

JACKSON HOUSING COMMISSION

REGULAR MEETING

December 20, 2017 at 12:00pm

Reed Manor Board Room

301 Steward Avenue, Bldg. C

Jackson, Michigan 49201

AGENDA

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Michelle Woods, Vice-President
Gerald Montgomery, Commissioner
James Stark, Commissioner
Caroline Parker, Commissioner
4. Public Comments (limited to 3 minutes)
5. Approval of Regular Meeting Minutes: November 15, 2017
6. RESOLUTIONS
Resolution No.2017-32: Approval Collection Losses- December 2017
7. DIRECTORS 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
8. OTHER BUSINESS
9. EXECUTIVE SESSION
10. ADJOURNMENT

NEXT REGULAR MEETING: January 17, 2018 -Reed Manor Board Room

Jackson Housing Commission

Regular Meeting

November 15, 2017

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on November 15, 2017 at 12:00pm in the Reed Manor Board Room. Vice-President Woods called the meeting to order at 12:03pm. Upon roll call the following commissioners were present: Michelle Woods, Gerald Montgomery, and Caroline Parker. The following commissioner was absent: James Stark.

Also present were:

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

17-11-02-01 Public Comments

No comments were made.

17-11-02-02 Approval of the Minutes of the Regular Meeting Held October 18, 2017

Commissioner Parker **MOVED** to approve the Regular Meeting Minutes of the meeting held October 18, 2017. Commissioner Montgomery **SECONDED** the motion and upon the following voice vote the minutes were approved:

AYES: M. Woods, G. Montgomery, C. Parker

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

17-11-02-03 Approval of the Minutes of the Special Meeting Held November 2, 2017

Commissioner Montgomery **MOVED** to approve the Special Meeting Minutes with corrections. Commissioner Parker **SECONDED** the motion and upon the following voice vote the minutes were approved:

AYES: M. Woods, G. Montgomery, C. Parker

NAYS: None

ABSTAIN: None

ABSENT: J. Stark

17-11-02-04 Approval of Previously Paid Liabilities: October 2017
Commissioner Parker **MOVED** to approve the Previously Paid Liabilities for October 2017. Commissioner Montgomery **SECONDED** the motion and upon roll call, the "AYES" and "NAYS" were as follows:

AYES: M. Woods, G. Montgomery, C .Parker
NAYS: None
ABSTAIN: None
ABSENT: J. Stark

17-11-02-05 Resolution No. 2017-28: Approval of Collection Losses-November 2017
Commissioner Montgomery **MOVED** to approve Collection Losses for November 2017. Commissioner Parker **SECONDED** the motion and upon roll call the "AYES" and "NAYS" were as follows:

AYES: M. Woods, G. Montgomery, C .Parker
NAYS: None
ABSTAIN: None
ABSENT: J. Stark

17-11-02-06 Resolution No. 2017-29: Approval of JHC BOC Meeting Calendar 2018
Changes needed to me made involving two meeting dates. Also, Ms. Ingram mentioned that Shahan Blackstone North will be added as a meeting site once the construction of the new community room is completed.

Commissioner Parker **MOVED** to approve the 2018 BOC Meeting Calendar with corrections. Commissioner Montgomery **SECONDED** the motion and upon roll call the "AYES" and "NAYS" were as fllows:

AYES: M. Woods, G. Montgomery, C .Parker
NAYS: None
ABSTAIN: None
ABSENT: J. Stark

17-11-02-07 Resolution No. 2017-30: Approval of HCV Monthly Utility Allowances 2018
Commissioner Parker **MOVED** to adopt the foregoing Resolution as introduced and read. Commissioner Montgomery **SECONDED** the motion and upon roll call the "AYES" and "NAYS" were as fllows:

AYES: M. Woods, G. Montgomery, C .Parker
NAYS: None
ABSTAIN: None
ABSENT: J. Stark

17-11-02-08 Resolution No. 2017-31: Approval of Public Housing Monthly Utility Allowances Update

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

AYES: M. Woods, G. Montgomery, C. Parker
NAYS: None
ABSTAIN: None
ABSENT: J. Stark

17-11-02-09 Director's Reports

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

Section 8

A. Leasing HAP Utilization Report

Ms. Boyce informed that the HAP utilization rate is a desirable 101%.

Public Housing

B. Tenant Accounts Receivables

C. Consolidated Tars

D. Move Outs

E. Vacant Unit Turnaround

Per Ms. Ingram, unit turn times continue to be a concern. Staff is working to reduce the number of days turning units. She also mentioned that the recently vacated Housing Manager position was offered to Shannon Brooks, case manager at Reed Manor. Ms. Brooks was a previous candidate for the position. Therefore the case manager position will be filled by another Community Action Agency employee.

Executive

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/Emergency Response Report

During the review of the Emergency Response Report, Ms. Ingram mentioned that a recent wave of fire extinguisher sprayings occurred at Reed Manor which caused staff management to attach alarms on the extinguishers.

J. Utility Costs and Consumption

17-11-02-10 Other Business

Ms. Ingram informed that Republic is the current vendor for trash collection. However, the change in service is twice as what was previously paid as a result of the previous vendor not being encouraged to speak with management directly, regarding the details of their former contract. Lastly, Trash collection in rubbish rooms will continue at Reed Manor, as well as the use of portable wheeled bins at Chalet Terrace and Shahan Blackstone North.

17-11-02-10 Executive Session

Commissioner Parker **MOVED** to adjourn the Regular Meeting and enter an Executive Session. Commissioner Montgomery **SECONDED** and upon voice vote the motion was approved.

Vice-President Woods **MOTIONED** to leave the Executive Session and reconvene the Regular Meeting at 1:05pm. Commissioner Parker **SECONDED** and upon voice vote the motion was approved.

Commissioner Parker **MOVED** to adjourn. Commissioner Montgomery **SECONDED**. All members of the board were in favor of adjournment.

The Regular Meeting held November 15, 2017 adjourned at 1:08pm.

Respectfully submitted,

Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: _____
Michelle Woods-Vice President

Date: 12/13/2017
Time: 11:25:48

Jackson Housing Commission
Check Register Summary Report
Public Housing

From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/01/2017	EFT	ACH PH Deposit		480.00	946,544.91	ACH Deposit AMP2 AMP2
11/01/2017	062968	Jackson Housing Commission	2,172.00		944,372.91	NOV. 2017 ASSET MGMT FEE NOV. 2017 ASSET MGMT FEE \$ 2172.00
11/01/2017	062969	Jackson Housing Commission	3,946.00		940,426.91	NOV. 2017 BOOK KEEPING FEES NOV. 2017 BOOK KEEPING FEES \$3946.00
11/01/2017	062970	Jackson Housing Commission	25,568.40		914,858.51	NOV. 2017 PH MGMT FEES NOV. 2017 PH MGMT FEES \$25568.40
11/01/2017	062971	SmartSign	220.00		914,638.51	1 INVOICE # MPP 102199 \$220.00 PARKING PERMITS FOR JHC TENANTS
11/01/2017	062972	Consumer Energy	1,415.00		913,223.51	Utility Reimbursement
11/02/2017	EFT	ACH PH Deposit		471.00	913,694.51	ACH Deposit AMP2 AMP 2
11/02/2017	DEP	DEPOSIT		13,243.80	926,938.31	AMP1 \$2603.50 AMP2 \$8980 AMP3 \$1597 AMP3 \$13.30 SCRAP METAL AMP2 COMMUNITY ROOM RENTAL
11/02/2017	062973	SHANNON BROOKS	209.19		926,729.12	PHM TRAINING PHM TRAINING \$209.19 LANSING, MI 11/6/2017-11/10/2017
11/02/2017	062973	**VOID** SHANNON BROOKS	(209.19)		926,938.31	PHM TRAINING Void Refer 062973
Shannon did not need reimbursement for her training She used the Traverse, and her breakfast and lunch was included. She had no out of pocket costs.						
11/03/2017	EFT	ACH Deposit		2,363.00	929,301.31	ACH Deposit AMP1 \$421.00 AMP2 \$1,732 AMP3 \$210
11/03/2017	DEP	DEPOSIT		19,539.50	948,840.81	AMP1 \$ 4120.50 AMP2 \$14,008 AMP3 \$1411
11/03/2017				256.00	948,584.81	ACH Returns

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Public Housing

From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/03/2017			113.99		948,470.82	ACH Returns for AMP2 Paychex FSA Paychex FSA for COCC
11/06/2017	EFT	ACH Deposit		3,247.00	951,717.82	ACH Deposit AMP1 \$232 AMP2 \$2,190 AMP3 \$825
11/06/2017	EFT	ACH Deposit		696.00	952,413.82	ACH Deposit AMP2
11/06/2017	DEP	DEPOSIT		37,888.50	990,302.32	AMP1 \$9547 AMP2 \$20861.50 AMP3 \$7480
11/06/2017	062974	AccuShred, LLC		135.00	990,167.32	1 INVOICE INV# 41107 \$135.00 OCT. 2017 DOCUMENT DESTRUCTION
11/06/2017	062975	American Office Solutions		57.03	990,110.29	ACCT# J1087 INV# 139711 \$57.03 BEGIN METER:274024 /END METER:278693 TOTAL: 4669 BILLED @ \$0.011858
11/06/2017	062976	AMBS CALL CENTER		462.01	989,648.28	ACCT#1909 INV# 17010625 \$462.01 OCT. 2017 ANSWERING SERVICE FEES
11/06/2017	062977	ANTHONY GLASPIE		232.00	989,416.28	P-002-3249-09 FINAL ACCOUNTING VACATED UNIT ON 10/31/2017
11/06/2017	062978	CONSUMERS ENERGY		41.76	989,374.52	ACCT# 100071426769 ACCT# 100071426769 \$41.76 OCT. 2017 ELECTRIC BILL 105 SHAHAN- VANCANT UNIT
11/06/2017	062979	ERADICO PEST SERVICES, AN		1,980.00	987,394.52	CUST# 14338735 INV# 6235245 \$569.00 PER CONTRACT COMM. PEST GENERAL MAINT. OCT. 2017 INV# 6192473 \$384.00 BARBERRY INV# 6192472 \$687.00 STEWARD INV# 6192471 \$340.00 SHAHAN NOV. 2017 CERT. DETECTION/ TREATMENT
11/06/2017	062980	Fitesone Complete Auto Care		154.99	987,239.53	1 INVOICE CUST INV# 103711 ON 10/30/2017

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From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/06/2017	062981	Grand River Insurance Agency, LLC	653.36		986,586.17	NEW BATTERY AND BATTERY CORE \$ 154.99 FOR SHAHAN WORK TRUCK
						ACCT# GRB 29414
						ACCT# GRB 29414 \$653.36
						INSURED NAME: JACKSON HOUSING
						COMMISSION
						WORKERS COMPENSATION COSTS
						DUE DATE 11/15/2017
11/06/2017	062982	HAMMOND HARDWARE	105.25		986,480.92	CUST# 33515
						#C250448 \$25.18 POXY, DOOR HARDWARE
						#C250415 \$80.07 KNIFE, RESPIRATORS
11/06/2017	062983	Lammers Heating & A/C	225.00		986,255.92	1 INVOICE
						#12741-17502 \$225.00
						REPLACE SMART VALVE
11/06/2017	062984	MENARDS - JACKSON	529.78		985,726.14	ACCT# 31610470
						INV# 03154 \$529.78
						MAINTENANCE SUPPLIES AND
						GAS RANGE.
11/06/2017	062985	Postmaster	125.00		985,601.14	TENANT MAILBOX KEYS
						AMP 2 \$75.00
						AUSTIN, PYCEK, DAVIDSON
						AMP 3 \$50.00
						DENNIS, SCHWEDA
11/06/2017	062986	THE SHERWIN WILLIAMS CO.	16.65		985,584.49	ACCT# 5291-3816-6
						INV# 3058-2 \$16.65
						PAINT SUPPLIES
11/06/2017	062987	SPRINT	1,052.35		984,532.14	ACCT# 128763256
						INV# 128763256-038 \$1052.35
						OCT. 2017 CELL PHONE SERVICE
11/06/2017	062988	TDS Metrocom	2,399.72		982,132.42	5 INVOICES
						517-787-6494 \$91.52
						517-787-1188 \$1763.83
						517-787-0168 \$422.40
						517-780-0620 \$90.03
						517-780-0181 \$31.94
						OCT. 2017 TELEPHONE SERVICE
11/06/2017	062989	TEACHOUT SECURITY SOLUTIONS,	1,742.76		980,389.66	CUST ID# JAXHC
						INV# 0011930396 \$1742.76
						WEEKLY PH SECURITY COSTS

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From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
WEEK OF 10/19/2017-10/25/2017						
11/06/2017	062990	THE HELPING HAND HANDYMAN	925.00		979,464.66	2 INVOICES #1050 \$500.00 338 MOORMAN UNIT TURNS -PAINTING #1049 \$425.00 328 MOORMAN UNIT TURNS -PAINTING
11/06/2017	062991	White & Hotchkiss, PLLC	450.00		979,014.66	FILE# 1919 INV# 84069 \$450.00 OCT. 2017 LEGAL FEES
11/06/2017	062992	WILMAR INDUSTRIES	3,193.24		975,821.42	ACCT# 70585 #415780766 \$531.78 #417417938 \$752.56 #417124294 \$954.38 #417124286 \$811.00 #417417920 \$143.52
11/06/2017	062993	DBI BUSINESS INTERIORS	95.70		975,725.72	CUST# 224241 INV# 03JQ7730 \$95.70 PAPER
11/07/2017	DEP	DEPOSIT		3,466.50	979,192.22	AMP1 \$891.50 AMP2 \$1,607 AMP3 \$968
11/07/2017	062994	APCO SUPPLY	61.00		979,131.22	1 INVOICE INV# 1361151-00 \$61.00 Lens W/iv24Ab22
11/07/2017	062995	INK CONTRACTING LLC	122,623.00		856,508.22	1 INVOICE INV# 1195 \$122,623.00 INVOICE FOR 50% OF PHASE II (\$245,246) RFP REED MANOR HALLWAY AND COMMON AREA REPAIRS CAP PROJECT
11/08/2017			219.00		856,289.22	Returned Check Returned Check for AMP1
11/10/2017			18,472.41		837,816.81	Payroll
11/10/2017			585.94		837,230.87	Payroll Invoice
11/10/2017			148.74		837,082.13	Payroll Garnishment -
11/10/2017			8,769.00		828,313.13	Payroll Taxes

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From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/10/2017			327.55		827,985.58	401K for COCC
11/10/2017	DEP	DEPOSIT		112.00	827,873.58	Payroll Flextime Invoice
11/13/2017	DEP	DEPOSIT		2,060.03	829,933.61	AMP1 \$300 AMP2 \$1,624 AMP 2 \$136.03 COLLECTIONS
11/14/2017				300.00	829,633.61	Payroll Advance
11/14/2017	DEP	DEPOSIT		62.41	829,571.20	Payroll Advance Taxes
11/15/2017				2,500.00	832,071.20	UNITED WAY
11/15/2017				200.00	831,871.20	Payroll Advance
11/15/2017				66.91	831,804.29	Payroll Advance Taxes
11/15/2017	062996	Aspen One Hour Heating & Air	934.00		830,870.29	ACCT# 15123 #371486 \$9.99 #371970 \$475.00 CAP #372048 \$450.00 CAP
11/15/2017	062997	Blue Sea L.L.C.	54.00		830,816.29	1 INVOICE INV# 2756 \$54.00 WEB HOSTING FEE OCT 2017-DEC 2017
11/15/2017	062998	Brooklyn Plumbing, Heating & A/C, Inc	218.16		830,598.13	1 INVOICE #653134 \$218.16 REPLACE COPPER KIT DRAIN E-1
11/15/2017	062999	CASLER HARDWARE	5.88		830,592.25	CUST ACCT# 33561 INV# 1-18113 \$5.88 TOP PIVOT TOP PIVOT GUIDE
11/15/2017	063000	COMCAST	118.71		830,473.54	2 INVOICES 8529114280104708 \$106.53 109 SHAHAN DR 8529114280369921 \$12.18 221 JANKE ST PH- INTERNET SERVICE
11/15/2017	063001	DBI BUSINESS INTERIORS	74.70		830,398.84	CUSTOMER #224241 INV# 03JQ8858 \$74.70 STORAGE BINS- LEGAL
11/15/2017	063002	ELIZABETH POWELL	458.00		829,940.84	P-002-4415-12 FINAL ACCOUNTING

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From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/15/2017	063003	ETNA Supply	964.90		828,975.94	VACATED UNIT ON 10/27/2017 CUST# 4218 INV# S102425088.001 \$38.99 INV# S102414087.001 \$502.95 CAP W/H INV# S102416907.001 \$422.95 CAP W/H
11/15/2017	063004	FRANCES COLE	200.00		828,775.94	RMTA STIPEND- DECEMBER 2017 REED MANOR TENANT ASSOCIATION STIPEND FOR DECEMBER 2017 5 MEMBERS X'S \$40.00= \$200.00 VIOLA DAVIS STEPPING IN
11/15/2017	063005	HAMMOND HARDWARE	287.15		828,488.79	CUSTOMER# 33515 B364459 \$22.10 C249894 \$74.13 C251379 \$24.29 B365617 \$25.90 C251188 \$19.79 B365511 \$28.78 C250541 \$56.19 B359248 \$35.97
11/15/2017	063006	HD Supply Facilities Maintenance	114.87		828,373.92	CUST# 461000 INV# 9158621159 \$114.87 SCREENS, SPLINE
11/15/2017	063007	HOUSING DATA SYSTEMS, INC.	144.00		828,229.92	CLIENT# 6183 INV# 224287 \$144.00 MTC'S TRANSMITTAL SERVICE FOR 10/01/2017-12/31/2017
11/15/2017	063008	Jackson Transportation Authority	131.22		828,098.70	1 INVOICE INV#0028121-IN \$131.22 FUEL SERVICE FOR OCT. 2017
11/15/2017	063009	Lammers Heating & A/C	115.00		827,983.70	1 INVOICE INV# 12741-17556 \$115.00 NO HEAT 2017 PRINGLE SERVICE CALL
11/15/2017	063010	MENARDS - JACKSON	1,020.00		826,963.70	ACCT# 31610470 INV#4128 \$707.16 MAINTENANCE SUPPLIES INV#4364 \$312.84 MAINTENANCE SUPPLIES
11/15/2017	063011	MINUTEMAN SEWER & DRAIN INC.	185.00		826,778.70	1 INVOICE INV#17-1581 \$185.00 MINOR PLUMBING SERVICE F- BUILDING

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Public Housing

From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/15/2017	063012	PC Solutions	1,039.38		825,739.32	CUST ID# JACKSON HOUSING CO INV# 19087 \$476.40 MONTHLY SUPPORT COSTS INV# 19165 \$359.73 COMPUTER SUPPORT INV# 47113 \$173.25 COMPUTER SUPPORT INV# 19063 \$30.00 COMPUTER SUPPORT
11/15/2017	063013	Postmaster	25.00		825,714.32	TENANT MAILBOX KEYS TENANT MAILBOX KEYS J. SMILEY
11/15/2017	063014	Rooney's Sewer Service	360.00		825,354.32	3 INVOICES #INV-4941 \$180.00 H-26, B-8 MINOR PLUMBING #INV-4974 \$90.00 I-70 MINOR PLUMBING #INV-4984 \$180.00 D-10, I-32 MINOR PLUMBING
11/15/2017	063015	SAFETY SYSTEMS INC	97.00		825,257.32	1 INVOICE INV#59806 \$97.00 FIRE EXTINGUISHER FOR REED
11/15/2017	063016	THE SHERWIN -WILLIAMS CO.	333.00		824,924.32	ACCT# 5291-3816-6 INV# 3558-1 \$333.00 MAINTENANCE SUPPLIES - PAINT
11/15/2017	063017	TEACHOUT SECURITY SOLUTIONS,	3,350.76		821,573.56	CUST ID# JAXHC #0011930463 \$1682.76 WEEK OF 10/26/2017-11/01/2017 #0011930635 \$1653.15 WEEK OF 11/02/2017-11/08/2017 WEEKLY PH SECURITY COSTS
11/15/2017	063018	THE HELPING HAND HANDYMAN	1,300.00		820,273.56	2 INVOICES #1052 \$550.00 305 MOORMAN UNIT TURN #1051 \$750.00 220 JANKE UNIT TURN
11/15/2017	063019	The SBAM Plan	12,917.29		807,356.27	CID# 281224 CID# 281224 SBAM ID# 92594 \$12917.29 12/01/2017-12/31/2017 EMPLOYEE INSURANCE
11/15/2017	063020	TALX THE WORK NUMBER	69.85		807,286.42	ACCT# 0210/8805983 INV# B1-777114 \$69.85 PRE TENANT SCREENING
11/15/2017	063021	Trail Supply LLC	1,887.55		805,398.87	ACCT# 10014 INV# 38427 \$234.91

**Jackson Housing Commission
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Public Housing
From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/15/2017	063022	TRANS UNION LLC	314.70		805,084.17	INV# 38452 \$33.20 INV# 38364 \$1048.00 INV# 38468 \$571.44 CUST ID# 4408R0064047 INV# 10730320 \$314.70 PRE TENANT SCREENING
11/15/2017	063023	WILMAR INDUSTRIES	886.50		804,197.67	ACCT# 70585 INV# 418620092 \$169.70 INV# 418301826 \$383.02 INV# 417864378 \$286.04 INV# 418941787 \$47.74 MAINTENANCE SUPPLIES
11/15/2017	063024	Wolverine Sealcoating LLC	105.00		804,092.67	1 INVOICE # 9693 \$105.00 BUMPER BLOCKED INSTALLED
11/15/2017	063025	CONSUMERS ENERGY	12,661.65		791,431.02	9 INVOICES 100035146164 \$11309.96 100000120954 \$1920.77 100035145687 \$204.84 100000120764 \$3016.11 100000120905 \$1635.52 103028148049 \$33.02 FINAL B 100000120798 \$1874.98 103028342386 \$15,840 100000120855 -\$1480.62 CREDIT ON ACCOUNT 100035145554 \$2650.61
11/15/2017	063026	The Netrod Company	1,230.00		790,201.02	CUST ID# JACKSON, MI INV# RU002307PH \$1230.00 PH UTILITY ALLOWANCE UPDATE STUDY 2017
11/15/2017	063027	APCO SUPPLY	421.38		789,779.64	ACCT#178131 INV# 1364402-00 \$421.38 MAINTENANCE SUPPLIES
11/17/2017	DEP	DEPOSIT		6,434.26	796,213.90	AMP1 \$2,452 AMP2 \$ 2,428.26 AMP3 \$1,554
11/20/2017	063028	PURCHASE POWER	252.50		795,961.40	ACCT# 8000-9000-0062-0884 ACCT# 8000-9000-0062-0884 \$252.50 ACCT NAME: JACKSON HOUSING POSTAGE REFILL
11/21/2017	DEP			4,954.00	800,915.40	Tenant Transactions

Jackson Housing Commission
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Public Housing
From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/21/2017			16,408.76		784,506.64	Paychex Payroll
11/21/2017			557.11		783,949.53	Paychex Payroll Invoice
11/21/2017			148.71		783,800.82	Paychex Payroll Garnish
11/22/2017			7,441.04		776,359.78	Paychex Payroll Taxes
11/22/2017			1,292.90		775,066.88	Paychex Payroll Advance
11/22/2017			327.55		774,739.33	Payroll Paychex 401k COCC
11/22/2017			307.16		774,432.17	Paychex Payroll Advance Taxes
11/24/2017			650.00		773,782.17	Paychex Payroll Advance
11/24/2017			542.24		773,239.93	Paychex Payroll FSA COCC
11/24/2017			166.67		773,073.26	Paychex Payroll Advance Taxes
11/24/2017			5.00		773,068.26	Paychex FSA COCC
11/27/2017			300.00		772,768.26	Paychex Payroll Advance
11/27/2017			106.53		772,661.73	Paychex Payroll Taxes Advance
11/27/2017	063029	LORRIN MURRY	470.37		772,191.36	TRAINING REIMBURSEMENT PUBLIC HOUSING SPECIALIST TRAINING RICHMOND, VA 12/3/2017-12/8/2017 \$470.37
11/28/2017	DEP			5,068.00	777,259.36	Deposit
11/28/2017			5.00		777,254.36	Paychex FSA COCC
11/28/2017	063030	PLIC - SBD Grand Island	103.68		777,150.68	ACCT# 1044559-10001 ACCT# 104559-10001 \$103.68 PERIOD 12.1.2017-12.31.2017
11/28/2017	063031	A-1 LOCK SHOP	37.79		777,112.89	1 INVOICE # 5158 \$37.79 DEAD BOLTS & KEYS
11/28/2017	063032	AFLAC	263.70		776,849.19	ACCT# VX312 INV# 035895 \$263.70 PERIOD OF NOVEMBER 2017
11/28/2017	063033	ALLEGANCE OCCUPATIONAL	348.00		776,501.19	ACCT# 800249294 GRANTOR# 6000149860 \$348.00 PRE EMPLOYMENT SCREENING WILSON BROOKS JONES
11/28/2017	063034	APCO SUPPLY	316.44		776,184.75	ACCT# 178131

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From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/28/2017	063035	Aspen One Hour Heating & Air	2,630.00		773,554.75	ACCT# 151323 INV# 373037 \$425.00 CAP W/H INV# 373295 \$397.00 CAP PLMB INV# 373487 \$1650.00 CAP PLMB INV# 372675 \$158.00 MINOR PLUMBING
11/28/2017	063036	Brooklyn Plumbing, Heating & A/C, Inc	564.22		772,990.53	2 INVOICES #653859 \$294.17 CAP W/H #653750 \$270.05 CAP W/H
11/28/2017	063037	CARLETON EQUIPMENT CO.	728.26		772,262.27	CUST ID# 659452 CUST ID# 659452 \$728.26 SERVICE AND REPAIR ON TRACTOR.
11/28/2017	063038	CASLER HARDWARE	27.04		772,235.23	ID# 644 #692905 \$27.04 TUB SPOUTS
11/28/2017	063039	City Of Jackson - Finance Department	8,640.27		763,594.96	EE & ER CONTRIBUTIONS OCT-17 EE & ER CONTRIBUTIONS OCT-17 PUBLIC HOUSING \$ 8640.27
11/28/2017	063040	COMCAST	221.88		763,373.08	2 INVOICES 8529114280358478 \$104.85 410 E HIGH 8529114280369913 \$117.03 316 BARBERRY
11/28/2017	063041	Community Action Agency	3,437.52		759,935.56	TENANT SUPPORT OCT-2017 TENANT SUPPORT SERVICES OCTOBER 2017 \$3437.52
11/28/2017	063042	DAUGHERTY TREE SERVICE	495.00		759,440.56	1 INVOICE TREE REMOVAL @ 1204 HEATHER LANE \$495.00
11/28/2017	063043	ERADICO PEST SERVICES, AN	1,600.00		757,840.56	CUST# 14338735 #6305145 \$800 HEAT TREAT A-3 #6291301 \$800 HEAT TREAT 134 SHAHAN
11/28/2017	063044	ETNA Supply	1,332.18		756,508.38	CUSTOMER# 22603 INV# S102433523.001 \$436.28 CAP W/H INV# S102417038.001 \$422.95 CAP W/H INV# S102439764.001 \$422.95 CAP W/H INV# S102424576.001 \$50.00 WARRANTY

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From: 11/01/2017 To: 11/30/2017

Date	Ret Num	Payee	Payment	Deposit	Balance	Memo
11/28/2017	063045	GLG PRINT	51.00		756,457.38	1 INVOICE INV# 54167 \$51.00 BUSINESS CARDS S. BROOKS V. QUINN
11/28/2017	063046	HAMMOND HARDWARE	136.38		756,321.00	CUST# 33515 #C252325 \$34.61 #C252353 \$17.99 #C252183 \$12.59 #C252018 \$9.88 #C251881 \$61.31
11/28/2017	063047	INK CONTRACTING LLC	350.00		755,971.00	2 INVOICES #1197 \$200.00 LRG ITEM PICKUP #1194 \$150.00 REPAIRS IN D-11
11/28/2017	063048	JACKSON GLASS WORKS INC	365.66		755,605.34	CUST# JHOU #408025 \$365.6 WINDOW REPAIR @ 116 LAUREL CT
11/28/2017	063049	JACKSON WATER COLLECTION	24,845.70		730,759.64	PLEASE SEE ATTACHMENTS PLEASE SEE ATTACHMENTS CHALET WATER/SEWER CONSUMPTION 290,400
11/28/2017	063050	JACKSON YMCA	56.00		730,703.64	REED WATER/SEWER CONSUMPTION 171,000
11/28/2017	063051	JAQUISY DIGGINS	50.00		730,653.64	1 INVOICE YMCA MEMBERSHIP FOR B. WILSON DEC-17
11/28/2017	063052	Lammers Heating & A/C	146.52		730,507.12	P-003-6566-08 FINAL ACCOUNTING VACATED UNIT ON 11/6/2017
11/28/2017	063053	MENARDS - JACKSON	544.53		729,962.59	1 INVOICE #12741-18008 \$146.52 FURNACE REPAIR 1203 HEATHER LN
11/28/2017	063054	OSBORNE PROCESS SERVICE	255.50		729,707.09	ACCT# 31610470 #05100 \$230.84 #13999 \$225.53 #04984 \$88.16
						8 INVOICES OBP-2017003405 \$26.00 OBP-2017003549 \$28.57

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From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/28/2017	063055	Postmaster	150.00		729,557.09	OBP-2017003546 \$28.41 OBP-2017002880 \$42.73 OBP-2017003154 \$42.57 OBP-2017003170 \$42.89 OBP-2017003167 \$43.05 OBP-2017002855 \$44.01
11/28/2017	063056	Rooney's Sewer Service	360.00		729,197.09	2 INVOICES #INV-5036 \$180.00 MINOR PLUMBING AT REED MANOR #INV-4942 \$180.00 MINOR PLUMBING AT SHAHAN- BLACKSTONE
11/28/2017	063057	SAFETY SYSTEMS INC	203.00		728,994.09	CUST# 00938 INV# 473611 \$203.00 MAINTENANCE ON SECURITY DOOR
11/28/2017	063058	TEACHOUT SECURITY SOLUTIONS,	3,051.72		725,942.37	CUST ID# JAXHC #0011930746 \$1502.76 11/09/2017-11/15/2017 #0011930878 \$1548.96 11/16/2017-11/22/2017
11/28/2017	063059	THE HELPING HAND HANDYMAN	1,115.00		724,827.37	2 INVOICES #1053 \$450.00 323 MOORMAN UNIT TURN #1054 \$725.00 309 MOORMAN UNIT TURN
11/28/2017	063060	THE HOME DEPOT SUPPLY	2,433.60		722,393.77	COMM ACCT# 6035322540175928 COMMERCIAL ACCOUNT# 6035322540175928 \$2433.60 MAINTENANCE MATERIALS
11/28/2017	063061	TOMMARK, INC.	77.16		722,256.61	CUST ID# 100596 INV# 812664287 \$90.65 #812608094 \$-13.49 CREDIT
11/28/2017	063062	WEATHERPROOF INC	490.36		721,766.25	CUST# JAC HOUS COM #321378 \$87.76 #321463 \$402.60 MAINTENANCE SUPPLIES

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From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/28/2017	063063	WILMAR INDUSTRIES	342.97		721,423.28	ACCT# 70585 INV# 419692744 \$177.26 INV#419999776 \$165.71 MAINTENANCE MATERIALS
11/28/2017	063064	CONSUMERS ENERGY	19,013.97		702,409.31	14 INVOICES 100071426769 \$82.53 103028095380 \$22.94 100035140910 \$139.88 100034278091 \$262.99 103023559042 \$22.95 103028509737 \$52.78 100000121028 \$3128.29 100000120988 \$1771.88 100000121093 \$1029.04 100000472256 \$1801.71 100000473114 \$1741.26 100000473429 \$7814.57 100035144961 \$1105.03 100035145133 \$38.12
11/29/2017	DEP			35,181.16	737,590.47	OPF Subsidy AMP1
11/29/2017	DEP			89,722.45	827,312.92	OPF Subsidy AMP2
11/29/2017	DEP			50,211.08	877,524.00	OPF Subsidy AMP3
11/29/2017	063065	Petty Cash	1,067.83		876,456.17	Petty Cash Replenishment Replenish Petty Cash \$1042.83 Transaction# 725-733
11/30/2017	DEP			2,420.00	878,876.17	Deposit

Total: 347,135.02 279,946.28

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 General COCC Account

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From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/01/2017	003041	First National Bank Omaha	1,088.55		134,555.82	ACCT# 4988659183672469 ACCT# 4988659183672469 \$1088.55 DUE DATE 11.15.2017
11/01/2017	003042	HINKLEY BAKERY	15.00		134,540.82	FOR HINKLEY'S DONUTS STAFF FAREWELL HINKLEYS DONUTS \$15.00
11/02/2017	DEP	DEPOSIT		74.89	134,615.71	BCBS REBATE
11/02/2017	003043	TREMACHEL JOHNSON	221.77		134,393.94	PHM TRAINING PHM TRAINING \$221.77 LANSING, MI 11/6/2017-11/10/2017
11/02/2017	003043	**VOID** TREMACHEL JOHNSON	(221.77)		134,615.71	PHM TRAINING Void Refer 003043 TREMACHEL DID NOT ATTENDD THE TRAINING VOIDED CHECK
11/03/2017	DEP	DEPOSIT		35,244.20	169,859.91	
11/03/2017			50.00		169,809.91	Payroll Advance Payroll Advance
11/03/2017			11.93		169,797.98	Payroll Adv Taxes
11/06/2017	003044	AccuShred, LLC	25.00		169,772.98	1 INVOICE INV# 41107 \$25.00 OCT. 2017 DOCUMENT DESTRUCTION
11/06/2017	003045	Grand River Insurance Agency, LLC	392.01		169,380.97	ACCT# GRB 29414 ACCT# GRB 29414 \$392.01 ACCT NAME: JACKSON HOUSING COMMISSION DUE DATE: 11/15/2017
11/06/2017	003046	SPRINT	205.20		169,175.77	ACCT# 128763256 INV# 128763256-038 \$205.20 OCT. 2017 CELL PHONE SERVICE
11/06/2017	003047	TDS Metrocom	55.90		169,119.87	1 INVOICE 517-787-9241 \$55.90 OCT. 2017 TELEPHONE/FAX SERVICE
11/09/2017			9,875.15		159,244.72	Payroll
11/09/2017			4,213.52		155,031.20	Payroll Taxes
11/13/2017	DEP	DEPOSIT		219.09	155,250.29	RETIREE INSURANCE PAYMENT
11/15/2017	003048	HireRight, Inc.	27.16		155,223.13	CUST# 300245

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General COCC Account
From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/15/2017	003049	MACKEYS BODY SHOP	1,944.63		153,278.50	INV# G2210720 \$27.16 BILLING PERIOD 6/1/17-6/30/17 Re: Jackson Housing Commission Insurance Restoration Claim #EAE9M2076A \$1944.63 Chevy Traverse LS
11/16/2017	003050	Blue Sea L.L.C.	18.00		153,260.50	1 INVOICE #2756 \$18.00 WEB HOSTING FEE OCT 2017- DEC. 02017
11/16/2017	003051	COMCAST	166.82		153,093.68	1 INVOICE 8529114280363940 \$166.82 301 STEWARD AVE OFC INTERNET SERVICE AT COCC
11/16/2017	003052	DBI BUSINESS INTERIORS	224.57		152,869.11	CUST# 224241 03JQ8865 \$47.60 03JQ9246 \$12.45 03JQ8120 \$100.72 03JQ8858 \$63.80 OFFICE SUPPLIES
11/16/2017	003053	HireRight, Inc.	81.48		152,787.63	CUST# 300245 #G2298027 \$81.48 EMPLOYEE BACKGROUND SCREENING
11/16/2017	003054	Jackson Transportation Authority	27.26		152,760.37	1 INVOICE INV# 0028121-IN \$27.26 FUEL SERVICE OCT. 2017
11/16/2017	003055	JASON OMO	75.20		152,685.17	REIMBURSEMENTS PANERA \$54.03 NARCAN TRAINING WALMART \$ 21.17 DVD FOR CAMERA FOOTAGE FOR JPD
11/16/2017	003056	HOUSING DATA SYSTEMS, INC.	48.00		152,637.17	CLIENT ID# 6183 INV# 224287 \$48.00 MTC'S TRANSMITTAL SERVICE 10/01/2017-12/31/2017
11/16/2017	003057	PC Solutions	248.80		152,388.37	CUST ID# JACKSON HOUSING CO M19173 \$99.00 COMPUTER SUPPORT M19087 \$158.80 MONTHLY SUPPORT COSTS

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General COCC Account
From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/16/2017	003058	Pentluk, Couvreur & Koblijak, P.C	2,484.00		149,904.37	ACCT# 114310.001 INV#33542 \$1656.00 INV#33542 \$828.00 LEGAL EXPENSES OCT. 2017 SAME INVOICE NUMBERS FOR DIFFERENT INVOICES/AMOUNTS
11/16/2017	003059	SCOTT ACCOUNTING & COMPUTER	3,222.50		146,681.87	CUST# 11421 INV# 133056 \$3162.50 INV# 132875 \$60.00 ACCOUNTING COMPUTER SUPPORT FOR COCC
11/16/2017	003060	The SBAM Plan	10,829.52		135,852.35	CID# 281224 CID# 281224 SBAM ID# 92594 \$10829.52 12/01/2017-12/31/2017 EMPLOYEE INSURANCE
11/17/2017	DEP			2,435.36	138,287.71	Retiree Ins Pymt \$490.73 Travelers Auto Liab - 2012 Traverse \$1944.63
11/20/2017	003061	PURCHASE POWER	151.50		138,136.21	ACCT# 8000-9000-0062-0884 ACCT# 8000-9000-0062-0884 \$151.50 ACCT NAME: JACKSON HOUSING POSTAGE REFILL
11/20/2017	003062	ANGELA ARNOLD	120.00		138,016.21	RETIREE BENEFIT PROPOSAL RETIREE BENEFIT PROPOSAL \$120.00 DOCUMENT
11/21/2017	DEP			25.00	138,041.21	Jury Duty Reimbursement
11/21/2017			9,866.93		128,174.28	Payroll
11/22/2017			3,954.04		124,220.24	Payroll Taxes
11/27/2017	003063	JASON OMO	54.03		124,166.21	REIMBURSEMENT FOR TRAINING REIMBURSEMENT FOR OPLATE TRAINING @ COCC PANERA BREAD \$54.03
11/28/2017	DEP			1,383.25	125,549.46	Deposit
11/28/2017	003064	PLIC - SBD Grand Island	45.36		125,504.10	ACCT# 1044559-10001 ACCT# 1044559-10001 \$45.36 PERIOD 12.01.2017-12.31.2017
11/28/2017	003065	DBI BUSINESS INTERIORS	25.30		125,478.80	CUST# 224241 #03JR1444 \$25.30 OFFICE SUPPLIES

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General COCC Account
From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/28/2017	003066	JACKSON WATER COLLECTION	83.06		125,395.74	1 INVOICE STEW-000301-0000-03 \$83.06
11/28/2017	003067	First National Bank Omaha	1,845.08		123,550.66	ACCT# 4988659183672469 ACCT# 4988659183672469 \$1845.08 DUE DATE 12/15/2017
11/28/2017	003068	AFLAC	133.64		123,417.02	ACCT# VX312 INV# 035895 \$133.64 NOVEMBER BILLING
11/28/2017	003069	City Of Jackson - Finance Department	4,681.08		118,735.94	EE & ER CONTRIBUTIONS OCT-17 EE & ER CONTRIBUTIONS OCT-17 \$4681.07
11/30/2017	DEP			679.68	119,415.62	
Total:			56,290.22		40,061.47	

Jackson Housing Commission
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 Section 8 Housing Voucher Prog
 From: 11/01/2017 To: 11/30/2017

Date: 12/11/2017
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Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/01/2017	DEP	DEPOSIT		229,582.00	429,728.97	HAP RECEIVED
11/01/2017	DEP	DEPOSIT		19,468.00	449,196.97	ADMIN FEES RECEIVED
11/01/2017				207,977.04	241,219.93	HAP ACH HAP Payments
11/01/2017	054665	Jackson Housing Commission		3,000.00	238,219.93	NOV. 2017 SECTION 8 MGMT FEES NOV. 2017 SECTION 8 MGMT FEES \$3000.00
11/02/2017	DEP	DEPOSIT		508.00	238,727.93	HAP RETURNED
11/02/2017	DEP	DEPOSIT		1,381.75	240,109.68	FRAUD RECOVERY
11/06/2017	054666	AccuShred, LLC		25.00	240,084.68	1 INVOICE INV# 41107 \$25.00 OCT. 2017 DOCUMENT DESTRUCTION
11/06/2017	054667	BREEANNA RICE		1.00	240,083.68	\$1.00 DUE TO BREEANNA RICE FINAL ACCOUNTING
11/06/2017	054668	DBI BUSINESS INTERIORS		139.99	239,943.69	CUSTOMER# 224241 INV# 03JQ5840 \$139.99 DRUM, UNIT
11/06/2017	054669	Grand River Insurance Agency, LLC		261.34	239,682.35	ACCT# GRB 29414 ACC# GEB 29414 \$261.34 INSURED NAME: JACKSON HOUSING COMMISSION DUE DATE 11/15/2017
11/06/2017	054670	SPRINT		60.28	239,622.07	ACCT# 128763286 INV# 128763256-038 \$60.28 OCT. 2017 CELL PHONE SERVICE
11/06/2017	054671	TDS Metrocom		74.82	239,547.25	1 INVOICE 517-787-6326 \$74.82 OCT. 2017 TELEPHONE/FAX SERVICE
11/09/2017				3,377.25	236,170.00	Payroll 11.09.2017 Payroll
11/09/2017				1,237.79	234,932.21	Payroll Taxes Payroll Taxes 11.10.2017
11/13/2017	DEP	DEPOSIT		95.62	235,027.83	FRAUD
11/13/2017	DEP	DEPOSIT		598.22	235,626.05	FRAUD
11/15/2017	DEP	DEPOSIT		9.26	235,635.31	INTEREST
11/16/2017				7,941.00	227,694.31	HAP

Jackson Housing Commission
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 Section 8 Housing Voucher Prog
 From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/16/2017	054672	Blue Sea L.L.C.	18.00		227,676.31	HAP Payments 1 INVOICE # 2756 \$18.00 WEB HOSTING FEE OCT. 2017- DEC. 2017
11/16/2017	054673	HOUSING DATA SYSTEMS, INC.	48.00		227,628.31	CLIENT ID# 6183 INV# 224287 \$48.00 MTC'S TRANSMITTAL SERVICE 10/01/2017-12/31/2017
11/16/2017	054674	Jackson Housing Commission	470.25		227,158.06	SECTION 8 INSPECTION FEES SECTION 8 INSPECTION FEES \$470.25 PERIOD 10/23/2017-11/03/2017
11/16/2017	054675	PC Solutions	158.79		226,999.27	CUST ID# JACKSON HOUSING CO INV# M19087 \$158.79 MONTHLY COMPUTER SUPPORT COSTS
11/16/2017	054676	TALX THE WORK NUMBER	311.50		226,687.77	CUST# 0210/8805983 INV# B1-777114 \$311.50 PRE TENANT SCREENING
11/16/2017	054677	The SBAM Plan	3,174.15		223,513.62	CID# 281224 CID# 281224 SBAM ID# 92594 \$3174.15 12/01/2017-12/31/2017 EMPLOYEE INSURANCE
11/20/2017	054678	PURCHASE POWER	101.00		223,412.62	ACCT# 8000-9000-0082-0884 ACCT# 8000-9000-0062-0884 \$101.00 ACCT NAME: JACKSON HOUSING POSTAGE REFILL
11/22/2017			3,377.28		220,035.34	Payroll Payroll 11.21.2017
11/22/2017			1,138.16		218,897.18	Payroll Taxes Payroll Taxes 11.22.2017
11/22/2017			1,515.00		217,382.18	HAP HAP Payments
11/24/2017	DEP			95.62	217,477.80	Fraud Income
11/27/2017			95.62		217,382.18	ACH Returns
11/28/2017	DEP			544.98	217,927.16	Deposit Fraud

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 Section 8 Housing Voucher Prog
 From: 11/01/2017 To: 11/30/2017

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
11/28/2017	054679	PLIC - SBD Grand Island	19.44		217,907.72	ACCT# 1044559-10001 ACCT# 1044559-1001 \$19.44 PERIOD 12.01.2017-12.31.2017
11/28/2017	054680	CARLISSA WATSON	1.00		217,906.72	OVERPAYMENT REIMBURSEMENT REIMBURSEMENT FOR OVERPAYMENT \$1.00
11/28/2017	054681	Jackson Housing Commission	679.68		217,227.04	SECTION 8 INSPECTION FEES SECTION 8 INSPECTION FEES \$ 679.68 PERIOD 11/6/2017-11/17/2017
11/28/2017	054682	JACKSON WATER COLLECTION	83.06		217,143.98	1 INVOICE STEW-000301-0000-03 \$83.06
11/28/2017	054683	AFLAC	250.44		216,893.54	ACCT# VX312 INV# 35895 \$250.44 NOVEMBER BILLING
11/28/2017	054684	City Of Jackson - Finance Department	1,787.94		215,105.60	EE & ER CONTRIBUTIONS OCT-17 EE & ER CONTRIBUTIONS OCT-17 \$1787.94
11/28/2017	054685	Community Action Agency	1,145.81		213,959.79	TENANT SERVICES OCT-17 TENANT SUPPORT SERVICES OCT-17 \$1145.81
Total:			238,470.63		252,283.45	

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2017-32

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

AMP 1: Chalet Terrace	\$2,188.31
AMP 2: Reed Manor	\$5,598.43
AMP 3: Shahan-Blackstone Apts.	<u>N/A</u>
Total	\$7,786.74

The attached Collection Losses Report reflects the delinquent amount of **\$7,786.74** and is hereby approved for fiscal year 2017 write-off.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as read.
Commissioner _____ **SECONDED** the motion and by roll call the "AYES" and "NAYS" were as follows:

AYES:
NAYS:
ABSTAIN:
ABSENT:

Vice-President Woods declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on December 20, 2017.

Michelle Woods
Vice-President

Collection Losses Report

Three Months or Greater
December 2017

Property	Account	EOP	Amount
Chalet Terrace	P -001-1135-09	09/12/2017	\$1,283.12
Chalet Terrace	P -001-7644-07	09/05/2017	\$905.19
Reed Manor	P -002-3267-09	09/21/2017	\$551.73
Reed Manor	P -002-3286-11	09/30/2017	\$1,421.00
Reed Manor	P -002-3301-06	09/25/2017	\$250.00
Reed Manor	P -002-3311-06	09/25/2017	\$784.20
Reed Manor	P -002-3349-02	09/02/2017	\$117.00
Reed Manor	P -002-3359-07	09/11/2017	\$1,194.00
Reed Manor	P -002-4451-14	09/21/2017	\$984.50
Reed Manor	P -002-4460-10	09/19/2017	\$296.00

Property	Total
Chalet Terrace	\$2,188.31
Reed Manor	\$5,598.43
Shahan Blackstone North	N/A
Total Write Off	\$7,786.74

Leasing and HAP Utilization

CY 2017

A	B	C	D	E	F	G	H	I	J	K	L
Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRP Available
Balance Forward											
January	000,000	209,149		460	454.67	96.8%	475	452	5	(209,149)	289,281
February	214,217	215,112	100.4%	469	458.66	98.7%	475	1,031	3	(895)	80,589
March	212,241	219,062	103.2%	469	467.08	98.7%	475	1,286	2	(6,821)	75,195
April	212,241	215,003	101.3%	461	466.38	97.1%	475	727	6	(2,762)	73,166
May	212,241	216,861	102.2%	463	468.38	97.5%	475	1,232	5	(4,620)	69,783
June	212,820	225,389	105.9%	469	480.57	98.7%	475	757	5	(12,569)	57,976
July	209,066	225,080	107.7%	463	486.13	97.5%	475	430	5	(16,014)	42,397
August	223,463	215,531	96.5%	465	463.51	97.9%	475	973	5	7,932	51,307
September	223,476	215,441	96.4%	460	468.35	96.9%	475	638	4	8,035	59,984
October	224,327	215,358	96.0%	462	466.14	97.3%	475	1,402	4	8,969	70,359
November	230,186	216,697	94.2%	464	467.02	97.7%	475	1,358	5	13,489	85,211
December										-	85,211
	\$2,174,278	\$2,388,683	100.4%	5,105	467.90	97.7%	5,225	\$ 10,286	\$ 49	\$ (214,405)	

Total **Total** **Total** **C/B** **Total** **C/E** **E/H** **Total** **Total** **Total** **B - C** **L-K+J+I**

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - November 2017
 Project: 001 - Chalet Terrace

A. Basic Identification Data

3. Total Units Available: 128 5. Fiscal Year Beginning: 04/01/2017 6. Report Period Ending Date: 11/30/2017

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 122 2. Total Charges: 27,200.32 3. Dwelling Rental: 25,014.00 4. Retroactive Rent: 0.00 5. Excess Utility: 260.00 6. Additional Charges: 1,926.32

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	5	567.89	0.00	0.00	247.60	815.49
Over One Month Delinquent	56	5,641.75	0.00	391.23	19,220.33	25,253.31
Total for TIP	61					26,068.80
Vacated TAR	6					4,155.58
Total	67					30,224.38

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	39	13,800.50
Under Formal Repayment Agreement with Payments Up-to-Date	39	13,800.50
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	22	12,268.30

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	11/30/2017	11/30/2016	11/30/2015
1. Percent of Accounts Delinquent to No. of Tenants In Possession	50	61	57
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	45	68	51

F. Collection Losses

1. Amount Charged to Loss this Period	3,257.75
2. Amount Charged to Loss this Year to Date	11,716.55

Report of Tenants Accounts Receivable (TARs)

Public Housing - November 2017

Project: 002 - Reed Manor

A. Basic Identification Data3. Total Units Available: 2925. Fiscal Year Beginning: 04/01/20176. Report Period Ending Date: 11/30/2017**B. Charges to Tenants**1. No. of Units Occupied by TIP on
the Last Day of this Reporting Period: 2832. Total Charges: 59,159.503. Dwelling Rental: 57,983.504. Retroactive Rent: 59.005. Excess Utility: 2.006. Additional Charges: 1,115.00**C. Receivables**

Tenants in Possession (TIP)

	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	7	28.00	0.00	0.00	640.00	668.00
Over One Month Delinquent	93	4,617.50	76.55	112.00	21,785.16	26,591.21
Total for TIP	100					27,259.21
Vacated TAR	10					8,137.43
Total	110					35,396.64

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	61	18,744.81
Under Formal Repayment Agreement with Payments Up-to-Date	61	18,744.81
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	39	8,514.40

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 11/30/2017	Prior FY (one year to date) 11/30/2016	Previous FY (two years to date) 11/30/2015
1. Percent of Accounts Delinquent to No. of Tenants in Possession	35	30	36
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	14	10	29

F. Collection Losses

1. Amount Charged to Loss this Period	476.00
2. Amount Charged to Loss this Year to Date	21,836.00

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - November 2017
Project: 003 - Shahan-Blackstone

A. Basic Identification Data

3. Total Units Available: 120 5. Fiscal Year Beginning: 04/01/2017 6. Report Period Ending Date: 11/30/2017

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 115 2. Total Charges: 14,801.82 3. Dwelling Rental: 14,220.34 4. Retroactive Rent: 0.00 5. Excess Utility: 23.00 6. Additional Charges: 558.48

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	7	48.00	0.00	0.00	1,227.41	1,275.41
Over One Month Delinquent	33	3,747.00	0.00	0.00	11,914.61	15,661.61
Total for TIP	40					16,937.02
Vacated TAR	2					1,789.85
Total	42					18,726.87

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	28	11,115.18
Under Formal Repayment Agreement with Payments Up-to-Date	28	11,115.18
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	12	5,821.84

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 11/30/2017	Prior FY (one year to date) 11/30/2016	Previous FY (two years to date) 11/30/2015
1. Percent of Accounts Delinquent to No. of Tenants in Possession	35	24	42
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	39	19	118

F. Collection Losses

1. Amount Charged to Loss this Period	478.00
2. Amount Charged to Loss this Year to Date	1,657.00

Report of Tenants Accounts Receivable (TARs)

Public Housing - November 2017

Project: ALL - Summary

A. Basic Identification Data3. Total Units Available: 5405. Fiscal Year Beginning: 04/01/20176. Report Period Ending Date: 11/30/2017**B. Charges to Tenants**

1. No. of Units Occupied by TIP on

the Last Day of this Reporting Period: 5202. Total Charges: 101,161.643. Dwelling Rental: 97,217.844. Retroactive Rent: 59.005. Excess Utility: 285.006. Additional Charges: 3,599.80**C. Receivables**

Tenants in Possession (TIP)

No. of Accounts
Delinquent**Accounts Receivable**Dwelling
RentalRetroactive
RentExcess
UtilityAdditional
ChargesAmounts
DelinquentOne Month or
Less Delinquent

19

643.89

0.00

0.00

2,115.01

2,758.90

Over One
Month Delinquent

182

14,006.25

76.55

503.23

52,920.10

67,506.13

Total for TIP

201

70,265.03

Vacated TAR

18

14,082.86

Total

219

84,347.89

D. TARs

Tenants Accounts Receivable

No. of Accounts

Balances

Under Formal Repayment Agreement

128

43,660.49

Under Formal Repayment Agreement
with Payments Up-to-Date

128

43,660.49

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

73

26,604.54

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable

Current Reporting
Period (end date)Prior FY
(one year to date)Previous FY
(two years to date)

11/30/2017

11/30/2016

11/30/2015

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

39

36

42

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

26

26

45

F. Collection Losses

1. Amount Charged to Loss this Period

4,211.75

2. Amount Charged to Loss this Year to Date

35,209.55

Jackson Housing Commission

Move Outs

November 2017

Property	Account	EOP	Reason
Chalet Terrace	P -001-1130-07	11/9/2017	Abandoned
Chalet Terrace	P -001-1162-06	11/28/2017	Nursing Home
Chalet Terrace	P -001-1198-10	11/28/2017	No Notice Given
Reed Manor	P -002-3225-07	11/14/2017	Deceased
Reed Manor	P -002-4451-15	11/16/2017	Error
Reed Manor	P -002-4461-07	11/16/2017	Deceased
Reed Manor	P -002-4468-02	12/13/2017	Notice Given
Shahan Blackstone North	P -003-6564-20	11/27/2017	Evicted
Shahan Blackstone North	P -003-6566-08	11/9/2017	Section 8

PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 11/01/2017 and 11/30/2017

Prj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
002-4430	315 Steward Avenue	I-17	06/23/2017	07/10/2017	16	07/12/2017	3	11/01/2017	111	130	0	0	0	0
003-5525	105 Shahan Drive		08/17/2017	08/23/2017	5	10/09/2017	48	11/01/2017	22	75	0	0	0	0
002-3359	301 Steward Avenue	G-34	09/11/2017	11/13/2017	62	11/14/2017	2	11/17/2017	2	66	0	0	0	0
001-1135	1209 Merriman		09/12/2017	09/12/2017	0	10/09/2017	27	11/14/2017	35	62	0	0	0	0
003-5500	146 Shahan Drive		09/12/2017	09/13/2017	0	10/09/2017	27	11/01/2017	22	49	0	0	0	0
002-3278	301 Steward Ave	E-5	09/18/2017	/ /	0	/ /	45	11/03/2017	0	45	0	0	0	0
002-4451	315 Steward Avenue	I-38	09/21/2017	10/19/2017	27	10/25/2017	7	11/15/2017	20	54	0	0	0	0
003-6581	338 Moorman Drive		10/11/2017	10/12/2017	0	11/01/2017	21	11/15/2017	13	34	0	0	0	0
003-6571	328 Merriman Drive		10/12/2017	10/12/2017	0	11/14/2017	32	11/14/2017	0	32	0	0	0	0
002-3343	301 Steward Avenue	G-18	10/13/2017	/ /	0	/ /	18	11/01/2017	0	18	0	0	0	0
001-1143	1202 Heather Lane		10/15/2017	10/17/2017	1	11/01/2017	16	11/02/2017	0	17	0	0	0	0
003-5529	220 Janke Street		10/17/2017	10/18/2017	0	11/15/2017	28	11/15/2017	0	28	0	0	0	0
002-4415	315 Steward Avenue	I-2	10/27/2017	11/14/2017	17	11/15/2017	2	11/17/2017	1	20	0	0	0	0
002-4451	315 Steward Avenue	I-38	11/15/2017	/ /	0	/ /	0	11/15/2017	0	0	0	0	0	0
Total Units:		14			128		276		226	630	0	0	0	0

PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 11/01/2017 and 11/30/2017

Element # - Description	
V12400 - Total number of turnaround days:	630
V12500 - Total number of vacancy days exempted for Capital Funds:	0
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	14
V12800 - Average number of days units were in down time:	9.14
V12900 - Average number of days units were in make-ready:	19.71
V13000 - Average number of days units were in lease-up:	16.14
V13100 - Average unit turnaround days:	44.99

Preview

Balance Sheet

November, 2017

	<u>Balance</u>
Assets	
Current Assets	
1 General Fund Cash	110,054.14
5 Cash in Bank	(1,743,300.70)
11 Allowance for Doubtful Accounts	(4,711.53)
12 Tenants Accounts Receivable	36,817.12
17 A/R from Amp 2	876,344.77
20 Accounts Receivable AMP 1	398,127.29
21 Prepaid Insurance	22,860.94
50 Deferred Compensation	1,584.39
169 CFP HUD Rec/Deferred Revenue	71,503.13
Total Current Assets	<u>(230,720.45)</u>
Non-Current Assets	
170 Leasehold Improvements	63,357.84
174 Furn, Equip & Mach - Dwelling	81,701.00
175 Equipment - Admin	63,817.92
181 Buildings	5,329,598.78
185 Accumulated Depreciation	(4,282,537.27)
Total Fixed Assets	<u>1,255,938.27</u>
Total Assets	<u>1,025,217.82</u>
Liabilities	
Current Liabilities	
301 Tenants Security Deposit	18,408.85
304 Supplemental Insurance W/H - Aflac	60,029.44
305 Accounts Payable Other	(942,903.47)
310 Accrued Comp Absences	27,301.40
330 Pilot - Accrued	10,210.71
Total Current Liabilities	<u>(826,953.07)</u>
Non-Current Liabilities	
470 Comp Absences - NonCurrent	6,794.20
Total Non-Current Liabilities	<u>6,794.20</u>
Total Liabilities	<u>(820,158.87)</u>
Net Assets	
600 Capitalized Assets	1,255,938.27
601 Unrestricted Assets	411,965.86
700 Current Year Net Income (Loss)	177,472.56
Total Net Assets	<u>1,845,376.69</u>
Total Liabilities and Net Assets	<u>1,025,217.82</u>

Jackson Housing PH AMP 1

Board Operating Statement / Budget

November, 2017

	<u>Monthly Totals</u>	<u>PUM</u>	<u>Monthly Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
Income								
Dwelling Rent	25,377.00	196.72	26,827.83	207.97	213,889.70	207.26	214,622.67	207.97
Interest Earned	0.00	0.00	0.00	0.00	70.26	0.07	0.00	0.00
Other Income	2,098.83	16.27	2,701.42	20.94	32,568.68	31.56	21,611.33	20.94
Subsidy Earned	35,181.16	272.72	40,246.25	311.99	456,391.68	442.24	321,970.00	311.99
Operating Income	62,656.99	485.71	69,775.50	540.90	702,920.32	681.12	558,204.00	540.90
Expenses								
Administrative Salaries	6,358.92	49.29	6,954.58	53.91	49,060.82	47.54	55,636.67	53.91
Legal Expense	(568.34)	(4.41)	519.83	4.03	1,437.57	1.39	4,158.67	4.03
Staff Training	0.00	0.00	833.33	6.46	0.00	0.00	6,666.67	6.46
Travel	85.11	0.66	0.00	0.00	671.29	0.65	0.00	0.00
Audit Fee Exp	0.00	0.00	166.67	1.29	0.00	0.00	1,333.33	1.29
Sundry - Administrative	4,071.37	31.56	481.08	3.73	14,141.15	13.70	3,848.67	3.73
Management Fee Expense	7,532.25	58.39	9,025.25	69.96	68,757.42	66.63	72,202.00	69.96
Tenant Services - Salaries	0.00	0.00	256.25	1.99	0.00	0.00	2,050.00	1.99
Tenant Services - Materials	0.00	0.00	0.00	0.00	596.91	0.58	0.00	0.00
Tenant Services - Contract	1,145.84	8.88	208.33	1.61	7,292.68	7.07	1,666.67	1.61
Water	16,960.82	131.48	5,375.75	41.67	52,939.50	51.30	43,006.00	41.67
Electricity	5,952.22	46.14	6,053.50	46.93	57,521.79	55.74	48,428.00	46.93
Gas	3,494.18	27.09	4,176.42	32.38	15,593.00	15.11	33,411.33	32.38
Other Utilities Expense	286.00	2.22	201.42	1.56	1,880.35	1.82	1,611.33	1.56
Labor	10,565.91	81.91	12,360.83	95.82	100,187.27	97.08	98,886.67	95.82
Materials	4,048.84	31.39	5,303.08	41.11	29,227.11	28.32	42,424.67	41.11
Contract Cost	2,356.26	18.27	1,748.03	13.55	36,624.76	35.49	13,984.27	13.55
Garbage	0.00	0.00	2,135.80	16.56	13,659.11	13.24	17,086.40	16.56
Insurance-Comp Liability	0.00	0.00	2,789.00	21.62	14,606.56	14.15	22,312.00	21.62
Payments in Lieu of Taxes	0.00	0.00	221.58	1.72	0.00	0.00	1,772.67	1.72
Employee Benefits - Maint	7,774.28	60.27	10,402.84	80.64	61,250.47	59.35	83,222.66	80.64
Operating Expenses	70,063.66	543.13	69,213.57	536.54	525,447.76	509.15	553,708.68	536.54
Operating Profit / (Loss)	(7,406.67)	(57.42)	561.93	4.36	177,472.56	171.97	4,495.32	4.36
Non-Operating Expenses								
Total Operating Funds Available	(7,406.67)	(57.42)	561.93	4.36	177,472.56	171.97	4,495.32	4.36
Retained Earnings					177,472.56	171.97	4,495.32	4.36

Jackson Housing PH AMP 2
Balance Sheet

Preview

November, 2017

	<u>Balance</u>
Assets	
Current Assets	
5 Cash in Bank	1,797,989.15
.11 Allowance for Doubtful Accounts	78,845.88
17 CFP Receivable	3,402.23
21 General Investments	413,484.46
29 Prepaid Insurance	16,736.15
169 CFP HUD Rec/Deferred Revenue	264,511.67
Total Current Assets	<u>2,574,969.54</u>
Non-Current Assets	
170 Leasehold Improvements	1,221,847.00
171 Accumulated Depreciation	(11,529,662.31)
174 Buildings	14,345,534.85
175 Furn, Equip, Mach - Dwelling	168,437.27
176 Equipment - Admin	135,269.04
Total Fixed Assets	<u>4,341,425.85</u>
Total Assets	<u>6,916,395.39</u>
Liabilities	
Current Liabilities	
300 Tenants Security Deposit	42,603.99
302 CFP Deferred Rev	29,517.78
303 Accounts Payable Other	12,623.18
305 Supplemental Insurance W/H	1,069,302.80
310 A/P Due to COCC	18,078.79
311 A/P to Amp 1	593,530.23
325 Accrued Comp Absences	8,337.73
330 Pilot - Accrued	29,775.63
Total Current Liabilities	<u>1,803,770.13</u>
Non-Current Liabilities	
470 Comp Absences - NonCurrent	5,375.20
Total Non-Current Liabilities	<u>5,375.20</u>
Total Liabilities	<u>1,809,145.33</u>
Net Assets	
600 Capitalized Assets	4,341,425.85
601 Unrestricted Assets	334,409.06
700 Current Year Net Income (Loss)	431,415.15
Total Net Assets	<u>5,107,250.06</u>
Total Liabilities and Net Assets	<u>6,916,395.39</u>

Jackson Housing PH AMP 2

Board Operating Statement / Budget

November, 2017

	<u>Monthly Totals</u>	<u>PUM</u>	<u>Monthly Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
Income								
Dwelling Rent	57,540.00	195.71	58,096.83	197.61	466,140.98	198.19	464,774.67	197.61
Interest Earned	70.34	0.24	0.00	0.00	70.34	0.03	0.00	0.00
Other Income	3,157.13	10.74	5,293.58	18.01	26,383.85	11.22	42,348.67	18.01
Subsidy Earned	89,722.45	305.18	152,787.50	519.69	876,289.11	372.57	1,222,300.00	519.69
Operating Income	150,489.92	511.87	216,177.91	735.30	1,368,884.28	582.01	1,729,423.34	735.30
Expenses								
Administrative Salaries	11,161.12	37.96	17,792.75	60.52	83,072.00	35.32	142,342.00	60.52
Legal Expense	(227.51)	(0.77)	2,083.33	7.09	4,848.95	2.06	16,666.67	7.09
Staff Training	0.00	0.00	1,666.67	5.67	0.00	0.00	13,333.33	5.67
Travel	37.45	0.13	0.00	0.00	279.50	0.12	0.00	0.00
Sundry-Administrative	6,674.85	22.70	3,698.84	12.58	23,875.02	10.15	29,590.66	12.58
Management Fee Expense	17,260.94	58.71	18,847.17	64.11	168,826.12	71.78	150,777.33	64.11
Tenant Services - Salaries	200.00	0.68	597.92	2.03	1,510.00	0.64	4,783.33	2.03
Tenant Services - Materials	288.82	0.98	0.00	0.00	2,146.42	0.91	0.00	0.00
Tenant Services - Contract	1,145.84	3.90	1,666.67	5.67	8,480.46	3.61	13,333.33	5.67
Water	7,884.88	26.82	5,363.00	18.24	53,477.54	22.74	42,904.00	18.24
Electricity	18,391.78	62.56	14,652.33	49.84	134,755.03	57.29	117,218.67	49.84
Gas	3,005.13	10.22	4,109.92	13.98	15,323.06	6.51	32,879.33	13.98
Other Utilities Expense	2.16	0.01	416.67	1.42	2,914.68	1.24	3,333.33	1.42
Labor	16,166.68	54.99	18,609.58	63.30	145,644.06	61.92	148,876.67	63.30
Materials	6,904.24	23.48	9,413.75	32.02	34,623.19	14.72	75,310.00	32.02
Contract Cost	10,105.40	34.37	36,761.89	125.04	122,588.38	52.12	294,095.15	125.04
Garbage	0.00	0.00	1,669.44	5.68	12,940.35	5.50	13,355.52	5.68
Insurance-Comp Liability	0.00	0.00	4,178.92	14.21	28,360.16	12.06	33,431.33	14.21
Payments in Lieu of Taxes	0.00	0.00	2,482.08	8.44	0.00	0.00	19,856.67	8.44
Employee Benefits - Maint	13,240.43	45.04	18,164.50	61.78	93,804.21	39.88	145,316.00	61.78
Operating Expenses	112,242.21	381.78	162,175.43	551.62	937,469.13	398.58	1,297,403.32	551.62
Operating Profit / (Loss)	38,247.71	130.09	54,002.48	183.68	431,415.15	183.42	432,020.02	183.68
Non-Operating Expenses								
Total Operating Funds Available	38,247.71	130.09	54,002.48	183.68	431,415.15	183.42	432,020.02	183.68
Retained Earnings					431,415.15	183.42	432,020.02	183.68

Preview

Balance Sheet

November, 2017

	<u>Balance</u>
Assets	
Current Assets	
5 Cash in Bank	796,172.76
11 Allowance for Doubtful Accounts	(5,341.59)
20 Accounts Receivable AMP 1	21,906.63
29 Prepaid Insurance	10,080.14
50 MI City Tax	(144.46)
169 CFP HUD Rec/Deferred Revenue	7,633.39
Total Current Assets	<u>830,306.87</u>
Non-Current Assets	
170 Leasehold Improvements	56,353.67
171 Accumulated Depreciation	(5,229,947.88)
174 Buildings	6,353,543.92
175 Furn, Equip, & Mach-Dwell	85,196.00
176 Equipment - Admin	64,685.18
Total Fixed Assets	<u>1,329,830.89</u>
Total Assets	<u><u>2,160,137.76</u></u>
Liabilities	
Current Liabilities	
300 Tenants Security Deposit	13,703.94
305 Supplemental Insurance W/H	605,083.86
310 Other Current Liabilities	(22,298.37)
311 A/P to Amp 3	7,115.64
325 Accrued Comp Absences	6,262.15
330 Pilot - Accrued	8,225.97
Total Current Liabilities	<u>618,093.19</u>
Non-Current Liabilities	
470 Comp Absences - NonCurrent	1,870.40
Total Non-Current Liabilities	<u>1,870.40</u>
Total Liabilities	<u><u>619,963.59</u></u>
Net Assets	
600 Capitalized Assets	1,329,830.75
601 Unrestricted Assets	34,745.12
700 Current Year Net Income (Loss)	175,598.30
Total Net Assets	<u>1,540,174.17</u>
Total Liabilities and Net Assets	<u><u>2,160,137.76</u></u>

Jackson Housing PH AMP 3

Board Operating Statement / Budget

November, 2017

	<u>Monthly Totals</u>	<u>PUM</u>	<u>Monthly Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
Income								
Dwelling Rent	13,427.00	111.89	9,802.58	81.69	116,921.00	121.79	78,420.67	81.69
Other Income	1,667.63	13.90	1,162.33	9.69	11,790.84	12.28	9,298.67	9.69
Subsidy Earned	50,211.08	418.43	38,360.08	319.67	402,863.19	419.65	306,880.67	319.67
Operating Income	65,305.71	544.21	49,324.99	411.04	531,575.03	553.72	394,600.01	411.04
Expenses								
Administrative Salaries	1,400.81	11.67	4,325.17	36.04	22,262.82	23.19	34,601.33	36.04
Legal Expense	(178.53)	(1.49)	833.33	6.94	1,192.46	1.24	6,666.67	6.94
Staff Training	0.00	0.00	333.33	2.78	0.00	0.00	2,666.67	2.78
Travel	28.89	0.24	0.00	0.00	281.47	0.29	0.00	0.00
Audit Fee	0.00	0.00	166.67	1.39	0.00	0.00	1,333.33	1.39
Sundry	3,375.98	28.13	351.16	2.93	10,967.32	11.42	2,809.34	2.93
Management Fee Expense	6,944.21	57.87	7,130.42	59.42	60,628.43	63.15	57,043.33	59.42
Tenant Services - Materials	0.00	0.00	243.75	2.03	404.16	0.42	1,950.00	2.03
Tenant Services - Contract	1,145.84	9.55	208.33	1.74	7,292.68	7.60	1,666.67	1.74
Water	0.00	0.00	4,135.17	34.46	38,854.91	40.47	33,081.33	34.46
Electricity	412.04	3.43	393.00	3.28	3,034.60	3.16	3,144.00	3.28
Gas	245.45	2.05	271.67	2.26	1,451.76	1.51	2,173.33	2.26
Other Utilities Expense	1,144.36	9.54	159.42	1.33	12,997.31	13.54	1,275.33	1.33
Labor	8,951.63	74.60	5,876.92	48.97	52,573.79	54.76	47,015.33	48.97
Materials	3,901.29	32.51	6,286.42	52.39	21,479.54	22.37	50,291.33	52.39
Contract Cost	6,214.99	51.79	5,342.01	44.52	57,864.92	60.28	42,736.11	44.52
Garbage	0.00	0.00	2,071.32	17.26	14,547.86	15.15	16,570.56	17.26
Insurance Comprehensive Liability	0.00	0.00	2,010.84	16.76	14,413.31	15.01	16,086.66	16.76
Payments in Lieu of Taxes	0.00	0.00	543.50	4.53	0.00	0.00	4,348.00	4.53
Employee Benefit Cont.	5,310.02	44.25	7,407.25	61.73	35,729.39	37.22	59,258.00	61.73
Operating Expenses	38,896.98	324.14	48,089.68	400.75	355,976.73	370.81	384,717.32	400.75
Operating Profit / (Loss)	26,408.73	220.07	1,235.31	10.29	175,598.30	182.91	9,882.69	10.29
Non-Operating Expenses								
Total Operating Funds Available	26,408.73	220.07	1,235.31	10.29	175,598.30	182.91	9,882.69	10.29
Retained Earnings					175,598.30	182.91	9,882.69	10.29

Preview

Balance Sheet

November, 2017

	<u>Balance</u>
Assets	
Current Assets	
5 Cash in Bank	143,393.36
9 Petty Cash	1,099.17
15 Accounts Receivable Other	56,996.39
20 Accounts Receivable AMP 1	8,142.24
21 General Investments	25,144.17
29 Prepaid Insurance	2,119.95
169 CFP HUD Rec/Deferred Revenue	92,186.52
Total Current Assets	<u>329,081.80</u>
Non-Current Assets	
171 Accumulated Depreciation	(610,737.06)
174 Buildings	583,527.00
175 Equipment - Admin	49,377.50
Total Fixed Assets	<u>22,167.44</u>
Total Assets	<u>351,249.24</u>
Liabilities	
Current Liabilities	
303 Accounts Payable Other	12,046.72
305 Supplemental Insurance W/H Aflac	64,322.80
315 Accrued Wages - Payroll	11,989.61
325 Accrued Comp Absences	7,707.18
Total Current Liabilities	<u>96,066.31</u>
Non-Current Liabilities	
470 Comp Absences - NonCurrent	4,243.00
Total Non-Current Liabilities	<u>4,243.00</u>
Total Liabilities	<u>100,309.31</u>
Net Assets	
600 Capitalized Assets	22,167.44
601 Unrestricted Assets	125,072.73
700 Current Year Net Income (Loss)	103,699.76
Total Net Assets	<u>250,939.93</u>
Total Liabilities and Net Assets	<u>351,249.24</u>

Jackson Housing Commission - COCC

Board Operating Statement / Budget

November, 2017

	<u>Monthly Totals</u>	<u>PUM</u>	<u>Monthly Budget</u>	<u>PUM</u>	<u>YTD Totals</u>	<u>PUM</u>	<u>YTD Budget</u>	<u>PUM</u>
Income								
Management Fee Income	40,061.47	0.00	42,554.33	0.00	554,929.51	0.00	340,434.67	0.00
Operating Income	40,061.47	0.00	42,554.33	0.00	554,929.51	0.00	340,434.67	0.00
Expenses								
Administrative Salaries	29,452.07	0.00	20,999.50	0.00	255,420.75	0.00	167,996.00	0.00
Legal Expense	2,484.00	0.00	2,083.33	0.00	14,445.42	0.00	16,666.67	0.00
Staff Travel	56.83	0.00	833.33	0.00	610.10	0.00	6,666.67	0.00
Audit Fee	0.00	0.00	166.67	0.00	0.00	0.00	1,333.33	0.00
Computer Support	5,299.23	0.00	3,483.58	0.00	36,367.75	0.00	27,868.67	0.00
Tenant Services - Materials	0.00	0.00	0.00	0.00	539.75	0.00	0.00	0.00
Water	83.06	0.00	0.00	0.00	775.87	0.00	0.00	0.00
Labor	(50.00)	0.00	0.00	0.00	(2,588.70)	0.00	0.00	0.00
Materials	0.00	0.00	0.00	0.00	175.81	0.00	0.00	0.00
Vehicle Maintenance	1,944.63	0.00	416.67	0.00	6,239.15	0.00	3,333.33	0.00
Insurance	0.00	0.00	1,067.42	0.00	25,104.20	0.00	8,539.33	0.00
Employee Benefit Cont.	17,599.11	0.00	8,306.83	0.00	114,139.65	0.00	66,454.67	0.00
Operating Expenses	56,868.93	0.00	37,357.33	0.00	451,229.75	0.00	298,858.67	0.00
Operating Profit / (Loss)	(16,807.46)	0.00	5,197.00	0.00	103,699.76	0.00	41,576.00	0.00
Non-Operating Expenses								
Total Operating Funds Available	(16,807.46)	0.00	5,197.00	0.00	103,699.76	0.00	41,576.00	0.00
Retained Earnings					103,699.76	0.00	41,576.00	0.00

Balance Sheet

November, 2017

	<u>Balance</u>
Assets	
Current Assets	
5 Cash in Bank	214,159.54
21 General Investments	3,644.12
29 Prepaid Insurance	1,775.46
50 Deferred Compensation	(5,420.98)
Total Current Assets	<u>214,158.14</u>
Non-Current Assets	
173 Accumulated Depreciation	(33,341.00)
174 Furniture, Equipment - Admin	33,341.00
Total Fixed Assets	<u>0.00</u>
Total Assets	<u>214,158.14</u>
Liabilities	
Current Liabilities	
304 Retirement W/H	8,142.91
305 Accounts Payable Other	44,238.15
306 Accrued Compensated Absences	6,280.25
311 A/P to Amp 1	5,073.94
315 Other Current Liabilities	8,130.82
Total Current Liabilities	<u>71,866.07</u>
Non-Current Liabilities	
Total Non-Current Liabilities	<u>0.00</u>
Total Liabilities	<u>71,866.07</u>
Net Assets	
602 Invested in Capital Assets	183,551.00
604 Unrestricted Assets	68.93
669 Prepaid Annual Contribution	1,763,663.00
699 Net HAP	166,687.56
700 Current Year Net Income (Loss)	(1,971,678.42)
Total Net Assets	<u>142,292.07</u>
Total Liabilities and Net Assets	<u>214,158.14</u>

Jackson Housing Commission - Section 8

Board Operating Statement / Budget

November, 2017

	<u>Monthly Totals</u>	PUM	<u>Monthly Budget</u>	PUM	YTD Totals	PUM	YTD Budget	PUM
Income								
Interest Earned on GF	9.72	0.00	0.00	0.00	80.02	0.00	0.00	0.00
Other Income	1,310.29	0.00	3,617.84	0.00	7,470.81	0.00	28,942.66	0.00
Admin Fee Received	19,468.00	0.00	19,673.00	0.00	166,687.56	0.00	157,384.00	0.00
Annual Contributions Earned Units Rented 0								
Operating Income	20,788.01	0.00	23,290.84	0.00	174,238.39	0.00	186,326.66	0.00
Expenses								
Administrative Salaries	10,020.06	0.00	12,244.08	0.00	84,783.67	0.00	97,952.67	0.00
Staff Training	0.00	0.00	833.33	0.00	3,722.31	0.00	6,666.67	0.00
Travel	0.00	0.00	0.00	0.00	90.19	0.00	0.00	0.00
Audit Costs	0.00	0.00	166.67	0.00	0.00	0.00	1,333.33	0.00
Sundry	8,051.78	0.00	7,580.00	0.00	85,644.52	0.00	60,640.00	0.00
Port Out Admin Fees Pd	132.04	0.00	0.00	0.00	1,299.44	0.00	0.00	0.00
Other General Expense	0.00	0.00	0.00	0.00	4,870.87	0.00	0.00	0.00
Insurance	0.00	0.00	924.50	0.00	15,271.31	0.00	7,396.00	0.00
Employee Benefit Cont.	5,172.82	0.00	5,576.33	0.00	27,816.55	0.00	44,610.67	0.00
Operating Expenses	23,376.70	0.00	27,324.91	0.00	223,498.86	0.00	218,599.34	0.00
Operating Profit / (Loss)	(2,588.69)	0.00	(4,034.07)	0.00	(49,260.47)	0.00	(32,272.68)	0.00
Non-Operating Expenses								
Total Operating Funds Available	(2,588.69)	0.00	(4,034.07)	0.00	(49,260.47)	0.00	(32,272.68)	0.00
Retained Earnings					(49,260.47)	0.00	(32,272.68)	0.00
HAP Activity								
Prepaid Annual Contribution	230,090.00	0.00	212,241.00	0.00	1,763,663.00	0.00	1,697,928.00	0.00
Net	230,090.00	0.00	0.00	0.00	1,763,663.00	0.00	212,241.00	0.00
HAP Payments	215,990.72	0.00	0.00	0.00	1,755,730.39	0.00	0.00	0.00
Net HAP	14,099.28	0.00	0.00	0.00	7,932.61	0.00	212,241.00	0.00

**JACKSON HOUSING COMMISSION
COMMISSION MEETING
PETTY CASH REPORT
Nov-17**

AMP#	AMOUNT	ADJUSTMENT	AMP#	AMOUNT	ADJUSTMENT	REMAINING
11.06.2017	725	Gary Gram mileage reimbursement 10/22/2017-10/26/2017	91800.2	\$ 37.45		\$ 1,962.55
11.06.2017	726	Tammy Lovely mileage reimbursement 10/06/2017-11/02/2017	91800.4	\$ 30.61		\$ 1,931.94
			91700.1	\$495.00		
			91700.2	\$220.00		
11.08.2017	727	Tammy Lovely court filings	91700.3	\$110.00		\$ 1,106.94
11.14.2017	728	Chelsea Poole postage reimbursement for mail sent to HUD	91600.4	\$ 9.55		\$ 1,097.39
11.14.2017	729	Jannaa Pool mileage reimbursement 10/3/2017-10/19/2017	91800.1	\$ 49.60		\$ 1,047.79
11.15.2017	730	Michael Spang mileage reimbursement 10/27/2017-10/29/2017	91800.3	\$ 28.89		\$ 1,018.90
11.15.2017	731	Lorri Murray mileage reimbursement 10/11/2017-10/26/2017	91800.1	\$ 8.56		\$ 1,010.34
11.15.2017	732	Tremachel Johnson mileage reimbursement 10/2/2017-10/23/2017	91800.4	\$ 26.22		\$ 984.12
11.17.2017	733	Jannaa Pool totes for 1236 Laurel Ln.	92400.1	\$ 26.95		\$ 957.17
11.17.2017	734	Jannaa Pool parking reimbursement	91900.1	\$ 25.00		\$ 932.17
11.29.2017	735	Replenish Petty Cash CHK# 63065	91700.1	\$(1,067.83)		\$ 2,000.00
			91700.2	\$360.00		
			91700.3	\$220.00		
11.30.2017	736	Tammy Lovely Court filings	91800.4	\$ 1,090.00		\$ 910.00
11.30.2017	737	Tammy Lovely mileage reimbursement 11/3/2017-11/22/2017	91800.4	\$ 29.64		\$ 880.36
11.30.2017	738	Denny Parks mileage reimbursement 11/10/2017-11/16/2017	91800.3	\$ 36.38		\$ 843.98
11.30.2017	739	Roy Nethercott mileage reimbursement 11/3/2017-11-10/2017	91800.1	\$ 32.69		\$ 811.29
11.30.2017	740	Chelsea Poole office supplies- file door keys	91600.4	\$ 7.00		\$ 804.29

USED:

\$ 37.45 \$ 1,962.55
 \$ 30.61 \$ 1,931.94

\$ 825.00 \$ 1,106.94
 \$ 9.55 \$ 1,097.39
 \$ 49.60 \$ 1,047.79
 \$ 28.89 \$ 1,018.90
 \$ 8.56 \$ 1,010.34
 \$ 26.22 \$ 984.12
 \$ 26.95 \$ 957.17
 \$ 25.00 \$ 932.17
 \$ (1,067.83) \$ 2,000.00

\$ 1,090.00 \$ 910.00
 \$ 29.64 \$ 880.36
 \$ 36.38 \$ 843.98
 \$ 32.69 \$ 811.29
 \$ 7.00 \$ 804.29

Emergency Response Report
Jackson Housing Commission
November 2017

WO#	Date On	Time	Date Off	Time Off	Problem	Unit Description	Elsp. Hrs.
91189	11/1/2017	02:34 PM	11/2/2017	01:40 PM	No hot water.	1207 Merriman	23.1
91256	11/4/2017	10:57 AM	11/4/2017	11:49 AM	Emergency Response Form- No heat	1227 Heather Lane	0.87
91257	11/3/2017	11:43 PM	11/4/2017	12:30 AM	Emergency Response Form-Overfilled toilet	122 Shahan Drive	0.78
91258	11/4/2017	04:51 PM	11/4/2017	05:12 PM	Emergency Response Form-A.arm not set	301 Steward, Bldg. C	0.35
91259	11/4/2017	03:36 PM	11/4/2017	03:59 PM	Emergency Response Form- Lock out	301 Steward Ave #F-21	0.38
91260	11/5/2017	10:55 AM	11/5/2017	11:19 AM	Emergency Response Form- Lock out	315 Steward Avenue #I-49	0.4
91322	11/7/2017	10:30 AM	11/8/2017	03:30 PM	Downstairs ceiling leaking from bathroom	306 Moorman Drive	29
91325	11/7/2017	12:40 PM	11/7/2017	01:30 PM	Thermostat not working	1234 Laurel Lane	0.83
91334	11/6/2017	08:45 PM	11/6/2017	09:27 PM	Emergency Response Form-No heat	1234 Laurel Lane	0.7
91335	11/6/2017	05:38 PM	11/6/2017	06:22 PM	Emergency Response Form- Lock change	1207 Merriman	0.73
91345	11/8/2017	01:11 PM	11/8/2017	03:45 PM	Oven isn't working.	326 Barberty Drive	2.57
91353	11/8/2017	10:53 PM	11/8/2017	11:16 PM	Emergency Response Form-A.arm not set	410 E. High Street	0.38
91366	11/13/2017	08:31 AM	11/13/2017	09:15 AM	Pilot out on water heater.	306 Barberty Drive	0.73
91382	11/13/2017	01:12 PM	11/14/2017	01:30 PM	No heat and oven not working	208 Janke Street	24.3
91392	11/14/2017	09:36 AM	11/14/2017	11:00 AM	No Heat	208 Janke Street	1.4
91401	11/14/2017	10:52 AM	11/14/2017	11:30 AM	No Heat	116 Shahan Drive	0.63
91423	11/15/2017	11:34 AM	11/15/2017	05:00 PM	Rubbish Room needs lights fixed/replaced	301 Steward Ave, F	5.43
91456	11/14/2017	01:15 AM	11/14/2017	02:15 AM	Emergency Response Form- Broke window	1220 Laurel Lane	1
91457	11/10/2017	11:15 AM	11/10/2017	11:45 AM	Emergency Response Form- No heat	1227 Heather Lane	0.5
91460	11/15/2017	07:15 PM	11/15/2017	08:00 PM	No heat	138 Shahan Drive	0.75
91469	11/16/2017	11:45 PM	11/17/2017	12:15 AM	No Power	315 Steward Avenue #I-46	0.5
91470	11/17/2017	09:46 AM	11/17/2017	10:30 AM	No heat	346 Moorman Drive	0.73
91471	11/17/2017	12:40 PM	11/17/2017	02:00 PM	No heat	320 Moorman Drive	1.33
91472	11/17/2017	01:00 PM	11/17/2017	01:45 PM	No heat or hot water	301 Steward Ave #B-21	0.75
91482	11/10/2017	11:45 AM	11/10/2017	12:45 PM	No Heat	301 Steward Ave #D-4	1
91483	11/10/2017	01:45 PM	11/10/2017	02:00 PM	Lock out	301 Steward Avenue #G-3	0.25
91484	11/11/2017	10:30 AM	11/11/2017	11:00 AM	Water coming from sink	301 Steward Ave #E-7	0.5
91496	11/20/2017	01:57 PM	11/20/2017	02:45 PM	No Heat	116 Laurel Court	0.8
91507	11/11/2017	04:00 PM	11/11/2017	04:45 PM	Laundry room locked	301 Steward Ave #B-22	0.75
91509	11/11/2017	05:45 PM	11/11/2017	06:15 PM	No heat	207 Steward Avenue #H-6	0.5
91510	11/21/2017	08:07 AM	11/21/2017	08:30 AM	No heat	1228 Heather Lane	0.38
91511	11/21/2017	08:30 AM	11/21/2017	10:30 AM	No heat	1231 Laurel Lane	2
91512	11/12/2017	01:45 PM	11/12/2017	02:30 PM	Lock out	301 Steward Avenue #G-10	0.75
91513	11/12/2017	02:45 PM	11/12/2017	03:00 PM	Lock out	301 Steward Avenue #G-6	0.25
91514	11/12/2017	03:00 PM	11/12/2017	03:15 PM	Furnace	207 Steward Avenue #H-6	0.25
91516	11/14/2017	10:30 PM	11/14/2017	11:15 PM	Water leak in maintenance room	315 Steward Avenue #I-10	0.75
91517	11/9/2017	02:52 PM	11/9/2017	03:08 PM	Lock out	301 Steward Ave #F-22	0.27
91518	11/9/2017	02:41 PM	11/9/2017	02:52 PM	Lock out	301 Steward Avenue #G-18	0.18
91519	11/10/2017	09:09 AM	11/10/2017	09:45 AM	Thermostat is broke	315 Steward Avenue #I-67	0.6
91520	11/7/2017	04:26 AM	11/7/2017	05:00 AM	No power	315 Steward Avenue #I-63	0.57
91521	11/17/2017	04:30 AM	11/17/2017	05:00 AM	No heat	301 Steward Ave #F-1	0.5
91522	11/17/2017	05:00 PM	11/17/2017	06:30 PM	Walk with safety systems	301 Steward Ave, H	1.5
91523	11/18/2017	09:07 AM	11/18/2017	09:50 AM	No heat	1227 Heather Lane	0.72
91524	11/18/2017	01:45 PM	11/18/2017	02:30 PM	Partial power loss	315 Steward Avenue #I-46	0.75
91525	11/18/2017	05:15 PM	11/18/2017	06:00 PM	No hot water	301 Moorman Drive	0.75
91526	11/19/2017	04:50 PM	11/19/2017	05:40 PM	No hot water	1257 Laurel Lane	0.83
91530	11/21/2017	11:23 AM	11/21/2017	12:15 PM	Toilet is backed up	315 Steward Avenue #I-17	0.87
91543	11/22/2017	07:50 AM	11/22/2017	08:45 AM	No heat	1220 Laurel Lane	0.92
91587	11/22/2017	03:03 PM	11/27/2017	05:00 PM	Fire extinguisher door by I-43 has broken exposed glass	315 Steward Ave, I	121.95
91602	11/27/2017	10:10 AM	11/27/2017	11:00 AM	Washer hose overflowing	1221 Heather Lane	0.83
91617	11/28/2017	08:13 AM	11/28/2017	08:45 AM	Water leak in kitchen	1215 Laurel Lane	0.53
91714	11/27/2017	06:00 PM	11/27/2017	07:00 PM	No water	1239 Laurel Lane	1
91715	11/26/2017	10:00 AM	11/26/2017	10:45 AM	No hot water	144 Shahan Drive	0.75
91717	11/25/2017	10:15 AM	11/25/2017	11:00 AM	No heat and lock outs in D-7 and H-5	315 Steward Avenue #I-40	0.75
91718	11/26/2017	10:45 AM	11/26/2017	11:15 AM	No hot water	301 Steward Ave #D-22	0.5
91720	11/23/2017	11:15 AM	11/23/2017	11:30 AM	Oven set off carbon monoxide alarm	1257 Laurel Lane	0.25
91729	11/22/2017	08:15 PM	11/22/2017	09:15 PM	Leak under bath sink	328 Moorman Drive	1
91731	11/24/2017	09:30 AM	11/24/2017	10:30 AM	No heat	349 Moorman Drive	1

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY		GAS		WATER		SEWER		TOTAL	
	KW HOURS	CONSUMP	MCF	CONSUMP	CCF	CONSUMP	WATER BILL	SEWER BILL	WATER BILL	TOTAL MONTHLY UTILITY 2017
Jan-16	50,674	\$ 6,395.37	927	\$ 7,314.07	-	-	-	-	-	\$ 13,709.44
Jan-17	52,856	\$ 6,850.81	1,193	\$ 8,693.31	234,300	\$ 7,713.28	\$ 4,123.68	\$ 11,836.96	\$ 15,544.12	
Feb-16	53,802	\$ 6,630.98	946	\$ 7,676.79	253,700	\$ 9,066.86	\$ 4,876.41	\$ 13,943.27	\$ 26,144.73	
Feb-17	48,896	\$ 5,515.38	923	\$ 7,825.76	24,600	\$ 751.29	\$ 418.10	\$ 1,169.39	\$ 27,284.41	
Mar-16	48,672	\$ 5,923.22	1,127	\$ 8,346.41	21,300	\$ 733.73	\$ 407.16	\$ 1,140.89	\$ 15,439.02	
Mar-17	62,449	\$ 8,096.95	1,426	\$ 7,997.86	-	-	-	-	\$ 17,235.70	
Apr-16	51,640	\$ 6,539.83	866	\$ 10,760.42	-	-	-	-	\$ 17,300.25	
Apr-17	36,254	\$ 12,559.54	8	\$ 76.92	-	-	-	-	\$ 12,636.46	
May-16	45,200	\$ 5,914.46	470	\$ 5,666.76	249,400	\$ 8,077.28	\$ 4,335.05	\$ 12,412.33	\$ 23,993.55	
May-17	45,552	\$ 5,735.68	312	\$ 2,489.97	262,900	\$ 9,189.57	\$ 4,962.93	\$ 14,152.50	\$ 22,378.15	
Jun-16	47,380	\$ 6,146.72	361	\$ 2,411.12	27,400	\$ 805.93	\$ 450.38	\$ 1,256.31	\$ 9,814.15	
Jun-17	42,298	\$ 5,724.13	386	\$ 3,106.90	22,500	\$ 770.40	\$ 426.93	\$ 1,197.33	\$ 10,028.36	
Jul-16	45,216	\$ 5,350.28	224	\$ 501.48	324,379	\$ 10,798.27	\$ 5,912.81	\$ 16,711.08	\$ 22,562.84	
Jul-17	55,164	\$ 7,235.60	223	\$ 1,798.73	343,500	\$ 12,481.12	\$ 6,861.34	\$ 19,342.46	\$ 28,376.79	
Aug-16	40,419	\$ 5,640.32	172	\$ 522.53	19,000	\$ 745.56	\$ 393.26	\$ 1,138.82	\$ 9,814.15	
Aug-17	53,307	\$ 7,072.76	145	\$ 1,197.39	21,800	\$ 827.38	\$ 459.05	\$ 1,286.43	\$ 9,556.58	
Sep-16	44,245	\$ 6,065.11	188	\$ 40.09	24,400	\$ 818.77	\$ 455.98	\$ 1,274.75	\$ 7,379.95	
Sep-17	49,579	\$ 6,668.97	239	\$ 1,973.39	-	-	-	-	\$ 8,642.36	
Oct-16	49,928	\$ 6,378.64	201	\$ 706.64	-	-	-	-	\$ 7,085.28	
Oct-17	46,679	\$ 5,983.99	231	\$ 1,914.93	301,821	\$ 9,568.10	\$ 5,182.18	\$ 14,750.28	\$ 22,302.18	
Nov-16	68,661	\$ 5,422.74	418	\$ 2,129.16	290,400	\$ 10,994.57	\$ 5,966.25	\$ 16,960.82	\$ 26,407.22	
Nov-17	46,743	\$ 5,952.22	564	\$ 3,494.18	21,900	\$ 754.96	\$ 417.72	\$ 1,172.68	\$ 11,444.58	
Dec-16	23,930	\$ 6,296.30	780	\$ 3,975.60	-	-	-	-	\$ -	
Dec-17	-	-	-	-	-	-	-	-	-	\$ -
2016	569,767	\$ 72,703.97	6,680	\$ 50,051.07	1,227,200	\$ 40,033.44	\$ 21,689.16	\$ 61,722.60	\$ 184,477.64	
2017	539,777	\$ 77,396.03	5,650	\$ 40,569.34	1,216,100	\$ 44,063.63	\$ 23,960.07	\$ 68,023.70	\$ 185,989.07	

Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY		GAS		WATER		SEWER		TOTAL	
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	TOTAL MONTHLY UTILITY 2017	
Jan-16	137,240	\$ 16,186.52	980	\$ 7,324.78	106,832	\$ 2,854.29	\$ 1,667.13	\$ 4,521.42	\$ 28,032.72	
Jan-17	129,480	\$ 16,272.98	1,203	\$ 9,046.28	131,000	\$ 3,644.42	\$ 2,199.35	\$ 5,843.77	\$ 31,163.03	
Feb-16	107,320	\$ 13,307.44	1,096	\$ 8,355.90	127,333	\$ 3,297.12	\$ 1,964.79	\$ 5,261.91	\$ 26,925.25	
Feb-17	111,280	\$ 14,391.81	1,165	\$ 9,844.46	120,000	\$ 3,416.79	\$ 2,031.79	\$ 5,448.58	\$ 29,684.85	
Mar-16	102,320	\$ 12,133.57	1,021	\$ 8,032.16	121,818	\$ 3,074.83	\$ 1,861.67	\$ 4,936.50	\$ 25,102.23	
Mar-17	104,600	\$ 13,646.19	886	\$ 7,289.52	111,000	\$ 3,242.66	\$ 1,893.91	\$ 5,136.57	\$ 26,072.28	
Apr-16	101,640	\$ 12,748.07	769	\$ 5,076.35	125,500	\$ 3,289.13	\$ 1,943.25	\$ 5,232.38	\$ 23,056.80	
Apr-17	114,960	\$ 13,721.92	819	\$ 6,369.58	103,000	\$ 3,063.25	\$ 1,768.47	\$ 4,831.72	\$ 24,923.22	
May-16	102,360	\$ 11,363.36	548	\$ 25.60	101,100	\$ 2,718.79	\$ 1,576.03	\$ 4,294.82	\$ 15,683.78	
May-17	97,240	\$ 12,027.30	517	\$ 3,991.10	121,000	\$ 3,286.58	\$ 2,011.52	\$ 5,298.10	\$ 21,316.50	
Jun-16	114,200	\$ 14,106.71	292	\$ 1,939.95	83,300	\$ 2,349.84	\$ 1,322.65	\$ 3,672.49	\$ 19,719.15	
Jun-17	124,280	\$ 16,314.56	338	\$ 2,723.58	142,000	\$ 3,754.34	\$ 2,343.38	\$ 6,097.72	\$ 25,135.86	
Jul-16	138,600	\$ 16,657.41	228	\$ 25.04	104,900	\$ 3,147.82	\$ 1,813.32	\$ 4,961.14	\$ 21,643.59	
Jul-17	150,720	\$ 18,870.67	194	\$ 1,532.92	153,000	\$ 4,746.42	\$ 2,942.28	\$ 7,688.70	\$ 28,092.29	
Aug-16	160,440	\$ 19,393.01	189	\$ 1,427.16	118,779	\$ 13,637.57	\$ 7,542.58	\$ 21,180.15	\$ 42,000.32	
Aug-17	147,963	\$ 18,594.14	175	\$ 1,365.90	144,000	\$ 4,277.54	\$ 2,642.91	\$ 6,920.45	\$ 26,880.49	
Sep-16	135,120	\$ 16,866.82	185	\$ 1,438.38	125,600	\$ 3,508.83	\$ 2,118.21	\$ 5,627.04	\$ 23,932.24	
Sep-17	127,520	\$ 16,545.24	203	\$ 1,667.80	195,000	\$ 5,460.10	\$ 3,534.52	\$ 8,993.62	\$ 27,106.66	
Oct-16	114,200	\$ 14,689.27	268	\$ 2,062.35	147,700	\$ 4,064.60	\$ 2,470.82	\$ 6,535.42	\$ 23,287.04	
Oct-17	100,840	\$ 12,620.28	297	\$ 2,379.89	187,000	\$ 5,257.78	\$ 3,383.68	\$ 8,641.46	\$ 23,641.63	
Nov-16	120,160	\$ 13,237.76	371	\$ 2,817.99	142,100	\$ 4,920.28	\$ 3,130.72	\$ 8,051.00	\$ 16,055.75	
Nov-17	112,000	\$ 13,904.77	564	\$ 3,494.18	172,000	\$ 4,920.28	\$ 3,130.72	\$ 8,051.00	\$ 25,449.95	
Dec-16	126,280	\$ 14,082.56	890	\$ 7,016.59	291,831	\$ 3,006.33	\$ 1,760.06	\$ 4,766.39	\$ 25,865.54	
Dec-17										
2016	1,459,880	\$ 174,772.50	6,837	\$ 45,542.25	1,596,793	\$ 44,949.15	\$ 26,040.51	\$ 70,989.66	\$ 291,304.41	
2017	1,320,883	\$ 166,909.86	6,361	\$ 49,695.21	1,579,000	\$ 45,069.16	\$ 27,882.53	\$ 72,951.69	\$ 289,556.76	

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY		GAS		WATER		TOTAL		TOTAL MONTHLY UTILITY 2017
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	
Jan-16	1,975	\$ 308.55	33	\$ 258.86	186,800	\$ 6,571.76	\$ 3,238.58	\$ 9,810.34	\$ 10,377.75
Jan-17	2,823	\$ 501.07	90	\$ 724.74	217,600	\$ 8,058.63	\$ 4,041.48	\$ 12,100.11	\$ 13,325.92
Feb-16	1,375	\$ 517.53	28	\$ 801.13					\$ 1,318.66
Feb-17	2,623	\$ 468.39	79	\$ 627.20					\$ 1,095.59
Mar-16	1,447	\$ 352.59	21	\$ 370.33					\$ 722.92
Mar-17	2,454	\$ 436.65	68	\$ 524.70					\$ 961.35
Apr-16	1,685	\$ 266.59	19	\$ 142.39	245,750	\$ 6,571.11	\$ 3,285.72	\$ 9,856.83	\$ 10,265.81
Apr-17	1,690	\$ 332.20	32	\$ 283.12	190,500	\$ 7,333.36	\$ 3,619.33	\$ 10,952.69	\$ 11,568.01
May-16	1,172	\$ 197.90	6	\$ 65.96					\$ 263.86
May-17	1,524	\$ 274.12	16	\$ 145.75					\$ 419.87
Jun-16	1,974	\$ 315.79	3	\$ 47.94					\$ 363.73
Jun-17	1,950	\$ 339.09	10	\$ 85.50					\$ 424.59
Jul-16	2,722	\$ 416.02	2	\$ 39.23	256,050	\$ 8,885.56	\$ 4,610.25	\$ 13,495.81	\$ 13,951.06
Jul-17	2,191	\$ 377.68	4	\$ 85.72	301,600	\$ 11,490.10	\$ 5,936.11	\$ 17,426.21	\$ 17,889.61
Aug-16	2,606	\$ 408.82	1	\$ 38.56					\$ 447.38
Aug-17	2,868	\$ 482.54	33	\$ 85.29					\$ 567.83
Sep-16	2,346	\$ 378.34	1	\$ 39.33					\$ 417.67
Sep-17	1,660	\$ 301.51	5	\$ 97.71					\$ 399.22
Oct-16	1,795	\$ 381.43	4	\$ 128.24	323,200	\$ 10,805.40	\$ 5,653.59	\$ 16,458.99	\$ 16,968.66
Oct-17	1,775	\$ 316.28	7	\$ 111.50	245,800	\$ 9,323.14	\$ 4,772.20	\$ 14,095.34	\$ 14,523.12
Nov-16	1,431	\$ 427.27	9	\$ 365.06					\$ 792.33
Nov-17	1,499	\$ 266.41	15	\$ 158.56					\$ 424.97
Dec-16	1,687	\$ 722.53	26	\$ 895.90					\$ 1,618.43
Dec-17									
2016	22,215	\$ 4,693.36	153	\$ 3,192.93	1,011,800	\$ 32,833.83	\$ 16,788.14	\$ 49,621.97	\$ 57,508.26
2017	23,057	\$ 4,095.94	359	\$ 2,929.79	955,500	\$ 36,205.23	\$ 18,369.12	\$ 54,574.35	\$ 61,600.08

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY		GAS		WATER		SEWER		NET		TOTAL MONTHLY UTILITY 2017
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL			
Jan-16	189,889	\$ 22,890.44	1,940	\$ 14,897.71	293,632	\$ 9,426.05	\$ 4,905.71	\$ 14,331.76	\$ 52,119.91		
Jan-17	185,159	\$ 23,624.86	2,486	\$ 18,464.33	348,600	\$ 11,703.05	\$ 6,240.83	\$ 17,943.88	\$ 60,033.07		
Feb-16	162,497	\$ 20,455.95	2,070	\$ 16,833.82	361,633	\$ 11,010.40	\$ 6,088.47	\$ 17,098.87	\$ 54,388.64		
Feb-17	162,799	\$ 20,375.58	2,167	\$ 17,670.22	373,700	\$ 12,483.65	\$ 6,908.20	\$ 19,391.85	\$ 58,064.85		
Mar-16	152,439	\$ 18,409.38	2,169	\$ 16,748.90	146,418	\$ 3,826.12	\$ 2,279.77	\$ 6,105.89	\$ 41,264.17		
Mar-17	169,503	\$ 22,179.79	2,380	\$ 15,812.08	132,300	\$ 3,976.39	\$ 2,301.07	\$ 6,277.46	\$ 44,269.33		
Apr-16	154,965	\$ 19,554.49	1,654	\$ 15,979.16	371,250	\$ 9,860.24	\$ 5,228.97	\$ 15,089.21	\$ 50,622.86		
Apr-17	152,904	\$ 26,613.66	859	\$ 6,729.62	293,500	\$ 10,396.61	\$ 5,387.80	\$ 15,784.41	\$ 49,127.69		
May-16	148,732	\$ 17,475.72	1,024	\$ 5,758.32	350,500	\$ 10,796.07	\$ 5,911.08	\$ 16,707.15	\$ 39,941.19		
May-17	144,316	\$ 18,037.10	845	\$ 6,626.82	383,900	\$ 12,476.15	\$ 6,974.45	\$ 19,450.60	\$ 44,114.52		
Jun-16	163,554	\$ 20,569.22	656	\$ 4,399.01	110,700	\$ 3,155.77	\$ 1,773.03	\$ 4,928.80	\$ 29,897.03		
Jun-17	168,528	\$ 22,377.78	734	\$ 5,915.98	164,500	\$ 4,524.74	\$ 2,770.31	\$ 7,295.05	\$ 35,588.81		
Jul-16	186,538	\$ 22,423.71	454	\$ 565.75	685,329	\$ 22,831.65	\$ 12,336.38	\$ 35,168.03	\$ 58,157.49		
Jul-17	208,075	\$ 26,483.95	421	\$ 3,417.37	798,100	\$ 28,717.64	\$ 15,739.73	\$ 44,457.37	\$ 74,358.69		
Aug-16	203,465	\$ 19,801.83	362	\$ 1,988.25	137,779	\$ 14,383.13	\$ 7,935.84	\$ 22,318.97	\$ 49,749.37		
Aug-17	201,270	\$ 26,149.44	353	\$ 2,648.58	165,800	\$ 5,104.92	\$ 3,101.96	\$ 8,206.88	\$ 37,004.90		
Sep-16	181,711	\$ 23,310.27	374	\$ 1,517.80	150,000	\$ 4,327.60	\$ 2,574.19	\$ 6,901.79	\$ 31,729.86		
Sep-17	178,759	\$ 23,515.72	447	\$ 3,728.90	195,000	\$ 5,459.10	\$ 3,534.52	\$ 8,993.62	\$ 36,238.24		
Oct-16	165,923	\$ 21,449.34	473	\$ 2,897.23	470,900	\$ 14,870.00	\$ 8,124.41	\$ 22,994.41	\$ 47,340.98		
Oct-17	149,294	\$ 18,920.55	535	\$ 4,406.32	432,800	\$ 14,580.92	\$ 8,155.88	\$ 22,736.80	\$ 46,063.67		
Nov-16	190,252	\$ 19,087.77	798	\$ 5,312.21	443,921	\$ 9,568.10	\$ 5,182.18	\$ 14,750.28	\$ 39,150.26		
Nov-17	160,242	\$ 20,123.40	1,143	\$ 7,146.92	462,400	\$ 15,914.85	\$ 9,096.97	\$ 25,011.82	\$ 52,282.14		
Dec-16	151,897	\$ 21,101.39	1,696	\$ 11,888.09	313,731	\$ 3,761.29	\$ 2,177.78	\$ 5,939.07	\$ 38,928.55		
Dec-17	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -		
2016	2,051,862	\$ 246,529.51	13,670	\$ 98,786.25	3,835,793	\$ 117,816.42	\$ 64,517.81	\$ 182,334.23	\$ 527,649.99		
2017	1,880,849	\$ 248,401.83	12,370	\$ 92,567.14	3,750,600	\$ 125,338.02	\$ 70,211.72	\$ 195,549.74	\$ 536,518.71		