

**Agenda**  
**WACO HOUSING AUTHORITY & AFFILIATES**  
**4400 Cobbs Drive**  
**Board Room**  
**Waco, Texas**  
**June 23, 2020**  
**12:00 Noon**

- I. Call to Order
- II. Establishment of Quorum
- III. Hearing from Visitors
  - Recognition of Officials
- IV. Approval of Minutes
- V. Updates
  - RAD
  - COVID-19
  - WHA President/CEO Performance Review
- VI. Department Reports
- VII. New Business
  - RESOLUTION NO. 3820 BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE ANNUAL REPORT TO BE SUBMITTED TO THE CITY COUNCIL OF THE CITY OF WACO
- IX. Consideration of Future Agenda Items
- X. Adjournment

**Synopsis of the Minutes**  
**WACO HOUSING AUTHORITY & AFFILIATES**  
**4400 Cobbs Drive**  
**Board Room**  
**Waco, Texas**  
**February 25, 2020**  
**12:00 Noon**

- I. Call to Order  
Chair Malcolm Duncan Jr. called the meeting to order at 12:03 p.m.
- II. Establishment of Quorum  
Commissioners present: Malcolm Duncan Jr., Susan Cowley, Jon Ramos, Shirley Langston, Connie Mack  
Commissioners absent: None
- III. Hearing from Visitors
- Recognition of Officials  
There were no officials present.
- IV. Presentation from Auditor  
David Boring gave a report to the board on the 2019 audit of the agency. He reported that the agency received a clean audit with no findings. The Waco Housing Authority reports a net gain of \$732,933 for fiscal year ending September 30, 2019. Total revenue increased approximately 3% by \$723,336. Total expenses also increased approximately 4% by \$1,054,109. Total assets increased approximately 3% by \$748,401 and total liabilities increased approximately 2% by \$15,468. Net position increased \$732,933 as a result of current year operations. Waco Housing Authority maintained an excellent financial position. He went over some of the financials and explained how they compared to the last year's audit. He reported that in auditing the files, there were no major problems found in any of the files.
- V. Approval of Minutes  
Chair Malcolm Duncan Jr. asked for a motion to approve the minutes of the January 2020 Board Meeting. Commissioner Shirley Langston made the motion and Commissioner Connie Mack seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.
- VI. Updates  
President/CEO Milet Hopping updated the Board on the RAD process and reported that we are currently working on submitting our application to TDHCA and will be taking two resolutions to the COW City Council Meeting on March 3, 2020. One for the poverty census and one for no objection. If everything goes as planned WHA hopes to close on South Terrace in July and begin construction in September with an approximate 9-10 months construction time. Once ST construction is complete, we will begin working on Estella Maxey.  
President CEO discussed with the Board on dates to set the Board Training with Sheila Jones. The Board agreed to set the training for March 21, 2020 9a-3p here at WHA.
- VII. Department Reports
- Administrative Services and Information Technology – Vice President Annie Botsford**  
**Administrative Services**  
Everything for Admin was usual business.
- Information Technology**  
Online Section 8 application was tweaked in order to be ready for the opening on January 8<sup>th</sup>.
- Operations –Vice President Gloria Dancer**  
**Rising Images**  
The nonprofit properties continue to do well with rent collection and leasing. All properties are in compliance.
- MOD**  
All CFP Grants continue to be utilized ahead of schedule. The siding project at Rising Images has encountered some setbacks with the discovery of rotted wood. Four bids were received for the landscaping contract. The department is reaching out to the chambers in the city to educate prospective contractors.

PUBLIC HOUSING

Everything for public housing was usual business.

MAINTENANCE

The Maintenance Department continues to work on make readies.

**Section 8 and Community Services- President/CEO Milet Hopping**

Section 8

The Section 8 department is partnering with MHMR and CPS on the Family Unification Program grant which would help provide house for 18 to 24-year old who are homeless. This grant would provide 75 vouchers for clients meeting that criteria. Section 8 has leased 2647 vouchers with 160 clients searching for housing. VASH is leased at 91 and Mainstream now has 56 vouchers.

Community Services

The programs for the seniors continue to be held. The FSS programs continues to be successful. Resident Services is working with the tenants on understanding the RAD process. The Youth Services program continues to work with the youth of our developments.

**FINANCE – Vice President Doris Holtman**

Ms. Holtman and the Auditors presented the 2019 Audit to the Board.

VIII. New Business

- **RESOLUTION NO. 3818 BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING CHANGES TO ATTACHMENT B OF THE INVESTMENT POLICY**  
Milet Hopping explained to the Board that this resolution is for the change to attachment B of the investment policy. Chair Malcolm Duncan Jr. asked for a motion to approve Resolution No. 3818. Vice Chair Susan Cowley made the motion and Commissioner Shirley Langston seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.

Resolution No. 3818

A copy of this resolution may be found in the resolution file

IX. Consideration of Future Agenda Items

None

X. Adjournment

Chair Sam Martinez adjourned the meeting at 12:59 pm.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair of the Board

Seal

## **Administrative Services Department May 2020 Report**

- Closed Offices to the public on March 23, 2020 due to COVID-19.
- Offices opened to staff only May 26, 2020 with a staggered/reduced work schedule.

### **Routine Work Projects**

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **705** checks
- Travel and Training: None
- Applications
  - **109** Public Housing (**up by 4** when compared to April 2020)
  - **0** VASH
- Processed **467** pieces of incoming mail
- Processed **3,364** pieces of outgoing mail
- Proofed all department monthly reports
- Made **27,410** copies for departments
- Sent out **238** Late Notices for Public Housing
- Sent out **129** Notices of Concern
- Sent out **162** Utility Notices

### **Clients and Visitors**

For the month of March, there were a total of **0 persons** that checked into the computerized receptionist in the lobby. **0** of those checked in as “no appointment” and were taken care of by the Administrative Secretaries.

### **Rising Images Compliance Audit**

#### **Raintree**

Raintree Apartments are required to have 55 total units in the Affordable Housing Program. Out of the 55 units, 32 units must qualify as very low income. For the month of May 2020, Raintree had a total of 77 units in the program, 31 very low income and 46 low income. Based on the compliance audit completed, 5 files were reviewed, and no corrections were required. Raintree was in compliance.

#### **Picadilly**

Picadilly Apartments are required to have 5 qualifying units in the Affordable Housing Program. Out of the 5 units, 2 must qualify as very low income. For the month of May 2020, Picadilly had 6 qualifying units in the program, all very low income. Based on the compliance audit completed, one file was reviewed, no corrections were required and Picadilly was in compliance.

#### **Cimmaron**

Cimmaron Apartments are required to have 35 total units in the Affordable Housing Program. Out of the 35 units, 20 units must qualify as very low income. For the month of May 2020, Cimmaron had a total of 64 units in the program, 24 very low income and 40 low income. Based on the compliance audit completed, 5 files were reviewed, no corrections were required and Cimmaron was in compliance.

#### **Hunnington**

Hunnington Apartments are required to have 45 total units in the Affordable Housing Program. Out of the 45 units, 12 units must qualify as very low income. For the month of May 2020, Hunnington had a total of 45 units in the program, 14 very low income and 31 low income. Based on the compliance audit completed no files was reviewed, no corrections were required and Hunnington was in compliance.

# Information Technology (IT)

MAY 2020

- **HMS Windows Software, Software Applications, & IT Support Calls**

- All support calls were closed with-in 24 hours.
- As WHA & Affiliates' personnel continue using the software and as the software is refined to our needs; there are some support calls that are sent directly to MRI (the software vendor) that require re-writing of computer programming and are placed on a priority status according to HUD rules and regulations. Once rewritten, MRI sends an update to be installed to correct or enhance these support requests.

- **Web Page**

- Waco Housing Authority web page address is [www.wacopha.org](http://www.wacopha.org)
- Webpage statistic are currently transitioning to our new host, eztask wacopha.org should be ready for July Board, due to COVID-19 delays and backlog of requests at the vendor. Once we get the google analytics tagged, we will report after a full month of collection.

- **Server, Computer, and Phone Systems Uptimes**

- Out of a possible 170 hours of work time (not including nights, weekends, and holidays), our Network system had no down time.

- **Miscellaneous**

- Producing Training Videos for staff
- Started procurement on digital signatures with Secure sign
- Installed lobby tablet kiosks and procured mobility devices
- Procured additional server equipment in order to move to virtual desktops
- Procured replacement IPAD for Inspectors
- Implemented virtual job interview routine, to allow staff to fill jobs from a social distance, and provided training to Human Resources and Managers
- Researched and coordinated implementation of telemedicine at Public Housing computer labs with Waco Family health, currently waiting on webcams in order move forward; Webcams have been scarce due to covid 19 global backorders, shipping delays

**Rising Images, Inc.**  
**Board Report for May 2020**

**Occupancy**

	Total Units	Vacant Units	Percentage Occupied
Cimmaron	100	0	100%
Hunnington	60	1	98%
Misty Square	16	0	100%
Picadilly	6	0	100%
Raintree	156	4	98%

**Rent Collections**

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$47,937.42	\$50,170.00	\$49,673.75	99%
Hunnington	\$32,821.92	\$32,615.00	\$32,615.00	100%
Misty Square	\$7,566.00	\$8,270.00	\$8,270.00	100%

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Picadilly	\$3,640.00	\$4,224.00	\$4,224.00	100%
Raintree	\$88,615.00	\$94,143.00	\$96,105.66	100%

**Contracts**

**Administration**

Cimmaron and Hunnington are in compliance with the requirements for the Affordable Housing Program.

Raintree and Picadilly are in compliance with the requirements for the Affordable Housing Program.

# Modernization Department

## May 2020 Report

<b>Grant Year</b>	<b>Grant Amt.</b>	<b>Amt. Expended</b>	<b>% Expended</b>	<b>% Obligated</b>	<b>Deadline to Expend</b>
2017/517	\$1,177,497.00	936477.72	80%	83%	August 15, 2023
2018/518	\$1,820,616.00	\$613,282.73	34%	44%	May 28, 2024
2019/519	\$1,904,253.00	\$206294.14	11%	20%	April 15, 2025

### Current Projects

#### Public Housing

- **Staircase Repairs at Kate Ross**
  - Sealed bids due 7/8/20.
  
- **Unit Rehab & Fire Damage Repair**
  - Sealed bids due 7/8/20.

## Section 8 Board Report – May 2020

The Section 8 Department has leased a total of 2628 vouchers for income eligible families. The following is an account of vouchers leased by McLennan County, Hill County and Somervell County:

### Waiting Lists and Vouchers Utilized

	Number of Applicants on the Waiting List	Number of Tenants
Waco	2387	2381
Hill County	228	228
Somervell County	424	19
<b>Totals</b>	<b>3039</b>	<b>2628</b>

The Waiting List is closed for McLennan County, Hill County and Somervell County.

There are 78 applicant families searching for a place to live at this time.

Waco	78
Hill County	0
Somervell County	0
Total	78

### Re-certifications

Waco, Hill County and Somervell County Offices are recertifying annuals through June 2020.

### Homeownership

The Homeownership Program is now assisting 10 families with mortgages.

### VASH (Veteran Affairs Supportive Housing)

Number Pending (VA Referral/Orientation)	0
Number Searching in Waco	4
Number Passed/Pending Inspection	0
Number housed in Waco	58

Ineligible	138
Total	83%

### Mainstream

Number Pending (Referral/Orientation)	0
Number Searching in Waco	8
Number Passed/Pending Inspection	0
Number housed in Waco	46

Ineligible	18
Total	75%

### HUD Reports

No reports due at this time.

### Staff

There is one vacancy at the McLennan County Office. There are no vacancies at Hill or Somervell County Offices.

# Housing Operations Monthly Report

May 2020

## Public Housing Report

### Staff

Total Employees – 10      Temporary Staff – 0

### Waiting List Information

Total number of applicants on the waiting list –608

Processing phase which includes process unassigned, denial/appeal, verification required, and currently on list

Notification for assistance mailed	0
No response to notification letters	0
Pending Notification letter/expiration date	0
Move-in letters issued	0
Units rejected by applicant	0
Total applicants not qualified	11

There were (0 due to COVID) orientations scheduled for this month and (0) prospective applicants interviewed. There were (0) prospective tenants that did not respond and (0) were rescheduled. The orientation informs all applicants of eligibility and suitability and amenities offered by the Authority. It also informs the applicants of their responsibilities as a resident of our communities.

### Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	17	17	0
Estella Maxey	22	23	1
South Terrace	23	23	0
<b>Total</b>	<b>62</b>	<b>63</b>	<b>0</b>

We have completed 99% of certifications for this month. According to PIC submission we have reported 99% certifications for the year.

### Evictions

Community	Non-Payment	Lease Violation	One Strike
Kate Ross	0	0	0
Estella Maxey	0	0	0
South Terrace	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Percentage of Rent Collected

98% of the rent for May was collected.

Last Quarterly Average was -99% for January –February-March

### Occupancy Percentage

The occupancy percentage for May was 82%; we did not meet our goal of 97%.

Last Quarterly Average was 87% for January –February-March

## Maintenance Report

### Staff

Total Employees – 18, 1 Temporary Staff – 1 Vacant Tech. | Estella Maxey, 1 Vacant Aide A Estella Maxey, 1 Vacant Utility Laborer Kate Ross

### Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	57	63%	20
Estella Maxey	63	79%	22
South Terrace	37	79%	8
<b>Total</b>	<b>157</b>	<b>70%</b>	<b>50</b>

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 1.13 days which is well above our goal.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	118	118	0
Over 24 hours	0	0	0
<b>Total</b>	<b>118</b>	<b>118</b>	<b>0</b>

Completing all emergency work orders within twenty-four (24) hours is our established goal. We presently have completed all emergency work orders within the established goal.

### May Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
0	0	0	0

### Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
123.86	42.13	6.16	172.15

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 163.83, this puts us over by 152 days. Due to staffing shortages and the recent high number of move outs staff have had problems turning enough units each week to reduce the turnover days.

### May Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	225	286	79%
Estella Maxey	284	362	78%
South Terrace	225	248	91%
<b>Overall Occupancy</b>	<b>734</b>	<b>896</b>	<b>82%</b>

Public Housing consists of 902 dwelling units, six are offline non-dwelling units used for administrative purposes.

### Annual Inspections FY 19-20

Community	Total apts.	Units Inspected	Number of Annual Inspection Work Orders Y.T.D.
Kate Ross	286	107	107
Estella Maxey	362	97	97
South Terrace	248	107	107
<b>Overall Occupancy</b>	<b>896</b>	<b>311</b>	<b>311</b>

**Fleet Vehicle Inspection**

Total Vehicles Inspected – 0 No vehicle had major repairs for the month of May 2020

**Planned/Preventative Maintenance**

Annual Inspections/HVAC Filter Changes/Lighting Repairs (all sites/building lights and streetlights) Gas Meter Repair/Service/Pest Control (all sites)

**Accident free days by staff FY 2019/2020**

Maintenance staff has accumulated 184 accidents free days with (28) twenty-eight loss time days for this fiscal year. Safety in the workplace is a priority, which is taken seriously by all staff. A morning safety briefing prior to starting work is conducted daily at Maintenance.

**Expenditures**

Monthly Budget	\$30,248.34
May 2020	\$24,439.00

**Security Report for May 2020**

CRIMINAL OFFENSES	Estella Maxey		South Terrace		Kate Ross	
	Month	YTD	Month	YTD	Month	YTD
<b>HOMICIDE</b>						
<b>ROBBERY</b>		1				
<b>ASSAULTS</b>						
Agg. Assault				1		
Sexual Offense				1		
Simple Assault	4	11		2	3	5
Family Violence	4	14	1	8	1	3
<b>BURGLARY</b>						
Habitation	2	8				2
Auto						4
<b>AUTO THEFTS</b>		1	1	1		
<b>ARSON</b>						
<b>CRIMINAL TRESPASS</b>	1	7	1	3		3
<b>CRIMINAL MISCHIEFS</b>	1	5	1	3	1	6
<b>WEAPON VIOLATIONS</b>						
<b>DRUG ARREST</b>						
Felony						
Misdemeanor		1		1		
<b>DRUGS CONFISCATED</b>		0.2gr		64gr		4.0gr
<b>Pills</b>						
<b>HOUSING RELATED</b>						
<b>CALLS OF SERVICE</b>						
Other Agency	23	97	8	37	8	53
Security	16	58	3	18	2	26
<b>INCIDENT REPORTS</b>						
Other Agency	19	77	7	32	8	48
Security	14	48	2	15	2	24
Assist						
<b>SECURITY HOURS</b>	181.5	1301	173.5	1371.25	171.75	1384.25

**Community Services Report  
May 2020**

**SENIOR SERVICES: Melissa Johnson, Coordinator; L.B.S.W. Coordinator**

Site	Physical and Mental Health	Nutrition	Client Education Info	Social Activities	Referrals	Home Visits	Office Visits	Special Events
Estella Maxey	N/A	N/A	N/A	N/A	N/A	N/A	N/A	All Activities Cancelled Due To Covid-19
Kate Ross	N/A	N/A	N/A	N/A	N/A	N/A	N/A	All Activities Cancelled Due To Covid-19
South Terrace	N/A	N/A	N/A	N/A	N/A	N/A	N/A	All Activities Cancelled Due To Covid-19

**Volunteer Hour for May: 0**

Hospital Visits	0	Nursing Home Visits	0	Mart Home Visits	0
Ground Visits	0	Attempted Home Visits	0	Misty Square Visits	0
Home Visits	0	Center Visits	0	Office Visits	0

**Other SW activities:**

Continued supervision of BU student via Zoom. Made phone calls to elderly and disabled residents to check on them. Also contacted senior center members to check on them as well. When we returned to work on May 26th, made ground visits maintaining social distance and wearing a mask. Distributed flyers for food pantry deliveries. Began to work on a newsletter for residents about Covid-19 response and resources. Communicating with Family Health Center to share information on getting connected with medical care. Calls to Maintenance for residents that speak Spanish only: Read and Explain Mail from Medicare, Insurance, Social Security.

**Agency Networking Contacts May 2020**

United Health, Salvation Army, Friends for Life, Meals on Wheels, Adult Protective Services, Baylor University School of Social Work,; Heart to Home Continuum of Care, Homeless Coalition, SNAP program, Shepherd's Heart Food Pantry, Department of Aging and Disability Services, Texas Home Health, Wendy Cox with Family Health Center, Dot Clark Ministries, Family Health Center, Superior Health, CRCG, Tepe Insurance, Copeland Group Insurance, Texas Ramp Project, MHMR-MCOT, NAHRO, Hip Hop Hope, Attended HOTWAGS, BLT Cmte. with Texas AgriLife, The Boys and Girls Clubs of Waco, STEAR CMTE with Health Department (Emergency Planning for Vulnerable Populations), Attended Director's Meeting, Grandparents as Teachers, Texas Home Health

**FAMILY SELF SUFFICIENCY PROGRAM: Coordinators: Judy Perry, L.B.S.W. & Theresa Salinas, L.B.S.W.**

Active Participants	Graduates	New Participants	Ports	Reinstated	Terms	New Home
EM-11, KR-5, ST-10 PH-26 S8-65, VASH-0 TOTAL-91	0	1	0	0	0	0

**FSS Advisory Board Meeting:**

The next board meeting will be held September 2020.

**FSS Orientation:** Coordinators enroll individually unless there are several tenants interested in joining at one time.

**FSS Meeting Report:** FSS Meetings are cancelled until further notice due to Coronavirus & renovations at the church per Sandy.

**2019 & 2020 FSS Calendar**

June – No FSS Meeting due to Covid-19 & church renovations

July – No FSS Meeting held

August – No FSS Meeting held

**FSS Clients’ Goal Accomplishments**

2 PH tenant transitioned into S8 HCV Program

S8 Participant had new escrow account established

**FSS Clients’ Goal Accomplishments**

PH FSS client graduated from the FSS Program

Two PH clients become eligible for Escrow deposits

S8 FSS client established Escrow account

**Referrals**

COVID testing sites information

Encouraged Participants to report changes to PH or S8

Lonestar Legal Aid - Covid-19 Information

TWS - Jobs NOW, childcare, free internet & other resource info

Utility Resources during covid-19

WHA Scholarship deadline extension

**Other Activities**

Assisted FSS client regarding concerns in paying late fees, emailed EM Mgmt. & was informed that they were not charging late fees at this time

Emailed with FSS client whose brother passed away.

FSS clients - utility resource info, unemployment access, student loan assistance, etc.

Requested update regarding intern, Jessica following up on Informed Consent for Technology Use

Texas Workforce Solutions Job Opportunities during COVID-19

PCs, EMLs to/from clients throughout May

Sandy Londos, LSBC unable to host May & June FSS Meetings due to COVID-19 & renovations

Visited with Sugey Jaimes with TWS regarding new information cards they are making.

Completed BU Intern final

Attended ADRC Cross Training Zoom meeting

Attended webinar “Sheltering In Place, Violence, and the Healthcare Response”

Participated in TexProtects Zoom Meeting "Keep Calm and Parent On: Tips for Coping with Quarantine."

Attended BU Update Zoom Meeting BU School of SW

**Judy’s Hours**

**Theresa’s Hours**

<b>Admin</b>	<b>67.5</b>	<b>Admin</b>	<b>33</b>
<b>Client Time</b>	<b>26.5</b>	<b>Client Time</b>	<b>77</b>
<b>Escrow</b>	<b>9</b>	<b>Escrow</b>	<b>10</b>
<b>Comm/Mtgs</b>	<b>5.5</b>	<b>Comm/Mtgs</b>	
<b>Field Task Mgr.</b>	<b>1.5</b>	<b>Conf./Trainings</b>	
<b>Sick Days</b>	<b>20</b>	<b>Sick Days</b>	<b>10</b>
<b>Vacation</b>	<b>30</b>	<b>Vacation</b>	<b>30</b>
<b>TOTAL</b>	<b>180</b>	<b>TOTAL</b>	<b>180</b>

**RESIDENT SERVICES: Earnest Ward, Coordinator of Residents**

South Terrace:

- Meeting cancelled

Kate Ross:

- Meeting cancelled

Estella Maxey:

- Meeting cancelled

May Time Totals: Resident Services

Administrative.... 53 hrs  
 HV: 22 hrs  
 Com. Ser. 20 hrs  
 Vacation 30hrs  
 Holiday 30 hrs

**COMMUNITY SERVICE (QWHRA)**

	Residents	Compliant	Non-Compliant	Exempt
South Terrace	8	5	3	
Kate Ross	9	5	4	
Estella Maxey	11	7	4	

**YOUTH SERVICES: Al Davis, Coordinator**

Counseling	10	WISD Visits (12 hours)	0
Home Visits	12	Girl Scouts Meeting	
Personal Contacts	18	YMCA	0
Phone Contacts	37	Voice Inc.	0
Community Advisory Council (Carver Afterschool Program)		College Prep Program Methodist Home	
College Tour	0	Staff Meetings	1
Acts Church	0	Teen Court (6 hours)	0
Juvenile Probation (4 hrs.)	2	Juvenile Court (2 hours)	0
Community Serv. Total	3	Truancy Court (9 hours)	0

**TEEN LEARNING LAB: Kenneth Alexander, Coordinator:**

Older Youth Program	Working with Students	Case Work	Outreach	Activities
15 enrolled 11 actively participating				<ul style="list-style-type: none"> <li>• <b>Cancelled due to Covid-19</b></li> </ul>

This program gives academic support for the youth of the Waco Housing Authority. Youth Training Coordinators work with young people ages 13-18 in Public Housing. They coordinate activities of students in the local schools by visiting with the students in non-school hours. This includes encouraging these students to participate in other youth organizations such as Boys & Girls Club or YMCA programs as well as WISD sports and related interest areas.

# Summary of Financial Statements

## May 31, 2020

### Public Housing

#### All Sites– Revenue

- Total HUD Contributions – The subsidy from HUD increased significantly in May. HUD’s funding was an estimate based on CY 2019 funding, for the first four months of the CY 2020. In May, HUD increased the funding for the first four months, accordingly to the actual subsidy eligibility funding for CY 2020.

#### Central Cost

- Administrative Salaries – The expense is under budget due to the Accounting Clerk vacant position in the Finance Department.

#### Kate Ross (KR)

- Dwelling Rental – Occupancy was at 78%; and as a result, rental income continues to be under budget by \$6,300.
- Administrative Salaries – The expense is below budget because of the Public Housing Assistant Manager vacant position.
- Labor – Maintenance labor is under budget for the vacancy of Utility Laborer.

#### Estella Maxey (EM)

- Dwelling Rental – For the month of May, the occupancy rate was at 79%; therefore, rental income is under budget by \$12,300.
- Labor – Maintenance labor is under budget for the vacancies of Maintenance Aide, Maintenance Technician and Utility Laborer.
- Contract Cost – Expenses were over budget because of the replacement of three a/c units for a total cost of 10,200; and the cost of \$7,500 for electrical repairs to restore power because of a tree that fell on an electrical wire.

#### South Terrace (ST)

- Materials – Cost is lower than budgeted amount for the month of May. Management decided to use available inventory and purchase inventory as needed before RAD conversion.
- Contract Cost – Expenses for a/c repairs, plumbing and ground contract were under budget by \$6,000; there were no other unusual expenses for maintenance contracts.

#### Section 8 - Admin

- Administrative Salaries – There are two vacancies in the Section 8 department causing this line item to be under budget.
- Sundry – This expense is over budget because of the NAHRO membership dues renewal for a total cost of \$4,000.

#### Section 8 - HAP

- The Housing Choice Voucher Program total HAP reserve is \$814,328.
- Mainstream Voucher Program total HAP reserve is \$93,468.

## **Non-Profits**

### **Raintree**

- Other Income- This is under budget because of no late fees assessed for the month due to the Cares Act for COVID-19. This would apply to all the non-profits.
- Legal Expense- This is for completion of paperwork required by Prudential Retirement to dissolve the Rising Images, Inc. 403(b) plan. This was a split cost among all of the non-profits.

### **Cimmaron**

- Employee Committee- This is under budget for the month due to employees being on a reduced hour work schedule due to COVID-19. Expenses for the annual employee training and awards day would have under normal circumstances been incurred.

### **Hunnington**

- Administrative Salaries & Employee Benefit Payments- The Construction Superintendent not working on Hunnington projects in May caused this to be under budget for the month.
- Contract Cost- There was more than one carpet replacement for the month costing \$801 causing this to go over budget.

### **Misty**

- There were no other unusual income or expense amounts for the month other than the ones mentioned above.

### **Picadilly**

- There were no other unusual income or expense amounts for the month other than the ones mentioned above.

### **WPFC II**

- Interest Income- Funds continue to earn interest in the checking account.

Central Income Statement  
May 2020

Finance Board Reports for June 2020

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
<b>INCOME</b>					
3190 Non-Dwelling Rental	-	-	-	-	-
Total Rental Income	-	-	-	-	-
3430 Mart Management Fees	26,190.00	17,460.00	2,163.06	16,188.83	(1,271.17)
3440 Mgmt./Adm.Fees fr.Non-Profits	562,100.00	374,733.36	47,709.84	381,386.33	6,652.97
3450 Asset Management Fee fr.Sites	741,750.00	494,500.00	111,401.86	515,395.70	20,895.70
3460 Mgmt./Adm.Fees fr.Sect.8	218,880.00	145,920.00	18,043.80	152,185.05	6,265.05
3470 Mgmt./Adm.Fees fr.CFP	187,620.00	124,462.14	15,868.78	124,859.30	397.16
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest on Investments	1,960.00	1,306.64	1,063.59	4,053.09	2,746.45
3650 Interest Inc.-Mortgages	-	-	-	-	-
3690 Other Income	1,000.00	666.64	-	624.02	(42.62)
9110.010 Oth.Inc.-Transfer from CFP	-	-	-	-	-
Total Operating Income	1,739,500.00	1,159,048.78	196,250.93	1,194,692.32	35,643.54
Total Income	1,739,500.00	1,159,048.78	196,250.93	1,194,692.32	35,643.54
<b>EXPENSES</b>					
4110 Administrative Salaries	1,132,500.00	751,424.80	82,347.08	739,280.41	(12,144.39)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	-	570.50	570.50
4140 Staff Training	10,010.00	6,673.36	681.99	2,901.14	(3,772.22)
4150 Travel Convention & Meetings	22,650.00	15,100.00	-	8,319.73	(6,780.27)
4171 Auditing Fees	1,000.00	1,000.00	-	500.00	(500.00)
4190 Sundry	67,700.00	45,133.44	4,317.84	60,548.91	15,415.47
Total Admin Expense	1,233,860.00	819,331.60	87,346.91	812,120.69	(7,210.91)
4310 Water	10,800.00	4,752.00	234.11	1,885.01	(2,866.99)
4320 Electricity	15,200.00	10,133.36	854.03	8,492.72	(1,640.64)
4330 Gas	1,700.00	1,133.36	62.81	1,139.17	5.81
4390 Sewer	900.00	600.00	61.07	569.56	(30.44)
Total Utility Expense	28,600.00	16,618.72	1,212.02	12,086.46	(4,532.26)
4420 Material	4,850.00	3,233.36	65.36	3,322.08	88.72
4430 Contract Cost	43,490.00	28,993.36	3,359.07	24,751.40	(4,241.96)
Total Ordinary Maint. & Operation	48,340.00	32,226.72	3,424.43	28,073.48	(4,153.24)
4510.010 Workers Compensation	6,640.00	4,426.72	504.66	4,063.55	(363.17)
4510.040 Auto Insurance	1,960.00	1,306.64	159.58	1,276.64	(30.00)
4510.070 Crime / Dishonesty	90.00	60.00	5.38	43.04	(16.96)
4510.090 Fire & Extend Coverage	60.00	40.00	7.44	59.52	19.52
4540 Employee Benefit Payments	310,410.00	206,424.12	20,511.08	174,812.09	(31,612.03)
4570 FSS Jr League Loan Write-Off	-	-	-	-	-
Total General Expenses	319,160.00	212,257.48	21,188.14	180,254.84	(32,002.64)
Total Routine Expenses	1,629,960.00	1,080,434.52	113,171.50	1,032,535.47	(47,899.05)
<b>EXPENSES</b>					
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	1,629,960.00	1,080,434.52	113,171.50	1,032,535.47	(47,899.05)
<b>Residual Receipts (Profit/Loss)</b>					
	109,540.00	78,614.26	83,079.43	162,156.85	83,542.59

Kate Ross BR Income Statement

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
Kate Ross BR Income Statement					
INCOME					
Dwelling Rental	665,400.00	443,600.00	49,173.39	400,118.35	(43,481.65)
Excess Utilities	85,300.00	56,298.00	4,222.78	48,506.75	(7,791.25)
Non-Dwelling Rental	72,000.00	48,000.00	6,000.00	48,000.00	-
Total Rental Income	822,700.00	547,898.00	59,396.17	496,625.10	(51,272.90)
Management Fee from CFP	60,040.00	39,828.34	5,078.01	39,954.99	126.65
CFP Trnsf. In-Site Expenses	63,740.00	42,493.36	3,790.10	16,710.97	(25,782.39)
Proceeds fr. Insurance Claims	-	-	-	-	-
Interest on Investments	22,620.00	15,080.00	2,663.88	19,777.89	4,697.89
Jr.League Grant	-	-	-	-	-
Other Income	76,700.00	51,133.36	106.29	39,482.43	(11,650.93)
Other Income-FSS Forfeitures	-	-	-	2,202.81	2,202.81
Other Income-Time Warner Cable	5,200.00	3,900.00	1,143.49	3,243.22	(656.78)
Operating Transfer In (1406)	60,630.00	40,420.00	66,615.65	102,161.72	61,741.72
Total Operating Income	288,930.00	192,855.06	79,397.42	223,534.03	30,678.97
Total HUD Contributions	1,077,900.00	723,913.27	105,416.50	749,235.50	25,322.23
Total Income	2,189,530.00	1,464,666.33	244,210.09	1,469,394.63	4,728.30
EXPENSES					
Administrative Salaries	191,850.00	127,325.84	12,600.31	104,691.73	(22,634.11)
Compensated Absences	-	-	-	-	-
Legal Expense	1,000.00	666.64	-	562.24	(104.40)
Staff Training	2,250.00	1,500.00	-	464.53	(1,035.47)
Travel & Conventions	3,870.00	2,580.00	-	540.71	(2,039.29)
Audit Fees	3,360.00	3,360.00	-	2,960.00	(400.00)
Sundry	79,860.00	53,239.92	4,143.66	61,470.22	8,230.30
Management Fees	296,820.00	197,681.70	39,232.05	198,067.11	385.41
Total Admin Expense	579,010.00	386,354.10	55,976.02	368,756.54	(17,597.56)
Tenant Services Salaries	118,590.00	78,685.60	8,113.17	72,433.41	(6,252.19)
Tenant Services-Recr., Etc.	12,000.00	8,000.00	385.63	6,853.19	(1,146.81)
Resident Council	4,020.00	2,680.00	-	625.00	(2,055.00)
Ten. Serv. Contr., Train., Spec. Needs	30.00	20.00	-	9.60	(10.40)
Total Tenant Expense	134,640.00	89,385.60	8,498.80	79,921.20	(9,464.40)
EXPENSES					
Water	61,100.00	43,992.00	5,484.52	46,429.39	2,437.39
Electricity	181,000.00	102,065.90	14,110.39	80,418.10	(21,647.80)
Gas	70,000.00	58,800.00	1,382.30	44,928.49	(13,871.51)
Other Utility Expense	75,200.00	50,133.36	7,365.32	61,424.29	11,290.93
Total Utility Expense	387,300.00	254,991.26	28,342.53	233,200.27	(21,790.99)
Labor	176,450.00	117,076.40	10,749.30	112,263.36	(4,813.04)
Material	106,950.00	62,633.28	6,305.23	53,425.97	(9,207.31)
Contract Cost	215,750.00	157,166.72	14,485.08	98,895.20	(58,271.52)
Total Ordinary Maint. & Operation	499,150.00	336,876.40	31,539.61	264,584.53	(72,291.87)
Protective Services Contract	76,650.00	51,100.00	6,343.85	51,400.01	300.01
Total Protective Services	76,650.00	51,100.00	6,343.85	51,400.01	300.01
Insurance	63,740.00	42,493.28	5,073.29	40,701.36	(1,791.92)
Payment in Lieu of Taxes (PILOT)	-	-	-	-	-
Employee Benefit Payments	209,990.00	139,774.64	10,622.06	100,988.40	(38,786.24)
Collection Losses	34,000.00	22,666.64	176.27	18,746.79	(3,919.85)
Total General Expenses	307,730.00	204,934.56	15,871.62	160,436.55	(44,498.01)
Total Routine Expenses	1,984,480.00	1,323,641.92	146,572.43	1,158,299.10	(165,342.82)
EXPENSES					
Extraordinary Maintenance	-	-	-	-	-
Casualty Losses-non capitalized	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
Total Operating Expenses	1,984,480.00	1,323,641.92	146,572.43	1,158,299.10	(165,342.82)
G/L Disposition of Nonexp. Equip.	-	-	-	(672.00)	(672.00)
Total Capital Expenses	-	-	-	(672.00)	(672.00)
Prior Yr Adj Affecting Residual Receipts	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Residual Receipts (Profit/Loss)	205,050.00	141,024.41	97,637.66	311,767.53	170,743.12

Estella Maxey BR Income Statement

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
Estella Maxey BR Income Statement					
INCOME					
Dwelling Rental	897,800.00	598,533.36	62,533.19	541,475.09	(57,058.27)
Excess Utilities	118,000.00	75,520.00	6,132.24	68,424.45	(7,095.55)
Non-Dwelling Rental	-	-	-	-	-
Total Rental Income	1,015,800.00	674,053.36	68,665.43	609,899.54	(64,153.82)
Management Fee from CFP	75,050.00	49,787.76	6,347.51	49,943.71	155.95
CFP Trnsf. In-Site Expenses	92,790.00	61,860.00	10,746.02	27,399.63	(34,460.37)
Proceeds fr. Insurance Claims	-	-	-	5,854.46	5,854.46
Interest on Investments	37,800.00	25,200.00	4,091.51	32,407.29	7,207.29
Jr.League Grant	-	-	-	-	-
Other Income	118,000.00	78,666.64	680.84	54,103.44	(24,563.20)
Other Income-FSS Forfeitures	-	-	-	445.78	445.78
Other Income-Time Warner Cable	8,440.00	6,330.00	1,548.54	4,245.11	(2,084.89)
Operating Transfer In (1406)	75,790.00	50,526.64	78,759.30	123,191.87	72,665.23
Total Operating Income	407,870.00	272,371.04	102,173.72	297,591.29	25,220.25
Total HUD Contributions	1,422,140.00	950,962.35	144,171.00	977,676.00	26,713.65
Total Income	2,845,810.00	1,897,386.75	315,010.15	1,885,166.83	(12,219.92)
EXPENSES					
Administrative Salaries	245,700.00	163,056.64	17,039.92	139,357.99	(23,698.65)
Compensated Absences	-	-	-	-	-
Legal Expense	2,000.00	1,333.36	-	2,406.90	1,073.54
Staff Training	2,560.00	1,706.64	-	580.67	(1,125.97)
Travel & Conventions	4,640.00	3,093.28	-	675.89	(2,417.39)
Audit Fees	4,200.00	4,200.00	-	3,700.00	(500.00)
Sundry	111,860.00	74,573.28	3,962.43	62,412.94	(12,160.34)
Management Fees	374,680.00	249,541.12	49,950.57	253,412.69	3,871.57
Total Admin Expense	745,640.00	497,504.32	70,952.92	462,547.08	(34,957.24)
Tenant Services Salaries	148,230.00	98,352.80	10,141.47	90,541.65	(7,811.15)
Tenant Services-Recr., Etc.	15,000.00	10,000.00	695.63	7,847.91	(2,152.09)
Resident Council	5,100.00	3,400.00	-	750.00	(2,650.00)
Ten. Serv. Contr., Train., Spec. Needs	40.00	26.64	-	12.00	(14.64)
Total Tenant Expense	168,370.00	111,779.44	10,837.10	99,151.56	(12,627.88)
EXPENSES					
Water	94,400.00	58,528.00	8,094.10	54,276.92	(4,251.08)
Electricity	244,000.00	131,760.00	15,157.07	114,707.27	(17,052.73)
Gas	95,000.00	80,873.50	3,322.07	60,874.94	(19,998.56)
Other Utility Expense	129,600.00	86,400.00	12,103.44	78,254.71	(8,145.29)
Total Utility Expense	563,000.00	357,561.50	38,676.68	308,113.84	(49,447.66)
Labor	299,300.00	198,588.60	12,978.42	130,977.10	(67,611.50)
Material	116,110.00	78,073.44	6,562.62	58,104.45	(19,968.99)
Contract Cost	310,240.00	220,160.08	34,945.77	167,108.26	(53,051.82)
Total Ordinary Maint. & Operation	725,650.00	496,822.12	54,486.81	356,189.81	(140,632.31)
Protective Services Contract	81,970.00	54,646.64	6,873.09	50,030.66	(4,615.98)
Total Protective Services	81,970.00	54,646.64	6,873.09	50,030.66	(4,615.98)
Insurance	67,260.00	44,839.92	5,270.31	42,364.37	(2,475.55)
Payment in Lieu of Taxes (PILOT)	-	-	-	-	-
Employee Benefit Payments	282,360.00	187,925.12	14,858.91	128,737.96	(59,187.16)
Collection Losses	48,700.00	32,466.64	1,853.68	24,139.80	(8,326.84)
Total General Expenses	398,320.00	265,231.68	21,982.90	195,242.13	(69,989.55)
Total Routine Expenses	2,682,950.00	1,783,545.70	203,809.50	1,471,275.08	(312,270.62)
EXPENSES					
Extraordinary Maintenance	-	-	-	-	-
Casualty Losses-non capitalized	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
Total Operating Expenses	2,682,950.00	1,783,545.70	203,809.50	1,471,275.08	(312,270.62)
G/L Disposition of Nonexp. Equip.	-	-	-	(840.00)	(840.00)
Total Capital Expenses	-	-	-	(840.00)	(840.00)
Prior Yr Adj Affecting Residual Receipts	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Residual Receipts (Profit/Loss)	162,860.00	113,841.05	111,200.65	414,731.75	300,890.70

South Terrace BR Income Statement

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
South Terrace BR Income Statement					
INCOME					
Dwelling Rental	759,500.00	506,333.36	60,561.52	510,262.65	3,929.29
Excess Utilities	30,200.00	24,462.00	2,039.39	20,457.28	(4,004.72)
Non-Dwelling Rental	-	-	-	-	-
Total Rental Income	789,700.00	530,795.36	62,600.91	530,719.93	(75.43)
Management Fee from CFP	52,530.00	34,845.55	4,443.26	34,960.60	115.05
CFP Trnsf. In-Site Expenses	62,150.00	41,433.36	383.38	7,555.14	(33,878.22)
Proceeds fr. Insurance Claims	-	-	-	1,750.94	1,750.94
Interest on Investments	31,770.00	21,180.00	2,784.59	23,719.59	2,539.59
Jr.League Grant	-	-	-	-	-
Other Income	66,000.00	44,000.00	503.64	33,475.49	(10,524.51)
Other Income-FSS Forfeitures	-	-	-	3,349.60	3,349.60
Other Income-Time Warner Cable	5,100.00	3,825.00	2,172.03	5,794.80	1,969.80
Operating Transfer In (1406)	53,050.00	35,366.64	72,820.46	103,923.27	68,556.63
Total Operating Income	270,600.00	180,650.55	83,107.36	214,529.43	33,878.88
Total HUD Contributions	881,000.00	590,708.00	87,150.50	616,464.50	25,756.50
Total Income	1,941,300.00	1,302,153.91	232,858.77	1,361,713.86	59,559.95
EXPENSES					
Administrative Salaries	190,420.00	126,409.24	13,951.54	115,017.78	(11,391.46)
Compensated Absences	-	-	-	-	-
Legal Expense	1,000.00	666.64	2,994.92	3,486.88	2,820.24
Staff Training	2,100.00	1,400.00	-	406.47	(993.53)
Travel & Conventions	3,480.00	2,320.00	-	473.14	(1,846.86)
Audit Fees	2,940.00	2,940.00	-	2,590.00	(350.00)
Sundry	70,950.00	47,300.08	4,039.97	45,724.72	(1,575.36)
Management Fees	257,870.00	171,738.83	38,088.02	188,775.20	17,036.37
Total Admin Expense	528,760.00	352,774.79	59,074.45	356,474.19	3,699.40
Tenant Services Salaries	103,760.00	68,846.40	7,099.04	63,379.13	(5,467.27)
Tenant Services-Recr., Etc.	10,500.00				

Section 8 Admin BR Income Statement

Mainstream Admin BR Income Statement

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
Section 8 Admin BR Income Statement					
INCOME					
3410 Section 8 Admin Fees	1,459,200.00	972,800.00	119,804.00	1,011,567.00	38,767.00
3480 Proceeds fr. Insurance Claims	-	-	-	1,206.03	1,206.03
3610 Interest on on Admin Reserve	10,000.00	6,666.68	832.15	7,834.25	1,167.57
3690 Other Income	1,000.00	666.68	290.00	10,522.50	9,855.82
Total Admin Income	1,470,200.00	980,133.36	120,926.15	1,031,129.78	50,996.42
EXPENSES					
4110 Administrative Salaries	736,770.00	488,852.00	49,856.03	445,092.39	(43,759.61)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	1,000.00	666.64	-	-	(666.64)
4140 Staff Training	5,880.00	3,920.00	-	1,050.00	(2,870.00)
4150 Travel Convention & Meetings	7,440.00	4,960.00	-	1,514.63	(3,445.37)
4171 Auditing Fees	7,000.00	7,000.00	-	6,200.00	(800.00)
4190 Sundry	-	-	1,002.37	1,002.37	1,002.37
4196 Management Fee	218,880.00	145,920.00	17,970.60	151,735.05	5,815.05
4220 Tenant Services Recreation	-	-	-	-	-
4250 Reichenbach Program Assistance	-	-	-	-	-
4260 FSS Donations Expense	100.00	66.64	-	-	(66.64)
Total Admin Expense	977,070.00	651,385.28	68,829.00	606,594.44	(44,790.84)
4310 Water	3,000.00	1,290.00	93.97	760.57	(529.43)
4320 Electricity	4,800.00	2,736.00	272.90	2,366.90	(369.10)
4330 Gas	1,150.00	908.50	64.51	880.78	(27.72)
4390 Sewer	360.00	240.00	30.74	267.69	27.69
Total Utility Expense	9,310.00	5,174.50	462.12	4,275.94	(898.56)
4420 Material	3,990.00	2,659.92	37.33	2,014.09	(645.83)
4430 Contract Cost	18,750.00	12,500.08	1,015.18	11,241.26	(1,258.82)
Total Ordinary Maint. & Operation	22,740.00	15,160.00	1,052.51	13,255.35	(1,904.65)
4510.010 Workers Compensation	6,700.00	4,466.64	529.60	4,236.78	(229.86)
4510.020 General Liability Insurance	560.00	373.36	40.51	324.08	(49.28)
4510.040 Auto Insurance	1,710.00	1,140.00	169.13	1,353.04	213.04
4510.050 Public Officials Liability -E&O	990.00	660.00	64.11	512.88	(147.12)
4510.070 Crime / Dishonesty	70.00	46.64	5.38	43.04	(3.60)
4510.090 Fire & Extend Coverage	110.00	73.36	14.39	115.12	41.76
4540 Employee Benefit Payments	289,830.00	192,873.16	14,870.62	133,545.33	(59,327.83)
4590 Admin Fee	34,450.00	22,966.64	2,114.00	18,129.72	(4,836.92)
Total General Expenses	334,420.00	222,599.80	17,807.74	158,259.99	(64,339.81)
Total Routine Expenses	1,343,540.00	894,319.58	88,151.37	782,385.72	(111,933.86)
EXPENSES					
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	-	-	-	-	-
Residual Receipts (Profit/Loss)	126,660.00	85,813.78	32,774.78	248,744.06	162,930.28

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Mainstream Admin Fees	-	-	488.00	3,000.00	3,000.00
3610 Interest on on Admin Reserve	-	-	5.29	554.06	554.06
Total Admin Income	-	-	493.29	3,554.06	3,554.06
EXPENSES					
4110 Administrative Salaries	-	-	-	1,540.35	1,540.35
4196 Admin Fees	-	-	73.20	450.00	450.00
Total Admin Expenses	-	-	73.20	1,990.35	1,990.35
4540 Employee Benefit Payments	-	-	-	143.46	143.46
4590 Admin Fee	-	-	-	415.25	415.25
Total General Expenses	-	-	-	558.71	558.71
Total Expenses	-	-	73.20	2,549.06	2,549.06
Residual Receipts (Profit/Loss)	-	-	420.09	1,005.00	1,005.00

Section 8 HAP Income Statement

Mainstream HAP Income Statement

	Current Period	YTD Budget		Current Period	YTD Budget
INCOME			INCOME		
3610.000 Interest on HAP Reserve	-	-	8026.800 Contr. Earned- Mainstream	12,957.00	49,387.00
3610.030 Interest on VASH Reserve	-	-	TOTAL HAP INCOME	12,957.00	49,387.00
3690.000 Oth.Inc.-Fraud Recov.-HAP Resr.	290.00	10,184.50	EXPENSES		
3690.020 Other Income FSS Forfeitures	-	4,938.01	4715.090 HAP Mainstream Port-Out	-	8,650.40
3690.080 Oth Inc fr Adm for Overleasing	-	-	4715.800 HAP Mainstream	26,405.00	116,621.00
8026.000 Contributions Earned- HAP	1,338,996.00	10,567,833.00	4716.800 UAP Mainstream	-	-
8026.240 Contr. Earned HAP - Katrina	-	-	4716.801 UAP Mainstream Port-Out	-	-
8026.245 DVP Contributions Earned	-	-	TOTAL HAP/UAP EXPENSE	26,405.00	125,271.40
8026.400 Contrib Earned HAP Liberty-RAD	-	-			
8026.500 Contrib.-Vet.Affs.Support.Hous.	-	-	RESIDUAL RECEIPTS (Profit/Loss)	(13,448.00)	(75,884.40)
8026.800 Contributions Earned- Mainstrea	-	-			
TOTAL HAP INCOME	1,339,286.00	10,582,955.51			
EXPENSES					
4715.010 HAP Occupied Units	1,108,192.00	8,592,656.00			
4715.020 HAP Parkside Occ. Units	19,188.00	165,840.00			
4715.030 HAP Damages	-	-			
4715.040 HAP Tanglewood Occ. Units	1,479.00	12,512.00			
4715.070 HAP Portability - In	-	-			
4715.090 HAP - Portability - Out	55,800.01	436,236.68			
4715.100 HAP Parkside-Portability-Out	11,154.00	20,977.60			
4715.230 HAP Homeownership	4,951.00	34,728.00			
4715.240 HAP Katrina	-	-			
4715.245 HAP Disaster Vchr. Prog.	-	-			
4715.400 HAP Liberty-RAD	22,564.00	174,310.00			
4715.500 HAP Vet.Affs.Support.Hous.	22,073.00	172,971.00			
4715.501 HAP - VASH - Portability - Out	-	-			
4715.800 HAP Mainstream	-	-			
4715.801 HAP Mainstream Port-Out	-	-			
4715.910 HAP Hill Co. Occ. Units	92,942.00	710,112.00			
4715.911 HAP Hillsboro Housing	-	-			
4715.925 HAP Somervell Co.	5,128.00	40,892.00			
4715.926 HAP Somervell Co. Port Out	-	-			
4715.990 HAP Hill Co. Portability	13,843.00	109,343.00			
4715.991 HAP Hillsboro Housing Port-Out	-	-			
4716.000 UAP Occupied Units	12,811.00	92,609.00			
4716.100 UAP Parkside Occ. Units	6.00	361.00			
4716.130 UAP Tanglewood Occ. Units	-	9.00			
4716.230 UAP Homeownership	-	910.00			
4716.240 UAP Katrina	-	-			
4716.245 UAP Disaster Vchr. Prog.	-	-			
4716.400 UAP Liberty-RAD	165.00	1,133.00			
4716.500 UAP Vet.Affairs Support Hous.	237.00	2,059.00			
4716.800 UAP Mainstream	-	-			
4716.910 UAP Hill Co. Occ. Units	488.00	5,586.00			
4716.911 UAP Hillsboro Housing	-	-			
4716.925 UAP Somervell Co.	-	-			
4717.000 UAP - Portability - Out	1,664.00	15,513.20			
4717.100 UAP - Portability - In	-	-			
TOTAL HAP/UAP EXPENSE	1,372,685.01	10,588,758.48			
RESIDUAL RECEIPTS (Profit/Loss)	(33,399.01)	(5,802.97)			

WPFC Income Statement  
May 2020

	Raintree					Cimmaron					Misty				
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME															
3110 Dwelling Rental	1,112,730.00	741,820.00	94,627.66	756,650.05	14,830.05	586,890.00	391,260.00	50,220.00	398,054.50	6,794.50	96,850.00	64,566.64	8,270.00	65,314.00	747.36
Total Rental Income	1,112,730.00	741,820.00	94,627.66	756,650.05	14,830.05	586,890.00	391,260.00	50,220.00	398,054.50	6,794.50	96,850.00	64,566.64	8,270.00	65,314.00	747.36
3400 Donations to Scholarship Fd.	3,000.00	3,000.00	1.37	16.20	(2,983.80)	-	-	-	-	-	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3610 Interest Income	14,970.00	9,980.00	1,404.20	11,961.60	1,981.60	7,410.00	4,940.00	705.99	5,699.17	759.17	400.00	266.64	67.73	428.25	161.61
3690 Other Income	43,880.00	30,013.28	633.25	19,512.82	(10,500.46)	28,180.00	19,280.86	1,412.33	15,012.84	(4,268.02)	2,060.00	1,465.00	-	1,951.00	486.00
3999.000 Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Income	61,850.00	42,993.28	2,038.82	31,490.62	(11,502.66)	35,590.00	24,220.86	2,118.32	20,712.01	(3,508.85)	2,460.00	1,731.64	67.73	2,379.25	647.61
Total Income	1,174,580.00	784,813.28	96,666.48	788,140.67	3,327.39	622,480.00	415,480.86	52,338.32	418,766.51	3,285.65	99,310.00	66,298.28	8,337.73	67,693.25	1,394.97
EXPENSES															
4110 Administrative Salaries	86,300.00	57,276.24	6,320.44	55,675.55	(1,600.69)	52,000.00	34,507.00	3,752.00	32,810.14	(1,696.86)	8,000.00	5,308.80	699.72	6,139.23	830.43
4120 Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4130 Legal Expense	-	-	705.60	705.60	705.60	-	-	418.95	418.95	418.95	-	-	66.15	66.15	66.15
4140 Staff Training & Convention	900.00	600.00	-	249.60	(350.40)	420.00	280.00	-	51.30	(228.70)	70.00	46.64	-	8.10	(38.54)
4150 Travel	510.00	340.00	-	117.12	(222.88)	330.00	220.00	-	-	(220.00)	50.00	33.36	-	-	(33.36)
4171 Auditing Fees	3,250.00	3,250.00	-	3,248.00	(2.00)	2,070.00	2,070.00	-	2,072.00	2.00	280.00	280.00	-	280.00	-
4180 Office Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4190 Sundry	27,880.00	19,543.36	3,579.74	17,129.21	(2,414.15)	11,870.00	8,638.59	808.53	8,973.65	335.06	1,680.00	1,080.86	145.53	1,128.21	47.35
4195 Property Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	289,310.00	192,873.36	24,603.19	196,729.02	3,855.66	152,590.00	101,726.64	13,057.20	103,494.26	1,767.62	10,650.00	7,100.00	909.70	7,184.54	84.54
Total Admin Expense	408,150.00	273,882.96	35,208.97	273,854.10	(28.86)	219,280.00	147,442.23	18,036.68	147,820.30	378.07	20,730.00	13,849.66	1,821.10	14,806.23	956.57
4310 Water	51,580.00	32,495.40	3,523.69	29,924.18	(2,571.22)	26,540.00	13,535.40	1,830.74	15,264.53	1,729.13	4,590.00	3,075.30	439.36	3,061.94	(13.36)
4320 Electricity	15,400.00	10,010.00	963.27	8,274.49	(1,735.51)	8,840.00	6,099.60	458.21	4,776.71	(1,322.89)	1,900.00	1,311.00	115.77	1,181.99	(129.01)
4390 Sewer	53,440.00	36,873.60	3,977.77	29,454.20	(7,419.40)	19,790.00	13,061.40	1,859.64	12,953.85	(107.55)	3,500.00	2,205.00	420.02	2,697.27	492.27
Total Utility Expense	120,420.00	79,379.00	8,464.73	67,652.87	(11,726.13)	55,170.00	32,696.40	4,148.59	32,995.09	298.69	9,990.00	6,591.30	975.15	6,941.20	349.90
4410 Labor	98,080.00	65,077.60	7,398.76	54,060.91	(11,016.69)	62,250.00	41,304.20	4,694.35	39,524.09	(1,780.11)	9,830.00	6,522.60	741.20	6,240.60	(282.00)
4420 Material	47,600.00	31,733.28	1,696.04	23,750.72	(7,982.56)	20,620.00	13,926.29	97.09	6,529.86	(7,396.43)	1,880.00	1,253.28	12.33	1,970.13	716.85
4430 Contract Cost	131,060.00	88,354.21	9,589.34	72,601.61	(15,752.60)	53,020.00	35,346.64	4,341.06	26,490.13	(8,856.51)	12,910.00	8,497.13	981.85	7,467.25	(1,029.88)
Total Ordinary Maint. & Operation	276,740.00	185,165.09	18,684.14	150,413.24	(34,751.85)	135,890.00	90,577.13	9,132.50	72,544.08	(18,033.05)	24,620.00	16,273.01	1,735.38	15,677.98	(595.03)
4480 Contract Cost	400.00	266.64	33.50	268.00	1.36	460.00	306.64	38.19	305.52	(1.12)	80.00	53.36	6.03	48.24	(5.12)
Total Protective Services	400.00	266.64	33.50	268.00	1.36	460.00	306.64	38.19	305.52	(1.12)	80.00	53.36	6.03	48.24	(5.12)
4510.010 Workers Compensation	3,660.00	2,440.00	298.97	2,391.74	(48.26)	2,290.00	1,526.64	182.53	1,460.23	(66.41)	330.00	220.00	28.25	226.00	6.00
4510.020 General Liab Insurance	1,170.00	780.00	95.93	767.44	(12.56)	820.00	546.64	61.03	488.24	(58.40)	100.00	66.64	9.82	78.56	11.92
4510.040 Auto Insurance	480.00	320.00	38.15	305.20	(14.80)	300.00	200.00	24.21	193.68	(6.32)	40.00	26.64	2.95	23.60	(3.04)
4510.050 Public Officials Insurance	1,850.00	1,233.36	151.71	1,213.68	(19.68)	1,300.00	866.64	96.48	771.84	(94.80)	160.00	106.64	15.52	124.16	17.52
4510.070 Crime / Dishonesty	60.00	40.00	5.38	43.04	3.04	60.00	40.00	5.38	43.04	3.04	-	-	-	-	-
4510.090 Fire & Extend Coverage	21,870.00	14,580.00	2,434.18	19,473.44	4,893.44	11,980.00	7,986.64	1,335.23	10,681.84	2,695.20	1,220.00	813.36	135.84	1,086.72	273.36
4540 Employee Benefit Payments	86,680.00	57,702.56	5,346.98	43,370.75	(14,331.81)	44,580.00	29,668.28	3,081.29	26,080.56	(3,587.72)	6,970.00	4,641.32	528.69	4,289.21	(352.11)
4570 Collection Losses	12,680.00	6,340.00	-	662.39	(5,677.61)	2,210.00	1,105.00	-	-	(1,105.00)	840.00	420.00	-	-	(420.00)
4580 Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General Expenses	128,450.00	83,435.92	8,371.30	68,227.68	(15,208.24)	63,540.00	41,939.84	4,786.15	39,719.43	(2,220.41)	9,660.00	6,294.60	721.07	5,828.25	(466.35)
Total Routine Expenses	934,160.00	622,129.61	70,762.64	560,415.89	(61,713.72)	474,340.00	312,962.24	36,142.11	293,384.42	(19,577.82)	65,080.00	43,061.93	5,258.73	43,301.90	239.97
EXPENSES															
4191.100 Employee Committee	-	-	-	-	-	2,000.00	2,000.00	-	475.00	(1,525.00)	-	-	-	-	-
4191.200 Non-Apartment Meetings	-	-	-	-	-	3,000.00	2,000.00	-	789.12	(1,210.88)	-	-	-	-	-
4191.300 Non-Apartment Public Relations	5,000.00	3,333.36	-	5,135.03	1,801.67	-	-	-	-	-	-	-	-	-	-
Total Non-Apartment Expenses	5,000.00	3,333.36	-	5,135.03	1,801.67	5,000.00	4,000.00	-	1,264.12	(2,735.88)	-	-	-	-	-
4610.000 Extraordinary Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4700 Scholarships Awarded	3,030.00	1,515.00	-	1,150.00	(365.00)	-	-	-	-	-	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Non Routine Expenses	3,030.00	1,515.00	-	1,150.00	(365.00)	-	-	-	-	-	-	-	-	-	-
4800 Depreciation Expense	166,940.00	111,293.36	13,978.27	110,762.31	(531.05)	87,430.00	58,286.64	7,068.48	56,720.02	(1,566.62)	31,860.00	21,240.00	2,621.60	21,071.66	(168.34)
6110 G/L Disposition of Real Property	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenses	166,940.00	111,293.36	13,978.27	110,762.31	(531.05)	87,430.00	58,286.64	7,068.48	56,720.02	(1,566.62)	31,860.00	21,240.00	2,621.60	21,071.66	(168.34)
6010 Prior Year Adjustment - ARR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	1,109,130.00	738,271.33	84,740.91	677,463.23	(60,808.10)	566,770.00	375,248.88	43,210.59	351,368.56	(23,880.32)	96,940.00	64,301.93	7,880.33	64,373.56	71.63
Residual Receipts (Profit/Loss)	65,450.00	46,541.95	11,925.57	110,677.44	64,135.49	55,710.00	40,231.98	9,127.73	67,397.95	27,165.97	2,370.00	1,996.35	457.40	3,319.69	1,323.34

WHOC & WPFC II Income Statement  
May 2020

Hunnington					
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3110 Dwelling Rental	401,580.00	267,720.00	33,365.81	270,646.27	2,926.27
Total Rental Income	401,580.00	267,720.00	33,365.81	270,646.27	2,926.27
3400.100 Youth Literacy Grant-Dollar Gen	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest Income	4,760.00	3,173.36	480.44	3,797.60	624.24
3690 Other Income	13,130.00	9,051.72	955.00	5,295.18	(3,756.54)
3999 Transfer In	-	-	-	-	-
Total Operating Income	17,890.00	12,225.08	1,435.44	9,092.78	(3,132.30)
Total Income	419,470.00	279,945.08	34,801.25	279,739.05	(206.03)
EXPENSES					
4110 Administrative Salaries	36,280.00	24,091.84	2,238.00	19,576.77	(4,515.07)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	249.90	249.90	249.90
4140 Staff Training & Convention	250.00	166.64	-	30.60	(136.04)
4150 Travel	190.00	126.64	-	-	(126.64)
4171 Auditing Fees	1,270.00	1,270.00	-	1,274.00	4.00
4180 Office Rent	-	-	-	-	-
4190 Sundry	9,900.00	7,301.56	512.76	6,186.91	(1,114.65)
4195 Property Management Fee	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	104,410.00	69,606.64	8,675.11	70,368.02	761.38
Total Admin Expense	152,300.00	102,563.32	11,675.77	97,686.20	(4,877.12)
4310 Water	19,410.00	12,810.60	1,970.21	13,592.87	782.27
4320 Electricity	9,510.00	6,276.60	606.88	5,129.43	(1,147.17)
4390 Sewer	16,180.00	10,354.40	2,071.82	13,258.52	2,904.12
Total Utility Expense	45,100.00	29,441.60	4,648.91	31,980.82	2,539.22
4410 Maint. & Operation Labor	37,130.00	24,637.20	2,800.12	23,575.66	(1,061.54)
4420 Material	13,130.00	8,753.36	201.58	4,756.28	(3,997.08)
4430 Contract Cost	38,530.00	25,686.72	3,960.45	20,680.24	(5,026.48)
Total Ordinary Maint. & Operation	88,790.00	59,077.28	6,962.15	48,992.18	(10,085.10)
4480 Contract Cost	290.00	193.36	22.78	182.24	(11.12)
Total Protective Services	290.00	193.36	22.78	182.24	(11.12)
4510.010 Workers Compensation	1,250.00	833.36	122.92	983.32	149.96
4510.020 General Liab Insurance	410.00	273.36	37.11	296.88	23.52
4510.040 Auto Insurance	140.00	93.36	11.16	89.28	(4.08)
4510.050 Public Officials Insurance	650.00	433.36	58.59	468.72	35.36
4510.090 Fire & Extend Coverage	4,590.00	3,060.00	510.81	4,086.48	1,026.48
4540 Employee Benefit Payments	28,150.00	18,735.04	1,837.95	15,552.20	(3,182.84)
4570 Collection Losses	450.00	225.00	-	601.25	376.25
4580 Interest Expense	-	-	-	-	-
Total General Expenses	35,640.00	23,653.48	2,578.54	22,078.13	(1,575.35)
Total Routine Expenses	322,120.00	214,929.04	25,888.15	200,919.57	(14,009.47)
EXPENSES					
4191.500 Dollar General Grant-Books	-	-	-	-	-
Total Non-Apartment Expenses	-	-	-	-	-
4610.000 Extraordinary Maintenance	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	56,690.00	37,793.36	4,311.76	34,682.12	(3,111.24)
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	56,690.00	37,793.36	4,311.76	34,682.12	(3,111.24)
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	378,810.00	252,722.40	30,199.91	235,601.69	(17,120.71)
Residual Receipts (Profit/Loss)	40,660.00	27,222.68	4,601.34	44,137.36	16,914.68

Picadilly					
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3110 Dwelling Rental	46,790.00	31,193.36	4,224.00	32,822.62	1,629.26
Total Rental Income	46,790.00	31,193.36	4,224.00	32,822.62	1,629.26
3400.100 Youth Literacy Grant-Dollar Gen	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest Income	3,610.00	2,406.64	361.56	3,077.11	670.47
3690 Other Income	2,420.00	1,623.28	-	1,422.65	(200.63)
3999 Transfer In	-	-	-	-	-
Total Operating Income	6,030.00	4,029.92	361.56	4,499.76	469.84
Total Income	52,820.00	35,223.28	4,585.56	37,322.38	2,099.10
EXPENSES					
4110 Administrative Salaries	3,400.00	2,256.80	258.88	2,241.52	(15.28)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	29.40	29.40	29.40
4140 Staff Training & Convention	40.00	26.64	-	10.40	(16.24)
4150 Travel	20.00	13.36	-	4.88	(8.48)
4171 Auditing Fees	130.00	130.00	-	126.00	(4.00)
4180 Office Rent	-	-	-	-	-
4190 Sundry	1,850.00	1,269.92	31.41	713.95	(555.97)
4195 Property Management Fee	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	5,150.00	3,433.36	464.64	3,610.49	177.13
Total Admin Expense	10,590.00	7,130.08	784.33	6,736.64	(393.44)
4310 Water	1,090.00	828.40	101.21	560.12	(268.28)
4320 Electricity	940.00	836.60	11.49	198.74	(637.86)
4390 Sewer	90.00	60.00	-	-	(60.00)
Total Utility Expense	2,120.00	1,725.00	112.70	758.86	(966.14)
4410 Maint. & Operation Labor	4,090.00	2,714.60	308.28	2,252.45	(462.15)
4420 Material	2,170.00	1,446.64	0.83	2,298.79	852.15
4430 Contract Cost	8,190.00	5,460.08	279.96	2,887.69	(2,572.39)
Total Ordinary Maint. & Operation	14,450.00	9,621.32	589.07	7,438.93	(2,182.39)
4480 Contract Cost	-	-	-	-	-
Total Protective Services	-	-	-	-	-
4510.010 Workers Comp. Insurance	140.00	93.36	11.78	94.28	0.92
4510.020 General Liab Insurance	40.00	26.64	3.39	27.12	0.48
4510.040 Auto Insurance	20.00	13.36	1.31	10.48	(2.88)
4510.050 Public Officials Insurance	60.00	40.00	5.26	42.08	2.08
4510.090 Fire & Extend Coverage	740.00	493.36	82.56	660.48	167.12
4540 Employee Benefit Payments	3,560.00	2,371.16	221.06	1,789.51	(581.65)
4570 Collection Losses	-	-	-	-	-
4580 Interest Expense	-	-	-	-	-
Total General Expenses	4,560.00	3,037.88	325.36	2,623.95	(413.93)
Total Routine Expenses	31,720.00	21,514.28	1,811.46	17,558.38	(3,955.90)
EXPENSES					
4191.500 Dollar General Grant-Books	-	-	-	-	-
Total Non-Apartment Expenses	-	-	-	-	-
4610.000 Extraordinary Maintenance	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	3,170.00	2,113.36	262.05	2,103.84	(9.52)
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	3,170.00	2,113.36	262.05	2,103.84	(9.52)
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	34,890.00	23,627.64	2,073.51	19,662.22	(3,965.42)
Residual Receipts (Profit/Loss)	17,930.00	11,595.64	2,512.05	17,660.16	6,064.52

WPFC II					
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3110 Dwelling Rental	-	-	-	-	-
Total Rental Income	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest Income	-	-	2,359.63	20,240.52	20,240.52
3690 Other Income	-	-	-	-	-
Total Operating Income	-	-	2,359.63	20,240.52	20,240.52
3999.000 Transfer In	-	-	-	-	-
Total Income	-	-	2,359.63	20,240.52	20,240.52
EXPENSES					
4110 Administrative Salaries	-	-	-	-	-
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	-	-	-
4140 Staff Training & Convention	-	-	-	-	-
4150 Travel	-	-	-	-	-
4171 Auditing Fees	-	-	-	-	-
4180 Office Rent	-	-	-	-	-
4190 Sundry	-	-	-	-	-
4195 Property Management Fee	-	-	-	-	-
Total Admin Expense	-	-	-	-	-
4310 Water	-	-	-	-	-
4320 Electricity	-	-	-	-	-
4390 Sewer	-	-	-	-	-
Total Utility Expense	-	-	-	-	-
4410 Labor	-	-	-	-	-
4420 Material	-	-	-	-	-
4430 Contract Cost	-	-	-	-	-
Total Ordinary Maint. & Operation	-	-	-	-	-
4480 Contract Cost	-	-	-	-	-
Total Protective Services	-	-	-	-	-
4510.010 Workers Comp. Insurance	-	-	-	-	-
4510.020 General Liab Insurance	-	-	-	-	-
4510.040 Auto Insurance	-	-	-	-	-
4510.050 Public Officials Insurance	-	-	-	-	-
4510.090 Fire & Extend Coverage	-	-	-	-	-
4540 Employee Benefit Payments	-	-	-	-	-
4570 Collection Losses	-	-	-	-	-
4580 Interest Expense	-	-	-	-	-
Total General Expenses	-	-	-	-	-
Total Routine Expenses	-	-	-	-	-
EXPENSES					
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
4800 Depreciation Expense	-	-	-	-	-
6110 G/L Disposition of Real Property	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
6130 Special Items, Net Gain/Loss	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-
Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
Total Expenses	-	-	-	-	-
Residual Receipts (Profit/Loss)	-	-	2,359.63	20,240.52	20,240.52

Resolution No. 3820

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE ANNUAL REPORT TO BE SUBMITTED TO THE CITY COUNCIL OF THE CITY OF WACO

WHEREAS, the policy governing the City of Waco Board & Commissions provides that an annual report be submitted to the City Council, and

WHEREAS, the Board of Commissioners of Waco Housing Authority & Affiliates falls into the category of boards that are approved by the Board of Commissions of the City of Waco, and

WHEREAS, the annual report has been compiled according to the guidelines and is ready for submission upon approval by the Board of Commissioners of Waco Housing Authority & Affiliates, and

WHEREAS, this resolution was considered at a regular meeting open to the public as required by law and notice of the time, place, and purpose of said meeting was given as required by Chapter 551 of the Texas Government Code:

NOW, THEREFORE, BE IT RESOLVED THAT the above resolution was approved by the Board of Commissioners of Waco Housing Authority & Affiliates on this the 23rd day of June 2020.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson of the Board

(SEAL)



June 23, 2020

Mayor Kyle Deaver  
Waco City Council  
City Hall  
P.O. Box 2570 - 300 Austin Ave.  
Waco, TX 76701

Dear Mayor, Deaver and Members of the Waco City Council:

This letter is to submit the enclosed Annual Report for Waco Housing Authority & Affiliates to the Mayor and Waco City Council. As indicated on our enclosed report, Waco Housing Authority & Affiliates serves not only Waco and Mart, but all of McLennan County and administers housing programs in Hill County, Somervell County, and the Mart Housing Authority.

Our number one goal is to strategically preserve and expand affordable housing to ensure resources for the poorest and most vulnerable of citizens. Our number two goal is to create healthy, inclusive communities that are diverse, safe, and accessible. A summary of achievements and significant activities can be found in the accomplishments of the departments section of the report. These departmental accomplishments help us to succeed in our goals by doing necessary improvements to our properties to provide housing for our clients and our programs and to offer opportunities for our clients to move from dependency to self sufficiency.

Waco Housing Authority & Affiliates have no recommendations for City Council action next fiscal year.

Waco Housing Authority & Affiliates has no minority report.

The Housing Authority's fiscal year is from October 1<sup>st</sup> through September 30<sup>th</sup>. We have an independent audit conducted at the end of each fiscal year and have received "no finding" audits for the past ten years. Results of our most recent audit are attached.

Additionally, you will find meeting attendance by Commissioners attached.

Sincerely,

---

Malcolm Duncan Jr.  
Chair of the Board  
Waco Housing Authority & Affiliates

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Susan Cowley  
Vice Chair of the Board  
Waco Housing Authority & Affiliates

**BOARD NAME**  
**ATTENDANCE REPORT - June 2019-May 2020**

**Waco Housing Authority & Affilistes**

<b>NAME</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>Total Meetings</b>	<b>Present</b>	<b>Absent</b>	<b>Off Board</b>
Malcolm Duncan Jr.	P	No Meeting	P	P	No Meeting	P	No Meeting	P	P	No Meeting	No Meeting	No Meeting	6	6	0	
Susan Cowley	P	No Meeting	P	P	No Meeting	P	No Meeting	A	P	No Meeting	No Meeting	No Meeting	5	5	1	
Connie Mack	P	No Meeting	P	A	No Meeting	A	No Meeting	P	P	No Meeting	No Meeting	No Meeting	4	4	2	
Shirley Langston	P	No Meeting	P	P	No Meeting	A	No Meeting	P	P	No Meeting	No Meeting	No Meeting	5	5	1	
Jon Ramos	P	No Meeting	P	P	No Meeting	P	No Meeting	P	P	No Meeting	No Meeting	No Meeting	6	6	0	

A = Absent  
P = Present

Blank space denotes member was not yet appointed or qualified to serve

**Note:**

A record of a member's absence will begin the first regular meeting after the fifteenth day from the date the member received notice of his/her appointment

A member of a board which meets monthly or quarterly, who is absent from more than 25%of the regular meetings during any 12 month period, may be removed from his/her office or membership by the City Council.

# Annual Report for the City of Waco - May 2020

## Waco Housing Authority & Affiliates Data

Address: P. O. Box 978  
Waco, TX 76703-0978  
Telephone number (254) 752-0324  
Fax number (254) 754-6483  
Web Address – [www.wacopha.org](http://www.wacopha.org)

### **Board of Commissioners**

Malcolm Duncan Jr.  
Connie Mack  
Susan Cowley  
Jon Ramos  
Shirley Langston

### Senior Management Staff

Milet Hopping – President/CEO – Telephone 752-0324, ext. 280  
Gloria Dancer – Vice President of Operations – Telephone 752-0324, ext. 219  
Annie Botsford – Vice President of Administrative Services/I.T. – Telephone 752-0324, ext. 217  
Edwina Viera – Vice President of Financial Services - Telephone 752-0324, ext. 231

### Responsibilities

#### **Annual Budget**

Section 8 -	\$ 16,625,100.00
Central Cost & Low Rent -	\$ 8,716,100.00
Non-Profits –	\$ 2,368,700.00
Mart –	<u>\$ 181,600.00</u>
Total	\$27,891,500.00

**Number of Employees** – 91

**Number of Public Housing Units (Waco)** – 902

**Number of Public Housing Units (Mart)** – 32

### **Section 8 Allocations:**

Number of Section 8 Vouchers (Waco) – 2147  
Veterans Administration Supportive Housing (VASH) – 70  
Number of Section 8 Vouchers (Hill County) – 255  
Number of Section 8 Vouchers (Somervell County) – 60  
Groesbeck – 80  
Mainstream - 61  
Total – 2673

### **Homeownership Program**

Number of Section 8 Homeownership Voucher Participants - 8  
Total number of Section 8 Homeownership Vouchers -39

**Incomes**

There are 2,452 households in Section 8 and 734 households in Public Housing. 88% of these households receive some sort of income. 45% of these households earn an income and 43% receive an income from outside sources (pensions, Social Security/SSI). Below is a breakdown of average incomes earned by residents of public housing developments and Section 8, excluding Social Security, SSI, pensions, and welfare assistance.

Estella Maxey	\$15,340.00
Kate Ross	\$14,942.75
South Terrace	\$17,679.00
Section 8	\$20,087.00

**Non-Profit Units**

Raintree Apartments – 156 units  
Picadilly Apartments – 6 townhouses  
Cimmaron Apartments – 100 units  
Hunnington Apartments – 60 units  
Misty Square Apartments – 16 units  
Total – 338

**Collaborations**

Dean Mayberry Center  
Homeless Coalition  
Housing Coalition  
MHMR – Klaras Center  
Christian Men's Job Corp  
Restoration Haven  
Waco Police Department  
Waco Children & Families Counseling Center  
Go To College Tour – as a result of these tours, we have 27 youth that have enrolled in a two or four year college and 16 have graduated with a degree.  
Christian Women's Job Corps  
Waco Education Alliance  
VOICE  
Acts Church  
Lakeshore Baptist Church  
Community in Schools  
Area Agency on Aging  
EOAC  
Family Abuse Center  
AmeriCorps  
Advocacy Center  
Waco CDC  
Habitat for Humanity  
Salvation Army  
U. S. dept. of Veterans Affairs  
NeighborWorks Waco  
Mission Waco  
MCC

**Boards we are affiliated with**

United Way  
Housing Coalition  
Adopt a School  
MCC Adult Education  
TSTC Women's Resource Center  
Teen Suicide Prevention  
Domestic Violence Response Team  
Teen Leadership Waco  
WacoHousingSearch.org  
Caritas  
City of Waco Permanent Housing Coalition  
Continuum of Care Committee

**Waco Housing Authority & Affiliates Accomplishments  
June 2019 thru May 2020**

**Information Technology**

- Upgraded All network switches at all location
- Added WIFI for all WHA offices
- Added public Wi-Fi at all Public housing computer labs and at Headquarters, these are external and provides guest access that covers the parking lots
- Added remote admin capability for IT staff and moved to laptops to provide for flexible work environments
- Added Cameras to all entrances/exits at WHA HQ
- Installed new phone system open source Asterix system, massive reduction in cost
- Changed Website Host and developer to eztask, major enhancement to wacopha.org and IT took over direct management of content
- Implemented Tenant PI (work number) job history tracking software
- Implemented major upgrade to the online waitlist
- Procured adobe CS licensing and have started producing training content and graphic media for wacopha.org
- Installed new backup storage array with remote backup for disaster recovery

**Administrative Services Department**

- Admin staff has updated the process of processing the applicants for the one-bedroom Public Housing Waiting List since the one-bedroom list has been closed.
- Vice President of Administrative Services continues to do all auditing and reporting for the Rising Images compliance reporting. All reports have been submitted with no findings. The Annual Report for the City of Waco was updated and submitted.
- Employee of the Month Program was implemented.
- Visitor/Tenant Informational TV Screen was implemented in the Lobby of WHA.
- Annie Botsford continues to represent WHA at NAHRO in the following:
  - Texas NAHRO - currently serving as Immediate Past President of Texas NAHRO
  - Southwest NAHRO - serving on the Executive Committee, the Awards Committee, Nominating Committee and Chair of the By-Laws Committee
  - National NAHRO - serving on the Legislative Committee and attends meetings for state presidents

## COMMUNITY SERVICES

### Family Self Sufficiency Program

- FSS Membership: 89 clients
- FSS Graduates – 6 FSS clients (PH-2; S8-4)
- Escrow distributed to graduates - \$18,240.98
- Homeowner: 1 (S8)
- Moved off subsidized housing: 2 (S8)
- FSS Coordinators applied for the 2019 FSS Program Grant and HUD awarded \$117,068!
- Three FSS participants applied for and received WHA scholarships – total of \$1,500
- Received \$500 donation for the FSS Program from FSS Advisory Board member
- Took FSS clients to an Attitudes & Attire Seminar in Dallas, TX
- Attended CRCG MTG-Adult & Family & Youth
- Submitted support info regarding 3 PH issues sent from NAHRO to Congressman
- Participated in various webinars and conferences, such as “Pathways to High Quality Jobs,” “Violence and Abuse in the Digital Age,” “Census Data Information,” Waco Domestic Violence “, ADRC Cross Trainings, BU People’s Law School, Advocacy C.H.I.L.D. Safe Conf. & “WHB’s Peace of Mind Seminar”
- Recruited FSS client, J. Allen to represent S8 tenants on the FSS Advisory Board
- Compiled information regarding immigrants and public benefits, shared with CS staff
- Field Instruction for 1 intern (Baylor) for fall 2019 & spring 2020
- Hosted FSS Annual Appreciation Banquet & had past FSS Graduate & successful Business owner speak
- Sent Housing Advocacy Letters to Congress
- Worked with TWS regarding Public Access Points Workshop, available for FSS members
- Attended various seminars related to COVID-19 issues to help participants
- Provided all participants with Mental Health Hotline Number, as well as links to COVID-19 testing sites, Unemployment Benefits Finder, Credit Card Payment Relief, Support with Student loans Payments and link to Finding Out Eligibility for Economic Relief Checks

### Elderly Services Program

- Implemented more activities for seniors/disabled that emphasized health.
- Received a new popcorn machine and snow cone machine for resident activities.
- Cleaned up playgrounds and replaced swing sets.
- WHA became a member of Emergency Planning for Vulnerable Populations workgroup in January.
- Collaborated with the City of Waco Health District regarding COVID-19

### Youth Services

- Develop Collaboration with Mission Waco on Youth activities with PH Youth.
- Continued to work with WISD to bring Truancy into compliance for PH Youth.
- Developed a relationship with Schools under Transformation Waco to curtail absences, behavior problems, Test Scores, and class promotions.
- Collaboration with the YMCA to promote swimming activities for PH Youth.
- Formed a partnership with Southern Little League to offer PH Youth Scholarships and discounts for baseball and softball participation.
- College Educational Tour to North Carolina and Houston Metroplex area. This promotes the encouragement for our PH Youth to gain assistance to attend College. As of this date the current PH graduates from a Junior College, or a Senior level University is now (31).
- Collaboration with an onsite Mentoring program called “The Size of a Man”. The program is located at Estella Maxey and it targets Middle School and High School students. The program addressed topic such as self-esteem, education, teen pregnancy, behavioral skills, job readiness, self-respect, educational field trip, and health & nutritional living.

#### Resident Services

- Maintained resident council members for each site and replaced Mrs. Bridgewater's position with a new council member.
- Relationship with WISD to provide transportation for students needing tutoring after-school. Successful Meet-The-Teacher block party held at Estella Maxey Park with teaching staff from J.H. Hines attending.
- Maintained a good working relationship with McLennan Adult Probation
- Another successful year to distribute school supplies to over 147+ kids of Public Housing and some FSS clients. Also distributed school supplies at Mart.
- Recognizing graduating high school student at South Terrace with a parade.
- Provided winter clothes & coat drive at Estella Maxey, South Terrace, and Kate Ross.

#### HOUSING OPERATIONS

- Exceeded HUD requirements of 95% submission of all annual recertification for resident compliance.
- Rent collections for Waco was 97% rent collected for end of fiscal year
- Exceeded 95% requirement of HUD PIC submission in Mart with 100%
- Rent collections for Mart was 97% rent collected for end of fiscal year
- Saved \$15,300 yearly by rebidding the contract for Public housing landscaping.
- Rising Images maintenance receiving training on pool chemicals and purchasing robotic pool cleaners for Raintree & Cimmaron, we were able to let the contract with Crystal Clear Pools expire, saving \$7,200.00 yearly.
- All windows in the office and units in Mart were replaced with energy-efficient windows.
- Maintained property at 96% occupancy and collected rent all year at Raintree
- Completed the entire year with not major accidents or fires at Raintree
- Replaced siding on building 2 and 12 will continue to phase in all buildings
- Phase 1 of Parking lot repaired, resurfaced, and restriped
- Passed Crime Free Inspection
- Maintained property at 83% occupancy and collected rent all year at Picadilly
- Completed the entire year with no major accidents or fires at Picadilly
- All maintenance and office staff have taken the Crime Free Training program at Waco P.D.
- Maintained 99-100% occupancy on all 3 properties.

#### SECTION 8

- Received recognition from Housing & Urban Development (HUD) as a High Performing Agency.
- Maintained 97% lease up in the Section 8 program, while short of staffed.
- Three tenants purchased a home under the Section 8 Homeownership Program.
- Housing & Urban Development (HUD) Awarded 45 additional vouchers to assist disabled families under the Mainstream Program.

#### FINANCE DEPARTMENT

- Waco Housing Authority & Affiliates (WHA) received an Unmodified Opinion Audit for WHA's financial and HUD compliance reporting, meaning that there were no findings for the fiscal year ending September 30, 2019.
- Received the maximum score of 25 points on the Finance indicator from HUD's scoring for our designation status such as: high or standard performer.
- Consolidated 3 full-time positions into 2 full-time positions, resulting in efficiency of work distribution and financial savings.
- In Human Resources, established the procedure of a job offer letter and began providing a Benefit Hub for employees to obtain discounts on various products and services.
- Negotiated a higher contract interest rate with Extraco Bank for WHA's operating fund accounts.

DAVID A. BORING, CPA  
CERTIFIED PUBLIC ACCOUNTANT &CONSULTANT  
7302 93RD STREET  
LUBBOCK, TEXAS 79424

## INDEPENDENT AUDITOR'S REPORT

### Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities of the Housing Authority of the City of Waco, Texas as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Opinions`**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and each major fund of the Housing Authority of the City of Waco, Texas, as of September 30, 2019, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters****Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion on pages 1-11 is presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Housing Authority of the City of Waco, Texas' basic financial statements. The accompanying schedule of expenditures of federal awards are presented for purposes of additional analysis as required by the Uniform Financial Reporting Standards issued by the U.S. Department of Housing and Urban Development, Office of the Inspector General, and is not a required part of the financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is presented for purposes of additional analysis and is not a required part of the financial statements. The accompanying financial data schedule is presented for purposes of additional analysis as required by U.S. Department of Housing and Urban Development and is also not a required part of the financial statements of the Authority. This supplemental information is the responsibility of management and was derived from and relate directly to the underlying accounting and

other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the financial data schedule, and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated February 13, 2019, on our consideration of the Housing Authority of the City of Waco, Texas' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Housing Authority of the City of Waco, Texas' internal control over financial reporting and compliance.

**David A. Boring, CPA**  
**Lubbock, Texas**  
**February 13, 2020**