Jackson Housing Commission

Board of Commissioners
Regular Meeting
January 15, 2020 @ 12:00pm
Reed Manor Board Room

AGENDA

1. Meeting Called to Order

2. Pledge of Allegiance

3. ROLL CALL
   Michelle Woods, President
   James Stark, Vice-President
   Caroline Parker, Commissioner
   Carmen Wade, Commissioner
   Josh Burgett, Commissioner

4. Public Comments (limited to 3 minutes)

5. Approval of Regular Meeting Minutes: December 18, 2019

6. Approval of the Previously Paid Liabilities: December 2019

7. RESOLUTIONS
   Resolution No.2020-01: Approval of January 2020 Collection Loss Write-Offs
   Resolution No.2020-02: Approval of Employee Handbook Revisions 2020

8. DIRECTOR'S REPORTS
   Section 8
   - *Leasing and HAP Utilization Report*

   Public Housing
   - *Tenant Accounts Receivable*
   - *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*

9. OTHER BUSINESS

10. CLOSED SESSION

11. ADJOURNMENT

NEXT MEETING: February 19, 2020-Reed Manor Board Room

Jackson Housing Commission

Regular Meeting
December 18, 2019
12:00pm
Reed Manor Board Room

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on Wednesday, December 18, 2019 in the Reed Manor Board Room. President Woods called the meeting to order at 12:00pm. Upon roll call, the following commissioners were present: Michelle Woods, Caroline Parker, Carmen Wade and Josh Burgett. Commissioner James Stark was absent.

Also, present:

Laurie Ingram, Executive Director
Shari Boyce, Section 8 Director
Chelsea Poole, Executive Secretary

19-12-18-01 **Request to Approve and or Change the Consent Agenda**
Commissioner Parker **MOTIONED** to approve changes to the consent agenda. Commissioner Wade **SECONDED** and upon voice vote, the motion was approved.

AYES: M. Woods, C. Parker, C. Wade, J. Burgett
NAYS:
ABSTAIN:
ABSENT: J. Stark

19-12-18-02 **Public Comments**
President Woods extended an invitation for those in attendance to make comments; no comments were made.

19-12-18-03 **Approval of the Regular Meeting Minutes-October 16, 2019**
Commissioner Wade **MOVED** to approve the Regular Meeting Minutes of the meeting held October 16, 2019. Commissioner Parker **SECONDED** and upon voice vote, the motion adopted:

AYES: M. Woods, C. Parker, C. Wade, J. Burgett
NAYS:
ABSTAIN: J. Burgett
ABSENT: J. Stark

19-12-18-04 **Approval of Previously Paid Liabilities: October & November 2019**
Commissioner Parker **MOVED** to approve Previously Paid Liabilities for October and November 2019. Commissioner Burgett **SECONDED** and upon roll call, the motion adopted:

AYES: M. Woods, C. Parker, C. Wade, J. Burgett
NAYS: None
ABSTAIN: None
ABSENT: J. Stark

19-12-18-05 **Resolution No.2019-15: Approval of Collection Loss Write-Off December 2019**

The collections losses included tabled write-offs from the October 16, 2019 meeting, as well as, November's cancelled meeting.

Commissioner Wade **MOVED** to approve the Collection Loss Write Off in the amount of $40,364.97. Commissioner Parker **SECONDED** and upon roll call, the motion adopted:

AYES: M. Woods, C. Parker, C. Wade, J. Burgett
NAYS: None
ABSTAIN: None
ABSENT: J. Stark

19-12-18-06 **Resolution No.2019-16: Approval of JHC Board of Commissioners Meeting Schedule 2020**

Commissioner Parker **MOVED** to approve JHC BOC Meeting Schedule 2020. Commissioner Burgett **SECONDED** and upon voice vote, the motion adopted:

AYES: M. Woods, C. Parker, C. Wade, J. Burgett
NAYS: None
ABSTAIN: None
ABSENT: J. Stark

19-12-18-07 **Resolution No.2019-17: Approval of JHC 2020 Paid Holiday Calendar**

New Year's Eve is Thursday, December 31, 2020, therefore a correction is necessary. The calendar was approved with corrections.

Commissioner Burgett **MOVED** to approve the JHC 2020 Paid Holiday Calendar. Commissioner Parker **SECONDED** and upon voice vote, the motion adopted:

AYES: M. Woods, C. Parker, C. Wade, J. Burgett
NAYS: None
ABSTAIN: None
ABSENT: J. Stark

19-12-18-08 **Resolution No.2019-18: Approval of HCV Monthly Utility Allowances 2020**

Commissioner Parker **MOVED** to approve the proposed HCV Monthly Utility Allowances for the year 2020. Commissioner Wade **SECONDED** and voice vote, the motion adopted:

AYES: M. Woods, C. Parker, C. Wade, J. Burgett
NAYS: None
ABSTAIN: None
ABSENT: J. Stark

19-12-18-09 The BOC Meeting Minutes for September 18, 2019 were re-opened for the purpose of adding omitted Resolution 2019-11: Approval to Close County National Bank Account.

Commissioner Parker **MOVED** to approve the amendment to the September 18, 2019 Meeting Minutes. Commissioner Wade **SECONDED** and upon roll call, the motion adopted:

AYES: M. Woods, C. Parker, C. Wade
NAYS: None
ABSTAIN: J. Burgett
ABSENT: J. Stark

Commissioner Parker **MOVED** to approved an amendment to the September 18, 2020 Minutes. Commissioner Wade **SECONDED** and upon roll call, the motion adopted:

AYES: M. Woods, C. Parker, C. Wade
NAYS: None
ABSTAIN: J. Burgett

ABSENT: J. Stark

19-12-18-10 **Section 8**

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Account Receivables

C. Vacant Unit Turnaround
The HUD field office contacted Ms. Ingram regarding elevated vacancy days showing in the PIC System. Per Ms. Ingram, data regarding units re-occupied by existing residents did not automatically transfer as a result of the recent housing management software conversion. Therefore, occupancy data was incorrectly shown in the HUD Systems for an unspecified amount of time. To mediate the issue, staff will manually insert dates in the appropriate fields, until the software error is corrected. Also, property managers will gain authorization to access HUD Systems to make those corrections. In the meantime, Ms. Ingram will discuss the matter in greater detail with the PHA's HUD field representative to confirm what will occur when units are taken off line due to the RAD conversion.

D. Moveout Report

Executive

E. PH Income Statement

F. Petty Cash Fund Register

G. After Hours/Emergency Response Report

H. Utility Costs and Consumption

Other Business

- A RAD Kick-Off call occurred with a HUD appointed consultant as well as, the
- existing HUD representative, Joseph Davis. Per the conversation, Joseph Davis noted that he strongly supports a timely CHAP execution in an effort to mediate any concerns regarding the proper transfer of property deeds and related documents.

- A new security contract commenced December 9, 2019 with Crime Prevention Security. The company is currently assessing JHC surveillance needs.

- JHC entered a new laundry contract. The contracted company provides coinless technology and ADA compliant equipment. The company will conduct a demonstration for residents at Reed Manor and Chalet Terrace on December 19, 2019.

- Strategic Planning follow-up at Cascades Manor House: January 22, 2020 at 8:00am.

- The next BOC: January 15, 2020.

Commissioner Parker **MOTIONED** to adjourn the Regular Meeting held December 18, 2019 at 12:21pm, Commissioner Wade **SECONDED**.

Respectfully submitted,

Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: _____
Michelle Woods, President

Jackson Housing Commission
Previously Paid Liabilities
HCV
Period: From 12/1/2019 to 12/31/2019

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
55276	hcv	AccuShred, LLC	12/5/2019	12-2019	Check				
						54595	hcv	27.65	#54595 $27.65 NOV.2019 DOCUMENT DESTRUCTION
Total 55276								**27.65**	
55277	hcv	Jackson Housing Commission	12/5/2019	12-2019	Check				
						DEC.2019 S8 MGMT FEES	hcv	3,000.00	DEC.2019 S8 MGMT FEES $3000.00
Total 55277								**3,000.00**	
55278	hcv	PC Solutions	12/5/2019	12-2019	Check				
						M24657, M25164	hcv	1,082.36	M25164 $1082.36 MICROSOFT UPGRADE
Total 55278								**1,082.36**	
55279	hcv	PURCHASE POWER	12/5/2019	12-2019	Check				
						STATEMENT 11.22.2019	hcv	302.55	8000-9000-0062-0884 $302.55 POSTAGE REFILL
Total 55279								**302.55**	
55280	hcv	TDS Metrocom	12/5/2019	12-2019	Check				
						5177876494 + 6 INVOICES	hcv	90.62	5177876326
Total 55280								**90.62**	
55281	hcv	WISE CONSULTING	12/5/2019	12-2019	Check				
						238	hcv	60.00	#238 $60.00 DEC.2019 MONTHLY ACCOUNTING FEES
Total 55281								**60.00**	
55282	hcv	First National Bank Omaha	12/5/2019	12-2019	Check				
						GOOGLE/ GFS	hcv	105.60	GOOGLE APPS $105.60
Total 55282								**105.60**	
55283	hcv	AMERICAN OFFICE SOLUTIONS	12/11/2019	12-2019	Check				
						26075186	hcv	129.09	#26075186 $129.09 NOV.2019 COPIER MACHINE COST
Total 55283								**129.09**	
55284	hcv	Jackson Housing Commission	12/11/2019	12-2019	Check				
						11.04.19-11.15.19	hcv	59.21	11.04.19-11.15.19 $59.21 S8 INSPECTION FEES
Total 55284								**59.21**	
55285	hcv	LORENZO NEAL	12/11/2019	12-2019	Check				
						15	hcv	66.00	11.12.2019 3 HRS @$22
						15	hcv	38.50	11.13.2019 1.75 HRS @$22
						15	hcv	49.50	11.19.2019 2.25 HRS @$22
						15	hcv	16.50	11.20.2019 .75 HRS @$22
						15	hcv	44.00	11.26.2019 2.00 HRS @$22
						15	hcv	181.50	12.3.2019 8.25 HRS @$22
						15	hcv	110.00	12.4.2019 5.00 HRS @$22
Total 55285								**506.00**	
55286	hcv	PC Solutions	12/11/2019	12-2019	Check				
						M25307	hcv	146.79	#M25307 $146.79 DEC. 2019 IT SUPPORT
Total 55286								**146.79**	
55287	hcv	SCOTT ACCOUNTING & COMPUTEI	12/11/2019	12-2019	Check				
						145093	hcv	12.00	DEC.2019 MAINT. SACS COST $12.00

Jackson Housing Commission
Previously Paid Liabilities
HCV
Period: From 12/1/2019 to 12/31/2019

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
55300	hcv	LORENZO NEAL	12/19/2019	12-2019	Check				
						16	hcv	33.00	1.50 HRS @$22.00 12.11.2019
						16	hcv	66.00	2.00 HRS @$22.00 12.17.2019
						16	hcv	99.00	4.50 HRS @$22.00 12.18.2019
Total 55300								**198.00**	
Grand Total								**12,921.29**	

Jackson Housing Commission
Previously Paid Liabilities
COCC
Period: From 12/1/2019 to 12/31/2019

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
3769	cocc	ROBERT BILLS	12/4/2019	12-2019	Check				
						WEEK OF 12.6.2019	cocc	50.00	12.10.2019 CLR FOOD $50.00
						WEEK OF 12.6.2019	cocc	50.00	12.11.2019 CLR FOOD $50.00
						WEEK OF 12.6.2019	cocc	50.00	12.12.2019 CLR FOOD $50.00
						WEEK OF 12.6.2019	cocc	50.00	12.13.2019 CLR FOOD $50.00
						WEEK OF 12.6.2019	cocc	50.00	12.9.2019 CLR FOOD $50.00
Total 3769								**250.00**	
3770	cocc	AccuShred, LLC	12/5/2019	12-2019	Check				
						54595	cocc	27.65	#54595 $27.65 NOV.2019 DOCUMENT DESTRUCTION
Total 3770								**27.65**	
3771	cocc	DBI BUSINESS INTERIORS	12/5/2019	12-2019	Check				
						132423-0	cocc	30.14	132423-0 $30.14 OFFICE SUPPLIES
Total 3771								**30.14**	
3772	cocc	GRIFFIN PEST SOLUTIONS	12/5/2019	12-2019	Check				
						1873592 + 6 INVOICES	cocc	125.00	1863578 $125.00
Total 3772								**125.00**	
3773	cocc	PC Solutions	12/5/2019	12-2019	Check				
						M24657, M25164	cocc	1,623.53	M25164 $1623.53 MICROSOFT UPGRADE
Total 3773								**1,623.53**	
3774	cocc	PURCHASE POWER	12/5/2019	12-2019	Check				
						STATEMENT 11.22.2019	cocc	201.70	8000-9000-0062-0884 $201.70 POSTAGE REFILL
Total 3774								**201.70**	
3775	cocc	TDS Metrocom	12/5/2019	12-2019	Check				
						5177876494 + 6 INVOICES	cocc	65.19	5177879241
Total 3775								**65.19**	
3776	cocc	WISE CONSULTING	12/5/2019	12-2019	Check				
						238	cocc	90.00	#238 $90.00 DEC.2019 MONTHLY ACCOUNTING FEES
Total 3776								**90.00**	
3777	cocc	First National Bank Omaha	12/5/2019	12-2019	Check				
						GOOGLE/ GFS	cocc	103.37	GFS $103.37 CHALET DINNER
						GOOGLE/ GFS	cocc	17.98	GFS $17.98 TENANT GATHERING
						GOOGLE/ GFS	cocc	105.60	GOOGLE APPS $105.60
						GOOGLE/ GFS	cocc	15.89	MONTHLY ABODE ACROBAT PRO COST
Total 3777								**242.84**	
3778	cocc	DELL BUSINESS CREDIT	12/5/2019	12-2019	Check				
						68794502 0500 0509-134	cocc	8,470.57	$8470.57 COMPUTERS & SERVER UPGRADES. COMPUTERS/ DOCKS
Total 3778								**8,470.57**	
3779	cocc	First National Bank Omaha	12/5/2019	12-2019	Check				
						12.05.2019	cocc	16.95	J2FAX $16.95 INGRAM/FAX SERVICE
						12.05.2019	cocc	14.25	OHIO TURNPIKE $14.25 TRAINING- INGRAM
						12.05.2019	cocc	5.50	OHIO TURNPIKE $5.50 TRAINING- INGRAM
						12.05.2019	cocc	7.00	OHIO TURNPIKE $7.00 TRAINING- INGRAM
						12.05.2019	cocc	42.97	SHEETZ GAS $42.97 TRAINING-INGRAM

Jackson Housing Commission
Previously Paid Liabilities
Public Housing
Period: From 12/1/2019 to 12/31/2019

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
66405	ph	AMBS CALL CENTER	12/5/2019	12-2019	Check				
						191100157	amp3	174.98	#191100157 $174.98 DEC.2019 AFTER HRS PHONE SERVICE
						191100157	amp1	180.66	#191100157 $180.66 DEC.2019 AFTER HRS PHONE SERVICE
						191100157	amp2	423.07	#191100157 $423.07 DEC.2019 AFTER HRS PHONE SERVICE
Total 66405								**778.71**	
66406	ph	AccuShred, LLC	12/5/2019	12-2019	Check				
						54595	amp2	27.65	#54595 $27.65 NOV.2019 DOCUMENT DESTRUCTION
						54595	amp1	62.95	#54595 $62.95 NOV.2019 DOCUMENT DESTRUCTION
						54595	amp3	62.95	#54595 $62.95 NOV.2019 DOCUMENT DESTRUCTION
Total 66406								**153.55**	
66407	ph	Brooklyn Plumbing, Heating & A/C,	12/5/2019	12-2019	Check				
						664472	amp1	287.78	#664472 $287.78 PLUMBING 1211 LAUREL LANE
Total 66407								**287.78**	
66408	ph	CASLER HARDWARE	12/5/2019	12-2019	Check				
						I-30950	amp2	82.64	I-30950 $82.64 MISC. MAINT. SUPPLIES
Total 66408								**82.64**	
66409	ph	COMCAST	12/5/2019	12-2019	Check				
						STATEMENT 11.15.2019	amp1	106.85	8529114280358478 $106.85 410 E HIGH 11.14.2019
						STATEMENT 11.15.2019	amp1	199.81	8529114280369913 $199.81 316 BARB 11.15.2019
Total 66409								**306.66**	
66410	ph	CAMPBELL'S SEWER CLEANING, LL	12/5/2019	12-2019	Check				
						1228 HEATHER-	amp1	125.00	1228 HEATHER $125.00 MINOR PLUMBING
Total 66410								**125.00**	
66411	ph	COMPLI CHEK	12/5/2019	12-2019	Check				
						112619-1-1	amp3	300.00	112619-1-1 $300.00 150 SHAHAN / LEAD CHECK
Total 66411								**300.00**	
66412	ph	CONSUMERS ENERGY	12/5/2019	12-2019	Check				
						100000120764 +6 MORE INVOICES	amp3	69.26	KWH CONSUMPTION 330
						100000120764 +6 MORE INVOICES	amp2	7,225.72	KWH CONSUMPTION 57600
						100000120764 +6 MORE INVOICES	amp2	9,257.84	MCF CONSUMPTION 1134
						100000120764 +6 MORE INVOICES	amp3	44.42	MCF CONSUMPTION 4
Total 66412								**16,597.24**	
66413	ph	ETNA Supply	12/5/2019	12-2019	Check				
						S103318151.001/S103329269.001	amp1	94.61	S103318151.001 $94.61 MAINT. SUPPLIES
						S103318151.001/S103329269.001	amp1	171.00	S103329269.001 $171.00 MAINT. SUPPLIES
Total 66413								**265.61**	
66414	ph	FERGUSON ENTERPRISES, INC.- J/	12/5/2019	12-2019	Check				
						5415659	amp1	4.66	#5415659 $4.66 MAINT. SUPPLIES
Total 66414								**4.66**	
66415	ph	GRIFFIN PEST SOLUTIONS	12/5/2019	12-2019	Check				
						1873592 + 6 INVOICES	amp2	3,201.00	1838109 $3201.00

Jackson Housing Commission
Previously Paid Liabilities
Public Housing
Period: From 12/1/2019 to 12/31/2019

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
						1873592 + 6 INVOICES	amp2	960.00	1860651 $920.00 1862176 $40.00
						1873592 + 6 INVOICES	amp2	80.00	1863580 $40.00 1863583 $40.00
						1873592 + 6 INVOICES	amp1	60.00	1873592 $60.00
Total 66415								**4,301.00**	
66416	ph	GRIMES PLUMBING COMPANY, INC	12/5/2019	12-2019	Check				
						#7939	amp2	478.80	#7939 $478.80 W/H INSTALLATION
Total 66416								**478.80**	
66417	ph	HAMMOND HARDWARE	12/5/2019	12-2019	Check				
						C324865 +3 MORE INVOICES	amp1	46.55	B407190 $46.55 MAINT. SUPPLIES
						C324865 +3 MORE INVOICES	amp1	97.04	B408326 $97.04 MAINT. SUPPLIES
						C324865 +3 MORE INVOICES	amp1	3.99	C324865 $3.99 FILTERS
						C324865 +3 MORE INVOICES	amp1	4.02	C327131 $4.02 MAINT. SUPPLIES
Total 66417								**151.60**	
66418	ph	JACKSON GLASS WORKS INC	12/5/2019	12-2019	Check				
						426228	amp1	613.91	426228 $613.91 WINDOW REPAIR/REPLACEMENT
Total 66418								**613.91**	
66419	ph	Jackson Housing Commission	12/5/2019	12-2019	Check				
						DEC.2019 ASSET FEE	amp2	1,176.00	DEC.2019 ASSET MGMT FEE $1176.00
						DEC.2019 ASSET FEE	amp3	480.00	DEC.2019 ASSET MGMT FEE $480.00
						DEC.2019 ASSET FEE	amp1	516.00	DEC.2019 ASSET MGMT FEE $516.00
Total 66419								**2,172.00**	
66420	ph	Jackson Housing Commission	12/5/2019	12-2019	Check				
						DEC.2019 BOOKKEEPING FEES	amp2	2,168.00	DEC.2019 BOOKKEEPING FEES $2168.00
						DEC.2019 BOOKKEEPING FEES	amp1	870.00	DEC.2019 BOOKKEEPING FEES $870.00
						DEC.2019 BOOKKEEPING FEES	amp3	908.00	DEC.2019 BOOKKEEPING FEES $908.00
Total 66420								**3,946.00**	
66421	ph	Jackson Housing Commission	12/5/2019	12-2019	Check				
						DEC.2019 PH MGMT FEES	amp2	13,826.42	DEC.2019 PH MGMT FEES $13826.42
						DEC.2019 PH MGMT FEES	amp3	5,816.28	DEC.2019 PH MGMT FEES $5816.28
						DEC.2019 PH MGMT FEES	amp1	6,071.38	DEC.2019 PH MGMT FEES $6071.38
Total 66421								**25,714.08**	
66422	ph	LIBERTY ENVIRONMENTALISTS, IN	12/5/2019	12-2019	Check				
						180636,180672,180728	amp1	10.00	180636 $10.00 RUBBISH REMOVAL
						180636,180672,180728	amp1	20.00	180672 $20.00 RUBBISH REMOVAL
						180636,180672,180728	amp1	40.00	180728 $40.00 RUBBISH REMOVAL
Total 66422								**70.00**	
66423	ph	LIBRA INDUSTRIES, INC. OF MI	12/5/2019	12-2019	Check				
						2019/15270,2019/15125	amp2	163.00	2019/15125 $163.00 EMPLOYEE CLOTHING- CANTER
						2019/15270,2019/15125	amp2	187.70	2019/15270 $187.70 EMPLOYEE CLOTHING- NETHERCOTT
Total 66423								**350.70**	
66424	ph	MENARDS - JACKSON	12/5/2019	12-2019	Check				
						71881	amp1	386.64	#71881 $386.64 MAINT. SUPPLIES

Jackson Housing Commission
Previously Paid Liabilities
Public Housing
Period: From 12/1/2019 to 12/31/2019

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
Total 66424								**386.64**	
66425	ph	MINUTEMAN SEWER & DRAIN INC	12/5/2019	12-2019	Check				
						19-2403	amp1	90.00	19-2403 $90.00 MINOR PLUMBING 1228 HEATHER
Total 66425								**90.00**	
66426	ph	OSBORNE PROCESS SERVICE	12/5/2019	12-2019	Check				
						OBP-2019003691	amp2	140.17	OBP-2019003691 $140.17 PROCESS SERVICE FEE
Total 66426								**140.17**	
66427	ph	PC Solutions	12/5/2019	12-2019	Check				
						M24657, M25164	amp2	272.74	M24657 $272.74 IT SUPPORT
						M24657, M25164	amp2	1,461.18	M25164 $1461.18 MICROSOFT UPGRADE
						M24657, M25164	amp1	595.30	M25164 $595.30 MICROSOFT UPGRADE
						M24657, M25164	amp3	649.41	M25164 $649.41 MICROSOFT UPGRADE
Total 66427								**2,978.63**	
66428	ph	PURCHASE POWER	12/5/2019	12-2019	Check				
						STATEMENT 11.22.2019	amp1	110.94	8000-9000-0062-0884 $110.94 POSTAGE REFILL
						STATEMENT 11.22.2019	amp3	121.01	8000-9000-0062-0884 $121.01 POSTAGE REFILL
						STATEMENT 11.22.2019	amp2	272.30	8000-9000-0062-0884 $272.30 POSTAGE REFILL
Total 66428								**504.25**	
66429	ph	Postmaster	12/5/2019	12-2019	Check				
						TENANT MAILBOX KEYS -5	amp2	25.00	MAILBOX KEY GREEN
						TENANT MAILBOX KEYS -5	amp1	25.00	MAILBOX KEY GRIFFIN
						TENANT MAILBOX KEYS -5	amp1	25.00	MAILBOX KEY P.LEWIS
						TENANT MAILBOX KEYS -5	amp1	25.00	MAILBOX KEY PARTLOW
						TENANT MAILBOX KEYS -5	amp3	25.00	MAILBOX KEY SHEILDS
Total 66429								**125.00**	
66430	ph	ServiceMaster Absolute Home & Re	12/5/2019	12-2019	Check				
						520	amp1	570.00	#520 $570.00 UNIT TURN 1215 LAUREL LANE
Total 66430								**570.00**	
66431	ph	TDS Metrocom	12/5/2019	12-2019	Check				
						5177876494 + 6 INVOICES	amp3	672.07	5177800620 5177800181
						5177876494 + 6 INVOICES	amp2	1,153.63	5177871188 5177870168
						5177876494 + 6 INVOICES	amp1	578.04	5177876494
Total 66431								**2,403.74**	
66432	ph	THE HOME DEPOT SUPPLY	12/5/2019	12-2019	Check				
						4013269, 7012920,8012796	amp3	58.59	4013269 $58.59 MAINT. SUPPLIES
						4013269, 7012920,8012796	amp3	278.53	7012920 $278.53 MAINT. SUPPLIES
						4013269, 7012920,8012796	amp2	132.87	8012796 $132.87 MAINT. SUPPLIES
Total 66432								**469.99**	
66433	ph	THE WATER STORE INC	12/5/2019	12-2019	Check				
						274769,274768, 274767	amp3	5.00	274767 $5.00 DEC.2019 WATER DISPENSER FEE
						274769,274768, 274767	amp1	5.00	274768 $5.00 DEC.2019 WATER DISPENSER FEE
						274769,274768, 274767	amp2	5.00	274769 $5.00 DEC.2019 WATER DISPENSER FEE

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Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
Total 66433								**15.00**	
66434	ph	White & Hotchkiss, PLLC	12/5/2019	12-2019	Check				
						3896	amp3	101.11	#3896 $101.11 NOV.2019 LEGAL COSTS
						3896	amp1	104.40	#3896 $104.40 NOV.2019 LEGAL COSTS
						3896	amp2	244.49	#3896 $244.49 NOV.2019 LEGAL COSTS
Total 66434								**450.00**	
66435	ph	WISE CONSULTING	12/5/2019	12-2019	Check				
						238	amp1	33.00	#238 $33.00 DEC.2019 MONTHLY ACCOUNTING FEES
						238	amp3	36.00	#238 $36.00 DEC.2019 MONTHLY ACCOUNTING FEES
						238	amp2	81.00	#238 $81.00 DEC.2019 MONTHLY ACCOUNTING FEES
Total 66435								**150.00**	
66436	ph	THE HOME DEPOT PRO	12/5/2019	12-2019	Check				
						523653970	amp1	477.62	523653970 $477.62 MAINT. SUPPLIES
Total 66436								**477.62**	
66437	ph	First National Bank Omaha	12/5/2019	12-2019	Check				
						GOOGLE/ GFS	amp1	105.60	GOOGLE APPS $105.60
						GOOGLE/ GFS	amp2	105.60	GOOGLE APPS $105.60
						GOOGLE/ GFS	amp3	105.60	GOOGLE APPS $105.60
Total 66437								**316.80**	
66438	ph	First National Bank Omaha	12/5/2019	12-2019	Check				
						12.05.2019	amp3	306.36	BAYMONT INN $306.36 TEMP RELOCATION
						12.05.2019	amp2	65.21	BAYMONT INN $65.21 TEMP RELOCATION
Total 66438								**371.57**	
66439	ph	A-1 LOCK SHOP	12/11/2019	12-2019	Check				
						6684	amp1	28.34	6684 $28.34 MAINT. SUPPLIES
Total 66439								**28.34**	
66440	ph	ALLEGIANCE OCCUPATIONAL HEAI	12/11/2019	12-2019	Check				
						6000149860	amp2	280.00	803270935 $280.00 PRE EMPLOYMENT SCREENING
						6000149860	amp2	130.00	803411982 $130.00 PRE EMPLOYMENT SCREENING
Total 66440								**410.00**	
66441	ph	CASLER HARDWARE	12/11/2019	12-2019	Check				
						I-31554, I-31532	amp2	19.98	I-31532 $19.98 SINK BASKETS
						I-31554, I-31532	amp2	239.98	I-31554 $239.98 MILWAUKEE DRILL
Total 66441								**259.96**	
66442	ph	CONSUMERS ENERGY	12/11/2019	12-2019	Check				
						103035801051	amp1	32.05	KWH CONSUMPTION 186
						103035801051	amp3	53.24	KWH CONSUMPTION 6
						103035801051	amp3	27.15	MCF CONSUMPTION 3
						103035801051	amp1	57.66	MCF CONSUMPTION 7
Total 66442								**170.10**	
66443	ph	AMERICAN OFFICE SOLUTIONS	12/11/2019	12-2019	Check				

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						26075186	amp1	129.11	#26075186 $129.11 NOV.2019 COPIER MACHINE COST
						26075186	amp2	129.11	#26075186 $129.11 NOV.2019 COPIER MACHINE COST
						26075186	amp3	129.11	#26075186 $129.11 NOV.2019 COPIER MACHINE COST
Total 66443								**387.33**	
66444	ph	CREATURE CONTROL	12/11/2019	12-2019	Check				
						0056239	amp1	149.00	#0056239 $149.00 PEST MAINTENANCE
Total 66444								**149.00**	
66445	ph	ETNA Supply	12/11/2019	12-2019	Check				
						S103339838/	amp3	1,096.85	S103337171.001 $1096.85 W/H 337 MO 142 SHA
						S103339838/	amp2	1,024.78	S103339838.001 $1024.78 W/H G-32
Total 66445								**2,121.63**	
66446	ph	GRIFFIN PEST SOLUTIONS	12/11/2019	12-2019	Check				
						1863539 + 7 MORE INVOICES	amp3	560.00	1859848 $80.00 1874703 $480.00
						1863539 + 7 MORE INVOICES	amp2	3,447.50	1861871 $3201.00 1850914 $246.50
						1863539 + 7 MORE INVOICES	amp1	700.00	1863539 $625.00 1874651 $75.00
						1863539 + 7 MORE INVOICES	amp1	1,175.00	1874647 $400.00 1874645 $775.00
Total 66446								**5,882.50**	
66447	ph	GRIMES PLUMBING COMPANY, INC	12/11/2019	12-2019	Check				
						7931+ 4 MORE INVOICES	amp1	500.00	#7931 $ 500.00 W/H INSTALL 1213 PLYMOUTH
						7931+ 4 MORE INVOICES	amp2	442.50	#7942 $442.50 W/H INSTALL H26
						7931+ 4 MORE INVOICES	amp3	479.25	#7978 $479.25 W.H INSTALL 337 MOORMAN
						7931+ 4 MORE INVOICES	amp3	489.50	#7979 $489.50 W/H INSTALL 142 SHAHAN
						7931+ 4 MORE INVOICES	amp2	415.00	#7980 $415.00 W/H INSTALL G32
Total 66447								**2,326.25**	
66448	ph	HAMMOND HARDWARE	12/11/2019	12-2019	Check				
						C326732+ 10 MORE INVOICES	amp1	40.73	B407933 $40.73 MAINT. SUPPLIES
						C326732+ 10 MORE INVOICES	amp1	5.39	B409166 $5.39 MAINT. SUPPLIES
						C326732+ 10 MORE INVOICES	amp1	15.63	C322558 $15.63 MAINT. SUPPLIES
						C326732+ 10 MORE INVOICES	amp1	11.69	C325629 $11.69 MAINT. SUPPLIES
						C326732+ 10 MORE INVOICES	amp1	26.98	C326565 $26.98 MAINT SUPPLIES
						C326732+ 10 MORE INVOICES	amp1	26.92	C326732 $26.92 MAINT. SUPPLIES
						C326732+ 10 MORE INVOICES	amp1	25.27	C327400 $25.27 MAINT. SUPPLIES
						C326732+ 10 MORE INVOICES	amp1	23.37	C327431 $23.37 MAINT. SUPPLIES
						C326732+ 10 MORE INVOICES	amp1	11.64	C327455 $11.64 MAINT. SUPPLIES
						C326732+ 10 MORE INVOICES	amp1	16.62	C327463 $16.62 MAINT. SUPPLIES
						C326732+ 10 MORE INVOICES	amp1	9.82	C327744 $4.88 C327751 $4.94
Total 66448								**214.06**	
66449	ph	HireRight, Inc.	12/11/2019	12-2019	Check				
						G2876271	amp2	21.86	G2876271 $21.86 NEW HIRE BACKGROUND CHECK
Total 66449								**21.86**	
66450	ph	Hi-Tech Safe & lock Inc.	12/11/2019	12-2019	Check				
						30617	amp2	160.00	#30617 $160.00 CHECK FRONT DOOR
Total 66450								**160.00**	

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66451	ph	JACKSON GLASS WORKS INC	12/11/2019	12-2019	Check				
						J0052235	amp3	181.12	#426142 $181.12 WINDOW REPAIR/ REPLACE
						J0052235	amp3	160.00	#426227 $160.00 WINDOW REPAIR/ REPLACE
						J0052235	amp1	230.00	#J0052235 $230.00 WINDHIELD F250
Total 66451								**571.12**	
66452	ph	Knibloe Hardware	12/11/2019	12-2019	Check				
						200011	amp1	10.18	#200011 $10.18 MAINTENANCE SUPPLIES
Total 66452								**10.18**	
66453	ph	Lammers Heating & A/C	12/11/2019	12-2019	Check				
						12741-30277	amp3	933.75	12741-30277 $933.75 MAINT. ON FURNACE 343 MONROE
Total 66453								**933.75**	
66454	ph	MENARDS - JACKSON	12/11/2019	12-2019	Check				
						72595	amp3	150.86	72467 $150.86 MAINT. SUPPLIES
						72595	amp1	195.65	72595 $195.65 MAINT. SUPPLIES
Total 66454								**346.51**	
66455	ph	MINUTEMAN SEWER & DRAIN INC	12/11/2019	12-2019	Check				
						19-2487	amp2	195.00	19-2487 $195.00 MINOR PLUMBING H-30
Total 66455								**195.00**	
66456	ph	PC Solutions	12/11/2019	12-2019	Check				
						M25307	amp1	146.80	#M25307 $146.80 DEC. 2019 IT SUPPORT
						M25307	amp2	146.80	#M25307 $146.80 DEC. 2019 IT SUPPORT
						M25307	amp3	146.80	#M25307 $146.80 DEC. 2019 IT SUPPORT
Total 66456								**440.40**	
66457	ph	SCOTT ACCOUNTING & COMPUTEI	12/11/2019	12-2019	Check				
						145093	amp1	12.00	DEC.2019 MAINT. SACS COST $12.00
						145093	amp2	12.00	DEC.2019 MAINT. SACS COST $12.00
						145093	amp3	12.00	DEC.2019 MAINT. SACS COST $12.00
Total 66457								**36.00**	
66458	ph	TALX THE WORK NUMBER	12/11/2019	12-2019	Check				
						1001083116	amp1	31.15	#1001083116 $31.15 NOV.2019 PRE TENANT SCREENING
						1001083116	amp3	31.15	#1001083116 $31.15 NOV.2019 PRE TENANT SCREENING
Total 66458								**62.30**	
66459	ph	T-MOBILE	12/11/2019	12-2019	Check				
						CELL PHONE DUE 12/13/2019	amp3	104.00	CELL PHONE DUE 12/13/2019 $104.00
						CELL PHONE DUE 12/13/2019	amp1	182.14	CELL PHONE DUE 12/13/2019 $182.14
						CELL PHONE DUE 12/13/2019	amp2	218.38	CELL PHONE DUE 12/13/2019 $218.38
Total 66459								**504.52**	
66460	ph	STANLEY STEEMER	12/11/2019	12-2019	Check				
						3539871	amp1	255.00	3539871 $255.00 316 BARBERRY DRYER DUCT CLEANING
						3539871	amp3	3,195.00	3539874 $3195 301 STEW DRYER DUCT CLEANING
Total 66460								**3,450.00**	

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66461	ph	THE SHERWIN -WILLIAMS CO.	12/11/2019	12-2019	Check				
						0380-3	amp2	1,869.92	#0380-3 $1869.92 MAINT. SUPPLIES
						0380-3	amp1	90.48	#0380-3 $90.48 MAINT. SUPPLIES
Total 66461								**1,960.40**	
66462	ph	THE HOME DEPOT SUPPLY	12/11/2019	12-2019	Check				
						5014096, 6013988 + 2 MORE	amp3	434.99	#4014200 $434.99 MAINT SUPPLIES
						5014096, 6013988 + 2 MORE	amp2	465.98	#4014201 $465.98 MAINT. SUPPLIES
						5014096, 6013988 + 2 MORE	amp1	98.98	#5014096 $98.98 MAINT. SUPPLIES
						5014096, 6013988 + 2 MORE	amp2	2,392.85	#6013988 $2392.85 MAINT. SUPPLIES
Total 66462								**3,392.80**	
66463	ph	TOMMARK, INC.	12/11/2019	12-2019	Check				
						S6080614.001	amp1	156.96	S6080614.001 $156.96 MAINTENANCE SUPPLIES
Total 66463								**156.96**	
66464	ph	The Craft Agency, Inc.	12/11/2019	12-2019	Check				
						1001317428	amp1	181.82	1001317428 $181.82 DEC.2019 WORKERS COMPENSATION COST
						1001317428	amp3	198.35	1001317428 $198.35 DEC.2019 WORKERS COMPENSATION COST
						1001317428	amp2	446.28	1001317428 $446.28 DEC.2019 WORKERS COMPENSATION COST
Total 66464								**826.45**	
66465	ph	Trail Supply LLC	12/11/2019	12-2019	Check				
						49707	amp1	582.50	#49707 $582.50 JANITORIAL SUPPLIES
Total 66465								**582.50**	
66466	ph	YARDI SYSTEMS, INC	12/11/2019	12-2019	Check				
						325707	amp2	129.20	#325707 $129.20 NOV.2019 CHECK SCAN FEES
						325707	amp3	36.85	#325707 $36.85 NOV.2019 CHECK SCAN FEES
						325707	amp1	59.80	#325707 $59.80 NOV.2019 CHECK SCAN FEES
Total 66466								**225.85**	
66467	ph	THE HOME DEPOT PRO	12/11/2019	12-2019	Check				
						524317195	amp2	532.95	522313063 $532.95 MAINT. SUPPLIES
						524317195	amp2	288.00	524317195 $288.00 MAINT. SUPPLIES
Total 66467								**820.95**	
66468	ph	AMAZON	12/11/2019	12-2019	Check				
						10 INVOICES	amp1	89.61	111-4604344-4332208 $89.61 OFFICE SUPPLIES
						10 INVOICES	amp2	53.94	111-8304976-6464250 $53.94 OFFICE SUPPLIES
						10 INVOICES	amp1	145.47	112-2320502-7573047 $145.47 OFFICE SUPPLIES
						10 INVOICES	amp1	6.99	112-6992234-5650650 $6.99 OFFICE SUPPLIES
						10 INVOICES	amp1	364.60	112-9637234-7087412 $364.60 OFFICE SUPPLIES
Total 66468								**660.61**	
66469	ph	First National Bank Omaha	12/11/2019	12-2019	Check				
						BAYMONT INN	amp2	76.59	BAYMONT INN $76.59 TENANT TEMP DISPLACED
Total 66469								**76.59**	
66470	ph	AFLAC	12/17/2019	12-2019	Check				
						680217	amp2	167.52	#680217 $167.52 DEC.2019 SUPPLEMENTAL INS.

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						680217	amp1	258.50	#680217 $258.50 DEC.2019 SUPPLEMENTAL INS.
						680217	amp3	84.72	#680217 $84.72 DEC.2019 SUPPLEMENTAL INS.
Total 66470								**510.74**	
66471	ph	CONSUMERS ENERGY	12/17/2019	12-2019	Check				
						100035146164 +15 MORE	amp2	12,795.05	KWH CONSUMPTION 108800
						100035146164 +15 MORE	amp3	39.46	KWH CONSUMPTION 170
						100035146164 +15 MORE	amp1	5,597.21	KWH CONSUMPTION 43967
						100035146164 +15 MORE	amp3	98.89	MCF CONSUMPTION 11
						100035146164 +15 MORE	amp2	1,688.22	MCF CONSUMPTION 166
						100035146164 +15 MORE	amp1	7,558.30	MCF CONSUMPTION 881
Total 66471								**27,777.13**	
66472	ph	City Of Jackson - Finance Departm	12/17/2019	12-2019	Check				
						NOV.2019 PENSION CONTRI	amp1	461.24	EMPLOYEE ADMIN CONTRIBUTION
						NOV.2019 PENSION CONTRI	amp2	584.02	EMPLOYEE ADMIN CONTRIBUTION
						NOV.2019 PENSION CONTRI	amp3	228.45	EMPLOYEE ADMIN CONTRIBUTION
						NOV.2019 PENSION CONTRI	amp1	942.57	EMPLOYEE MAINT. CONTRIBUTION
						NOV.2019 PENSION CONTRI	amp2	1,217.60	EMPLOYEE MAINT. CONTRIBUTION
						NOV.2019 PENSION CONTRI	amp3	540.88	EMPLOYEE MAINT. CONTRIBUTION
						NOV.2019 PENSION CONTRI	amp1	821.88	EMPLOYER ADMIN CONTRIBUTION
						NOV.2019 PENSION CONTRI	amp2	1,040.67	EMPLOYER ADMIN CONTRIBUTION
						NOV.2019 PENSION CONTRI	amp3	407.08	EMPLOYER ADMIN CONTRIBUTION
						NOV.2019 PENSION CONTRI	amp1	1,436.07	EMPLOYER MAINT. CONTRIBUTION
						NOV.2019 PENSION CONTRI	amp2	1,936.61	EMPLOYER MAINT. CONTRIBUTION
						NOV.2019 PENSION CONTRI	amp3	963.82	EMPLOYER MAINT. CONTRIBUTION
Total 66472								**10,580.89**	
66473	ph	COMCAST	12/17/2019	12-2019	Check				
						DUE DATE 12.26.2019	amp3	197.54	8529114280104708 109 SHAH $197.54
						DUE DATE 12.26.2019	amp2	215.09	8529114280363940 301 STEW $215.09
						DUE DATE 12.26.2019	amp3	46.20	8529114280369921 221 JANK $46.20
Total 66473								**458.83**	
66474	ph	DAUGHERTY TREE SERVICE	12/17/2019	12-2019	Check				
						1225 LAUREL LN 929 MAPLE	amp1	200.00	FALLEN TREE REMOVAL 1225 LAUREL LN $200.00
						1225 LAUREL LN 929 MAPLE	amp1	280.00	FALLEN TREE REMOVAL 929 MAPLE $280.00
Total 66474								**480.00**	
66475	ph	AMAZON	12/17/2019	12-2019	Check				
						113-4812653-8200228	amp2	146.97	113-4812653-8200228 $146.97 WIRELESS KEYBOARD/MOUSE
Total 66475								**146.97**	
66476	ph	GRIFFIN PEST SOLUTIONS	12/17/2019	12-2019	Check				
						1873897 + 11 MORE	amp2	50.00	#1874575 $50.00 PEST CONTROL
						1873897 + 11 MORE	amp2	1,320.50	1860657 $365.00 1863584 $955.50
						1873897 + 11 MORE	amp2	637.00	1863432 $637.00
						1873897 + 11 MORE	amp2	245.00	1873662 $245.00
						1873897 + 11 MORE	amp2	1,040.00	1873897 $920.00 1874578 $120.00
						1873897 + 11 MORE	amp2	600.00	1873904 $600.00
						1873897 + 11 MORE	amp2	335.00	1873912 $335.00

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						1873897 + 11 MORE	amp2	1,075.50	1875195 $120.00 1874585 $955.50
						1873897 + 11 MORE	amp2	60.00	1875224 $60.00
Total 66476								**5,363.00**	
66477	ph	INK CONTRACTING LLC	12/17/2019	12-2019	Check				
						1502 1504 1501	amp2	825.00	1501 $825.00 UNIT A-9 UNIT TURN
						1502 1504 1501	amp1	700.00	1502 $700.00 11/2019 LAWN CARE
						1502 1504 1501	amp2	400.00	1504 $400.00 11/2019 LAWN CARE
Total 66477								**1,925.00**	
66478	ph	Jackson Transportation Authority (:	12/17/2019	12-2019	Check				
						0029979-IN	amp2	258.27	0029979-IN $258.27 FUEL NOV.2019
						0029979-IN	amp1	88.59	0029979-IN $88.59 FUEL NOV.2019
						0029979-IN	amp3	97.67	0029979-IN $97.67 FUEL NOV.2019
Total 66478								**444.53**	
66479	ph	Nonprofit Network	12/17/2019	12-2019	Check				
						18884	amp1	1,600.00	#18884 $1600.00 PHASE 3 CONSULTING SERVICE
						18884	amp2	1,600.00	#18884 $1600.00 PHASE 3 CONSULTING SERVICE
						18884	amp3	1,600.00	#18884 $1600.00 PHASE 3 CONSULTING SERVICE
Total 66479								**4,800.00**	
66480	ph	The SBAM Plan	12/17/2019	12-2019	Check				
						01.01.2020-01.31.2020	amp1	8.50	ADMIN FEE
						01.01.2020-01.31.2020	amp2	8.50	ADMIN FEE
						01.01.2020-01.31.2020	amp3	8.50	ADMIN FEE
						01.01.2020-01.31.2020	amp1	1,168.43	ADMIN INSURANCE
						01.01.2020-01.31.2020	amp2	4,019.26	ADMIN INSURANCE
						01.01.2020-01.31.2020	amp3	390.12	ADMIN INSURANCE
						01.01.2020-01.31.2020	amp1	7,148.83	MAINT. INSURANCE
						01.01.2020-01.31.2020	amp2	3,519.39	MAINT. INSURANCE
						01.01.2020-01.31.2020	amp3	470.49	MAINT. INSURANCE
Total 66480								**16,742.02**	
66481	ph	KCL GROUP BENEFITS	12/17/2019	12-2019	Check				
						1.1.2020-1.31.2020 POLICY	amp3	22.20	JAN.2020 AD &D INSURANCE $22.20
						1.1.2020-1.31.2020 POLICY	amp1	33.30	JAN.2020 AD &D INSURANCE $33.30
						1.1.2020-1.31.2020 POLICY	amp2	44.40	JAN.2020 AD &D INSURANCE $44.40
Total 66481								**99.90**	
66482	ph	WISE CONSULTING	12/17/2019	12-2019	Check				
						247	amp1	148.50	#247 $148.50 NOV.2019 ACCOUNTANT COST
						247	amp3	162.00	#247 $162.00 NOV.2019 ACCOUNTANT COST
						247	amp2	364.50	#247 $364.50 NOV.2019 ACCOUNTANT COST
Total 66482								**675.00**	
66483	ph	TRANS UNION LLC	12/18/2019	12-2019	Check				
						11928325	amp2	280.00	#11928325 $532.50 PRE TENANT SCREENING
Total 66483								**280.00**	
66484	ph	A-1 LOCK SHOP	12/19/2019	12-2019	Check				

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Total 66484						6748	amp1	173.28	6748 $173.28 KEYS, DEADBOLTS
								173.28	
66485	ph	CONSUMERS ENERGY	12/19/2019	12-2019	Check				
						100035140910 + 2 MORE	amp3	290.84	KWH CONSUMPTION 1561
Total 66485						100035140910 + 2 MORE	amp3	286.15	MCF CONSUMPTION 31
								576.99	
66486	ph	DBI BUSINESS INTERIORS	12/19/2019	12-2019	Check				
Total 66486						135354-0	amp1	39.78	#135354-0 $39.78 OFFICE SUPPLIES
								39.78	
66487	ph	DAUGHERTY TREE SERVICE	12/19/2019	12-2019	Check				
Total 66487						CHALET TREE TRIMMING	amp1	3,000.00	TRIM ALL TREES AT CHALET ON ROOF AND SIDEWALKS $3000.00
								3,000.00	
66488	ph	GRIFFIN PEST SOLUTIONS	12/19/2019	12-2019	Check				
Total 66488						1855602	amp1	80.00	#1855602 $80.00 PEST MAINT.
								80.00	
66489	ph	HAMMOND HARDWARE	12/19/2019	12-2019	Check				
						C327884, C327839	amp1	32.64	C327839 $32.64 MAINT. SUPPLIES
Total 66489						C327884, C327839	amp1	31.47	C327884 $31.47 MAINT. SUPPLIES
								64.11	
66490	ph	JACKSON APPLIANCE SERVICE LLC	12/19/2019	12-2019	Check				
Total 66490						4237	amp1	44.90	#4237 $44.90 IGNITER SWITCH
								44.90	
66491	ph	JACKSON GLASS WORKS INC	12/19/2019	12-2019	Check				
Total 66491						426694	amp1	17.50	426694 $17.50 WINDOW REPAIR/ REPLACE
								17.50	
66492	ph	Johnstone Supply	12/19/2019	12-2019	Check				
Total 66492						2023041	amp1	164.51	2023041 $164.51 MAINT. SUPPLIES
								164.51	
66493	ph	LIBERTY ENVIRONMENTALISTS, IN	12/19/2019	12-2019	Check				
Total 66493						181106	amp1	20.00	181106 $20.00 TRASH DROP OFF
								20.00	
66494	ph	Lammers Heating & A/C	12/19/2019	12-2019	Check				
Total 66494						12741-30493	amp3	115.00	12741-30493 $115.00 CHECKED FURNACE
								115.00	
66495	ph	MENARDS - JACKSON	12/19/2019	12-2019	Check				
						73255, 73481, 73961, 73359	amp1	108.85	#73255 $108.85 MAINT. SUPPLIES
						73255, 73481, 73961, 73359	amp3	386.00	#73359 $386.00 STOVE
						73255, 73481, 73961, 73359	amp3	74.76	#73359 $74.76 MAINT. SUPPLIES
						73255, 73481, 73961, 73359	amp1	617.36	#73481 $617.36 MAINT. SUPPLIES
						73255, 73481, 73961, 73359	amp1	89.76	#73961 $89.76 MAINT. SUPPLIES

Jackson Housing Commission
Previously Paid Liabilities
Public Housing
Period: From 12/1/2019 to 12/31/2019

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
Total 66495								**1,276.73**	
66496	ph	TOMMARK, INC.	12/19/2019	12-2019	Check				
						S6159709.001	amp1	403.81	S6159709.001 $403.81 MAINT. SUPPLIES
Total 66496								**403.81**	
66497	ph	First National Bank Omaha	12/19/2019	12-2019	Check				
						DOLLAR TREE, FAMILY DOLLAR, GFS	amp1	15.90	DOLLAR TREE $15.90 BINGO PRIZES
						DOLLAR TREE, FAMILY DOLLAR, GFS	amp1	92.75	FAMILY DOLLAR $92.75 OFFICE SUPPLIES
Total 66497								**108.65**	
66498	ph	ZISCHKE BUILDERS, INC	12/19/2019	12-2019	Check				
						1200	amp1	800.00	#1200.00 $800.00 UNIT TURN PAINTING- 1215 LAUREL LANE
Total 66498								**800.00**	
66499	ph	KUSTOM US, INC	12/19/2019	12-2019	Check				
						02-32193-F	amp2	1,960.75	02-32193-F $1960.75 H4&H14 CLEAN UP DUE TO FLOOD IN APT
Total 66499								**1,960.75**	
66500	ph	Community Action Agency	12/19/2019	12-2019	Check				
						JULY, AUG, SEPT, OCT, NOV 2019	amp1	3,249.98	JULY AUG SEPT 2019 $3249.98
						JULY, AUG, SEPT, OCT, NOV 2019	amp3	3,249.98	JULY AUG SEPT 2019 $3249.98
						JULY, AUG, SEPT, OCT, NOV 2019	amp2	9,749.92	JULY AUG SEPT 2019 $9749.92
						JULY, AUG, SEPT 2019	amp2	2,149.66	JULY, AUG, SEPT 2019 $2149.66 ADDITIONAL COST
						JULY, AUG, SEPT 2019	amp1	716.56	JULY, AUG, SEPT 2019 $716.56 ADDITIONAL COST
						JULY, AUG, SEPT 2019	amp3	716.56	JULY, AUG, SEPT 2019 $716.56 ADDITIONAL COST
						JULY, AUG, SEPT, OCT, NOV 2019	amp1	1,171.07	NOV.2019 TENANT SERVICES CONTRACT
						JULY, AUG, SEPT, OCT, NOV 2019	amp2	3,513.20	NOV.2019 TENANT SERVICES CONTRACT
						JULY, AUG, SEPT, OCT, NOV 2019	amp3	1,171.06	NOV.2019 TENANT SERVICES CONTRACT
						JULY, AUG, SEPT, OCT, NOV 2019	amp1	1,171.07	OCT.2019 TENANT SERVICES CONTRACT
						JULY, AUG, SEPT, OCT, NOV 2019	amp2	3,513.20	OCT.2019 TENANT SERVICES CONTRACT
						JULY, AUG, SEPT, OCT, NOV 2019	amp3	1,171.06	OCT.2019 TENANT SERVICES CONTRACT
Total 66500								**31,543.32**	
Grand Total								**204,206.61**	

Jackson Housing Commission
Previously Paid Liabilities
COCC
Period: From 12/1/2019 to 12/31/2019

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
						12.05.2019	cocc	23.00	SHERATON SQ $23.00 TRAINING- INGRAM
						12.05.2019	cocc	46.00	SHERATON SQ $46.00 TRAINING- INGRAM
Total 3779								**155.67**	
3780	cocc	DBI BUSINESS INTERIORS	12/11/2019	12-2019	Check				
						117185-0 118401-0	cocc	20.09	117185-0 $20.09 OFFICE SUPPLIES
						117185-0 118401-0	cocc	11.26	118401-0 $11.26 OFFICE SUPPLIES
Total 3780								**31.35**	
3781	cocc	AMERICAN OFFICE SOLUTIONS	12/11/2019	12-2019	Check				
						26075186	cocc	129.11	#26075186 $129.11 NOV.2019 COPIER MACHINE COST
Total 3781								**129.11**	
3782	cocc	DOLANDA DUFFIN	12/11/2019	12-2019	Check				
						. DUFFIN FOOD REIMBURSEMEI	cocc	10.46	ARBYS $10.46 FOOD TEMP. DISPLACED
						. DUFFIN FOOD REIMBURSEMEI	cocc	19.66	ARBYS $19.66 FOOD TEMP. DISPLACED
						. DUFFIN FOOD REIMBURSEMEI	cocc	25.82	ARBYS $25.82 FOOD TEMP. DISPLACED
						. DUFFIN FOOD REIMBURSEMEI	cocc	6.34	BURGER KING $6.34 FOOD TEMP. DISPLACED
						. DUFFIN FOOD REIMBURSEMEI	cocc	8.31	DOOR DASH $8.31 FOOD TEMP. DISPLACED
						. DUFFIN FOOD REIMBURSEMEI	cocc	20.73	KROGERS $20.73 FOOD TEMP. DISPLACED
						. DUFFIN FOOD REIMBURSEMEI	cocc	12.24	TACO BELL $12.24 FOOD TEMP. DISPLACED
						. DUFFIN FOOD REIMBURSEMEI	cocc	8.37	TARGET $8.37 FOOD TEMP. DISPLACED
Total 3782								**111.93**	
3783	cocc	PC Solutions	12/11/2019	12-2019	Check				
						M25307	cocc	146.80	#M25307 $146.80 DEC. 2019 IT SUPPORT
Total 3783								**146.80**	
3784	cocc	Pentiuk, Couvreur & Kobiljak, P.C	12/11/2019	12-2019	Check				
						42858	cocc	456.00	114310.001 $456.00 NOV.2019 LEGAL EXPENSES
Total 3784								**456.00**	
3785	cocc	SCOTT ACCOUNTING & COMPUTEI	12/11/2019	12-2019	Check				
						145093	cocc	12.00	DEC.2019 MAINT. SACS COST $12.00
Total 3785								**12.00**	
3786	cocc	T-MOBILE	12/11/2019	12-2019	Check				
						CELL PHONE DUE 12/13/2019	cocc	26.14	CELL PHONE DUE 12/13/2019 $26.14
Total 3786								**26.14**	
3787	cocc	SUBURBAN LANES	12/11/2019	12-2019	Check				
						FINAL PAYMENT 393.88	cocc	393.88	FINAL PAYMENT WINTER MEETING $393.88 DUE 12/20/2019
Total 3787								**393.88**	
3788	cocc	The Craft Agency, Inc.	12/11/2019	12-2019	Check				
						1001317428	cocc	495.87	1001317428 $495.87 DEC.2019 WORKERS COMPENSATION COST
Total 3788								**495.87**	
3789	cocc	YARDI SYSTEMS, INC	12/11/2019	12-2019	Check				
						325707	cocc	4.00	#325707 $4.00 NOV.2019 CHECK SCAN FEES
Total 3789								**4.00**	
3790	cocc	AMAZON	12/11/2019	12-2019	Check				

Jackson Housing Commission
Previously Paid Liabilities
COCC
Period: From 12/1/2019 to 12/31/2019

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
						10 INVOICES	cocc	158.20	114-0760548-170811 $158.20 OFFICE SUPPLIES
						10 INVOICES	cocc	15.99	114-1035586-3571448 $15.99 OFFICE SUPPLIES
						10 INVOICES	cocc	143.78	114-2766200-2276258 $143.78 OFFICE SUPPLIES
						10 INVOICES	cocc	43.97	114-3639566-1117002 $43.97 OFFICE SUPPLIES
						10 INVOICES	cocc	42.99	114-4643971-4078617 $42.99 OFFICE SUPPLIES
Total 3790								**404.93**	
3791	cocc	ROBERT BILLS	12/12/2019	12-2019	Check				
						12.16.2019-01.03.2020	cocc	50.00	FEED THY NBR 01.02.2020 $50.00
						12.16.2019-01.03.2020	cocc	50.00	FEED THY NBR 01.03.2020 $50.00
						12.16.2019-01.03.2020	cocc	50.00	FEED THY NBR 12.16.2019 $50.00
						12.16.2019-01.03.2020	cocc	50.00	FEED THY NBR 12.17.2019 $50.00
						12.16.2019-01.03.2020	cocc	50.00	FEED THY NBR 12.18.2019 $50.00
						12.16.2019-01.03.2020	cocc	50.00	FEED THY NBR 12.19.2019 $50.00
						12.16.2019-01.03.2020	cocc	50.00	FEED THY NBR 12.20.2019 $50.00
						12.16.2019-01.03.2020	cocc	50.00	FEED THY NBR 12.23.2019 $50.00
Total 3791								**400.00**	
3792	cocc	AFLAC	12/17/2019	12-2019	Check				
						680217	cocc	165.94	#680217 $165.94 DEC.2019 SUPPLEMENTAL INS.
Total 3792								**165.94**	
3793	cocc	City Of Jackson - Finance Departme	12/17/2019	12-2019	Check				
						NOV.2019 PENSION CONTRI	cocc	1,760.54	EMPLOYEE ADMIN CONTRIBUTION
						NOV.2019 PENSION CONTRI	cocc	3,137.18	EMPLOYER ADMIN CONTRIBUTION
Total 3793								**4,897.72**	
3794	cocc	AMAZON	12/17/2019	12-2019	Check				
						113-4812653-8200228	cocc	293.94	113-4812653-8200228 $293.94 WIRELESS KEYBOARD/MOUSE
Total 3794								**293.94**	
3795	cocc	GRIFFIN PEST SOLUTIONS	12/17/2019	12-2019	Check				
						1873897 + 11 MORE	cocc	100.00	#1874575 $100.00 PEST CONTROL
Total 3795								**100.00**	
3796	cocc	OMO	12/17/2019	12-2019	Check				
						LITTLE CAESARS	cocc	42.40	FOOD FOR: A-BUILDING CONCRETE REPAIRS LITTLE CAESARS $42.40
Total 3796								**42.40**	
3797	cocc	Nonprofit Network	12/17/2019	12-2019	Check				
						18884	cocc	1,600.00	#18884 $1600.00 PHASE 3 CONSULTING SERVICE
Total 3797								**1,600.00**	
3798	cocc	The SBAM Plan	12/17/2019	12-2019	Check				
						01.01.2020-01.31.2020	cocc	8.50	ADMIN FEE
						01.01.2020-01.31.2020	cocc	7,953.67	ADMIN INSURANCE
						01.01.2020-01.31.2020	cocc	2,736.17	RETIREES INSURANCE
Total 3798								**10,698.34**	
3799	cocc	KCL GROUP BENEFITS	12/17/2019	12-2019	Check				
						1.1.2020-1.31.2020 POLICY	cocc	33.30	JAN.2020 AD &D INSURANCE $33.30
Total 3799								**33.30**	

Jackson Housing Commission
Previously Paid Liabilities
COCC
Period: From 12/1/2019 to 12/31/2019

Check #	Bank Code	Payee Name	Check Date	Post Month	Payment Method	Invoice #	Property	Amount	Notes
3800	cocc	WISE CONSULTING	12/17/2019	12-2019	Check				
						247	cocc	405.00	#247 $405.00 NOV.2019 ACCOUNTANT COST
Total 3800								**405.00**	
3801	cocc	First National Bank Omaha	12/19/2019	12-2019	Check				
						)LLAR TREE, FAMILY DOLLAR, G	cocc	32.80	DOLLAR TREE $32.80 BINGO PRIZES
						)LLAR TREE, FAMILY DOLLAR, G	cocc	105.53	GFS $105.53 BINGO/ DINNER
						)LLAR TREE, FAMILY DOLLAR, G	cocc	214.14	GFS $214.14 DINNER/ XMASCOC
Total 3801								**352.47**	
Grand Total								**32,483.41**	

Leasing and HAP Utilization

CY2019

A	B	C	D	E	F	G	H	I	J	K	L
Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRP Available
Balance Forward											37,018
January	229,217	224,432	98.0%	465	482.65	97.9%	475	474	31	4,785	42,308
February	234,395	203,242	86.7%	458	443.76	96.5%	475	399	35	31,153	73,895
March	220,229	205,050	93.1%	452	453.65	95.2%	475	421	34	15,179	89,529
April	220,229	202,138	91.8%	452	447.21	95.2%	475	818	39	18,091	108,477
May	211,151	203,528	96.4%	453	449.29	95.4%	475	558	40	7,623	116,698
June	189,594	214,186	113.0%	454	471.78	95.6%	475	646	42	(24,592)	92,794
July	207,307	204,166	98.5%	455	448.72	95.8%	475	173	38	3,141	96,146
August	207,307	210,465	102.0%	451	466.66	95.0%	475	547	40	(3,158)	93,575
September											
October											
November											
December											
	$1,719,429	$1,667,207	97.4%	3,640	$457.97	95.8%	3,800	$ 4,036	$ 299	$ 52,222	$93,575
	Total	Total	C/B	Total	C/E	E/H	Total	Total	Total	B - C	L-K+J+I

Jackson Housing Commission

Jackson, MI

The following Resolution was introduced by _____and considered:

RESOLUTION NO. 2020-01

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

AMP 1: Chalet Terrace	$7,206.08
AMP 2: Reed Manor	$2,964.34
AMP 3: Shahan-Blackstone Apts.	$1,870.49
Total	**$12,040.91**

The attached Collection Losses Report reflects the delinquent amount of _____ and is hereby approved for fiscal year 2020 write-off.

_____ **MOVED** to adopt the foregoing Resolution as read.
_____ **SECONDED** the motion and by 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 January 15, 2020.

_____
Michelle Woods
Vice-President

Jackson Housing Commission

Collection Loss Write-Offs
Three Months or Greater
January 2020

Property	Account	EOP	Amount
Chalet Terrace	T0000976	10/14/19	$3,650.84
Chalet Terrace	T0000093	10/01/19	$2,880.37
Chalet Terrace	T0000961	10/02/19	$ 674.87
Reed Manor	T0000195	10/05/19	$ 332.00
Reed Manor	T0000381	10/05/19	$ 33.00
Reed Manor	T0003851	10/09/19	$2,599.34
Shahan Blackstone North	T0000181	10/01/19	$1,870.49

Property	Amount
Chalet Terrace	$ 7,206.08
Reed Manor	$ 2,964.34
Shahan Blackstone North	$ 1,870.49
Total	$12,040.91

Jackson Housing Commission

Jackson, MI

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

RESOLUTION NO. 2020-02

WHEREAS, pursuant the Annual Contributions Contract between the Department of Housing and Urban Development (HUD) and the Jackson Housing Commission, the Commission has adopted an Employee Handbook (Personnel Policy);

WHEREAS, the Jackson Housing Commission Employee Handbook is updated as needed to reflect legislative changes affecting personnel policies;

THEREFORE, BE IT RESOLVED THAT the Commission hereby approves the Employee Handbook (Personnel Policy) revision effective January 15, 2020.

_____ **MOVED** to adopt the foregoing Resolution as introduced and read. _____ **SECONDED** 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 January 15, 2020.

_____
Michelle Woods
President

Jackson Housing Commission
TAR Report December 2019

Aged Receivables

All Selected Accounts Age As Of: 12/31/2019 Post To: 12/2019

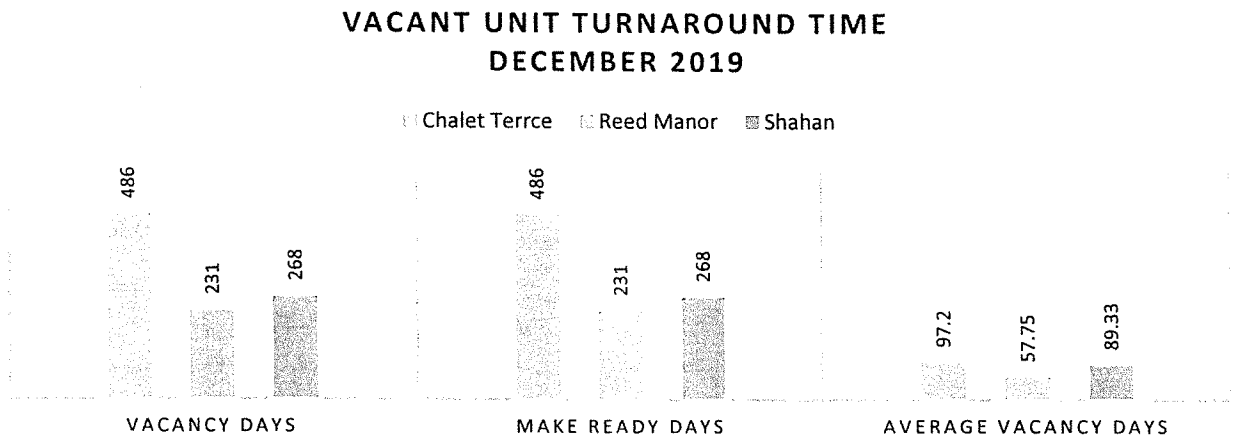
Property	Property Name	Total Unpaid Charges	0-30 days	31-60 days	61-90 days	Over 90 days	Prepays	Balance
AMP1	Chalet Terrace	66,855.85	15,696.77	6,215.53	5,179.65	39,763.90	-2,229.64	64,626.21
AMP2	Reed Manor	141,228.17	21,406.68	18,613.03	13,268.07	87,940.39	-5,691.86	135,536.31
AMP3	Shahan-Blackstone	30,045.72	4,913.54	6,797.42	262.32	18,072.44	-2,348.98	27,696.74
Total		**238,129.74**	**42,016.99**	**31,625.98**	**18,710.04**	**145,776.73**	**-10,270.48**	**227,859.26**

Jackson Housing Commission
Move Out Report
January 2020

Property	Account Number	EOP	Reason
Reed Manor	T0000699	12/09/2019	Moveout
Reed Manor	T0000225	12/10/2019	Eviction
Reed Manor	T0001794	12/17/2019	Eviction
Reed Manor	T0003494	12/17/2019	Moveout
Reed Manor	T0000214	12/19/2019	Deceased
Reed Manor	T0000062	12/20/2019	Eviction

Jackson Housing Commission

Vacant Unit Turnaround Report
December 2019



acant Unit Turnaround Time

nalet Terrace (amp1)

nits Turned between 11/01/2019 and 12/01/2019

Property: / Unit / Move-Out	#Error	PHA Unit Status	Start Date	End Date	Vacancy Days	Down	Turnaround Days: Make Ready	Turnaround Days: Lease Up	Turnaround Days: Total non-exempt	Exempt Days: Capital Fund	Exempt Days: Other
0000030	1228 Heather Lane										
1/01/1900	HUD: MI038000-001 2 BR: 3										
		Vacant - Down	06/20/2019	10/31/2019	134	134	-	-	134	-	-
					134	134	0	0	134	0	0
0000131	1203 Laurel Lane										
1/01/1900	HUD: MI038000-001 2 BR: 2										
		Vacant - Down	10/02/2019	11/20/2019	50	50	-	-	50	-	-
					50	50	0	0	50	0	0
)0000133	1229 Heather Lane										
)1/01/1900	HUD: MI038000-001 2 BR: 3										
		Vacant - Down	10/02/2019	11/21/2019	51	51	-	-	51	-	-
					51	51	0	0	51	0	0
1207	1207 Heather Lane										
)1/01/1900	HUD: MI038000-001 4 BR: 1										
		Vacant - Down	05/31/2019	11/18/2019	172	172	-	-	172	-	-
					172	172	0	0	172	0	0
117	117 E Mansion										
)1/01/1900	HUD: MI038000-001 48 BR: 3										
		Vacant - Down	09/02/2019	11/19/2019	79	79	-	-	79	-	-
					79	79	0	0	79	0	0
		Units Turned: 5		**Property Totals:**	486	486	0	0	486	0	0
				Averages:		97.20	0.00	0.00	97.20	0.00	0.00
E-5	301 Steward Ave E-5										
10/09/2019	HUD: MI038000-002 E-5 BR: 0										
		Vacant - Down	10/10/2019	11/20/2019	42	42	-	-	42	-	-
					42	42	0	0	42	0	0
G-37	301 Steward Avenue G-37										
01/01/1900	HUD: MI038000-002 G-37 BR: 0										
		Vacant - Down	09/04/2019	11/18/2019	76	76	-	-	76	-	-
					76	76	0	0	76	0	0

Property:	#Error						Turnaround Days			Exempt Days	
Unit / Move-Out		PHA Unit Status	Start Date	End Date	Vacancy Days	Down	Make Ready	Lease Up	Total non-exempt	Capital Fund	Other
32	315 Steward Avenue I-32										
1/01/1900	HUD: MI038000-002 I-32 BR: 0										
		Vacant - Down	10/06/2019	11/04/2019	30	30	-	-	30	-	-
					30	30	0	0	30	0	0
-53	315 Steward Avenue I-53										
1/01/1900	HUD: MI038000-002 I-53 BR: 0										
		Vacant - Down	08/10/2019	10/31/2019	83	83	-	-	83	-	-
					83	83	0	0	83	0	0
		Units Turned: 4		**Property Totals:**	231	231	0	0	231	0	0
				Averages:		57.75	0.00	0.00	57.75	0.00	0.00
.04	104 Shahan Drive										
)1/01/1900	HUD: MI038000-003 3 BR: 2										
		Vacant - Down	04/16/2019	10/31/2019	199	199	-	-	199	-	-
					199	199	0	0	199	0	0
128	128 Shahan Drive										
10/20/2019	HUD: MI038000-003 4 BR: 2										
		Vacant - Down	10/21/2019	11/07/2019	18	18	-	-	18	-	-
					18	18	0	0	18	0	0
309	309 Moorman Drive										
01/01/1900	HUD: MI038000-003 5 BR: 3										
		Vacant - Down	10/02/2019	11/21/2019	51	51	-	-	51	-	-
					51	51	0	0	51	0	0
		Units Turned: 3		**Property Totals:**	268	268	0	0	268	0	0
				Averages:		89.33	0.00	0.00	89.33	0.00	0.00

			Turnaround Days			Exempt Days	
	Vacancy Days	Down	Make Ready	Lease Up	Total non-exempt	Capital Fund	Other
Units Turned: 12		**Grand Totals:** 985	985	0	0	985	0	0
		Averages:	82.08	0.00	0.00	82.08	0.00	0.00

Income Statement

Period = Dec 2019

Book = Accrual , Tree = ysi_is

Revenue & Expenses	Period to Date	%	Year to Date	%
INCOME				
TENANT INCOME				
Tenant Screening	0	0	-839	0
Fraud Recovery	4,841	0	19,945	0
Total Other Tenant Income	4,841	0	19,106	0
NET TENANT INCOME	4,841	0	19,106	0
GRANT INCOME				
Section 8 HAP Earned	208,249	0	1,793,663	0
Section 8 Admin. Fee Income	20,692	0	193,686	0
TOTAL GRANT INCOME	228,941	0	1,987,349	0
OTHER INCOME				
Investment Income - Unrestricted	60	0	700	0
Miscellaneous Other Income	0	0	453	0
TOTAL OTHER INCOME	60	0	1,154	0
TOTAL INCOME	233,842	0	2,007,609	0
EXPENSES				
ADMINISTRATIVE				
Administrative Salaries				
Administrative Salaries	6,705	0	66,393	0
Employee Benefit Contribution-Admin	5,966	0	51,485	0
Total Administrative Salaries	12,672	0	117,878	0
Legal Expense				
Tenant Screening	1,023	0	2,516	0
Total Legal Expense	1,023	0	2,516	0
Other Admin Expenses				
Staff Training	0	0	199	0
Accounting Fees	330	0	4,230	0
Auditing Fees	0	0	2,200	0
Port Out Admin Fee Paid	67	0	565	0
Management Fee	3,000	0	27,000	0
Consultants	1,600	0	2,400	0
Total Other Admin Expenses	4,997	0	36,594	0
Miscellaneous Admin Expenses				
Membership and Fees	0	0	386	0
Publications	0	0	104	0
Advertising	0	0	31	0
Office Supplies	0	0	1,268	0
Telephone	91	0	813	0
Postage	303	0	1,302	0
Software License Fees	0	0	9,424	0
Copiers	129	0	990	0
Software	1,188	0	4,917	0
Cell Phones/Pagers	7	0	7	0
Bank Fees	2	0	32	0
Other Misc Admin Expenses	68	0	1,364	0
Total Miscellaneous Admin Expenses	1,787	0	20,638	0
TOTAL ADMINISTRATIVE EXPENSES	20,480	0	177,626	0

Income Statement

Period = Dec 2019

Book = Accrual ; Tree = ysi_is

	Period to Date	%	Year to Date	%
TENANT SERVICES				
Tenant Services Contract Costs	0	0	4,883	0
TOTAL TENANT SERVICES EXPENSES	0	0	4,883	0
UTILITIES				
Water	0	0	678	0
Garbage/Trash Removal	28	0	191	0
Sewer	0	0	285	0
TOTAL UTILITY EXPENSES	28	0	1,154	0
MAINTENANCE AND OPERATIONS				
Contract Costs				
Contract-Pest Control	100	0	100	0
Contract-IT Contracts	159	0	1,411	0
Contract-Fee For Service	704	0	3,751	0
Total Contract Costs	963	0	5,262	0
TOTAL MAINTENACE EXPENSES	963	0	5,262	0
GENERAL EXPENSES				
Employee Benefits	17	0	150	0
Workers Compensation	331	0	2,534	0
TOTAL GENERAL EXPENSES	347	0	2,684	0
HOUSING ASSISTANCE PAYMENTS				
Housing Assistance Payments	196,310	0	1,791,835	0
Tenant Utility Payments-Voucher	2,763	0	27,327	0
Portable Out HAP Payments	2,247	0	17,140	0
TOTAL HOUSING ASSISTANCE PAYMENTS	201,320	0	1,836,302	0
TOTAL EXPENSES	223,137	0	2,027,912	0
NET INCOME	10,704	0	-20,303	0

Balance Sheet

Period = Dec 2019

Book = Accrual ; Tree = ysi_bs

	Current Balance
All	
ASSETS	
CURRENT ASSETS:	
CASH	
Unrestricted Cash	
Cash Operating 1	144,417
Total Unrestricted Cash	144,417
Restricted Cash	
Cash Restricted-HAP	22,928
Total Restricted Cash	22,928
TOTAL CASH	167,345
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	14,509
Allowance for Doubtful Accounts-Other	-206
TOTAL ACCOUNTS AND NOTES RECEIVABLE	14,303
OTHER CURRENT ASSETS	
Investments-Unrestricted	3,671
Prepaid Insurance	1,775
TOTAL OTHER CURRENT ASSETS	5,446
TOTAL CURRENT ASSETS	187,095
FIXED ASSETS	
Furniture and Equipment-Admin.	33,341
Accum Depreciation-Furn & Equip Admin	-33,341
TOTAL FIXED ASSETS (NET)	0
TOTAL ASSETS	187,095
LIABILITIES & EQUITY	
LIABILITIES:	
CURRENT LIABLITIES:	
A/P Vendors and Contractors	1,396
Employee FICA Witholding	0
Employee Medicare Witholding	11,153
Retirement W/H	4,168
Supplemental Insurance W/H	-2,129
Accrued Compensated Absences-Current	3,044
TOTAL CURRENT LIABILITIES	17,632
TOTAL LIABILITIES	17,632
EQUITY	
RETAINED EARNINGS:	
Invested in Capital Assets-Net of Debt	59,570
Retained Earnings-Unrestricted Net Assets	70,725
Retained Earnings-Restricted Net Assets	39,168
TOTAL RETAINED EARNINGS:	169,463
TOTAL EQUITY	169,463
TOTAL LIABILITIES AND EQUITY	187,095

Income Statement

Period = Dec 2019

Book = Accrual ; Tree = ysi_is

Revenue & Expenses	Period to Date	%	Year to Date	%
INCOME				
TENANT INCOME				
Rental Income				
Tenant Rent	25,962	0	226,524	0
Utility Reimb.-LIPH	-399	0	-3,717	0
Utility Reimbursement Recovery	0	0	-414	0
Total Rental Income	25,563	0	222,393	0
Other Tenant Income	450	0	4,256	0
Laundry and Vending	30	0	751	0
Damages	1,142	0	1,919	0
Late Charges	650	0	7,400	0
Legal Fees - Tenant	-11	0	4,581	0
Tenant Owed Utilities	0	0	44	0
Tenant Screening	0	0	-288	0
Misc.Tenant Income	-21	0	7,640	0
TPA Rent	1,152	0	14,048	0
TPA Damage	0	0	64	0
TPA Legal	-11	0	-457	0
Total Other Tenant Income	3,404	0	40,873	0
NET TENANT INCOME	28,966	0	263,266	0
GRANT INCOME				
HUD PHA Operating Grants/Subsidy	0	0	299,677	0
Capital Fund Grants	0	0	20,022	0
TOTAL GRANT INCOME	0	0	319,700	0
OTHER INCOME				
Investment Income - Unrestricted	46	0	418	0
Miscellaneous Other Income	0	0	1,065	0
Insurance Proceeds	11,015	0	14,787	0
TOTAL OTHER INCOME	11,061	0	16,270	0
TOTAL INCOME	40,027	0	599,236	0
EXPENSES				
ADMINISTRATIVE				
Administrative Salaries				
Administrative Salaries	8,112	0	72,826	0
Employee Benefit Contribution-Admin	2,452	0	21,253	0
Total Administrative Salaries	10,563	0	94,079	0
Legal Expense				
Tenant Screening	31	0	173	0
General Legal Expense	104	0	3,040	0
Total Legal Expense	136	0	3,213	0
Other Admin Expenses				
Staff Training	0	0	203	0
Travel	0	0	55	0
Mailbox Keys/Postmaster	75	0	450	0
Accounting Fees	182	0	3,131	0
Auditing Fees	0	0	2,200	0
Management Fee	6,071	0	53,775	0

Income Statement

Period = Dec 2019

Book = Accrual ; Tree = ysi_is

	Period to Date	%	Year to Date	%
Asset Management Fees	516	0	4,644	0
Consultants	1,600	0	2,400	0
Total Other Admin Expenses	8,444	0	66,858	0
Miscellaneous Admin Expenses				
Membership and Fees	0	0	1,309	0
Publications	0	0	104	0
Advertising	0	0	31	0
Office Supplies	744	0	1,839	0
Telephone	578	0	4,852	0
Postage	111	0	477	0
Software License Fees	0	0	9,424	0
Copiers	129	0	991	0
Software	701	0	1,439	0
Internet	307	0	2,374	0
Cell Phones/Pagers	182	0	182	0
Payroll Services Fees	46	0	3,576	0
Bank Fees	60	0	573	0
Sponsorships	0	0	167	0
Other Misc Admin Expenses	24	0	147	0
Total Miscellaneous Admin Expenses	2,882	0	27,487	0
TOTAL ADMINISTRATIVE EXPENSES	22,025	0	191,637	0
TENANT SERVICES				
Other Tenant Svcs.	0	0	3,781	0
Tenant Services Contract Costs	5,559	0	9,961	0
Tenant Relocation	0	0	4,072	0
TOTAL TENANT SERVICES EXPENSES	5,559	0	17,814	0
UTILITIES				
Water	0	0	44,110	0
Electricity	5,597	0	56,556	0
Electricity-Vacant Units	32	0	475	0
Gas	7,558	0	30,268	0
Gas-Vacant Units	58	0	689	0
Garbage/Trash Removal	153	0	22,852	0
Sewer	0	0	26,758	0
TOTAL UTILITY EXPENSES	13,398	0	181,709	0
MAINTENANCE AND OPERATIONS				
General Maint Expense				
Maintenance Salaries	11,495	0	107,814	0
Employee Benefit Contribution-Maint.	9,527	0	64,781	0
Maintenace Uniforms	0	0	435	0
Vehicle Gas, Oil, Grease	89	0	469	0
Total General Maint Expense	21,111	0	173,498	0
Materials				
Supplies-Appliance	0	0	7,181	0
Supplies-Electrical	0	0	149	0
Supplies-Janitorial/Cleaning	582	0	1,952	0
Supplies-Maint/Repairs	4,379	0	45,778	0
Supplies-Plumbing	0	0	2,038	0
Total Materials	4,961	0	57,099	0
Contract Costs				
Contract-Alarm/Extinguisher	0	0	401	0
Contract-Building Repairs	0	0	5,075	0

Income Statement

Period = Dec 2019

Book = Accrual . Tree = ysi_is

	Period to Date	%	Year to Date	%
Contract-Decorating/Painting	800	0	2,275	0
Contract-Electrical	0	0	1,135	0
Contract-Pest Control	2,164	0	10,093	0
Contract-Grounds	3,700	0	25,775	0
Contract-Janitorial/Cleaning	825	0	3,346	0
Contract-Plumbing	1,003	0	7,692	0
Contract-HVAC	0	0	266	0
Contract-Vehicle Maintenance	230	0	825	0
Contract-Alarm Monitoring	181	0	2,773	0
Contract-IT Contracts	159	0	1,467	0
Contract-Bookkeeping Fees	870	0	7,830	0
Contract-Fee For Service	480	0	41,199	0
Contract Costs-Other	0	0	1,079	0
Total Contract Costs	10,411	0	111,232	0
TOTAL MAINTENACE EXPENSES	36,484	0	341,828	0
GENERAL EXPENSES				
Payments in Lieu of Taxes	0	0	-2,447	0
Employee Benefits	33	0	322	0
Workers Compensation	182	0	1,394	0
Bad Debt-Tenant Rents	0	0	9,461	0
Security/Law Enforcement	0	0	2,632	0
TOTAL GENERAL EXPENSES	215	0	11,362	0
TOTAL EXPENSES	77,681	0	744,351	0
NET INCOME	-37,653	0	-145,115	0

Balance Sheet

Period = Dec 2019

Book = Accrual ; Tree = ysi_bs

	Current Balance
All	
ASSETS	
CURRENT ASSETS:	
CASH	
Unrestricted Cash	
Cash Operating 1	159,735
Petty Cash	4,351
Total Unrestricted Cash	164,087
Restricted Cash	
Cash Restricted-Security Deposits	21,334
Total Restricted Cash	21,334
TOTAL CASH	185,421
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	54,518
Allowance for Doubtful Accounts-Tenants	-4,843
AR - TPA	11,998
TOTAL ACCOUNTS AND NOTES RECEIVABLE	61,672
OTHER CURRENT ASSETS	
Investments-Unrestricted	143,475
Prepaid Insurance	22,861
TOTAL OTHER CURRENT ASSETS	166,336
TOTAL CURRENT ASSETS	413,429
FIXED ASSETS	
Buildings	5,436,781
Furniture and Equipment-Dwelling	81,701
Furniture and Equipment-Admin.	63,818
Accum Depreciation-Buildings	-5,305,983
TOTAL FIXED ASSETS (NET)	276,316
CFP Funding	
CFP 16 Operations	11,923
CFP 16 Mgmt Improvements	23,504
CFP 16 Administration	59,618
CFP 16 Dwelling Structures	159,612
CFP 16 Non-Dwelling Structures	3,333
CFP 16 Non-Dwelling Equipment	25,157
TOTAL CFP FUNDING	283,148
TOTAL ASSETS	972,893
LIABILITIES & EQUITY	
LIABILITIES:	
CURRENT LIABLITIES:	
A/P Vendors and Contractors	1,005
Tenant Security Deposits	21,035
Employee FICA Witholding	0
Supplemental Insurance W/H	-2,197
Other Current Liabilities	9,933
Tenant Prepaid Rents	2,230
Accrued Compensated Absences-Current	2,233
TOTAL CURRENT LIABILITIES	34,239

Balance Sheet

Period = Dec 2019

Book = Accrual ; Tree = ysi_bs

	Current Balance
NONCURRENT LIABILITIES:	
Accrued Compensated Absences-LT	-5,135
TOTAL NONCURRENT LIABILITIES	-5,135
TOTAL LIABILITIES	29,104
EQUITY	
RETAINED EARNINGS:	
Retained Earnings-Unrestricted Net Assets	943,789
TOTAL RETAINED EARNINGS:	943,789
TOTAL EQUITY	943,789
TOTAL LIABILITIES AND EQUITY	972,893

Income Statement

Period = Dec 2019

Book = Accrual ; Tree = ysi_is

Revenue & Expenses	Period to Date	%	Year to Date	%
INCOME				
TENANT INCOME				
Rental Income				
Tenant Rent	60,974	0	507,236	0
Utility Reimb.-LIPH	0	0	95	0
Utility Reimbursement Recovery	-95	0	62	0
Total Rental Income	60,879	0	507,394	0
Other Tenant Income	312	0	7,153	0
Laundry and Vending	1,730	0	12,711	0
Damages	0	0	68	0
Late Charges	675	0	8,133	0
Legal Fees - Tenant	152	0	9,122	0
Tenant Screening	0	0	-1,452	0
Misc.Tenant Income	60	0	1,241	0
TPA Rent	-782	0	27,085	0
TPA Damage	0	0	50	0
TPA Legal	0	0	-1,127	0
Total Other Tenant Income	2,147	0	65,239	0
NET TENANT INCOME	63,026	0	572,632	0
GRANT INCOME				
HUD PHA Operating Grants/Subsidy	0	0	1,471,474	0
Capital Fund Grants	0	0	14,216	0
TOTAL GRANT INCOME	0	0	1,485,690	0
OTHER INCOME				
Investment Income - Unrestricted	46	0	418	0
Miscellaneous Other Income	319	0	1,465	0
Insurance Proceeds	3,877	0	104,732	0
Operating Transfers IN	0	0	153,000	0
TOTAL OTHER INCOME	4,242	0	259,615	0
TOTAL INCOME	67,268	0	2,317,937	0
EXPENSES				
ADMINISTRATIVE				
Administrative Salaries				
Administrative Salaries	9,652	0	85,481	0
Employee Benefit Contribution-Admin	5,644	0	35,117	0
Total Administrative Salaries	15,296	0	120,597	0
Legal Expense				
Criminal Background Checks	22	0	400	0
Tenant Screening	280	0	759	0
General Legal Expense	385	0	9,209	0
Total Legal Expense	687	0	10,367	0
Other Admin Expenses				
Staff Training	0	0	516	0
Travel	0	0	130	0
Mailbox Keys/Postmaster	25	0	1,650	0
Accounting Fees	446	0	6,477	0
Auditing Fees	0	0	2,200	0

Income Statement

Period = Dec 2019

Book = Accrual ; Tree = ysi_is

	Period to Date	%	Year to Date	%
Management Fee	13,826	0	123,213	0
Asset Management Fees	1,176	0	10,584	0
Consultants	1,600	0	2,400	0
Total Other Admin Expenses	17,073	0	147,170	0
Miscellaneous Admin Expenses				
Membership and Fees	0	0	1,203	0
Publications	0	0	104	0
Advertising	0	0	31	0
Office Supplies	206	0	3,870	0
Telephone	1,154	0	11,498	0
Postage	272	0	1,171	0
Software License Fees	0	0	9,424	0
Copiers	129	0	609	0
Software	1,567	0	2,389	0
Internet	215	0	1,956	0
Cell Phones/Pagers	218	0	218	0
Payroll Services Fees	46	0	4,522	0
Bank Fees	194	0	1,864	0
Sponsorships	0	0	167	0
Other Misc Admin Expenses	418	0	2,729	0
Total Miscellaneous Admin Expenses	4,419	0	41,755	0
TOTAL ADMINISTRATIVE EXPENSES	37,474	0	319,890	0
TENANT SERVICES				
Tenant Services Salaries	0	0	480	0
Other Tenant Svcs.	0	0	14,933	0
Tenant Services Contract Costs	18,176	0	34,367	0
Tenant Relocation	142	0	928	0
Community Living Room	0	0	2,850	0
Community Living Room Supplies	0	0	412	0
TOTAL TENANT SERVICES EXPENSES	18,318	0	53,970	0
UTILITIES				
Water	0	0	30,918	0
Electricity	20,021	0	137,887	0
Gas	10,946	0	31,045	0
Garbage/Trash Removal	28	0	47,417	0
Sewer	0	0	20,516	0
TOTAL UTILITY EXPENSES	30,994	0	267,783	0
MAINTENANCE AND OPERATIONS				
General Maint Expense				
Maintenance Salaries	13,124	0	138,975	0
Employee Benefit Contribution-Maint.	6,674	0	55,716	0
Maintenace Uniforms	351	0	1,545	0
Vehicle Gas, Oil, Grease	258	0	2,188	0
Total General Maint Expense	20,406	0	198,424	0
Materials				
Supplies-Appliance	0	0	4,108	0
Supplies-Electrical	0	0	542	0
Supplies-Janitorial/Cleaning	0	0	4,955	0
Supplies-Maint/Repairs	6,025	0	68,379	0
Supplies-Plumbing	0	0	518	0
Total Materials	6,025	0	78,503	0
Contract Costs				

Income Statement

Period = Dec 2019

Book = Accrual ; Tree = ysi_is

	Period to Date	%	Year to Date	%
Contract-Alarm/Extinguisher	0	0	625	0
Contract-Building Repairs	825	0	44,348	0
Contract-Decorating/Painting	0	0	2,600	0
Contract-Electrical	0	0	936	0
Contract-Pest Control	13,052	0	97,815	0
Contract-Grounds	400	0	11,050	0
Contract-Janitorial/Cleaning	0	0	4,758	0
Contract-Plumbing	2,077	0	13,648	0
Contract-HVAC	479	0	14,251	0
Contract-Vehicle Maintenance	0	0	140	0
Contract-Elevator Monitoring	0	0	11,921	0
Contract-Alarm Monitoring	423	0	6,381	0
Contract-IT Contracts	432	0	2,772	0
Contract-Bookkeeping Fees	2,168	0	19,512	0
Contract-Fee For Service	2,121	0	138,871	0
Total Contract Costs	21,976	0	369,629	0
TOTAL MAINTENACE EXPENSES	48,407	0	646,556	0
GENERAL EXPENSES				
Insurance	0	0	22,420	0
Property Insurance	0	0	-18,210	0
Payments in Lieu of Taxes	0	0	-13,236	0
Employee Benefits	44	0	377	0
Workers Compensation	446	0	3,422	0
Bad Debt-Tenant Rents	-126	0	12,174	0
Security/Law Enforcement	0	0	33,431	0
TOTAL GENERAL EXPENSES	365	0	40,378	0
NON-OPERATING ITEMS				
Operating Transfers OUT	0	0	153,000	0
TOTAL NON-OPERATING ITEMS	0	0	153,000	0
TOTAL EXPENSES	135,559	0	1,481,576	0
NET INCOME	-68,290	0	836,361	0

Balance Sheet

Period = Dec 2019

Book = Accrual ; Tree = ysi_bs

	Current Balance
All	
ASSETS	
CURRENT ASSETS:	
CASH	
Unrestricted Cash	
Cash Operating 1	2,671,312
Petty Cash	4,229
Total Unrestricted Cash	2,675,542
Restricted Cash	
Cash Restricted-Security Deposits	39,747
Total Restricted Cash	39,747
TOTAL CASH	2,715,289
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	107,468
Allowance for Doubtful Accounts-Tenants	-7,967
AR - TPA	33,710
TOTAL ACCOUNTS AND NOTES RECEIVABLE	133,211
OTHER CURRENT ASSETS	
Investments-Unrestricted	273,140
Prepaid Insurance	46,938
TOTAL OTHER CURRENT ASSETS	320,078
TOTAL CURRENT ASSETS	3,168,578
FIXED ASSETS	
Buildings	16,885,791
Furniture and Equipment-Dwelling	289,249
Furniture and Equipment-Admin.	156,059
Accum Depreciation-Buildings	-14,486,708
TOTAL FIXED ASSETS (NET)	2,844,391
CFP Funding	
CFP 16 Operations	3,975
CFP 16 Mgmt Improvements	80,209
CFP 16 Administration	19,873
CFP 16 Dwelling Structures	2,209,467
CFP 16 Non-Dwelling Structures	693,285
CFP 16 Non-Dwelling Equipment	7,235
TOTAL CFP FUNDING	3,014,044
TOTAL ASSETS	9,027,013
LIABILITIES & EQUITY	
LIABILITIES:	
CURRENT LIABLITIES:	
A/P Vendors and Contractors	341
Tenant Security Deposits	49,429
Employee FICA Witholding	0
Supplemental Insurance W/H	-1,424
Other Current Liabilities	11,194
Tenant Prepaid Rents	5,919
Contract Retentions	-686,224
Accrued Compensated Absences-Current	-6,930
TOTAL CURRENT LIABILITIES	-627,694

Balance Sheet

Period = Dec 2019

Book = Accrual ; Tree = ysi_bs

	Current Balance
NONCURRENT LIABILITIES:	
Accrued Compensated Absences-LT	-4,421
TOTAL NONCURRENT LIABILITIES	-4,421
TOTAL LIABILITIES	-632,115
EQUITY	
RETAINED EARNINGS:	
Invested in Capital Assets-Net of Debt	3,655,232
Retained Earnings-Unrestricted Net Assets	6,003,896
TOTAL RETAINED EARNINGS:	9,659,128
TOTAL EQUITY	9,659,128
TOTAL LIABILITIES AND EQUITY	9,027,013

Income Statement

Period = Dec 2019

Book = Accrual ; Tree = ysi_is

Revenue & Expenses	Period to Date	%	Year to Date	%
INCOME				
TENANT INCOME				
Rental Income				
Tenant Rent	14,217	0	107,559	0
Utility Reimb.-LIPH	-1,012	0	-9,815	0
Utility Reimbursement Recovery	0	0	29	0
Total Rental Income	13,205	0	97,773	0
Other Tenant Income	72	0	1,579	0
Laundry and Vending	63	0	363	0
Damages	0	0	590	0
Late Charges	450	0	4,300	0
Legal Fees - Tenant	0	0	1,545	0
Tenant Owed Utilities	0	0	-36	0
Tenant Screening	0	0	-288	0
Misc.Tenant Income	0	0	6,900	0
TPA Rent	92	0	9,208	0
TPA Damage	0	0	7	0
TPA Legal	0	0	-240	0
Total Other Tenant Income	677	0	24,408	0
NET TENANT INCOME	13,882	0	122,181	0
GRANT INCOME				
HUD PHA Operating Grants/Subsidy	92,581	0	431,585	0
Capital Fund Grants	0	0	219,972	0
TOTAL GRANT INCOME	92,581	0	651,558	0
OTHER INCOME				
Investment Income - Unrestricted	46	0	418	0
Miscellaneous Other Income	0	0	963	0
Insurance Proceeds	0	0	111	0
TOTAL OTHER INCOME	46	0	1,492	0
TOTAL INCOME	106,508	0	775,231	0
EXPENSES				
ADMINISTRATIVE				
Administrative Salaries				
Administrative Salaries	9,916	0	38,297	0
Employee Benefit Contribution-Admin	1,026	0	9,008	0
Total Administrative Salaries	10,942	0	47,305	0
Legal Expense				
Criminal Background Checks	0	0	159	0
Tenant Screening	31	0	158	0
General Legal Expense	101	0	1,865	0
Total Legal Expense	132	0	2,182	0
Other Admin Expenses				
Staff Training	0	0	203	0
Travel	0	0	55	0
Mailbox Keys/Postmaster	25	0	575	0
Accounting Fees	198	0	3,310	0
Auditing Fees	0	0	2,200	0

Income Statement

Period = Dec 2019

Book = Accrual ; Tree = ysi_is

	Period to Date	%	Year to Date	%
Management Fee	5,816	0	50,816	0
Asset Management Fees	480	0	4,320	0
Consultants	1,600	0	2,400	0
Total Other Admin Expenses	8,119	0	63,879	0
Miscellaneous Admin Expenses				
Membership and Fees	0	0	1,536	0
Publications	0	0	104	0
Advertising	0	0	31	0
Office Supplies	5	0	786	0
Telephone	672	0	5,647	0
Postage	121	0	521	0
Software License Fees	0	0	9,424	0
Copiers	129	0	991	0
Software	755	0	3,107	0
Internet	244	0	2,174	0
Cell Phones/Pagers	104	0	104	0
Payroll Services Fees	46	0	3,575	0
Bank Fees	37	0	399	0
Sponsorships	0	0	167	0
Other Misc Admin Expenses	8	0	330	0
Total Miscellaneous Admin Expenses	2,121	0	28,896	0
TOTAL ADMINISTRATIVE EXPENSES	21,314	0	142,262	0
TENANT SERVICES				
Other Tenant Svcs.	0	0	6,001	0
Tenant Services Contract Costs	5,559	0	9,961	0
Tenant Relocation	306	0	514	0
TOTAL TENANT SERVICES EXPENSES	5,865	0	16,476	0
UTILITIES				
Water	0	0	32,670	0
Electricity	360	0	2,814	0
Electricity-Vacant Units	93	0	833	0
Gas	331	0	1,528	0
Gas-Vacant Units	126	0	842	0
Garbage/Trash Removal	63	0	20,031	0
Sewer	0	0	18,278	0
TOTAL UTILITY EXPENSES	972	0	76,997	0
MAINTENANCE AND OPERATIONS				
General Maint Expense				
Maintenance Salaries	6,158	0	66,899	0
Employee Benefit Contribution-Maint.	1,975	0	15,658	0
Maintenace Uniforms	0	0	589	0
Vehicle Gas, Oil, Grease	98	0	918	0
Total General Maint Expense	8,231	0	84,064	0
Materials				
Supplies-Appliance	386	0	386	0
Supplies-Electrical	0	0	202	0
Supplies-Janitorial/Cleaning	0	0	967	0
Supplies-Maint/Repairs	1,339	0	23,167	0
Total Materials	1,725	0	24,722	0
Contract Costs				
Contract-Alarm/Extinguisher	0	0	518	0
Contract-Building Repairs	0	0	2,833	0

Income Statement

Period = Dec 2019

Book = Accrual ; Tree = ysi_is

	Period to Date	%	Year to Date	%
Contract-Decorating/Painting	0	0	4,600	0
Contract-Electrical	0	0	158	0
Contract-Pest Control	560	0	18,102	0
Contract-Grounds	0	0	13,700	0
Contract-Janitorial/Cleaning	3,495	0	6,575	0
Contract-Plumbing	2,066	0	2,457	0
Contract-HVAC	1,049	0	1,049	0
Contract-Vehicle Maintenance	0	0	1,219	0
Contract-Alarm Monitoring	175	0	2,824	0
Contract-IT Contracts	159	0	1,616	0
Contract-Bookkeeping Fees	908	0	8,172	0
Contract Costs-Other	0	0	125,350	0
Total Contract Costs	8,411	0	189,173	0
TOTAL MAINTENACE EXPENSES	18,367	0	297,959	0
GENERAL EXPENSES				
Payments in Lieu of Taxes	0	0	13	0
Employee Benefits	22	0	150	0
Workers Compensation	198	0	1,521	0
Bad Debt-Tenant Rents	0	0	9,395	0
Security/Law Enforcement	0	0	2,718	0
TOTAL GENERAL EXPENSES	221	0	13,796	0
TOTAL EXPENSES	46,739	0	547,490	0
NET INCOME	59,769	0	227,741	0

Balance Sheet

Period = Dec 2019

Book = Accrual ; Tree = ysi_bs

	Current Balance
All	
ASSETS	
CURRENT ASSETS:	
CASH	
Unrestricted Cash	
Cash Operating 1	186,933
Petty Cash	4,351
Total Unrestricted Cash	191,285
Restricted Cash	
Cash Restricted-Security Deposits	14,680
Total Restricted Cash	14,680
TOTAL CASH	205,965
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	22,251
Allowance for Doubtful Accounts-Tenants	-3,410
AR - TPA	7,709
A/R-HUD	0
TOTAL ACCOUNTS AND NOTES RECEIVABLE	26,550
OTHER CURRENT ASSETS	
Investments-Unrestricted	600
Prepaid Insurance	10,080
TOTAL OTHER CURRENT ASSETS	10,681
TOTAL CURRENT ASSETS	243,195
FIXED ASSETS	
Buildings	6,440,929
Furniture and Equipment-Dwelling	85,196
Furniture and Equipment-Admin.	64,685
Accum Depreciation-Buildings	-6,424,301
TOTAL FIXED ASSETS (NET)	166,509
CFP Funding	
CFP 16 Operations	975
CFP 14 Mgmt Improvements	4,413
CFP 16 Mgmt Improvements	-154
CFP 16 Administration	19,873
CFP 16 Dwelling Structures	8,411
CFP 16 Non-Dwelling Structures	212,193
CFP 16 Non-Dwelling Equipment	2,421
TOTAL CFP FUNDING	248,132
TOTAL ASSETS	657,836
LIABILITIES & EQUITY	
LIABILITIES:	
CURRENT LIABLITIES:	
A/P Vendors and Contractors	1,472
Tenant Security Deposits	15,675
Employee FICA Witholding	0
Supplemental Insurance W/H	-720
Other Current Liabilities	4,682
Tenant Prepaid Rents	2,349
Accrued Compensated Absences-Current	5,649

Balance Sheet

Period = Dec 2019

Book = Accrual ; Tree = ysi_bs

	Current Balance
TOTAL CURRENT LIABILITIES	29,107
NONCURRENT LIABILITIES:	
Accrued Compensated Absences-LT	-2,125
TOTAL NONCURRENT LIABILITIES	-2,125
TOTAL LIABILITIES	26,982
EQUITY	
RETAINED EARNINGS:	
Retained Earnings-Unrestricted Net Assets	630,854
TOTAL RETAINED EARNINGS:	630,854
TOTAL EQUITY	630,854
TOTAL LIABILITIES AND EQUITY	657,836

Income Statement

Period = Dec 2019

Book = Accrual , Tree = ysi_is

Revenue & Expenses	Period to Date	%	Year to Date	%
INCOME				
OTHER INCOME				
Management Fee Income	34,832	0	306,866	0
Miscellaneous Other Income	59	0	31,097	0
Insurance Proceeds	0	0	900	0
Operating Transfers IN	0	0	153,000	0
TOTAL OTHER INCOME	34,891	0	491,863	0
TOTAL INCOME	34,891	0	491,863	0
EXPENSES				
ADMINISTRATIVE				
Administrative Salaries				
Administrative Salaries	17,877	0	177,796	0
Employee Benefit Contribution-Admin	19,073	0	152,206	0
Total Administrative Salaries	36,950	0	330,001	0
Legal Expense				
Criminal Background Checks	0	0	92	0
General Legal Expense	456	0	8,144	0
Total Legal Expense	456	0	8,236	0
Other Admin Expenses				
Staff Training	69	0	1,123	0
Travel	70	0	481	0
Mailbox Keys/Postmaster	0	0	89	0
Meals	1,022	0	9,637	0
Accounting Fees	495	0	5,902	0
Auditing Fees	0	0	2,200	0
Consultants	1,600	0	2,400	0
Total Other Admin Expenses	3,256	0	21,832	0
Miscellaneous Admin Expenses				
Membership and Fees	0	0	1,497	0
Publications	0	0	104	0
Advertising	0	0	141	0
Office Supplies	760	0	5,059	0
Computer Parts	8,471	0	13,145	0
Telephone	65	0	596	0
Postage	202	0	880	0
Software License Fees	0	0	9,424	0
Copiers	129	0	991	0
Software	1,762	0	2,744	0
Cell Phones/Pagers	26	0	26	0
Bank Fees	9	0	208	0
Other Misc Admin Expenses	8	0	3,161	0
Total Miscellaneous Admin Expenses	11,433	0	37,975	0
TOTAL ADMINISTRATIVE EXPENSES	52,094	0	398,045	0
TENANT SERVICES				
Community Living Room	650	0	4,452	0
Community Living Room Supplies	0	0	1,218	0
TOTAL TENANT SERVICES EXPENSES	650	0	5,670	0

Income Statement

Period = Dec 2019

Book = Accrual ; Tree = ysi_is

	Period to Date	%	Year to Date	%
UTILITIES				
Water	0	0	678	0
Electricity	0	0	168	0
Garbage/Trash Removal	28	0	311	0
Sewer	0	0	285	0
TOTAL UTILITY EXPENSES	28	0	1,442	0
MAINTENANCE AND OPERATIONS				
General Maint Expense				
Maint. Empl. Rent Free Unit	0	0	7,954	0
Employee Benefit Contribution-Maint.	0	0	2,736	0
Maintenace Uniforms	0	0	104	0
Total General Maint Expense	0	0	10,794	0
Materials				
Supplies-Janitorial/Cleaning	0	0	820	0
Total Materials	0	0	820	0
Contract Costs				
Contract-Carpet Cleaning	0	0	825	0
Contract-Pest Control	225	0	919	0
Contract-Vehicle Maintenance	0	0	794	0
Contract-Alarm Monitoring	0	0	372	0
Contract-IT Contracts	159	0	9,677	0
Contract-Fee For Service	0	0	1,615	0
Total Contract Costs	384	0	14,202	0
TOTAL MAINTENACE EXPENSES	384	0	25,816	0
GENERAL EXPENSES				
Employee Benefits	33	0	316	0
Retiree Insurance	2,736	0	21,768	0
Workers Compensation	496	0	3,802	0
TOTAL GENERAL EXPENSES	3,265	0	25,887	0
TOTAL EXPENSES	56,421	0	456,860	0
NET INCOME	-21,530	0	35,003	0

Balance Sheet

Period = Dec 2019

Book = Accrual ; Tree = ysi_bs

	Current Balance
All	
ASSETS	
CURRENT ASSETS:	
CASH	
Unrestricted Cash	
Cash Operating 1	131,657
Petty Cash	1,099
Total Unrestricted Cash	132,756
TOTAL CASH	132,756
TOTAL CURRENT ASSETS	132,756
FIXED ASSETS	
Buildings	583,527
Furniture and Equipment-Dwelling	49,378
Accum Depreciation-Buildings	-632,904
TOTAL FIXED ASSETS (NET)	0
TOTAL ASSETS	132,756
LIABILITIES & EQUITY	
LIABILITIES:	
CURRENT LIABLITIES:	
State Tax Witholding	0
Supplemental Insurance W/H	-1,410
Other Current Liabilities	7,696
Accrued Compensated Absences-Current	6,532
TOTAL CURRENT LIABILITIES	12,817
TOTAL LIABILITIES	12,817
EQUITY	
CONTRIBUTED CAPITAL:	
Donations	2,250
TOTAL CONTRIBUTED CAPITAL	2,250
RETAINED EARNINGS:	
Retained Earnings-Unrestricted Net Assets	117,688
TOTAL RETAINED EARNINGS:	117,688
TOTAL EQUITY	119,938
TOTAL LIABILITIES AND EQUITY	132,756

JACKSON HOUSING COMMISSION
PETTY CASH REPORT
DECEMBER 2019

DATE	TRANS#	DESCRIPTION	AMP#	AMOUNT	ADJUSTMENT	REMAINING
				USED:		***BALANCE***
			91800.1 $8.97			
			91800.2 $8.97			
			91800.3 $8.97			
12.02.2019	1105	Lynne Smereka mileage reimbursement 11.05.2019-11.26.2019	91800.4 $8.96	$ 35.85		$ 1,764.69
			91800.1 $32.77			
12.05.2019	1106	Jannaa Pool mileage reimbursement 11.03.2019-11.30.2019	91800.3 $32.77	$ 65.54		$ 1,699.15
12.10.2019	1107	Jason Norman quarters for tenant bed bug prep	92400.2	$ 20.00		$ 1,679.15
12.11.2019	1108	Jason Norman quarters for tenant bed bug prep	92400.2	$ 10.00		$ 1,669.15
12.12.2019	1109	Darek Graves mileage reimbursement 11.28.2019-12.1.2019	91800.3	$ 56.84		$ 1,612.31
12.12.2019	1110	Jason Norman quarters for tenant bed bug prep	92400.2	$ 10.00		$ 1,602.31
12.13.2019	1111	Mike Lewis mileage reimbursement 12.07.2019-12.08.2019	91800.2	$ 18.45		$ 1,583.86
12.13.2019	1112	Roy Nethercott mileage reimbursement 12.09.2019-12.13.2019	91800.2	$ 19.09		$ 1,564.77
12.16.2019	1113	Anthony Gittens CLR mouse traps reimbursement	92400.4	$ 16.79		$ 1,547.98

Emergency Work Order Detail

Chalet Terrace (amp1)

Emergency Work Orders active between 12/01/2019 and 01/01/2020

Work Orders Completed within 24 Hours

Property	Unit	WO	WO Priority	WO Category	WO Brief Description	Call Date	Date Work Completed	Hours to Complete
amp1	00000126	6491	Emergency	Plumbing	Clogged toilet	12/06/2019 10:16 AM	12/06/2019 10:16 AM	0.00
amp1	00000043	6493	Emergency	Plumbing	Water backing up	12/06/2019 10:24 AM	12/06/2019 10:24 AM	0.00
amp1	00000132	6494	Emergency	Smoke Detectors	Co alarm	12/06/2019 10:26 AM	12/06/2019 10:26 AM	0.00
amp1	00000145	6550	Emergency	HVAC	No heat	12/10/2019 8:38 AM	12/10/2019 8:38 AM	0.00
amp1	00000013	6492	Emergency	HVAC	No heat	12/06/2019 10:20 AM	12/06/2019 10:20 AM	0.00
amp1	00000028	6687	Emergency	HVAC	No heat.	12/11/2019 5:25 PM	12/11/2019 7:25 PM	2.00
amp1	00000122	6783	Emergency	HVAC	No heat	12/28/2019 2:30 AM	12/28/2019 3:00 AM	0.50
amp1	00000085	6785	Emergency	Plumbing	No hot water	12/28/2019 5:30 PM	12/28/2019 6:00 PM	0.50
amp1	00000132	6789	Emergency	Appliances	Replace range	12/30/2019 11:00 AM	12/30/2019 12:00 PM	1.00
amp1	00000147	6790	Emergency	Emergency	Flush lever	12/31/2019 10:00 AM	12/31/2019 10:30 AM	0.50
amp1	00000028	6684	Emergency	Electrical	Electrical	12/11/2019 8:01 PM	12/11/2019 9:22 PM	1.35
amp1	929	6674	Emergency	HVAC	No Heat	12/19/2019 10:30 AM	12/19/2019 11:15 AM	0.75
amp1	00000052	6682	Emergency	HVAC	No heat.	12/08/2019 12:15 AM	12/08/2019 1:37 AM	1.37
amp1	00000132	6786	Emergency	Emergency	Gas leak	12/29/2019 7:15 PM	12/29/2019 8:00 PM	0.75
amp2	G-19	6423	Emergency	Doors/Locks	Lock out.	12/01/2019 3:37 PM	12/01/2019 4:04 PM	0.45
amp2	I-75	6424	Emergency	Doors/Locks	Lock out.	12/01/2019 2:09 PM	12/01/2019 2:31 PM	0.37
amp2	A-14	6435	Emergency	Doors/Locks	Lock Change	12/02/2019 12:54 PM	12/02/2019 1:18 PM	0.40
amp2	G-19	6426	Emergency	Doors/Locks	Lock out.	12/01/2019 11:43 AM	12/01/2019 12:12 PM	0.48
amp2	G-34	6443	Emergency	Smoke Detectors	CO2 is beeping.	12/03/2019 12:30 PM	12/03/2019 12:45 PM	0.25
amp2	G-34	6466	Emergency	Smoke Detectors	Co2 detector needs battery	12/02/2019 8:00 PM	12/02/2019 8:15 PM	0.25
amp2	F-17	6477	Emergency	Doors/Locks	Lock out.	12/03/2019 9:00 PM	12/03/2019 9:15 PM	0.25
amp2	D-24	6616	Emergency	Appliances	Fridge isn't working.	12/13/2019 12:00 PM	12/13/2019 1:15 PM	1.25
amp2	G-11	6511	Emergency	Doors/Locks	Lock Change	12/09/2019 8:32 AM	12/09/2019 9:27 AM	0.92
amp2	D-16	6533	Emergency	Doors/Locks	Lock out.	12/07/2019 3:25 PM	12/07/2019 3:45 PM	0.33
amp2	B-9	6537	Emergency	Plumbing	No hot water.	12/08/2019 4:00 PM	12/08/2019 6:00 PM	2.00
amp2	I-65	6543	Emergency	Plumbing	Leak under kitchen sink	12/09/2019 3:43 PM	12/09/2019 3:51 PM	0.13
amp2	G-27	6557	Emergency	Appliances	Stove isnt working.	12/10/2019 9:13 AM	12/10/2019 9:35 AM	0.37
amp2	B-15	6565	Emergency	Doors/Locks	Lock out.	12/10/2019 12:31 PM	12/10/2019 1:35 PM	1.07
amp2	I-48	6567	Emergency	Doors/Locks	Secure Door	12/10/2019 1:06 PM	12/10/2019 1:36 PM	0.50
amp2	D-4	6522	Emergency	Appliances	Fridge isn't working.	12/09/2019 12:30 PM	12/09/2019 1:30 PM	1.00
amp2	F-23	6571	Emergency	Doors/Locks	Lock Out.	12/09/2019 9:30 PM	12/09/2019 9:45 PM	0.25
amp2	G-14	6572	Emergency	Doors/Locks	Lock out.	12/05/2019 5:00 PM	12/05/2019 5:15 PM	0.25
amp2	G-23	6573	Emergency	Plumbing	Clogged toilet.	12/05/2019 5:00 PM	12/05/2019 6:00 PM	1.00
amp2	G-2	6535	Emergency	Doors/Locks	Break in	12/07/2019 2:30 PM	12/07/2019 3:30 PM	1.00
amp2	B-9	6536	Emergency	Plumbing	No hot water.	12/08/2019 2:30 PM	12/08/2019 3:45 PM	1.25
amp2	E-1	6585	Emergency	Fixtures (Lighting)	Exit Sign	12/10/2019 8:00 PM	12/10/2019 8:15 PM	0.25
amp2	G-24	6586	Emergency	Plumbing	Leak.	12/10/2019 5:15 PM	12/10/2019 5:30 PM	0.25
amp2	G-35	6587	Emergency	Doors/Locks	Lock out.	12/11/2019 12:45 AM	12/11/2019 1:00 AM	0.25
amp2	H-34	6594	Emergency	Doors/Locks	Lock Change.	12/11/2019 3:00 PM	12/11/2019 3:30 PM	0.50
amp2	B-4	6541	Emergency	Doors/Locks	Lock out.	12/03/2019 7:30 PM	12/03/2019 7:45 PM	0.25
amp2	H-38	6618	Emergency	Doors/Locks	Lock out.	12/12/2019 5:30 PM	12/12/2019 5:45 PM	0.25
amp2	H-38	6619	Emergency	Doors/Locks	Lock out.	12/13/2019 1:26 PM	12/13/2019 1:26 PM	0.00
amp2		6620	Emergency	Doors/Locks	C Building	12/12/2019 7:45 PM	12/12/2019 8:00 PM	0.25
amp2	D-4	6598	Emergency	HVAC	Furnace not working	12/12/2019 11:00 AM	12/12/2019 11:30 AM	0.50
amp2	I-57	6617	Emergency	Doors/Locks	Lock out.	12/11/2019 5:15 PM	12/11/2019 5:30 PM	0.25
amp2	D-1	6532	Emergency	Plumbing	Clog	12/07/2019 4:30 PM	12/07/2019 7:00 PM	2.50
amp2	G-32	6540	Emergency	Doors/Locks	Lock out.	12/03/2019 8:00 PM	12/03/2019 8:15 PM	0.25
amp2	H-7	6686	Emergency	Doors/Locks	Lock Out.	12/19/2019 6:45 PM	12/19/2019 7:00 PM	0.25
amp2	G-29	6650	Emergency	Doors/Locks	Lock out	12/17/2019 9:30 PM	12/17/2019 9:45 PM	0.25
amp2	D-25	6723	Emergency	Smoke Detectors	Smoke	12/31/2019 8:30 PM	12/31/2019 8:45 PM	0.25
amp2	I-7	6724	Emergency	Electrical	No Power.	12/30/2019 8:00 PM	12/30/2019 8:21 PM	0.35
amp2	H-17	6725	Emergency	Doors/Locks	Lock Out.	12/30/2019 6:45 AM	12/30/2019 7:00 AM	0.25
amp2	H-17	6726	Emergency	Doors/Locks	Lock Out.	12/30/2019 5:08 AM	12/30/2019 5:30 AM	0.37
amp2	H-40	6727	Emergency	Doors/Locks	Lock Out	12/29/2019 4:45 PM	12/29/2019 5:00 PM	0.25
amp2	B-21	6729	Emergency	Doors/Locks	Lock Out	12/28/2019 2:45 PM	12/28/2019 3:00 PM	0.25
amp2	G-29	6730	Emergency	Doors/Locks	Lock Out.	12/26/2019 7:00 PM	12/26/2019 7:30 PM	0.50

amp2	B-16	6731	Emergency	Doors/Locks	Lock Out	12/25/2019 9:15 PM	12/25/2019 9:30 PM	0.25
amp2	H-41	6733	Emergency	Doors/Locks	Lock Out.	12/24/2019 4:30 PM	12/24/2019 4:45 PM	0.25
amp2	E-1	6742	Emergency	Doors/Locks	Lock Out.	12/20/2019 12:00 PM	12/20/2019 12:15 PM	0.25
amp2	F-2	6651	Emergency	Doors/Locks	Lock out	12/17/2019 7:30 PM	12/17/2019 7:45 PM	0.25
amp2	G-32	6760	Emergency	Doors/Locks	Lock Out.	12/21/2019 9:48 AM	12/21/2019 10:00 AM	0.20
amp2		6764	Emergency	Doors/Locks	C Building	12/20/2019 6:32 PM	12/20/2019 6:47 PM	0.25
amp2	I-42	6767	Emergency	Doors/Locks	Lock Out.	12/21/2019 12:17 PM	12/21/2019 12:43 PM	0.43
amp2	G-32	6772	Emergency	Doors/Locks	Lock Out.	12/29/2019 11:30 AM	12/29/2019 12:00 PM	0.50
amp2		6773	Emergency	Emergency	Trash Rooms in Every Building	12/28/2019 3:00 PM	12/28/2019 5:30 PM	2.50
amp2	D-25	6653	Emergency	Doors/Locks	Lock Out.	12/16/2019 6:30 PM	12/16/2019 6:45 PM	0.25
amp2		6668	Emergency	Doors/Locks	C Building	12/13/2019 11:20 PM	12/13/2019 11:55 PM	0.58
amp2	I-57	6670	Emergency	Doors/Locks	Lock Out.	12/14/2019 2:35 PM	12/14/2019 3:10 PM	0.58
amp2	I-26	6677	Emergency	Doors/Locks	Lock Out.	12/15/2019 1:00 PM	12/15/2019 1:35 PM	0.58
amp2	G-25	6763	Emergency	Doors/Locks	Lock Out	12/20/2019 2:00 PM	12/20/2019 2:30 PM	0.50
amp2	D-25	6728	Emergency	Doors/Locks	Lock out	12/29/2019 4:15 PM	12/29/2019 4:30 PM	0.25
amp2	H-11	6771	Emergency	Doors/Locks	lock out	12/22/2019 1:53 PM	12/22/2019 2:27 PM	0.57
amp2	D-22	6803	Emergency	Plumbing	No hot water	12/29/2019 1:45 PM	12/29/2019 2:00 PM	0.25
amp2	D-22	6806	Emergency	Plumbing	No hot water	12/31/2019 10:30 AM	12/31/2019 11:00 AM	0.50
amp2	I-17	6807	Emergency	Doors/Locks	Lock Out	12/27/2019 10:45 PM	12/27/2019 11:15 PM	0.50
amp2		6808	Emergency	Emergency	I Building	12/30/2019 10:30 AM	12/30/2019 11:00 AM	0.50
amp2	I-48	6672	Emergency	Doors/Locks	Lock out	12/15/2019 11:20 AM	12/15/2019 11:55 AM	0.58
amp2	I-72	6673	Emergency	Plumbing	Clogged sink	12/14/2019 11:30 AM	12/14/2019 12:50 PM	1.33
amp2	B-13	6732	Emergency	Doors/Locks	Lock Out	12/25/2019 7:30 PM	12/25/2019 7:45 PM	0.25
amp2	H-10	6743	Emergency	Doors/Locks	Lock out.	12/15/2019 3:20 PM	12/15/2019 3:55 PM	0.58
amp2	H-26	6776	Emergency	Doors/Locks	Lock Out.	12/29/2019 1:30 PM	12/29/2019 1:45 PM	0.25
amp2	G-22	6705	Emergency	Plumbing	Leak in kitchen sink	12/18/2019 4:30 PM	12/18/2019 5:30 PM	1.00
amp2	H-19	6805	Emergency	Plumbing	Lock out	12/31/2019 3:45 PM	12/31/2019 4:15 PM	0.50
amp3	3121	6422	Emergency	HVAC	No heat	12/02/2019 8:49 AM	12/02/2019 9:35 AM	0.77
amp3	337	6441	Emergency	HVAC	No hot water	12/02/2019 4:00 PM	12/02/2019 5:00 PM	1.00
amp3	337	6433	Emergency	HVAC	No hot water	12/02/2019 1:00 PM	12/02/2019 4:00 PM	3.00
amp3	335	6488	Emergency	HVAC	No heat	12/06/2019 8:15 AM	12/06/2019 8:30 AM	0.25
amp3		6442	Emergency	Doors/Locks	Alarm	12/02/2019 6:29 PM	12/02/2019 6:51 PM	0.37
amp3	325	6521	Emergency	Plumbing	Toilet Leaking	12/09/2019 11:00 AM	12/09/2019 11:30 AM	0.50
amp3	316	6577	Emergency	Appliances	Smell Gas	12/09/2019 11:46 PM	12/10/2019 12:30 AM	0.73
amp3	343M	6593	Emergency	HVAC	No heat	12/11/2019 12:30 PM	12/11/2019 1:00 PM	0.50
amp3	113	6579	Emergency	Doors/Locks	Doors	12/09/2019 5:21 PM	12/09/2019 5:57 PM	0.60
amp3	152	6629	Emergency	HVAC	No Hot Water	12/16/2019 1:33 PM	12/16/2019 3:00 PM	1.45
amp3	328	6627	Emergency		No Heat	12/16/2019 11:22 AM	12/16/2019 12:15 PM	0.88
amp3	320	6757	Emergency	HVAC	No heat	12/29/2019 12:30 PM	12/29/2019 1:30 PM	1.00
amp3	302	6755	Emergency	HVAC	No Heat	12/29/2019 4:45 PM	12/29/2019 5:30 PM	0.75
amp3	142	6751	Emergency	Plumbing	No hot water	12/26/2019 3:55 PM	12/26/2019 4:32 PM	0.62
							Work Orders Completed within 24 Hours	97

Total number of emergency work orders:	97
Total number of emergency work orders completed/abated within 24 hours	97
Percentage of emergency work orders completed/abated within 24 hours	100 %

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 2018-19
Jan-18	67,252	$ 8,482.44	1,587	$ 11,183.44	-	-	-	$ -	$ 19,665.88
Jan-19	59,075	$ 7,594.43	1,154	$ 9,301.95				$ -	$ 16,896.38
Feb-18	53,483	$ 7,113.56	1,210	$ 9,814.33	331,500	$ 12,218.89	$ 6,676.54	$ 18,895.43	$ 35,823.32
Feb-19	57,018	$ 11,315.51	1,329	$ 10,911.71	336,300	$ 13,057.55	$ 7,479.86	$ 20,537.41	$ 42,764.63
Mar-18	49,494	$ 6,669.40	1,020	$ 8,101.11	25,700	$ 937.62	$ 525.03	$ 1,462.65	$ 16,233.16
Mar-19	56,705	$ 6,922.02	1,182	$ 9,530.31	27,640	$ 1,033.56	$ 613.51	$ 1,647.07	$ 18,099.40
Apr-18	54,724	$ 7,066.29	1,010	$ 7,488.32				$ -	$ 14,554.61
Apr-19	47,161	$ 5,871.84	795	$ 6,421.10				$ -	$ 12,292.94
May-18	43,613	$ 5,998.15	428	$ 3,184.04	263,400	$ 10,075.32	$ 5,481.25	$ 15,556.57	$ 24,738.76
May-19	45,058	$ 5,580.26	416	$ 3,338.46	342,200	$ 12,880.50	$ 7,529.51	$ 20,410.01	$ 29,328.73
Jun-18	47,512	$ 6,924.55	408	$ 2,970.14	43,900	$ 1,469.15	$ 837.17	$ 2,306.32	$ 12,201.01
Jun-19	45,278	$ 5,991.26	441	$ 3,414.46	23,800	$ 958.64	$ 597.19	$ 1,555.83	$ 10,961.55
Jul-18	64,140	$ 8,913.78	681	$ 1,373.15				$ -	$ 10,286.93
Jul-19	51,335	$ 7,099.69	176	$ 1,445.60				$ -	$ 8,545.29
Aug-18	62,144	$ 8,701.94	158	$ 1,235.37	382,000	$ 14,222.86	$ 8,285.34	$ 22,508.20	$ 32,445.51
Aug-19	58,458	$ 7,994.76	138	$ 1,020.59	398,900	$ 15,055.37	$ 9,354.17	$ 24,409.54	$ 33,424.89
Sep-18	66,713	$ 8,966.94	173	$ 1,373.64	26,500	$ 1,003.70	$ 593.23	$ 1,596.93	$ 11,937.51
Sep-19	54,359	$ 7,244.14	159	$ 1,327.87	23,500	$ 928.09	$ 493.86	$ 1,421.95	$ 9,993.96
Oct-18	53,155	$ 6,798.53	232	$ 1,865.17				$ -	$ 8,663.70
Oct-19	45,689	$ 5,982.60	205	$ 1,730.23				$ -	$ 7,712.83
Nov-18	45,624	$ 5,962.02	527	$ 4,369.13	326,100	$ 12,432.60	$ 7,208.41	$ 19,641.01	$ 29,972.16
Nov-19	42,053	$ 5,548.04	516	$ 4,333.42	368,500	$ 14,287.74	$ 8,783.47	$ 23,071.21	$ 32,952.67
Dec-18	57,900	$ 7,263.39	1,018	$ 9,513.55	29,000	$ 1,074.19	$ 638.94	$ 1,713.13	$ 18,490.07
Dec-19	43,967	$ 5,597.21	881	$ 7,558.30	27,500	$ 1,066.50	$ 671.56	$ 1,738.06	$ 14,893.57
2018	**665,754**	**$ 88,860.99**	**8,452**	**$ 62,471.39**	**1,428,100**	**$ 53,434.33**	**$ 30,245.91**	**$ 83,680.24**	**$ 235,012.62**
2019	**606,156**	**$ 82,741.76**	**7,392**	**$ 60,334.00**	**1,548,340**	**$ 59,267.95**	**$ 35,523.13**	**$ 94,791.08**	**$ 237,866.84**

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 2018-19
Jan-18	162,240	$ 20,046.02	1,349	$ 10,151.46	136,000	$ 4,086.40	$ 2,510.91	$ 6,597.31	$ 36,794.79
Jan-19	133,140	$ 16,400.42	1,160	$ 9,758.52	123,000	$ 3,906.21	$ 2,509.50	$ 6,415.71	$ 32,574.65
Feb-18	126,720	$ 16,500.43	1,230	$ 9,923.86	115,000	$ 3,625.83	$ 2,792.27	$ 6,418.10	$ 32,842.39
Feb-19	150,760	$ 17,195.55	1,330	$ 10,698.79	157,000	$ 4,865.01	$ 3,184.16	$ 8,049.17	$ 35,943.51
Mar-18	125,040	$ 16,171.87	950	$ 7,575.31	135,000	$ 4,100.19	$ 2,503.98	$ 6,604.17	$ 30,351.35
Mar-19	120,400	$ 14,244.65	1,201	$ 9,667.46	101,000	$ 3,335.94	$ 2,085.23	$ 5,421.17	$ 29,333.28
Apr-18	118,600	$ 15,478.19	901	$ 6,658.32	115,000	$ 3,566.95	$ 2,143.60	$ 5,710.55	$ 27,847.06
Apr-19	105,240	$ 12,941.05	807	$ 6,534.80	121,000	$ 3,942.29	$ 2,483.50	$ 6,425.79	$ 25,901.64
May-18	105,640	$ 14,146.42	593	$ 4,312.62	119,000	$ 3,748.35	$ 2,227.55	$ 5,975.90	$ 24,434.94
May-19	101,840	$ 12,386.26	555	$ 4,409.16	148,000	$ 4,644.50	$ 3,002.49	$ 7,646.99	$ 24,442.41
Jun-18	125,580	$ 19,720.24	287	$ 2,099.13	132,000	$ 4,056.29	$ 2,458.00	$ 6,514.29	$ 28,333.66
Jun-19	122,280	$ 15,309.57	348	$ 2,702.63	101,000	$ 3,319.71	$ 2,081.15	$ 5,400.86	$ 23,413.06
Jul-18	162,800	$ 21,748.51	207	$ 1,536.05	108,000	$ 3,436.47	$ 2,028.01	$ 5,464.48	$ 28,749.04
Jul-19	153,040	$ 19,262.39	234	$ 1,738.39	126,000	$ 4,287.08	$ 2,852.21	$ 7,139.29	$ 28,140.07
Aug-18	152,240	$ 20,391.54	236	$ 1,735.36	91,000	$ 3,181.73	$ 1,953.14	$ 5,134.87	$ 27,261.77
Aug-19	149,080	$ 19,425.54	156	$ 1,284.48	138,000	$ 4,566.38	$ 3,100.61	$ 7,666.99	$ 28,377.01
Sep-18	159,600	$ 20,466.11	201	$ 1,502.09	100,350	$ 3,452.23	$ 2,115.06	$ 5,567.29	$ 27,535.49
Sep-19	140,600	$ 17,928.19	208	$ 1,655.47	112,000	$ 3,855.80	$ 2,540.69	$ 6,396.49	$ 25,980.15
Oct-18	116,480	$ 14,976.98	264	$ 2,052.03	177,444	$ 5,177.21	$ 3,539.60	$ 8,716.81	$ 25,745.82
Oct-19	113,280	$ 14,073.10	220	$ 1,717.81	111,000	$ 3,822.32	$ 2,525.46	$ 6,347.78	$ 22,138.69
Nov-18	113,840	$ 14,215.37	529	$ 4,340.60	114,000	$ 3,735.77	$ 2,360.72	$ 6,096.49	$ 24,652.46
Nov-19	113,560	$ 13,766.08	1,134	$ 9,257.84	109,000	$ 3,835.78	$ 2,500.31	$ 6,336.09	$ 29,360.01
Dec-18	126,120	$ 15,771.22	1,102	$ 10,278.38	140,000	$ 4,334.71	$ 2,936.05	$ 7,270.76	$ 33,320.36
Dec-19	108,800	$ 12,795.05	166	$ 1,688.22	87,000	$ 3,322.46	$ 2,012.32	$ 5,334.78	$ 19,818.05
2018	**1,594,900**	**$ 209,632.90**	**7,849**	**$ 62,165.21**	**1,482,794**	**$ 46,502.13**	**$ 29,568.89**	**$ 76,071.02**	**$ 347,869.13**
2019	**1,512,020**	**$ 185,727.85**	**7,519**	**$ 61,113.57**	**1,434,000**	**$ 47,703.48**	**$ 30,877.63**	**$ 78,581.11**	**$ 325,422.53**

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 2018-19
Jan-18	3,293	$ 580.81	112	$ 837.04	203,500	$ 8,471.17	$ 4,238.06	$ 12,709.23	$ 14,127.08
Jan-19	2,842	$ 520.51	108	$ 863.82	268,600	$ 9,884.35	$ 5,295.59	$ 15,179.94	$ 16,564.27
Feb-18	1,862	$ 333.96	66	$ 532.74				$ -	$ 866.70
Feb-19	2,845	$ 508.83	98	$ 789.67				$ -	$ 1,298.50
Mar-18	1,699	$ 308.46	51	$ 442.68				$ -	$ 751.14
Mar-19	3,229	$ 586.36	98	$ 803.93				$ -	$ 1,390.29
Apr-18	1,971	$ 352.64	61	$ 472.15	194,600	$ 8,165.83	$ 4,057.86	$ 12,223.69	$ 13,048.48
Apr-19	2,005	$ 385.10	38	$ 259.43	230,550	$ 9,546.10	$ 5,063.36	$ 14,609.46	$ 15,253.99
May-18	1,457	$ 266.32	17	$ 176.52				$ -	$ 442.84
May-19	1,620	$ 295.83	13	$ 133.12				$ -	$ 428.95
Jun-18	1,948	$ 340.26	5	$ 96.16				$ -	$ 436.42
Jun-19	1,646	$ 305.63	5	$ 81.19				$ -	$ 386.82
Jul-18	2,866	$ 461.70	4	$ 74.71	224,100	$ 9,420.06	$ 4,671.90	$ 14,091.96	$ 14,628.37
Jul-19	3,129	$ 540.71	5	$ 122.16	241,474	$ 10,334.73	$ 5,836.69	$ 16,171.42	$ 16,834.29
Aug-18	2,990	$ 482.79	4	$ 78.81				$ -	$ 561.60
Aug-19	3,003	$ 511.92	4	$ 86.36	-	$ 65.44	$ -	$ 65.44	$ 663.72
Sep-18	2,798	$ 447.73	4	$ 84.61				$ -	$ 532.34
Sep-19	2,216	$ 352.40	4	$ 134.20				$ -	$ 486.60
Oct-18	1,882	$ 313.19	8	$ 105.45	256,200	$ 10,373.24	$ 5,622.51	$ 15,995.75	$ 16,414.39
Oct-19	1,729	$ 330.96	4	$ 94.32	315,676	$ 12,724.16	$ 7,377.83	$ 20,101.99	$ 20,527.27
Nov-18	1,632	$ 280.17	35	$ 294.46				$ -	$ 574.63
Nov-19	1,829	$ 389.33	35	$ 326.17				$ -	$ 715.50
Dec-18	2,716	$ 455.57	123	$ 702.84				$ -	$ 1,158.41
Dec-19	1,731	$ 330.30	42	$ 385.04				$ -	$ 715.34
2018	**27,114**	**$ 4,623.60**	**490**	**$ 3,898.17**	**878,400**	**$ 36,430.30**	**$ 18,590.33**	**$ 55,020.63**	**$ 63,542.40**
2019	**27,824**	**$ 5,057.88**	**454**	**$ 4,079.41**	**1,056,300**	**$ 42,554.78**	**$ 23,573.47**	**$ 66,128.25**	**$ 75,265.54**

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	NET WATER BILL	TOTAL MONTHLY UTILITY 2018-19
Jan-18	232,785	$ 29,109.27	3,048	$ 22,171.94	339,500	$ 12,557.57	$ 6,748.97	$ 19,306.54	$ 70,587.75
Jan-19	195,057	$ 24,515.36	2,422	$ 19,924.29	391,600	$ 13,790.56	$ 7,805.09	$ 21,595.65	$ 66,035.30
Feb-18	182,065	$ 23,947.95	2,506	$ 20,270.93	446,500	$ 15,844.72	$ 9,468.81	$ 25,313.53	$ 69,532.41
Feb-19	210,623	$ 29,019.89	2,757	$ 22,400.17	493,300	$ 17,922.56	$ 10,664.02	$ 28,586.58	$ 80,006.64
Mar-18	176,233	$ 23,149.73	2,021	$ 16,119.10	160,700	$ 5,037.81	$ 3,029.01	$ 8,066.82	$ 47,335.65
Mar-19	180,334	$ 21,753.03	2,481	$ 20,001.70	128,640	$ 4,369.50	$ 2,698.74	$ 7,068.24	$ 48,822.97
Apr-18	175,295	$ 22,897.12	1,972	$ 14,618.79	309,600	$ 11,732.78	$ 6,201.46	$ 17,934.24	$ 55,450.15
Apr-19	154,406	$ 19,197.99	1,640	$ 13,215.33	351,550	$ 13,488.39	$ 7,546.86	$ 21,035.25	$ 53,448.57
May-18	150,710	$ 20,410.89	1,038	$ 7,673.18	382,400	$ 13,823.67	$ 7,708.80	$ 21,532.47	$ 49,616.54
May-19	148,518	$ 18,262.35	984	$ 7,880.74	490,200	$ 17,525.00	$ 10,532.00	$ 28,057.00	$ 54,200.09
Jun-18	175,040	$ 26,985.05	700	$ 5,165.43	175,900	$ 5,525.44	$ 3,295.17	$ 8,820.61	$ 40,971.09
Jun-19	169,204	$ 21,606.46	794	$ 6,198.28	124,800	$ 4,278.35	$ 2,678.34	$ 6,956.69	$ 34,761.43
Jul-18	229,806	$ 31,123.99	892	$ 2,983.91	332,100	$ 12,856.53	$ 6,699.91	$ 19,556.44	$ 53,664.34
Jul-19	207,504	$ 26,902.79	415	$ 3,306.15	367,474	$ 14,621.81	$ 8,688.90	$ 23,310.71	$ 53,519.65
Aug-18	217,374	$ 29,576.27	398	$ 3,049.54	473,000	$ 17,404.59	$ 10,238.48	$ 27,643.07	$ 60,268.88
Aug-19	207,538	$ 27,932.22	298	$ 2,391.43	536,900	$ 19,687.19	$ 12,454.78	$ 32,141.97	$ 62,465.62
Sep-18	229,111	$ 29,880.78	378	$ 2,960.34	126,850	$ 4,455.93	$ 2,708.29	$ 7,164.22	$ 40,005.34
Sep-19	197,175	$ 25,524.73	371	$ 3,117.54	135,500	$ 4,783.89	$ 3,034.55	$ 7,818.44	$ 36,460.71
Oct-18	171,517	$ 22,088.70	504	$ 4,022.65	433,644	$ 15,550.45	$ 9,162.11	$ 24,712.56	$ 50,823.91
Oct-19	160,698	$ 20,386.66	429	$ 3,542.36	426,676	$ 16,546.48	$ 9,903.29	$ 26,449.77	$ 50,378.79
Nov-18	161,096	$ 20,457.56	1,091	$ 9,004.19	440,100	$ 16,168.37	$ 9,569.13	$ 25,737.50	$ 55,199.25
Nov-19	157,442	$ 19,703.45	1,685	$ 13,917.43	477,500	$ 18,123.52	$ 11,283.78	$ 29,407.30	$ 63,028.18
Dec-18	186,736	$ 23,490.18	2,243	$ 20,494.77	169,000	$ 5,408.90	$ 3,574.99	$ 8,983.89	$ 52,968.84
Dec-19	154,498	$ 18,722.56	1,089	$ 9,631.56	114,500	$ 4,388.96	$ 2,683.88	$ 7,072.84	$ 35,426.96
2018	**2,287,768**	**$ 303,117.49**	**16,791**	**$ 128,534.77**	**3,789,294**	**$ 136,366.76**	**$ 78,405.13**	**$ 214,771.89**	**$ 646,424.15**
2019	**2,142,997**	**$ 273,527.49**	**15,365**	**$ 125,526.98**	**4,038,640**	**$ 149,526.21**	**$ 89,974.23**	**$ 239,500.44**	**$ 638,554.91**