 2576 I-52
060855	11/18/2015	SAFETY SYSTEMS INC	Payment	374.00	CUSTOMER# 00938 INVOICE# 450071 \$216 #449160 \$65 #57045 \$93
060856	11/18/2015	THE SHERWIN -WILLIAMS CO.	Payment	1,208.80	ACCT# 5291-3816-6 INV# 0442-1 \$302.20 #0441.-3 \$906.60
060857	11/18/2015	SMALL APPLIANCE & VACUUM CLEANER HOSPITAL	Payment	103.41	REPAIR VACUUM CLEANER
060858	11/18/2015	SPRINT	Payment	1,236.21	128763256 INV# 128763256-014
060859	11/18/2015	TDS Metrocom	Payment	1,419.69	4 ACCOUNTS 517 787 1188 \$996.59 517 787 0168 \$318.50 517 780 0620 \$78.45

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 11/11/2015 To: 12/10/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060860	11/18/2015	TOMMARK, INC.	Payment	127.39	517 780 0181 \$26.15 CUSTOMER ID# 100596 INV# 812523769
060861	11/18/2015	Trail Supply LLC	Payment	957.72	2 INVOICES #28117 \$431.92 #28192 \$525.80
060862	11/18/2015	WEATHERPROOF INC	Payment	36.96	JAC HOUS COM INV# 310270
060863	11/18/2015	White & Hotchkiss, PLLC	Payment	450.00	FILE# 1919 INV# 70893
060864	11/18/2015	WILMAR INDUSTRIES	Payment	76.11	70585 INV# 350192423
060865	12/10/2015	MARY JONES	Payment	220.00	ACCOUNT# 4415-08 FINAL ACCOUNTING
060866	12/10/2015	Robert Hunsche	Payment	1,055.00	ACCOUNT# 3275-11 FINAL ACCOUNTING
060867	12/10/2015	TRUNG MAC	Payment	3.00	ACCOUNT# 3346-07 FINAL ACCOUNTING
060868	12/10/2015	Cleo Walker	Payment	18.00	ACCOUNT# 2216-07 FINAL ACCOUNTING
060869	12/10/2015	Acuity	Payment	781.22	X65676-4 07.30.15 TO 07.30.16 FIFTH INSTALLMENT
060870	12/10/2015	AFLAC	Payment	30.36	VX312 INV# 714918 NOVEMBER 2015
060871	12/10/2015	AMBS CALL CENTER	Payment	413.19	ACCT# 1909 INV# 151110278 SERV PERIOD 12.01.15 - 12.31.15 USAGE PERIOD 10.31.15 - 11.29.15
060872	12/10/2015	American Office Solutions	Payment	51.99	ACCT# J1087 INV# IN63605 5,151 * \$0.009800
060873	12/10/2015	Computer Ties LLC	Payment	600.00	SALES RECEIPT #26413 NOVEMBER 2015 IT SERVICE
060874	12/10/2015	CONSUMERS ENERGY	Payment	23,078.47	21 ACCOUNTS ELECTRIC AND GAS BILLS
060875	12/10/2015	Housing Insurance Services, Inc.	Payment	522.00	CUSOMER ID# 385 INV# HP00069364

Jackson Housing Commission
Register Basic Listing
 Public Housing

From: 11/11/2015 To: 12/10/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060876	12/10/2015	Jackson Transportation Authority	Payment	191.08	ALT - FIDELITY INV# 0026320-IN
060877	12/10/2015	Jackson Housing Commission	Payment	24,748.02	OCTOBER 2015 FUEL CHARGES MANAGEMENT FEES NOVEMBER 2015
060878	12/10/2015	JACKSON WATER COLLECTION	Payment	18,999.37	87 ACCOUNTS WATER AND SEWER BILLS NOVEMBER 2015
060879	12/10/2015	LJ TRUMBLE BUILDERS LLC	Payment	48,735.00	PYMT#2 FINAL 316 BARBERRY RESTORATION PYMT#1 FINAL 1713 S. MILWAUKEE
060880	12/10/2015	OSBORNE PROCESS SERVICE	Payment	634.49	8 INVOICES #OBP-2015001745 \$0.00 OBP-2015001742 \$29.28 OBP-2015001726 \$29.10 OBP-2015001721 \$164 OBP-2015001769 \$28 OBP-2015001725 \$30.31 OBP-2015001744 \$0.00 OBP-2015001692 \$353.80
060881	12/10/2015	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	178.80	LEASE ACCT# 434602 INV# 4344602-NV15
060882	12/10/2015	PURCHASE POWER	Payment	13.70	ACCT# 8000-9000-0062-0884 16547366 POSTAGE SUPPLIES
060883	12/10/2015	PLIC - SBD Grand Island	Payment	79.65	ACCT# 1044559-10001 12.01.15-12.31.15
060884	12/10/2015	Rose Pest Solutions	Payment	5,907.00	CLIENT# 70001132 INV# 93375C
060885	12/10/2015	The SBAM Plan	Payment	13,334.14	CID: 281224 12.01.15-12.31.15 EMPLOYEE HLTH INSURANCE
060886	12/10/2015	SPRINT	Payment	1,240.37	ACCT# 128763256 INV3 128763256-015
060887	12/10/2015	TDS Metrocom	Payment	1,413.13	4 ACCOUNTS 517 780 0181 \$26.18 517 780 0620 \$78.54 517 787 1188 \$989.70 517 787 0168 \$318.71
060888	12/10/2015	TransUnion Rental Screening	Payment	354.15	CUST# 4408R0064047 INV3 10532794
060889	12/10/2015	White & Hotchkiss, PLLC	Payment	450.00	FILE# 1919 INV# 71513 LANDLORD/TENANT

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 11/11/2015 To: 12/10/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060890	12/10/2015	A-1 LOCK SHOP	Payment	240.17	2 INVOICES #3526 \$167.17 #3515 \$73.00
060891	12/10/2015	ACE ROOFING	Payment	275.00	I BLDG H BLDG
060892	12/10/2015	APCO SUPPLY	Payment	130.20	ACCT# 178131 INV# 1236130-00
060893	12/10/2015	Aspen One Hour Heating & Air Conditioning	Payment	3,495.00	ACCT# 151323 INV# 354585 PURCHASE AND INSTALL NEW COMPLETE HVAC SYSTEM AMANA ACSS920603BN FURNACE SERIAL #1411087006 WITH 1 OH401 THERMOSTAT
060894	12/10/2015	CARLETON EQUIPMENT	Payment	429.41	CUSTOMER# 659452 DOC/INVOICE# 06-213146
060895	12/10/2015	DBI BUSINESS INTERIORS	Payment	505.06	CUSTOMER# 224241 INV# 03IZ5933 \$54.99 #03IZ0101 \$399.21 #03IZ5932 \$50.86
060896	12/10/2015	HAMMOND HARDWARE	Payment	489.37	CUSTOMER# 33515 #B315483 \$305.98 #B312521 \$34.16 #B311475 \$41.16 #C174306 \$69.98 #B312363 \$15.72 #B316917 \$22.37
060897	12/10/2015	HD Supply Facilities Maintenance	Payment	668.17	CUST# 461000 INV# 9141972857
060898	12/10/2015	JACKSON GLASS WORKS INC	Payment	47.13	CUST# JHOU INV# 390476
060899	12/10/2015	Keepin It Clean	Payment	105.00	2 INVOICES 11.18.15 \$55 A-4 CARPET C LEANED 10.23.15 \$50 1240 LAUREL LN CARPET CLEANED
060900	12/10/2015	LEUTZ CABINETS	Payment	135.00	CUST# JAXH INV# 52286
060901	12/10/2015	LIBERTY ENVIRONMENTALISTS, INC.	Payment	183.00	CUST# JACKHOUSIN INV# 10480 ORDER# 150695 \$22.50 INV# 10563 ORDER# 150977 \$52.50 INV# 10563 ORDER# 150991 \$108
060902	12/10/2015	MENARDS - JACKSON	Payment	593.89	ACCT# 31610470 INV# 37895 \$379 INV# 36460 \$214.89

Date: 12/11/2015
Time: 09:17

Jackson Housing Commission
Register Basic Listing
Public Housing
From: 11/11/2015 To: 12/10/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060903	12/10/2015	Midwest Air Filter, Inc.	Payment	276.28	DOCUMENT# 00760709 INV# L0551113
060904	12/10/2015	Modernistic	Payment	160.00	2 INVOICES INV# 115821 \$105 INV# 117132 \$55
060905	12/10/2015	OTIS ELEVATOR COMPANY	Payment	505.58	CUSTOMER# 299178 INV# CVJ085105115
060906	12/10/2015	PDQ SUPPLY, INC.	Payment	75.45	CUST# 118660 INV# SI-220647
060907	12/10/2015	Rooney's Sewer Service	Payment	480.00	3 INVOICES #2660 \$90 #2575 \$300 #2574 \$90
060908	12/10/2015	THE SHERWIN -WILLIAMS CO.	Payment	604.40	ACCT# 5291-3816-6 INV# 0238-3 \$302.20 #0508-9 \$302.20
060909	12/10/2015	TALX THE WORK NUMBER	Payment	41.10	CUST# 8805983 INV# 1963166
060910	12/10/2015	TOMMARK, INC.	Payment	107.78	CUST# 100596 INV# 812527692 \$93.30 INV# 812529456 \$14.48
060911	12/10/2015	Trait Supply LLC	Payment	267.16	INV# 28490 CLEANING SUPPLIES VACANT UNITS
060912	12/10/2015	WILMAR INDUSTRIES	Payment	436.53	ACCT# 70585 INV# 352461677 \$272.35 #350973228 \$164.18
Total:				(231,672.28)

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 11/11/2015 To: 12/10/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002391	11/18/2015	GORDON FOOD SERVICE STORE	Payment	100.00	RECEIVED LIBRA CHECK #87571 DONATION FOR DONATION FOR THE SHAHAN TENANT ASSOC THANKSGIVING DINNER.
002392	11/18/2015	AccuShred, LLC	Payment	25.00	INVOICE# 30755 DOCUMENT SHRED SERVICE
002393	11/18/2015	AFLAC	Payment	71.82	VX312 INVOICE# 270534
002394	11/18/2015	City Of Jackson - Finance Department	Payment	5,151.84	OCTOBER 2015 EMPLOYEE & EMPLOYER EARNINGS & CONTRIBUTIONS
002395	11/18/2015	Computer Ties LLC	Payment	200.00	SALES RECEIPT# 26200 OCTOBER 2015 IT SERVICES
002396	11/18/2016	PLIC SBD Ground Isolation	Payment	15.93	10/1/559 10001 8994696 5 11.01.15 - 11.30.15
002397	11/18/2015	SPRINT	Payment	175.89	128763256
002398	11/18/2015	TDS Metrocom	Payment	52.95	INV# 128763256-014 517 787 9241 OCT 2015 TELEPHONE SERV
002399	11/18/2015	MICHIGAN NONPROFIT ASSOCIATION	Payment	99.00	invoice# 111115-6505 EXECUTIVE DIRECTOR AD
002400	11/18/2015	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	113.00	OCTOBER 30, 2015 OCTOBER SCREENING 2015
002401	11/18/2015	COMCAST	Payment	112.92	01721 425384-01-4 316 BARBERRY DR
002402	11/18/2015	DBI BUSINESS INTERIORS	Payment	395.07	224241 INVOICE# 031Y8163 \$205.98 #031Z2449 \$220.23 #031X7430 \$(4.09) #031X7431 \$(10.93) #031W4453 \$(16.12)
002403	11/18/2015	First National Bank Omaha	Payment	547.68	4988 6591 5776 4912 FINAL BILL HOTEL
002404	11/18/2015	Emerge Accounting	Payment	2,625.00	OCTOBER - 001 ACCOUNTING SERVICES
002405	11/30/2015	CHELSEA BRYANT	Payment	56.77	EXEC DIR RECEPTION FOOD ITEMS
002406	12/10/2015	Acuity	Payment	468.73	X65676-4 07.30.15 - 07.30.16 FIFTH INSTALLMENT
002407	12. .015	AFLAC	Payment	47.88	VX312

Date: 12/11/2015
 Time: 09: 5

Jackson Housing Commission
 Register Basic Listing
 General COCC Account
 From: 11/11/2015 To: 12/10/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002408	12/10/2015	Computer Ties LLC	Payment	200.00	NOVEMBER 2015 SALES RECEIPT# 26413
002409	12/10/2015	Jackson Transportation Authority	Payment	39.45	NOVEMBER 2015 IT SERVICE INV# 0026320-IN
002410	12/10/2015	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	107.28	OCTOBER 2015 FUEL CHARGES LEASE ACCT# 4344602 INV# 4344602-NV15
002411	12/10/2015	PURCHASE POWER	Payment	8.22	ACCT# 8000-9000-0062-0884 16547366 POSTAGE SUPPLIES
002412	12/10/2015	PLIC - SBD Grand Island	Payment	28.55	ACCT# 1044559-10001 12.1.15-12.31.15
002413	12/10/2015	The SBAM Plan	Payment	8,491.75	CID:281224 12.01.15-12.31.15 EMPLOYEE HLTH INSURANCE
002414	12/10/2015	SPRINT	Payment	175.88	ACCT# 128763256 INV# 128763256-015
002415	12/10/2015	COMCAST	Payment	963.87	SEE ATTACHMENTS HIGH SPEED INTERNET, DIGITAL VOICE , CABLE 01721 425384-01-4 \$122.42 01721 422342-01-5 \$224.59 01721 346503-01-6 \$187.89 01721 422344-01-1 \$79.04 01721 413438-01-3 \$150.44 01721 270409-02-9 \$199.49

Total: (20,272.48)

Date: 12/11/2015
Time: 09:52:26

Jackson Housing Commission
Register - Basic Listing
Section 8 Housing Voucher Prog
From: 11/11/2015 To: 12/10/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054242	11/18/2015	AccuShred, LLC	Payment	25.00	INVOICE# 30755 DOCUMENT SHRED SERVICE
054243	11/18/2015	AFLAC	Payment	312.57	VX312 INVOICE# 270534
054244	11/18/2015	ANDERSON PRINTING	Payment	38.00	INVOICE# 21933 G. DAVIS BUSINESS CARDS
054245	11/18/2015	City Of Jackson - Finance Department	Payment	2,447.31	OCTOBER 2015 EMPLOYEE & EMPLOYER EARNINGS & CONTRIBUTION
054246	11/18/2015	Computer Ties LLC	Payment	200.00	SALES RECEIPT# 26200 OCTOBER 2015 IT SERVICES
054247	11/10/2015	GLG PRINT	Payment	86.50	INVOICE# 43118 #10 ENVELOPES
054248	11/18/2015	HOUSING DATA SYSTEMS, INC.	Payment	53.06	CLIENT# 6183 INVOICE# 219522
054249	11/18/2015	PLIC - SBD Grand Island	Payment	15.93	1044559-10001 8994696 5 11.01.15 - 11.30.15
054250	11/18/2015	TDS Metrocom	Payment	67.70	517 787 6326 OCT 2015 TELEPHONE SERV
054251	11/18/2015	DBI BUSINESS INTERIORS	Payment	267.91	224241 INVOICE# 031Y8863 \$128.21 #031Z2448 \$139.70
054252	12/10/2015	Acuity	Payment	312.48	X65676-4 07.30.15 - 07.30.16 FIFTH INSTALLMENT
054253	12/10/2015	AFLAC	Payment	208.38	VX312 INV# 714918 NOVEMBER 2015
054254	12/10/2015	Computer Ties LLC	Payment	200.00	SALES RECEIPT# 26413 NOVEMBER 2015 IT SERVICE
054255	12/10/2015	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	71.52	LEASE ACCT# 4344602 INV# 434602-NV15
054256	12/10/2015	PURCHASE POWER	Payment	5.47	ACCT# 8000-9000-0062-0884 16547366 POSTAGE SUPPLIES
054257	12/10/2015	PLIC - SBD Grand Island	Payment	15.93	ACCT# 1044559-10001 12.01.15-12.31.15
054258	12/10/2015	The SBAM Plan	Payment	2,054.47	CID: 281224 12.01.15-12.31.15 EMPLOYEE HLTH INSURANCE
054259	12/10/2015	TransUnion Rental Screening	Payment	230.95	CUST3 4408R0064047

Date: 12/11/2015

Time: 09:11

Jackson Housing Commission
Register Basic Listing
 Section 8 Housing Voucher Prog
 From: 11/11/2015 To: 12/10/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054260	12/10/2015	TALX THE WORK NUMBER	Payment	58.55	INV# 10532794 CUST# 8805983
054261	12/10/2015	Jackson Housing Commission	Payment	25,718.00	INV# 1963166 MANAGEMENT FEES SEPTEMBER & OCTOBER 2015
054262	12/10/2015	TDS Metrocom	Payment	76.21	517 787 6326 TELEPHONE SERVICES

Total: (32,464.94)

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2015-39

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	\$ 23.10
AMP 2: Reed Manor	\$ 2,506.10
AMP 3: Shahan Blackstone North	\$ 16.05
Total	\$ 2,545.25

The attached Collection Losses Report reflects the delinquent amount of **\$2,545.25** and is hereby approved for fiscal year 2015 write-off.

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

Commissioner _____ **SUPPORTED** the motion and upon roll call vote 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 Special Meeting of the Jackson Housing Commission on December 16, 2015.

Michelle Pultz-Orthaus
President

Collection Losses Report

Three months or greater

December 16, 2015

Board Resolution 2015-39

Property	Tenant	Move-Out	Amount
Chalet Terrace	001-7628-05	9/30/2015	\$ 23.10
Reed Manor	002-3266-06	9/23/2015	\$ 125.10
Reed Manor	002-3343-05	9/22/2015	\$ 77.10
Reed Manor	002-4384-03	9/28/2015	\$1,238.10
Reed Manor	002-4432-07	9/21/2015	\$ 200.10
Reed Manor	002-4459-08	9/28/2015	\$ 291.60
Reed Manor	002-4464-04	9/28/2015	\$ 185.10
Reed Manor	002-4475-08	9/23/2015	\$ 389.00
Shahan Blackstone North	003-5518-11	9/01/2015	\$ 16.05
Total Write Off			\$2,545.25

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

JACKSON HOUSING COMMISSION
JACKSON, MICHIGAN

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

RESOLUTION NO. 2015-40

WHEREAS the U.S. Department of Housing and Urban Development has published data on the Federal Fiscal Year 2016 Section 8 Housing Choice Voucher Program Fair Market Rents to be effective January, 2016;

WHEREAS HUD requires PHAs to establish Payment Standards annually;

THEREFORE BE IT RESOLVED THAT the Commission hereby approves the attached Fair Market Rent Schedule and establishes unit Housing Assistance Payment Standards between 90 and 110 percent of the Fair Market Rents to be effective January 1, 2016 as follows:

<u>No of Bedrooms</u>	<u>FMR</u> 100%	<u>PYMNT STD</u> 110%	<u>PERCENTAGE</u> 90%
0	\$ 464	\$ 510	110%
1	\$ 583	\$ 595	102%
2	\$ 752	\$ 829	109%
3	\$ 1,017	\$ 1,007	99%
4	\$ 1,039	\$ 1,029	99%
5	\$ 1,195	\$ 1,111	93%
6	\$ 1,374	\$ 1,278	93%

Commissioner _____ **MOVED** that the Resolution be adopted as introduced and read.

Commissioner _____ **SUPPORTED** the motion, and, upon roll call the "AYES" and "NAYS" were as follows:

AYES:
NAYS:
ABSTAIN:
ABSENT:

The President thereupon declared said motion carried and said Resolution adopted. I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission held December 16, 2015.

Laurie Ingram
Executive Director

SCHEDULE B - FY 2016 FINAL FAIR MARKET RENTS FOR EXISTING HOUSING

MICHIGAN continued

METROPOLITAN FMR AREAS

Counties of FMR AREA within STATE

	0 BR	1 BR	2 BR	3 BR	4 BR	0 BR	1 BR	2 BR	3 BR	4 BR
Detroit-Warren-Livonia, MI HMEFA.....	532	658	863	1148	1234	Lapeer, Macomb, Oakland, St. Clair, Wayne				
Flint, MI MSA.....	455	551	738	964	1092	Genesee				
Grand Rapids-Wyoming, MI HMEFA.....	521	627	776	1091	1228	Kent				
Holland-Grand Haven, MI HMEFA.....	512	647	749	1024	1028	Ottawa				
Jackson, MI MSA.....	464	583	752	1017	1039	Jackson *				
Kalamazoo-Portage, MI MSA.....	503	612	769	1027	1234	Kalamazoo, Van Buren				
Lansing-East Lansing, MI MSA.....	546	687	848	1134	1338	Clinton, Eaton, Ingham				
Livingston County, MI HMEFA.....	544	659	864	1218	1508	Livingston				
Midland, MI MSA.....	506	598	778	1068	1192	Midland				
Monroe, MI MSA.....	525	604	808	1105	1108	Monroe				
Montcalm County, MI HMEFA.....	496	514	658	921	1097	Montcalm				
Muskegon, MI MSA.....	501	568	760	1059	1078	Muskegon				
Niles-Benton Harbor, MI MSA.....	434	525	703	902	1064	Berrien				
Saginaw, MI MSA.....	437	549	709	934	972	Saginaw				

NONMETROPOLITAN COUNTIES

NONMETROPOLITAN COUNTIES

	0 BR	1 BR	2 BR	3 BR	4 BR	0 BR	1 BR	2 BR	3 BR	4 BR
Alcona.....	473	494	658	817	1149	Alger.....	473	492	658	829
Allegan.....	597	600	729	985	999	Alpena.....	473	516	658	927
Antrim.....	413	515	670	976	1167	Arenac.....	494	521	658	942
Baraga.....	473	492	658	817	902	Benzie.....	566	570	709	981
Branch.....	517	520	672	906	921	Charlevoix.....	556	559	683	848
Cheboygan.....	473	519	658	934	962	Chippewa.....	458	503	673	835
Clare.....	473	497	658	847	902	Crawford.....	484	504	674	836
Delta.....	473	509	658	949	1072	Dickinson.....	473	492	658	817
Emmet.....	527	575	770	959	1209	Gladwin.....	473	561	658	959
Gogebic.....	473	492	658	839	1016	Grand Traverse.....	571	665	878	1199
Gratiot.....	473	492	658	851	1068	Hillsdale.....	455	521	658	892
Houghton.....	435	492	658	817	998	Huron.....	500	503	658	889
Ionia.....	517	520	696	947	1049	Iosco.....	406	516	658	866
Iron.....	469	492	658	817	1074	Isabella.....	483	583	702	939
Kalkaska.....	488	507	679	891	991	Keweenaw.....	473	492	658	919
Lake.....	473	492	658	873	1064	Leelanau.....	576	667	802	1003
Lenawee.....	530	560	713	885	977	Luce.....	473	492	658	907
Mackinac.....	473	519	658	817	922	Manistee.....	473	492	658	899
Marquette.....	454	548	722	896	990	Mason.....	473	492	658	884
Mecosta.....	473	556	658	899	902	Menominee.....	473	522	658	909
Missaukee.....	473	569	658	899	902	Montmorency.....	487	507	678	946
Newaygo.....	473	521	658	864	902	Oceana.....	473	492	658	883
Ogemaw.....	479	498	667	828	937	Ontonagon.....	473	536	658	919
Osceola.....	473	493	658	891	987	Oscoda.....	502	522	699	867
Otsego.....	489	544	680	859	1042	Presque Isle.....	473	569	658	947
Roscommon.....	473	492	658	835	951	St. Joseph.....	470	501	671	879
Sanilac.....	425	492	658	826	986	Schoolcraft.....	473	516	658	817
Shiawassee.....	450	513	687	911	942	Tuscola.....	406	507	658	918

The regulations that govern how Fair Market Rents are established can be found in 24 CFR 888.111.

Q: How are Fair Market Rents and Rent Schedules/HUD Subsidies Determined?

A: FMRs are used as a guide to determine the level of HUD subsidy for various HUD programs such as the Housing Choice Voucher (including HUD-VASH), Multifamily Assisted, and homelessness programs such as the Continuum of Care and Emergency Solutions Grant (ESG). However, the FMR is not in itself the standard used for determining eligible rents. Each HUD rental assistance program is governed by its own set of statutes and regulations which determine how much rent HUD will pay.

Q: What are Payment Standards?

A: Public Housing Authorities (PHA) adopt payment standard schedules which establish the HCV and VASH voucher payment standards amounts for each FMR area and unit size in the PHA jurisdiction. The regulation that governs Payment Standards is established in 24 CFR 982.503 – *Voucher tenancy: Payment standard amount and schedule*.

Q: What are “Basic Range” Payment Standards and Exception Payment Standards and how are these approved by HUD?

- Payment standards between 90-110% of FMR (“basic range”):

The PHA may establish the payment standard amount for a unit size at any level between 90 percent and 110 percent of the published FMR for that unit size. **HUD approval is not required to establish a standard amount in that basic range.** Therefore, if a PHA is currently using a payment standard at 90% of FMR and they wish to increase the payment standard up to 110% of the FMR, the PHA may do so without making a request to HUD.

- Payment standards above the “basic range” – 110% to 120% of FMR:



NOV - 9 2015

Dear Executive Director:

2016 Housing Choice Voucher Program (HCVP) Renewal Awards

The purpose of this letter is to provide information to your public housing agency (PHA) concerning the calendar year (CY) 2016 Housing Choice Voucher (HCV) renewal funding, and steps you must take to support the funding process. The Department is currently operating under a Continuing Resolution until December, 11, 2015. This does not affect your remaining CY 2015 disbursements, as those were funded from the CY 2015 Appropriations. In anticipation of the Fiscal Year (FY) 2016 Appropriations, please carefully read the instructions provided.

CY2015 Leasing

The House and Senate Appropriations Committees' FY 2016 proposed bills have been published and it is likely that a final Bill would provide HCV renewal funding close to 100 percent proration, and neither are proposing offsets from program reserves. Consequently, the Department is strongly encouraging PHAs to assist as many families as possible during the latter part of CY 2015, for which PHAs must consider available 2015 budget authority, restricted net position (RNP) and available HUD-held funds. The updated HUD-held fund balances were communicated to PHAs in the latest housing assistant payment (HAP) cash reconciliation enclosures emailed the week of October 9, 2015. HUD-held funds are fully available to your PHA for HAP purposes. PHAs can easily access the HUD-held funds by contacting the Financial Analyst at the FMC to request the funds, and the funds will be available in the PHAs' account, usually within 3 business days. Also, please ensure you have reviewed the November and December HAP announcement enclosures, emailed to PHAs on October 27, 2015.

Your PHA is strongly encouraged to use the Two-Year Forecasting Tool to plan for the remainder of your calendar year leasing. The Tool is available at hud.gov, or you can click on this link: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hc/v. Your PHA's leasing plans for the rest of CY 2015 should take into account estimated spending in CY 2016 relative to anticipated CY 2016 HCV renewal funding and remaining program reserves at the end of CY 2015. Please contact your local Field Office staff for assistance with using the tool to ensure optimal leasing scenarios for your PHA during the end of CY 2015 and CY 2016.

Payment Standards

The Department is urging PHAs to re-evaluate the adequacy of **Payment Standards**. PHAs understandably held down or reduced payment standards during the sequestration. Some PHAs have not adjusted their payment standards despite subsequent funding increases. Inadequate Payment Standards result in lowered success rates for voucher holders, higher rent burdens for participants, less choice in the market and accumulation of reserves. HUD is

Jackson Housing Commission
Jackson, Michigan

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

RESOLUTION NO. 2015-41

WHEREAS, the Jackson Housing Commission staff followed the Commission's procurement policy for procuring VOIP phone services;

WHEREAS, the Commission contract files include Request for Proposals (RFP), Proposals, Non-Disclosure statements, and rationale;

WHEREAS, TDS Metrocom was the sole qualified bidder;

THEREFORE BE IT RESOLVED THAT the Commission authorizes the Executive Director to award and execute a contract for VOIP phone service with TDS Metrocom.

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 adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on December 16, 2015.

Michelle Pultz-Orthaus
President

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2015-42

WHEREAS, in accordance with HUD Regulations, the role of the resident council is to improve the quality of life and resident satisfaction and to participate in self-help initiatives that enable residents to create a positive living environment for families living in public housing;

WHEREAS, in accordance with HUD Regulations, a resident council must enter into a written agreement with the Jackson Housing Commission to receive Tenant Participation Funds;

WHEREAS, the Jackson Housing Commission First Amended Memorandum of Understanding with the Reed Manor Resident Council is effective from September 18, 2013 through July 31, 2016;

WHEREAS, the Reed Manor Resident Council must incorporate appropriate financial controls, including the submission of a budget, conform to the procurement rules and insurance requirements, and permit the Jackson Housing Commission to audit the Reed Manor Resident Council's financial records related to the agreement.

THEREFORE BE IT RESOLVED THAT the Jackson Housing Commission in accordance with HUD regulations recognizes the duly elected Reed Manor Resident Council.

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:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on December 16, 2015.

FIRST AMENDED MEMORANDUM OF UNDERSTANDING
Between the
JACKSON HOUSING COMMISSION
and
REED MANOR TENANT ASSOCIATION

THIS FIRST AMENDED MEMORANDUM OF UNDERSTANDING (FAMOU) is effective from September 18, 2013 through July 31, 2016, unless otherwise amended and agreed to in writing by the undersigned on behalf of the parties. Further, this FAMOU serves to define the relationship between the JACKSON HOUSING COMMISSION ("JHC") and the duly elected REED MANOR TENANT ASSOCIATION ("RMTA"), formerly known as the Reed Manor Resident Council.

WHEREAS, the United States Department of Housing and Urban Development (HUD) has recognized the importance of resident involvement in creating a positive living environment and in actively participating in the overall mission of public housing; and

WHEREAS, the Reed Manor residents are concerned about the physical, social, and moral quality of life in their community; and

WHEREAS, the Reed Manor residents have indicated a desire to take more responsibility for their community; and

WHEREAS, the JHC desires to provide Reed Manor residents with the opportunity to take more responsibility for their community and to increase the level of resident participation in decisions and changes affecting the lives of public housing residents; and

WHEREAS, 24 CFR 964 requires housing authorities with 250 units or more to officially recognize a duly elected resident council as the sole representative of the residents it purports to represent, and support its tenant participation activities; and

WHEREAS, the Reed Manor Tenant Association was established on July 23, 2012, conducted elections on July 20, 2013, and RMTA verifies no other competing resident council for Reed Manor is in existence; and

WHEREAS, 24 CFR 964.18(a)(10) requires that the JHC and RMTA shall put in writing in the form of a Memorandum of Understanding the elements of their partnership agreement, to be updated at least once every three (3) years; and

WHEREAS, a Memorandum of Understanding was entered between the JHC and RMTA on August 21, 2013, with effective dates from August 1, 2013 through July 31, 2016; and

WHEREAS, the RMTA has requested certain items regarding checks and banking accounts be removed from the MOU.

NOW, THEREFORE, JHC and RMTA do hereby agree as follows:

Section I

General Responsibilities of the Jackson Housing Commission

JHC agrees to:

- A. Provide appropriate guidance to residents to assist them in maintaining the RMTA upon the RMTA's request.
- B. Ensure open and frequent communication with the RMTA to work on issues and planning.
- C. Provide the RMTA with current information concerning JHC policies on resident participation in the management of JHC operations.
- D. Provide, whenever possible, the RMTA with office space and meeting facilities free of charge within the development it represents, as coordinated and scheduled by the development manager and the RMTA.
- E. Provide open communication with the RMTA on all uses of the community space for meetings, recreation, social services and other resident participation activities, if requested by the RMTA. The Community Room reservation form, incorporated herein by reference, shall be used to schedule and confirm events.
- F. Comply with all applicable Federal regulations and all applicable state and local laws governing the conduct of JHC.
- G. Reasonably discuss and negotiate in good faith with the RMTA any issues that arise involving JHC's management and/or operations, resident training, resident participation funding, the organization and procedures of the RMTA, and any other matters or issues that arise that affect the ability of JHC or the RMTA to perform their respective responsibilities under applicable laws and this FAMOU.
- H. Provide current listings of Board of Commissioners and their respective term durations, with updates when necessary.

Section II

General Responsibilities of the RMTA

The RMTA agrees to:

- A. Hold frequent meetings with the residents to ensure that residents have the opportunity to provide input and be actively involved in related JHC/RMTA decisions and activities.
- B. If requested, assist JHC in areas of security, screening/occupancy, maintenance, operating budget, modernization, relocation and resident programs.
- C. Endeavor to form partnerships with outside organizations, provided such relationships are complimentary to JHC's mission and do not become the governing entity of the RMTA.
- D. Maintain and follow written procedures such as the Reed Manor Tenant Association By-laws ensuring continuous compliance with applicable sections of 24 CFR 964.
- E. To reasonably discuss and negotiate in good faith with JHC any issues that arise involving JHC's management and/or operation, resident training, resident participation funding, the organization and procedures of the RMTA, and such other matters or issues that arise that affect the ability of JHC or the RMTA to perform their respective functions under applicable laws.

- F. Encourage its members and Officers to become familiar with and comply with this FAMOU and 24 CFR 964.
- G. Provide the JHC Board of Commissioners with a written quarterly report of RMTA activities and financial status in sufficient time to be included in the relevant Board of Commissioners' meeting agenda and packet.
- H. Provide JHC a written Annual Plan for executing its responsibilities under 24 CFR Part 964 and this FAMOU at the beginning of each JHC fiscal year (April 1 through March 31). The Annual Plan should describe the RMTA's goals and performance measures for improving the residents' quality of life, satisfaction in housing opportunities and participation in self-help initiatives to enable residents to create a positive living environment in public housing.
- I. Provide election dates and a current listing of Officers, with updates when necessary. A list of officers shall be prepared and delivered to JHC Executive Director, Director of Public Housing, and Reed Manor Housing Manager.

Section III Guidance Regarding Funding

This section outlines the responsibilities of the JHC and the RMTA concerning the distribution of operating subsidy funds to the RMTA from JHC.

Pursuant to 24 CFR 964, JHC reserves the right not to fund RMTA activities if requirements and procedures are not followed. Both parties reserve the right to refer disputes to the HUD Detroit Field Office for intervention.

All terms of this section are contingent upon continued funding from HUD to JHC. If there are any changes made by HUD, notice will be provided within a reasonable time of receipt from HUD. The parties will discuss any necessary changes and prepare a written Addendum signed by both parties in accordance with any changes.

JHC agrees to:

- A. Allot \$25.00 per unit per year, in accordance with 24 CFR 964.150 and subject to availability, based on the unit count submitted on the Operating Fund Calculation of the Operating Subsidy and distribute accordingly at the beginning of JHC's fiscal year.
 - (i) Fifteen (\$15.00) dollars per unit per year will be used by RMTA to fund eligible resident participation activities;
 - (ii) Ten (\$10.00) dollars per unit per year will be used by JHC to pay for costs incurred in carrying out eligible resident participation activities, including the expenses for conducting elections, recalls, or arbitration required under 24 CFR 964.130.
- B. Provide the calculated amount submitted to HUD and the official notice of the HUD confirmed amount awarded for resident participation activities based on the Operating Fund Calculation of Operating Subsidy.
- C. Provide updated income and expense reports for eligible resident participation funds distributed to residents (\$15.00 per unit per year), those maintained by JHC (\$10.00 per

- unit per year.
- D. Receive invoices, review for accuracy, confirm expenditures are allowable uses of RMTA funding in accordance with 24 CFR 964, and forward to the RMTA for approval.
 - E. Prepare checks for approved invoices and forward to the RMTA for signature.
 - F. Receive and reconcile bank statements.
 - G. Maintain all the RMTA's financial files and documentation for RMTA and Auditor review.
 - H. Provide quarterly financial reports to the RMTA including income, expense, balance and budget updates.
 - I. Provide a quarterly JHC financial report to the Resident Commissioner for the RMTA.
 - J. Provide stipends to RMTA Officers in the amount up to \$200.00 per month per officer as decided by the RMTA and the JHC, subject to availability. Stipends will be funded from the RMTA's portion of the operating subsidy funding for resident RMTA expenses (\$15.00 per unit per year).

The RMTA agrees to:

- A. Provide a proposed and approved operating budget at the beginning of each JHC fiscal year. JHC will provide assistance if requested.
- B. Approve or deny each invoice and prepare the required requisition form(s) in a timely manner, which must be approved by the RMTA President and/or Treasurer and forwarded to JHC for payment.
- C. Resolve invoice disputes directly with vendors and obtain credit memos or revised/corrected invoices and forward to JHC in a timely manner.
- D. Submit books for a required yearly audit. The RMTA can use the Auditor that JHC contracts with to perform the yearly audit at the expense of JHC, or the RMTA can hire an independent certified public account at its own expense to complete the yearly audit. The RMTA will provide JHC with a copy of its audited financial statement within 90 days.
- E. Prepare a quarterly financial report to be approved at the RMTA board meeting and made available to JHC.

Section IV Guidance Regarding Meetings

JHC agrees to:

- A. Have JHC staff available for direct contact with the RMTA.
- B. Use its best efforts to ensure open communication, work to foster a mutually supportive relationship by participating in regularly scheduled meetings with the RMTA Board, and encourage the formation of a joint JHC/RMTA committee to work on issues and planning, such as the Resident Advisory Board (RAB).
- C. Ensure JHC staff complies with the provisions of this FAMOU and of 24 CFR 964.
- D. Keep the RMTA apprised of any and all policy and procedure updates, including the use of all community space for meetings, recreation and social services, other resident participation activities, and the use of development facilities and common areas by outside groups.
- E. Ensure JHC staff attendance at scheduled RMTA meetings, when invited and when provided sufficient advance notice.

The RMTA agrees to:

- A. Provide reasonable advance notice of its intention to meet with JHC staff, or when JHC staff is invited to attend scheduled RMTA meetings.
- B. Use its best efforts to ensure open communication, and work to foster a mutually supportive relationship by participating in regularly scheduled meetings of JHC, and encourage the formation of a joint JHC/RMTA committee to work on issues and planning, such as the Resident Advisory Board (RAB).
- C. Keep JHC apprised of any and all changes in the RMTA, including but not limited to, meeting schedules, policies, By-Laws and Officers.

Section V
Stipends

According to 24 CFR 964.150, stipends may be distributed to all duly elected Officers at the rate of up to \$200.00 per month during their duly elected term. ~~Distribution shall be from the RMTA's portion of the operating subsidy funding (\$15.00 per unit per month).~~ This shall be effective at the signing of this FAMOU and distributed as soon as reasonably practicable in the following month based on the availability of funds.

Section VI
Dispute Resolution

- A. JHC and the RMTA agree to discuss and put forth reasonable efforts to resolve any and all disputes at the administrative level by means of good faith negotiation by the respective representatives.
- B. If any issues and/or concerns cannot be resolved, the matter may be presented to the HUD Detroit Field Office.
- C. If any issues and/or concerns are not resolved with HUD Detroit Field Office intervention, then the matter shall be referred by the HUD Detroit Field Office to HUD Headquarters for final resolution.

Section VII
Other Documents and Agreements

This FAMOU sets forth the understanding upon which the parties hereto agree. Other documents herein referred are fully incorporated by reference including, but not limited to 24 CFR 964, the By-Laws of the Reed Manor Tenant Association Board, any applicable Operating Fund Calculation of the Operating Subsidy, and the Community Room Reservation form. Any previously executed MOUs are hereby now revoked and void.

Section VIII Terms

This FAMOU and any amendments hereto shall be in effect from the above stated date and remain in effect for up to three (3) years unless the RMTA fails to remain a lawful and duly elected representative of the residents of JHC. The dissolution of the RMTA does not dissolve any resident association and/or any senior RMTA at any individual development and vice versa.

Section IX Non-Discrimination

The JHC and RMTA shall not discriminate in any housing or services, directly or indirectly, on the basis of race, color, religion, sex, national origin, familial status, age, or disability in the execution of this FAMOU.

Section X Severability

In the event any provision of this FAMOU, or in any instrument or other document delivered pursuant to this FAMOU, is found to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the validity, legality or enforceability of the remainder of this FAMOU.

Section XI Acknowledgements

This FAMOU is acknowledged by JHC and RMTA as (i) evidence that the FAMOU complies with the requirements set forth in 24 CFR Section 964, and (ii) to have on record in order for HUD to monitor the activities of JHC and RMTA. Further, this FAMOU acts to ensure that both parties operate effectively and efficiently within the requirements of the applicable Federal regulations and the partnership that this FAMOU seeks to establish.

The undersigned acknowledge they have read the above Memorandum of Understanding and agree to the terms described.

September 18, 2013
Date

JACKSON HOUSING COMMISSION

By: Connie Crandall
Connie Crandall . *Interim Executive Director*

September 18, 2013
Date

JACKSON HOUSING COMMISSION
BOARD OF COMMISSIONERS

By: M. L. Pultz-Orthaus
Michelle L. Pultz-Orthaus | *President*

September 18, 2013
Date

REED MANOR TENANT ASSOCIATION

By: Patricia A. Ryals
Patricia A. Ryals *President*

DESCRIPTION	COVERED PERIOD	AMOUNT	BALANCE	COMMENTS
Beginning budget			\$ 4,305.00	
Office Supplies		\$250.65	\$ 4,054.35	
Office Supplies order		\$399.00	\$ 3,655.35	
Rebecca Lovejoy, VP	Apr 1 2015 - Mar 31 2016	\$1,000.00	\$ 2,655.35	Stipend for fiscal year.
Patricia Ryals, President	Apr 1 2015 - Mar 31 2016	\$1,000.00	\$ 1,655.35	Stipend for fiscal year.
Comcast	Activate account	\$706.25	\$ 949.10	Outstanding invoice/restoration of service (Discuss re late fees pay by JHC?)
Computer tech service	Guestimate	\$ 100.00	\$ 849.10	Guestimate
Training	Apr 1 2015 - Mar 31 2016	\$100.00	\$ 749.10	To be determined
Unexpected Expenses	Apr 1 2015 - Mar 31 2016	\$ 650.00	\$ 99.10	Projected ending balance

REED MANOR TENANT ASSOCIATION

AGENDA

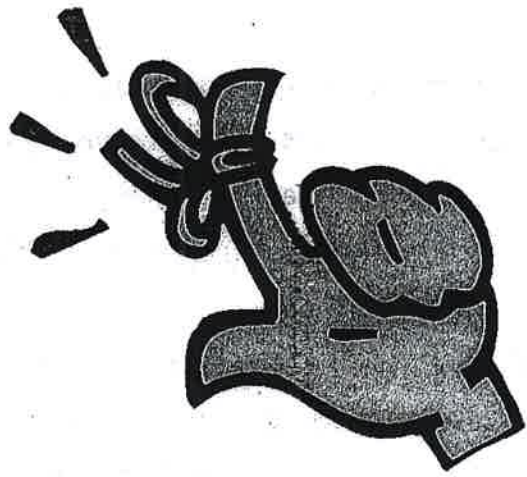
RMTA JULY 9, 2015 MEETING

1. Pledge and prayer. ✓
2. Roll Call – Minerva Brown, SAA ✓ *11:15 open*
3. Minutes of June 11th meeting. ✓
4. New Business
 - a. Our Board is now complete with each position having been filled until next year's general election in May 2016. At that time all positions will have to be filled by the voting process. In the meantime, you I sincerely hope that each one of you will work with us to continue our goal of making Reed Manor the place to live! Just give us a chance to see what we all have to offer together as a complete Board and remember we cannot do it alone.
 - b. When I took the oath for this position in 2012, I made a promise to you. That I would do my very best to serve you well. In many instances times were not easy but I understood I had to earn your trust. Having said this, it is my hope and prayer that I have honored this commitment and that you will continue to work with the new members as you have done so with me. I only ask that you give all of us a fair chance to see what we can do as a team.
5. DAVID: Help continues to come to Reed Manor residents via David, from the Church of the Nazarene on Clinton Road. He is the one who started with a clothes drive for us, and he is always looking for other ways to help us with things like samples of nice toiletries and gifts we use for the Bingo games.
6. AGENCY ON AGING: The Agency on Aging will be coming to Reed Manor for two workshops. They are "Diabetes Path Workshop," and "Matter of Balance Workshop." (They will cover "Managing Concerns about falls.)

7. Movies

Open Forum

*Diaper drive
Nonprofit
Reed Manor*



WHAT: Reed Manor Tenant Association's August meeting.
WHEN: Thursday, August 13th, 2015
TIME: 7:00p.m.
WHERE: C BUILDING – COMMUNITY ROOM

REED MANOR TENANT ASSOCIATION MEETING - ATTENDANCE SHEET

July 9, 2015

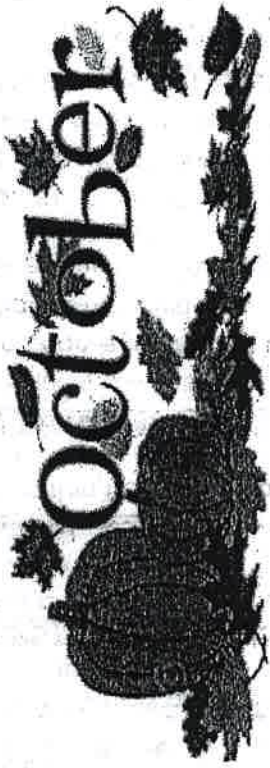
#	PRINT FULL NAME	APT #
1.	Donna Marshall	E-21
2.	Mary Scott	B-14
3.	MARY CARWELL	B 22
4.	Lucinda McGinnis	G-10
5.	LENA MAE SHARPE	A-5
6.	John LEUTZ	G-38
7.	Robert Hunsche	E-2
8.	Muriel Brown	B 10
9.	ANDY FROUNFELKER City Council 785-2011 anfrounfelker@yahoo.com	
10.	Lori Spivey	D 15
11.	Patricia Ryals	B7
12.	Rebecca Lovejoy	H2
13.	Kelly Weber	A-4
14.	Feller Gallego	H-9
15.	Wynn Mow	E-4
16.	Melanie Ellinwood	G-32
17.	Pedro Rivera	D-24
18.		
19.		

REED MANOR TENANT ASSOCIATION

AGENDA

RMTA OCTOBER 13, 2015 MEETING

1. Pledge and prayer
2. Roll Call – Minerva Brown, SAA
3. Special Announcement
 - a. We have the privilege of having Mr. William Jors with us tonight and he will be taking over the meeting after some announcements. Mr. Jors is running for Mayor against Martin Griffin.
 - b. So please extend him the courtesy of silence while he introduces himself and explains what his plans are if he is elected Mayor. A question and answer period will follow, so remember to write down any questions you might have for Mr. Jors.
4. REMINDERS
 - a. Please remember to check your calendars as we are getting in to the busiest time of the year. We look forward to having better participation from all of our residents. This is a time to get to know your neighbors and make friends.
 - b. It would be a good idea for us to have a buddy system whereby someone can check on you if you have not been seen for a couple of days. If you have not seen a resident for 2-3 days, please notify the office. It could be the resident is on vacation or out of town. However, this will resolve the issue and ease everyone's minds.
5. Open Forum/time ended _____



Fall

2015



&

*Domestic Violence Awareness Month
National Apple Month
National Physical Therapy Month
Eye Safety & Injury Prevention Month*

Greetings to Reed Manor residents!!!

My goodness, we have been having such beautiful weather even though we are getting bombarded with leaves as they fall to the ground and turn their pretty shades of red and gold. Enjoy, as this is our precursor to that more inclement weather called winter. Personally, being a native Floridian, I prefer the winter months, especially when we have snow. I know that sounds weird, but remember, I am from Florida and the change is great for me. No more 90 degree/100% humidity days. Hurrah!!!

We are coming in to our busiest time of the year with Halloween, Thanksgiving and Christmas holidays. Now is a good time to start Christmas shopping early as some stores allow lay-a-way plans, which is a big help for me. What about you? Are you one who leaves everything until the last minute? Too often I wind up doing just that, and so it goes.

RESIDENTS' MEETING CHANGE: We will have a guest speaker at this month's meeting which will be held this Tuesday, October 13th. His name is Bill Jors and he is running for Mayor of Jackson against Marty Griffin. Need I say more? He is somewhat familiar with our situation and would like to address the residents of Reed Manor. I hope you will make every effort to attend and know that we will have the opportunity to ask him questions, so get them ready.

BINGO: We will be having Bingo again on October 29th at 6:00p.m.

DUMPSTER: Per our Housing Manager, Pamela Postma, items left at the dumpster are to be left alone. PLEASE do not remove anything. Just "**LEAVE ALONE**" everything that has been deposited there. PLEASE!

CRIMINAL ACTIVITY: We are trying to make Reed Manor a better and safer place to live but that requires cooperation from us residents. PLEASE report all criminal activity to the office **IMMEDIATELY.**

2016 REED MANOR TENANT ASSOCIATION BOARD ELECTION: Just a friendly reminder to be thinking about holding a position on our Board. All positions will be open. If you want to recommend a resident be sure that person is interested in becoming a Board member, and they must be in good standing with the office. The positions are: President, Vice-President, Secretary, Treasurer, Sergeant-At-Arms. Any questions on any of these positions please see me or call me.

Although I may not have recognized those who have been so helpful to me throughout my terms, I would like to do so now. I would like to extend my heartfelt thanks to those who have gone over and above to help me, namely: Lena Sharpe and Rebecca Lovejoy, Donna Marshall, Shaw and Shawn Owens, and all the others who never hesitated to be there for me. Thank you one and all. It would have been impossible without each one of you.

It is my hope and prayer that we will unite together, work with management and help make Reed Manor the best place to live. We are in an excellent location with easy access to the bus line, not to mention that the rent is great as well. It was difficult for me initially, having to live in subsidized housing. You all have taught me some good lessons about living in a community such as Reed Manor. It has been interesting to say the least, fun at times, distressing at others. Yet, the next day comes and goes and we learn from each other, make new friends, and for those of us without family, you have become our family.

Hopefully, we will see more of our residents attend our functions so we can get to know each other and make new friends. No one has to be alone here!

I am looking forward to seeing you at our meeting.

Patricia Ryals
President

Leasing and HAP Utilization

Cy 15

A	B	C	D	E	F	G	H	I	J	K	L
Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRA Available
Balance Forward											
January	212,043	217,539	102.6%	451	482.35	95.0%	475	611	2	(5,496)	-04,883
February	215,639	214,095	99.3%	454	471.58	95.6%	475	577	2	1,544	-02,760
March	215,639	209,054	97.0%	448	466.64	94.4%	475	637	3	6,585	04,465
April	218,507	201,269	92.2%	442	455.36	93.1%	475	2,542	3	17,238	24,248
May	216,236	199,607	92.3%	440	453.65	92.7%	475	994	4	16,629	41,875
June	216,619	198,029	91.5%	438	452.12	92.3%	475	1,060	4	18,590	61,529
July	197,133	197,285	100.1%	440	448.38	92.7%	475	723	4	(152)	62,104
August	201,269	198,538	98.7%	435	456.41	91.6%	475	1,039	4	2,731	65,878
September	201,269	194,627	96.7%	430	452.62	90.6%	475	692	4	6,642	73,216
October	201,565	188,698	93.7%	429	439.86	90.4%	475	1,314	5	12,867	87,402
November	152,542	192,898	127.0%	435	443.44	91.6%	475	1,237	4	(40,356)	
December											
	2,248,461	2,211,639	98.4%	4842	459.90	92.7%	5225	11,426	39	36,822	48,287

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

A. Basic Identification Data

3. Total Units Available: 128 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 11/30/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 118 2. Total Charges: 26,321.95 3. Dwelling Rental: 24,901.30 4. Retroactive Rent: 0.00 5. Excess Utility: 385.65 6. Additional Charges: 1,035.00

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	8	268.00	0.00	121.00	720.07	1,109.07
Over One Month Delinquent	59	7,626.15	0.00	1,206.70	9,923.15	18,756.00
Total for TIP	67					19,865.07
Vacated TAR	15					6,720.55
Total	82					26,585.62

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	26	6,509.85
Under Formal Repayment Agreement with Payments Up-to-Date	26	6,509.85
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	41	13,355.22

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 11/30/2015	Prior FY (one year to date) 11/30/2014	Previous FY (two years to date) 11/30/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	57	54	59
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	51	42	28

F. Collection Losses

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

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

A. Basic Identification Data

3. Total Units Available: 292 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 11/30/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 290 2. Total Charges: 57,231.83 3. Dwelling Rental: 56,669.50 4. Retroactive Rent: 88.00 5. Excess Utility: 17.00 6. Additional Charges: 457.33

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	8	373.25	0.00	0.00	161.20	534.45
Over One Month Delinquent	96	7,839.50	5,020.37	83.50	8,593.21	21,536.58
Total for TIP	104					22,071.03
Vacated TAR	31					12,554.78
Total	135					34,625.81

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	46	5,577.27
Under Formal Repayment Agreement with Payments Up-to-Date	46	5,577.27
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	58	16,493.76

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 11/30/2015	Prior FY (one year to date) 11/30/2014	Previous FY (two years to date) 11/30/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	36	28	24
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	29	25	8

F. Collection Losses

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

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - November 2015
 Project: 003 - Shahan-Blackstone

A. Basic Identification Data

3. Total Units Available: 120 5. Fiscal Year Beginning: 04/01/2015 6. Reprct Period Ending Date: 11/30/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 113 2. Total Charges: 10,385.50 3. Dwelling Rental: 9,823.00 4. Retroactive Rent: 0.00 5. Excess Utility: 0.00 6. Additional Charges: 562.50

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	6	558.50	0.00	0.00	139.25	697.75
Over One Month Delinquent	41	5,075.70	2,068.10	706.52	6,944.18	14,794.50
Total for TIP	47					15,492.25
Vacated TAR	8					4,715.63
Total	55					20,207.88

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	10	3,250.54
Under Formal Repayment Agreement with Payments Up-to-Date	10	3,250.54
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	37	12,241.71

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)
	11/30/2015	11/30/2014	11/30/2013
1. Percent of Accounts Delinquent to No. of Tenants in Possession	42	34	31
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	118	48	32

F. Collection Losses

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

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

A. Basic Identification Data

3. Total Units Available: 540 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 11/30/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 521 2. Total Charges: 93,939.28 3. Dwelling Rental: 91,393.80 4. Retroactive Rent: 88.00 5. Excess Utility: 402.65 6. Additional Charges: 2,054.83

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	22	1,199.75	0.00	121.00	1,020.52	2,341.27
Over One Month Delinquent	196	20,541.35	7,088.47	1,996.72	25,460.54	55,087.08
Total for TIP	218					57,428.35
Vacated TAR	54					23,990.96
Total	272					81,419.31

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	82	15,337.66
Under Formal Repayment Agreement with Payments Up-to-Date	82	15,337.66
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	136	42,090.69

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 11/30/2015	Prior FY (one year to date) 11/30/2014	Previous FY (two years to date) 11/30/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	42	35	34
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	45	33	17

F. Collection Losses

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

Jackson Housing Commission Consolidated TARS Report

November 2015

AMP	Total Rents	Rents Collected	% of Rents Collected	Vacant Units	% of Units Vacant	Notices to Vacate	14 Day Notices	Court Filings
Chalet Terrace	126	117	93	6	5	0	18	9
Reed Manor	292	288	99	1	0	0	22	5
Shahan Blackstone	120	117	98	2	2	0	15	3

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

AMP	Account Number	Move-Out	Reason
Reed Manor	002-2216-07	11/01/15	Rent too expensive
Reed Manor	002-3321-15	11/03/15	Eviction
Reed Manor	002-3265-09	11/09/15	Unknown
Reed Manor	002-4474-07	11/24/15	Marriage
Reed Manor	002-3298-10	11/24/15	Felt Unsafe
Reed Manor	002-3238-08	11/30/15	Deceased
Reed Manor	002-3361-12	11/30/15	Nursing home
Reed Manor	002-3359-05	11/30/15	Moving in with family
Reed Manor	002-3326-04	11/30/15	Nursing home
Reed Manor	002-3265-10	11/30/15	Changed mind
Reed Manor	002-3274-16	11/30/15	Moving in with family
Chalet	001-1156-04	11/18/15	Deceased
Chalet	001-1135-08	11/24/15	Notice given
Shahan	003-6596-10	11/24/15	Section 8 approved

Jackson Housing Commission
PHAS - Vacant Units Turnaround Time
Public Housing
for Units Re-Occupied between: 11/01/2015 and 11/30/2015

rj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
01-7641	940 Maple		09/18/2015	09/18/2015	0	11/18/2015	61	11/19/2015	0	61	0	0	0	0
02-4464	315 Steward Avenue	I-51	09/28/2015	09/29/2015	0	10/02/2015	4	11/01/2015	29	33	0	0	0	0
03-6565	322 Moorman Drive		10/01/2015	/ /	0	/ /	35	11/06/2015	0	35	0	0	0	0
01-1185	1240 Laurel Lane		10/01/2015	10/01/2015	0	10/22/2015	21	11/09/2015	17	38	0	0	0	0
02-3295	301 Steward Ave	E-22	10/04/2015	10/05/2015	0	10/19/2015	15	11/06/2015	17	32	0	0	0	0
02-2208	428 Wildwood Ave	A-8	10/05/2015	10/26/2015	20	11/09/2015	15	11/13/2015	3	38	0	0	0	0
01-1127	324 Barbary Drive		10/05/2015	10/05/2015	0	11/17/2015	42	11/17/2015	0	42	0	0	0	0
02-3318	301 Steward Ave	F-19	10/14/2015	10/15/2015	0	10/30/2015	16	11/13/2015	13	29	0	0	0	0
02-4459	315 Steward Avenue	I-46	10/16/2015	10/17/2015	0	10/17/2015	1	11/07/2015	20	21	0	0	0	0
02-3314	301 Steward Ave	F-15	10/23/2015	10/24/2015	0	11/04/2015	12	11/06/2015	1	13	0	0	0	0
02-4415	315 Steward Avenue	I-2	10/31/2015	11/01/2015	0	11/10/2015	0	11/01/2015	0	0	0	0	0	0
02-3346	301 Steward Avenue	G-21	10/31/2015	11/01/2015	0	11/13/2015	12	11/13/2015	0	12	0	0	0	0
02-3315	301 Steward Ave	F-16	10/31/2015	11/02/2015	1	11/13/2015	11	11/13/2015	0	12	0	0	0	0
02-2216	428 Wildwood Ave	A-16	11/01/2015	11/02/2015	0	11/20/2015	18	11/20/2015	0	18	0	0	0	0
02-3321	301 Steward Ave	F-22	11/03/2015	11/03/2015	0	11/12/2015	9	11/18/2015	5	14	0	0	0	0
02-3314	301 Steward Ave	F-15	11/06/2015	11/07/2015	0	11/07/2015	1	11/16/2015	8	9	0	0	0	0
02-3265	301 Steward Ave	D-18	11/09/2015	11/10/2015	0	11/21/2015	11	11/21/2015	0	11	0	0	0	0
02-3331	301 Steward Avenue	G-6	11/12/2015	11/13/2015	0	11/18/2015	5	11/18/2015	0	5	0	0	0	0
02-2204	428 Wildwood Ave	A-4	11/12/2015	11/13/2015	0	11/27/2015	14	11/27/2015	0	14	0	0	0	0
Total Units:									113	437	0	0	0	0

21

303

113

437

0

0

0

PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 11/01/2015 and 11/30/2015

Element # - Description

V12400 - Total number of turnaround days:	437
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:	19
V12800 - Average number of days units were in down time:	1.11
V12900 - Average number of days units were in make-ready:	15.95
V13000 - Average number of days units were in lease-up:	5.95
V13100 - Average unit turnaround days:	23.01



EMERGE
CERTIFIED
PUBLIC
ACCOUNTANTS[®]

519-B Johnson Ferry Road

Suite 300

Marietta, GA 30068

Phone: 678.733.2299

Fax: 888.552.7528

Jackson Housing Authority

Monthly Financial Reports

301 Steward Avenue
Jackson, MI 49201

Date: 12/11/15

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

Manager	Accountant	
<i>SB</i>	<i>[Signature]</i>	Income Statements
<i>SB</i>	<i>[Signature]</i>	Balance Sheets
<i>SB</i>	<i>[Signature]</i>	Bank Reconciliations
<i>SB</i>	<i>[Signature]</i>	Ratios
<i>SB</i>	<i>[Signature]</i>	Variance Analysis



EMERGE
CERTIFIED
PUBLIC
ACCOUNTANTS

**Jackson Housing Authority
Variance Explanations
November 2015 Financials**

HCV

This program had a loss of \$ 30,197 for the month of November. The contributing factor for this loss is as follows:

- HAP Restricted Income received \$55,291 below budget

**Jackson Housing Authority
Ratios
For Period Ended 11/30/2015**

Quick Ratio:

		<u>Ratios</u>	<u>Score</u>	<u>Max Score</u>	<u>Percentage</u>
CT	$\frac{\$ 366,085}{\$ 73,856} =$	4.96	12.00	12.00	100%
RM	$\frac{\$ 492,610}{\$ 99,381} =$	4.96	12.00	12.00	100%
SB	$\frac{\$ 67,809}{\$ 13,680} =$	4.96	12.00	12.00	100%

MENAR:

CT	$\frac{\$ 292,229}{\$ 58,239} =$	5.02	11.00	11.00	100%
RM	$\frac{\$ 393,229}{\$ 88,618} =$	4.44	11.00	11.00	100%
SB	$\frac{\$ 54,129}{\$ 43,992} =$	1.23	6.94	11.00	63%

Debt Service Coverage Ratio:

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

CT Total Score	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
RM Total Score	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
SB Total Score	<u>20.94</u>	<u>25.00</u>	<u>84%</u>
Average Weighted Score	<u>23.65</u>	<u>25.00</u>	<u>95%</u>

Jackson Housing Commission

Chalet Terrace

Income Statement

Month Ending November 30, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	24,504	20,770	3,734	191,507	166,162	25,345
Interest Income	22	-	22	179	-	179
Operating Subsidy	53,764	40,826	12,938	329,406	326,606	2,800
Other Income	1,007	167	840	74,923	1,333	73,589
Operating Income	79,297	61,763	17,534	596,014	494,101	101,914
Operating Expense						
Administrative Expense						
Administrative Salaries	4,082	3,584	(498)	33,741	28,668	(5,072)
Employee Benefits- Admin	1,831	1,209	(623)	17,594	9,670	(7,924)
Administrative Expense	1,254	792	(462)	20,666	6,333	(14,333)
Audit Fees	-	188	188	-	1,500	1,500
Legal Expense	491	250	(241)	3,362	2,000	(1,362)
Management Fees	5,689	4,750	(939)	53,147	38,000	(15,147)
Office Supplies	137	417	280	5,157	3,333	(1,823)
Postage	-	100	100	419	800	381
Retirees Health Insurance	-	2,917	2,917	15,212	23,333	8,122
Staff Training	-	167	167	2,164	1,333	(831)
Telecommunications	868	833	(34)	7,003	6,667	(337)
Total Administrative Expense	14,351	15,205	854	158,464	121,639	(36,826)
Maintenance Expense						
Maintenance Salaries	8,356	10,865	2,509	87,761	86,922	(839)
Employee Benefits - Maintenance	3,728	3,997	269	22,372	31,973	9,601
Maintenance Contracts	2,587	2,083	(504)	36,072	16,667	(19,406)
Maintenance Materials	2,376	2,500	124	31,345	20,000	(11,345)
Security Contracts	-	375	375	-	3,000	3,000
Total Maintenance Expense	17,047	19,820	2,773	177,551	158,561	(18,989)
Tenant Services						
Tenant Services - Recreation	-	-	-	-	-	-
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	833	833	-	6,667	6,667
Lifestart Grant	-	-	-	-	-	-
Total Tenant Services	-	833	833	-	6,667	6,667
Utilities & General Expenses						
Electric	2,177	6,684	4,507	45,579	53,470	7,891
Gas	2,617	7,500	4,883	26,766	60,000	33,234
Fuel	-	-	-	-	-	-
Insurance	1,881	2,917	1,035	25,653	23,333	(2,320)
Payments in Lieu of Taxes	-	1,088	1,088	-	8,705	8,705
Water & Sewer	-	4,167	4,167	31,896	33,333	1,438
Total Utilities	6,675	22,355	15,680	129,894	178,841	48,947
TOTAL Operating Expense	38,074	58,213	20,140	465,909	465,708	(201)
NET INCOME (LOSS)	41,223	3,549	37,674	130,106	28,393	101,713

Jackson Housing Commission

Reed Manor

Income Statement

Month Ending November 30, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	53,334	49,818	3,516	436,108	398,541	37,568
Interest Income	22	-	22	179	-	179
Operating Subsidy	145,556	56,411	89,145	559,192	451,287	107,905
Other Income	2,975	833	2,142	132,483	6,667	125,817
Operating Income	<u>201,887</u>	<u>107,062</u>	<u>94,825</u>	<u>1,127,963</u>	<u>856,494</u>	<u>271,469</u>
Operating Expense						
Administrative Expense						
Administrative Salaries	8,386	6,659	(1,727)	72,631	53,272	(19,359)
Employee Benefits- Admin	1,535	2,159	624	14,350	17,270	2,920
Administrative Expense	1,110	417	(694)	16,977	3,333	(13,644)
Audit Fees	-	192	192	2,000	1,533	(467)
Legal Expense	328	500	172	4,574	4,000	(574)
Management Fees	13,512	22,125	8,613	123,219	177,000	53,781
Office Supplies	260	875	615	6,891	7,000	109
Postage	-	100	100	1,016	800	(216)
Retirees Health Insurance	-	347	347	-	2,773	2,773
Staff Training	-	458	458	1,894	3,667	1,772
Telecommunications	1,452	625	(827)	12,451	5,000	(7,451)
Total Administrative Expense	<u>26,584</u>	<u>34,456</u>	<u>7,872</u>	<u>256,002</u>	<u>275,648</u>	<u>19,646</u>
Maintenance Expense						
Maintenance Salaries	13,392	12,477	(915)	109,722	99,820	(9,902)
Employee Benefits - Maintenance	6,957	7,233	276	32,472	57,867	25,394
Maintenance Contracts	4,848	3,750	(1,098)	80,406	30,000	(50,406)
Maintenance Materials	4,346	4,167	(179)	41,667	33,333	(8,334)
Security Contracts	-	4,167	4,167	-	33,333	33,333
Total Maintenance Expense	<u>29,544</u>	<u>31,794</u>	<u>2,251</u>	<u>264,267</u>	<u>254,353</u>	<u>(9,914)</u>
Tenant Services						
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	1,250	1,250	-	10,000	10,000
Lifestart Grant	-	-	-	-	-	-
Total Tenant Services	<u>-</u>	<u>1,250</u>	<u>1,250</u>	<u>-</u>	<u>10,000</u>	<u>10,000</u>
Utilities & General Expenses						
Electric	12,030	14,583	2,553	108,817	116,667	7,850
Gas	2,335	10,348	8,013	19,650	82,786	63,136
Fuel	-	-	-	-	-	-
Insurance	2,378	2,083	(294)	22,463	16,667	(5,796)
Payments in Lieu of Taxes	-	2,735	2,735	-	21,880	21,880
Water & Sewer	5,333	4,583	(750)	37,743	36,667	(1,076)
Total Utilities	<u>22,076</u>	<u>34,333</u>	<u>12,257</u>	<u>188,672</u>	<u>274,666</u>	<u>85,994</u>
TOTAL Operating Expense	<u>78,204</u>	<u>101,833</u>	<u>23,630</u>	<u>708,941</u>	<u>814,667</u>	<u>105,726</u>
NET INCOME (LOSS)	<u>123,683</u>	<u>5,228</u>	<u>118,455</u>	<u>419,022</u>	<u>41,827</u>	<u>377,195</u>

Jackson Housing Commission

Shahan Blackstone

Income Statement
Month Ending November 30, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	9,675	10,832	(1,157)	95,111	86,653	8,457
Interest Income	22	-	22	240	-	240
Operating Subsidy	46,459	35,514	10,945	226,984	284,113	(57,129)
Other Income	383	417	(34)	52,965	3,333	49,632
Operating Income	56,538	46,762	9,775	375,300	374,100	1,200
Operating Expense						
Administrative Expense						
Administrative Salaries	3,557	3,584	27	27,546	28,668	1,123
Employee Benefits- Admin	2,779	1,306	(1,473)	15,074	10,451	(4,624)
Administrative Expense	2,111	750	(1,361)	25,277	6,000	(19,277)
Audit Fees	-	167	167	-	1,333	1,333
Legal Expense	145	83	(61)	2,843	667	(2,177)
Management Fees	5,357	9,167	3,809	50,207	73,333	23,126
Office Supplies	185	417	231	6,873	3,333	(3,539)
Postage	-	100	100	456	800	344
Retirees Health Insurance	630	1,463	833	4,695	11,704	7,009
Staff Training	-	83	83	1,936	667	(1,269)
Telecommunications	936	625	(311)	7,005	5,000	(2,005)
Total Administrative Expense	15,700	18,578	2,878	141,912	148,623	6,710
Maintenance Expense						
Maintenance Salaries	7,906	9,564	1,658	78,668	76,510	(2,158)
Employee Benefits - Maintenance	2,991	4,249	1,258	22,059	33,992	11,933
Maintenance Contracts	3,366	2,083	(1,282)	30,052	16,667	(13,385)
Maintenance Materials	1,683	2,500	817	27,378	20,000	(7,378)
Security Contracts	-	375	375	-	3,000	3,000
Total Maintenance Expense	15,946	18,771	2,825	158,158	150,169	(7,988)
Tenant Services						
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	833	833	-	6,667	6,667
Lifestart Grant	-	-	-	-	-	-
Total Tenant Services	-	833	833	-	6,667	6,667
Utilities & General Expenses						
Electric	447	625	178	8,994	5,000	(3,994)
Gas	195	167	(28)	918	1,333	415
Insurance	1,062	1,667	605	10,452	13,333	2,881
Payments in Lieu of Taxes	-	460	460	-	3,679	3,679
Water & Sewer	11,970	3,750	(8,220)	31,504	30,000	(1,504)
Total Utilities	13,673	6,668	(7,005)	51,868	53,346	1,478
TOTAL Operating Expense	45,320	44,851	(469)	351,938	358,805	6,867
NET INCOME (LOSS)	11,218	1,912	9,307	23,362	15,295	8,067

Jackson Housing Commission
Public Housing
Balance Sheet
Month Ending November 30, 2015

ASSETS

Current Assets
Cash

Cash - General Fund	383,938
General Fund Savings	412,675
	796,613

Total Cash

Other Current Assets

Total Other Current Assets

Accounts Receivable

Tenants	23,543
Allowance For Bad Debts - Tenants	(15,298)
	8,245

Total Accounts Receivable

Prepaid Assets

Prepaid Insurance	107,016
Prepaid Maintenance	- 14,630
	121,646

Total Prepaid Assets

Total Current Assets

926,504

Fixed Assets

Land, Structure & Equipment - CT	5,482,077
Accumulated Depreciation - CT	(3,926,213)
Construction in Progress - CT	6,847
Land, Structure & Equipment - RM	15,871,659
Accumulated Depreciation - RM	(10,289,424)
Construction in Progress - RM	6,637
Land, Structure & Equipment - SB	6,470,793
Accumulated Depreciation - SB	(4,799,973)
Construction in Progress - SB	90,932
	8,913,336

Total Fixed Assets

TOTAL ASSETS

9,839,840

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Compensated Absences	20,414
Payments in Lieu Of Tax	9,366
Accrued Wages	22,996
Security Deposits	109,583
Accounts Payable Due to COCC	24,558
	186,917

Total Current Liabilities

Long Term Liabilities

OPEB Liability	147,560
Compensated Absence - Noncurrent	12,603
	160,163

Total Long Term Liabilities

Equity

Net Investment in Capital Assets	8,887,042
Unrestricted Net Position	120,929
Net Income(Loss)	484,789
	9,492,760

Total Equity

TOTAL LIABILITIES & EQUITY

9,839,840

First Merit Bank
BANK RECONCILIATION - Public Housing Checking
 As of November 30, 2015

BANK STATEMENT - ACCT 5414000272

Balance Per Bank Statement 468,989.69

ADD DEPOSITS IN TRANSIT

Date	Number	Amount
Subtotal		-

Date	Number	Amount
Subtotal		\$ -

Total Deposits in Transit -

LESS OUTSTANDING CHECKS/WITHDRAWALS

Date	Number	Amount
5/12/2015	60387	4,575.93
7/8/2015	60480	1,689.44
7/29/2015	60532	412.89
10/29/2015	60796	324.00
11/18/2015	60822	206.00
11/18/2015	60823	2.50
11/18/2015	60824	122.00
11/18/2015	60825	340.15
11/18/2015	60826	135.00
11/18/2015	60827	45.54
11/18/2015	60828	424.36
11/18/2015	60829	38.00
11/18/2015	60830	57.67
11/18/2015	60831	10.33
11/18/2015	60832	16.79
11/18/2015	60833	12,942.72
11/18/2015	60834	341.19
11/18/2015	60835	600.00
11/18/2015	60836	53.16
11/18/2015	60837	106.49
11/18/2015	60838	85.5
11/18/2015	60839	91.22
11/18/2015	60840	1,241.58
11/18/2015	60841	159.18
Subtotal		24,021.64

LESS OUTSTANDING CHECKS/WITHDRAWALS

Date	Number	Amount
11/18/2015	60842	170.00
11/18/2015	60843	2,006.35
11/18/2015	60844	17,303.12
11/18/2015	60845	24,558.38
11/18/2015	60846	230.00
11/18/2015	60847	42.65
11/18/2015	60848	99.50
11/18/2015	60849	2,280.19
11/18/2015	60850	7,936.34
11/18/2015	60851	514.04
11/18/2015	60852	33.65
11/18/2015	60853	95.58
11/18/2015	60854	90.00
11/18/2015	60855	374.00
11/18/2015	60856	1,208.80
11/18/2015	60857	103.41
11/18/2015	60858	1,236.21
11/18/2015	60859	1,419.69
11/18/2015	60860	127.39
11/18/2015	60861	957.72
11/18/2015	60862	36.96
11/18/2015	60863	450.00
11/18/2015	60864	76.11
11/18/2015	60865	
Subtotal		61,350.09

Total O/S Checks/Withdrawals 85,371.73

Ending Reconciliation Balance 383,617.96

GENERAL LEDGER

1111 GL Total 383,937.96

General Ledger Unreconciled Transactions

Date	Description	DR/(CR)
8/5/15	Unidentified Ck cleared bank	(250.00)
8/6/15	Unidentified Ck cleared bank	\$ (70.00)
Subtotal		(320.00)

General Ledger Unreconciled Transactions

Date	Description	DR/(CR)
Subtotal		

(320.00)

Ending Reconciliation Balance 383,617.96

Difference

First Merit Bank
BANK RECONCILIATION - Public Housing Savings
 As of November 30, 2015

BANK STATEMENT - 3200176588

Balance Per Bank Statement \$ 412,674.58

ADD DEPOSITS IN TRANSIT

Date	Number	Amount

Subtotal

Date	Number	Amount

Subtotal

\$ -

Total Deposits in Transit _____

LESS OUTSTANDING CHECKS/WITHDRAWALS

Date	Number	Amount

Subtotal

LESS OUTSTANDING CHECKS/WITHDRAWALS

Date	Number	Amount

Subtotal

Total O/S Checks/Withdrawals _____

Ending Reconciliation Balance

\$ 412,674.58

GENERAL LEDGER

Balance Per General Ledger

1120 GL Total

\$ 412,674.58

\$ 412,674.58

General Ledger Unreconciled Transactions

Date	Description	DR/(CR)

Subtotal

General Ledger Unreconciled Transactions

Date	Description	DR/(CR)

Subtotal

Total O/S Transactions _____

Ending Reconciliation Balance

\$ 412,674.58

Difference

\$ -

Jackson Housing Commission
Central Office (COCC)
Income Statement
Month Ending November 30, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Management Fee	27,938	39,042	(11,104)	274,080	312,333	(38,254)
CFP Operatinal Income	-	2,172	(2,172)	8,644	17,376	(8,732)
CFP Management Improvement	-	1,458	(1,458)	800	11,667	(10,867)
Other Income	100	417	(317)	3,589	3,333	256
Operating Income	28,038	43,089	(15,051)	287,112	344,709	(57,597)
Operating Expense						
Administrative Expense						
Administrative Salaries	12,305	21,934	9,629	155,073	175,471	20,398
Employee Benefits- Admin	5,550	10,398	4,848	51,459	83,181	31,723
Administrative Expense	404	250	(154)	32,417	2,000	(30,417)
Audit Fees	-	333	333	2,000	2,667	667
Insurance	826	417	(409)	9,797	3,333	(6,463)
Legal Expense	-	833	833	3,807	6,667	2,860
Membership and Dues	-	125	125	264	1,000	736
Office Supplies	912	417	(495)	13,554	3,333	(10,221)
Postage	-	100	100	1,155	800	(355)
Retiree Insurance	3,838	-	(3,838)	16,659	-	(16,659)
Staff Training	548	-	(548)	2,948	-	(2,948)
Staff Travel	41	417	376	4,160	3,333	(826)
Accounting Fees	2,625	2,350	(275)	7,875	18,800	10,925
Sundry	-	417	417	732	3,333	2,602
Telecommunications	229	417	188	3,319	3,333	15
Total Administrative Expense	27,277	38,407	11,130	305,216	307,253	2,036
TOTAL Operating Expense	27,277	38,407	11,130	305,216	307,253	2,036
NET INCOME (LOSS)	761	4,682	(3,921)	(18,104)	37,457	(55,561)

Jackson Housing Commission
Central Office (COCC)
Balance Sheet
Month Ending November 30, 2015

ASSETS

Current Assets

Cash

General - Non-Federal Funds MM	106,538
CNB Checking	31,257
Petty Cash	1,644

Total Cash 139,439

Other Current Assets

Washington TAR	2,397
Accounts Receivable Due From HCV	6,000
Accounts Receivable Due From PH	49,117

Total Other Current Assets 57,514

Prepaid Assets

Prepaid	3,192
---------	-------

Total Prepaid Assets 3,192

Total Current Assets

\$ 200,145

Fixed Assets

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

Total Fixed Assets 32,348

TOTAL ASSETS

232,493

LIABILITIES & EQUITY

Liabilities

Current Liabilities

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

Total Current Liabilities 50,371

Long Term Liabilities

Total Long Term Liabilities

-

Equity

Net Investment in Capital Assets	32,348
Unrestricted Net Position	170,879
Net Income (Loss)	(21,104)

Total Equity 182,122

TOTAL LIABILITIES & EQUITY

232,493

First Merit Bank
 BANK RECONCILIATION - General - Non Federal Funds MM
 As of November 30, 2015

BANK STATEMENT - 5050078147

Balance Per Bank Statement \$ 119,394.93

ADD DEPOSITS IN TRANSIT

Date	Number	Amount
Subtotal		-

Date	Number	Amount
Subtotal		\$ -

Total Deposits in Transit -

LESS OUTSTANDING CHECKS/WITHDRAWALS

Date	Number	Amount
6/17/2015	2270	2,199.98
7/8/2015	2275	1,013.68
11/18/2015	2392	25.00
11/18/2015	2393	71.82
11/18/2015	2394	5,151.84
11/18/2015	2395	200.00
11/18/2015	2396	15.93
11/18/2015	2397	175.89
Subtotal		3,854.14

LESS OUTSTANDING CHECKS/WITHDRAWALS

Date	Number	Amount
11/18/2015	2398	52.95
11/18/2015	2399	99.00
11/18/2015	2400	113.00
11/18/2015	2401	112.92
11/18/2015	2402	395.07
11/18/2015	2403	547.68
11/18/2015	2404	2625
11/30/2015	2405	56.77
Subtotal		4,002.39

Total O/S Checks/Withdrawals 12,856.53
 Ending Reconciliation Balance \$ 106,538.40

GENERAL LEDGER

Balance Per General Ledger

1121 GL Total \$ 106,538.40
 \$ 106,538.40

General Ledger Unreconciled Transactions

Date	Description	DR/(CR)
Subtotal		-

General Ledger Unreconciled Transactions

Date	Description	DR/(CR)
Subtotal		-

Total O/S Transactions
 Ending Reconciliation Balance \$ 106,538.40

Difference \$ -

County National Bank
BANK RECONCILIATION - Low Rent Program
 As of November 30, 2015

BANK STATEMENT - 6018231560

Balance Per Bank Statement \$ 31,257.16

ADD DEPOSITS IN TRANSIT

Date	Number	Amount

Subtotal

Date	Number	Amount

Subtotal

Total Deposits in Transit -

LESS OUTSTANDING CHECKS/WITHDRAWALS

Date	Number	Amount

Subtotal

LESS OUTSTANDING CHECKS/WITHDRAWALS

Date	Number	Amount

Subtotal

Total O/S Checks/Withdrawals
 Ending Reconciliation Balance \$ 31,257.16

GENERAL LEDGER

Balance Per General Ledger

1115 GL Total \$ 31,257.16

\$ 31,257.16

General Ledger Unreconciled Transactions

Date	Description	DR/(CR)

Subtotal

General Ledger Unreconciled Transactions

Date	Description	DR/(CR)

Subtotal

Total O/S Transactions
 Ending Reconciliation Balance \$ 31,257.16

Difference \$ -

Jackson Housing Commission
Section 8 Voucher Program
Income Statement
Month Ending November 30, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Housing Assistance Revenue	152,542	207,833	(55,291)	1,602,997	1,662,662	(59,665)
Administrative Fee Revenue	22,228	18,018	4,210	161,740	144,144	17,596
Port-In HAP Revenue	-	-	-	-	-	-
Port-In Admin Revenue	-	-	-	-	-	-
Fraud Recovery	2,476	1,167	1,309	20,219	9,333	10,885
Interest Income	9	-	9	72	-	72
Other Income	-	-	-	-	-	-
Operating Income	177,254	227,017	(49,763)	1,785,027	1,816,139	(31,112)
Operating Expense						
Administrative Expense						
Administrative Salaries	7,867	8,526	659	70,063	68,210	(1,853)
Employee Benefits - Admin	3,068	2,752	(316)	16,072	22,017	5,945
Audit Fees	-	-	-	2,000	-	(2,000)
Training	-	-	-	961	-	(961)
Inspection Expense	-	-	-	7,326	-	(7,326)
Insurance	28	-	(28)	4,589	-	(4,589)
Legal	-	-	-	-	-	-
Management Fee	-	3,000	3,000	21,000	24,000	3,000
Office Supplies	771	-	(771)	7,010	-	(7,010)
Postage	-	-	-	755	-	(755)
Staff Travel	-	-	-	1,100	-	(1,100)
Administrative Expense	2,751	-	(2,751)	44,778	-	(44,778)
Telecommunications	68	-	(68)	725	-	(725)
Total Administrative Expense	14,553	14,278	(274)	176,379	114,227	(62,152)
Restricted HAP Expense						
Housing Assisted Payments	192,899	209,916	17,017	1,575,971	1,679,329	103,358
Total Restricted HAP Expense	192,899	209,916	17,017	1,575,971	1,679,329	103,358
HAP Income Less HAP Pymts (Loss)	(40,357)	(2,083)	(72,308)	27,026	(16,667)	(163,023)
TOTAL Operating Expense	207,452	224,194	16,743	1,752,350	1,793,555	41,206
NET INCOME (LOSS)	(30,197)	2,823	(33,020)	32,678	22,584	10,094

Jackson Housing Commission

Section 8 Voucher Program

Balance Sheet

Month Ending November 30, 2015

ASSETS

Current Assets

Cash

Cash - General Fund

\$ 211,824

Total Cash

\$ 211,824

Other Current Assets

Investments - Citizens

\$ 3,635

Total Other Current Assets

\$ 3,635

Prepaid Assets

Prepaid

Total Prepaid Assets

\$ -

Total Current Assets

\$ 215,459

Fixed Assets

Furniture and Fixtures

\$ 33,341

Accumulated Depreciation

\$ (33,341)

Total Fixed Assets

\$ -

TOTAL ASSETS

\$ 215,459

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Compensated Absences

1,914

Accrued Wages

4,918

Accounts Payable Due to COCC

\$ 3,000

Total Current Liabilities

\$ 9,833

Equity

Invested in Capital Assets

\$ -

Restricted Net Position

\$ 104,436

Unrestricted Net Position

\$ 68,512

Net Income (Loss)

\$ 32,678

Total Equity

\$ 205,626

TOTAL LIABILITIES & EQUITY

\$ 215,459

First Merit Bank
BANK RECONCILIATION - Section 8 Checking
 As of November 30, 2015

BANK STATEMENT - ACCT 0014422267

Balance Per Bank Statement \$ 216,012.60

ADD DEPOSITS IN TRANSIT

Date	Number	Amount

Subtotal

Date	Number	Amount

Subtotal

Total Deposits in Transit \$ -

LESS OUTSTANDING CHECKS/WITHDRAWALS

Date	Number	Amount
7/8/2015	54169	675.78
11/18/2015	54242	25.00
11/18/2015	54243	312.57
11/18/2015	54244	38.00
11/18/2015	54245	2,447.31
11/18/2015	54246	200.00

Subtotal

3,698.66

LESS OUTSTANDING CHECKS/WITHDRAWALS

Date	Number	Amount
11/18/2015	54247	85.50
11/18/2015	54248	53.06
11/18/2015	54249	15.93
11/18/2015	54250	67.70
11/18/2015	54251	267.91

Subtotal

490.10

Total O/S Checks/Withdrawals

\$ 4,188.76

Ending Reconciliation Balance

\$ 211,823.84

GENERAL LEDGER

Balance Per General Ledger

1111.5 GL Total

\$ 211,823.84

General Ledger Unreconciled Transactions

Date	Description	DR/(CR)

Subtotal

\$ -

General Ledger Unreconciled Transactions

Date	Description	DR/(CR)

Subtotal

Total O/S Transactions

\$ -

Ending Reconciliation Balance

\$ 211,823.84

Difference

\$ -

First Merit Bank
BANK RECONCILIATION - Section 8 Savings
 As of November 30, 2015

BANK STATEMENT - ACCT 0014422283

Balance Per Bank Statement \$ 3,635.30

ADD DEPOSITS IN TRANSIT

Date	Number	Amount

Subtotal

Date	Number	Amount

Subtotal

\$

Total Deposits In Transit _____

LESS OUTSTANDING CHECKS/WITHDRAWALS

Date	Number	Amount

Subtotal

LESS OUTSTANDING CHECKS/WITHDRAWALS

Date	Number	Amount

Subtotal

Total O/S Checks/Withdrawals _____

Ending Reconciliation Balance

\$ 3,635.30

GENERAL LEDGER

1168.5

GL Total

\$ 3,635.30

General Ledger Unreconciled Transactions

Date	Description	DR/(CR)

Subtotal

General Ledger Unreconciled Transactions

Date	Description	DR/(CR)

1111

Total O/S Transactions _____

Ending Reconciliation Balance

\$ 3,635.30

Difference

\$

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

DATE:	NUMBER:	DESCRIPTION:	AMP#	AMOUNT USED:	ADJUSTMENT	REMAINING BALANCE
10.28.2015	438	REFLENISH CASH		\$ (1,949.73)		\$ 2,000.00
11.8.2015	439	L Sevens mileage 10.07.15 - 10.22.15	91800.3	\$ 55.38		\$ 1,944.62
11/8/2015	440	Janaa Poole mileage 10.5.15 - 10.29.15	91800.1	\$ 38.81		\$ 1,905.81
11/8/2015	441	Roy Nethercott mileage 10.10.15-10.15.15	91800.1	\$ 29.10		\$ 1,876.71
			91610.4 \$48.49			
			91210.4 \$45.00			
11/8/2015	442	Deb Davis reimbursed for mailings & training	91600.4 \$ 2.59	\$ 96.08		\$ 1,780.63
11/8/2015	443	Matt Weston mileage 10.30.2015-11.04.15	91800.2	\$ 9.89		\$ 1,770.74
11/13/2015	444	Gary Cram mileage 11.06.15-11.12.15	91800.3	\$ 29.90		\$ 1,740.84
11.30.2015	445	Mark Oakley mileage 11.20.15 - 11.30.15	91800.2	\$ 50.47		\$ 1,690.37
12.08.2015	446	Brenda Fridd mileage 9.24.15 - 12.2.15	91800.4	\$ 40.83		\$ 1,649.54
12.08.2015	447	Chelsea Bryant reimbursed for mailing	91210.4	\$ 5.75		\$ 1,643.79

MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

NOVEMBER, 2015

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
11/01	12:45p-02:00p	RM	Security door won't close	F-Bldg Weston
11/02	07:00p-07:30p	RM	Lockout	C. Miller Weston
11/03	06:15p-06:45p	RM	Lockout	A. Keyes Weston
11/04	04:15p-04:45p	RM	Sink leaking	P. Wilchie Weston
11/04	04:45p-05:15p	RM	Lockout	H. Boxley Weston
11/04	05:15p-05:45p	RM	Alarm malfunction	Garage Weston
11/06	05:45p-07:15p	CT	Gas leak	S. Fells Cram
11/06	07:30p-08:40p	CT	Plugged toilets	M. Murray Cram
11/11	07:40a-09:10a	RM	Broken windows	N. Ragland Cram
11/12	04:15p-05:15p	RM	Plugged toilet	D. Napier Cram
11/13	06:00p-06:45p	SBN	No heat	J. Wright Parks
11/13	08:00p-08:30p	RM	Alarm wasn't set	C-Bldg Parks
11/14	10:30a-11:00a	RM	Smoke alarm beeping	V. Gallegos Parks
11/14	03:30p-04:30p	CT	Light switch was bad	S. Wright Parks
11/14	07:00p-07:30p	SBN	Co'2 was bad	L. Jackson Parks
11/14	07:30p-08:00p	RM	Alarm went off	Maint garage Parks
11/14	08:00p-08:30p	RM	Water leaking	M. Fletcher Parks
11/15	03:15a-04:45a	CT	No heat	K. Triplett Parks
11/15	01:00p-01:30p	RM	Lockout	B. Ohlinger Parks
11/15	02:00p-02:30p	RM	Toilet overflowed (clogged)	D. Napier Parks
11/15	04:30p-06:00p	CT	No heat	E. Bancroft Parks
11/16	08:00p-08:30p	SBN	Alarm going off	Office Parks
11/17	06:00p-06:30p	RM	Fire-assisted fireman	V. Ausborn Parks
11/17	08:00p-08:30p	RM	Lockout	S. Owens Parks
11/18	06:15p-06:45p	CT	Lockout	M. Murray Parks
11/19	04:45p-05:15p	RM	Lockout	D. Rimer Parks
11/21	08:00a-08:50a	CT	No heat	S. Ewer Oakley
11/21	02:00p-02:50p	RM	Plowing Reed Manor drives, entrances	Oakley
11/21	08:00p-08:40p	CT	No power	M. Marion Oakley
11/22	09:45a-11:00a	SBN	No heat	M. Stone Oakley
11/22	02:20p-03:15p	CT	Plugged toilet	A. Smith Oakley
11/22	06:00p-07:05p	SBN	No heat	M. Melendez Oakley
11/23	04:00p-04:20p	RM	Elevator not working	I-Bldg Oakley
11/23	04:20p-05:15p	SBN	No heat	D. Duffin Oakley
11/23	09:50p-10:30p	CT	No heat	G. Kinnel Oakley
✓ 11/24	04:00p-04:40p	RM	Toilet plugged	V. Gallegos Oakley
11/25	03:35p-04:10p	RM	Alarm tripped	C-Bldg Oakley
11/25	09:00p-10:55p	SBN	Carbon monoxide (oven)	F. Watkins Oakley
11/26	07:34a-09:20a	CT	Carbon monoxide high levels from oven	R. Thompson Oakley
11/27	01:50p-02:30p	RM	Alarm tripped	C-Bldg Oakley
11/28	08:40a-09:30a	RM	No heat	S. Johnson Oakley
11/28	10:20a-11:25a	CT	No Heat	S. Ewer Oakley
11/28	11:55a-12:45p	SBN	No heat	K. Lewis Oakley
11/28	03:05p-04:10p	RM	Water leaking into bathroom ceiling	B. Ohlinger Oakley

MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

NOVEMBER, 2015

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
11/29	10:00a-10:50a	SBN No heat	K. Lewis	Oakley
11/29	07:25p-07:50p	CT Water heater leaking	L. New	Oakley
11/29	09:00p-09:40p	RM Lockout	J. Allen	Oakley
11/30	05:35p-06:15p	CT No heat	R. Thompson	Oakley

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2015
Jan-15	66,858	\$ 7,648.94	22,432	\$ 17,503.50	19,300	620.64	342.53	\$ 963.17	\$ 26,115.61
Feb-15	45,567	\$ 5,710.74	23,340	\$ 19,871.54				\$ -	\$ 25,582.28
Mar-15	57,426	\$ 6,691.49	9,452	\$ 14,486.26	187,840	\$ 6,670.98	\$ 3,491.89	\$ 10,162.87	\$ 31,340.62
Apr-15	45,210	\$ 5,522.67	15,281	\$ 8,731.51	18,500	605.10	332.11	\$ 937.21	\$ 15,191.39
May-15	40,463	\$ 5,009.10	9,185	\$ 6,696.43	295,450	\$ 9,045.91	\$ 4,952.30	\$ 13,998.21	\$ 25,703.74
Jun-15	41,683	\$ 15,004.91	4,842	\$ 4,207.42	17,500	\$ 577.26	\$ 296.67	\$ 873.93	\$ 20,086.26
Jul-15	48,672	\$ 6,781.56	2,300	\$ 1,805.77	273,400	\$ 8,718.48	3,591.17	\$ 12,309.65	\$ 20,896.98
Aug-15	48,332	\$ 6,719.49	1,667	\$ 1,356.88				\$ -	\$ 8,076.37
Sep-15	42,862	\$ 6,229.25	2,183	\$ 1,748.21	22,400	\$ 698.65	\$ 387.11	\$ 1,085.76	\$ 9,063.22
Oct-15	47,818	\$ 5,787.04	3,451	\$ 2,636.31				\$ -	\$ 8,423.35
Nov-15	41,404	\$ 5,200.92	5,365	\$ 4,117.88	254,500	\$ 8,075.41	\$ 4,377.49	\$ 12,452.90	\$ 21,771.70
Dec-15								\$ -	\$ -
	526,295.00	\$ 76,306.11	99,498	\$ 83,161.71	1,088,890	\$ 35,012.43	\$ 17,771.27	\$ 52,783.70	\$ 212,251.52

Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET		GAS		WATER		WATER		SEWER		TOTAL			
		CONSUMP	BILL	CONSUMP	BILL	CCF	CONSUMP	BILL	BILL	BILL	BILL	BILL	MONTHLY UTILITY 2015		
Jan-15	141,080	\$	16,136.50	9,650	\$	7,523.53	99,400	\$	2,705.49	\$	1,560.75	\$	4,266.24	\$	27,926.27
Feb-15	121,200	\$	13,960.04	13,367	\$	11,369.37	123,700	\$	3,273.23	\$	1,921.95	\$	5,195.18	\$	30,524.59
Mar-15	117,040	\$	13,017.34	14,430	\$	12,151.92	97,000	\$	2,024.27	\$	1,527.94	\$	4,152.21	\$	30,121.47
Apr-15	111,560	\$	12,770.55	8,819	\$	6,561.30	113,500	\$	2,960.68	\$	1,761.61	\$	4,722.29	\$	24,054.14
May-15	100,000	\$	10,961.68	5,906	\$	4,315.98	105,300	\$	2,829.78	\$	1,641.21	\$	4,470.99	\$	19,748.65
Jun-15	124,480	\$	15,364.70	2,453	\$	2,136.87	98,100	\$	2,644.82	\$	1,534.99	\$	4,179.81	\$	21,681.38
Jul-15	103,400	\$	14,602.49	2,257	\$	1,721.83	99,200	\$	2,632.19	\$	1,620.84	\$	4,253.03	\$	20,577.35
Aug-15	138,320	\$	18,433.45	2,266	\$	1,728.26	126,500	\$	3,260.78	\$	1,952.21	\$	5,212.99	\$	25,374.70
Sep-15	136,800	\$	18,351.13	2,117	\$	1,643.70	126,000	\$	3,175.73	\$	1,926.44	\$	5,102.17	\$	25,097.00
Oct-15	99,560	\$	12,030.48	3,101	\$	2,334.95	119,400	\$	3,328.86	\$	2,004.35	\$	5,333.21	\$	19,698.64
Nov-15	102,840	\$	12,391.05	3,797	\$	2,912.85	153,640	\$	3,687.95	\$	2,325.18	\$	6,013.13	\$	21,317.03
Dec-15															
	1,296,880	\$	158,819.41	68,169	\$	54,400.56	1,262,340	\$	33,123.78	\$	19,777.47	\$	52,901.25	\$	266,121.22

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2015
Jan-15	4,478	\$ 679.23	10,677	\$ 8,409.94	218,400	\$ 7,622.40	\$ 3,707.39	\$ 11,329.79	\$ 20,418.96
Feb-15	4,352	\$ 654.65	10,565	\$ 8,310.07	245,400	\$ 7,619.40	\$ 3,707.39	\$ 11,326.79	\$ 20,291.51
Mar-15	3,307	\$ 520.97	1,012	\$ 830.70	185,250	\$ 6,239.46	\$ 3,149.57	\$ 9,389.03	\$ 10,740.70
Apr-15	2,227	\$ 363.81	521	\$ 414.95				\$ -	\$ 778.76
May-15	452	\$ 102.34	136	\$ 115.02				\$ -	\$ 217.36
Jun-15	1,755	\$ 287.28	56	\$ 67.06				\$ -	\$ 354.34
Jul-15	1,867	\$ 314.46	51	\$ 63.34	259,097	\$ 8,530.25	\$ 4,305.51	\$ 12,835.76	\$ 13,213.56
Aug-15	1,853	\$ 308.46	21	\$ 38.89				\$ -	\$ 347.35
Sep-15	606	\$ 109.58	16	\$ 23.96				\$ -	\$ 133.54
Oct-15	2,994	\$ 447.32	201	\$ 194.62	237,643	\$ 8,042.18	\$ 4,011.99	\$ 12,054.17	\$ 12,696.11
Nov-15	1,781	\$ 289.12	138.0	\$ 136.97				\$ -	\$ 426.09
Dec-15								\$ -	\$ -
	25,672	4,077.22	23,394.00	18,605.52	1,145,790.00	38,053.69	18,881.85	56,935.54	79,618.28

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY		GAS		WATER		SEWER		NET		TOTAL	
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	NET WATER BILL	NET WATER BILL	NET WATER BILL	NET WATER BILL	MONTHLY UTILITY 2015
Jan-15	212,416	\$ 24,464.67	42,759	\$ 33,436.97	337,100	\$ 10,948.53	\$ 5,610.67	\$ 16,559.20	\$ 16,559.20	\$ 16,559.20	\$ 74,460.84	
Feb-15	171,119	\$ 20,325.43	47,272	\$ 39,550.98	369,100	\$ 10,892.63	\$ 5,629.34	\$ 16,521.97	\$ 16,521.97	\$ 16,521.97	\$ 76,398.38	
Mar-15	178,373	\$ 21,029.80	24,900	\$ 27,488.88	470,890	\$ 15,534.71	\$ 8,169.40	\$ 23,704.11	\$ 23,704.11	\$ 23,704.11	\$ 72,202.79	
Apr-15	158,997	\$ 18,657.03	24,621	\$ 15,707.76	132,000	\$ 3,565.78	\$ 2,093.72	\$ 5,659.50	\$ 5,659.50	\$ 5,659.50	\$ 40,024.29	
May-15	140,915	\$ 16,073.12	15,227	\$ 11,127.43	400,750	\$ 11,875.69	\$ 6,593.51	\$ 18,469.20	\$ 18,469.20	\$ 18,469.20	\$ 45,669.75	
Jun-15	167,918	\$ 30,656.89	7,351	\$ 6,411.35	115,600	\$ 3,222.08	\$ 1,831.66	\$ 5,053.74	\$ 5,053.74	\$ 5,053.74	\$ 42,121.98	
Jul-15	153,939	\$ 21,698.51	4,608	\$ 3,590.94	631,697	\$ 19,880.92	\$ 9,517.52	\$ 29,398.44	\$ 29,398.44	\$ 29,398.44	\$ 54,687.89	
Aug-15	188,505	\$ 25,461.40	3,954	\$ 3,124.03	126,500	\$ 3,260.78	\$ 1,952.21	\$ 5,212.99	\$ 5,212.99	\$ 5,212.99	\$ 33,798.42	
Sep-15	180,268	\$ 24,689.96	4,316	\$ 3,415.87	148,400	\$ 3,874.38	\$ 2,313.55	\$ 6,187.93	\$ 6,187.93	\$ 6,187.93	\$ 34,293.76	
Oct-15	150,372	\$ 18,264.84	6,753	\$ 5,165.88	357,043	\$ 11,371.04	\$ 6,016.34	\$ 17,387.38	\$ 17,387.38	\$ 17,387.38	\$ 40,818.10	
Nov-15	146,025	\$ 17,881.09	9,300	\$ 7,167.70	408,140	\$ 11,763.36	\$ 6,702.67	\$ 18,466.03	\$ 18,466.03	\$ 18,466.03	\$ 43,514.82	
Dec-15	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	1,848,847	\$ 239,202.74	191,061.00	\$ 156,167.79	3,497,020	\$ 106,189.90	\$ 56,430.59	\$ 162,620.49	\$ 162,620.49	\$ 162,620.49	\$ 557,991.02	