

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 8th.
- 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 April 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 – **692** checks
- Travel and Training: None
- Applications
 - **105** Public Housing (**up by 14** when compared to March 2020)
 - **0** VASH
- Processed **1101** pieces of incoming mail
- Processed **2,973** pieces of outgoing mail
- Proofed all department monthly reports
- Made **20,637** copies for departments
- Sent out **238** Late Notices for Public Housing
- Sent out **158** Notices of Concern
- Sent out **425** 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 April 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 April 2020, Picadilly had 6 qualifying units in the program, all very low income. Based on the compliance audit completed, one files 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 April 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 April 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)

April 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
- Webpage statistic are currently transitioning to our new host, eztask wacopha.org

- **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**

- Section 8 Hill County/Somervell was opened and closed successfully
- Provided training video to staff on use of Microsoft teams
- Reviewed and demoed digital signature platforms, paperless solutions, and planed for many social distance plays
- Provided enhanced notifications on wacopha.org and facebook on Covid 19 resources
- Soft launch of the Waco housing authority smart phone app
- Working on implementing google analytics on wacopha.org

Modernization Department

April 2020 Report

Grant Year	Grant Amt.	Amt. Expended	% Expended	% Obligated	Deadline to Expend
2017/517	\$1,177,497.00	\$920,134.73	78%	81%	August 15, 2023
2018/518	\$1,820,616.00	\$613,282.73	34%	44%	May 28, 2024
2019/519	\$1,904,253.00	\$142,819.02	8%	20%	April 15, 2025

Current Projects

Public Housing

- Staircase Repairs at Kate Ross
- Award to Wilson Construction approved February Board Meeting. Project on hold until we return to normal business.

Rising Images

- None

Section 8 Board Report – April 2020

The Section 8 Department has leased a total of 2622 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	2355	2378
Hill County	268	225
Somervell County	424	19
Totals	3047	2622

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

There are 86 applicant families searching for a place to live at this time.

Waco	85
Hill County	1
Somervell County	0
Total	86

Re-certifications

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

Homeownership

The Homeownership Program is now assisting 10 families with mortgages.

VASH (Veteran Affairs Supportive Housing)

Number Pending (VA Referral/Orientation)	1
Number Searching in Waco	6
Number Passed/Pending Inspection	0
Number housed in Waco	58

Ineligible	137
Total	83%

Mainstream

Number Pending (Referral/Orientation)	11
Number Searching in Waco	15
Number Passed/Pending Inspection	7
Number housed in Waco	33

Ineligible	12
Total	54%

HUD Reports

No reports due at this time.

Staff

There are two vacancies at the McLennan County Office. There are no vacancies at Hill or Somervell County Offices.

Housing Operations Monthly Report

April 2020

Public Housing Report

Staff

Total Employees – 10 Temporary Staff – 0

Waiting List Information

Total number of applicants on the waiting list –518

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	04

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	15	15	0
Estella Maxey	29	29	0
South Terrace	14	14	0
Total	58	58	0

We have completed 100% 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
Total	0	0	0

Percentage of Rent Collected

94% of the rent for April was collected.

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

Occupancy Percentage

The occupancy percentage for April was 83 %; we did not meet our goal of 97%.

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

Maintenance Report

Staff

Total Employees – 19, 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	18	45%	10
Estella Maxey	16	38%	10
South Terrace	10	40%	6
Total	44	41%	26

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 0.89 days which is well above our goal.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	162	162	0
Over 24 hours	0	0	0
Total	162	162	0

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.

April 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.

April Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	225	286	79%
Estella Maxey	288	362	80%
South Terrace	228	248	92%
Overall Occupancy	741	896	83%

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
Overall Occupancy	896	311	311

Fleet Vehicle Inspection

Total Vehicles Inspected – 0 No vehicle had major repairs for the month of April 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 178 accidents free days with (5) Five 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
April 2020	\$25,326.04

Security Report for April 2020

CRIMINAL OFFENSES	Estella Maxey		South Terrace		Kate Ross	
	Month	YTD	Month	YTD	Month	YTD
HOMICIDE						
ROBBERY		1				
ASSAULTS						
Agg. Assault				1		
Sexual Offense				1		1
Simple Assault	2	7	1	2		2
Family Violence	3	10	2	7		2
BURGLARY						
Habitation	1	6			2	2
Auto					2	4
AUTO THEFTS		1				
ARSON						
CRIMINAL TRESPASS	1	6	1	2	1	3
CRIMINAL MISCHIEFS	1	4		2		5
WEAPON VIOLATIONS						
DRUG ARREST						
Felony						
Misdemeanor		1		1		
DRUGS CONFISCATED		0.2gr		64gr		4.0gr
Pills						
HOUSING RELATED						
CALLS OF SERVICE						
Other Agency	15	74	6	29	11	45
Security	11	42	4	15	9	24
INCIDENT REPORTS						
Other Agency	14	58	6	25	10	40
Security	11	34	4	13	7	22
Assist						
SECURITY HOURS	181.75	1119.5	174	1197.75	160	1212.5

Community Services
April 2020

Senior Services: Melissa Johnson, L.B.S.W Coordinator

Attended a Zoom meeting with Preparedness for Vulnerable Populations
Weekly Zoom meetings with Baylor Intern for supervision.
Called to check on senior/disabled residents to see how they are dealing with quarantine.

FSS: April Monthly Report:

Active FSS Participants: 95 members – PH-28 & S8-96
FSS Advisory Board Meeting: The next meeting will be in June '20.

FSS Orientation: Held as needed

FSS Meeting: The next FSS Meeting will be held in June '20 if possible.

2020 FSS Meeting Calendar: May – no meeting scheduled due to covid-19; June: TBD

FSS Client' Goals Accomplishments:

S8-FSS client who was laid off early April due to covid-19, reported back to work
PH & S8 clients graduated from the FSS Program

Referrals:

City of Waco - Covid-19 Response Team
Community Resources)
Food Bank Food Give Away
Goodwill-job openings
Lone star Legal Aid - Covid-19 Information
Mental Health Hotline
Shepherd's Heart Food Pantry
TWS - Jobs Now - available despite Covid-19
Utility Resources during Covid-19
211 Resource information

Other Activities:

UD FSS client's information in the everyone files for PH Managers & S8 Counselors
Assisted FSS client with questions re-certification paperwork
Assisted FSS client regarding balances owed to Kate Ross
Visited with Baylor intern regarding WHA tax information, FSS client update/info, & end of semester & graduation
Assisted FSS client regarding lay off letter from Employers due to Covid-19 & reporting info to S8 Counselor
Assisted S8 Counselors regarding FSS client income & rent changes
Visited with Finance regarding PH & S8 Escrow for April 2020
Assisted FSS client who now has her job back despite Covid-19

Reviewed HUD FSS Program Contract of Participation Extension Waiver due to Covid-19
Spiritual Care Network "Socially Distant, but Spiritually Deep" webinar
Email to all FSS clients regarding ACT Locally webpage for current local resources
Reviewed PH & S8 HUD AdHoc reports of current status of A-J FSS clients
Assisted tenant who is interested in joining the FSS Program
Reviewed & EML Paycheck Protection Program-Round Two
Emailed all clients local resources-possible help during Covid-19
Responded to and made phone calls to FSS Participants
Responded to and sent emails to FSS Participants
FSS Tenants file when needed for S8 Counselors & PH Mgrs.
Emailed clients to inform of closure and provided updates
Ran and reviewed both PH & S8 Ad Hoc Reports to be sure addendums were up to date and showed correct PIC counts
Encouraged FSS Families to use time at home to have children make posters to enter the What Home Means to Me Contest
Sent Mental Health Hotline number to clients via email
Watched webinar "Remaining in Control of Our Emotions"
Sent information via email on Central TX Food Bank Food Give-Away
Sent all clients links to "Unemployment Benefits Finder", "Credit Card Payment Relief" and "Support with Student Loan Payments"

Youth Services: Al Davis

- 1 – Work and Schools have stay at home regulations due to Corona Virus
- 2 – Contacted local YMCA to work on scheduling water activities (swimming) for PH youth in the summer months if it is permitted at the time due to (CV – 19)
- 3 – After (3) conference calls and (1) meeting, the sponsors and partners for the College trip have decided to cancel the trip this summer in July. We will look to do a more localized field trip and other educational activities if we are able.
- 4 – Juvenile Probation currently has (1) client still doing Community Service.
- 5 – Conference calls with Youth programs manager – Lashay Harris from Mission Waco. She wants to develop collaboration with PH Youth Services. We have had (2) conference calls with her and her Supervisor.
- 6 – Client Calls for Estella Maxey – (12)
- 7 – Client Calls for South Terrace – (8)
- 8 – Client Calls for Kate Ross – (9)
- 9 – Delivered goods from food pantry.
- 10 – Answered E – mails and other Administrative duties.
- 11 – Scheduled Meeting with Communities in School (CIS) in June – 2020

Desc	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
202004					
INCOME					
3110 Dwelling Rental	1,112,730.00	649,092.50	95,031.33	662,022.39	12,929.89
Total Rental Income	1,112,730.00	649,092.50	95,031.33	662,022.39	12,929.89
3400 Donations to Scholarship Fd.	3,000.00	-	1.32	14.83	14.83
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest Income	14,970.00	8,732.50	1,352.75	10,557.40	1,824.90
3690 Other Income	43,880.00	27,116.62	3,247.06	18,879.57	(8,237.05)
3999.000 Transfer In	-	-	-	-	-
Total Operating Income	61,850.00	35,849.12	4,601.13	29,451.80	(6,397.32)
Total Income	1,174,580.00	684,941.62	99,632.46	691,474.19	6,532.57
EXPENSES					-
4110 Administrative Salaries	86,300.00	50,696.67	7,178.64	49,355.11	(1,341.56)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	-	-	-
4140 Staff Training & Convention	900.00	525.00	-	249.60	(275.40)
4150 Travel	510.00	297.50	-	117.12	(180.38)
4171 Auditing Fees	3,250.00	3,250.00	-	3,248.00	(2.00)
4180 Office Rent	-	-	-	-	-
4190 Sundry	27,880.00	14,746.69	2,215.37	13,549.47	(1,197.22)
4195 Property Management Fee	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	289,310.00	168,764.19	24,708.15	172,125.83	3,361.64
Total Admin Expense	408,150.00	238,280.05	34,102.16	238,645.13	365.08
4310 Water	51,580.00	27,853.20	3,408.36	26,400.49	(1,452.71)
4320 Electricity	15,400.00	9,086.00	931.80	7,311.22	(1,774.78)
4390 Sewer	53,440.00	31,529.60	4,127.37	25,476.43	(6,053.17)
Total Utility Expense	120,420.00	68,468.80	8,467.53	59,188.14	(9,280.66)
4410 Labor	98,080.00	57,640.16	8,537.04	46,662.15	(10,978.01)
4420 Material	47,600.00	27,766.62	937.36	22,054.68	(5,711.94)
4430 Contract Cost	131,060.00	77,677.66	5,688.07	63,012.27	(14,665.39)
Total Ordinary Maint. & Operation	276,740.00	163,084.44	15,162.47	131,729.10	(31,355.34)
					-
4480 Contract Cost	400.00	233.31	33.50	234.50	1.19
Total Protective Services	400.00	233.31	33.50	234.50	1.19

					-
4510.010 Workers Compensation	3,660.00	2,135.00	298.97	2,092.77	(42.23)
4510.020 General Liab Insurance	1,170.00	682.50	95.93	671.51	(10.99)
4510.040 Auto Insurance	480.00	280.00	38.15	267.05	(12.95)
4510.050 Public Officials Insurance	1,850.00	1,079.19	151.71	1,061.97	(17.22)
4510.070 Crime / Dishonesty	60.00	35.00	5.38	37.66	2.66
4510.090 Fire & Extend Coverage	21,870.00	12,757.50	2,434.18	17,039.26	4,281.76
4540 Employee Benefit Payments	86,680.00	50,684.41	5,965.84	38,023.77	(12,660.64)
4570 Collection Losses	12,680.00	6,340.00	-	662.39	(5,677.61)
4580 Interest Expense	-	-	-	-	-
Total General Expenses	128,450.00	73,993.60	8,990.16	59,856.38	(14,137.22)
					-
Total Routine Expenses	934,160.00	544,060.20	66,755.82	489,653.25	(54,406.95)
EXPENSES					-
					-
4191.100 Employee Committee	-	-	-	-	-
4191.200 Non-Apartment Meetings	-	-	-	-	-
4191.300 Non-Apartment Public Relations	5,000.00	2,916.69	(450.00)	5,135.03	2,218.34
Total Non-Apartment Expenses	5,000.00	2,916.69	(450.00)	5,135.03	2,218.34
					-
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	97,381.69	13,978.26	96,784.04	(597.65)
6110 G/L Disposition of Real Property	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	166,940.00	97,381.69	13,978.26	96,784.04	(597.65)
					-
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
					-
Total Expenses	1,109,130.00	645,873.58	80,284.08	592,722.32	(53,151.26)
					-
					-
Residual Receipts (Profit/Loss)	65,450.00	39,068.04	19,348.38	98,751.87	59,683.83

Desc	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
202004					
INCOME					
3110 Dwelling Rental	586,890.00	342,352.50	49,864.50	347,834.50	5,482.00
Total Rental Income	586,890.00	342,352.50	49,864.50	347,834.50	5,482.00
3400 Donations to Scholarship Fund	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest Income	7,410.00	4,322.50	661.22	4,993.18	670.68
3690 Other Income	28,180.00	17,426.69	2,225.49	13,600.51	(3,826.18)
3999.000 Transfer In	-	-	-	-	-
Total Operating Income	35,590.00	21,749.19	2,886.71	18,593.69	(3,155.50)
Total Income	622,480.00	364,101.69	52,751.21	366,428.19	2,326.50
EXPENSES					-
4110 Administrative Salaries	52,000.00	30,553.70	4,221.00	29,058.14	(1,495.56)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	-	-	-
4140 Staff Training & Convention	420.00	245.00	-	51.30	(193.70)
4150 Travel	330.00	192.50	-	-	(192.50)
4171 Auditing Fees	2,070.00	2,070.00	-	2,072.00	2.00
4180 Office Rent	-	-	-	-	-
4190 Sundry	11,870.00	7,867.60	737.91	8,165.12	297.52
4195 Property Management Fee	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	152,590.00	89,010.81	12,964.77	90,437.06	1,426.25
Total Admin Expense	219,280.00	129,939.61	17,923.68	129,783.62	(155.99)
4310 Water	26,540.00	11,677.60	1,653.64	13,433.79	1,756.19
4320 Electricity	8,840.00	5,304.00	537.86	4,318.50	(985.50)
4390 Sewer	19,790.00	11,280.30	1,738.77	11,094.21	(186.09)
Total Utility Expense	55,170.00	28,261.90	3,930.27	28,846.50	584.60
4410 Labor	62,250.00	36,583.72	5,248.06	34,829.74	(1,753.98)
4420 Material	20,620.00	12,252.89	523.09	6,432.77	(5,820.12)
4430 Contract Cost	53,020.00	30,928.31	3,046.14	22,149.07	(8,779.24)
Total Ordinary Maint. & Operation	135,890.00	79,764.92	8,817.29	63,411.58	(16,353.34)
					-
4480 Contract Cost	460.00	268.31	38.19	267.33	(0.98)
Total Protective Services	460.00	268.31	38.19	267.33	(0.98)

					-
4510.010 Workers Compensation	2,290.00	1,335.81	182.53	1,277.70	(58.11)
4510.020 General Liab Insurance	820.00	478.31	61.03	427.21	(51.10)
4510.040 Auto Insurance	300.00	175.00	24.21	169.47	(5.53)
4510.050 Public Officials Insurance	1,300.00	758.31	96.48	675.36	(82.95)
4510.070 Crime / Dishonesty	60.00	35.00	5.38	37.66	2.66
4510.090 Fire & Extend Coverage	11,980.00	6,988.31	1,335.23	9,346.61	2,358.30
4540 Employee Benefit Payments	44,580.00	26,078.62	3,473.81	22,999.27	(3,079.35)
4570 Collection Losses	2,210.00	1,105.00	-	-	(1,105.00)
4580 Interest Expense	-	-	-	-	-
Total General Expenses	63,540.00	36,954.36	5,178.67	34,933.28	(2,021.08)
					-
Total Routine Expenses	474,340.00	275,189.10	35,888.10	257,242.31	(17,946.79)
EXPENSES					-
					-
4191.100 Employee Committee	2,000.00	1,500.01	-	475.00	(1,025.01)
4191.200 Non-Apartment Meetings	3,000.00	1,750.00	-	789.12	(960.88)
4191.300 Non-Apartment Public Relations	-	-	-	-	-
Total Non-Apartment Expenses	5,000.00	3,250.01	-	1,264.12	(1,985.89)
					-
4610.000 Extraordinary Maintenance	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
4700 Scholarships Awarded	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
					-
4800 Depreciation Expense	87,430.00	51,000.81	7,068.50	49,651.54	(1,349.27)
6110 G/L Disposition of Real Property	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	87,430.00	51,000.81	7,068.50	49,651.54	(1,349.27)
					-
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
					-
Total Expenses	566,770.00	329,439.92	42,956.60	308,157.97	(21,281.95)
					-
					-
Residual Receipts (Profit/Loss)	55,710.00	34,661.77	9,794.61	58,270.22	23,608.45

Desc	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
202004					
INCOME					
3110 Dwelling Rental	96,850.00	56,495.81	8,260.00	57,044.00	548.19
Total Rental Income	96,850.00	56,495.81	8,260.00	57,044.00	548.19
3400 Donations to Scholarship Fund	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest Income	400.00	233.31	61.78	360.52	127.21
3690 Other Income	2,060.00	1,385.00	314.14	1,951.00	566.00
3999.000 Transfer In	-	-	-	-	-
Total Operating Income	2,460.00	1,618.31	375.92	2,311.52	693.21
Total Income	99,310.00	58,114.12	8,635.92	59,355.52	1,241.40
EXPENSES					-
4110 Administrative Salaries	8,000.00	4,702.08	666.45	5,439.51	737.43
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	-	-	-
4140 Staff Training & Convention	70.00	40.81	-	8.10	(32.71)
4150 Travel	50.00	29.19	-	-	(29.19)
4171 Auditing Fees	280.00	280.00	-	280.00	-
4180 Office Rent	-	-	-	-	-
4190 Sundry	1,680.00	949.19	133.73	982.68	33.49
4195 Property Management Fee	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	10,650.00	6,212.50	908.60	6,274.84	62.34
Total Admin Expense	20,730.00	12,213.77	1,708.78	12,985.13	771.36
4310 Water	4,590.00	2,708.10	500.96	2,622.58	(85.52)
4320 Electricity	1,900.00	1,178.00	123.13	1,066.22	(111.78)
4390 Sewer	3,500.00	1,925.00	514.87	2,277.25	352.25
Total Utility Expense	9,990.00	5,811.10	1,138.96	5,966.05	154.95
4410 Labor	9,830.00	5,777.16	828.63	5,499.40	(277.76)
4420 Material	1,880.00	1,096.62	497.29	1,957.80	861.18
4430 Contract Cost	12,910.00	7,393.92	602.60	6,485.40	(908.52)
Total Ordinary Maint. & Operation	24,620.00	14,267.70	1,928.52	13,942.60	(325.10)
					-
4480 Contract Cost	80.00	46.69	6.03	42.21	(4.48)
Total Protective Services	80.00	46.69	6.03	42.21	(4.48)

					-
4510.010 Workers Compensation	330.00	192.50	28.25	197.75	5.25
4510.020 General Liab Insurance	100.00	58.31	9.82	68.74	10.43
4510.040 Auto Insurance	40.00	23.31	2.95	20.65	(2.66)
4510.050 Public Officials Insurance	160.00	93.31	15.52	108.64	15.33
4510.070 Crime/ Dishonesty	-	-	-	-	-
4510.090 Fire & Extend Coverage	1,220.00	711.69	135.84	950.88	239.19
4540 Employee Benefit Payments	6,970.00	4,079.74	548.37	3,760.52	(319.22)
4570 Collection Losses	840.00	420.00	-	-	(420.00)
4580 Interest Expense	-	-	-	-	-
Total General Expenses	9,660.00	5,578.86	740.75	5,107.18	(471.68)
					-
Total Routine Expenses	65,080.00	37,918.12	5,523.04	38,043.17	125.05
EXPENSES					-
					-
4191.100 Employee Committee	-	-	-	-	-
4191.200 Non- Apartment Meetings	-	-	-	-	-
4191.300 Non-Apartment Public Relations	-	-	-	-	-
Total Non-Apartment Expenses	-	-	-	-	-
					-
4610.000 Extraordinary Maintenance	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-
4700 Scholarships Awarded	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-
					-
4800 Depreciation Expense	31,860.00	18,585.00	2,631.84	18,450.06	(134.94)
6110 G/L Disposition of Real Property	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	31,860.00	18,585.00	2,631.84	18,450.06	(134.94)
					-
Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
					-
Total Expenses	96,940.00	56,503.12	8,154.88	56,493.23	(9.89)
					-
					-
Residual Receipts (Profit/Loss)	2,370.00	1,611.00	481.04	2,862.29	1,251.29

Desc	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
202004					
INCOME					
3110 Dwelling Rental	401,580.00	234,255.00	32,526.67	237,280.46	3,025.46
Total Rental Income	401,580.00	234,255.00	32,526.67	237,280.46	3,025.46
3400.100 Youth Literacy Grant-Dollar Gen	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest Income	4,760.00	2,776.69	449.34	3,317.16	540.47
3690 Other Income	13,130.00	8,255.88	1,304.69	4,340.18	(3,915.70)
3999 Transfer In	-	-	-	-	-
Total Operating Income	17,890.00	11,032.57	1,754.03	7,657.34	(3,375.23)
Total Income	419,470.00	245,287.57	34,280.70	244,937.80	(349.77)
EXPENSES					-
4110 Administrative Salaries	36,280.00	21,295.13	2,517.75	17,338.77	(3,956.36)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	-	-	-
4140 Staff Training & Convention	250.00	145.81	-	30.60	(115.21)
4150 Travel	190.00	110.81	-	-	(110.81)
4171 Auditing Fees	1,270.00	1,270.00	-	1,274.00	4.00
4180 Office Rent	-	-	-	-	-
4190 Sundry	9,900.00	6,698.24	467.61	5,674.15	(1,024.09)
4195 Property Management Fee	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	104,410.00	60,905.81	8,456.93	61,692.91	787.10
Total Admin Expense	152,300.00	90,425.80	11,442.29	86,010.43	(4,415.37)
4310 Water	19,410.00	10,675.50	1,824.45	11,622.66	947.16
4320 Electricity	9,510.00	5,610.90	817.70	4,522.55	(1,088.35)
4390 Sewer	16,180.00	8,251.00	1,847.40	11,186.70	2,935.70
Total Utility Expense	45,100.00	24,537.40	4,489.55	27,331.91	2,794.51
4410 Maint. & Operation Labor	37,130.00	21,821.52	3,130.40	20,775.54	(1,045.98)
4420 Material	13,130.00	7,659.19	101.67	4,554.70	(3,104.49)
4430 Contract Cost	38,530.00	22,475.88	4,308.77	16,699.79	(5,776.09)
Total Ordinary Maint. & Operation	88,790.00	51,956.59	7,540.84	42,030.03	(9,926.56)
					-
4480 Contract Cost	290.00	169.19	22.78	159.46	(9.73)
Total Protective Services	290.00	169.19	22.78	159.46	(9.73)

					-
4510.010 Workers Compensation	1,250.00	729.19	122.92	860.40	131.21
4510.020 General Liab Insurance	410.00	239.19	37.11	259.77	20.58
4510.040 Auto Insurance	140.00	81.69	11.16	78.12	(3.57)
4510.050 Public Officials Insurance	650.00	379.19	58.59	410.13	30.94
4510.090 Fire & Extend Coverage	4,590.00	2,677.50	510.81	3,575.67	898.17
4540 Employee Benefit Payments	28,150.00	16,469.75	2,072.09	13,714.25	(2,755.50)
4570 Collection Losses	450.00	225.00	-	601.25	376.25
4580 Interest Expense	-	-	-	-	-
Total General Expenses	35,640.00	20,801.51	2,812.68	19,499.59	(1,301.92)
					-
Total Routine Expenses	322,120.00	187,890.49	26,308.14	175,031.42	(12,859.07)
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	33,069.19	4,311.75	30,370.36	(2,698.83)
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	56,690.00	33,069.19	4,311.75	30,370.36	(2,698.83)
					-
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
					-
Total Expenses	378,810.00	220,959.68	30,619.89	205,401.78	(15,557.90)
					-
					-
Residual Receipts (Profit/Loss)	40,660.00	24,327.89	3,660.81	39,536.02	15,208.13
					-
					-
					-
					-
					-

Desc	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
202004					
INCOME					
3110 Dwelling Rental	46,790.00	27,294.19	4,173.00	28,598.62	1,304.43
Total Rental Income	46,790.00	27,294.19	4,173.00	28,598.62	1,304.43
3400.100 Youth Literacy Grant-Dollar Gen	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest Income	3,610.00	2,105.81	346.84	2,715.55	609.74
3690 Other Income	2,420.00	1,431.62	20.81	1,422.65	(8.97)
3999 Transfer In	-	-	-	-	-
Total Operating Income	6,030.00	3,537.43	367.65	4,138.20	600.77
Total Income	52,820.00	30,831.62	4,540.65	32,736.82	1,905.20
EXPENSES					-
4110 Administrative Salaries	3,400.00	1,998.88	291.24	1,982.64	(16.24)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	-	-	-
4140 Staff Training & Convention	40.00	23.31	-	10.40	(12.91)
4150 Travel	20.00	11.69	-	4.88	(6.81)
4171 Auditing Fees	130.00	130.00	-	126.00	(4.00)
4180 Office Rent	-	-	-	-	-
4190 Sundry	1,850.00	1,144.93	48.34	682.54	(462.39)
4195 Property Management Fee	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	5,150.00	3,004.19	459.03	3,145.85	141.66
Total Admin Expense	10,590.00	6,313.00	798.61	5,952.31	(360.69)
4310 Water	1,090.00	795.70	71.26	458.91	(336.79)
4320 Electricity	940.00	817.80	11.57	187.25	(630.55)
4390 Sewer	90.00	52.50	-	-	(52.50)
Total Utility Expense	2,120.00	1,666.00	82.83	646.16	(1,019.84)
4410 Labor	4,090.00	2,404.36	355.70	1,944.17	(460.19)
4420 Material	2,170.00	1,265.81	2.23	2,297.96	1,032.15
4430 Contract Cost	8,190.00	4,777.57	240.00	2,607.73	(2,169.84)
Total Ordinary Maint. & Operation	14,450.00	8,447.74	597.93	6,849.86	(1,597.88)
					-
4480 Contract Cost	-	-	-	-	-
Total Protective Services	-	-	-	-	-

					-
4510.010 Workers Compensation	140.00	81.69	11.78	82.50	0.81
4510.020 General Liab Insurance	40.00	23.31	3.39	23.73	0.42
4510.040 Auto Insurance	20.00	11.69	1.31	9.17	(2.52)
4510.050 Public Officials Insurance	60.00	35.00	5.26	36.82	1.82
4510.090 Fire & Extend Coverage	740.00	431.69	82.56	577.92	146.23
4540.000 Employee Benefit Payments	3,560.00	2,082.67	246.08	1,568.45	(514.22)
4570 Collection Losses	-	-	-	-	-
4580 Interest Expense	-	-	-	-	-
Total General Expenses	4,560.00	2,666.05	350.38	2,298.59	(367.46)
					-
Total Routine Expenses	31,720.00	19,092.79	1,829.75	15,746.92	(3,345.87)
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	1,849.19	262.05	1,841.79	(7.40)
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-
Total Capital Expenses	3,170.00	1,849.19	262.05	1,841.79	(7.40)
					-
6010 Prior Year Adjustment - ARR	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-
					-
Total Expenses	34,890.00	20,941.98	2,091.80	17,588.71	(3,353.27)
					-
					-
Residual Receipts (Profit/Loss)	17,930.00	9,889.64	2,448.85	15,148.11	5,258.47
					-
					-
					-
					-

Desc	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
202004					
INCOME					
3110 Dwelling Rental	-	-	-	-	-
Total Rental Income	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest Income	-	-	2,280.70	17,880.89	17,880.89
3690 Other Income	-	-	-	-	-
Total Operating Income	-	-	2,280.70	17,880.89	17,880.89
3999.000 Transfer In	-	-	-	-	-
Total Income	-	-	2,280.70	17,880.89	17,880.89
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)	-	-	2,280.70	17,880.89	17,880.89
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-