

# JACKSON HOUSING COMMISSION

REGULAR MEETING – August 19, 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 the Minutes of the Regular Meeting on July 15, 2015
6. Approval of the Previously Paid Liabilities from July 10, 2015 thru August 13, 2015
7. RESOLUTIONS  
Resolution No. 2015-28: Collection Losses Write Offs August 2015

### 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  
Employee Annual Raise  
Personnel

9. ADJOURNMENT

NEXT REGULAR MEETING: **September 16, 2015 in the Reed Manor Board Room**



**Jackson Housing Commission**  
**Minutes of the Regular Meeting**  
**July 15, 2015**

The Jackson Housing Commission's Regular Meeting was held on July 15, 2015 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:03pm. 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: Patricia Tyus, Executive Director  
Shari Boyce, Section 8 Director  
Tremachel Johnson, Comptroller  
Chelsea Bryant, Executive Secretary

**15-07-001 PUBLIC COMMENTS**

Ms. Patricia Ryals, President of the Reed Manor Resident Council, expressed concerns regarding the disbursement of the Residents Council's funding.

**15-07-002 PRESENTATION**

Mrs. Janice Fairley provided a detailed overview of SWAPP, a program empowering parents to become the primary advocates for their children's education. The SWAPP program is currently offered to parents residing at Chalet Terrace and Shahan Blackstone North. Per, Ms. Tyus residents participating in the program will receive eight community service hours.

**15-07-003 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD JULY 15, 2015**

No discussion took place.

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the meeting held July 15, 2015. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

**15-07-004 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM JUNE 12, 2015 THRU JULY 6, 2015**

A discussion of the previously paid liabilities took place.

Commissioner Montgomery **MOVED** to approve the Previously Paid Liabilities from June 12, 2015 thru July 6, 2015. Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted.

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

**15-07-005**

**RESOLUTIONS**

**A. Resolution No. 2015-23: Collection Losses Write Off July**

No discussion took place.

Commissioner Woods **MOVED** to approve the Collections Losses for July 2015. Commissioner Patricia 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

**B. Resolution No. 2015-24: First Merit Signer Removal**

No discussion took place.

Commissioner Montgomery **MOVED** to approve the First Merit Signer Removal. 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:

ABSTAIN:

ABSENT: J. Stark

**C. Resolution No. 2015-25: First Merit Signature Card Updates and Additions**

No discussion took place.

Commissioner Montgomery **MOVED** to approve the First Merit Signature Card Updates and Additions. 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:

ABSTAIN:

ABSENT: J. Stark

**D. Resolution No. 2015-26 County National Bank Signer Removal**

No discussion took place.

Commissioner Davis-Dye **MOVED** to approve the County National Bank Signer Removal.  
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:

ABSTAIN:

ABSENT: J. Stark

**E. Resolution No. 2015-27: County National Bank Signature Card Updates and Additions**

No discussion took place.

Commissioner Montgomery **MOVED** to approve the County National Bank Signature Card Updates and Additions. Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

**15-07-006**

**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

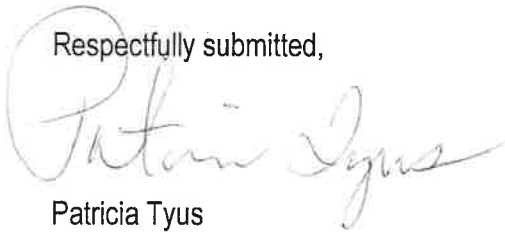
**15-07-07 OTHER BUSINESSS**

The agency received confirmation from HUD that the Housing Choice Voucher program is currently a Standard Performer.

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

The Regular Meeting on July 15, 2015 adjourned at 12:45pm.

Respectfully submitted,



Patricia Tyus  
Executive Director

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

**Jackson Housing Commission**  
Minutes of the Special Meeting  
August 11, 2015

The Jackson Housing Commission's Regular Meeting was held on August 11, 2015, in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:01pm. Upon roll call, the following commissioners were present: Patricia Davis-Dye, Gerald Montgomery, Michelle Pultz-Orthaus, James Stark, and Michelle Woods.

Also present were:

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

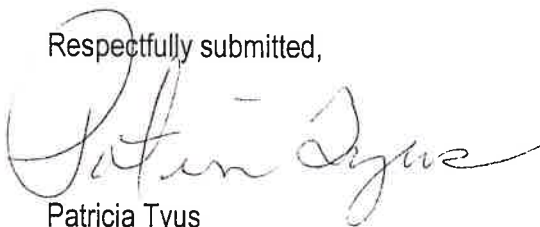
Vice-President Woods **MOVED** to enter a closed Executive Session. Commissioner Montgomery **SECONDED**.

President Pultz-Orthaus presented a motion to reconvene the Special Board Meeting. Commissioner Montgomery **SECONDED**. The Special Meeting of the Jackson Housing Commission reconvened at 12:35pm. No action was required by the board upon return.

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

The Special Meeting on August 11, 2015 adjourned at 12:36pm.

Respectfully submitted,



Patricia Tyus  
Executive Director

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





Jackson Housing Commission  
Register - Basic Listing  
General COCC Account  
From: 07/10/2015 To: 08/13/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002275	07/29/2015	**VOID** Acuity	Payment	( 1,013.68)	POLICY# X65676-4 Void Refer 002275
002289	07/13/2015	J McEldowney Inc.	Payment	561.05	STOP PAYMENT 07.29.15 REISSUED CHK#2294 SERVICE AGREEMENT
002290	07/13/2015	First National Bank Omaha	Payment	683.64	INVOICE# 71156 CANON IR 1740 INVOICE# 71157 CONTRACT OVERAGE CHARGE \$261.05 17,403 * \$0.01500 4988 6591 5776 4912
002291	07/13/2015	COMCAST	Payment	114.85	OFFICE DEPOT - SUPPLIES \$90.37 POLLY'S - FEDEX \$7.19
002292	07/15/2015	SPRINT	Payment	175.90	GFS STORE - SHAHAN FATHER,S EXPLOSION \$177.70
002293	07/15/2015	TDS Metrocom	Payment	52.60	STEAKS EATERY - CYNTHIA DAVIS RETIREMENT FOOD \$350.00
002294	07/28/2015	Acuity	Payment	1,013.68	01721 425384-01-4 INTERNET, VOICE SERVICE 06.28.2015 ACCOUNT# 128763256
002295	07/28/2015	Acuity	Payment	472.89	INVOICE# 128763256-010 \$1,414.07 06.28.2015 TELEPHONE SERV ACCOUNT# 517 787-9241 POLICY# X65676-4 03.26.15 TO 03.26.16 4TH & 5TH PAYMENT
002296	07/29/2015	American Office Solutions	Payment	25.60	REISSUE LOST CHECK# 2275 \$1,013.68 07.08.2015 POLICY# X65676-4 03.26.15 TO 03.26.16 SIXTH INSTALLMENT ACCOUNT# J1087
002297	07/29/2015	Blue Sea L.L.C.	Payment	18.00	INVOICE# 52120 \$25.60 USAGE 5,072@\$0.009800 CONTRACT# CT1197-01 HOSTING FEE INVOICE# 2113
002298	07/29/2015	Computer Ties LLC	Payment	200.00	JUNE 2015 IT CONTRACT SERVICE SALES RECEIPT #25129
002299	07/29/2015	PURCHASE POWER	Payment	150.00	CUSTOMER# 00678952003 POSTAGE METER REFILL 06.22.2015
002300	07/29/2015	ANN ARBOR CREDIT BUREAU, INC.	Payment	23.00	STATEMENT ID# 486584 COURT COST ALANA M DALTON 1187-2
002301	07/29/2015	COMCAST	Payment	680.28	SEVERAL ACCOUNTS 01721 276409-02-9 \$38.05 01721 413438-01-3 \$150.45

Jackson Housing Commission  
Register - Basic Listing  
General COCC Account  
From: 07/10/2015 To: 08/13/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002302	07/29/2015	DBI BUSINESS INTERIORS	Payment	261.94	01721 422344-01-1 \$79.21 01721 346503-01-6 \$187.91 01721 425384-01-4 \$224.66
					CUSTOMER# 224241
					INVOICE# 03IW3826 \$156.52
					#03IU6364 \$79.47
					#03IV2573 \$3.90
					#03IV3688 -\$27.55
					#03IV3687 -\$92.19
					#03IW2335 \$29.97
					#03IW1748 \$111.82
002303	07/29/2015	MLive Media Group	Payment	262.12	200008879
					AD#007339769
002304	07/29/2015	NAHRO	Payment	275.00	ORDEER# 1006314452
					INVOICE# 0006277158
					GRANT WRITING
					CHELSEA BRYANT
002305	08/13/2015	AFLAC	Payment	141.72	VX312
					INVOICE# 978161
002306	08/13/2015	GLG PRINT	Payment	50.00	NVOICE# 41813
002307	08/13/2015	The Nelrod Company	Payment	129.00	INVOICE# ZS-1767137-14
002308	08/13/2015	PURCHASE POWER	Payment	150.00	8000-9000-0062-0884
					16547366
002309	08/13/2015	PLIC - SBU Grand Island	Payment	50.62	#00678952003
					1044559-10001
					AUGUST 2015
002310	08/13/2015	TDS Metrocom	Payment	52.76	517 787-9241
002311	08/13/2015	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	229.00	INVOICE# 159400
002312	08/13/2015	COMCAST	Payment	112.93	01721-425384-01-4
					INTERNET, DIGITAL VOICE
002313	08/13/2015	Emerge Accounting	Payment	2,625.00	JULY FINANCIALS STATEMENTS
					INVOICE# AUGUST-001
002314	08/13/2015	First National Bank Omaha	Payment	1,025.02	XXXX XXXX XXXX 4912
<b>Total:</b>				( 8,522.92)	

Jackson Housing Commission  
Register - Basic Listing  
Public Housing

From: 07/10/2015 To: 08/13/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060480	07/29/2015	**VOID** Acuity	Payment	( 1,689.44)	POLICY# X65676-4 Void Refer 060480
060511	07/13/2015	NAN MCKAY & Associates, Inc.	Payment	800.00	STOP PAYMENT ISSUED AND REPLACED WITH CHECK #60520 ACCOUNT# JAC49201 INVOICE# INV203586 \$800.00
060512	07/13/2015	M.C. Smith Associates and Arcitectoral Group	Payment	380.00	101-104 HCV & PUBLIC HOUSING RENT CALCULATION & EXAM TAMMY LOVELY 2013 CAPITAL FUND PROJECT (A-1092) CHALET TERRACE RE-ROOFING OF 8 BUILDINGS INVOICE# 8
060513	07/14/2015	Consumer Energy	Payment	2,241.00	Utility Reimbursement
060514	07/15/2015	JACKSON WATER COLLECTION	Payment	967.63	READ DATE 06.02.2015
060515	07/15/2015	AMBS CALL CENTER	Payment	372.28	SEE ATTACHMENT FOR ITEMIZED DETAILS ACCOUNT# 1909
060516	07/15/2015	SAFETY SYSTEMS INC	Payment	3,991.00	INVOICE# 150610864 \$372.28 CUSTOMER# 00938 & 07270 INV# 444058 \$912.00 INV# 443555 \$196.00 INV# 55213 \$70.00 INV# 442710 \$684.00 INV# 54988 \$728.00 INV# 441113 \$108.00 INV# 441516 \$369.00 INV# 441517 \$576.00 INV# 441515 \$348.00
060517	07/15/2015	SPRINT	Payment	1,238.17	ACCOUNT# 128763256
060518	07/15/2015	TDS Metrocom	Payment	1,424.75	INVOICE# 128763256-010 \$1,414.07 06.28.2015 5177871188 \$1001.30 5177870168 \$318.71 5177800620 \$78.56 5177800181 \$26.18
060519	07/15/2015	STATE OF MICHIGAN	Payment	910.00	ACCOUNT# 0005345 INVOICE# 1221853 \$910
060520	07/28/2015	Acuity	Payment	1,689.44	POLICY# X65676-4 03.26.15 TO 03.26.16 FOURTH & FIFTH INSTALLMENT
060521	07/28/2015	Acuity	Payment	788.15	REISSUE LOST CHECK# 60480 \$1,689.44 07.08.2015 POLICY# X65676-4 03.26.15 TO 03.26.16

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 07/10/2015 To: 08/13/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060522	07/29/2015	A-1 LOCK SHOP	Payment	9.45	SIXTH INSTALLMENT 5 MAILBOX KEYS
060523	07/29/2015	American Office Solutions	Payment	25.60	ACCOUNT# J1087 INVOICE# IN52120 \$25.60 CONTRACT# CT1197-01 USAGE 5.072@\$0.009800
060524	07/29/2015	APCO SUPPLY	Payment	239.04	ACCOUNT# 178131 INVOICE# 1212182-00
060525	07/29/2015	Blue Sea L.L.C.	Payment	54.00	HOSTING FEE INVOICE# 2113
060526	07/29/2015	Brooklyn Plumbing, Heating & A/C, Inc	Payment	914.72	4 INVOICES #640176 \$400.13 #640474 \$102.00 #640567 \$208.56 #640354 \$204.03
060527	07/29/2015	CASLER HARDWARE	Payment	27.51	3 INVOICES 116101 \$20.99 116170 \$6.49 114610 \$.03
060528	07/29/2015	Computer Ties LLC	Payment	600.00	JUNE 2015 IT CONTRACT SERVICE SALES RECEIPT #25129
060529	07/29/2015	CUT-RATE PLUMBING	Payment	35.41	ID# 644 RECEIPT# 872868 \$13.93 #680377 \$21.48
060530	07/29/2015	DAUGHERTY TREE SERVICE	Payment	175.00	TREE REMOVAL 07.01.2015 914 N BLACKSTONE
060531	07/29/2015	DBI BUSINESS INTERIORS	Payment	138.44	CUSTOMER# 224241 INVOICE# 03IW1767 \$59.99 #03V3275 \$62.97 #03V3686 -\$2.98 #03V3685 -\$8.99 #03IW1768 \$27.45
060532	07/29/2015	ETNA Supply	Payment	412.89	CUSTOMER# 22603 INVOICE# S101476528.001
060533	07/29/2015	Firestone Complete Auto Care	Payment	413.44	330 MOORMAN REPLACE WATER HEATER INVOICE# 092893
060534	07/29/2015	HAMMOND HARDWARE	Payment	121.18	1993 PLYMOUTH VOYAGER (4) NEW TIRES & OIL CHANGE CUSTOMER# 33515 #C167646 \$47.42

Jackson Housing Commission  
Register - Basic Listing  
Public Housing

From: 07/10/2015 To: 08/13/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060535	07/29/2015	HD Supply Facilities Maintenance	Payment	270.19	#B297359 \$8.98 #C167979 \$64.78 CUSTOMER# 461000 INVOICE# 9138805662 \$33.48 #9138871295 \$9.16 #9138926612 \$38.54 #9138833454 \$189.01
060536	07/29/2015	HOUSING DATA SYSTEMS, INC.	Payment	212.50	CLIENT# 6183 INVOICE# 218903 LASER 2-PART C ASH RECEIPTS 2500
060537	07/29/2015	Hirst Electric Company	Payment	68.00	324 MOORMAN INVOICE# 57217
060538	07/29/2015	Home Depot Credit Services	Payment	534.50	6035 3225 4017 5928 STATEMENT DATE 06.21.15
060539	07/29/2015	JACKSON GLASS WORKS INC	Payment	89.50	CUSTOMER# JHOU INVOICE# 387913
060540	07/29/2015	Jackson Housing Commission	Payment	25,506.58	JUNE 2015 MANAGEMENT FEES JUNE 2015 MANAGEMENT FEES
060541	07/29/2015	Keepin It Clean	Payment	290.00	CARPET CLEANING G-21 \$45 H-5 \$45 H-5, H-6, I-21 \$200
060542	07/29/2015	LIBERTY ENVIRONMENTALISTS, INC.	Payment	30.00	JACKHOUSIN INVOICE# 9881 ORDER# 148714 \$10
060543	07/29/2015	LIBRA INDUSTRIES, INC. OF MI	Payment	543.85	#9769 ORDER# 149516 410 #148543 \$10 CUSTOMER# 37126 IWORK UNIFORMS NVOICE# 41609000 \$247.30 #41566600 \$296.55
060544	07/29/2015	LJ TRUMBLE BUILDERS LLC	Payment	18,439.00	SHAHAN OFFICE REN. PAYMENT APPLICATION#4 \$1564 316 BARBERRY RES PAYMENT APPLICATION #1 INSURANCE CLAIM #A7MG2 \$11,875 PAYMENT DEDUCTIBLE \$5000
060545	07/29/2015	M.C. Smith Associates and Arcitectoral Group	Payment	3,132.50	INVOICE#3 \$400, #4 \$1,375, #5 \$300 MILWAUKEE & BARBERRY (A-1100) INVOICE#2 \$690 REED MANOR
060546	07/29/2015	MENARDS - JACKSON	Payment	883.69	INVOICE# 6 \$337.50 109 SHAHAN (A-1086) ACCOUNT# 31610470 INVOICE# 21387 \$128.47

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 07/10/2015 To: 08/13/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060547	07/29/2015	MINUTEMAN SEWER & DRAIN INC.	Payment	200.00	#21339 \$179.98 #21295 \$17.56 #22216 \$37.08 #21395 \$88.79 #22106 \$74 #22111 \$357.81
060548	07/29/2015	MIDWEST INSULATION	Payment	560.46	INVOICE# 15540 D BLDG CLEANED MAIN LINE INVOICE# 50960.00
060549	07/29/2015	MODERN WASTE SYSTEMS	Payment	7,936.34	316 BARBERRY BATH TUB GRAB BARS REASONABLE ACCOM. ACCOUNT# 23056
060550	07/29/2015	PDQ SUPPLY, INC.	Payment	100.90	INVOICE# 44902 WASTE REMOVAL SERVICE 07.01 - 07.31.2015 CUST ACCT# 118660
060551	07/29/2015	PURCHASE POWER	Payment	250.04	INVOICE# SI-212495 CUSTOMER# 00678952003 POSTAGE METER REFILL
060552	07/29/2015	Rooney's Sewer Service	Payment	270.00	3 INVOICES INVOICE# 2213 \$90.BLDG A #2208 \$90 LAUNDRY AREA BLDG A #2207 \$90 BLDG E-7
060553	07/29/2015	Rose Pest Solutions	Payment	2,937.00	CLIENT# 70001132 INVOICE# 88763C
060554	07/29/2015	TransUnion Rental Screening	Payment	52.35	CUSTOMER# 4408R0064047 INVOICE# 06533222
060555	07/29/2015	WEATHERPROOF INC	Payment	27.84	JAC HOUS COM INVOICE# 300225 \$27.84
060556	07/29/2015	White & Hotchkiss, PLLC	Payment	450.00	FILE# 1919 INVOICE# 68489
060557	08/13/2015	AFLAC	Payment	70.32	VX312 INVOICE# 978161
060558	08/13/2015	Aspen One Hour Heating & Air Conditioning	Payment	1,500.00	ACCOUNT# 151323 INVOICE# 350907 \$250 #351637 \$300 #350899 \$350 #351463 \$300 #350473 \$300
060559	08/13/2015	Brooklyn Plumbing, Heating & A/C, Inc	Payment	353.92	INVOICE# 641404 INSTALLATION OF WATER HEATER 148 SHAHAN
060560	08/13/2015	CASLER HARDWARE	Payment	8.98	CUSTOMER# 33561 INVOICE# 115698

Jackson Housing Commission  
Register - Basic Listing  
Public Housing  
From: 07/10/2015 To: 08/13/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060561	08/13/2015	CUT-RATE PLUMBING	Payment	10.42	RECEIPT# 680582
060562	08/13/2015	DALLEN GORDON	Payment	24.00	EMERGENCY AIR CONDITION UTILITY ROOM FINAL ACCOUNTING ACCOUNT# 4374-05
060563	08/13/2015	ELMER WALLACE	Payment	572.00	FINAL ACCOUNTING ACCOUNT# 4434-13
060564	08/13/2015	ETNA Supply	Payment	464.88	CUSTOMER# 22603 INVOICE# S101516346.001
060565	08/13/2015	Firestone Complete Auto Care	Payment	84.98	INVOICE# 093129 \$37.49 2012 CHEVROLET TRAVERSE LT #093123 \$47.49 2011 FORD F-250 SUPER DUTY XLT
060566	08/13/2015	FIRST CONTRACTING, INC.	Payment	139,765.50	CHALET TERRACE REROOFING 2013/2014 CFP
060567	08/13/2015	GLG PRINT	Payment	150.00	INVOICE# 41813
060568	08/13/2015	HAMMOND HARDWARE	Payment	25.00	CUSTOMER# 33515 TRANSACTION# B298913 \$23.39 #B299478 \$1.61
060569	08/13/2015	HD Supply Facilities Maintenance	Payment	147.58	CUSTOMER# 461000 INVOICE# 9139155206 \$25.96 #60.5650.24 \$121.62
060570	08/13/2015	Home Depot Credit Services	Payment	4,216.88	6035 3225 4017 5928 INVOICE# 8970804 \$1988.94 #9021636 \$239 #7971179 \$1988.94
060571	08/13/2015	Jackson Transportation Authority	Payment	380.54	INVOICE# 0026043-IN # 0026032-IN
060572	08/13/2015	JACKSON GLASS WORKS INC	Payment	207.00	CUSTOMER# JHOU INVOICE# 388468
060573	08/13/2015	K & J PLUMBING CO.	Payment	260.00	INVOICE 07.27.2015 1248 LAUREL LN
060574	08/13/2015	LIBRA INDUSTRIES, INC. OF MI	Payment	113.55	CUSTOMER# 37126 INVOICE# 41658100
060575	08/13/2015	MENARDS - JACKSON	Payment	62.16	ACCOUNT# 31610470 INVOICE# 23546 \$13.96 #23662 \$48.20
060576	08/13/2015	The Nelrod Company	Payment	129.00	INVOICE# ZS-1767137-14
060577	08/13/2015	OSBORNE PROCESS SERVICE	Payment	847.43	BUILDING STRONG RESIDENT COUNCILS MINI COURSE 08.05.15 #OBP-2015000296 \$27.83 #OBP-2015000223 \$131.73 #OBP-2015000366 \$242.11

Jackson Housing Commission  
Register - Basic Listing

Public Housing

From: 07/10/2015 To: 08/13/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
					#OBP-2015000259 \$27.42
					#OBP-2015000264 \$27
					#OBP-2015000359 \$27
					#OBP-2015000422 \$27
					#OBP-2015000261 \$171
					#OBP-2015000131 \$27
					#OBP-2015000107 \$27
					#OBP-2015000108 \$27
					#OBP-2015000126 \$27
					#OBP-2015000105 \$29.16
					#OBP-2015000360 \$29.18
060578	08/13/2015	PDQ SUPPLY, INC.	Payment	73.98	CUST ACC# 118660
					INVOICE# SL-212836
060579	08/13/2015	PERRY PATRICK	Payment	21.00	FINAL ACCOUNTING
					#3249-07
060580	08/13/2015	PURCHASE POWER	Payment	250.00	8000-9000-0062-0884
					#16547366
					#00678952003
060581	08/13/2015	PLIC - SBD Grand Island	Payment	151.86	1044559-10001
					08.01.15-08.31.15
060582	08/13/2015	TDS Metrocom	Payment	1,448.65	517 787-6326
					517 787-0168
					517 780-0620
					517 780-0181
<b>Total:</b>				(	230,404.53)



Jackson Housing Commission  
Register - Basic Listing  
Section 8 Housing Voucher Prog  
From: 07/10/2015 To: 08/13/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054180	07/13/2015	J McEldowney Inc.	Payment	741.65	CANON IR 1730 INVOICE# 71154 SERVICE AGREEMENT \$450.00 INVOICE# 71155 CONTRACT COVERAGE CHARGE \$291.65 19,443 * \$0.01500
054181	07/15/2015	TDS Metrocom	Payment	74.20	ACCOUNT# 517 787 6326 TELEPHONE SERVICE 06.28.2015
054182	07/28/2015	Acuity	Payment	675.78	POLICY# X65676-4 03.26.15 TO 03.26.16 4TH & 5TH PAYMENT REISSUE LOST CHECK# 54169 \$675.78 07.08.2015
054183	07/28/2015	Acuity	Payment	315.26	POLICY# X65676-4 03.26.15 - 03.26.16 6TH INSTALLMENT HOSTING FEE INVOICE# 2113
054184	07/29/2015	Blue Sea L.L.C.	Payment	18.00	
054185	07/29/2015	Computer Ties LLC	Payment	200.00	JUNE 2015 IT CONTRACT SERVICE SALES RECEIPT #25129
054186	07/29/2015	PURCHASE POWER	Payment	100.00	CUSTOMER# 00678952003 POSTAGE METER REFILL 06.22.2015
054187	07/29/2015	TransUnion Rental Screening	Payment	7.40	CUSTOMER# 4408R0064047 INVOICE# 06533222
054188	07/29/2015	DBI BUSINESS INTERIORS	Payment	63.80	CUSTOMER# 224241 INVOICE# 03IW0170
054189	07/29/2015	TALX THE WORK NUMBER	Payment	96.44	CUSTOMER# 8805983 INVOICE# 1873716
054190	08/13/2015	AFLAC	Payment	208.38	VX312 INVOICE# 978161
054191	08/13/2015	GLG PRINT	Payment	50.00	INVOICE# 41813
054192	08/13/2015	Jackson Transportation Authority	Payment	58.05	INVOICE# 0026043-IN #0026032-IN
054193	08/13/2015	PURCHASE POWER	Payment	100.00	8000-9000-0062-0884 #16547366 #00678962003
054194	08/13/2015	PLIC - SBD Grand Island	Payment	29.37	1044559-10001 AUGUST 2015
054195	08/13/2015	TDS Metrocom	Payment	77.87	517 787-6326
054196	08/13/2015	NAN MCKAY & Associates, Inc.	Payment	224.00	JAC49201 INVOICE# 204815

**Total:** ( 3,040.20)

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2015-28**

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

AMP 2: Reed Manor	\$ 4,079.15
<b>Total</b>	<b>\$ 4,079.15</b>

The attached Collection Losses Report reflects the delinquent amount of **\$4,079.15** 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:

President Pultz-Orthaus 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 August 19, 2015.

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



# Collection Losses Report

*Three months or greater*

August 2015

Board Resolution 2015-28

<b>Property</b>	<b>Tenant</b>	<b>Move-Out</b>	<b>Amount</b>
Chalet Terrace	P-002-3275-10	5-26-15	\$1,334.95
Chalet Terrace	P-002-3298-09	5-06-15	\$130.00
Chalet Terrace	P-002-3301-05	5-21-15	\$971.00
Reed Manor	P-002-4385-11	5-26-15	\$1,077.10
Reed Manor	P-002-4409-10	5-31-15	\$566.10
<b>Total Write Off</b>			<b>\$4,079.15</b>

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



# Leasing and HAP Utilization

Cy 15

A	B	C	D	E	F	G	H	I	J	K	L
Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRA Available
Balance Forward											
January	212,043	217,539	102.6%	451	482.35	94.9%	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	96.9%	448	466.64	94.3%	475	637	3	6,585	04,465
April	218,507	201,269	92.0%	442	455.36	93.1%	475	2,542	3	17,238	24,248
May	216,236	199,607	92.0%	440	453.65	92.6%	475	994	4	16,629	41,875
June	216,619	198,029	91.4%	438	452.12	92.2%	475	1,060	4	18,590	61,529
July	197,133	197,285	100.1%	440	448.38	92.6%	475	723	4	(152)	62,104
August											
September											
October											
November											
December											
	<b>1,491,846</b>	<b>1,436,878</b>	<b>96.3%</b>	<b>3113</b>	<b>461.40</b>	<b>93.6%</b>	<b>3325</b>	<b>7,144</b>	<b>22</b>	<b>54,938</b>	

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

**A. Basic Identification Data**

3. Total Units Available: 127      5. Fiscal Year Beginning: 04/01/2015      6. Report Period Ending Date: 07/31/2015

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 124      2. Total Charges: 28,236.35      3. Dwelling Rental: 25,408.00      4. Retroactive Rent: 0.00      5. Excess Utility: 613.50      6. Additional Charges: 2,264.85

**C. Receivables**

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	11	365.97	0.00	28.00	780.49	1,174.46
Over One Month Delinquent	56	4,734.15	0.00	1,237.29	8,140.36	14,111.80
<b>Total for TIP</b>	<b>67</b>					<b>15,286.26</b>
Vacated TAR	7					5,593.09
<b>Total</b>	<b>74</b>					<b>20,879.35</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	12	2,666.25
Under Formal Repayment Agreement with Payments Up-to-Date	12	2,666.25
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	55	12,620.01

**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)
	07/31/2015	07/31/2014	07/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	54	57	60
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	45	22	36

**F. Collection Losses**

1. Amount Charged to Loss this Period      0.00  
 2. Amount Charged to Loss this Year to Date      3,082.33



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

**A. Basic Identification Data**

3. Total Units Available: 120      5. Fiscal Year Beginning: 04/01/2015      6. Report Period Ending Date: 07/31/2015

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 120      2. Total Charges: 17,103.47      3. Dwelling Rental: 15,928.41      4. Retroactive Rent: 0.00      5. Excess Utility: 0.00      6. Additional Charges: 1,175.06

**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	16	6.28	29.00	153.87	349.11	538.26
Over One Month Delinquent	37	6,046.30	2,198.10	552.65	6,934.80	15,731.85
<b>Total for TIP</b>	<b>53</b>					<b>16,270.11</b>
Vacated TAR	1					1,359.50
<b>Total</b>	<b>54</b>					<b>17,629.61</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	7	3,812.64
Under Formal Repayment Agreement with Payments Up-to-Date	7	3,812.64
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	46	12,457.47

**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)
	07/31/2015	07/31/2014	07/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	44	38	28
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	73	25	21

**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 - July 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: 07/31/2015

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 289      2. Total Charges: 59,532.65      3. Dwelling Rental: 55,600.53      4. Retroactive Rent: 1,139.00      5. Excess Utility: 864.00      6. Additional Charges: 1,979.12

**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	21	675.00	0.00	17.00	323.00	1,015.00
Over One Month Delinquent	96	2,640.20	6,898.37	137.00	10,446.36	20,121.93
<b>Total for TIP</b>	<b>117</b>					<b>21,136.93</b>
Vacated TAR	23					10,941.18
<b>Total</b>	<b>140</b>					<b>32,078.11</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	48	7,116.84
Under Formal Repayment Agreement with Payments Up-to-Date	48	7,116.84
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	69	14,020.09

**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)
	07/31/2015	07/31/2014	07/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	40	27	20
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	24	24	12

**F. Collection Losses**

1. Amount Charged to Loss this Period	0.00
2. Amount Charged to Loss this Year to Date	5,617.00

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

**A. Basic Identification Data**

3. Total Units Available: 539                      5. Fiscal Year Beginning: 04/01/2015                      6. Report Period Ending Date: 07/31/2015

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 533      2. Total Charges: 104,972.47      3. Dwelling Rental: 96,936.94      4. Retroactive Rent: 1,139.00      5. Excess Utility: 1,477.50      6. Additional Charges: 5,419.03

**C. Receivables**

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	48	1,047.25	29.00	-98.87	1,452.60	2,727.72
Over One Month Delinquent	189	13,420.65	9,096.47	1,926.94	25,521.52	49,965.58
<b>Total for TIP</b>	<b>237</b>					<b>52,693.30</b>
Vacated TAR	31					17,893.77
<b>Total</b>	<b>268</b>					<b>70,587.07</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	67	13,595.73
Under Formal Repayment Agreement with Payments Up-to-Date	67	13,595.73
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	170	39,097.57

**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)
	07/31/2015	07/31/2014	07/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	44	36	31
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	37	23	21

**F. Collection Losses**

1. Amount Charged to Loss this Period	0.00
2. Amount Charged to Loss this Year to Date	9,239.28



Jackson Housing Commission  
**PHAS - Vacant Unit Turnaround Time**  
Public Housing  
for Units Re-Occupied between: 07/01/2015 and 07/31/2015

Prj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
002-4434	315 Steward Avenue	I-21	06/30/2015	06/30/2015	0	07/10/2015	9	07/10/2015	0	9	0	0	0	0
002-3249	301 Steward Ave	D-2	07/06/2015	07/07/2015	0	07/16/2015	9	07/16/2015	0	9	0	0	0	0
002-4465	315 Steward Avenue	I-52	07/09/2015	07/09/2015	0	07/15/2015	6	07/16/2015	0	6	0	0	0	0
001-1109	1237 Laurel Lane		07/10/2015	07/10/2015	0	07/23/2015	13	07/29/2015	5	18	0	0	0	0
001-1126	326 Barberry Drive		07/13/2015	07/13/2015	0	07/29/2015	16	07/30/2015	0	16	0	0	0	0
<b>Total Units:</b>					0		53		5	58	0	0	0	0

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

<b>DATE:</b>	<b>NUMBER:</b>	<b>DESCRIPTION:</b>	<b>AMP#</b>	<b>AMOUNT</b>	<b>ADJUSTMENT</b>	<b>REMAINING</b>
			<b>ACCOUNT#</b>	<b>USED:</b>		<b>BALANCE</b>
07.09.2015	395	B Fridd court filings	91700.1 \$15	\$ 150.00		\$ 1,583.86
7/10/2015	396	Patricia Tyus mileage 06.03.15-06.30.15	91700.2 \$45	\$ 51.12		\$ 1,532.74
7/17/2015	397	Gary Gram Safety shoes reimbursement	91700.3 \$90	\$ 25.21		\$ 1,507.53
7/17/2015	398	Roy Nethercott mileage 06.26.15-0.23.15	91800.4	\$ 21.39		\$ 1,486.14
7/17/2015	399	Matt Weston mileage 06.19.2015-06.25.15	91800.1	\$ 20.24		\$ 1,465.90
7/17/2015	400	Pamela Postma to Wash	91900.2	\$ 5.00		\$ 1,460.90
7/14/2015	401	B Fridd court filings	91700.2	\$ 45.00		\$ 1,415.90
7/24/2015	402	Joe Arnold mileage 07.03.15-07.09.15	91800.1	\$ 45.25		\$ 1,370.65
7/24/2015	403	Lorenzo Neal mileage 07.12.15-07.17.15	91800.3	\$ 10.35		\$ 1,360.30
			91700.1 \$285			
			91700.2 \$135			
7/29/2015	404	B Fridd court filings	91700.3 \$ 45	\$ 465.00		\$ 895.30
7/30/2015	405	T. Johnson overnight Acuity pymt	91600.4	\$ 19.99		\$ 875.31

# Jackson Housing Commission Consolidated TARS Report

July 2015

AMP	Total Rents	Rents Collected	% of Rents Collected	Vacant Units	% of Units Vacant	Notices to Vacate	14 Day Notices	Court Filings
Chalet Terrace	124	93	75	4	3	0	22	9
Reed Manor	289	245	85	4	1	1	41	3
Shahan Blackstone	120	95	79	2	2	1	18	7

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

<b>AMP</b>	<b>Tenant</b>	<b>Account Number</b>	<b>Move-Out</b>	<b>Reason</b>
Reed Manor	Tenant 1	P-002-3249-07	7/6/15	Section 8
Reed Manor	Tenant 2	P-002-4465-14	7/9/15	Eviction
Reed Manor	Tenant 3	P-002-4374-07	7/10/15	Relocation
Reed Manor	Tenant 4	P-002-3250-07	7/10/15	Moved
Reed Manor	Tenant 5	P-002-4378-09	7/13/15	Deceased
Reed Manor	Tenant 6	P-002-3320-07	7/16/15	Moved
Reed Manor	Tenant 7	P-002-4448-05	7/20/15	Unknown
Chalet Terrace	Tenant 8	P-001-7633-03	7/27/15	Eviction
Chalet Terrace	Tenant 9	P-001-1109-09	7/29/15	Eviction
Chalet Terrace	Tenant 10	P-001-1126-12	7/31/15	Moved
Chalet Terrace	Tenant 11	P-001-1132-07	7/31/15	Eviction



**MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT  
JULY 2015**

<b>DATE COMPLETE</b>	<b>DV/PJ</b>	<b>ACTIVITY</b>	<b>TENANT</b>	<b>STAFF</b>
07/01	04:45p-05:15p	RM Lockout	A. Sheeley	Nethercott
07/03	04:40p-05:48p	RM Alarm trip in mechanical room		Arnold
07/03	06:15p-07:00p	RM Toilet overflowed, tenant stated 1" of water on floor. Floor was only wet	T. Hoyer	Nethercott
07/05	12:14a-12:56a	RM Heat won't shut off	S. Williams	Arnold
07/05	03:45p-04:45p	RM Ceiling fell, water leak	M. Hopkins	Arnold
07/06	04:05p-04:38p	RM Problem with toilet	S. Williams	Arnold
07/07	05:50a-06:25a	RM Lockout	T. Hoyer	Arnold
07/08	05:05p-06:10p	RM Toilet won't flush	R. Einloth	Arnold
07/09	07:35p-08:25p	SBN Co or gas leak	T. Styles	Arnold
07/09	08:56p-09:45p	CT Lock change lost key	D. Smoot	Arnold
07/10	06:45p-07:30p	RM plugged up toilet	R. Einloth	Weston
07/12	04:30p-05:30p	CT No power to kit lite or 1/2 of living room outlet	N. Melton	Neal
07/12	07:45p-08:15p	RM Lockout	K. Dungy	Neal
07/15	06:00p-06:45p	RM Plugged kit sink	C. Fuse	Neal
07/17	04:35a-05:15a	RM Lockout	T. Hoyer	Neal
07/17	04:00p-04:45p	SBN No hot water	D. Williams	Cram
07/17	05:50p-06:40p	RM Fire alarm going off	I-Bldg	Cram
07/19	11:30a-12:27p	RM Frig not working	S. Glaspie	Cram
07/19	04:20p-05:20p	SBN Lockout	D Duffin	Cram
07/19	05:30p-06:45p	CT Alarm not set	Office	Cram
07/21	05:30p-06:00p	CT No power	P. Davis	Cram
07/22	05:00p-06:00p	RM Fire alarm	I-Bldg	Cram
07/22	07:30p-08:30p	SBN Lock office	Office	Cram
07/24	05:54p-06:20p	RM Unofficial call to Reed from P. Ryals to retrieve bicycle from apt H-9 crime scene	H-Bldg	Arnold
07/24	03:40a-04:15a	RM Lockout	P. Wisniski	Arnold
07/25	01:15p-01:40p	RM Secure apt	F-Bldg	Arnold
07/25	07:20p-07:55p	CT No hot water	M. Lee	Arnold
07/25	08:20p-09:05p	RM Alarm tripped	Maint Garage	Arnold
07/26	10:56a-11:30a	RM Lockout	D. Monroe	Arnold
07/26	02:32p-02:50p	RM Door alarm going off	C-Bldg	Arnold
07/26	02:50p-03:26p	RM Tenant said he fell and chipped tooth because of no lights in bathroom	T. Keeder	Arnold
07/26	03:56p-04:28p	CT Alarm front door glass broken	Office	Arnold
07/29	06:45p-07:30p	CT Outside water will not shut off	A. Hampton	Arnold
07/31	09:47p-10:24p	RM Lockout	O. Davis	Oakley
07/31	11:30p-12:10a	SBN Carbon monoxide detector problem	A. Ely	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	\$ 14,186.26	187,940	\$ 6,670.90	\$ 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				\$ -	\$ 8,587.33
Aug-15								\$ -	\$ -
Sep-15								\$ -	\$ -
Oct-15								\$ -	\$ -
Nov-15								\$ -	\$ -
Dec-15								\$ -	\$ -
	<b>345,879.00</b>	<b>\$ 52,369.41</b>	<b>86,832</b>	<b>\$ 73,302.43</b>	<b>538,590</b>	<b>\$ 17,519.89</b>	<b>\$ 9,415.50</b>	<b>\$ 26,935.39</b>	<b>\$ 152,607.23</b>

# Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2015
Jan-15	141,080	\$ 16,136.50	9,650.0	\$ 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	117,640	\$ 13,817.34	14,436	\$ 12,151.92	97,600	\$ 2,624.27	\$ 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	2,453.0	\$ 2,136.87	98,100	\$ 2,644.82	\$ 1,534.99	\$ 4,179.81	\$ 21,681.38
Jul-15	103,400	\$ 14,602.49	2,257.0	\$ 1,721.83	99,200	\$ 2,632.19	\$ 1,620.84	\$ 4,253.03	\$ 20,577.35
Aug-15								-	-
Sep-15								-	-
Oct-15								-	-
Nov-15								-	-
Dec-15								-	-
	<b>819,360</b>	<b>\$ 97,613.30</b>	<b>56,888</b>	<b>\$ 45,780.80</b>	<b>736,800</b>	<b>\$ 19,670.46</b>	<b>\$ 11,569.29</b>	<b>\$ 31,239.75</b>	<b>\$ 174,633.85</b>

# Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

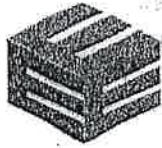
MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2015
Jan-15	4,478	\$ 679.23	10,677	\$ 8,409.94	218,400	\$ 7,622.40	\$ 3,707.39	\$ 11,329.79	\$ 20,418.96
Feb-15	4,352	\$ 654.65	10,565	\$ 8,310.07	245,400	\$ 7,619.40	\$ 3,707.39	\$ 11,326.79	\$ 20,291.51
Mar-15	3,307	\$ 520.97	1,012	\$ 830.70	185,250	\$ 6,239.40	\$ 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	51.0	\$ 63.34	259,097	\$ 8,530.25	\$ 4,305.51	\$ 12,835.76	\$ 13,213.56
Aug-15								\$ -	\$ -
Sep-15								\$ -	\$ -
Oct-15								\$ -	\$ -
Nov-15								\$ -	\$ -
Dec-15								\$ -	\$ -
	<b>18,438</b>	<b>2,922.74</b>	<b>23,018.00</b>	<b>18,211.08</b>	<b>908,147.00</b>	<b>30,011.51</b>	<b>14,869.86</b>	<b>44,881.37</b>	<b>66,015.19</b>

# Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY		GAS		WATER		SEWER	WATER	NET	TOTAL
	KW HOURS	NET	MCF	CCF	BILL	BILL				
	CONSUMP	BILL	CONSUMP	CONSUMP	BILL	BILL	BILL	BILL	BILL	UTILITY 2015
Jan-15	212,416	\$ 24,464.67	42,759	337,100	\$ 33,436.97	\$ 10,948.53	\$ 5,610.67	\$ 16,559.20	\$	\$ 74,460.84
Feb-15	171,119	\$ 20,325.43	47,272	369,100	\$ 39,550.98	\$ 10,892.63	\$ 5,629.34	\$ 16,521.97	\$	\$ 76,398.38
Mar-15	178,373	\$ 21,029.80	24,900	470,690	\$ 27,468.88	\$ 15,534.71	\$ 8,169.40	\$ 23,704.11	\$	\$ 72,202.79
Apr-15	158,997	\$ 18,657.03	24,621	132,000	\$ 15,707.76	\$ 3,565.78	\$ 2,093.72	\$ 5,659.50	\$	\$ 40,024.29
May-15	140,915	\$ 16,073.12	15,227	400,750	\$ 11,127.43	\$ 11,875.69	\$ 6,593.51	\$ 18,469.20	\$	\$ 45,669.75
Jun-15	167,918	\$ 30,656.89	7,351	115,600	\$ 6,411.35	\$ 3,222.08	\$ 1,831.66	\$ 5,053.74	\$	\$ 42,121.98
Jul-15	153,939	\$ 21,698.51	4,608	358,297	\$ 3,590.94	\$ 11,162.44	\$ 5,926.35	\$ 17,088.79	\$	\$ 42,378.24
Aug-15	0	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$	\$ -
Sep-15	0	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$	\$ -
Oct-15	0	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$	\$ -
Nov-15	0	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$	\$ -
Dec-15	0	\$ -	-	-	\$ -	\$ -	\$ -	\$ -	\$	\$ -
	<b>1,183,677</b>	<b>\$ 152,905.45</b>	<b>166,738.00</b>	<b>2,183,537</b>	<b>\$ 137,294.31</b>	<b>\$ 67,201.86</b>	<b>\$ 35,854.65</b>	<b>\$ 103,056.51</b>	<b>\$</b>	<b>\$ 393,256.27</b>





EMERGE  
CERTIFIED  
PUBLIC  
ACCOUNTANTS

519-B Johnson Ferry Road

Suite 300

Marietta, GA 30068

Phone: 678.733.2299

Fax: 888.552.7528

## Jackson Housing Authority


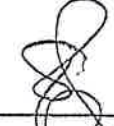





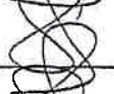


Executive Director: Patricia Tyus

### Monthly Financial Reports

301 Steward Avenue  
Jackson, MI 49201

Date: 8/14/15

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

Manager	Accountant	
		Income Statements
		Balance Sheets
		Bank Reconciliations
		Ratios
		Variance Analysis



EMERGE  
CERTIFIED  
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ACCOUNTANTS

**SHAHAN BLACKSTONE**

This AMP had a loss of \$17, 112 for the month of July. The contributing factors for the loss for this month are as follows:

- Subsidy received \$23,416 below budget
- Maintenance Contracts exceeded budget by \$4,153
- Maintenance Materials exceeded budget by \$2,479

**COCC**

COCC had a loss of \$ 7,635 for the month of July. The contributing factors for the loss for this month are as follows:

- Administrative Expense exceeded budget by \$8,801
- Office Expense exceeded budget by \$3,122



**Jackson Housing Authority  
Ratios  
For Year Ended 07/31/2015**

**Quick Ratio:**

		<u>Ratios</u>	<u>Score</u>	<u>Max Score</u>	<u>Percentage</u>
CT	$\frac{\$ 307,426}{\$ 84,095} =$	3.66	12.00	12.00	100%
RM	$\frac{\$ 413,678}{\$ 113,160} =$	3.66	12.00	12.00	100%
SB	$\frac{\$ 56,943}{\$ 15,577} =$	3.66	12.00	12.00	100%

**MENAR:**

CT	$\frac{\$ 223,331}{\$ 65,979} =$	3.38	11.00	11.00	100%
RM	$\frac{\$ 300,519}{\$ 50,670} =$	5.93	11.00	11.00	100%
SB	$\frac{\$ 41,367}{\$ 44,462} =$	0.93	6.50	11.00	59%

**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%

<b>CT Total Score</b>	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
<b>RM Total Score</b>	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
<b>SB Total Score</b>	<u>20.50</u>	<u>25.00</u>	<u>82%</u>
<b>Average Weighted Score</b>	<u>23.50</u>	<u>25.00</u>	<u>94%</u>

# Jackson Housing Commission

## Chalet Terrace

Income Statement  
Month Ending July 31, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year-To-Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
<b>Income</b>						
Dwelling Rent	23,814	20,770	3,043	95,149	83,081	12,068
Interest Income	23	-	23	90	-	90
Operating Subsidy	70,480	40,826	29,654	206,350	163,303	43,048
Other Income	3,917	167	3,750	24,688	667	24,021
<b>Operating Income</b>	<b>38,233</b>	<b>61,763</b>	<b>36,471</b>	<b>326,277</b>	<b>247,050</b>	<b>79,227</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	3,325	3,584	259	17,272	14,334	(2,938)
Employee Benefits- Admin	1,327	1,209	(118)	12,025	4,835	(7,190)
Administrative Expense	3,014	792	(2,222)	12,283	3,167	(9,117)
Audit Fees	-	188	188	-	750	750
Legal Expense	292	250	(42)	1,119	1,000	(119)
Management Fees	6,021	4,750	(1,271)	29,726	19,000	(10,726)
Office Supplies	511	417	(94)	3,444	1,667	(1,777)
Postage	55	100	45	139	400	261
Retirees Health Insurance	2,961	2,917	(44)	9,898	11,667	1,769
Staff Training	-	167	167	296	667	370
Telecommunications	1,478	833	(645)	3,803	3,333	(469)
<b>Total Administrative Expense</b>	<b>18,984</b>	<b>15,205</b>	<b>(3,779)</b>	<b>90,003</b>	<b>60,819</b>	<b>(29,184)</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	0,285	10,865	581	47,039	43,461	(3,578)
Employee Benefits - Maintenance	2,985	3,997	1,012	11,064	15,987	4,922
Maintenance Contracts	7,620	2,083	(5,537)	21,089	8,333	(12,755)
Maintenance Materials	2,560	2,500	(60)	13,511	10,000	(3,511)
Security Contracts	-	375	375	-	1,500	1,500
<b>Total Maintenance Expense</b>	<b>23,450</b>	<b>19,820</b>	<b>(3,629)</b>	<b>92,703</b>	<b>79,281</b>	<b>(13,422)</b>
<b>Tenant Services</b>						
Tenant Services - Recreation	-	-	-	-	-	-
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	833	833	-	3,333	3,333
Lifestart Grant	-	-	-	-	-	-
<b>Total Tenant Services</b>	<b>-</b>	<b>833</b>	<b>833</b>	<b>-</b>	<b>3,333</b>	<b>3,333</b>
<b>Utilities &amp; General Expenses</b>						
Electric	15,397	6,684	(8,713)	27,121	26,735	(386)
Gas	4,207	7,500	3,293	19,635	30,000	10,365
Fuel	-	-	-	-	-	-
Insurance	8,201	2,917	(5,284)	15,952	11,667	(4,285)
Payments in Lieu of Taxes	-	1,088	1,088	-	4,352	4,352
Water & Sewer	874	4,167	3,293	18,500	16,667	(1,834)
<b>Total Utilities</b>	<b>28,679</b>	<b>22,355</b>	<b>(6,324)</b>	<b>81,208</b>	<b>89,421</b>	<b>8,212</b>
<b>TOTAL Operating Expense</b>	<b>71,112</b>	<b>58,213</b>	<b>(12,899)</b>	<b>263,915</b>	<b>232,854</b>	<b>(31,061)</b>
<b>NET INCOME (LOSS)</b>	<b>27,121</b>	<b>3,549</b>	<b>23,572</b>	<b>62,362</b>	<b>14,196</b>	<b>48,166</b>

# Jackson Housing Commission

## Reed Manor

### Income Statement

Month Ending July 31, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
<b>Income</b>						
Dwelling Rent	55,981	49,818	6,163	221,394	199,270	22,123
Interest Income	23	-	23	90	-	90
Operating Subsidy	62,716	56,411	6,305	295,835	225,644	70,192
Other Income	6,126	833	5,293	19,000	3,333	15,666
<b>Operating Income</b>	<b>124,846</b>	<b>107,062</b>	<b>17,784</b>	<b>536,318</b>	<b>428,247</b>	<b>108,071</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	8,140	6,659	(1,481)	35,879	26,636	(9,243)
Employee Benefits- Admin	912	2,159	1,246	8,860	8,635	(225)
Administrative Expense	2,639	417	(2,223)	12,296	1,667	(10,630)
Audit Fees	-	192	192	-	767	767
Legal Expense	489	500	11	1,850	2,000	150
Management Fees	13,796	22,125	8,329	68,839	88,500	19,661
Office Supplies	656	875	219	4,882	3,500	(1,382)
Postage	135	100	(35)	327	400	73
Retirees Health Insurance	-	347	347	-	1,387	1,387
Staff Training	-	458	458	153	1,833	1,680
Telecommunications	1,993	625	(1,368)	7,242	2,500	(4,742)
<b>Total Administrative Expense</b>	<b>28,760</b>	<b>34,456</b>	<b>5,696</b>	<b>140,329</b>	<b>137,824</b>	<b>(2,505)</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	10,897	12,477	1,581	50,323	49,910	(413)
Employee Benefits - Maintenance	5,356	7,233	1,877	12,312	28,933	16,621
Maintenance Contracts	9,510	3,750	(5,760)	29,519	15,000	(14,519)
Maintenance Materials	2,798	4,167	1,369	18,212	16,667	(1,546)
Security Contracts	-	4,167	4,167	-	16,667	16,667
<b>Total Maintenance Expense</b>	<b>28,561</b>	<b>31,794</b>	<b>3,234</b>	<b>110,367</b>	<b>127,176</b>	<b>16,810</b>
<b>Tenant Services</b>						
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	1,250	1,250	-	5,000	5,000
Lifestart Grant	-	-	-	-	-	-
<b>Total Tenant Services</b>	<b>-</b>	<b>1,250</b>	<b>1,250</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>
<b>Utilities &amp; General Expenses</b>						
Electric	15,365	14,583	(781)	45,399	58,333	12,934
Gas	2,137	10,348	8,211	12,221	41,393	29,172
Fuel	-	-	-	-	-	-
Insurance	4,296	2,083	(2,213)	12,050	8,333	(3,717)
Payments in Lieu of Taxes	-	2,735	2,735	-	10,940	10,940
Water & Sewer	-	4,583	4,583	13,272	18,333	5,062
<b>Total Utilities</b>	<b>21,798</b>	<b>34,333</b>	<b>12,536</b>	<b>82,942</b>	<b>137,333</b>	<b>54,391</b>
<b>TOTAL Operating Expense</b>	<b>79,118</b>	<b>101,833</b>	<b>22,715</b>	<b>333,637</b>	<b>407,334</b>	<b>73,696</b>
<b>INCOME (LOSS)</b>	<b>45,728</b>	<b>5,228</b>	<b>40,499</b>	<b>202,681</b>	<b>20,914</b>	<b>181,767</b>

# Jackson Housing Commission

## Shahan Blackstone

Income Statement  
Month Ending July 31, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
<b>Income</b>						
Dwelling Rent	1,605	10,832	773	51,198	43,327	7,871
Interest Income	23	-	23	90	-	90
Operating Subsidy	2,098	35,514	(23,416)	115,983	142,057	(26,074)
Other Income	2,722	417	2,306	8,428	1,667	6,762
<b>Operating Income</b>	<b>26,448</b>	<b>46,762</b>	<b>(20,315)</b>	<b>175,699</b>	<b>187,050</b>	<b>(11,351)</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	3,227	3,584	356	11,762	14,334	2,573
Employee Benefits- Admin	605	1,306	702	6,904	5,225	(1,678)
Administrative Expense	2,695	750	(1,945)	11,484	3,000	(8,484)
Audit Fees	-	167	167	-	667	667
Legal Expense	245	83	(162)	1,003	333	(670)
Management Fees	5,689	9,167	3,477	28,067	36,667	8,600
Office Supplies	562	417	(145)	4,480	1,667	(2,814)
Postage	60	100	40	150	400	250
Retirees Health Insurance	722	1,463	741	2,614	5,852	3,238
Staff Training	-	83	83	159	333	174
Telecommunications	1,341	625	(716)	4,006	2,500	(1,506)
<b>Total Administrative Expense</b>	<b>5,146</b>	<b>18,578</b>	<b>3,432</b>	<b>70,629</b>	<b>74,311</b>	<b>3,683</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	9,031	9,564	532	45,732	38,255	(7,477)
Employee Benefits - Maintenance	4,029	4,249	220	9,021	16,996	7,975
Maintenance Contracts	6,236	2,083	(4,153)	19,057	8,333	(10,723)
Maintenance Materials	4,979	2,500	(2,479)	14,387	10,000	(4,387)
Security Contracts	-	375	375	-	1,500	1,500
<b>Total Maintenance Expense</b>	<b>24,275</b>	<b>18,771</b>	<b>(5,504)</b>	<b>88,197</b>	<b>75,085</b>	<b>(13,112)</b>
<b>Tenant Services</b>						
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	833	833	-	3,333	3,333
Lifestart Grant	-	-	-	-	-	-
<b>Total Tenant Services</b>	<b>-</b>	<b>833</b>	<b>833</b>	<b>-</b>	<b>3,333</b>	<b>3,333</b>
<b>Utilities &amp; General Expenses</b>						
Electric	2,136	625	(1,511)	6,132	2,500	(3,632)
Gas	67	167	100	597	667	70
Insurance	1,936	1,667	(269)	5,594	6,667	1,073
Payments in Lieu of Taxes	-	460	460	-	1,840	1,840
Water & Sewer	-	3,750	3,750	6,698	15,000	8,302
<b>Total Utilities</b>	<b>4,139</b>	<b>6,668</b>	<b>2,529</b>	<b>19,021</b>	<b>26,673</b>	<b>7,652</b>
<b>TOTAL Operating Expense</b>	<b>43,560</b>	<b>44,851</b>	<b>1,291</b>	<b>177,847</b>	<b>179,402</b>	<b>1,556</b>
<b>NET INCOME (LOSS)</b>	<b>(7,112)</b>	<b>1,912</b>	<b>(19,024)</b>	<b>(2,148)</b>	<b>7,647</b>	<b>(9,795)</b>



# Jackson Housing Commission

## Section 8 Voucher Program

### Income Statement

Month Ending July 31, 2015

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
<b>Income</b>						
Housing Assistance Revenue	196,841	207,833	(10,992)	846,686	831,331	15,355
Administrative Fee Revenue	27,238	18,018	9,220	83,316	72,072	11,244
Port-In HAP Revenue	-	-	-	-	-	-
Port-In Admin Revenue	-	-	-	-	-	-
Fraud Recovery	1,740	1,167	573	11,316	4,667	6,649
Interest Income	10	-	10	34	-	34
Other Income	-	-	-	-	-	-
<b>Operating Income</b>	<b>226,828</b>	<b>227,017</b>	<b>(1,189)</b>	<b>941,352</b>	<b>908,070</b>	<b>33,282</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	7,678	8,526	848	34,251	34,105	(146)
Employee Benefits - Admin	1,867	2,752	885	8,781	11,008	2,228
Audit Fees	-	-	-	-	-	-
Certification Training	-	-	-	-	-	-
Inspection Expense	1,981	-	(1,981)	5,167	-	(5,167)
Insurance	1,714	-	(1,714)	3,780	-	(3,780)
Legal	-	-	-	-	-	-
Management Fee	3,000	3,000	-	12,000	12,000	-
Office Supplies	1,391	-	(1,391)	4,459	-	(4,459)
Postage	100	-	(100)	245	-	(245)
Staff Travel	673	-	(673)	1,100	-	(1,100)
Administrative Expense	5,092	-	(5,092)	21,402	-	(21,402)
Telecommunications	149	-	(149)	438	-	(438)
<b>Total Administrative Expense</b>	<b>23,646</b>	<b>14,278</b>	<b>(9,367)</b>	<b>91,622</b>	<b>57,113</b>	<b>(34,508)</b>
<b>Restricted HAP Expense</b>						
Housing Assisted Payments	199,914	209,916	10,002	801,209	839,664	38,455
<b>Total Restricted HAP Expense</b>	<b>199,914</b>	<b>209,916</b>	<b>10,002</b>	<b>801,209</b>	<b>839,664</b>	<b>38,455</b>
<b>HAP Income Less HAP Pymts (Loss)</b>	<b>(3,073)</b>	<b>(2,083)</b>	<b>(20,994)</b>	<b>45,477</b>	<b>(8,333)</b>	<b>(23,100)</b>
<b>TOTAL Operating Expense</b>	<b>223,560</b>	<b>224,194</b>	<b>635</b>	<b>892,831</b>	<b>896,778</b>	<b>3,947</b>
<b>NET INCOME (LOSS)</b>	<b>2,269</b>	<b>2,823</b>	<b>(554)</b>	<b>48,521</b>	<b>11,292</b>	<b>37,229</b>

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

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
<b>Income</b>						
Management Fee	28,128	39,042	(10,914)	138,254	156,167	(17,913)
CFP Operatinal Income	8,644	2,172	6,472	8,644	8,688	(44)
CFP Management Improvement	-	1,458	(1,458)	800	5,833	(5,033)
Other Income	-	417	(417)	849	1,667	(818)
<b>Operating Income</b>	<b>38,772</b>	<b>43,089</b>	<b>(6,317)</b>	<b>148,546</b>	<b>172,355</b>	<b>(23,809)</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	17,577	21,934	4,357	82,539	87,736	5,197
Employee Benefits- Admin	3,751	10,398	6,646	27,819	41,591	13,772
Administrative Expense	9,051	250	(8,801)	23,411	1,000	(22,411)
Audit Fees	-	333	333	-	1,333	1,333
Economic Self Sufficiency	-	-	-	-	-	-
Fuel	-	-	-	-	-	-
Insurance	3,346	417	(2,929)	6,366	1,667	(4,700)
Legal Expense	848	833	(15)	2,901	3,333	433
Membership and Dues	-	125	125	264	500	236
Office Supplies	3,539	417	(3,122)	11,400	1,667	(9,734)
Postage	177	100	(77)	390	400	10
Retiree Insurance	4,504	-	(4,504)	-	-	-
Staff Training	275	-	(275)	1,227	-	(1,227)
Staff Travel	249	417	167	3,789	1,667	(2,123)
Accounting Fees	-	2,350	2,350	-	9,400	9,400
Sundry	650	417	(234)	650	1,667	1,016
Telecommunications	439	417	(22)	2,091	1,667	(425)
<b>Total Administrative Expense</b>	<b>44,407</b>	<b>38,407</b>	<b>(6,000)</b>	<b>162,847</b>	<b>153,626</b>	<b>(9,220)</b>
<b>TOTAL Operating Expense</b>	<b>44,407</b>	<b>38,407</b>	<b>(6,000)</b>	<b>162,847</b>	<b>153,626</b>	<b>(9,220)</b>
<b>NET INCOME (LOSS)</b>	<b>(7,635)</b>	<b>4,682</b>	<b>(12,317)</b>	<b>(14,301)</b>	<b>18,728</b>	<b>(33,029)</b>

# Jackson Housing Commission

Central Office (COCC)

Balance Sheet

Month Ending July 31, 2015

## ASSETS

### Current Assets

#### Cash

General - Non-Federal Funds MM	25,808
CNB Checking	31,297
Petty Cash	875
<b>Total Cash</b>	<u>57,980</u>

#### Other Current Assets

Washington TAR	2,658
Accounts Receivable Due From HCV	12,000
Accounts Receivable Due From PH	50,473
<b>Total Other Current Assets</b>	<u>65,131</u>

#### Prepaid Assets

Prepaid	6,384
<b>Total Prepaid Assets</b>	<u>6,384</u>

### Total Current Assets

\$ 129,495

#### Fixed Assets

Building, Structure & Equipment	632,905
Accumulated Depreciation	(602,622)
<b>Total Fixed Assets</b>	<u>30,283</u>

## TOTAL ASSETS

159,778

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

Accrued Compensated Absence	10,893
Accrued Wages	9,586
Deferred Revenue- Comcast Contract	24,372

### Total Current Liabilities

44,851

#### Long Term Liabilities

### Total Long Term Liabilities

-

### Equity

Net Investment in Capital Assets	30,283
Unrestricted Net Position	103,449
Net Income (Loss)	(14,301)

### Total Equity

119,431

## TOTAL LIABILITIES & EQUITY

164,282

# Jackson Housing Commission

## Section 8 Voucher Program

### Balance Sheet

Month Ending July 31, 2015

#### ASSETS

##### Current Assets

##### Cash

##### Total Cash

##### Other Current Assets

##### Total Other Current Assets

##### Prepaid Assets

##### Total Prepaid Assets

##### Total Current Assets

##### Fixed Assets

##### Total Fixed Assets

#### TOTAL ASSETS

#### LIABILITIES & EQUITY

##### Liabilities

##### Current Liabilities

##### Total Current Liabilities

##### Equity

##### Total Equity

#### TOTAL LIABILITIES & EQUITY

Cash - General Fund

Investments - Citizens

Prepaid

Furniture and Fixtures

Accumulated Depreciation

\$ 234,700

\$ 234,700

\$ 3,633

\$ 3,633

\$ -

\$ 238,333

\$ 33,341

\$ (33,341)

\$ -

\$ 238,333

\$ 23,583

1,914

4,918

\$ 12,000

\$ 42,416

\$ -

\$ 82,063

\$ 65,332

\$ 48,521

\$ 195,916

\$ 238,333



**Jackson Housing Commission**  
Public Housing  
Balance Sheet  
Month Ending July 31, 2015

**ASSETS**

Current Assets  
Cash

Cash - General Fund	295,502
General Fund Savings	412,406
<b>Total Cash</b>	<b>707,907</b>

Other Current Assets

**Total Other Current Assets**

Accounts Receivable

Tenants	22,963
Allowance For Bad Debts - Tenants	(15,298)
<b>Total Accounts Receivable</b>	<b>7,665</b>

Prepaid Assets

Prepaid Insurance	61,789
Prepaid Maintenance	687
<b>Total Prepaid Assets</b>	<b>62,476</b>

**Total Current Assets**

**778,048**

Fixed Assets

Land, Structure & Equipment - CT	5,467,893
Accumulated Depreciation - CT	(3,926,213)
Construction in Progress - CT	6,847
Land, Structure & Equipment - RM	15,864,451
Accumulated Depreciation - RM	(10,289,424)
Construction in Progress - RM	6,637
Land, Structure & Equipment - SB	6,465,892
Accumulated Depreciation - SB	(4,799,973)
Construction in Progress - SB	90,932
<b>Total Fixed Assets</b>	<b>8,887,042</b>

**TOTAL ASSETS**

**9,665,090**

**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	50,473
<b>Total Current Liabilities</b>	<b>212,831</b>

Long Term Liabilities

OPEB Liability	147,560
Compensated Absence - Noncurrent	12,603
<b>Total Long Term Liabilities</b>	<b>160,163</b>

Equity

Net Investment in Capital Assets	8,887,042
Unrestricted Net Position	142,159
Net Income(Loss)	262,895
<b>Total Equity</b>	<b>9,292,096</b>

**TOTAL LIABILITIES & EQUITY**

**9,665,090**

