

# JACKSON HOUSING COMMISSION

## REGULAR MEETING

February 21, 2018

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  
Daniel Greer, Commissioner
4. Public Comments (limited to 3 minutes)
5. Approval of Regular Meeting Minutes: January 17, 2018
6. Approval of the Previously Paid Liabilities: January 2018
7. RESOLUTIONS  
Resolution No.2018-04: Approval of Collection Losses- February 2018
8. 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*
9. OTHER BUSINESS
10. ADJOURNMENT

**NEXT REGULAR MEETING:** March 21, 2018 -Reed Manor Board Room



# Jackson Housing Commission

Regular Meeting  
January 17, 2018  
12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on January 17, 2018 in the Reed Manor Board Room. Vice-President Woods called the meeting to order at 12:00pm. Upon roll call the following commissioners were present: Michelle Woods, Caroline Parker, and Gerald Montgomery. Daniel Greer, a newly appointed commissioner was added to the roll call and was in attendance. The following commissioner was absent: James Stark.

## Also present were:

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

### 18-01-17-01 Public Comments

Hakim Crampton, new CAA Case Manager serving JHC residents made introductions to the BOC.

### 18-01-17-02 Approval of the Minutes of the Regular Meeting held November 15, 2017

Commissioner Montgomery **MOVED** to approve the Regular Meeting Minutes of the Board of Commissioners meeting held November 15, 2017. Commissioner Parker **SECONDED** and upon voice vote the motion was adopted:

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

### 18-01-17-03 Approval of Previously Paid Liabilities: November & December 2017

Questions were asked regarding previously paid liabilities.

Commissioner Parker **MOVED** to approve Previously Paid Liabilities for November & December 2017. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

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

### 18-01-17-04 Resolution No.2018-01: Approval Collection Losses- January 2018

It was noted that collection losses included those not written off as a result of the December 2017 meeting cancellation.

Commissioner Parker **MOVED** to approve the Collection Losses for January 2018. Commissioner Greer **SECONDED** and upon roll call the motion was adopted:

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

**18-01-17-05 Resolution 2018-02: Approval of HCV Administrative Plan Revisions**

Policy changes were made to approve additional PBV Waitlists to accommodate persons wanting to reside at the Sharon Ann Apartments, Chelsea, Michigan & Francis Street Lofts, Jackson, Michigan.

Commissioner Montgomery **MOVED** to approve the HCV Administrative Plan Revisions. Commissioner Parker **SECONDED** and upon voice vote the motion was adopted:

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

**18-01-17-06 Resolution 2018-03: Approval of Reed Manor Tenant Association Memorandum of Understanding & Budget**

The agreement between the Jackson Housing Commission and Reed Manor Tenant Association is required by HUD, for the association to receive funds associated with the operation of the group.

Commissioner Parker **MOVED** to approve the Reed Manor Tenant Association's, Memorandum of Understanding and Budget. Commissioner Greer **SECONDED** and upon roll call the motion was adopted:

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

**18-01-17-07 Director's Reports**

Staff discussed the Section 8 and Public Housing Programs.

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivables

C. Move Outs

D. Vacant Unit Turnaround

Per Ms. Ingram, due to staff turnover and illness, selected units were turned by a contractor.

Executive

S8 Income Statement

E. PH Income Statement

F. Petty Cash Fund Register

G. After Hours/Emergency Response Report

Ms. Ingram shared that maintenance staff requested that selected staff be trained to perform HCV installations and repairs to minimize the expense of contracting vendors to perform services. Deborah Davis, Human Resource Director is currently assessing the availability and cost of training.

Commissioner Montgomery expressed that staff may seek advancement elsewhere once trained to perform HCV services. Commissioner Parker added that the opportunity for training may contribute to brand loyalty and employee retention.

H. Utility Costs and Consumption

Commissioner Greer **MOVED** to enter an Executive Session at 12:20pm. Commissioner Parker **SECONDED**. As a result, the BOC and Executive Director met in the director's office.

Commissioner Greer **MOVED** to reconvene the Regular Meeting at 1:05pm. Commissioner Parker **SECONDED**. Roll call was taken and the commissioners present were as follows: Michelle Woods, Gerald Montgomery, Caroline Parker and Daniel Greer.

**18-01-17-08 Other Business**

- Ms. Ingram stated that the proposed 2018-2019 Fiscal Year budget will be submitted to the Commission by April 2018. She also informed that the 2017 Fiscal Year audit is complete. Copies of the audit will be distributed at February's meeting.
- Reed Manor and Chalet Terrace office renovations are complete. Staff will return to their offices after technology is configured. Also, new resident management software, purchased with capital funds is scheduled to launch April 1, 2018.
- Bridges Out of Poverty and de-escalation training is scheduled for staff in March. Commissioners are invited to attend, additional information is forthcoming. Ms. Ingram mentioned that budget considerations will be made for commissioner training in the 2018-2019 fiscal year budget.
- Commissioner Parker thanked the RM Tenant Association for their commitment
- Commissioner Greer made introductions to the BOC and all in attendance.
- Commissioner Greer **MOVED** to adjourn. Commissioner Montgomery **SECONDED**. All members of the board were in favor of adjournment.

The Regular Meeting held January 17, 2018 adjourned at 1:13pm.

Respectfully submitted,

Laurie Ingram, MBA, PHM  
Executive Director

**ATTESTED:** \_\_\_\_\_  
Michelle Woods, Vice-President



Jackson Housing Commission  
**Check Register Summary Report**  
Public Housing

From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/02/2018	DEP			215.00	843,014.73	ACH Deposit ACH Deposit
01/02/2018	DEP			215.00	843,229.73	ACH Deposit ACH Deposit
01/03/2018	DEP			2,325.00	845,554.73	ACH Deposit ACH Deposit
01/04/2018	DEP			3,484.50	849,039.23	ACH Deposit ACH Deposit
01/04/2018	DEP			34,253.50	883,292.73	Tenant Transaction Tenant Transaction
01/04/2018	ADJUST		16,578.33		866,714.40	Paychex Payroll 01.04.18 Paychex Payroll 01.04.18
01/04/2018	ADJUST		9,431.14		857,283.26	Paychex Payroll Taxes 1.4.18 Paychex Payroll Taxes 1.4.18
01/04/2018	ADJUST		602.47		856,680.79	Paychex Payroll Invoice Paychex Payroll Invoice
01/04/2018	ADJUST		284.29		856,396.50	Paychex Payroll 401k Paychex Payroll 401k
01/04/2018	ADJUST		127.81		856,268.69	Paychex Payroll FSA Paychex Payroll FSA
01/04/2018	063145	Jackson Housing Commission	25,470.06		830,798.63	PH MANAGEMENT FEES- DEC 2017 PH MANAGEMENT FEES- DEC 2017
01/04/2018	063146	Jackson Housing Commission	2,172.00		828,626.63	PH ASSET MGMT FEE DEC-2017 PH ASSET MANAGEMENT FEES- DEC 2017
01/04/2018	063147	Jackson Housing Commission	3,946.00		824,680.63	BOOK-KEEPING FEES DEC-2017 PH BOOKKEEPING FEES DEC-2017
01/05/2018	DEP			1,094.00	825,774.63	ACH Deposit ACH Deposit
01/05/2018	DEP			25,801.42	851,576.05	Tenant Transaction Tenant Transaction
01/05/2018	ADJUST		300.00		851,276.05	Paychex Payroll Empl Adv Paychex Payroll Empl Adv
01/05/2018	ADJUST		84.76		851,191.29	Paychex Payroll Empl Adv Taxes Paychex Payroll Empl Adv Taxes
01/08/2018	DEP			15,085.00	866,276.29	Tenant Transaction

Date: 02/07/2018  
Time: 14:13:35

Jackson Housing Commission  
**Check Register Summary Report**  
Public Housing  
From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/08/2018	ADJST		213.00		865,063.29	Tenant Transaction ACH Returns ACH Returns
01/08/2018	063148	Consumer Energy	1,327.00		864,736.29	Utility Reimbursement
01/08/2018	063149	AMBS CALL CENTER	732.30		864,003.99	ACCT# 1909 INV# 171210152 \$732.30 ANSWERING SERVICE DEC. 2017
01/08/2018	063150	APCO SUPPLY	1,066.24		862,937.75	ACCT# 178131 INV# 1306232-00 \$1066.24 MAINTENANCE SUPPLIES DEC. 2017
01/08/2018	063151	American Office Solutions	48.08		862,889.67	ACCT# J1087 INV# IN147226 \$48.08 COUNTED COPIES MADE DEC. 2017 283,455-287,392 = 339737 @ 0.011858 4500830X
01/08/2018	063152	Aspen One Hour Heating & Air	876.00		862,013.67	ACCT# 151323 INV# 373900 \$238.00 INV# 374320 \$238.00 INV# 373456 \$400.00 DEC. 2017
01/08/2018	063153	Barry E. Gaudette, CPA,PC	5,250.00		856,763.67	1 INVOICE INV# 1937 \$5250.00 DEC. 2017 AUDIT END OF FISCAL YEAR 03.31.2017
01/08/2018	063154	Blue Sea L.L.C.	54.00		856,709.67	1 INVOICE INV# 2812 \$54.00 WEB HOSTING FEE JAN- FEB- MARCH- 2018
01/08/2018	063155	City Of Jackson - Finance Department	8,480.59		848,229.08	EE & ER CONTRIBUTIONS EE & ER CONTRIBUTIONS DEC. 2017 PHI \$ 8480.59
01/08/2018	063156	COLLINS BROTHERS	412.68		847,816.40	1 INVOICE # 51618 \$412.68 DEC. 2017 4" CHOCOLATE COVE
01/08/2018	063157	COMCAST	221.88		847,594.52	2 INVOICES 8529114280369913 \$117.03 DEC. 2017



Jackson Housing Commission  
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Public Housing

From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/08/2018	063158	Community Action Agency	3,437.52		844,157.00	1 INVOICE TENANT SUPPORT SERVICES - DEC. 2017 12/1/2017-12/31/2017
01/08/2018	063159	CONSUMERS ENERGY	789.21		843,367.79	3 INVOICES 100034159838 \$104.68 916 N. BLACKSTONE TC 100071426769 \$43.73 FINAL BILL 105 SHAHAN 103028870311 \$114.44 321 MOORMAN 100035140910 \$187.75 221 JANKE 100034278091 \$298.85 109 SHAHAN 103023559042 \$39.70 120 SHAHAN
01/08/2018	063160	DBI BUSINESS INTERIORS	163.19		843,204.60	CUST# 224241 INV# 03JR8344 \$21.40 DEC. 2017 03JR7996 \$31.90 DEC. 2017 03JR8368 \$71.48 DEC. 2017 03JR9079 \$31.90 DEC. 2017 03JR8377 \$6.61 DEC. 2017
01/08/2018	063161	ERADICO PEST SERVICES, AN	2,630.00		840,574.60	CUST# 14338735 6690132 \$384.00 6690131 \$687.00 6690130 \$340.00 JAN 2018 FMAILY CERT/ DECTECTION - TREATMENT 6734431 \$569.00 DEC. 2017 GENERAL PEST MAINTENANCE 6599983 \$650.00 222 JANKE HEAT TREAT
01/08/2018	063162	ETNA Supply	2,321.44		838,253.16	CUST# 4218 S102445384.001 \$845.90 NOV. 2017 S102460562.001 \$496.29 DEC. 2017 S102441473.001 \$482.96 NOV. 2017 S102473607.001 \$496.29 DEC. 2017
01/08/2018	063163	HAMMOND HARDWARE	21.53		838,231.63	CUST# 33515 #C255729 \$21.53 DEC. 2017

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Jackson Housing Commission  
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Public Housing

From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/08/2018	063164	INK CONTRACTING LLC	5,625.00		832,606.63	SEALANT, KEY, AND HOLE REPAIR KIT 3 INVOICES #1200 \$1875.00 DEC. 2017 TUB SURROUND 210 JANKE #1201 \$1875.00 DEC. 2017 TUB SURROUND 212 JANKE #1202 \$1875.00 DEC. 2017 TUB SURROUND 214 JANKE
01/08/2018	063165	JACKSON GLASS WORKS INC	44.00		832,562.63	CUST# JHOU INV# 409314 \$44.00 DEC. 2017 REPLACE/REPAIR WINDOW
01/08/2018	063166	JACKSON WATER COLLECTION	9,049.87		823,512.76	16 INVOICES PLEASE SEE ATTACHMENTS AMP 1 \$1368.31 AMP 2 \$7681.56
01/08/2018	063167	Lammers Heating & A/C	351.50		823,161.26	CUST# 12960 INV# 12960-17394 \$351.50 NOV. 2017
01/08/2018	063168	MENARDS - JACKSON	1,264.42		821,896.84	ACCT# 31610470 INV# 7518 \$341.10 DEC. 2017 INV# 8603 \$74.40 DEC. 2017 INV# 8304 \$668.94 DEC. 2017 INV#9336 \$179.98 DEC. 2017
01/08/2018	063169	PC Solutions	739.66		821,157.18	CUST ID# JACKSON HOUSING CO M19629 \$397.00 M19506 \$168.99 DEC. 2017 M19530 \$173.67
01/08/2018	063170	Petty Cash	1,812.66		819,344.52	REPLENISH PETTY CASH REPLENISH PETTY CASH TRANSACTION#S 736-747 REPLENISH WITH \$1812.66
01/08/2018	063171	PLIC - SBD Grand Island	97.20		819,247.32	ACCT# 1044559-10001 ACCT# 1044559-10001 \$97.20 BILLING PERIOD 01/01/2018-01-31/2018
01/08/2018	063172	Postmaster	50.00		819,197.32	TENANT MAILBOX KEYS TENANT MAILBOX KEYS \$50.00 D. CLAUCHERTY S. SHELLBERG
01/08/2018	063172	**VOID** Postmaster	( 50.00)		819,247.32	TENANT MAILBOX KEYS

Jackson Housing Commission  
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From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
						Void Refer 063172.
01/08/2018	063173	REPUBLIC SERVICES #249	25,662.67		793,584.65	ACCT# 3-0249-0142776 #0249-005761559 \$224.72 DEC. 2017 #0249-005790584 \$349.16 DEC. 2017 #0249-005761560 \$60.00 DEC. 2017 #0249-005761493 \$13034.69 DEC. 2017 #0249-005790585 \$501.25 DEC. 2017 #0249-005761558 \$6084.75 DEC. 2017 #0249-005758313 \$5048.10 DEC. 2017
01/08/2018	063174	Rooney's Sewer Service	90.00		793,494.65	1 INVOICE INV# 5270 \$90.00 DEC. 2017 MINOR PLUMBING SERVICE
01/08/2018	063175	SAFETY SYSTEMS INC	439.81		793,054.84	CUST# 00938 # 475408 \$72.00 DEC. 2017 # 475395 \$25.00 DEC. 2017 # 475434 \$342.81 DEC. 2017
01/08/2018	063176	THE SHERWIN -WILLIAMS CO.	932.90		792,121.94	ACCT# 5291-3816-6 #5054-9 \$433.40 DEC. 2017 #5146-3 \$499.50 DEC. 2017
01/08/2018	063177	SPRINT	1,168.72		790,953.22	ACCT#128763256 INV# 128763256-040 \$1168.72 CELL PHONE SERVICE
01/08/2018	063178	TDS Metrocom	2,464.78		788,488.44	5 INVOICES 517-787-9494 \$94.39 517-787-1188 \$1808.18 517-787-0168 \$435.03 517-780-0620 \$93.83 517-780-0181 \$33.35
01/08/2018	063179	TEACHOUT SECURITY SOLUTIONS,	4,723.08		783,765.36	CUST ID# JAXHC #0011931529 \$1610.16 12/21/2017-12/27/2017 #0011931708 \$1610.16 12/28/2017-01/03/2018 #0011931427 \$1502.76
01/08/2018	063180	THE HELPING HAND HANDYMAN	5,075.00		778,690.36	9 INVOICES

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Public Housing

From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/08/2018	063181	TOMMARK, INC.	485.53		778,204.83	#1060 \$1050.00 UNIT TURN 342 MOORMAN #1056 \$250.00 UNIT TURN 113 SHAHAN #1061 \$1050.00 UNIT TURN 204 JANKE #1058 \$125.00 UNIT TURN 206 JANKE #1059 \$1500.00 UNIT TURN 108 SHAHAN #1062 \$550.00 UNIT TURN 106 LAUREL CT #1057 \$550.00 UNIT TURN 1212 MERRIMAN CUST ID# 100596 # 812674000 \$485.53
01/08/2018	063182	White & Hotchkiss, PLLC	450.00		777,754.83	FILE# 1919 #85322 \$450.00 DEC. 2017 LEGAL FEES
01/08/2018	063183	WILMAR INDUSTRIES	334.00		777,420.83	ACCT# 70585 #423334218 \$334.00 MAINTENANCE SUPPLIES
01/08/2018	063184	PURCHASE POWER	265.26		777,155.57	ACCT# 8000-9000-0062-0884 ACCT# 8000-9000-0062-0884 \$265.26 ACCT NAME- JACKSON HOUSING
01/08/2018	063185	THE HOME DEPOT SUPPLY	2,804.02		774,351.55	COMM ACCT# 6035322540175928 COMM ACCT# 6035322540175928 \$2804.02 MAINTENANCE SUPPLIES
01/08/2018	063186	Wolverine Sealcoating LLC	49,043.42		725,308.13	1 INVOICE #9639 \$49043.42 DEC. 2017 REPAVING AND ADDING BUMPER BLOCKS
01/08/2018	063187	LIBRA INDUSTRIES, INC. OF MI	64.00		725,244.13	CUST# 37126 #45072500 \$64.00 BLANKET P.O. 12287 CLOTHING FOR OLIVIA WENTZ
01/09/2018	ADJUST		200.00		725,044.13	Paychex payroll Empl Adv Paychex payroll Empl Adv
01/09/2018	ADJUST		109.58		724,934.55	Paychex payroll Empl Adv Taxe Paychex payroll Empl Adv Taxe
01/10/2018	ADJUST		150.00		724,784.55	Returned Deposit Returned Deposit
01/11/2018	DEP			2,224.00	727,008.55	Tenant Transaction Tenant Transaction

Date: 02/07/2018  
Time: 14:13:35

Jackson Housing Commission  
**Check Register Summary Report**  
Public Housing

From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/12/2018	DEP			2,500.00	729,508.55	United Way Deposit United Way Deposit
01/12/2018	ADJST		112.00		729,396.55	Paychex Stratus Time Invoice Paychex Stratus Time Invoice
01/12/2018	ADJST		1.65		729,394.90	Paychex FSA Paychex FSA
01/16/2018	ADJST		20.02		729,374.88	Priors Month Serv Charges Priors Month Serv Charges
01/16/2018	ADJST		63.68		729,311.20	Paychex FSA Paychex FSA
01/16/2018	063188	REPUBLIC SERVICES #249	18,981.15		710,330.05	5 INVOICES ACCT# 3-0249-0142328 INV# 0249-005797180 \$5838.02 ACCT# 3-0249-0142777 INV# 0249-005797199 \$229 ACCT# 3-0249-0142326 INV# 0249-005797179 \$10395.66 ACCT# 3-0249-0142776 INV# 0249-005797198 \$182.62 ACCT# 3-0249-0142774 INV# 0249-005797197 \$2335.36
01/16/2018	063189	Grand River Insurance Agency, LLC	653.36		709,676.69	ACCT# GRB 29414 ACCT# GRD 20414 \$653.36 INSURED NAME: JACKSON HOUSING COMMISSION WORKERS COMPENSATION
01/16/2018	063190	INK CONTRACTING LLC	44,000.00		665,676.69	1 INVOICE INV# 1224 \$44000.00 CONTRACT3 2017-18 REED MANOR PM OFFICE REMODEL \$38500.00 CONTRACT# 2017-18 REED MANOR PM OFFICE ELECTRICAL UPGRADE \$5500.00
01/17/2018	DEP			5,936.00	671,612.69	Tenant Transaction Tenant Transaction
01/18/2018	DEP			167,344.00	838,956.69	Operating Subsidy Deposit Operating Subsidy Deposit
01/18/2018	DEP			42,015.00	880,971.69	Operating Subsidy Deposit

Date: 02/07/2018  
Time: 14:13:36

Jackson Housing Commission  
**Check Register Summary Report**  
Public Housing

From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/18/2018	DEP			31,343.33	912,315.02	Operating Subsidy Deposit
01/18/2018	ADJST		18,112.44		894,202.58	Operating Subsidy Deposit Paychex payroll 01.18.18 Paychex payroll 01.18.18
01/18/2018			12,151.95		882,050.63	Paychex payroll Taxes 1.18.18 Paychex payroll Taxes 1.18.18
01/18/2018	ADJST		571.47		881,479.16	Paychex payroll Invoice Paychex payroll Invoice
01/18/2018	ADJST		284.29		881,194.87	Paychex 401k Paychex 401k
01/18/2018	ADJST		3.57		881,191.30	Paychex FSA Paychex FSA
01/19/2018	DEP			2,846.34	884,037.64	Tenant Transaction Tenant Transaction
01/22/2018	DEP			763.08	884,800.72	Paychex Taxes Overage Paychex Taxes Overage
01/22/2018			5.00		884,795.72	Paychex FSA Paychex FSA
01/22/2018	063191	AccuShred, LLC	135.00		884,660.72	1 INVOICE INV# 42110 \$135.00
01/22/2018	063192	APCO SUPPLY	14.76		884,645.96	DEC. 2018 DOCUMENT DESTRUCTION COSTS ACCT# 178131 INV# 1364402-01 \$131.76 CM# 1369720-00 \$-117.00
01/22/2018	063193	Brooklyn Plumbing, Heating & A/C, Inc	1,634.18		883,011.78	6 INVOICES #654558 \$281.07 #654555 \$134.96 #654312 \$88.96 #654307 \$308.66 #654085 \$285.69 #654451 \$534.84
01/22/2018	063194	CASLER HARDWARE	23.18		882,988.60	CUST ACCT# 33561 #I-18715 \$21.88 VALVES #I-18366 \$11.59 VALVES #I-18360 \$-10.29 CREDIT FOR INV# 18715

Jackson Housing Commission  
**Check Register Summary Report**  
Public Housing  
From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/22/2018	063195	Cochran Electric Co.	98.82		882,889.78	1 INVOICE INV# 21850 \$98.82 INSTALL ELECTRICAL PANEL
01/22/2018	063196	CONSUMERS ENERGY	185.16		882,704.62	3 INVOICES 103028342386 \$62.81 FINAL BILL 328 MOORMAN 103028509737 \$81.39 FINAL BILL 338 MOORMAN 100075348829 \$40.96 VACANT UNIT 108 SHAHAN
01/22/2018	063197	DBI BUSINESS INTERIORS	49.86		882,654.76	CUST# 224241 INV# 03JS3301 \$64.44 OFFICE SUPPLIES CMN# 03JR9169 \$-14.58 CREDIT
01/22/2018	063198	ETNA Supply	482.96		882,171.80	CUST# 4218 INV# S102478587.001 \$482.96 W.H FOR REED
01/22/2018	063199	Firestone Complete Auto Care	1,437.20		880,734.60	STORE# 006181 INV# 104602 \$1437.20 SERVICE ON CHALET TERRACE WORK VAN
01/22/2018	063200	HAMMOND HARDWARE	80.84		880,653.76	CUST# 33515 INV# C257076 \$75.48 MOUSE BAIT/ TRAPS INV# C257426 \$6.36 CLAMPS
01/22/2018	063201	JACKSON GLASS WORKS INC	567.40		880,086.36	CUST# JHOU INV# 409426 \$273.30 1211 HEATHER LANE INV# 409097 \$294.40 321 MOORMAN DR.
01/22/2018	063202	Knibloe Hardware	146.47		879,939.89	REPLACE/REPAIR BROKEN WINDOWS 1 INVOICE INV# 197108 \$146.47 MAINTENANCE SUPPLIES
01/22/2018	063203	Lammers Heating & A/C	972.00		878,967.89	4 INVOICES #12741-18878 \$108.00 #12741-18937 \$108.00 #12741-18565 \$591.00 #12741-18425 \$165.00
01/22/2018	063204	MARGARET ANDREWS	25.00		878,942.89	P-003-5519-07 FINAL ACCOUNTING VACATED UNIT ON 12/01/2017



Jackson Housing Commission  
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Public Housing

From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/22/2018	063205	MARY STALNAKER	479.00		878,463.89	P-002-3364-02 VACATED UNIT ON 01/01/2018
01/22/2018	063206	MENARDS - JACKSON	3,330.04		875,133.85	ACCT# 31610470 INV#10037 \$89.77 INV#9585 \$472.47 INV#9914 \$232.93 INV#10006 \$1135.15 INV#9351 \$369.45 INV#9420 \$259.98 INV#9418 \$566.52 INV#9758 \$169.00 INV#9549 \$34.77
01/22/2018	063207	PITNEY BOWES GLOBAL	205.92		874,927.93	ACCT# 0010054937 ACCT#0010054937 LEASE INVOICE# 3305096012 \$205.92
01/22/2018	063208	Postmaster	125.00		874,802.93	5 TENANT MAILBOX KEYS TENANT MAILBOX KEYS M. GUZMAN, L. HENDRICKS, J. NODINE, B. REASONER, D. RASER
01/22/2018	063209	Rooney's Sewer Service	125.00		874,677.93	1 INVOICE INV# 5484 \$125.00 304 BARBERRY PLUMBING SERVICE
01/22/2018	063210	Stamp-Rite, Inc.	2,112.50		872,565.43	1 INVOICE INV# 174553 \$2112.50 OUTDOOR SIGNAGE FOR REED MANOR
01/22/2018	063211	Steinke-Fenton Fabricators, Inc.	130.00		872,435.43	1 INVOICE INV# 71267 \$130.00 REPAIR 1 SNOW PLOW BLADE
01/22/2018	063212	TALX THE WORK NUMBER	62.35		872,373.08	CUST# 0210/8805983 INV# B1-894529 \$62.35 TENANT PRE-SCREENING
01/22/2018	063213	TEACHOUT SECURITY SOLUTIONS,	1,558.47		870,814.61	CUST ID# JAXHC INV# 0011931873 \$1558.47 PERIOD: 01/04/2018-01/10/2018
01/22/2018	063214	TOMMARK, INC.	158.89		870,655.72	CUST ID# 100596 INV# 812676495 \$31.97 MAINTENANCE SUPPLIE INV# 812676499 \$126.92 IGNITOR
01/22/2018	063215	TRANS UNION LLC	99.05		870,556.67	CUST ID# 4408R0064047 INV#12729633 \$99.05 PRE TENANT SCREENING



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Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/22/2018	063216	Trail Supply LLC	524.00		870,032.67	ACCT# 10014 INV# 38848 \$524.00 SALT
01/22/2018	063217	WILMAR INDUSTRIES	384.67		869,648.00	ACCT#70585 INV# 424015261 \$361.93
						INV# 424429744 \$169.70 CM# 421656042 \$-80.16 CM# 421656059 \$-66.80
01/22/2018	063218	LIBRA INDUSTRIES, INC. OF MI	395.78		869,252.22	CUST# 37126 INV# 45072501 \$125.00 O. WENTZ INV# 45071400 \$234.00 D. WILLIAMS INV# 45150100 \$36.78 O. WENTZ
						WORK CLOTHING
01/23/2018	ADJUST		250.00		869,002.22	Paychex Empl Adv Paychex Empl Adv
01/23/2018	ADJUST		98.68		868,903.54	Paychex Empl Adv Taxes Paychex Empl Adv Taxes
01/23/2018	063219	PLIC - SBD Grand Island	110.16		868,793.38	ACCT# 1044559-10001 ACCT# 1044559-10001 \$110.16 BILLING PERIOD 02/01/2018-02/28/2018
01/25/2018	ADJUST		1.95		868,791.43	Paychex FSA Paychex FSA
01/26/2018	DEP			5,004.50	873,795.93	Tenant Transaction Tenant Transaction
01/26/2018	ADJUST		200.00		873,595.93	Paychex Empl Adv Paychex Empl Adv
01/26/2018	ADJUST		100.82		873,495.11	Paychex Empl Adv Taxes Paychex Empl Adv Taxe
01/26/2018	ADJUST		20.00		873,475.11	Paychex FSA Paychex FSA
01/29/2018	ADJUST		273.00		873,202.11	Paychex FSA Paychex FSA
01/30/2018	ADJUST		1,292.90		871,909.21	Retirees Pay Retirees Pay

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Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/30/2018	ADJST		491.51		871,417.70	Retirees Pay Taxes Retirees Pay Taxes
01/30/2018	ADJST		100.00		871,317.70	Paychex Empl Adv Paychex Empl Adv
01/30/2018	063220	A-1 LOCK SHOP	54.79		871,262.91	2 INVOICES #5287 \$26.45 KEYS #5265 \$28.34 KEYS
01/30/2018	063221	AccuShred, LLC	135.00		871,127.91	1 INVOICE # 42521 \$135.00 JAN, 2018 DOCUMENT DESTRUCTION - PH
01/30/2018	063222	AFLAC	263.70		870,864.21	ACCT# VX 312 INV# 885238 \$263.70 JAN, 2018 SUPPLEMENTAL INS.
01/30/2018	063223	ALLEGIANCE OCCUPATIONAL	167.00		870,697.21	ACCT# 800504882 GURANTOR ACCT# 6000149860 \$167.00 PRE- EMPLOYMENT DRUG SCREENING
01/30/2018	063224	APCO SUPPLY	684.87		870,012.34	ACCT# 178131 INV# 1377294-00 \$87.84 INV# 1374945-00 \$429.63 INV# 1373289-00 \$167.40 MAINTENANCE SUPPLIES- AMP 3
01/30/2018	063225	Aspen One Hour Heating & Air	1,947.00		868,065.34	ACCT# 151323 INV# 374735 \$208.00 INV# 374978 \$907.00 INV# 375069 \$425.00 INV# 374774 \$407.00
01/30/2018	063226	Brooklyn Plumbing, Heating & A/C, Inc	2,087.53		865,977.81	8 INVOICES INV# 655058 \$413.49 INV# 654877 \$145.07 INV# 654068 \$105.41 INV# 655042 \$446.07 INV# 655088 \$341.67 INV# 655012 \$308.70 INV# 654855 \$174.63 INV# 654892 \$152.59
01/30/2018	063227	COLLINS BROTHERS	1,545.34		864,432.47	3 INVOICES INV# 51264 \$309.00 CHOC. COVES INV# 51668 \$1030.00 CHOC. COVES INV# 51656 \$206.34 CHOC. COVES

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Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/30/2018	063228	COMCAST	397.62		864,034.85	4 INVOICES #8529114280369921 \$34.45 -221 JANKE #8529114280104708 \$113.27-109 SHAHAN #8529114280358478 \$114.35- 410 E HIGH #8529114280369913 \$135.55 316 BARBERRY
01/30/2018	063229	DBI BUSINESS INTERIORS	52.97		863,981.88	CUST# 224241 INV# 03JS7631 \$52.97 OFFICE SUPPLIES
01/30/2018	063230	ETNA Supply	2,877.73		861,104.15	CUST# 4218 INV# S102498183.001 \$422.95 INV# S102492535.001 \$1005.91 INV# S102373714.001 \$965.91 INV# S102485964.001 \$482.96
01/30/2018	063231	HAMMOND HARDWARE	312.34		860,791.81	CUST# 33515 INV# C258082 \$4.49 INV# C258786 \$73.69 INV# C258585 \$30.99 INV# C257659 \$25.17 INV# C258027 \$60.93 INV# B369869 \$42.05 INV# C258294 \$75.02
01/30/2018	063232	Hirst Electric Company	136.00		860,655.81	1 INVOICE INV# 60997 \$136.00 ELECTRICAL SERVICE
01/30/2018	063233	INK CONTRACTING LLC	2,036.00		858,619.81	2 INVOICES #1213 \$1286.00 #1227 \$750.00
01/30/2018	063234	J McElowney Inc.	1,437.76		857,182.05	3 INVOICES INV# 86137 \$345.00 01/01/2018-12/31/2018 BILLING PERIOD INV# 86138 \$460.00 01/01/2018-12/31/2018 BILLING PERIOD INV# 86139 \$632.76 01/01/2017-12/31/2017 BILLING PERIOD OVERAGE FEES
01/30/2018	063235	JACKSON GLASS WORKS INC	107.00		857,075.05	CUST# JHOU INV# 409739 \$107.00 REPAIR WINDOW AT 106 LAUREL CT
01/30/2018	063236	Jackson Transportation Authority	259.63		856,815.42	2 INVOICES

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Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/30/2018	063237	Lammers Heating & A/C	535.60		856,279.82	3 INVOICES INV# 12741-19238 \$170.60 INV# 12741-19229 \$80.00 INV# 12741-19005 \$285.00 FUEL SERVICES FOR DEC 2017
01/30/2018	063238	LUCINDA MCGINNIS	11.66		856,268.16	WELCOME BASKET REIMBURSEMENT WELCOME BASKET REIMBURSEMENT
01/30/2018	063239	MENARDS - JACKSON	4,115.50		852,152.66	DOLLAR GENERAL \$ 11.66 REED MANOR TENANT ASSOC. ACCT# 31610470 #10560 \$1032.76 #11111 \$101.77 #15009 \$1629.58 #10029 \$299.00 #10113 \$372.84 #11245 \$429.78 #11370 \$249.77
01/30/2018	063240	MICHAEL FLETCHER	49.00		852,103.66	P-002-4468-02 FINAL ACCOUNTING VACATED UNIT ON 11/30/2017
01/30/2018	063241	MINUTEMAN SEWER & DRAIN INC.	500.00		851,603.66	2 INVOICES INV# 18-0035 \$150.00 INV# 17-1930 \$350.00
01/30/2018	063242	SmartSign	440.00		851,163.66	1 INVOICE ORDER# MDS-210758 \$440.00 HANGING DOOR SIGNS
01/30/2018	063243	OSBORNE PROCESS SERVICE	564.62		850,599.04	8 INVOICES OBP-2018000062 \$169.41 OBP-2018000071 \$29.21 OBP-2018000063 \$226.00 OBP-2018000107 \$28.00 OBP-2018000067 \$28.00 OBP-2018000086 \$28.00 OBP-2018000068 \$28.00 OBP-2018000066 \$28.00 LEGAL EXPENSES - PH

From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/30/2018	063244	Postmaster	75.00		850,524.04	2 TENANT MAILBOX KEYS TENANT MAILBOX KEYS R. MCCABE C. OLIVER J. MOORE
01/30/2018	063245	PURCHASE POWER	295.18		850,228.86	ACCT# 8000-9000-0062-0084 ACCT# 8000-9000-0062-0884 \$295.18 ACCT NAME: JACKSON HOUSING POSTAGE REFILL
01/30/2018	063246	Rooney's Sewer Service	270.00		849,958.86	2 INVOICES # INV-5514 \$90.00 # INV-5192 \$180.00 MINOR PLUMBING SERVICES
01/30/2018	063247	SAFETY SYSTEMS INC	2,934.00		847,024.86	CUST# 00938 INV# 475534 \$438.00 INV# 475493 \$219.00 INV# 475409 \$643.00 INV# 474652 \$1014.00 INV# 474651 \$246.00 INV# 475784 \$230.00 INV# 475533 \$72.00 INV# 475492 \$72.00
01/30/2018	063248	TEACHOUT SECURITY SOLUTIONS,	3,212.16		843,812.70	CUST ID# JAXHC INV# 0011931919 \$1902.76 01/1/2018-01/17/2018 INV# 0011932096 \$1709.40 01/18/2018-01/24/2018
01/30/2018	063249	THE HELPING HAND HANDYMAN	2,450.00		841,362.70	3 INVOICES #1064 \$500.00 103 SHAHAN UNIT PAINTING #1065 \$500.00 106, 118, 103 SHAHAN UNIT PAINTING #1063 \$1450.00 118 SHAHAN UNIT PAINTING
01/30/2018	063250	THE HOME DEPOT SUPPLY	1,849.96		839,512.74	COMM ACCT# 6035322540175928 COMMERCIAL ACCOUNT # 6035 3225 4017 5928 \$1849.96 #8010383 \$93.44 #1970586 \$1622.40

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From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/30/2018	063251	The SBAM Plan	14,862.94		824,649.80	#9012712 \$134.12 CID# 281224 CID# 81224 SBAM ID# 92594 \$14862.94 02/01/2018-02/28/2018 EMPLOYEE INSURANCE
01/30/2018	063252	THE SHERWIN -WILLIAMS CO.	1,783.00		822,866.80	ACCT# 5291-3816-6 INV# 6212-2 \$725.00 INV# 8584-2 \$580.00 INV# 8532-1 \$145.00 INV# 5969-8 \$333.00
01/30/2018	063253	Trail Supply LLC	2,096.00		820,770.80	ACCT# 10014 INV# 39359 \$524.00 INV# 39286 \$1048.00 INV# 39370 \$524.00
01/30/2018	063254	WILMAR INDUSTRIES	1,857.11		818,913.69	ACCT# 70585 INV# 426509170 \$52.55 INV# 426031514 \$268.44 INV# 426509162 \$930.37 INV# 425429842 \$605.75
01/30/2018	063255	JACKSON YMCA	286.00		818,627.69	1 INVOICE JANUARY, FEB, MARCH 2019 YMCA MEMBERSHIPS \$286.00 PUBLIC HOUSING
01/30/2018	063256	CONSUMERS ENERGY	50,259.55		768,368.14	21 INVOICES 103028095380 \$26.06/ 100035146164 \$1906.83 100035145687 \$251.12/100000120905 \$4607.81 100000120798 \$5338.44/100000120855 \$1119.90 100035145554 \$3485.99/100000120954 \$2850.43 100000120764 \$10108.96/103028870311 \$108.96 100075349009 \$122.13/100071388183 \$133.93 100034187144 \$110.41/100000120988 \$2480.20 100000121028 \$5564.08/100000121093 \$1304.92 10000472256 \$2385.00/100000473114 \$2405.93 10000473429 \$4598.79/100035144961 \$1307.10 100035145133 \$42.56
01/30/2018	063257	CONSUMERS ENERGY	1,068.00		767,300.14	5 INVOICES 100035140910 \$226.39 100034278091 \$443.28 103023559042 \$168.58

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Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
						100075348829 \$181.13
						100071389322 \$48.62
01/30/2018	063258	INK CONTRACTING LLC	15,000.00		752,300.14	7 INVOICES
						#1220 \$1875.00 114 SHAHAN
						#1215 \$1875.00 303 MOORMAN
						#1214 \$1875.00 301 MOORMAN
						#1223 \$1875.00 336 MOORMAN
						#1221 \$1875.00 144 SHAHAN
						#1216 \$1875.00 305 MOORMAN
						#1217 \$1875.00 309 MOORMAN
						#1222 \$1875.00 334 MOORMAN
						TUB/SHOWER REPLACEMENT

**Total:** 432,949.26 342,449.67

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From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/02/2018	DEP			219,748.00	443,242.91	
01/02/2018	DEP			19,925.00	463,167.91	Admin Fee Received
01/02/2018	ADJUST		205,460.04		257,707.87	Admin Fee Received
01/02/2018	ADJUST					ACH
01/04/2018	ADJUST		3,363.30		254,344.57	ACH
01/04/2018	ADJUST					Paychex payroll 01.04.2018
01/04/2018	ADJUST		1,464.10		252,880.47	Paychex payroll 01.04.2018
01/04/2018	ADJUST					Paychex Payroll Taxex 01042018
01/04/2018	ADJUST	Jackson Housing Commission	3,000.00		249,880.47	Paychex Payroll Taxex 01042018
01/05/2018	DEP			180.11	250,060.58	S8 MANAGEMENT FEES SECTION 8 MANAGEMENT FEES- JAN 2018
01/08/2018	DEP			40.00	250,100.58	Fraud Deposit
01/08/2018	054707	Barry E. Gaudette, CPA,PC	2,100.00		248,000.58	Fraud Deposit
01/08/2018	054708	Blue Sea L.L.C.	18.00		248,000.58	1 INVOICE #1937 \$2100.00 AUDIT FEES FOR FY ENDING 3.31.2017
01/08/2018	054709	City Of Jackson - Finance Department	1,787.94		246,194.64	1 INVOICE #2812 \$18.00 WEB HOSTING FEE JAN, FEB, MARCH 2018
01/08/2018	054710	Community Action Agency	1,145.81		245,048.83	EE & ER CONTRIBUTIONS EE & ER CONTRIBUTIONS DEC-2017 SECTION 8 \$1787.94
01/08/2018	054711	DBI BUSINESS INTERIORS	139.99		244,908.84	1 INVOICE TENANT SUPPORT SERVICES - DEC. 2017 12/1/2017-12/31/2017
01/08/2018	054712	HOUSING DATA SYSTEMS, INC.	1,500.00		243,408.84	CUST# 224241 #03JR8376 \$139.99 OFFICE SUPPLIES
01/08/2018	054713	Jackson Housing Commission	531.29		242,877.55	CLIENT# 6183 #224528 \$1500.00 S8 WAITING LIST LOTTERY SELECTION
						INSPECTION FEES - S8 SECTION 8 INSPECTION FEES PERIOD 11/20/2017-12/01/2017



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From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/08/2018	054714	PC Solutions	158.79		242,718.76	CUST ID# JACKSON HOUSING CO M19629 \$158.79
01/08/2018	054715	PLIC - SBD Grand Island	19.44		242,699.32	ACCT# 1044559-10001 ACCT# 1044559-10001 \$19.44 PERIOD 01/01/2018-01/31/2018
01/08/2018	054716	PURCHASE POWER	106.10		242,593.22	ACCT# 8000-9000-0062-0884 ACCT# 8000-9000-0062-0884 \$106.10 ACCT NAME: JACKSON HOUSING
01/08/2018	054717	SPRINT	93.31		242,499.91	ACCT# 128763256 INV# 128763256-040 \$93.31 DEC. 2017 DEC. 2017 CELL PHONE SERVICE
01/08/2018	054718	TDS Metrocom	81.94		242,417.97	1 INVOICE 517-787-6326 \$81.94
01/08/2018	054719	City Of Jackson - Finance Department	72.22		242,345.75	1 INVOICE PLEASE SEE ATTACHMENTS
01/11/2018	DEP			1,904.00	244,249.75	SECTION 8 \$72.22 Fraud Deposit Fraud Deposit
01/16/2018	DEP			10.29	244,260.04	Interest Interest
01/16/2018	054720	Grand River Insurance Agency, LLC	261.34		243,998.70	ACCT# GRB 29414 ACCT# GRB 29414 \$261.34 INSURED NAME: JACKSON HOUSING COMMISSION WORKERS COMPENSATION
01/17/2018	DEP			346.00	244,344.70	Fraud Deposit Fraud Deposit
01/17/2018	ADJST		7,629.00		236,715.70	ACH ACH
01/18/2018	ADJST		3,421.88		233,293.82	Paychex Payroll 011818 Paychex Payroll 011818
01/18/2018	ADJST		1,935.07		231,358.75	Paychex Payroll Taxes 011818 Paychex Payroll Taxes 011818

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 Section 8 Housing Voucher Prog  
 From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/22/2018	054721	AccuShred, LLC	25.00		231,333.75	1 INVOICE INV# 42110 \$25.00 DOCUMENT DESTRUCTION
01/22/2018	054722	PITNEY BOWES GLOBAL	82.37		231,251.38	ACCT# 0010054937 ACCT# 0010054937 \$82.37 LEASE INVOICE# 3305096012
01/22/2018	054723	TALX THE WORK NUMBER	162.00		231,089.38	ACCT# 021078805983 INV# B1-894529 \$162.00 PRE TENANT SCREENING
01/23/2018	054724	PLIC - SBD Grand Island	19.44		231,069.94	ACCT# 1044559-10001 ACCT# 1044559-10001 \$19.44 BILLING PERIOD 02/01/2018-02/28/2018
01/26/2018	DEP			242.00	231,311.94	Fraud Deposit Fraud Deposit
01/26/2018	ADJUST		1,546.00		229,765.94	ACH ACH
01/30/2018	054725	AccuShred, LLC	25.00		229,740.94	1 INVOICE INV# 42521 \$25.00 JAN. 2018 DOCUMENT DESTRUCTION
01/30/2018	054726	AFLAC	250.44		229,490.50	ACCT# VX312 I NV# 885238 \$250.44 SUPPLEMENTAL INS. SECTION 8
01/30/2018	054727	DBI BUSINESS INTERIORS	144.13		229,346.37	CUST# 224241 INV# 03JS3734 \$124.91 INV# 03JS3734 \$159.21 (USING CREDIT) CM# 03JR9155 \$-139.99
01/30/2018	054728	J McEldowney Inc.	989.82		228,356.55	2 INVOICES INV# 86133 \$450.00 01/01/2018-06/30/2018 CONTRACT INV#86134 \$539.82 07/01/2017-12/31/2017 OVERAGE
01/30/2018	054729	KENNETH LIPPS	126.50		228,230.05	1 INVOICE INV# 001 \$126.50 1/9/2018 4.5 HRS @ \$23.00 1/1/2018 1 HR @ \$23.00
01/30/2018	054730	PURCHASE POWER	118.08		228,111.97	ACCT# 8000-9000-0062-0884 ACCT# 8000-9000-0062-0884 \$118.08

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Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/30/2018	054731	The SBAM Plan	2,666.55		225,445.42	ACCT NAME: JACKSON HOUSING SECTION 8 CID# 281224 CID# 281224 SBAM ID# 92594 \$2666.55 02/01/2018-02/28/2018

**Total:** 240,444.89 242,395.40

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General COCC Account  
From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/04/2018	DEP		1,879.95		108,057.80	Retiree Insurance Payments Retiree Insurance Payments
01/04/2018	ADJST		9,826.11		98,231.69	Paychex Payroll 01.04.2018 Paychex Payroll 01.04.2018
01/04/2018	ADJST		4,888.78		93,342.91	Paychex Payroll Taxes 01042018 Paychex Payroll Taxes 01042018
01/08/2018	DEP		219.09		93,562.00	Retiree Insurance Payment Retiree Insurance Payment
01/08/2018	003093	Barry E. Gaudette, CPA,PC	3,150.00		90,412.00	1 INVOICE #1937 \$3150.00 AUDIT FOR END OF FISCAL YEAR 03.31.2017
01/08/2018	003094	Blue Sea L.L.C.	18.00		90,394.00	1 INVOICE # 2812 \$18.00 WEB HOSTING FEE JAN, FEB, MARCH 2018
01/08/2018	003095	City Of Jackson - Finance Department	4,700.98		85,693.02	EE & ER CONTRIBUTIONS EE & ER CONTRIBUTIONS \$4700.98 DEC. 2017
01/08/2018	003096	DBI BUSINESS INTERIORS	58.68		85,634.34	CUST# 224241 #03JS2055 \$18.99 #03JS2076 \$13.89 #03JR8377 \$12.90 #03JR9107 \$12.90
01/08/2018	003097	HireRight, Inc.	150.21		85,484.13	CUST# 300245 #G234311 \$150.21 NEW HIRE SCREENING
01/08/2018	003098	JACKSON WATER COLLECTION	72.24		85,411.89	1 INVOICE PLEASE SEE ATTACHMENT COCC WATER/ SEWER
01/08/2018	003099	LIBRA INDUSTRIES, INC. OF MI	86.00		85,325.89	CUST# 37126 #45005800 \$43.00 #45005900 \$43.00 WORK CLOTHING FOR C. POOLE & T. JOHNSON
01/08/2018	003100	PC Solutions	307.69		85,018.20	CUST ID# JACKSON HOUSING CO M19534 \$49.50 M19629 \$238.20 M19553 \$19.99

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General COCC Account  
From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/08/2018	003101	SCOTT ACCOUNTING & COMPUTER	60.00		84,958.20	CUST# 11421 #133778 \$60.00 JAN. 2018 SACS SOFTWARE MAINTENANCE
01/08/2018	003102	SPRINT	247.15		84,711.05	ACCT# 128763256 INV# 128763256-040 \$247.15 CELL PHONE SERVICE DEC. 2017
01/08/2018	003103	TDS Metrocom	55.80		84,655.25	1 INVOICE 517-787-9241 \$55.80 JAN. 2017 PHONE SERVICE
01/08/2018	003104	THE WATER STORE INC	5.00		84,650.25	ACCT# 100371 INV# 004793 \$5.00 JANUARY 2018 INVOICE
01/11/2018	DEP		34,588.06		119,238.31	Management Rev, Bookkeeping Rev, Asset Mgmt Rev
01/16/2018	003105	Grand River Insurance Agency, LLC	392.01		118,846.30	ACCT# GRB 29414 ACCT# GRB 29414 \$392.01 INSURED NAME: JACKSONHOUSING COMMISSION WORKERS COMPENSATION
01/16/2018	003106	First National Bank Omaha	1,920.25		116,926.05	ACCT# 4988659183672469 ACCT# 4988659183672469 \$1920.25 PURCHASES \$1889.49 INTEREST \$30.76 CLOSING_DATE 12/19/2017
01/18/2018	ADJST		9,996.73		106,929.32	Paychex Payroll 01182018 Paychex Payroll 01182018
01/18/2018	ADJST		6,137.17		100,792.15	Paychex Payroll Taxes 011818 Paychex Payroll Taxes 011818
01/18/2018	003107	PLIC - SBD Grand Island	45.36		100,746.79	acct# 1044559-10001 ACCT# 1044559-10001 \$45.36 BILLING PERIOD 01/01/2018-01-31/2018
01/18/2018	003108	PURCHASE POWER	159.16		100,587.63	ACCT# 8000-9000-0062 ACCT# 8000-9000-0062-0884 \$159.16 ACCT NAME- JACKSON HOUSING
01/19/2018	DEP		695.97		101,283.60	Retiree Ins Pymt Retiree Ins Pymt Inspections Cost

Jackson Housing Commission  
**Check Register Summary Report**  
General COCC Account  
From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/22/2018	003109	AccuShred, LLC	25.00		101,258.60	1 INVOICE # 42110 \$25.00 DOCUMENT DESTRUCTION
01/22/2018	003110	PITNEY BOWES GLOBAL	123.55		101,135.05	ACCT# 0010054937 ACCT# 0010054937 LEASE INVOICE# 3305096012 \$123.55
01/23/2018	003111	PLIC - SBD Grand Island	45.36		101,089.69	ACCT# 1044559-10001 ACCT# 1044559-10001 \$45.36 BILLING PERIOD 02/01/2018-02/28/2018
01/30/2018	003112	AFLAC	133.64		100,956.05	ACCT# VX312 ACCT# VX312 INV# 885238 \$133.64 JANUARY 2018 BILLING PERIOD
01/30/2018	003113	AccuShred, LLC	25.00		100,931.05	1 INVOICE INV# 42521 \$25.00 JAN. 2018 DOCUMENT DESTRUCTION
01/30/2018	003114	COMCAST	175.85		100,755.20	1 INVOICE # 8529114280363940 \$175.85 301 STEWARD OFC-
01/30/2018	003115	DBI BUSINESS INTERIORS	151.14		100,604.06	CUST# 224241 INV# 03JS5023 \$151.14 OFFICE SUPPLIES
01/30/2018	003116	INK CONTRACTING LLC	275.00		100,329.06	1 INVOICE #1212 \$275.00 ROOF REPAIR IN C-BUILDING ADMIN OFFICE
01/30/2018	003117	J McEldowney Inc.	906.01		99,423.05	3 INVOICES INV# 86135 \$300.00 01/01/2018-06/30/2018 PERIOD INV#86136 \$146.01 07/01/2017-12/31/2017 OVERAGE PERIOD INV#86140 \$460.00 01/01/2018-12/31/2018 PERIOD
01/30/2018	003118	Jackson Transportation Authority	26.98		99,396.07	2 INVOICES INV# 0028307-IN \$1.21 INV# 0028292-IN \$25.77DEC. 2017 FUEL SERVICE
01/30/2018	003119	JACKSON YMCA	286.00		99,110.07	1 INVOICE JANUARY, FEB, MARCH 2018

Jackson Housing Commission  
**Check Register Summary Report**  
General COCC Account  
From: 01/01/2018 To: 01/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
01/30/2018	003120	MICHIGAN HR	50.00		99,060.07	MEMBERSHIP DUES- COCC ORDER# 719437250 DEB DAVIS TRAINING MICHIGAN HR DAY 4/12/2018 LANSING, MI
01/30/2018	003121	MICHIGAN WORKS! ASSOCIATION	158.00		98,902.07	1 INVOICE INV# 01500003-0003 \$158.00 HR TRAINING RISKS AND RESPONSIBILITIES LANSING, MI 1/18/2018
01/30/2018	003122	PC Solutions	415.23		98,486.84	CUST ID# JACKSON HOUSING CO #M19645 \$50.00 #M19661 \$365.23 COCC COMPUTER SUPPORT
01/30/2018	003123	Pentiuk, Couvreur & Kobijak, P.C	3,552.00		94,934.84	ACCT# 114310.001 INV# 34269 \$3552.00 DEC. 2017 LEGAL COSTS
01/30/2018	003124	PURCHASE POWER	177.11		94,757.73	ACCT# 8000-9000-0062-0884 ACCT# 8000-9000-0062-0884 \$177.11 ACCT NAME: JACKSON HOUSING POSTAGE REFILL
01/30/2018	003125	The SBAM Plan	8,688.56		86,069.17	CID# 281224 CID# 281224 SBAM ID# 92594 \$8688.56 EMPLOYEE INSURANCE 02/01/2018-02/28/2018
01/30/2018	003126	SOCIETY FOR HUMAN RESOURCE	209.00		85,860.17	ID# 01118187 ID# 01118187 \$209.00 MEMBERSHIP PERIOD 04/01/2018/03/31/2019
01/30/2018	003127	First National Bank Omaha	1,651.60		84,208.57	ACCT# 4988659183672469 ACCT# 4988659183672469 \$1651.60 DUE DATE 2/15/2018
01/30/2018	003128	AMAZON	858.47		83,350.10	acct# 6045787810569323 acct# 6045787810569323 \$858.47 due date 02/05/2018 misc. purchases
<b>Total:</b>			60,210.82		37,383.07	





**Jackson Housing Commission**  
Jackson, MI

The following Resolution was introduced by \_\_\_\_\_ and considered:

**RESOLUTION NO. 2018-04**

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	\$1,865.27
AMP 2: Reed Manor	-0-
AMP 3: Shahan-Blackstone Apts.	<u>\$ 348.47</u>
<b>Total</b>	<b>\$ 2,213.74</b>

The attached Collection Losses Report reflects the delinquent amount of **\$2,213.74** and is hereby approved for fiscal year 2017 write-off.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as read. Commissioner \_\_\_\_\_ **SECONDED** the motion and 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 February 21, 2018.

\_\_\_\_\_  
Michelle Woods  
Vice-President

# Jackson Housing Commission Collection Losses Report

Three Months or Greater  
February 2018

Property	Account	EOP	EOP	Amount
Chalet Terrace	P -001-1130-07	11/09/17	Abandoned	\$809.49
Chalet Terrace	P -001-1162-06	11/13/17	Notice Given	\$605.28
Chalet Terrace	P -001-1198-10	11/27/17	Abandoned	\$450.50
Shahan Blackstone North	P -003-6564-20	11/21/17	Evicted	\$348.47

Property	Total
Chalet Terrace	\$ 1,865.27
Reed Manor	-0-
Shahan Blackstone North	\$ 348.47
<b>Total Write Off</b>	<b>\$2,213.74</b>

# Leasing and HAP Utilization

CY2018

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	221,652	214,503	96.8%	462	464.29	97.3%	4745	404		7,149	80,911	
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
	\$221,652	\$214,503	96.8%	462	464.29	97.3%	4,745	404	\$	5	\$	7,149

**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 - January 2018  
 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: 01/31/2018

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 126      2. Total Charges: 26,462.35      3. Dwelling Rental: 24,848.09      4. Retroactive Rent: 0.00      5. Excess Utility: 188.75      6. Additional Charges: 1,425.51

**C. Receivables**

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	11	326.25	0.00	0.00	1,193.60	1,519.85
Over One Month Delinquent	58	10,720.43	0.00	210.10	17,771.61	28,702.14
<b>Total for TIP</b>	<b>69</b>					<b>30,221.99</b>
Vacated TAR	5					6,819.12
<b>Total</b>	<b>74</b>					<b>37,041.11</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	44	12,872.51
Under Formal Repayment Agreement with Payments Up-to-Date	44	12,872.51
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	25	17,349.48

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 01/31/2018	Fr or FY (one year to date) 01/31/2017	Previous FY (two years to date) 01/31/2016
1. Percent of Accounts Delinquent to No. of Tenants In Possession	55	46	58
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	66	36	62

**F. Collection Losses**

1. Amount Charged to Loss this Period	2,188.31
2. Amount Charged to Loss this Year to Date	13,904.86

# Report of Tenants Accounts Receivable (TARs)

Public Housing - January 2018

Project: 002 - Reed Manor

## A. Basic Identification Data

3. Total Units Available: 292

5. Fiscal Year Beginning: 04/01/2017

6. Report Period Ending Date: 01/31/2018

## B. Charges to Tenants

1. No. of Units Occupied by TIP on

the Last Day of this Reporting Period: 283

2. Total Charges: 59,674.24

3. Dwelling Rental: 58,080.24

4. Retroactive Rent: 84.00

5. Excess Utility: 24.00

6. Additional Charges: 1,486.00

## 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	11	419.00	0.00	0.00	252.00	671.00
Over One Month Delinquent	90	8,034.24	10.00	12.00	23,223.97	31,280.21
Total for TIP	101					31,951.21
Vacated TAR	2					1,334.50
<b>Total</b>	<b>103</b>					<b>33,285.71</b>

## D. TARs

Tenants Accounts Receivable

No. of Accounts

Balances

Under Formal Repayment Agreement

65

19,113.62

Under Formal Repayment Agreement with Payments Up-to-Date

65

19,113.62

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

36

12,837.59

## E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable

Current Reporting Period (end date)  
01/31/2018

Prior FY (one year to date)  
01/31/2017

Previous FY (two years to date)  
01/31/2016

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

36

31

33

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

22

12

26

## F. Collection Losses

1. Amount Charged to Loss this Period

8,137.43

2. Amount Charged to Loss this Year to Date

29,973.43

**Report of Tenants Accounts Receivable (TARs)**Public Housing - January 2018  
Project: 003 - Shahan-Blackstone**A. Basic Identification Data**3. Total Units Available: 1195. Fiscal Year Beginning: 04/01/20176. Report Period Ending Date: 01/31/2018**B. Charges to Tenants**

1. No. of Units Occupied by TIP on

the Last Day of this Reporting Period:

115

2. Total Charges:

15,179.49

3. Dwelling Rental:

14,896.55

4. Retroactive Rent:

-14.00

5. Excess Utility:

0.00

6. Additional Charges:

296.94**C. Receivables**

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	8	338.00	0.00	0.00	466.52	804.52
Over One Month Delinquent	38	2,692.00	0.00	0.00	16,139.08	18,831.08
Total for TIP	46					19,635.60
Vacated TAR	2					349.47
Total	48					19,985.07

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	29	14,678.46
Under Formal Repayment Agreement with Payments Up-to-Date	29	14,678.46
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	17	4,957.14

**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)
	01/31/2018	01/31/2017	01/31/2016
1. Percent of Accounts Delinquent to No. of Tenants In Possession	40	37	36
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	33	14	97

**F. Collection Losses**

1. Amount Charged to Loss this Period	1,723.85
2. Amount Charged to Loss this Year to Date	3,380.85

Jackson Housing Commission  
**Report of Tenants Accounts Receivable (TARs)**  
Public Housing - January 2018  
Project: ALL - Summary

**A. Basic Identification Data**

3. Total Units Available: 539                      5. Fiscal Year Beginning: 04/01/2017                      6. Report Period Ending Date: 01/31/2018

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 524      2. Total Charges: 101,316.08      3. Dwelling Rental: 97,824.88      4. Retroactive Rent: 70.00      5. Excess Utility: 212.75      6. Additional Charges: 3,208.45

**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	30	1,083.25	0.00	0.00	1,912.12	2,995.37
Over One Month Delinquent	186	21,446.67	10.00	222.10	57,134.66	78,813.43
<b>Total for TIP</b>	<b>216</b>					<b>81,808.80</b>
Vacated TAR	9					8,503.09
<b>Total</b>	<b>225</b>					<b>90,311.89</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	138	46,664.59
Under Formal Repayment Agreement with Payments Up-to-Date	138	46,664.59
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	78	35,144.21

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 01/31/2018	Prior FY (one year to date) 01/31/2017	Previous FY (two years to date) 01/31/2016
1. Percent of Accounts Delinquent to No. of Tenants In Possession	41	36	39
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	35	18	44

**F. Collection Losses**

1. Amount Charged to Loss this Period	12,049.59
2. Amount Charged to Loss this Year to Date	47,259.14



# Jackson Housing Commission

## Move Outs

January 2018

AMP	Account	EOP	Reason
Reed Manor	P -002-3364-02	1/01/2018	Deceased
Reed Manor	P -002-3298-12	1/04/2018	Notice Given
Chalet Terrace	P -001-1169-12	1/17/2018	Eviction
Shahan Blackstone North	P -003-5529-10	1/29/2018	Deceased



Jackson Housing Commission  
**PHAS - Vacant Unit Turnaround Time**  
Public Housing  
for Units Re-Occupied between: 01/01/2018 and 01/31/2018

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
001-1137	1203 Merriman		08/21/2017	08/21/2017	0	12/04/2017	105	01/16/2018	42	147	0	0	0	
002-3267	301 Steward Ave	D-20	09/21/2017	11/27/2017	66	11/27/2017	1	01/26/2018	59	126	0	0	0	
002-3311	301 Steward Ave	F-12	09/25/2017	11/16/2017	51	11/16/2017	1	01/30/2018	74	126	0	0	0	
002-4386	207 Steward Avenue	H-17	10/13/2017	12/06/2017	53	12/27/2017	22	01/03/2018	6	81	0	0	0	
002-4481	315 Steward Avenue	I-68	10/31/2017	12/20/2017	49	01/16/2018	28	01/29/2018	12	89	0	0	0	
002-3225	301 Steward Ave	B-2	11/04/2017	12/02/2017	27	01/10/2018	40	01/16/2018	5	72	0	0	0	
001-1114	1225 Laurel Lane		11/13/2017	11/14/2017	0	12/12/2017	29	01/22/2018	40	69	0	0	0	
001-1146	1212 Heather Lane		11/14/2017	11/15/2017	0	12/28/2017	44	01/09/2018	11	55	0	0	0	
001-1198	1260 Laurel Lane		11/27/2017	11/27/2017	0	01/24/2018	49	01/16/2018	0	49	0	0	0	
002-4461	315 Steward Avenue	I-48	11/30/2017	12/20/2017	19	01/10/2018	22	01/31/2018	20	61	0	0	0	
003-5519	108 Shahan Drive		12/01/2017	12/05/2017	3	12/19/2017	15	01/19/2018	30	48	0	0	0	
003-6581	338 Moorman Drive		12/03/2017	12/06/2017	2	12/07/2017	2	01/05/2018	28	32	0	0	0	
001-1188	106 Laurel Court		12/11/2017	12/12/2017	0	01/25/2018	45	01/29/2018	3	48	0	0	0	
003-6585	342 Moorman Drive		12/17/2017	12/18/2017	0	01/02/2018	16	01/04/2018	1	17	0	0	0	
<b>Total Units:</b>					270		419		331	1020	0	0	0	

**Total Units: 14**

### PHAS - Vacant Unit Turnaround Time

#### Public Housing

for Units Re-Occupied between: 01/01/2018 and 01/31/2018

**Element # - Description**

V12400 - Total number of turnaround days:	1020
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:	19.29
V12900 - Average number of days units were in make-ready:	29.93
V13000 - Average number of days units were in lease-up:	23.64
V13100 - Average unit turnaround days:	72.86

Balance Sheet

January, 2018

Balance

**Assets**

**Current Assets**

1	General Fund Cash	110,054.14
5	Cash in Bank	(2,253,507.59)
11	Allowance for Doubtful Accounts	(4,798.45)
12	Tenants Accounts Receivable	46,874.62
17	A/R from Amp 2	877,032.17
20	Accounts Receivable AMP 1	860,238.57
21	Prepaid Insurance	22,860.94
50	Deferred Compensation	4,411.12
169	CFP HUD Rec/Deferred Revenue	72,798.96

**Total Current Assets** (264,035.52)

**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** 1,255,938.27

**Total Assets** 991,902.75

**Liabilities**

**Current Liabilities**

301	Tenants Security Deposit	19,740.38
304	Supplemental Insurance W/H - Aflac	63,890.78
305	Accounts Payable Other	(941,442.46)
310	Accrued Comp Absences	27,301.40
330	Pilot - Accrued	10,210.71

**Total Current Liabilities** (820,299.19)

**Non-Current Liabilities**

470	Comp Absences - NonCurrent	6,794.20
-----	----------------------------	----------

**Total Non-Current Liabilities** 6,794.20

**Total Liabilities** (813,504.99)

**Net Assets**

600	Capitalized Assets	1,255,938.27
601	Unrestricted Assets	411,965.86
700	Current Year Net Income (Loss)	137,503.61

**Total Net Assets** 1,805,407.74

**Total Liabilities and Net Assets** 991,902.75

# Jackson Housing PH AMP 1

## Board Operating Statement / Budget

January, 2018

	<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>
<b>Income</b>								
Dwelling Rent	25,180.00	195.19	26,827.83	207.97	262,937.93	203.83	268,278.33	207.97
Interest Earned	0.00	0.00	0.00	0.00	138.34	0.11	0.00	0.00
Other Income	3,136.91	24.32	2,701.42	20.94	37,933.63	29.41	27,014.17	20.94
Subsidy Earned	31,343.33	242.97	40,246.25	311.99	522,923.83	405.37	402,462.50	311.99
<b>Operating Income</b>	<b>59,660.24</b>	<b>462.48</b>	<b>69,775.50</b>	<b>540.90</b>	<b>823,933.73</b>	<b>638.71</b>	<b>697,755.00</b>	<b>540.90</b>
<b>Expenses</b>								
Administrative Salaries	6,358.92	49.29	6,954.58	53.91	61,790.66	47.90	69,545.83	53.91
Legal Expense	226.50	1.76	519.83	4.03	2,195.09	1.70	5,198.33	4.03
Staff Training	0.00	0.00	833.33	6.46	1,195.50	0.93	8,333.33	6.46
Travel	87.32	0.68	0.00	0.00	758.61	0.59	0.00	0.00
Audit Fee Exp	1,155.00	8.95	166.67	1.29	1,320.00	1.02	1,666.67	1.29
Sundry - Administrative	2,309.09	17.90	481.08	3.73	18,672.38	14.47	4,810.83	3.73
Management Fee Expense	7,885.91	61.13	9,025.25	69.96	85,292.73	66.12	90,252.50	69.96
Tenant Services - Salaries	0.00	0.00	256.25	1.99	0.00	0.00	2,562.50	1.99
Tenant Services - Materials	0.00	0.00	0.00	0.00	596.91	0.46	0.00	0.00
Tenant Services - Contract	1,145.84	8.88	208.33	1.61	9,584.36	7.43	2,083.33	1.61
Water	1,368.31	10.61	5,375.75	41.67	54,307.81	42.10	53,757.50	41.67
Electricity	4,996.46	38.73	6,053.50	46.93	68,299.49	52.95	60,535.00	46.93
Gas	14,669.96	113.72	4,176.42	32.38	35,398.95	27.44	41,764.17	32.38
Other Utilities Expense	313.05	2.43	201.42	1.56	2,195.11	1.70	2,014.17	1.56
Labor	11,666.96	90.44	12,360.83	95.82	124,433.03	96.46	123,608.33	95.82
Materials	5,099.83	39.53	5,303.08	41.11	40,465.09	31.37	53,030.83	41.11
Contract Cost	7,166.98	55.56	1,748.03	13.55	49,875.55	38.66	17,480.33	13.55
Garbage	11,152.16	86.45	2,135.80	16.56	24,811.27	19.23	21,358.00	16.56
Insurance-Comp Liability	0.00	0.00	2,789.00	21.62	14,606.56	11.32	27,890.00	21.62
Payments in Lieu of Taxes	0.00	0.00	221.58	1.72	13,436.47	10.42	2,215.83	1.72
Employee Benefits - Maint	8,113.52	62.90	10,402.84	80.64	77,194.55	59.84	104,028.34	80.64
<b>Operating Expenses</b>	<b>83,715.81</b>	<b>648.96</b>	<b>69,213.57</b>	<b>536.54</b>	<b>686,430.12</b>	<b>532.12</b>	<b>692,135.82</b>	<b>536.54</b>
<b>Operating Profit / (Loss)</b>	<b>(24,055.57)</b>	<b>(186.48)</b>	<b>561.93</b>	<b>4.36</b>	<b>137,503.61</b>	<b>106.59</b>	<b>5,619.18</b>	<b>4.36</b>
<b>Non-Operating Expenses</b>								
<b>Total Operating Funds Available</b>	<b>(24,055.57)</b>	<b>(186.48)</b>	<b>561.93</b>	<b>4.36</b>	<b>137,503.61</b>	<b>106.59</b>	<b>5,619.18</b>	<b>4.36</b>
<b>Retained Earnings</b>					<b>137,503.61</b>	<b>106.59</b>	<b>5,619.18</b>	<b>4.36</b>

Balance Sheet

January, 2018

Balance

**Assets**

**Current Assets**

5	Cash in Bank	2,107,725.68
11	Allowance for Doubtful Accounts	82,268.59
17	CFP Receivable	3,402.23
21	General Investments	413,622.90
29	Prepaid Insurance	16,736.15
169	CFP HUD Rec/Deferred Revenue	264,511.67

Total Current Assets 2,888,267.22

**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 4,341,425.85

**Total Assets** **7,229,693.07**

**Liabilities**

**Current Liabilities**

300	Tenants Security Deposit	39,567.20
302	CFP Deferred Rev	29,517.78
303	Accounts Payable Other	12,623.18
305	Supplemental Insurance W/H	1,406,514.23
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 2,137,944.77

**Non-Current Liabilities**

470	Comp Absences - NonCurrent	5,375.20
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Total Non-Current Liabilities 5,375.20

**Total Liabilities** **2,143,319.97**

**Net Assets**

600	Capitalized Assets	4,341,425.85
601	Unrestricted Assets	334,409.06
700	Current Year Net Income (Loss)	410,538.19

Total Net Assets 5,086,373.10

**Total Liabilities and Net Assets** **7,229,693.07**

# Jackson Housing PH AMP 2

## Board Operating Statement / Budget

January, 2018

	<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>
<b>Income</b>								
Dwelling Rent	57,434.00	195.35	58,096.83	197.61	581,585.98	197.82	580,968.33	197.61
Interest Earned	70.36	0.24	0.00	0.00	140.70	0.05	0.00	0.00
Other Income	3,421.68	11.64	5,293.58	18.01	33,563.89	11.42	52,935.83	18.01
Subsidy Earned	167,344.00	569.20	152,787.50	519.69	1,119,359.56	380.73	1,527,875.00	519.69
<b>Operating Income</b>	<b>228,270.04</b>	<b>776.43</b>	<b>216,177.91</b>	<b>735.30</b>	<b>1,734,650.13</b>	<b>590.02</b>	<b>2,161,779.16</b>	<b>735.30</b>
<b>Expenses</b>								
Administrative Salaries	6,752.01	22.97	17,792.75	60.52	98,528.40	33.51	177,927.50	60.52
Legal Expense	342.49	1.16	2,083.33	7.09	5,519.93	1.88	20,833.33	7.09
Staff Training	0.00	0.00	1,666.67	5.67	0.00	0.00	16,666.67	5.67
Travel	116.75	0.40	0.00	0.00	396.25	0.13	0.00	0.00
Audit Fee	2,835.00	9.64	0.00	0.00	3,240.00	1.10	0.00	0.00
Sundry-Administrative	3,203.12	10.89	3,698.84	12.58	30,759.93	10.46	36,988.34	12.58
Management Fee Expense	17,763.68	60.42	18,847.17	64.11	206,844.46	70.36	188,471.67	64.11
Tenant Services - Salaries	0.00	0.00	597.92	2.03	1,510.00	0.51	5,979.17	2.03
Tenant Services - Materials	11.66	0.04	0.00	0.00	2,158.08	0.73	0.00	0.00
Tenant Services - Contract	1,145.84	3.90	1,666.67	5.67	10,772.14	3.66	16,666.67	5.67
Water	7,681.56	26.13	5,363.00	18.24	61,159.10	20.80	53,630.00	18.24
Electricity	20,046.02	68.18	14,652.33	49.84	68,058.61	57.16	146,523.33	49.84
Gas	10,151.46	34.53	4,109.92	13.98	31,861.08	10.84	41,099.17	13.98
Other Utilities Expense	0.00	0.00	416.67	1.42	2,916.93	0.99	4,166.67	1.42
Labor	19,529.56	66.43	18,609.58	63.30	178,875.87	60.84	186,095.83	63.30
Materials	15,292.24	52.01	9,413.75	32.02	58,564.75	19.92	94,137.50	32.02
Contract Cost	113,746.16	386.89	36,761.89	125.04	245,250.25	83.42	367,618.93	125.04
Garbage	19,663.45	66.88	1,669.44	5.68	35,403.80	12.04	16,694.40	5.68
Insurance-Comp Liability	0.00	0.00	4,178.92	14.21	28,360.16	9.65	41,789.17	14.21
Payments in Lieu of Taxes	0.00	0.00	2,482.08	8.44	31,465.65	10.70	24,820.83	8.44
Employee Benefits - Maint	14,369.68	48.88	18,164.50	61.78	122,466.55	41.66	181,645.00	61.78
<b>Operating Expenses</b>	<b>252,650.68</b>	<b>859.36</b>	<b>162,175.43</b>	<b>551.62</b>	<b>1,324,111.94</b>	<b>450.38</b>	<b>1,621,754.18</b>	<b>551.62</b>
<b>Operating Profit / (Loss)</b>	<b>(24,380.64)</b>	<b>(82.93)</b>	<b>54,002.48</b>	<b>183.68</b>	<b>410,538.19</b>	<b>139.64</b>	<b>540,024.98</b>	<b>183.68</b>
<b>Non-Operating Expenses</b>								
<b>Total Operating Funds Available</b>	<b>(24,380.64)</b>	<b>(82.93)</b>	<b>54,002.48</b>	<b>183.68</b>	<b>410,538.19</b>	<b>139.64</b>	<b>540,024.98</b>	<b>183.68</b>
<b>Retained Earnings</b>					<b>410,538.19</b>	<b>139.64</b>	<b>540,024.98</b>	<b>183.68</b>



## Balance Sheet

January, 2018

Balance**Assets**

## Current Assets

5	Cash in Bank	870,408.10
11	Allowance for Doubtful Accounts	(6,497.30)
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	7,783.39

Total Current Assets 903,536.50

## 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 1,329,830.89

**Total Assets****2,233,367.39****Liabilities**

## Current Liabilities

300	Tenants Security Deposit	10,277.66
305	Supplemental Insurance W/H	731,018.31
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 740,601.36

## Non-Current Liabilities

470	Comp Absences - NonCurrent	1,870.40
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Total Non-Current Liabilities 1,870.40

**Total Liabilities****742,471.76****Net Assets**

600	Capitalized Assets	1,329,830.75
601	Unrestricted Assets	34,745.12
700	Current Year Net Income (Loss)	126,319.76

Total Net Assets 1,490,895.63

**Total Liabilities and Net Assets****2,233,367.39**

# Jackson Housing PH AMP 3

## Board Operating Statement / Budget

January, 2018

	<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>
<b>Income</b>								
Dwelling Rent	13,925.00	116.04	9,802.58	81.69	145,179.00	120.98	98,025.83	81.69
Other Income	2,034.33	16.95	1,162.33	9.69	15,269.65	12.72	11,623.33	9.69
Subsidy Earned	42,015.00	350.13	38,360.08	319.67	467,835.40	389.86	383,600.83	319.67
<b>Operating Income</b>	<b>57,974.33</b>	<b>483.12</b>	<b>49,324.99</b>	<b>411.04</b>	<b>628,284.05</b>	<b>523.57</b>	<b>493,249.99</b>	<b>411.04</b>
<b>Expenses</b>								
Administrative Salaries	2,801.60	23.35	4,325.17	36.04	28,246.70	23.54	43,251.67	36.04
Legal Expense	320.82	2.67	833.33	6.94	1,674.56	1.40	8,333.33	6.94
Staff Training	0.00	0.00	333.33	2.78	0.00	0.00	3,333.33	2.78
Travel	36.38	0.30	0.00	0.00	317.85	0.26	0.00	0.00
Audit Fee	1,260.00	10.50	166.67	1.39	1,440.00	1.20	1,666.67	1.39
Sundry	2,153.30	17.94	351.16	2.93	15,292.79	12.74	3,511.66	2.93
Management Fee Expense	7,140.72	59.51	7,130.42	59.42	76,149.66	63.46	71,304.17	59.42
Tenant Services - Materials	0.00	0.00	243.75	2.03	404.16	0.34	2,437.50	2.03
Tenant Services - Contract	1,145.84	9.55	208.33	1.74	9,584.36	7.99	2,083.33	1.74
Water	0.00	0.00	4,135.17	34.46	38,854.91	32.38	41,351.67	34.46
Electricity	962.26	8.02	393.00	3.28	4,121.36	3.43	3,930.00	3.28
Gas	1,437.07	11.98	271.67	2.26	2,989.25	2.49	2,716.67	2.26
Other Utilities Expense	1,052.64	8.77	159.42	1.33	14,058.96	11.72	1,594.17	1.33
Labor	6,612.26	55.10	5,876.92	48.97	55,221.88	54.35	58,769.17	48.97
Materials	12,786.95	106.56	6,286.42	52.39	42,501.06	35.42	62,864.17	52.39
Contract Cost	33,362.47	278.02	5,342.01	44.52	96,343.55	80.29	53,420.13	44.52
Garbage	13,828.21	115.24	2,071.32	17.26	28,376.07	23.65	20,713.20	17.26
Insurance Comprehensive Liability	0.00	0.00	2,010.84	16.76	14,413.31	12.01	20,108.34	16.76
Payments in Lieu of Taxes	0.00	0.00	543.50	4.53	13,013.68	10.84	5,435.00	4.53
Employee Benefit Cont.	7,242.24	60.35	7,407.25	61.73	48,960.18	40.80	74,072.50	61.73
<b>Operating Expenses</b>	<b>92,142.76</b>	<b>767.86</b>	<b>48,089.68</b>	<b>400.75</b>	<b>501,964.29</b>	<b>418.30</b>	<b>480,896.68</b>	<b>400.75</b>
<b>Operating Profit / (Loss)</b>	<b>(34,168.43)</b>	<b>(284.74)</b>	<b>1,235.31</b>	<b>10.29</b>	<b>126,319.76</b>	<b>105.27</b>	<b>12,353.31</b>	<b>10.29</b>
<b>Non-Operating Expenses</b>								
<b>Total Operating Funds Available</b>	<b>(34,168.43)</b>	<b>(284.74)</b>	<b>1,235.31</b>	<b>10.29</b>	<b>126,319.76</b>	<b>105.27</b>	<b>12,353.31</b>	<b>10.29</b>
<b>Retained Earnings</b>					<b>126,319.76</b>	<b>105.27</b>	<b>12,353.31</b>	<b>10.29</b>

Balance Sheet

January, 2018

Balance

**Assets**

**Current Assets**

5	Cash in Bank	107,327.84
9	Petty Cash	1,099.17
15	Accounts Receivable Other	57,128.09
20	Accounts Receivable AMP 1	10,527.92
21	General Investments	25,124.17
29	Prepaid Insurance	2,119.95
169	CFP HUD Rec/Deferred Revenue	92,394.52

**Total Current Assets** 295,721.66

**Non-Current Assets**

171	Accumulated Depreciation	(610,737.06)
174	Buildings	583,527.00
175	Equipment - Admin	49,377.50

**Total Fixed Assets** 22,167.44

**Total Assets** 317,889.10

**Liabilities**

**Current Liabilities**

303	Accounts Payable Other	12,046.72
305	Supplemental Insurance W/H Aflac	68,790.08
315	Accrued Wages - Payroll	11,989.61
325	Accrued Comp Absences	7,707.18

**Total Current Liabilities** 100,533.59

**Non-Current Liabilities**

470	Comp Absences - NonCurrent	4,243.00
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**Total Non-Current Liabilities** 4,243.00

**Total Liabilities** 104,776.59

**Net Assets**

600	Capitalized Assets	22,167.44
601	Unrestricted Assets	125,072.73
700	Current Year Net Income (Loss)	65,872.34

**Total Net Assets** 213,112.51

**Total Liabilities and Net Assets** 317,889.10

# Jackson Housing Commission - COCC

## Board Operating Statement / Budget

January, 2018

	<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>
<b>Income</b>								
Management Fee Income	37,383.07	0.00	42,554.33	0.00	627,942.74	0.00	425,543.33	0.00
<b>Operating Income</b>	<b>37,383.07</b>	<b>0.00</b>	<b>42,554.33</b>	<b>0.00</b>	<b>627,942.74</b>	<b>0.00</b>	<b>425,543.33</b>	<b>0.00</b>
<b>Expenses</b>								
Administrative Salaries	29,176.88	0.00	20,999.50	0.00	314,261.68	0.00	209,995.00	0.00
Legal Expense	3,552.00	0.00	2,083.33	0.00	20,517.42	0.00	20,833.33	0.00
Staff Travel	67.52	0.00	833.33	0.00	677.62	0.00	8,333.33	0.00
Accounting Fees	0.00	0.00	0.00	0.00	715.00	0.00	0.00	0.00
Audit Fee	3,150.00	0.00	166.67	0.00	3,600.00	0.00	1,666.67	0.00
Computer Support	4,720.14	0.00	3,483.58	0.00	43,139.78	0.00	34,835.83	0.00
Tenant Services - Materials	0.00	0.00	0.00	0.00	539.75	0.00	0.00	0.00
Water	72.24	0.00	0.00	0.00	848.11	0.00	0.00	0.00
Labor	0.00	0.00	0.00	0.00	(3,088.70)	0.00	0.00	0.00
Materials	112.98	0.00	0.00	0.00	428.05	0.00	0.00	0.00
Vehicle Maintenance	1,304.56	0.00	416.67	0.00	7,543.71	0.00	4,166.67	0.00
Insurance	0.00	0.00	1,067.42	0.00	25,104.20	0.00	10,674.17	0.00
Employee Benefit Cont.	15,994.51	0.00	8,306.83	0.00	147,783.78	0.00	83,068.33	0.00
<b>Operating Expenses</b>	<b>58,150.83</b>	<b>0.00</b>	<b>37,357.33</b>	<b>0.00</b>	<b>562,070.40</b>	<b>0.00</b>	<b>373,573.33</b>	<b>0.00</b>
<b>Operating Profit / (Loss)</b>	<b>(20,767.76)</b>	<b>0.00</b>	<b>5,197.00</b>	<b>0.00</b>	<b>65,872.34</b>	<b>0.00</b>	<b>51,970.00</b>	<b>0.00</b>
<b>Non-Operating Expenses</b>								
<b>Total Operating Funds Available</b>	<b>(20,767.76)</b>	<b>0.00</b>	<b>5,197.00</b>	<b>0.00</b>	<b>65,872.34</b>	<b>0.00</b>	<b>51,970.00</b>	<b>0.00</b>
<b>Retained Earnings</b>					<b>65,872.34</b>	<b>0.00</b>	<b>51,970.00</b>	<b>0.00</b>

Balance Sheet

January, 2018

Balance

**Assets**

Current Assets

5	Cash in Bank	225,645.17
21	General Investments	3,645.02
29	Prepaid Insurance	1,775.46
50	Deferred Compensation	(5,258.63)

Total Current Assets 225,807.02

Non-Current Assets

173	Accumulated Depreciation	(33,341.00)
174	Furniture, Equipment - Admin	33,341.00

Total Fixed Assets 0.00

**Total Assets 225,807.02**

**Liabilities**

Current Liabilities

304	Retirement W/H	9,742.51
305	Accounts Payable Other	44,238.15
306	Accrued Compensated Absences	6,280.25
311	A/P to Amp 1	5,761.34
315	Other Current Liabilities	6,474.12

Total Current Liabilities 72,496.37

Non-Current Liabilities

Total Non-Current Liabilities 0.00

**Total Liabilities 72,496.37**

**Net Assets**

602	Invested in Capital Assets	183,551.00
604	Unrestricted Assets	68.93
669	Prepaid Annual Contribution	2,215,186.00
699	Net HAP	206,080.56
700	Current Year Net Income (Loss)	(2,451,575.84)

Total Net Assets 153,310.65

**Total Liabilities and Net Assets 225,807.02**

# Jackson Housing Commission - Section 8

## Board Operating Statement / Budget

January, 2018

	<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>
<b>Income</b>								
Interest Earned on GF	10.75	0.00	0.00	0.00	100.71	0.00	0.00	0.00
Other Income	404.06	0.00	3,611.67	0.00	8,046.03	0.00	36,116.67	0.00
Admin Fee Received	19,925.00	0.00	19,394.00	0.00	206,080.56	0.00	193,940.00	0.00
Annual Contributions Earned Units Rented 0								
<b>Operating Income</b>	<b>20,339.81</b>	<b>0.00</b>	<b>23,005.67</b>	<b>0.00</b>	<b>214,227.30</b>	<b>0.00</b>	<b>230,056.67</b>	<b>0.00</b>
<b>Expenses</b>								
Administrative Salaries	10,020.06	0.00	12,244.08	0.00	104,823.80	0.00	122,440.83	0.00
Staff Training	0.00	0.00	833.33	0.00	3,722.31	0.00	8,333.33	0.00
Travel	0.00	0.00	0.00	0.00	90.19	0.00	0.00	0.00
Audit Costs	2,100.00	0.00	166.67	0.00	2,400.00	0.00	1,666.67	0.00
Sundry	6,539.44	0.00	7,580.00	0.00	98,448.47	0.00	75,800.00	0.00
Port Out Admin Fees Pd	132.04	0.00	0.00	0.00	1,563.52	0.00	0.00	0.00
Other General Expense	2,376.79	0.00	0.00	0.00	7,088.87	0.00	0.00	0.00
Insurance	0.00	0.00	924.50	0.00	13,042.86	0.00	9,245.00	0.00
Employee Benefit Cont.	5,450.64	0.00	5,576.33	0.00	40,910.38	0.00	55,763.33	0.00
<b>Operating Expenses</b>	<b>26,618.97</b>	<b>0.00</b>	<b>27,324.91</b>	<b>0.00</b>	<b>272,090.40</b>	<b>0.00</b>	<b>273,249.16</b>	<b>0.00</b>
<b>Operating Profit / (Loss)</b>	<b>(6,279.16)</b>	<b>0.00</b>	<b>(4,319.24)</b>	<b>0.00</b>	<b>(57,863.10)</b>	<b>0.00</b>	<b>(43,192.49)</b>	<b>0.00</b>
<b>Non-Operating Expenses</b>								
<b>Total Operating Funds Available</b>	<b>(6,279.16)</b>	<b>0.00</b>	<b>(4,319.24)</b>	<b>0.00</b>	<b>(57,863.10)</b>	<b>0.00</b>	<b>(43,192.49)</b>	<b>0.00</b>
<b>Retained Earnings</b>					<b>(57,863.10)</b>	<b>0.00</b>	<b>(43,192.49)</b>	<b>0.00</b>
<b>HAP Activity</b>								
Prepaid Annual Contribution	221,652.00	0.00	212,241.00	0.00	2,215,186.00	0.00	2,122,410.00	0.00
Net	221,652.00	0.00	0.00	0.00	2,215,186.00	0.00	212,241.00	0.00
HAP Payments	214,098.95	0.00	0.00	0.00	2,187,632.18	0.00	0.00	0.00
<b>Net HAP</b>	<b>7,553.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27,553.82</b>	<b>0.00</b>	<b>212,241.00</b>	<b>0.00</b>

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

**Jan-18**

AMP#	DATE	TRANS#	DESCRIPTION	AMP#	AMOUNT	ADJUSTMENT	REMAINING
				91700.1	\$30.00		
01.05.2018	01.05.2018	747	Tammy Lovely Court filing	91700.2	\$290.00		
01.05.2018	01.05.2018	748	Replenish Petty Cash CHK# 63170	91700.3	\$55.00		
01.05.2018	01.11.2018	749	Vicki Quinn bed bug prep for B-2		375.00		\$ 187.34
01.18.2018	01.16.2018	750	Denny Parks mileage reimbursement 12.22.2017-12.29.2017		(1,812.66)		\$ 2,000.00
01.19.2018	01.19.2018	751	Mark Oakley mileage reimbursement 12.29.2017-01.04.2018		20.00		\$ 1,980.00
01.19.2018	01.19.2018	752	Lorenzo Neal mileage reimbursement 01.05.2018-1.11.2018		34.24		\$ 1,945.76
01.19.2018	01.19.2018	753	Roy Nehtercott mileage reimbursement 12.15.2017-12.19.2017		69.98		\$ 1,875.78
				91800.1	\$ 45.05		\$ 1,830.73
				91700.1	\$220.00		\$ 1,789.64
				91700.2	\$220.00		
01.19.2018		754	Tammy Lovely Court filing	91700.3	\$110.00		\$ 1,239.64
01.22.2018	01.22.2018	755	Jannaa Pool totes for tenant unit clean up	92400.1	\$ 25.44		\$ 1,214.20
01.22.2018	01.22.2018	756	Hakim Crampton bed bug prep B-13	92400.2	\$ 10.00		\$ 1,204.20

**USED:**

**BALANCE**





Jackson Housing Commission  
Emergency Response Report  
January 2018

WO#	Date On	Time On	Date Off	Time Off	Problem Memo	Unit Description	Elsprd. Hrs.
92001	12/21/2017	10:13 AM	1/3/2018	01:30 PM	Batteries for smoke alarm	428 Wildwood Ave #A-19, Jackson	315.28
92046	12/28/2017	10:31 AM	1/2/2018	02:30 PM	Oven not working. Tub is clogged	1232 Heather Lane, Jackson	123.98
92067	1/2/2018	09:46 AM	1/2/2018	02:30 PM	Clogged toilet	1203 Heather Lane, Jackson	4.73
92089	1/3/2018	11:30 AM	1/3/2018	02:00 PM	No heat	320 Moorman Drive, Jackson	2.5
92110	1/4/2018	08:11 AM	1/9/2018	01:00 PM	Needs smoke detector	315 Steward Avenue #1-61, Jackson	124.82
92113	1/4/2018	08:59 AM	1/4/2018	09:30 AM	No heat	108 Laurel Court, Jackson	0.52
92117	1/4/2018	11:26 AM	1/4/2018	01:30 PM	Oven not working	129 Ridgeway, Jackson	2.07
92119	1/4/2018	11:28 AM	1/4/2018	02:00 PM	Both toilets are clogged	929 Maple, Jackson	2.53
92122	1/4/2018	12:41 AM	1/4/2018	02:00 PM	Check thermostat heat not staying on	421 Madison, Jackson	1.32
92156	1/5/2018	07:30 AM	1/5/2018	08:30 AM	No heat	914 N Blackstone, Jackson	1
92190	1/5/2018	12:36 PM	1/5/2018	02:30 PM	No heat	335 Moorman Drive, Jackson	1.9
92196	1/5/2018	03:13 PM	1/5/2018	03:55 PM	Downstairs toilet is overflowing	304 Barbary Drive, Jackson	0.7
92200	1/8/2018	07:30 AM	1/9/2018	09:30 AM	No hot water	341 W. Monroe, Jackson	26
92204	1/8/2018	08:01 AM	1/8/2018	10:45 AM	Tub leaking through ceiling	336 Moorman Drive, Jackson	2.73
92206	1/8/2018	08:03 AM	1/8/2018	09:45 AM	Check furnace	350 Moorman Drive, Jackson	1.7
92209	1/8/2018	08:13 AM	1/8/2018	09:00 AM	No heat	1220 Laurel Lane, Jackson	0.78
92246	1/9/2018	10:47 AM	1/9/2018	12:30 PM	Water heater is possibly leaking	315 Barbary Drive, Jackson	1.72
92261	1/10/2018	09:45 AM	1/10/2018	10:45 AM	Toilet won't flush	329 Barbary Drive, Jackson	1
92308	1/16/2018	09:38 AM	1/17/2018	12:45 PM	No hot water & leaking toilet	338 Moorman Drive, Jackson	27.12
92309	1/15/2018	10:25 AM	1/15/2018	11:26 AM	Leaking toilet	1265 Laurel Lane, JACKSON	1.02
92317	1/16/2018	02:02 PM	1/17/2018	01:30 PM	No heat & sink clogged	124 Shahan Drive, Jackson	23.47
92326	1/17/2018	10:31 AM	1/17/2018	10:44 AM	No heat	311 Moorman Drive, Jackson	0.97
92333	1/17/2018	10:31 AM	1/17/2018	10:44 AM	Change breaker and fix plug in kitchen	301 Steward Ave #D-4, Jackson	0.22
92337	1/17/2018	11:08 AM	1/17/2018	11:30 AM	No hot water	150 Shahan Drive, Jackson	0.37
92363	1/12/2018	04:45 PM	1/12/2018	05:53 PM	Furnace motor is loud	350 Moorman Drive, Jackson	1.13
92364	1/15/2018	06:09 PM	1/15/2018	06:42 PM	No hot water	345 Moorman Drive, Jackson	0.55
92365	1/13/2018	04:59 PM	1/13/2018	07:00 PM	No heat	326 Moorman Drive, Jackson	2.02
92367	1/16/2018	09:30 PM	1/16/2018	10:30 PM	No heat	138 Shahan Drive, Jackson	1
92406	1/19/2018	12:36 PM	1/19/2018	02:00 PM	Refrigerator isn't working.	116 Laurel Court, Jackson	1.4
92460	1/22/2018	09:22 AM	1/22/2018	09:40 AM	Smoke alarm is beeping	301 Steward Avenue #G-6, Jackson	0.3
92467	1/2/2018	08:19 AM	1/2/2018	09:10 AM	No heat	1227 Heather Lane, Jackson	0.85
92497	1/23/2018	08:34 AM	1/23/2018	09:30 AM	No heat	349 Moorman Drive, Jackson	0.93
92500	1/23/2018	09:59 AM	1/24/2018	12:00 PM	Kitchen sink is leaking	1234 Heather Lane, Jackson	26.02
92503	1/23/2018	11:48 AM	1/23/2018	12:55 PM	Smoke detector beeping, battery needs replaced	315 Steward Avenue, Bldg. I	1.12
92507	1/20/2018	07:05 PM	1/20/2018	08:22 PM	No heat	1218 Laurel Lane, Jackson	1.28
92517	1/24/2018	07:38 AM	1/24/2018	08:30 AM	No heat	311 Moorman Drive, Jackson	0.87
92518	1/24/2018	07:44 AM	1/24/2018	08:30 AM	No heat	350 Moorman Drive, Jackson	0.77
92556	1/20/2018	11:45 AM	1/20/2018	12:15 PM	Open community room	1240 Laurel Lane, Jackson	0.5
92557	1/20/2018	06:00 PM	1/20/2018	06:30 PM	Close community room	1240 Laurel Lane, Jackson	0.5
92568	1/26/2018	09:58 AM	1/26/2018	10:45 AM	Check Smoke Alarm - went off last night	340 Moorman Drive, Jackson	0.78
92569	1/26/2018	10:09 AM	1/26/2018	10:30 AM	Overflowing toilet	206 Janke Street, Jackson	0.35
92587	1/29/2018	08:49 AM	1/29/2018	12:30 PM	Needs new water heater	2000 Sweet, Jackson	3.68
92590	1/29/2018	10:04 AM	1/29/2018	10:30 AM	No hot water	348 Moorman Drive, Jackson	0.43
92618	1/31/2018	08:31 AM	1/31/2018	10:00 AM	No heat	330 Barbary Drive, Jackson	1.48
92656	1/20/2018	11:55 AM	1/20/2018	12:54 PM	Need locks changed	319 Moorman Drive, Jackson	0.98
92657	1/23/2018	09:35 PM	1/23/2018	10:30 PM	No heat	350 Moorman Drive, Jackson	0.92
92937	1/1/2018	05:30 PM	1/1/2018	06:00 PM	No heat thermostat not working	301 Steward Ave #F-14, Jackson	0.5
92938	1/1/2018	06:33 PM	1/1/2018	07:45 PM	Clogged kitchen sheet	301 Steward Ave #F-2, Jackson	1.2
92947	1/1/2018	05:13 PM	1/1/2018	05:30 PM	No heat	316 Barbary Drive	0.28
92948	1/7/2018	02:30 AM	1/7/2018	04:00 AM	No heat	1240 Laurel Lane, Jackson	1.5

Jackson Housing Commission  
Emergency Response Report  
January 2018

92950	1/5/2018	10:36	PM	1/6/2018	12:30	AM	No heat	1265 Laurel Lane, JACKSON	1.9
92951	1/6/2018	01:00	PM	1/6/2018	01:45	PM	No heat	1265 Laurel Lane, JACKSON	0.75
92953	1/20/2018	07:15	AM	1/20/2018	08:15	AM	No power	315 Steward Avenue #I-43, Jackson	1
92956	1/7/2018	03:00	PM	1/7/2018	03:45	PM	Furnace was loud short cycle	350 Moorman Drive, Jackson	0.75
92957	1/7/2018	01:05	PM	1/7/2018	02:00	PM	Leaking in ceiling living room	336 Moorman Drive, Jackson	0.92
92958	1/6/2018	02:15	PM	1/6/2018	03:00	PM	No heat- Co2	114 Shahan Drive, Jackson	0.75
92959	1/6/2018	09:20	AM	1/6/2018	10:30	AM	No heat	914 N Blackstone, Jackson	1.17
92961	1/5/2018	09:00	PM	1/6/2018	01:00	PM	No heat	335 Moorman Drive, Jackson	16
92962	1/1/2018	04:31	PM	1/1/2018	05:12	PM	Patio door kicked in	301 Steward Ave #B-5, Jackson	0.68
92963	1/1/2018	09:30	AM	1/1/2018	11:20	AM	Bath drains plugged, had called drain company at early morning	207 Steward Avenue #H-16, Jackson	1.83
92966	1/1/2018	12:34	AM	1/1/2018	01:30	AM	Plugged bath drain	207 Steward Avenue #H-16, Jackson	0.93
92968	1/22/2018	08:25	AM	1/22/2018	09:10	PM	Entry door lock broken	301 Steward Ave #E-1, Jackson	0.75
92970	1/21/2018	09:05	AM	1/21/2018	10:30	AM	Toilet overflow water running	315 Steward Avenue #I-17, Jackson	1.42
92971	1/20/2018	10:20	AM	1/20/2018	11:00	AM	No heat	301 Steward Avenue #G-43, Jackson	0.67
92972	1/3/2018	08:27	PM	1/3/2018	09:30	PM	Leak under kitchen sink	301 Steward Ave #E-7, Jackson	1.05
92973	1/16/2018	05:45	PM	1/16/2018	06:00	PM	Lock out.	301 Steward Ave #B-2, Jackson	0.25
92975	1/11/2018	07:00	PM	1/11/2018	07:52	PM	Kitchen sink plug	301 Steward Avenue #G-20, Jackson	0.87
92978	1/11/2018	06:52	PM	1/11/2018	07:52	PM	Leak under kitchen sink	301 Steward Ave #E-1, Jackson	1
92979	1/11/2018	11:20	PM	1/12/2018	12:15	AM	Door knob came off, cannot lock door	315 Steward Avenue #I-38, Jackson	0.92
92980	1/6/2018	01:45	PM	1/6/2018	05:45	PM	Open community building for party	301 Steward Ave #F-9, Jackson	4
92981	1/7/2018	02:05	PM	1/7/2018	02:45	PM	Furnace not running right	207 Steward Avenue #H-23, Jackson	0.67
92982	1/5/2018	05:35	PM	1/5/2018	06:30	PM	No water in bathroom sink, lock out H-3	428 Wildwood Ave #A-9, Jackson	0.92
92983	1/15/2018	10:15	AM	1/15/2018	10:25	PM	Smoke alarm going off	301 Steward Ave #B-3, Jackson	12.17
92984	1/15/2018	09:45	AM	1/15/2018	10:15	AM	Clogged toilet	301 Steward Ave #F-20, Jackson	0.5
92985	1/14/2018	12:42	PM	1/14/2018	07:52	PM	No heat	301 Steward Ave #E-23, Jackson	7.17
92987	1/14/2018	11:32	AM	1/14/2018	12:09	PM	CO alarm going off	315 Steward Avenue #I-52, Jackson	0.62
92988	1/13/2018	01:03	PM	1/13/2018	01:40	PM	No hot water	315 Steward Avenue #I-32, Jackson	0.62
92989	1/12/2018	01:29	PM	1/12/2018	01:49	PM	Door alarm going off in maintenance garage	301 Steward Avenue	0.33
93002	1/23/2018	07:52	AM	1/23/2018	08:45	PM	No heat	301 Steward Ave #B-2, Jackson	12.88

# Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY		GAS		WATER		SEWER	TOTAL	TOTAL	TOTAL
	KW HOURS	NET BILL	MCF	CONSUMP	CCF	CONSUMP				
Jan-18	67,252	\$ 8,482.44	1,587	\$ 11,183.44	-	-	-	\$ -	\$ -	\$ 19,665.88
Jan-17	52,856	\$ 6,850.81	1,193	\$ 8,693.31	-	-	-	\$ -	\$ -	\$ 15,544.12
Feb-18	48,896	\$ 5,515.38	923	\$ 7,825.76	253,700	\$ 9,066.86	\$ 4,876.41	\$ 13,943.27	\$ -	\$ 27,284.41
Mar-18	62,449	\$ 8,096.95	1,426	\$ 7,997.86	21,300	\$ 733.73	\$ 407.16	\$ 1,140.89	\$ -	\$ 17,235.70
Apr-18	36,254	\$ 12,559.54	8	\$ 76.92	-	-	-	\$ -	\$ -	\$ 12,636.46
May-18	45,552	\$ 5,735.68	312	\$ 2,489.97	262,900	\$ 9,189.57	\$ 4,962.93	\$ 14,152.50	\$ -	\$ 22,378.15
Jun-18	42,298	\$ 5,724.13	386	\$ 3,106.90	22,500	\$ 770.40	\$ 426.93	\$ 1,197.33	\$ -	\$ 10,028.36
Jul-18	55,164	\$ 7,235.60	223	\$ 1,798.73	343,500	\$ 12,481.12	\$ 6,861.34	\$ 19,342.46	\$ -	\$ 28,376.79
Aug-18	53,307	\$ 7,072.76	145	\$ 1,197.39	21,800	\$ 827.38	\$ 459.05	\$ 1,286.43	\$ -	\$ 9,556.58
Sep-18	48,579	\$ 6,668.97	239	\$ 1,973.39	-	-	-	\$ -	\$ -	\$ 8,642.36
Oct-18	46,679	\$ 5,983.99	231	\$ 1,914.93	-	-	-	\$ -	\$ -	\$ 7,898.92
Nov-18	46,743	\$ 5,952.22	564	\$ 3,494.18	290,400	\$ 10,994.57	\$ 5,966.25	\$ 16,960.82	\$ -	\$ 26,407.22
Dec-18	51,784	\$ 5,764.27	813	\$ 5,109.51	23,700	\$ 877.86	\$ 490.45	\$ 1,368.31	\$ -	\$ 12,242.09
<b>2018</b>	<b>67,252</b>	<b>\$ 8,482.44</b>	<b>1,587</b>	<b>\$ 11,183.44</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,665.88</b>
<b>2017</b>	<b>591,561</b>	<b>\$ 83,160.30</b>	<b>6,463</b>	<b>\$ 45,678.85</b>	<b>1,239,800</b>	<b>\$ 44,941.49</b>	<b>\$ 24,450.52</b>	<b>\$ 69,392.01</b>	<b>\$ 198,231.16</b>	<b>\$ 198,231.16</b>

# Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY		GAS		WATER		SEWER		TOTAL		TOTAL MONTHLY UTILITY 2017
	KW HOURS	NET BILL	NET MCF	CONSUMP	WATER CCF	WATER BILL	SEWER BILL	WATER BILL	WATER BILL		
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-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-18	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-18	104,600	\$ 13,646.19	886	\$ 7,289.52	111,000	\$ 3,242.66	\$ 1,893.91	\$ 5,136.57	\$ 26,072.28		
Apr-18	114,960	\$ 13,721.92	819	\$ 6,369.58	103,000	\$ 3,063.25	\$ 1,768.47	\$ 4,831.72	\$ 24,923.22		
May-18	97,240	\$ 12,027.30	517	\$ 3,991.10	121,000	\$ 3,286.58	\$ 2,011.52	\$ 5,298.10	\$ 21,316.50		
Jun-18	124,280	\$ 16,314.56	338	\$ 2,723.58	142,000	\$ 3,754.34	\$ 2,343.38	\$ 6,097.72	\$ 25,135.86		
Jul-18	150,720	\$ 18,870.67	194	\$ 1,532.92	153,000	\$ 4,746.42	\$ 2,942.28	\$ 7,688.70	\$ 28,092.29		
Aug-18	147,963	\$ 18,594.14	175	\$ 1,365.90	144,000	\$ 4,277.54	\$ 2,642.91	\$ 6,920.45	\$ 26,880.49		
Sep-17	127,520	\$ 16,545.24	203	\$ 1,657.80	195,000	\$ 5,459.10	\$ 3,534.52	\$ 8,993.62	\$ 27,196.66		
Oct-18	100,840	\$ 12,620.28	297	\$ 2,379.89	187,000	\$ 5,257.78	\$ 3,383.68	\$ 8,641.46	\$ 23,641.63		
Nov-18	112,000	\$ 13,904.77	564	\$ 3,494.18	172,000	\$ 4,920.28	\$ 3,130.72	\$ 8,051.00	\$ 25,449.95		
Dec-18	121,960	\$ 13,260.56	873	\$ 6,351.39	166,000	\$ 4,679.29	\$ 3,002.27	\$ 7,681.56	\$ 27,293.51		
<b>2018</b>	<b>162,240</b>	<b>\$ 20,046.02</b>	<b>1,349</b>	<b>\$ 10,151.46</b>	<b>136,000</b>	<b>\$ 4,086.40</b>	<b>\$ 2,510.91</b>	<b>\$ 6,597.31</b>	<b>\$ 36,794.79</b>		
<b>2017</b>	<b>1,442,843</b>	<b>\$ 180,170.42</b>	<b>7,234</b>	<b>\$ 56,046.60</b>	<b>1,745,000</b>	<b>\$ 49,748.45</b>	<b>\$ 30,884.80</b>	<b>\$ 80,633.25</b>	<b>\$ 316,850.27</b>		

# Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY		GAS		WATER		SEWER		TOTAL		TOTAL MONTHLY UTILITY 2017
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	TOTAL WATER BILL		
Jan-18	3,293	\$ 580.81	112	\$ 837.04	203,500	\$ 8,471.17	\$ 4,238.06	\$ 12,709.23	\$ 14,127.08		
Jan-17	2,823	\$ 501.07	90	\$ 724.74	217,600	\$ 8,058.63	\$ 4,041.48	\$ 12,100.11	\$ 13,325.92		
Feb-18											
Feb-17	2,623	\$ 468.39	79	\$ 627.20					\$ 1,095.59		
Mar-18											
Mar-17	2,454	\$ 436.65	68	\$ 524.70					\$ 961.35		
Apr-18											
Apr-17	1,690	\$ 332.20	32	\$ 283.12	190,500	\$ 7,333.36	\$ 3,619.33	\$ 10,952.69	\$ 11,568.01		
May-18											
May-17	1,524	\$ 274.12	16	\$ 145.75					\$ 419.87		
Jun-18											
Jun-17	1,950	\$ 339.09	10	\$ 85.50					\$ 424.59		
Jul-18											
Jul-17	2,191	\$ 377.68	4	\$ 85.72	301,600	\$ 11,490.10	\$ 5,936.11	\$ 17,426.21	\$ 17,889.61		
Aug-18											
Aug-17	2,868	\$ 482.54	33	\$ 85.29					\$ 567.83		
Sep-18											
Sep-17	1,660	\$ 301.51	5	\$ 87.71					\$ 389.22		
Oct-18											
Oct-17	1,775	\$ 316.28	7	\$ 111.50	245,800	\$ 9,323.14	\$ 4,772.20	\$ 14,095.34	\$ 14,523.12		
Nov-18											
Nov-17	1,499	\$ 266.41	15	\$ 158.56					\$ 424.97		
Dec-18											
Dec-17	1,687	\$ 260.56	32	\$ 264.35					\$ 524.91		
<b>2018</b>	<b>3,293</b>	<b>\$ 580.81</b>	<b>112</b>	<b>\$ 837.04</b>	<b>203,500</b>	<b>\$ 8,471.17</b>	<b>\$ 4,238.06</b>	<b>\$ 12,709.23</b>	<b>\$ 14,127.08</b>		
<b>2017</b>	<b>24,744</b>	<b>\$ 4,356.50</b>	<b>391</b>	<b>\$ 3,194.14</b>	<b>955,500</b>	<b>\$ 36,205.23</b>	<b>\$ 18,369.12</b>	<b>\$ 54,574.35</b>	<b>\$ 62,124.99</b>		

# Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY		GAS		NET		WATER		SEWER		NET		TOTAL	
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	NET BILL	WATER BILL	NET BILL	MONTHLY UTILITY 2017		
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-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-18	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -					
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 18	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -					
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-18	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -					
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-18	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -					
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-18	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -					
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-18	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -					
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-18	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -					
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-18	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -					
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-18	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -					
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-18	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -					
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-18	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -					
Dec-17	175,431	\$ 19,285.39	1,718	\$ 11,725.25	189,700	\$ 5,557.15	\$ 3,492.72	\$ 9,049.87	\$ 40,060.51					
<b>2018</b>	<b>232,785</b>	<b>\$ 29,109.27</b>	<b>3,048</b>	<b>\$ 22,171.94</b>	<b>339,500</b>	<b>\$ 12,557.57</b>	<b>\$ 6,748.97</b>	<b>\$ 19,306.54</b>	<b>\$ 70,587.75</b>					
<b>2017</b>	<b>2,056,280</b>	<b>\$ 267,687.22</b>	<b>14,088</b>	<b>\$ 104,292.39</b>	<b>3,940,300</b>	<b>\$ 130,895.17</b>	<b>\$ 73,704.44</b>	<b>\$ 204,599.61</b>	<b>\$ 577,206.42</b>					