



419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

Agenda
Lansing Housing Commission
August 27, 2014

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of May 28, 2014
4. Action Items.
 - a) Resolution No. 1205-Approval Resident Write-Offs May 1, 2014 to May 31, 2014
 - b) Resolution No. 1206- Approval Resident Write-Offs June 1, 2014 to June 30, 2014
 - c) Resolution No. 1207- Approval Resident Write-Offs July 1, 2014 to July 31, 2014
 - d) Resolution No. 1208-Approval to Submit 2014 SEMAP Certification
 - e) Resolution No. 1209-Approval of Accounts Payable Internal Accounting Control Policy
5. Informational Items
 - a. Financial Reports
 - i. 2013 Audit Update Ramiro Salazar
 - ii. COCC Ramiro Salazar
 - iii. Low Income Public Housing
 - iv. Housing Choice Voucher
 - b. Housing Choice Voucher Report – Deb Baker
 - c. Asset Management Report – Rhonda Pagel
 - i. Mt. Vernon & Scattered Sites AMPs 102 Kendra Schmidtman
 - ii. Hildebrandt AMP 103 Rhonda Pagel
 - iii. LaRoy Froh AMP 111 Lisa Parsons
 - iv. South Washington AMP 112 Janell McLeod
 - d. Modernization Report Dona Davenport
6. Executive Director's Comments.
7. President's Comments.
8. Public Comment – limit 3 minutes per person.
9. Other Business.

Adjournment





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**Minutes of the May 28, 2014
Lansing Housing Commission Meeting**

PRESENT AT ROLL CALL: Commissioners Baltimore, Beverly, Frens, Joyce and Koppelman-Helvey

GUESTS: Crystal Barnes, Sedrick Blake, Megann Lawrence and Sarah Moore

STAFF:	Patricia Baines-Lake (by phone)	Rhonda Pagel	Lisa Parsons
	Andrea Wade	Melissa Witt	Edward Forrest
	Ramiro Salazar	Kendra Schmidtman	Trina Harrold
	Kris Whipple	Janell McLeod	
	Cynitha Craig		

Commissioner Baltimore called the meeting to order promptly at 5:30 p.m. Cynitha Craig called the roll as Ms. Baines-Lake Commission Secretary attended by phone.

Commissioner Frens moved and Commissioner Beverly 2nd a motion to approve the minutes of the April 23, 2014 Board Meeting. **The Motion was approved by all members present.**

Commissioner Beverly moved and Commissioner Joyce 2nd a motion to approve Resolution No. 1203-Approval Resident Write-Offs April 1, 2014 to April 30, 2014. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Beverly 2nd a motion to approve Resolution No. 1204-Approval Operating Budget 2014-2015. **The Motion was approved unanimously.**

Written Informational Reports were provided as follows:

Financial Reports		Ramiro Salazar
Asset Management		Patricia Baines-Lake
Housing Choice Voucher Report		Patricia Baines-Lake
Modernization Report		Patricia Baines-Lake
Mt. Vernon	AMP 102-104	Kendra Schmidtman
Hildebrandt	AMP 103	Rhonda Pagel
LaRoy Froh	AMP 111	Lisa Parsons
South Washington	AMP 112	Janell McLeod



Director Baines-Lake announced the completion of the Honeywell (ESCO) project and the new partnerships with Community Mental Health (CMH) and the City of Lansing for the Permanent Supportive Housing (PSH) program.

Chairperson Baltimore left the meeting at 6:15 p.m. Vice-Chairperson Frens took over as Chair of the meeting upon Chairperson Baltimore's departure.

There being no other business, Vice-Chairperson Frens adjourned the meeting at 7:00 p. m.





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August 27, 2014

**Lansing Housing Commission
419 Cherry St.
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Lansing Housing Commission's Account Receivable Write-Off's for May 2014 - Resolution No. 1205

RECOMMENDATION:

Staff recommends adoption of Resolution No.1205 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of May 2014.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off **\$15,110.25** (the full amount of resident balances on accounts closed as of **May 31, 2014**). The previous three month's write-off balances were:

- **April 2014 - \$8,337.00**
- **March 2014 - \$14,965.87**
- **February 2014 – \$9,532.18**

BACKGROUND:

It is an industry practice to write off resident receivables which are deemed uncollectable. The uncollected account balances for residents that moved out of LHC's portfolio as of **May 31, 2014 total \$15,110.25**. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active residents. A breakdown of accounts receivable categories relating to this write-off amount appears in Attachment (A). As required by our policy this report is updated and presented to you monthly for your approval.



FINANCIAL CONSIDERATION:

Writing off these receivables is an acknowledgement LHC's maximum exposure is **\$15,110.25** for outstanding rent and other charges due from residents who moved out of an LHC property as of **May 31, 2014**. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.

POLICY CONSIDERATIONS:

This action is consistent with LHC's write off policy.

Respectfully Submitted,



Patricia Baines-Lake, Secretary to the Board
Lansing Housing Commission





419 Cherry Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

Resolution No. 1205

Adopted by the Lansing Housing Commission

August 27, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off **\$15,110.25** of resident account receivables as of May 31, 2014. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.


Chair

Yeas 5

Nays 0

Abstentions 0

Attest

Secretary

For Clerks Use Only

Resolution No: 1205
Date Adopted: 08/27/2014



Attachment A - Resolution 1205
May 31, 2014 Write-Offs of Tenant Accounts Receivable

AMP	Amount	Monthly Rent	Rent	Late Charge	Legal Charge	NSF Fee	Retro Rent	Security Deposit	Maintenance
Mt. Vernon	\$ 541.00	\$ 520.00	\$ 516.00	\$ 25.00					
Hildebrandt	\$ 2,663.00	\$ 560.00	\$ 1,848.00	\$ 100.00	\$ 147.00		\$ 728.00	\$ (160.00)	
Hildebrandt	\$ 4,276.00	\$ 23.00	\$ 847.00				\$ 3,513.00	\$ (160.00)	\$ 76.00
Hildebrandt	\$ 95.50	\$ (120.00)					\$ (150.00)	\$ (160.00)	\$ 405.50
LaRoy Froh	\$ 1,596.00	\$ 68.00	\$ 201.00	\$ 100.00				\$ (93.00)	\$ 1,388.00
LaRoy Froh	\$ 986.25	\$ 143.00	\$ 714.25	\$ 125.00	\$ 147.00				
LaRoy Froh	\$ 816.00	\$ 383.00	\$ 766.00	\$ 50.00					
South Washington	\$ 2,185.50	\$ 248.00	\$ 1,758.00	\$ 175.00	\$ 73.00			\$ (160.00)	\$ 339.50
South Washington	\$ 223.00	\$ 91.00	\$ 91.00	\$ 25.00				\$ (23.00)	\$ 130.00
South Washington	\$ 771.00	\$ 50.00	\$ 160.00	\$ 150.00	\$ 192.00			\$ (50.00)	\$ 319.00
South Washington	\$ 29.00	\$ 217.00	\$ (8.00)					\$ (143.00)	\$ 180.00
South Washington	\$ 260.00	\$ 50.00	\$ 50.00	\$ 25.00	\$ 45.00			\$ (25.00)	\$ 165.00
South Washington	\$ 562.00	\$ 50.00	\$ 235.00	\$ 125.00	\$ 102.00			\$ (50.00)	\$ 150.00
South Washington	\$ 89.00	\$ 50.00	\$ 50.00	\$ 25.00	\$ 45.00			\$ (50.00)	\$ 19.00
South Washington	\$ 17.00	\$ 62.00						\$ (160.00)	\$ 177.00
\$ 15,110.25			\$ 7,228.25	\$ 925.00	\$ 751.00	\$ -	\$ 4,091.00	\$ (1,234.00)	\$ 3,349.00
		Percent of Total Owed	48%	6%	5%	0%	27%	-8%	22%



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August 27, 2014

**Lansing Housing Commission
419 Cherry St.
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Lansing Housing Commission's Account Receivable Write-Off's for June 2014 - Resolution No. 1206

RECOMMENDATION:

Staff recommends adoption of Resolution No.1206 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of June 2014.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off **\$15,857.50** (the full amount of resident balances on accounts closed as of **June 30, 2014**. The previous three month's write-off balances were:

- **May 2014 - \$15,110.25**
- **April 2014 - \$8,337.00**
- **March 2014 - \$14,965.87**

BACKGROUND:

It is an industry practice to write off resident receivables which are deemed uncollectable. The uncollected account balances for residents that moved out of LHC's portfolio as of **June 30, 2014 total \$15,857.50**. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active residents. A breakdown of accounts receivable categories relating to this write-off amount appears in Attachment (A). As required by our policy this report is updated and presented to you monthly for your approval.



FINANCIAL CONSIDERATION:

Writing off these receivables is an acknowledgement LHC's maximum exposure is **\$15,857.50** for outstanding rent and other charges due from residents who moved out of an LHC property as of **June 30, 2014**. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.

POLICY CONSIDERATIONS:

This action is consistent with LHC's write off policy.

Respectfully Submitted,



Patricia Baines-Lake, Secretary to the Board
Lansing Housing Commission





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Resolution No. 1206

Adopted by the Lansing Housing Commission

August 27, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off **\$15,857.50** of resident account receivables as of June 30, 2014. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.


Chair

Yeas 5

Nays 0

Abstentions 0

Attest

Secretary

For Clerks Use Only

Resolution No: 1206
Date Adopted: 08/27/2014



Attachment A - Resolution 1206
June 30, 2014 Write-Offs of Tenant Accounts Receivable

AMP	Amount	Monthly Rent	Rent	Retro Rent	Late Charge	Legal Charge	NSF Fee	Security Deposit	Maintenance
Hildebrandt	\$ 1,398.00	\$ 357.00	\$ 974.00	\$ 75.00	\$ 147.00			\$ (160.00)	\$ 362.00
Hildebrandt	\$ 2,809.00	\$ 37.00	\$ (11.00)	\$ 2,980.00				\$ (160.00)	
LaRoy Froh	\$ 4,023.00	\$ 750.00	\$ 2,165.00	\$ 1,341.00	\$ 150.00	\$ 147.00			\$ 220.00
LaRoy Froh	\$ 805.00	\$ 20.00							\$ 805.00
South Washington	\$ 886.00	\$ 213.00	\$ 894.00	\$ 125.00				\$ (160.00)	\$ 27.00
South Washington	\$ 473.00	\$ 229.00	\$ 458.00		\$ 25.00			\$ (160.00)	\$ 150.00
South Washington	\$ 2,967.00	\$ (113.00)							\$ 2,967.00
South Washington	\$ 474.00	\$ 71.00	\$ 158.00		\$ 75.00			\$ (81.00)	\$ 322.00
South Washington	\$ 692.00	\$ 451.00	\$ 655.00	\$ 50.00				\$ (151.00)	\$ 138.00
South Washington	\$ 545.00	\$ 50.00	\$ 153.00		\$ 100.00	\$ 70.00		\$ (50.00)	\$ 272.00
South Washington	\$ 785.50	\$ 56.00	\$ 284.00	\$ 150.00	\$ 100.00			\$ (50.00)	\$ 301.50
	\$ 15,857.50		\$ 5,730.00	\$ 4,721.00	\$ 597.00	\$ 217.00	\$ -	\$ (972.00)	\$ 5,564.50
		Percent of Total Owed	36%	30%	4%	1%	0%	-6%	35%



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August 27, 2014

**Lansing Housing Commission
419 Cherry St.
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Lansing Housing Commission's Account Receivable Write-Off's for July 2014 - Resolution No. 1207

RECOMMENDATION:

Staff recommends adoption of Resolution No.1207 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of July 2014.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off **\$12,905.00** (the full amount of resident balances on accounts closed as of **July 31, 2014**). The previous three month's write-off balances were:

- **June 2014 - \$15,857.50**
- **May 2014 - \$15,110.25**
- **April 2014 - \$8,337.00**

BACKGROUND:

It is an industry practice to write off resident receivables which are deemed uncollectable. The uncollected account balances for residents that moved out of LHC's portfolio as of **July 31, 2014 total \$12,905.00**. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active residents. A breakdown of accounts receivable categories relating to this write-off amount appears in Attachment (A). As required by our policy this report is updated and presented to you monthly for your approval.



FINANCIAL CONSIDERATION:

Writing off these receivables is an acknowledgement LHC's maximum exposure is **\$12,905.00** for outstanding rent and other charges due from residents who moved out of an LHC property as of **July 31, 2014**. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.

POLICY CONSIDERATIONS:

This action is consistent with LHC's write off policy.

Respectfully Submitted,



Patricia Baines-Lake, Secretary to the Board
Lansing Housing Commission





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Resolution No. 1207

Adopted by the Lansing Housing Commission

August 27, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off **\$12,905.00** of resident account receivables as of July 31, 2014. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.


Chair

Yeas 5

Nays 0

Abstentions 0

Attest

Secretary

For Clerks Use Only

Resolution No: 1207
Date Adopted: 08/27/2014



Attachment A - Resolution 1207
July 31, 2014 Write-Offs of Tenant Accounts Receivable

AMP	Amount	Monthly Rent	Rent	Retro Rent	Late Charge	Legal Charge	NSF Fee	Security Deposit	Maintenance
Hildebrandt	\$ 419.00	\$ 998.00	\$ (49.00)	\$ 628.00				\$ (160.00)	
Hildebrandt	\$ 1,098.00	\$ 288.00	\$ 321.00	\$ 405.00	\$ 75.00	\$ 72.00		\$ (141.00)	\$ 366.00
Hildebrandt	\$ 233.00	\$ 177.00	\$ 83.00		\$ 50.00	\$ 100.00			
Hildebrandt	\$ 1,808.00	\$ 165.00	\$ 825.00		\$ 100.00	\$ 147.00		\$ (144.00)	\$ 880.00
Hildebrandt	\$ 422.00	\$ 23.00	\$ 33.00		\$ 50.00			\$ (160.00)	\$ 499.00
Hildebrandt	\$ 1,468.00	\$ 469.00	\$ 1,407.00		\$ 75.00	\$ 72.00		\$ (160.00)	\$ 74.00
Hildebrandt	\$ 565.00	\$ 530.00	\$ 359.00		\$ 25.00			\$ (160.00)	\$ 341.00
Hildebrandt	\$ 977.00	\$ 23.00	\$ 102.00		\$ 125.00	\$ 72.00		\$ (105.00)	\$ 783.00
Hildebrandt	\$ 881.00	\$ 922.00	\$ 944.00	\$ 25.00	\$ 72.00			\$ (160.00)	
LaRoy Froh	\$ 1,134.00	\$ 283.00	\$ 878.00		\$ 75.00	\$ 147.00		\$ (56.00)	\$ 90.00
LaRoy Froh	\$ 2,879.00	\$ 258.00	\$ 882.00		\$ 100.00	\$ 147.00		\$ (160.00)	\$ 1,910.00
South Washington	\$ 447.00	\$ 310.00	\$ 480.00		\$ 25.00			\$ (160.00)	\$ 102.00
South Washington	\$ 162.00	\$ 50.00	\$ 39.00		\$ 25.00			\$ (50.00)	\$ 148.00
South Washington	\$ 412.00	\$ 257.00	\$ 302.00		\$ 25.00	\$ 45.00		\$ (50.00)	\$ 90.00
\$ 12,905.00			\$ 6,606.00	\$ 1,058.00	\$ 822.00	\$ 802.00	\$ -	\$ (1,666.00)	\$ 5,283.00
		Percent of Total Owed	51%	8%	6%	6%	0%	-13%	41%



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August 27, 2014

**Lansing Housing Commission
419 Cherry St.
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to Submit the Lansing Housing Commission's 2014 Housing Choice Voucher Management Assessment Program ("SEMAP") Certification to HUD-Resolution No. 1208

RECOMMENDATION:

Staff recommends the Board authorize Patricia Baines-Lake, acting in her capacity as Executive Director or her designee, to submit LHC's 2014 SEMAP scores to HUD.

CONTACT PERSON:

Kim Shirey
Housing Choice Voucher Coordinator

SUMMARY:

This resolution authorizes LHC to submit its SEMAP self-certified score to the U.S. Department of Housing & Urban Development ("HUD") in compliance with 24 CFR sec. 985.101.

BACKGROUND:

24 CFR sec 985.101 requires PHAs that administer a Housing Choice Voucher tenant-based rental assistance program to submit an annual SEMAP Self Certification to HUD within 60 days after the end of the fiscal year. PHA's must obtain Board approval prior to submission of the SEMAP Certification.

PHAs, which do not submit their SEMAP score within the 60-day timeframe, will be designated as a "troubled agency" which leads to corrective actions taken by HUD. These corrective actions could be but are not limited to onsite HUD audits, sanctions, and /or, various other additional requirements as set forth by the HUD field office.



In order to complete the self-certification for SEMAP, the PHA must evaluate its performance against 14 benchmarks:

- Proper selection of applicants from the housing choice voucher waiting list
- Sound determination of reasonable rent for each unit leased
- Establishment of payment standards within the required range of the HUD Fair market rent
- Accurate verification of family income
- Timely annual reexaminations of family income
- Correct calculation of the tenant share of the rent and the housing assistance payment
- Maintenance of a current schedule of allowances for tenant utility costs
- Ensure units comply with the housing quality standards before families enter into leases and PHAs enter into housing assistance contracts
- Timely annual housing quality inspections
- Performing of quality control inspections to ensure housing quality
- Ensure that landlords and tenants promptly correct housing quality deficiencies
- Ensure that all available housing choice vouchers are used
- Expand housing choice outside areas of poverty or minority concentration
- Enroll families in the family self-sufficiency (FSS) program as required and help
- FSS families achieve increases in employment income

After evaluating our performance against these 14 benchmarks, we have determined we are a high performer with a score of 145.

FINANCIAL CONSIDERATIONS

If LHC fails to submit the SEMAP score there is no financial consideration.

POLICY CONSIDERATIONS:

LHC has no specific policy regarding this action. However, 24 CFR sec 985.101 requires governing body approval of LHC's submission to HUD.

Respectfully Submitted,



Patricia Baines-Lake, Secretary to the Board
Lansing Housing Commission





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Resolution No. 1208

Adopted By the Lansing Housing Commission

August 27, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized to submit the attached SEMAP Certification, with a score of 145, to the U. S. Department of Housing & Urban Development.



Chair

Yeas 5

Nays 0

Abstentions 0

Attest:

Secretary

For Clerk Use Only

Resolution No. 1208
Date Adopted 08/27/2014



419 Cherry Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

August 27, 2014

**Lansing Housing Commission
419 Cherry St.
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Accounts Payable Internal Accounting Control Policy - Resolution No. 1209

RECOMMENDATION:

Staff recommends adoption of Resolution No.1209, which authorizes Patricia Baines-Lake, acting in her capacity as Executive Director, to implement the Accounts Payable Internal Accounting Control Policy.

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
(517) 372.7996

SUMMARY:

Approval of this resolution provides direction on the implementation of the Accounts Payable Internal Accounting Control Policy for the Lansing Housing Commission ("LHC").

BACKGROUND:

The LHC, in its effort to further establish proper internal controls and efficient procedures in line with generally accepted accounting principles, has formulated a comprehensive accounts payable internal accounting control policy. This document sets forth the guidelines to implement and govern the proper procedures of payable activities. These activities include vendor setup, check processing, and blank check stock possession, among others. The segregation of payable duties, the definition of compensating controls, and the process of bank account reconciliation are also addressed in this policy.

This policy sets forth the Board's compliance expectations and provides guidance on implementation strategies.



FINANCIAL CONSIDERATION:

There are not financial considerations.

POLICY CONSIDERATIONS:

One of the major governance responsibilities of the Board is to set policy for LHC. Approval of this policy is consistent with the Board's responsibility to exercise that governance responsibility.

Respectfully Submitted,



Patricia Baines-Lake, Secretary to the Board
Lansing Housing Commission





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Resolution No. 1209

Adopted by the Lansing Housing Commission

August 27, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to implement the attached Accounts Payable Internal Accounting Control Policy. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.


Chair

Yeas 5

Nays 0

Abstentions 0

Attest

Secretary

For Clerks Use Only

Resolution No: 1209
Date Adopted: 08/27/2014





419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

**Lansing Housing Commission
Policy No. 2014-
Accounts Payable Internal Accounting Control Policy**

Introduction

The purpose of this policy is to establish procedures for managing the Accounts Payable processes of the Lansing Housing Commission ("LHC"). This includes identifying staff responsibilities for managing the successful execution of this Accounts Payable Internal Control Policy. LHC financial staff and the fee accounting firm, manage the day-to-day operations of the Commission's financial operations to ensure compliance with federal and state laws. They work together to safeguard LHC's assets by preventing and working to detect errors and fraud in the Commission's programs. Additionally, the fee accounting firm and Executive Director are responsible for Quality Control.

Objectives

The Accounts Payable Internal Control Policy includes the plans, methods, and procedures used to ensure all Commission Payable Fiscal objectives are met.

Internal control is an integral part of the Commission's management and provides reasonable assurance that the following objectives are being achieved:

- Effective, efficient and reliable financial reporting
- Prevention of fraud, budget and financial errors.
- Compliance with applicable laws and HUD regulations.

The responsibility for effective internal controls rests with all LHC staff and fee accountants.

Segregation of Duties

LHC will operate in an effective Accounts Payable Internal Control Environment. Staff assignments will reflect a segregation of duties in order to meet this objective. The segregation of duties ensures payment documents are processed correctly by assigning multiple people to different steps in the payment process. This is necessary for the checks and balances of staff.

In order to achieve segregation of duties, the Commission ensures that no single individual has control over all phases of any financial transaction. The Commission's accounts payable personnel adhere to the following segregation of duties:

- No single individual has the ability to access/enter or release payables, process journal entries, set up vendors, enter a purchase order, and receive goods.

If the Commission's management finds that current staffing levels prohibit proper segregation of duties, the Executive Director will take a more active role in achieving separation of duties by reviewing the work performed by LHC staff.

LHC will have an adequate segregation of duties for the following key duties:

- Custody of assets
- Record keeping
- Authorization
- Reconciliation of goods and services

No one employee will handle more than one of the aforementioned responsibilities. A sound internal control environment will be created with this separation of duties. A sound internal control environment deters and reduces the opportunity for fraud and misappropriation of assets.

Four separate distinctions of duties will be involved in the LHC accounts payable process:

- **Purchasing Employee** - Prepares the purchase order, receives invoices and, validates receipt of goods and services.
- **Management** - Approves all service vouchers, purchase orders, and contracts. Reviews documentation for validity and completion. Compares and verifies each purchase order, voucher, receiving report and vendor invoice.
- **Executive Review** - The Executive Director or her designee randomly reviews a reasonable number of the vendor invoices as an additional control measure. The reviewer will determine reasonableness based upon the number of documents in the population. If there are any irregularities noted an expanded review will occur. Appropriate actions will be taken to ensure any problems noted are resolved.
- **Billing Agent** - Pays vendors, records payments to vendors' accounts and files all documents supporting payments.

Compensating Controls

There will be times when these duties cannot be segregated to the level noted above. The LHC has compensating controls in this event. These controls can take on three primary characteristics.

- Preventative
- Detective

- Monitoring

The compensating controls are to be executed by the Executive Director or designee.

- This Employee will review detailed transactions reports.
- This Employee will review a reasonable number of all transactions to ensure they are complete, appropriate, and accurately processed).
- This Employee will perform analytical reviews as necessary.
- If deemed necessary based on findings LHC will increase supervisory oversight.
- LHC will review and update signature authorizations periodically.
- LHC's fee accounting firm will reconcile ledgers for accuracy of recorded transactions.

Receipt of Invoices

- LHC's administrative assistant ensures invoices received via mail/email are opened, logged, scanned, and delivered to appropriate personnel for action daily and provides original invoices to the finance assistant.
- Central Office and AMP invoice problems shall be resolved with vendors and they shall be reviewed, edited, coded and approved or rejected.
- Invoice approvers shall return signed AMP invoices to the finance assistant for payment or document why payment is not approved.
- Original AMP invoices are filed by the finance assistant.

Processing Accounts Payable

LHC will pay only Manager/Supervisor approved bills and invoices that are legitimate and accurate. This means that before a vendor's invoice is entered into the accounting records and scheduled for payment, the invoice must reflect:

- What LHC ordered
- What the LHC received or if service was provided
- The proper unit costs, calculations, totals, terms, etc.

Accounts Payable – Entity Level Key Controls

The design and operation of these controls will determine control risk for accounts payable.

- Invoices are entered on the date received.
- Invoices are batched at the end of each day and totals are verified and checked for accuracy.

- LHC management approves all vendors and accounts with creditors.
- LHC management receives and reviews unpaid vendor invoices and statements.
- LHC management approves all vendor payments.

Accounts Payable – Activity Level Controls

The design and operation of these controls will determine control risk for accounts payable.

- LHC staff will enter vendor invoices in the purchases journal when received.
- LHC management and check signer will review vendor invoices and supporting documents.
- LHC staff will ensure vendor invoices or receiving reports contain the dates goods were received.
- LHC staff will ensure all unpaid vendor invoices are maintained in a file separate from paid invoices.

Setting-Up Vendors

The employee with the responsibility for modifying the vendor master file shall not be responsible for entering vendor invoices into the cash disbursement system. They shall not have the ability to generate and authorize disbursements, or perform any of the following functions:

- Record vendor invoices
- Approve vendor invoices
- Print Checks
- Sign checks
- Execute ACH
- Authorize ACH

Any irregularities detected, regarding staff, will be brought to the attention of the Executive Director.

Any irregularities regarding the Executive Director will be brought to the attention of the Board of Commissioners.

Blank Check Stock

Checks will be protected against fraudulent use as follows:

- LHC stores blank checks in a locked and secured office.
- LHC limits access to blank checks.

- LHC prohibits writing checks payable to cash.
- LHC shall deface and retain voided checks for 1 year or until the audit covering such checks is complete then voided checks shall be securely destroy.
- LHC check signers shall ensure checks are completely and accurately filled out and documents (invoices, approvals, etc.) are attached.
- LHC fee accountants shall prepare all bank reconciliations.
- LHC shall review and approve all bank reconciliations.

Printing checks

The check printing process provides a number of ways to detect errors and/or the misapplication of funds. To ensure these detection processes function correctly, control of the check printing function and segregation of the check printing responsibilities must be maintained.

- Personnel authorized to print checks shall take appropriate precautions to protect their user IDs/passwords.
- Personnel authorized to print checks shall not share user IDs and passwords.
- User IDs and passwords shall be changed periodically for those employees authorized to print checks.
- User IDs and passwords shall not be posted where others can access them.
- Bank reconciliations shall not be performed by the employees authorized to print checks.

Manually Signing Checks

- LHC manual checks require dual signatures.
- LHC requires manual checks for unusual types of payments.
- LHC requires checks to be accompanied by all supporting documentation.

Resolving Bank Discrepancies

The employees responsible for resolving bank discrepancies shall not be responsible for recording vendor invoices. In addition, employees responsible for bank discrepancies shall not be authorized to:

- Record Vendors Invoices
- Create check file
- Sign checks
- Maintain Custody of the Signature Stamp/Plate
- Have Access to the Blank Check Stock

Bank Reconciliation Process

Bank account reconciliations shall be reviewed and approved by someone other than the preparer of the reconciliations and the person(s) who issued the checks. LHC reconciliation activities shall confirm payments are for approved purchases and are being billed correctly.

- Emerge Accounting will reconcile the Bank Accounts on a monthly basis
- LHC's Executive Director will review and approve Bank Reconciliations.

LHC personnel will perform monthly ledger reviews to assist in the detection and prevention of invalid transactions or to reclassify expenses and capital assets purchased. In addition, LHC will perform monthly reconciliations of operating ledgers to assure accuracy and timeliness of expenses.

Lansing Housing Commission
Central Office Cost Center
Income and Expense Report
May 2014

Account Name	LHC	FDS	2014 Budgeted	April '14 Actual	May '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	2013 Budgeted	May '13 Actual	Year to date Actual	% of Budget Expended
Property Management Fees	343001	70710	\$ 423,336	\$ 36,363	\$ 36,920	\$ 397,991	94%	88%	6%	\$ 455,476	\$ 36,734	\$ 399,802	88%
Bookkeeping Fees	343002	70730	\$ 68,369	\$ 5,873	\$ 5,963	\$ 64,275	94%	88%	6%	\$ 73,559	\$ 5,933	\$ 64,568	88%
OG Management Fee	343005	70710	\$ 11,400	\$ -	\$ -	\$ -	0%	17%	-17%	\$ 11,400	\$ -	\$ 1,900	17%
AMP Management Fee			\$ -	\$ -	\$ -	\$ -				\$ 100,080	\$ -	\$ 16,680	17%
Management Fee - HCV	343003	70710	\$ 166,474	\$ 14,227	\$ 14,227	\$ 148,970	89%	87%	3%	\$ 179,124	\$ 13,298	\$ 155,372	87%
Other Income-Healthy Start minigrant	369000		\$ -	\$ -	\$ -	\$ 13,333				\$ -	\$ -	\$ -	
Other Income	369000	71500	\$ 63,500	\$ 3,404	\$ 12,034	\$ 120,407	190%	239%	-49%	\$ 50,000	\$ 15,662	\$ 119,504	239%
TOTAL REVENUE			\$ 733,079	\$ 59,866	\$ 69,143	\$ 744,976	102%	87%	14%	\$ 869,639	\$ 71,627	\$ 757,825	87%
Administrative Salaries	411000	91100	\$ 177,580	\$ 48,098	\$ 25,519	\$ 137,983	78%	85%	-8%	\$ 273,218	\$ 35,141	\$ 233,436	85%
Employee Benefits & FICA	454XXX	91500	\$ 85,801	\$ 32,391	\$ 6,522	\$ 72,214	84%	184%	-100%	\$ 97,095	\$ 8,367	\$ 179,082	184%
Legal	413000	91700	\$ -	\$ 187	\$ 2,168	\$ 4,237				\$ 3,000	\$ 445	\$ 3,850	
Travel	415000	91800	\$ 7,500	\$ 676	\$ -	\$ 1,490	20%	0%	20%	\$ 7,000	\$ 453	\$ 5,177	0%
Auditing Fees	417100	91200	\$ 17,500	\$ -	\$ 12,396	\$ 13,832	79%	0%	79%	\$ 15,000	\$ -	\$ 14,949	0%
Professional Services Contracts	419001	91600	\$ 104,000	\$ 2,837	\$ 3,660	\$ 75,745				\$ -	\$ -	\$ -	
Admin Services Contracts	419002	91600	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
General Office	4190xx	91600	\$ 5,000	\$ -	\$ -	\$ -				\$ 100,000	\$ -	\$ -	
Publications	419008	91600	\$ 400	\$ -	\$ -	\$ 352	88%	56%	32%	\$ 400	\$ -	\$ 224	56%
Membership Dues & Fees	419008	91600	\$ 10,500	\$ 147	\$ -	\$ 1,202	11%	192%	-181%	\$ 5,000	\$ 2,480	\$ 9,620	192%
Postage	419010	91600	\$ 7,000	\$ 653	\$ (1,101)	\$ 4,162	59%	-6%	66%	\$ 7,000	\$ 64	\$ (450)	-6%
Office Supplies	419014	91600	\$ 9,700	\$ 371	\$ 949	\$ 10,767	111%	202%	-91%	\$ 5,000	\$ 116	\$ 10,108	202%
Conference	419016	91600	\$ 2,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ 1,500	\$ 1,420	\$ 2,574	0%
Bank Fees	419020	91600	\$ -	\$ 96	\$ 1,719	\$ 2,064		0%		\$ -	\$ -	\$ -	0%
Computer Maintenance	419022	91600	\$ 27,000	\$ -	\$ 1,382	\$ 15,913	59%	106%	-48%	\$ 20,000	\$ -	\$ 21,296	106%
Outside Printing	419030	91600	\$ 500	\$ -	\$ -	\$ -	0%	80%	-80%	\$ 500	\$ -	\$ 400	80%
Software	419032	91600	\$ 5,100	\$ 147	\$ -	\$ 6,177	121%	374%	-253%	\$ 1,000	\$ 35	\$ 3,741	374%
Automotive	419044	91600	\$ -	\$ -	\$ -	\$ -	0%	0%		\$ 1,000	\$ 1,458	\$ 1,855	0%
Classified Advertising	419040	91600	\$ -	\$ -	\$ 141	\$ 1,273	0%	118%	-118%	\$ 1,000	\$ -	\$ 1,180	118%
Total Administrative			\$ 459,581	\$ 85,603	\$ 53,354	\$ 347,390	76%	91%	-15%	\$ 537,713	\$ 49,978	\$ 487,041	91%
Healthy Start reimburseable minigrant	422000	92400	\$ -	\$ -	\$ -	\$ 4,112		0%	0%	n/a			
Total Healthy Start			\$ -	\$ -	\$ -	\$ 4,112							
Water	431000	93100	\$ 2,306	\$ 212	\$ 266	\$ 2,368	103%	100%	2%	\$ 1,910	\$ -	\$ 1,915	100%
Electricity	432000	93200	\$ 19,879	\$ 1,809	\$ 5,478	\$ 22,282	112%	67%	45%	\$ 23,715	\$ 1,233	\$ 15,963	67%
Steam & Gas	433000 439000	93300	\$ 11,766	\$ 124	\$ 182	\$ 2,967	25%	94%	-69%	\$ 20,610	\$ 697	\$ 19,363	94%
Phone/Internet/Communications	419004	91600	\$ 13,300	\$ 1,485	\$ 1,033	\$ 13,442	101%	281%	-179%	\$ 10,300	\$ 977	\$ 28,896	281%
Total Utilities			\$ 47,251	\$ 3,630	\$ 6,959	\$ 41,058	87%	117%	-30%	\$ 56,535	\$ 2,907	\$ 66,138	117%
Maintenance Materials	442000	94200	\$ 2,000	\$ 5,011	\$ 923	\$ 9,241	462%	2220%	-1758%	\$ 2,000	\$ 315	\$ 44,403	2220%
Maintenance Contracts incl recycling	4430xx	94300	\$ 40,000	\$ 3,509	\$ 4,683	\$ 33,708	84%	159%	-74%	\$ 40,000	\$ 8,105	\$ 63,474	159%
Total Maintenance			\$ 42,000	\$ 8,519	\$ 5,606	\$ 42,950	102%	257%	-155%	\$ 42,000	\$ 8,420	\$ 107,876	257%
Protective Services	448000	95200	\$ 4,250	\$ -	\$ -	\$ 4,523	106%	79%	27%	\$ 4,250	\$ 358	\$ 3,374	79%
Insurance	4510xx	96120	\$ 31,000	\$ 1,835	\$ 1,544	\$ 19,954	64%	26%	39%	\$ 40,000	\$ 366	\$ 10,312	26%
SFTB Expenses			\$ -	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ 5,170	0%
DONATION			\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
OIG Repayment for SFTB		96200	\$ 19,278	\$ -	\$ -	\$ -	0%	0%	0%	\$ 25,704	\$ -	\$ 6,426	0%
Davenport pymts & Real Estate Exp	419042	91600	\$ 60,000	\$ -	\$ 5,000	\$ 50,000	83%	0%	83%	\$ 60,000	\$ -	\$ 47,592	0%
Additional Capital	sftb		\$ 69,718	\$ (39,721)	\$ (3,320)	\$ 234,990	337%	23%	314%	\$ 103,437	\$ 9,597	\$ 23,896	23%
TOTAL EXPENSES			\$ 733,079	\$ 59,867	\$ 69,143	\$ 744,976	102%	87%	14%	\$ 869,639	\$ 71,627	\$ 757,825	87%
NET INCOME (LOSS)			\$ -	\$ (0)	\$ 0	\$ 0				\$ (0)	\$ (0)	\$ 0	

Lansing Housing Commission
Low Income Public Housing
Income and Expense Report
May 2014

Account Name		FDS	2014 Budget	April '14 Actual	May '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2013 Budget	May '13 Actual	Year to date Actual	% of Budget Expended
Net Tenant Rent (after vacancy loss)	311000	70300	\$ 1,322,983	\$ 119,184	\$ 114,611	\$ 1,268,701	96%	79%	17%	\$ 1,570,275	\$ 115,190	\$ 1,246,039	79%
Excess Utilities	312000	70400	\$ 5,774			\$ 6,263						\$ 3,305	
Fraud Recovery	330010	71400	\$ -	\$ -	\$ -	\$ 373	0%	0%	0%	\$ 20	\$ 10	\$ 2,571	0%
Net Operating Subsidy	340000	70600	\$ 3,011,460	\$ 260,674	\$ 260,675	\$ 2,760,518	92%	109%	-17%	\$ 2,718,604	\$ 262,572	\$ 2,963,855	109%
Other Income	369000	71500	\$ 49,700	\$ 2,409	\$ 654	\$ 20,620	41%	282%	-240%	\$ 21,800	\$ (5,003)	\$ 61,456	282%
Other Tenant Charges: Late Charges	369001	70400	\$ 42,800	\$ 3,725	\$ 2,665	\$ 44,359	104%	118%	-14%	\$ 37,900	\$ 4,550	\$ 44,762	118%
Maint. Charge	369002	70400	\$ 41,100	\$ 3,468	\$ 7,896	\$ 40,717	99%	77%	22%	\$ 33,100	\$ 5,369	\$ 25,485	77%
Court Costs	369003	70400	\$ 32,500	\$ 2,868	\$ 3,252	\$ 38,912	120%	109%	11%	\$ 35,900	\$ 3,147	\$ 38,999	109%
Inter-Amp Transfer (In)			\$ -									\$ -	
Capital Fund Operations 1406			\$ 257,992	\$ -	\$ -	\$ 333		0%	0%	\$ 29,426	\$ -	\$ -	0%
TOTAL REVENUE			\$ 4,764,309	\$ 392,573	\$ 390,252	\$ 4,180,461	88%	99%	-11%	\$ 4,447,025		\$ 4,386,472	99%
Administrative Salaries	411000	91100	\$ 375,744	\$ 29,137	\$ 34,726	\$ 332,737	89%	83%	5%	\$ 403,884	\$ 27,769	\$ 335,636	83%
Legal	413000	91700	\$ 52,600	\$ 7,337	\$ 1,099	\$ 44,814	85%	167%	-82%	\$ 28,670	\$ 11,353	\$ 47,870	167%
Travel	415000	91800	\$ 2,850	\$ 1,234	\$ 336	\$ 4,502	158%	14%	144%	\$ 17,166	\$ 512	\$ 2,446	14%
Auditing Fees	417100	91200	\$ 13,560	\$ -	\$ 6,756	\$ 12,361	91%	58%	34%	\$ 20,738	\$ 63	\$ 11,930	58%
Professional Services Contracts	419001	91600	\$ 33,000	\$ -	\$ 825	\$ 26,322	0%	0%	0%	\$ -	\$ 1,008	\$ 1,008	0%
Telephone	419004	91600	\$ 30,000	\$ 983	\$ 607	\$ 20,635	69%	85%	-17%	\$ 31,600	\$ 913	\$ 26,976	85%
Publications	419006	91600	\$ 900	\$ 645	\$ -	\$ 776	86%	0%	86%	\$ 120	\$ 621	\$ 395	0%
Membership Dues & Fees	419008	91600	\$ 2,350	\$ -	\$ 2,555	\$ 4,001	170%	61%	109%	\$ 2,120	\$ 70	\$ 1,298	61%
Postage	419010	91600	\$ 11,370	\$ 914	\$ 1,751	\$ 16,212	143%	88%	54%	\$ 12,208	\$ 935	\$ 10,762	88%
Collection Fees & Court Costs	419012	91600	\$ 10,850	\$ 290	\$ 1,338	\$ 14,345	132%	12%	120%	\$ 49,908	\$ 643	\$ 6,145	12%
Office Supplies	419014	91600	\$ 21,600	\$ 1,073	\$ 1,007	\$ 19,580	91%	164%	-74%	\$ 16,930	\$ 1,193	\$ 27,830	164%
Bank Fees	419020	91600	\$ 20,400	\$ 2,021	\$ 2,167	\$ 24,800	122%	143%	-22%	\$ 12,941	\$ 1,729	\$ 18,543	143%
Computer Maintenance	419022	91600	\$ 27,900	\$ 705	\$ 4,734	\$ 32,768	117%	140%	-22%	\$ 18,536	\$ 1,328	\$ 25,910	140%
Outside Printing	419030	91600	\$ 2,370	\$ -	\$ (657)	\$ 1,716	72%	429%	-356%	\$ 845	\$ 1,584	\$ 3,621	429%
Software	419032	91600	\$ 22,600	\$ 324	\$ -	\$ 1,737	8%	88%	-80%	\$ 5,300	\$ (1,486)	\$ 4,649	88%
Automotive Maintenance	419044	91600	\$ 23,700	\$ 1,305	\$ 1,009	\$ 14,834	63%	0%	63%	\$ 3,600	\$ 2,386	\$ 19,924	0%
Inspections	419050	91600	\$ 35,180	\$ 13,986	\$ 1,698	\$ 36,793	105%	0%	105%	\$ 4,000	\$ 703	\$ 25,960	0%
Management Fees	419101	91300	\$ 423,336	\$ 36,363	\$ 36,920	\$ 397,991	94%	91%	3%	\$ 438,752	\$ 29,211	\$ 400,127	91%
Bookkeeping Fees	419102	91310	\$ 68,369	\$ 5,873	\$ 5,963	\$ 64,275	94%	88%	6%	\$ 73,234	\$ 12,241	\$ 64,568	88%
Recreation/Other Services	422000	92400	\$ 33,650	\$ 5,357	\$ 1,550	\$ 26,787	80%	80%	0%	\$ 34,000	\$ 4,369	\$ 27,215	80%
Water	431000	93100	\$ 478,805	\$ 20,568	\$ 24,988	\$ 417,956	87%	95%	-8%	\$ 409,249	\$ 28,934	\$ 389,788	95%
Electricity	432000	93200	\$ 163,928	\$ 15,712	\$ 15,205	\$ 149,801	91%	93%	-2%	\$ 150,530	\$ 16,528	\$ 140,539	93%
Gas	433000	93300	\$ 372,015	\$ 36,100	\$ 26,092	\$ 296,464	80%	69%	11%	\$ 457,281	\$ 20,306	\$ 314,696	69%
Recycling	435000	93800	\$ 32,200	\$ 13,767	\$ 25,169	\$ 26,062	81%	0%	81%	\$ 44,334	\$ 14,917	\$ 26,678	0%
Maintenance Labor	441000	94100	\$ 511,530	\$ 27,235	\$ 57,769	\$ 440,084	86%	80%	6%	\$ 662,021	\$ 51,910	\$ 531,330	80%
Maintenance Materials	442000	94200	\$ 321,000	\$ 38,305	\$ 21,703	\$ 323,718	101%	125%	-24%	\$ 193,444	\$ 34,614	\$ 241,009	125%
Garbage & Trash	443001	94300	\$ 51,400	\$ 13,433	\$ 5,331	\$ 64,649	126%	75%	51%	\$ 55,800	\$ 7,288	\$ 41,650	75%
Heating & Cooling	443002	94300	\$ 28,500	\$ 2,595	\$ 3,673	\$ 35,432	124%	0%	124%	\$ 4,300	\$ 2,095	\$ 20,590	0%
Snow Removal	443003	94300	\$ 10,250	\$ 3,082	\$ -	\$ 17,102	167%	74%	93%	\$ 10,500	\$ 1,590	\$ 7,794	74%
Elevator Maintenance	443004	94300	\$ 21,540	\$ 1,199	\$ 3,588	\$ 13,920	65%	190%	-125%	\$ 10,500	\$ (1,880)	\$ 19,915	190%
Landscape & Grounds	443005	94300	\$ 45,500	\$ 7,212	\$ 823	\$ 45,263	99%	173%	-73%	\$ 21,200	\$ 6,066	\$ 36,598	173%
Unit Turnaround	443006	94300	\$ 135,000	\$ 21,028	\$ 40,222	\$ 290,140	215%	97%	118%	\$ 115,500	\$ 5,975	\$ 111,459	97%
Electrical	443007	94300	\$ 7,600	\$ 9,263	\$ 344	\$ 6,588	87%	8%	79%	\$ 9,700	\$ 236	\$ 735	8%
Plumbing	443008	94300	\$ 36,300	\$ 5,758	\$ 5,849	\$ 30,148	83%	263%	-180%	\$ 16,600	\$ 4,245	\$ 43,722	263%
Exterminating	443009	94300	\$ 70,120	\$ 4,225	\$ (4,171)	\$ 92,244	132%	147%	-15%	\$ 41,964	\$ 1,349	\$ 61,518	147%
Janitorial	443010	94300	\$ -	\$ 1,150	\$ 486	\$ 2,199	0%	118%	-118%	\$ 10,900	\$ 1,030	\$ 12,808	118%
Routine Maintenance	443011	94300	\$ 9,500	\$ 959	\$ 10,878	\$ 33,918	357%	189%	168%	\$ 16,500	\$ 770	\$ 31,219	189%
Misc.	443012	94300	\$ 81,700	\$ 15,935	\$ 4,749	\$ 134,388	164%	157%	8%	\$ 22,915	\$ 4,806	\$ 35,963	157%

Lansing Housing Commission
Low Income Public Housing
Income and Expense Report
May 2014

Account Name		FDS	2014 Budget	April '14 Actual	May '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2013 Budget	May '13 Actual	Year to date Actual	% of Budget Expended
Protective Services - Contracts	448000	95200	\$ 16,250	\$ 752	\$ -	\$ 18,481	0%	300%	-300%	\$ 12,732	\$ 888	\$ 38,190	300%
											\$ 614		
Property	451001	96110	\$ 119,550	\$ 7,664	\$ 9,079	\$ 101,287	85%	96%	-11%	\$ 110,132	\$ 7,041	\$ 105,480	96%
General Liability	451002	96120	\$ 56,900	\$ 4,503	\$ 4,452	\$ 51,639	91%	98%	-8%	\$ 50,689	\$ 6,361	\$ 49,890	98%
Workers Comp.	451003	96130	\$ 26,325	\$ 4,342	\$ -	\$ 24,936	95%	105%	-10%	\$ 22,860	\$ 1,018	\$ 23,900	105%
Other	451004	96140	\$ 22,900	\$ 1,114	\$ 687	\$ 11,300	49%	97%	-48%	\$ 17,450	\$ 515	\$ 16,967	97%
											\$ 172		
Payments in Lieu of Taxes	452000	96300	\$ 87,300	\$ -	\$ -	\$ -	0%	120%	-120%	\$ 69,540	\$ 1	\$ 83,220	120%
											\$ -		
OPEB Expense	444400		\$ 49,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ 23,049	0%
Employee Benefits - Administrative	454000	91500	\$ 206,097	\$ 14,975	\$ 16,453	\$ 168,459	82%	55%	26%	\$ 228,464	\$ 10,360	\$ 126,717	55%
Employee Benefits - Maintenance	454100	94500	\$ 309,881	\$ 35,528	\$ 33,876	\$ 367,898	119%	226%	-108%	\$ 140,222	\$ 27,544	\$ 317,456	226%
Employer FICA - Administrative	454200	91500	\$ 28,745	\$ 10,856	\$ 3,273	\$ 24,216	84%	73%	11%	\$ 30,779	\$ 9,177	\$ 22,475	73%
Employer FICA - Maintenance	454300	94500	\$ 39,132	\$ 2,548	\$ 4,338	\$ 32,390	83%	73%	10%	\$ 50,618	\$ 4,517	\$ 36,971	73%
											\$ 1,270		
Extraordinary Maint. - Contracts	461003	97100	\$ -	\$ -	\$ -	\$ 525	0%	5%	-5%	\$ 23,523	\$ 400	\$ 1,200	5%
											\$ 330		
Reserve Account			\$ 213,013	\$ (33,328)	\$ (28,986)	\$ (138,732)	-65%	0%	-65%	\$ 133,424	\$ 1,259	\$ 54,604	0%
TOTAL EXPENSES			\$ 4,764,309	\$ 392,572	\$ 390,253	\$ 4,180,460	88%	93%	-5%	\$ 4,328,707		\$ 4,030,942	93%
TOTAL INCOME			\$ -	\$ 0	\$ (0)	\$ 1				\$ -		\$ 355,530	

**Lansing Housing Commission
Housing Choice Voucher Program
Income and Expense Report
May 2014**

Account Name	G/L	FDS	Current Year							Prior Year			
			FY 2014	April '14	May '14	Year to date	% of Budget	% of Budget	%	FY 2013	May '13	Year to date	% of Budget
	Acct #	Acct #	Budget	Actual	Actual	Actual	Expended (CY)	Expended (PY)	Variance	Budget	Actual	Actual	Expended
Fraud Recovery Funds Retained	330010	71400	15,000	329	0	9,912	66%	35%	31%	19,000	261	6,661	35%
HCV Income - Admin Fees	341500	70600	832,368	71,135	71,135	761,971	92%	85%	6%	950,141	66,489	810,567	85%
Other Revenue	369000	71500	500	3,000	0	8,391	1678%	811%	868%	500	0	4,053	811%
TOTAL REVENUE			847,868	74,464	71,135	780,274	92%	85%	7%	969,641	66,750	821,281	85%
Administrative Salaries	411000	91100	234,054	19,500	18,353	212,474	91%	80%	11%	370,285	38,369	296,439	80%
Legal	413000	91700	2,000	0	0	3,972	199%	695%	-496%	800	0	5,558	695%
Staff Training	414000	91600	6,000	0	0	1,884	31%	62%	-30%	6,000	0	3,692	62%
Travel	415000	91800	1,000	0	102	573	57%	29%	28%	1,000	68	295	29%
Auditing Fees	417100	91200	5,000	0	9,652	11,089	222%	80%	142%	5,000	0	4,000	80%
Telephone	419004	91600	6,000	51	34	481	8%	41%	-33%	10,000	40	4,058	41%
Publications	419006	91600	2,500	0	0	279	11%	0%	11%	500	0	0	0%
Membership Dues & Fees	419008	91600	4,500	503	0	3,169	70%	144%	-73%	2,000	0	2,873	144%
Postage	419010	91600	14,000	1,031	1,854	10,992	79%	93%	-15%	14,000	2,272	13,069	93%
Police Reports/Cred Chks	419012	91600	14,000	14	0	8,762	63%	244%	-181%	4,000	905	9,742	244%
Office Supplies	419014	91600	17,000	135	1,458	7,220	42%	179%	-136%	9,000	1,817	16,084	179%
Conference	419016	91600	1,000	0	0	0	0%	5%	-5%	1,000	0	50	5%
Computer Maintenance	419022	91600	15,000	0	1,382	8,487	57%	163%	-107%	15,000	34	24,499	163%
Outside Printing	419030	91600	3,500	0	0	2,769	79%	71%	9%	3,500	0	2,468	71%
Software	419032	91600	34,000	131	0	749	2%	196%	-194%	10,000	0	19,631	196%
Office Furniture	419038	91600		0	0	0	0%	0%	0%	0	0	350	0%
Classified Advertising	419040	91600	850	79	0	79	9%	0%	9%	1,700	0	0	0%
Office Rent	419042	91600	24,000	2,000	2,000	22,000	92%	92%	0%	24,000	2,000	22,000	92%
Automotive Maintenance	419044	91600	4,500	111	84	2,192	49%	121%	-73%	3,000	1,121	3,642	121%
Inspections	419050	91600	47,317	1,634	10,657	37,093	78%				4,358	4,358	
COCC - HCV Program Expense	419103	91300	166,474	14,227	14,227	148,970	89%	82%	7%	190,028	13,801	155,875	82%
Utilities - Water	431000	93100	3,592	346	0	3,476	97%	103%	-6%	3,000	0	3,087	103%
Utilities - Electricity	432000	93200	31,434	2,952	0	27,559	88%	89%	-1%	29,000	2,012	25,780	89%
Utilities - Steam/Gas	439000 433000	933000	19,198	202	0	4,543	24%	114%	-91%	15,000	7	17,136	114%
Maintenance Contracts	443xxx	94300	18,500	385	2,485	10,408	56%	76%	-20%	21,000	2,026	15,912	76%
Insurance	451xxx	96120	18,000	1,563	835	16,504	92%	87%	5%	18,000	835	15,619	87%
Employee Benefits	454xxx	91500	131,082	13,698	10,610	120,989	92%	78%	14%	210,891	19,614	165,411	78%
Housing Assistance Payment	471900	97300		0	0	(5,310)					0	26,405	
Shelter Plus Care											0		
Reserve Account			23,368	15,903	(2,599)	118,870	509%	0%	509%	1,936	(22,531)	(36,753)	0%
TOTAL EXPENSES			847,868	74,464	71,135	780,275	92%	85%		969,641	66,750	821,280	85%
NET INCOME (LOSS)			0	0	(0)	(0)				(0)	0	0	

Lansing Housing Commission
Central Office Cost Center
Income and Expense Report
June 2014

Account Name	LHC	FDS	2014 Budgeted	May '14 Actual	June '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	2013 Budgeted	June '13 Actual	Year to date Actual	% of Budget Expended
Property Management Fees	343001	70710	\$ 423,336	\$ 36,920	\$ 36,827	\$ 434,818	103%	84%	19%	\$ 455,476	\$ (18,508)	\$ 381,294	84%
Bookkeeping Fees	343002	70730	\$ 68,369	\$ 5,963	\$ 5,948	\$ 70,223	103%	96%	7%	\$ 73,559	\$ 6,015	\$ 70,583	96%
OG Management Fee	343005	70710	\$ 11,400	\$ -	\$ -	\$ -	0%	17%	-17%	\$ 11,400	\$ -	\$ 1,900	17%
AMP Management Fee			\$ -	\$ -	\$ -	\$ -				\$ 100,080	\$ -	\$ 16,680	17%
Management Fee - HCV	343003	70710	\$ 166,474	\$ 14,227	\$ 15,783	\$ 164,753	99%	94%	5%	\$ 179,124	\$ 13,298	\$ 168,670	94%
Other Income-Healthy Start minigrant	369000		\$ -	\$ -	\$ -	\$ 13,333				\$ -	\$ -	\$ -	
Other Income	369000	71500	\$ 63,500	\$ 12,034	\$ 39,029	\$ 159,436	251%	251%	0%	\$ 50,000	\$ 6,200	\$ 125,704	251%
TOTAL REVENUE			\$ 733,079	\$ 69,143	\$ 97,587	\$ 842,563	115%	88%	27%	\$ 869,639	\$ 7,005	\$ 764,830	88%
Administrative Salaries	411000	91100	\$ 177,580	\$ 25,519	\$ 13,769	\$ 151,732	85%	141%	-56%	\$ 273,218	\$ 152,370	\$ 385,807	141%
Employee Benefits & FICA	454XXX	91500	\$ 85,801	\$ 6,522	\$ 10,318	\$ 82,532	96%	198%	-101%	\$ 97,095	\$ 12,742	\$ 191,824	198%
Legal	413000	91700	\$ -	\$ 2,168	\$ 1,755	\$ 5,991				\$ 3,000	\$ 375	\$ 4,225	
Travel	415000	91800	\$ 7,500	\$ -	\$ -	\$ 1,490	20%	0%	20%	\$ 7,000	\$ 400	\$ 5,577	0%
Auditing Fees	417100	91200	\$ 17,500	\$ 12,396	\$ -	\$ 13,832	79%	0%	79%	\$ 15,000	\$ (1,200)	\$ 13,749	0%
Professional Services Contracts	419001	91600	\$ 104,000	\$ 3,660	\$ 3,641	\$ 79,385				\$ -	\$ -	\$ -	
Admin Services Contracts	419002	91600	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
General Office	4190xx	91600	\$ 5,000	\$ -	\$ -	\$ -				\$ 100,000	\$ -	\$ -	
Publications	419006	91600	\$ 400	\$ -	\$ -	\$ 352	88%	164%	-76%	\$ 400	\$ 433	\$ 657	164%
Membership Dues & Fees	419008	91600	\$ 10,500	\$ -	\$ -	\$ 1,202	11%	192%	-180%	\$ 5,000	\$ (45)	\$ 9,575	192%
Postage	419010	91600	\$ 7,000	\$ (1,101)	\$ 1,128	\$ 5,289	76%	-20%	96%	\$ 7,000	\$ (977)	\$ (1,427)	-20%
Office Supplies	419014	91600	\$ 9,700	\$ 949	\$ 272	\$ 11,039	114%	203%	-90%	\$ 5,000	\$ 61	\$ 10,169	203%
Conference	419016	91600	\$ 2,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ 1,500	\$ (820)	\$ 1,754	0%
Bank Fees	419020	91600	\$ -	\$ 1,719	\$ -	\$ 2,064		0%		\$ -	\$ -	\$ -	0%
Computer Maintenance	419022	91600	\$ 27,000	\$ 1,382	\$ 1,262	\$ 17,175	64%	113%	-49%	\$ 20,000	\$ 1,299	\$ 22,595	113%
Outside Printing	419030	91600	\$ 500	\$ -	\$ -	\$ -	0%	80%	-80%	\$ 500	\$ -	\$ 400	80%
Software	419032	91600	\$ 5,100	\$ -	\$ 145	\$ 6,322	124%	524%	-400%	\$ 1,000	\$ 1,504	\$ 5,244	524%
Automotive	419044	91600	\$ -	\$ -	\$ -	\$ -	0%	0%		\$ 1,000	\$ (1,446)	\$ 408	0%
Classified Advertising	419040	91600	\$ -	\$ 141	\$ -	\$ 1,273	0%	118%	-118%	\$ 1,000	\$ -	\$ 1,180	118%
Total Administrative			\$ 459,581	\$ 53,354	\$ -	\$ 379,679	83%	121%	-39%	\$ 537,713	\$ 164,695	\$ 651,737	121%
Healthy Start reimburseable minigrant	422000	92400	\$ -	\$ -	\$ -	\$ 4,112		0%	0%	n/a			
Total Healthy Start			\$ -	\$ -	\$ -	\$ 4,112							
Water	431000	93100	\$ 2,306	\$ 266	\$ 76	\$ 2,444	106%	110%	-4%	\$ 1,910	\$ 190	\$ 2,105	110%
Electricity	432000	93200	\$ 19,879	\$ 5,478	\$ 1,618	\$ 23,900	120%	82%	39%	\$ 23,715	\$ 3,392	\$ 19,355	82%
Steam & Gas	433000 43900x	93300	\$ 11,766	\$ 182	\$ 33	\$ 3,000	25%	94%	-69%	\$ 20,610	\$ 38	\$ 19,401	94%
Phone/Internet/Communications	419004	91600	\$ 13,300	\$ 1,033	\$ 408	\$ 13,851	104%	287%	-183%	\$ 10,300	\$ 628	\$ 29,524	287%
Total Utilities			\$ 47,251	\$ 6,959	\$ -	\$ 43,194	91%	124%	-33%	\$ 56,535	\$ 4,248	\$ 70,386	124%
Maintenance Materials	442000	94200	\$ 2,000	\$ 923	\$ 766	\$ 10,007	500%	2229%	-1729%	\$ 2,000	\$ 181	\$ 44,584	2229%
Maintenance Contracts incl recycling	4430xx	94300	\$ 40,000	\$ 4,683	\$ 951	\$ 34,659	87%	163%	-76%	\$ 40,000	\$ 1,647	\$ 65,120	163%
Total Maintenance			\$ 42,000	\$ 5,606	\$ -	\$ 44,666	106%	261%	-155%	\$ 42,000	\$ 1,828	\$ 109,705	261%
Protective Services	448000	95200	\$ 4,250	\$ -	\$ -	\$ 4,523	106%	85%	22%	\$ 4,250	\$ 224	\$ 3,598	85%
Insurance	451xxx	96120	\$ 31,000	\$ 1,544	\$ 1,544	\$ 21,498	69%	27%	43%	\$ 40,000	\$ 366	\$ 10,677	27%
SFTB Expenses			\$ -	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ 5,170	0%
DONATION			\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
OIG Repayment for SFTB		96200	\$ 19,278	\$ -	\$ -	\$ -	0%	0%	0%	\$ 25,704	\$ -	\$ 6,426	0%
Davenport pymts & Real Estate Exp	419042	91600	\$ 60,000	\$ 5,000	\$ 10,000	\$ 60,000	100%	0%	100%	\$ 60,000	\$ 5,000	\$ 52,592	0%
Additional Capital	sftb		\$ 69,718	\$ (3,320)	\$ 86,043	\$ 284,892	409%	-141%	549%	\$ 103,437	\$ (169,356)	\$ (145,459)	-141%
TOTAL EXPENSES			\$ 733,079	\$ 69,143	\$ 97,587	\$ 842,563	115%	88%	27%	\$ 869,639	\$ 7,005	\$ 764,831	88%
NET INCOME (LOSS)			\$ -	\$ 0	\$ (0)	\$ (0)				\$ (0)	\$ 0	\$ (0)	

Lansing Housing Commission
Low Income Public Housing
Income and Expense Report
June 2014

Account Name		FDS	2014 Budget	May '14 Actual	June '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2013 Budget	June '13 Actual	Year to date Actual	% of Budget Expended
Net Tenant Rent (after vacancy loss)	311000	70300	\$ 1,322,983	\$ 114,611	\$ 116,006	\$ 1,384,707	105%	85%	20%	\$ 1,570,275	\$ 91,242	\$ 1,337,281	85%
Excess Utilities	312000	70400	\$ 5,774			\$ 7,063						\$ 5,906	
Fraud Recovery	330010	71400	\$ -	\$ -	\$ -	\$ 373	0%	0%	0%	\$ 20	\$ 10	\$ 2,571	0%
Net Operating Subsidy	340000	70600	\$ 3,011,460	\$ 260,675	\$ 259,143	\$ 3,019,661	100%	118%	-18%	\$ 2,718,604	\$ 242,738	\$ 3,206,593	118%
Other Income	369000	71500	\$ 49,700	\$ 654	\$ 29,992	\$ 50,611	102%	286%	-185%	\$ 21,800	\$ 966	\$ 62,422	286%
Other Tenant Charges: Late Charges	369001	70400	\$ 42,800	\$ 2,665	\$ 5,385	\$ 49,744	116%	118%	-2%	\$ 37,900	\$ -	\$ 44,762	118%
Maint. Charge	369002	70400	\$ 41,100	\$ 7,896	\$ 131	\$ 40,848	99%	81%	19%	\$ 33,100	\$ 1,242	\$ 26,727	81%
Court Costs	369003	70400	\$ 32,500	\$ 3,252	\$ 2,381	\$ 41,293	127%	111%	16%	\$ 35,900	\$ 988	\$ 39,987	111%
Inter-Amp Transfer (In)			\$ -									\$ -	
Capital Fund Operations 1406			\$ 257,992	\$ -	\$ -	\$ 333		0%	0%	\$ 29,426	\$ -	\$ -	0%
TOTAL REVENUE			\$ 4,764,309	\$ 390,252	\$ 413,838	\$ 4,594,299	96%	106%	-10%	\$ 4,447,025		\$ 4,726,248	106%
Administrative Salaries	411000	91100	\$ 375,744	\$ 34,726	\$ 26,244	\$ 358,981	96%	96%	-1%	\$ 403,884	\$ 41,961	\$ 389,510	96%
Legal	413000	91700	\$ 52,600	\$ 1,099	\$ 5,961	\$ 50,775	97%	202%	-106%	\$ 28,670	\$ 19,463	\$ 57,959	202%
Travel	415000	91800	\$ 2,850	\$ 336	\$ 237	\$ 4,740	166%	15%	151%	\$ 17,166	\$ 2,672	\$ 2,610	15%
Auditing Fees	417100	91200	\$ 13,560	\$ 6,756	\$ -	\$ 12,361	91%	58%	34%	\$ 20,738	\$ 31	\$ 11,930	58%
Professional Services Contracts	419001	91600	\$ 33,000	\$ 825	\$ -	\$ 26,322	0%	0%	0%	\$ -	\$ (1,008)	\$ -	0%
Telephone	419004	91600	\$ 30,000	\$ 607	\$ 1,322	\$ 21,957	73%	87%	-14%	\$ 31,600	\$ 37	\$ 27,548	87%
Publications	419006	91600	\$ 900	\$ -	\$ -	\$ 776	86%	0%	86%	\$ 120	\$ 535	\$ 395	0%
Membership Dues & Fees	419008	91600	\$ 2,350	\$ 2,555	\$ -	\$ 4,001	170%	61%	109%	\$ 2,120	\$ -	\$ 1,298	61%
Postage	419010	91600	\$ 11,370	\$ 1,751	\$ 2,779	\$ 18,991	167%	92%	75%	\$ 12,208	\$ 496	\$ 11,274	92%
Collection Fees & Court Costs	419012	91600	\$ 10,850	\$ 1,338	\$ 1,222	\$ 15,567	143%	20%	124%	\$ 49,908	\$ 2,892	\$ 9,842	20%
Office Supplies	419014	91600	\$ 21,600	\$ 1,007	\$ 1,737	\$ 21,317	99%	210%	-111%	\$ 16,930	\$ 7,759	\$ 35,544	210%
Bank Fees	419020	91600	\$ 20,400	\$ 2,167	\$ 1,368	\$ 26,168	128%	159%	-31%	\$ 12,941	\$ 2,414	\$ 20,600	159%
Computer Maintenance	419022	91600	\$ 27,900	\$ 4,734	\$ 4,412	\$ 37,180	133%	149%	-16%	\$ 18,536	\$ 2,082	\$ 27,695	149%
Outside Printing	419030	91600	\$ 2,370	\$ (657)	\$ 657	\$ 2,374	100%	407%	-307%	\$ 845	\$ (131)	\$ 3,443	407%
Software	419032	91600	\$ 22,600	\$ -	\$ 322	\$ 2,059	9%	151%	-142%	\$ 5,300	\$ 3,377	\$ 8,011	151%
Automotive Maintenance	419044	91600	\$ 23,700	\$ 1,009	\$ 2,483	\$ 17,317	73%	0%	73%	\$ 3,600	\$ 647	\$ 20,807	0%
Inspections	419050	91600	\$ 35,180	\$ 1,698	\$ 55	\$ 36,848	105%	0%	105%	\$ 4,000	\$ 2,567	\$ 28,469	0%
Management Fees	419101	91300	\$ 423,336	\$ 36,920	\$ 36,827	\$ 434,818	103%	100%	3%	\$ 438,752	\$ 29,544	\$ 437,047	100%
Bookkeeping Fees	419102	91310	\$ 68,369	\$ 5,963	\$ 5,948	\$ 70,223	103%	96%	6%	\$ 73,234	\$ 12,401	\$ 70,583	96%
Recreation/Other Services	422000	92400	\$ 33,650	\$ 1,550	\$ 2,196	\$ 28,983	86%	84%	2%	\$ 34,000	\$ 1,609	\$ 28,564	84%
											\$ 970		
Water	431000	93100	\$ 478,805	\$ 24,988	\$ 17,168	\$ 445,553	93%	107%	-14%	\$ 409,249	\$ 32,649	\$ 436,178	107%
Electricity	432000	93200	\$ 163,928	\$ 15,205	\$ 14,781	\$ 161,345	98%	108%	-9%	\$ 150,530	\$ 34,512	\$ 162,033	108%
Gas	433000	93300	\$ 372,015	\$ 26,092	\$ 16,119	\$ 310,324	83%	73%	11%	\$ 457,281	\$ 16,107	\$ 332,279	73%
Recycling	435000	93800	\$ 32,200	\$ 25,169	\$ 4,933	\$ 26,062	81%	0%	81%	\$ 44,334	\$ 2,125	\$ 26,682	0%
											\$ 76		
Maintenance Labor	441000	94100	\$ 511,530	\$ 57,769	\$ 27,060	\$ 477,309	93%	96%	-3%	\$ 662,021	\$ 80,548	\$ 637,357	96%
Maintenance Materials	442000	94200	\$ 321,000	\$ 21,703	\$ 26,163	\$ 346,064	108%	137%	-30%	\$ 193,444	\$ 43,972	\$ 265,685	137%
Garbage & Trash	443001	94300	\$ 51,400	\$ 5,331	\$ 10,220	\$ 70,934	138%	79%	59%	\$ 55,800	\$ 8,196	\$ 43,886	79%
Heating & Cooling	443002	94300	\$ 28,500	\$ 3,673	\$ 3,988	\$ 37,248	131%	0%	131%	\$ 4,300	\$ 1,447	\$ 21,935	0%
Snow Removal	443003	94300	\$ 10,250	\$ -	\$ 240	\$ 17,102	167%	61%	106%	\$ 10,500	\$ (1,258)	\$ 6,416	61%
Elevator Maintenance	443004	94300	\$ 21,540	\$ 3,588	\$ -	\$ 13,920	65%	185%	-120%	\$ 10,500	\$ (525)	\$ 19,390	185%
Landscape & Grounds	443005	94300	\$ 45,500	\$ 823	\$ 5,751	\$ 52,269	115%	198%	-83%	\$ 21,200	\$ 4,546	\$ 41,902	198%
Unit Turnaround	443006	94300	\$ 135,000	\$ 40,222	\$ 9,787	\$ 304,096	225%	101%	124%	\$ 115,500	\$ 4,247	\$ 116,386	101%
Electrical	443007	94300	\$ 7,600	\$ 344	\$ 5,578	\$ 6,742	89%	8%	81%	\$ 9,700	\$ 1,440	\$ 735	8%
Plumbing	443008	94300	\$ 36,300	\$ 5,849	\$ 4,823	\$ 35,486	98%	286%	-188%	\$ 16,600	\$ 3,689	\$ 47,411	286%
Exterminating	443009	94300	\$ 70,120	\$ (4,171)	\$ 515	\$ 92,244	132%	150%	-18%	\$ 41,964	\$ 1,350	\$ 62,868	150%
Janitorial	443010	94300	\$ -	\$ 486	\$ -	\$ 2,199	0%	118%	-118%	\$ 10,900	\$ -	\$ 12,808	118%
Routine Maintenance	443011	94300	\$ 9,500	\$ 10,878	\$ 57	\$ 33,975	358%	184%	174%	\$ 16,500	\$ (914)	\$ 30,305	184%
Misc.	443012	94300	\$ 81,700	\$ 4,749	\$ 3,157	\$ 142,128	174%	167%	7%	\$ 22,915	\$ 1,807	\$ 38,254	167%

Lansing Housing Commission
Low Income Public Housing
Income and Expense Report
June 2014

Account Name		FDS	2014 Budget	May '14 Actual	June '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2013 Budget	June '13 Actual	Year to date Actual	% of Budget Expended
Protective Services - Contracts	448000	95200	\$ 16,250	\$ -	\$ 752	\$ 19,373	0%	315%	-315%	\$ 12,732	\$ 1,924	\$ 40,107	315%
											\$ 484		
Property	451001	96110	\$ 119,550	\$ 9,079	\$ 7,664	\$ 110,366	92%	104%	-12%	\$ 110,132	\$ 6,059	\$ 114,466	104%
General Liability	451002	96120	\$ 56,900	\$ 4,452	\$ 4,503	\$ 56,091	99%	107%	-9%	\$ 50,689	\$ 6,360	\$ 54,342	107%
Workers Comp.	451003	96130	\$ 26,325	\$ -	\$ 1,364	\$ 24,936	95%	105%	-10%	\$ 22,860	\$ 1,018	\$ 23,900	105%
Other	451004	96140	\$ 22,900	\$ 687	\$ 532	\$ 11,987	52%	101%	-49%	\$ 17,450	\$ 515	\$ 17,654	101%
											\$ 172		
Payments in Lieu of Taxes	452000	96300	\$ 87,300	\$ -	\$ -	\$ -	0%	105%	-105%	\$ 69,540	\$ (10,166)	\$ 73,054	105%
											\$ -		
OPEB Expense	444400		\$ 49,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ 23,049	0%
Employee Benefits - Administrative	454000	91500	\$ 206,097	\$ 16,453	\$ 8,785	\$ 180,787	88%	52%	35%	\$ 228,464	\$ (8,734)	\$ 119,925	52%
Employee Benefits - Maintenance	454100	94500	\$ 309,881	\$ 33,876	\$ 24,127	\$ 394,934	127%	196%	-69%	\$ 140,222	\$ (44,394)	\$ 275,369	196%
Employer FICA - Administrative	454200	91500	\$ 28,745	\$ 3,273	\$ 8,111	\$ 26,172	91%	86%	5%	\$ 30,779	\$ 7,135	\$ 26,332	86%
Employer FICA - Maintenance	454300	94500	\$ 39,132	\$ 4,338	\$ 2,321	\$ 35,172	90%	78%	12%	\$ 50,618	\$ 7,065	\$ 39,472	78%
											\$ (3,593)		
Extraordinary Maint. - Contracts	461003	97100	\$ -	\$ -	\$ -	\$ 525	0%	7%	-7%	\$ 23,523	\$ 400	\$ 1,600	7%
											\$ -		
Reserve Account			\$ 213,013	\$ (28,986)	\$ 50,172	\$ (32,801)	-15%	0%	-15%	\$ 133,424	\$ 22,261	\$ 421,340	0%
TOTAL EXPENSES			\$ 4,764,309	\$ 390,253	\$ 388,272	\$ 4,594,298	96%	109%	-13%	\$ 4,328,707		\$ 4,726,248	109%
TOTAL INCOME			\$ -	\$ (0)	\$ 25,565	\$ 0				\$ -		\$ 0	

Lansing Housing Commission
Housing Choice Voucher Program
Income and Expense Report
June 2014

Account Name	G/L	FDS	Current Year						Prior Year			
			FY 2014	June '14	Year to date	% of Budget	% of Budget	%	FY 2013	June '13	Year to date	% of Budget
Account Name	Acct #	Acct #	Budget	Actual	Actual	Expended (CY)	Expended (PY)	Variance	Budget	Actual	Actual	Expended
Fraud Recovery Funds Retained	330010	71400	15,000	437	10,349	69%	36%	33%	19,000	148	6,808	36%
HCV Income - Admin Fees	341500	70600	832,368	78,915	840,886	101%	93%	8%	950,141	72,239	882,806	93%
Other Revenue	369000	71500	500	2,494	10,884	2177%	811%	1366%	500	3	4,056	811%
TOTAL REVENUE			847,868	81,845	862,119	102%	92%	10%	969,641	72,390	893,670	92%
Administrative Salaries	411000	91100	234,054	18,722	231,196	99%	96%	3%	370,285	59,798	356,237	96%
Legal	413000	91700	2,000	0	3,972	199%	695%	-496%	800	0	5,558	695%
Staff Training	414000	91600	6,000	0	1,884	31%	62%	-30%	6,000	0	3,692	62%
Travel	415000	91800	1,000	0	573	57%	45%	12%	1,000	155	450	45%
Auditing Fees	417100	91200	5,000	0	11,089	222%	80%	142%	5,000	0	4,000	80%
Telephone	419004	91600	6,000	0	481	8%	46%	-38%	10,000	520	4,578	46%
Publications	419006	91600	2,500	0	279	11%	0%	11%	500	0	0	0%
Membership Dues & Fees	419008	91600	4,500	0	3,169	70%	144%	-73%	2,000	0	2,873	144%
Postage	419010	91600	14,000	843	11,835	85%	100%	-15%	14,000	879	13,947	100%
Police Reports/Cred Chks	419012	91600	14,000	0	8,762	63%	255%	-192%	4,000	457	10,199	255%
Office Supplies	419014	91600	17,000	930	8,150	48%	191%	-143%	9,000	1,134	17,218	191%
Conference	419016	91600	1,000	0	0	0%	5%	-5%	1,000	0	50	5%
Computer Maintenance	419022	91600	15,000	3,409	11,895	79%	166%	-87%	15,000	373	24,872	166%
Outside Printing	419030	91600	3,500	787	3,556	102%	71%	31%	3,500	0	2,468	71%
Software	419032	91600	34,000	129	877	3%	199%	-196%	10,000	234	19,865	199%
Office Furniture	419038	91600		0	0	0%	0%	0%	0	0	350	0%
Classified Advertising	419040	91600	850	0	79	9%	0%	9%	1,700	0	0	0%
Office Rent	419042	91600	24,000	2,000	24,000	100%	100%	0%	24,000	2,000	24,000	100%
Automotive Maintenance	419044	91600	4,500	154	2,346	52%	125%	-73%	3,000	119	3,760	125%
Inspections	419050	91600	47,317	3,589	40,682	86%				3,195	7,554	
COCC - HCV Program Expense	419103	91300	166,474	15,783	164,753	99%	89%	10%	190,028	13,298	169,173	89%
Utilities - Water	431000	93100	3,592	124	3,601	100%	112%	-11%	3,000	263	3,350	112%
Utilities - Electricity	432000	93200	31,434	2,639	30,199	96%	95%	1%	29,000	1,806	27,587	95%
Utilities - Steam/Gas	439000 433000	933000	19,198	54	4,597	24%	115%	-91%	15,000	61	17,197	115%
Maintenance Contracts	443xxx	94300	18,500	0	10,408	56%	78%	-21%	21,000	409	16,321	78%
Insurance	451xxx	96120	18,000	835	17,340	96%	91%	5%	18,000	835	16,454	91%
Employee Benefits	454xxx	91500	131,082	8,838	129,827	99%	81%	18%	210,891	5,778	171,189	81%
Housing Assistance Payment	471900	97300		0	(5,310)					0	26,405	
Shelter Plus Care										0		
Reserve Account			23,368	23,011	141,880	607%	0%	607%	1,936	(18,925)	(55,678)	0%
TOTAL EXPENSES			847,868	81,846	862,119	102%	92%		969,641	72,389	893,670	92%
NET INCOME (LOSS)			0	(0)	0				(0)	0	0	

**Lansing Housing Commission
Ratios
For Year Ended 7/31/2014**

Quick Ratio:

		<u>Ratios</u>	<u>Score</u>	<u>Max Score</u>	<u>Percentage</u>
Mt. Vernon	$\frac{\$ 1,433,282}{\$ 83,325} =$	17.20	12.00	12.00	100%
Hildebrandt	$\frac{\$ 422,789}{\$ 63,899} =$	6.62	12.00	12.00	100%
LaRoy	$\frac{\$ 495,437}{\$ 538,022} =$	0.92	0.00	12.00	0%
S Washington	$\frac{\$ 483,240}{\$ 73,741} =$	6.55	12.00	12.00	100%

MENAR:

Mt. Vernon	$\frac{\$ 1,349,957}{\$ 77,469} =$	17.43	11.00	11.00	100%
Hildebrandt	$\frac{\$ 358,890}{\$ 71,673} =$	5.01	11.00	11.00	100%
LaRoy	$\frac{\$ (42,585)}{\$ 92,000} =$	-0.46	0.00	11.00	0%
S Washington	$\frac{\$ 409,499}{\$ 98,787} =$	4.15	11.00	11.00	100%

Debt Service Coverage Ratio:

Mt. Vernon	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%
Hildebrandt	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%
LaRoy	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%
S Washington	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%

Mt. Vernon Total Score	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
Hildebrandt Total Score	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
LaRoy Total Score	<u>2.00</u>	<u>25.00</u>	<u>8%</u>
S Washington Total Score	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
Average Weighted Score	<u>19.25</u>	<u>25.00</u>	<u>77%</u>

Central Cost Office Center
Income and Expense Report
July 2014

Account Name	FDS	2015 Budgeted	July '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	2014 Budgeted	July'13 Actual	Year to Date Actual	% of Budget Expended
Management Fees	70710	\$ 563,082	\$ 50,027	\$ 50,027	9%	8%	1%	\$ 601,210	\$ 50,153	\$ 50,153	8%
Bookkeeping Fees	70730	\$ 71,101	\$ 5,873	\$ 5,873	8%	9%	0%	\$ 68,369	\$ 5,940	\$ 5,940	9%
Other Revenue	71500	\$ 115,000	\$ 4,400	\$ 4,400	4%	3%	1%	\$ 63,500	\$ 2,000	\$ 2,000	3%
TOTAL OPERATING REVENUES		\$ 749,183	\$ 60,300	\$ 60,300	8%			\$ 733,079	\$ 58,093	\$ 58,093	
Administrative Salaries	91100	\$ 325,000	\$ 14,169	\$ 14,169	4%	-7%	12%	\$ 273,218	\$ 14,365	\$ (19,564)	-7%
Auditing Fees	91200	\$ 4,000	\$ 5,350	\$ 5,350	134%	0%	134%	\$ 15,000	\$ -	\$ -	0%
Employee Benefit contributions - Administrative	91500	\$ 136,500	\$ 6,123	\$ 6,123	4%	12%	-7%	\$ 97,095	\$ 13,823	\$ 11,232	12%
Office Expenses	91600	\$ 68,000	\$ 14,149	\$ 14,149	21%			\$ -	\$ 10,332	\$ 10,332	
Legal Expense	91700	\$ 4,000	\$ 2,414	\$ 2,414	60%			\$ 3,000	\$ 216	\$ 216	
Travel	91800	\$ 6,000	\$ -	\$ -	0%	0%	0%	\$ 7,000	\$ -	\$ -	0%
Tenant Services - Other	92400	\$ 6,500	\$ -	\$ -	0%	0%	0%	n/a	\$ 2,264	\$ 2,264	
Water	93100	\$ 2,200	\$ 91	\$ 91	4%	1%	3%	\$ 1,910	\$ 214	\$ 24	1%
Electricity	93200	\$ 18,000	\$ 3,008	\$ 3,008	17%	-2%	19%	\$ 23,715	\$ 1,636	\$ (483)	-2%
Gas	93300	\$ 9,000	\$ 17	\$ 17	0%	4%	-4%	\$ 20,610	\$ 865	\$ 860	4%
Other Utilities	93800	\$ 14,000	\$ 40	\$ 40	0%			\$ -	\$ -	\$ -	
Ordinary Maintenance and Operations - Materials and Othe	94200	\$ 30,000	\$ 6	\$ 6	0%	0%	0%	\$ 2,000	\$ -	\$ -	0%
Ordinary Maintenance and Operations Contracts	94300	\$ 30,000	\$ 1,726	\$ 1,726	6%	9%	-3%	\$ 40,000	\$ 3,554	\$ 3,554	9%
Accounting Services		\$ 55,000	\$ -	\$ -	0%			\$ -	\$ -	\$ -	
Property Insurance	96110	\$ 1,500	\$ 769	\$ 769	51%			\$ -	\$ 714	\$ 714	
Liability Insurance	96120	\$ 3,500	\$ 465	\$ 465	13%			\$ -	\$ 465	\$ 465	
Workmen's Compensation	96130	\$ 3,000	\$ 276	\$ 276	9%	0%	9%	\$ 40,000	\$ -	\$ -	0%
All Other Insurance	96140	\$ 2,800	\$ 310	\$ 310	11%			\$ -	\$ 124	\$ 124	
Other General Expenses	96200	\$ 10,000	\$ -	\$ -	0%	0%	0%	\$ 25,704	\$ 6,426	\$ 6,426	0%
Compensated Absences	96210	\$ 10,000	\$ -	\$ -	0%			\$ 100,080	\$ 16,680	\$ 16,680	17%
TOTAL OPERATING EXPENSES		\$ 739,000	\$ 48,913	\$ 48,913	7%	0%	7%	\$ 649,332	\$ 71,677	\$ 32,844	
NET INCOME (LOSS)		\$ 10,183	\$ 11,387	\$ 11,387				\$ 83,747	\$ (13,584)	\$ 25,249	

Lansing Housing Commission
COCC - Balance Sheet
For Period Ended July 31, 2014

111 Cash - Unrestricted	\$ 86,202.00
112 Cash - Restricted - Modernization and Development	
113 Cash - Other Restricted	
114 Cash - Tenant Security Deposits	
115 Cash - Restricted for Payment of Current Liabilities	
100 Total Cash	<u>\$ 86,202.00</u>
121 Accounts Receivable - PHA Projects	
122 Accounts Receivable - HUD Other Projects	\$ 133,248.00
124 Accounts Receivable - Other Government	
125 Accounts Receivable - Miscellaneous	\$ -
126 Accounts Receivable - Tenants	
126.1 Allowance for Doubtful Accounts -Tenants	\$ -
126.2 Allowance for Doubtful Accounts - Other	\$ -
127 Notes, Loans, & Mortgages Receivable - Current	
128 Fraud Recovery	
128.1 Allowance for Doubtful Accounts - Fraud	
129 Accrued Interest Receivable	
120 Total Receivables, Net of Allowances for Doubtful Accounts	<u>\$ 133,248.00</u>
131 Investments - Unrestricted	
132 Investments - Restricted	\$ 36,514.00
135 Investments - Restricted for Payment of Current Liability	
142 Prepaid Expenses and Other Assets	
143 Inventories	
143.1 Allowance for Obsolete Inventories	
144 Inter Program Due From	\$ 1,371,216.00
145 Assets Held for Sale	
150 Total Current Assets	\$ 1,627,180.00
161 Land	\$ 201,450.00
162 Buildings	\$ 859,480.00
163 Furniture, Equipment & Machinery - Dwellings	
164 Furniture, Equipment & Machinery - Administration	\$ 399,571.00
165 Leasehold Improvements	
166 Accumulated Depreciation	\$ (429,928.00)
167 Construction in Progress	\$ 560.00
168 Infrastructure	
160 Total Capital Assets, Net of Accumulated Depreciation	<u>\$ 1,031,133.00</u>
171 Notes, Loans and Mortgages Receivable - Non-Current	\$ 129,603.00
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due	

173 Grants Receivable - Non Current	
174 Other Assets	\$ 40,343.00
176 Investments in Joint Ventures	
180 Total Non-Current Assets	\$ 1,201,079.00
190 Total Assets	<u>\$ 3,859,392.00</u>
311 Bank Overdraft	
312 Accounts Payable <= 90 Days	\$ 99,781.00
313 Accounts Payable >90 Days Past Due	
321 Accrued Wage/Payroll Taxes Payable	\$ 11,033.00
322 Accrued Compensated Absences - Current Portion	\$ 21,141.00
324 Accrued Contingency Liability	
325 Accrued Interest Payable	
331 Accounts Payable - HUD PHA Programs	
332 Account Payable - PHA Projects	
333 Accounts Payable - Other Government	
341 Tenant Security Deposits	
342 Deferred Revenues	
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	
344 Current Portion of Long-term Debt - Operating Borrowings	
345 Other Current Liabilities	\$ 18,889.00
346 Accrued Liabilities - Other	\$ 2,103.00
347 Inter Program - Due To	\$ 611,016.00
348 Loan Liability - Current	
310 Total Current Liabilities	<u>\$ 763,963.00</u>
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	\$ 700,000.00
352 Long-term Debt, Net of Current - Operating Borrowings	
353 Non-current Liabilities - Other	
354 Accrued Compensated Absences - Non Current	\$ 12,779.00
355 Loan Liability - Non Current	
356 FASB 5 Liabilities	
357 Accrued Pension and OPEB Liabilities	\$ 61,762.00
350 Total Non-Current Liabilities	\$ 774,541.00
300 Total Liabilities	\$ 1,538,504.00
508.1 Invested In Capital Assets, Net of Related Debt	\$ 1,031,133.00
511.1 Restricted Net Assets	\$ -
512.1 Unrestricted Net Assets	\$ 514,405.00
513 Total Equity/Net Assets	\$ 1,545,538.00
Net Income	\$ 11,387.00
600 Total Liabilities and Equity/Net Assets	<u>\$ 3,859,392.00</u>

Lansing Housing Commission
Low Income Public Housing
Income and Expense Report
July 2014

Account Name	FDS	2015 Budget	July '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2014 Budget	July'13 Actual	Year to Date Actual	% of Budget Expended
Tenant Rental Revenue	70300	\$ 1,337,000	\$ 114,256	\$ 114,256	9%	7%	2%	\$ 408,000	\$ 28,043	\$ 28,043	7%
Tenant Revenue - Other	70400	\$ 128,000	\$ 16,949	\$ 16,949				\$ 20,000	\$ 1,773	\$ 1,773	
HUD PHA Operating Grants	70600	\$ 3,160,000	\$ 259,145	\$ 259,145	8%	7%	1%	\$ 685,884	\$ 49,857	\$ 49,857	7%
CFP Operational Income	70610	\$ 258,482	\$ -	\$ -				\$ -	\$ -	\$ -	
Fraud Recovery	711400	\$ 4,900	\$ -	\$ -	0%	0%	0%	\$ 20	\$ -	\$ -	
Other Revnue	71500	\$ 12,000	\$ (50)	\$ (50)				\$ 15,000	\$ -	\$ -	
TOTAL OPERATING REVENUE	70000	\$ 4,900,382	\$ 390,300	\$ 390,300	8%	7%	1%	\$ 1,128,904	\$ 79,673	\$ 79,673	7%
Administrative Salaries	91100	\$ 405,000	\$ 26,692	\$ 26,692	7%	3%	3%	\$ 104,545	\$ 13,668	\$ 3,554	3%
Auditing Fees	91200	\$ 13,500	\$ -	\$ -	0%	0%	0%	\$ 2,660	\$ -	\$ -	0%
Management Fees	91300	\$ 438,858	\$ 36,363	\$ 36,363	8%	8%	0%	\$ 92,741	\$ 7,616	\$ 7,616	8%
Bookkeeping Fees	91310	\$ 71,101	\$ 5,873	\$ 5,873	8%	8%	0%	\$ 15,000	\$ 1,230	\$ 1,230	8%
Employee Benefits - Administrative	91500	\$ 151,400	\$ 19,500	\$ 19,500	13%	9%	4%	\$ 57,202	\$ 5,994	\$ 5,221	9%
Office Expenses	91600	\$ 30,000	\$ 15,906	\$ 15,906	53%			\$ 36,840	\$ 1,792	\$ 1,792	
Legal	91700	\$ 47,000	\$ 6,780	\$ 6,780	14%	0%	14%	\$ 12,500	\$ -	\$ -	0%
Travel	91800	\$ 2,700	\$ 173	\$ 173	6%	2%	4%	\$ 1,000	\$ 20	\$ 20	2%
Other	91900	\$ 63,400	\$ -	\$ -				\$ -	\$ -	\$ -	
Tenant Services - Other	92400	\$ 25,500	\$ 3,555	\$ 3,555	14%	8%	6%	\$ 6,200	\$ 488	\$ 488	8%
Water	93100	\$ 349,000	\$ 37,924	\$ 37,924	11%	8%	3%	\$ 138,280	\$ 11,483	\$ 11,483	8%
Electricity	93200	\$ 261,501	\$ 14,947	\$ 14,947	6%	4%	1%	\$ 22,000	\$ 935	\$ 935	4%
Gas	93300	\$ 319,000	\$ 6,898	\$ 6,898	2%	0%	3%	\$ 101,000	\$ (472)	\$ (472)	0%
Other Utilities Expense	93800	\$ 88,000	\$ 28	\$ 28	0%	0%	0%	\$ 42,003	\$ -	\$ -	0%
Ordinary Maintenance and Operations - Labor	94100	\$ 662,000	\$ 41,136	\$ 41,136	6%	-9%	15%	\$ 148,695	\$ 9,356	\$ (13,173)	-9%
Ordinary Maintenance and Operations - Materials	94200	\$ 256,000	\$ 22,024	\$ 22,024	9%	6%	3%	\$ 50,000	\$ 2,845	\$ 2,845	6%
Ordinary Maintenance and Operations Contracts	94300	\$ 816,480	\$ 52,696	\$ 52,696	6%	5%	1%	\$ 86,784	\$ 4,530	\$ 4,530	5%
Employee Benefit Contributions - Ordinary	94500	\$ 297,900	\$ 26,475	\$ 26,475	9%	24%	-16%	\$ 68,548	\$ 18,442	\$ 16,719	24%
Protective Services - Contracts	95200	\$ 41,400	\$ 1,934	\$ 1,934	5%	8%	-3%	\$ 1,932	\$ 154	\$ 154	8%
Property Insurance	96110	\$ 122,000	\$ 9,079	\$ 9,079	7%	8%	-1%	\$ 26,472	\$ 2,207	\$ 2,207	8%
Liability Insurance	96120	\$ 65,000	\$ 4,452	\$ 4,452	7%	8%	-1%	\$ 11,930	\$ 995	\$ 995	8%
Workers Comp.	96130	\$ 25,000	\$ 2,481	\$ 2,481	10%	0%	10%	\$ 6,040	\$ -	\$ -	0%
All Other Insurance	96140	\$ 56,000	\$ 687	\$ 687	1%	11%	-10%	\$ 1,600	\$ 182	\$ 182	11%
Other General Expenses	96200	\$ 111,000	\$ 855	\$ 855				\$ 2,000	\$ -	\$ -	
Compensated Absences	96210	\$ 35,000	\$ 3,470	\$ 3,470	0%	0%	0%	\$ -	\$ -	\$ -	0%
Payments in Lieu of Taxes	96300	\$ 79,000	\$ -	\$ -	0%	0%	0%	\$ 20,000	\$ -	\$ -	0%
Bad debt - Tenant Rents	97100	\$ 55,000	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	0%
TOTAL EXPENSES	90000	\$ 4,887,740	\$ 339,929	\$ 339,929	7%	4%	3%	\$ 1,055,972	\$ 81,464	\$ 46,324	4%
TOTAL INCOME		\$ 12,642	\$ 50,371	\$ 50,371				\$ 72,932	\$ (1,791)	\$ 33,349	

**Lansing Housing Commission
Hildebrandt - Balance Sheet
For Period Ended July 31, 2014**

111 Cash - Unrestricted	\$ 410,337.00
112 Cash - Restricted - Modernization and Development	
113 Cash - Other Restricted	
114 Cash - Tenant Security Deposits	\$ 23,200.00
115 Cash - Restricted for Payment of Current Liabilities	
100 Total Cash	<u>\$ 433,537.00</u>
121 Accounts Receivable - PHA Projects	
122 Accounts Receivable - HUD Other Projects	
124 Accounts Receivable - Other Government	
125 Accounts Receivable - Miscellaneous	
126 Accounts Receivable - Tenants	\$ 2,586.00
126.1 Allowance for Doubtful Accounts - Tenants	\$ (1,166.00)
126.2 Allowance for Doubtful Accounts - Other	
127 Notes, Loans, & Mortgages Receivable - Current	
128 Fraud Recovery	
128.1 Allowance for Doubtful Accounts - Fraud	
129 Accrued Interest Receivable	
120 Total Receivables, Net of Allowances for Doubtful Accounts	<u>\$ 1,420.00</u>
131 Investments - Unrestricted	
132 Investments - Restricted	
135 Investments - Restricted for Payment of Current Liability	
142 Prepaid Expenses and Other Assets	\$ 7,832.00
143 Inventories	
143.1 Allowance for Obsolete Inventories	
144 Inter Program Due From	
145 Assets Held for Sale	
150 Total Current Assets	\$ 442,789.00
161 Land	\$ 389,091.00
162 Buildings	\$ 13,038,266.00
163 Furniture, Equipment & Machinery - Dwellings	
164 Furniture, Equipment & Machinery - Administration	\$ 105,848.00
165 Leasehold Improvements	
166 Accumulated Depreciation	\$ (9,894,294.00)
167 Construction in Progress	\$ 139,982.00
168 Infrastructure	
160 Total Capital Assets, Net of Accumulated Depreciation	<u>\$ 3,778,893.00</u>
171 Notes, Loans and Mortgages Receivable - Non-Current	
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due	

173 Grants Receivable - Non Current	
174 Other Assets	
176 Investments in Joint Ventures	
180 Total Non-Current Assets	\$ 3,778,893.00
190 Total Assets	<u>\$ 4,221,682.00</u>
311 Bank Overdraft	
312 Accounts Payable <= 90 Days	\$ 8,095.00
313 Accounts Payable >90 Days Past Due	
321 Accrued Wage/Payroll Taxes Payable	\$ 4,608.00
322 Accrued Compensated Absences - Current Portion	\$ 11,196.00
324 Accrued Contingency Liability	
325 Accrued Interest Payable	
331 Accounts Payable - HUD PHA Programs	
332 Account Payable - PHA Projects	
333 Accounts Payable - Other Government	\$ 16,800.00
341 Tenant Security Deposits	\$ 23,200.00
342 Deferred Revenues	
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	
344 Current Portion of Long-term Debt - Operating Borrowings	
345 Other Current Liabilities	
346 Accrued Liabilities - Other	
347 Inter Program - Due To	
348 Loan Liability - Current	
310 Total Current Liabilities	<u>\$ 63,899.00</u>
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	
352 Long-term Debt, Net of Current - Operating Borrowings	
353 Non-current Liabilities - Other	
354 Accrued Compensated Absences - Non Current	\$ 5,130.00
355 Loan Liability - Non Current	
356 FASB 5 Liabilities	
357 Accrued Pension and OPEB Liabilities	\$ 10,522.00
350 Total Non-Current Liabilities	\$ 15,652.00
300 Total Liabilities	\$ 79,551.00
508.1 Invested In Capital Assets, Net of Related Debt	\$ 3,778,893.00
511.1 Restricted Net Assets	\$ 297,554.00
512.1 Unrestricted Net Assets	\$ 51,817.00
513 Total Equity/Net Assets	\$ 4,128,264.00
Net Income	\$ 13,867.00
600 Total Liabilities and Equity/Net Assets	<u>\$ 4,221,682.00</u>

Lansing Housing Commission
LaRoy Froh - Balance Sheet
For Period Ended July 31, 2014

111 Cash - Unrestricted	\$ 13,778.47
112 Cash - Restricted - Modernization and Development	
113 Cash - Other Restricted	
114 Cash - Tenant Security Deposits	\$ 25,300.00
115 Cash - Restricted for Payment of Current Liabilities	
100 Total Cash	<u>\$ 39,078.47</u>
121 Accounts Receivable - PHA Projects	
122 Accounts Receivable - HUD Other Projects	
124 Accounts Receivable - Other Government	
125 Accounts Receivable - Miscellaneous	
126 Accounts Receivable - Tenants	\$ 2,198.00
126.1 Allowance for Doubtful Accounts - Tenants	\$ (1,266.00)
126.2 Allowance for Doubtful Accounts - Other	
127 Notes, Loans, & Mortgages Receivable - Current	
128 Fraud Recovery	
128.1 Allowance for Doubtful Accounts - Fraud	
129 Accrued Interest Receivable	
120 Total Receivables, Net of Allowances for Doubtful Accounts	<u>\$ 932.00</u>
131 Investments - Unrestricted	
132 Investments - Restricted	
135 Investments - Restricted for Payment of Current Liability	
142 Prepaid Expenses and Other Assets	\$ 8,733.00
143 Inventories	
143.1 Allowance for Obsolete Inventories	
144 Inter Program Due From	\$ 446,694.00
145 Assets Held for Sale	
150 Total Current Assets	<u>\$ 495,437.47</u>
161 Land	\$ 581,447.00
162 Buildings	\$ 11,946,397.00
163 Furniture, Equipment & Machinery - Dwellings	
164 Furniture, Equipment & Machinery - Administration	
165 Leasehold Improvements	
166 Accumulated Depreciation	\$ (8,755,817.00)
167 Construction in Progress	\$ 178,540.00
168 Infrastructure	
160 Total Capital Assets, Net of Accumulated Depreciation	<u>\$ 3,950,567.00</u>
171 Notes, Loans and Mortgages Receivable - Non-Current	
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due	

173 Grants Receivable - Non Current	
174 Other Assets	\$ 588,420.00
176 Investments in Joint Ventures	
180 Total Non-Current Assets	\$ 4,538,987.00
190 Total Assets	<u>\$ 5,034,424.47</u>
311 Bank Overdraft	
312 Accounts Payable <= 90 Days	\$ 3,387.00
313 Accounts Payable >90 Days Past Due	
321 Accrued Wage/Payroll Taxes Payable	\$ 6,409.00
322 Accrued Compensated Absences - Current Portion	\$ 10,487.00
324 Accrued Contingency Liability	
325 Accrued Interest Payable	
331 Accounts Payable - HUD PHA Programs	
332 Account Payable - PHA Projects	
333 Accounts Payable - Other Government	\$ 22,000.00
341 Tenant Security Deposits	\$ 25,300.00
342 Deferred Revenues	
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	
344 Current Portion of Long-term Debt - Operating Borrowings	
345 Other Current Liabilities	
346 Accrued Liabilities - Other	
347 Inter Program - Due To	\$ 470,439.00
348 Loan Liability - Current	
310 Total Current Liabilities	<u>\$ 538,022.00</u>
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	
352 Long-term Debt, Net of Current - Operating Borrowings	
353 Non-current Liabilities - Other	
354 Accrued Compensated Absences - Non Current	\$ 4,804.00
355 Loan Liability - Non Current	
356 FASB 5 Liabilities	
357 Accrued Pension and OPEB Liabilities	\$ 15,286.00
350 Total Non-Current Liabilities	\$ 20,090.00
300 Total Liabilities	<u>\$ 558,112.00</u>
508.1 Invested In Capital Assets, Net of Related Debt	\$ 3,950,567.00
511.1 Restricted Net Assets	\$ -
512.1 Unrestricted Net Assets	\$ 518,774.00
513 Total Equity/Net Assets	\$ 4,469,341.00
Net Income	\$ 6,971.00
600 Total Liabilities and Equity/Net Assets	<u>\$ 5,034,424.00</u>

Lansing Housing Commission
Mt. Vernon - Balance Sheet
For Period Ended July 31, 2014

111 Cash - Unrestricted	\$ 648,715.00
112 Cash - Restricted - Modernization and Development	
113 Cash - Other Restricted	
114 Cash - Tenant Security Deposits	\$ 27,700.00
115 Cash - Restricted for Payment of Current Liabilities	
100 Total Cash	<u>\$ 676,415.00</u>

121 Accounts Receivable - PHA Projects	
122 Accounts Receivable - HUD Other Projects	
124 Accounts Receivable - Other Government	
125 Accounts Receivable - Miscellaneous	
126 Accounts Receivable - Tenants	\$ 3,644.00
126.1 Allowance for Doubtful Accounts - Tenants	\$ (1,666.00)
126.2 Allowance for Doubtful Accounts - Other	
127 Notes, Loans, & Mortgages Receivable - Current	
128 Fraud Recovery	
128.1 Allowance for Doubtful Accounts - Fraud	
129 Accrued Interest Receivable	
120 Total Receivables, Net of Allowances for Doubtful Accounts	<u>\$ 1,978.00</u>

131 Investments - Unrestricted	
132 Investments - Restricted	
135 Investments - Restricted for Payment of Current Liability	
142 Prepaid Expenses and Other Assets	\$ 7,832.00
143 Inventories	
143.1 Allowance for Obsolete Inventories	
144 Inter Program Due From	\$ 747,057.00
145 Assets Held for Sale	
150 Total Current Assets	\$ 1,433,282.00

161 Land	\$ 503,241.00
162 Buildings	\$ 14,844,617.00
163 Furniture, Equipment & Machinery - Dwellings	
164 Furniture, Equipment & Machinery - Administration	\$ 105,848.00
165 Leasehold Improvements	
166 Accumulated Depreciation	\$ (11,100,526.00)
167 Construction in Progress	\$ 173,511.00
168 Infrastructure	
160 Total Capital Assets, Net of Accumulated Depreciation	<u>\$ 4,526,691.00</u>

171 Notes, Loans and Mortgages Receivable - Non-Current	
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due	

173 Grants Receivable - Non Current	
174 Other Assets	
176 Investments in Joint Ventures	
180 Total Non-Current Assets	\$ 4,526,691.00
190 Total Assets	<u>\$ 5,959,973.00</u>
311 Bank Overdraft	
312 Accounts Payable <= 90 Days	\$ 8,095.00
313 Accounts Payable >90 Days Past Due	
321 Accrued Wage/Payroll Taxes Payable	\$ 4,608.00
322 Accrued Compensated Absences - Current Portion	\$ 11,196.00
324 Accrued Contingency Liability	
325 Accrued Interest Payable	
331 Accounts Payable - HUD PHA Programs	
332 Account Payable - PHA Projects	
333 Accounts Payable - Other Government	\$ 31,726.00
341 Tenant Security Deposits	\$ 27,700.00
342 Deferred Revenues	
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	
344 Current Portion of Long-term Debt - Operating Borrowings	
345 Other Current Liabilities	
346 Accrued Liabilities - Other	
347 Inter Program - Due To	
348 Loan Liability - Current	
310 Total Current Liabilities	<u>\$ 83,325.00</u>
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	
352 Long-term Debt, Net of Current - Operating Borrowings	
353 Non-current Liabilities - Other	
354 Accrued Compensated Absences - Non Current	\$ 5,130.00
355 Loan Liability - Non Current	
356 FASB 5 Liabilities	
357 Accrued Pension and OPEB Liabilities	\$ 22,062.00
350 Total Non-Current Liabilities	\$ 27,192.00
300 Total Liabilities	\$ 110,517.00
508.1 Invested In Capital Assets, Net of Related Debt	\$ 4,526,691.00
511.1 Restricted Net Assets	
512.1 Unrestricted Net Assets	\$ 1,313,100.00
513 Total Equity/Net Assets	\$ 5,839,791.00
Net Income	\$ 9,665.00
600 Total Liabilities and Equity/Net Assets	<u>\$ 5,959,973.00</u>

Lansing Housing Commission
S. Washington Park - Balance Sheet
For Period Ended July 31, 2014

111 Cash - Unrestricted	\$ 117,753.00
112 Cash - Restricted - Modernization and Development	
113 Cash - Other Restricted	
114 Cash - Tenant Security Deposits	\$ 30,800.00
115 Cash - Restricted for Payment of Current Liabilities	
100 Total Cash	<u>\$ 148,553.00</u>

121 Accounts Receivable - PHA Projects	
122 Accounts Receivable - HUD Other Projects	
124 Accounts Receivable - Other Government	
125 Accounts Receivable - Miscellaneous	
126 Accounts Receivable - Tenants	\$ 4,812.00
126.1 Allowance for Doubtful Accounts -Tenants	\$ (2,500.00)
126.2 Allowance for Doubtful Accounts - Other	
127 Notes, Loans, & Mortgages Receivable - Current	
128 Fraud Recovery	
128.1 Allowance for Doubtful Accounts - Fraud	
129 Accrued Interest Receivable	
120 Total Receivables, Net of Allowances for Doubtful Accounts	<u>\$ 2,312.00</u>

131 Investments - Unrestricted	
132 Investments - Restricted	
135 Investments - Restricted for Payment of Current Liability	
142 Prepaid Expenses and Other Assets	\$ 5,218.00
143 Inventories	
143.1 Allowance for Obsolete Inventories	
144 Inter Program Due From	\$ 327,157.00
145 Assets Held for Sale	
150 Total Current Assets	\$ 483,240.00

161 Land	\$ 231,584.00
162 Buildings	\$ 10,071,734.00
163 Furniture, Equipment & Machinery - Dwellings	
164 Furniture, Equipment & Machinery - Administration	\$ 167,522.00
165 Leasehold Improvements	
166 Accumulated Depreciation	\$ (7,598,277.00)
167 Construction in Progress	\$ 234,701.00
168 Infrastructure	
160 Total Capital Assets, Net of Accumulated Depreciation	<u>\$ 3,107,264.00</u>

171 Notes, Loans and Mortgages Receivable - Non-Current	
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due	

173	Grants Receivable - Non Current	
174	Other Assets	
176	Investments in Joint Ventures	
180	Total Non-Current Assets	\$ 3,107,264.00
190	Total Assets	<u>\$ 3,590,504.00</u>
311	Bank Overdraft	
312	Accounts Payable <= 90 Days	
313	Accounts Payable >90 Days Past Due	
321	Accrued Wage/Payroll Taxes Payable	\$ 5,154.00
322	Accrued Compensated Absences - Current Portion	\$ 9,787.00
324	Accrued Contingency Liability	
325	Accrued Interest Payable	
331	Accounts Payable - HUD PHA Programs	
332	Account Payable - PHA Projects	
333	Accounts Payable - Other Government	\$ 28,000.00
341	Tenant Security Deposits	\$ 30,800.00
342	Deferred Revenues	
343	Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	
344	Current Portion of Long-term Debt - Operating Borrowings	
345	Other Current Liabilities	
346	Accrued Liabilities - Other	
347	Inter Program - Due To	
348	Loan Liability - Current	
310	Total Current Liabilities	<u>\$ 73,741.00</u>
351	Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	
352	Long-term Debt, Net of Current - Operating Borrowings	
353	Non-current Liabilities - Other	
354	Accrued Compensated Absences - Non Current	\$ 4,484.00
355	Loan Liability - Non Current	
356	FASB 5 Liabilities	
357	Accrued Pension and OPEB Liabilities	\$ 3,006.00
350	Total Non-Current Liabilities	\$ 7,490.00
300	Total Liabilities	\$ 81,231.00
508.1	Invested In Capital Assets, Net of Related Debt	\$ 3,107,264.00
511.1	Restricted Net Assets	\$ -
512.1	Unrestricted Net Assets	\$ 382,141.00
513	Total Equity/Net Assets	\$ 3,489,405.00
	Net Income	\$ 19,868.00
600	Total Liabilities and Equity/Net Assets	<u>\$ 3,590,504.00</u>

**Lansing Housing Commission
Housing Choice Voucher Program
Income and Expense Report
July 2014**

Account Name	FDS	FY2015	Current Year					Prior Year			
			July '14	Year to date	% of Budget	% of Budget	%	FY 2014	July'13	Year to date	% of Budget
	Acct #	Budget	Actual	Actual	Expended (CY)	Expended (PY)	Variance	Budget	Actual	Actual	Expended
HCV Income - Admin Fees	70600	900,000	68,323	68,323	8%	7%	0%	950,141	69,749	69,749	7%
Fraud Recovery Funds Retained	71400	12,000	118	118	1%	39%	-38%	19,000	7,335	7,335	39%
Other Revenue	71500	3,600	11	11	0%	601%	-600%	500	3,003	3,003	601%
									0		
Total Operating Revenue		915,600	68,452	68,452				969,641	80,088	80,088	
Administrative Salaries	91100	365,000	18,861	18,861	5%	2%	3%	370,285	37,378	9,239	2%
Auditing Fees	91200	5,000	0	0	0%	0%	0%	5,000	0	0	0%
COCC - HCV Program Expense	91300	112,800	13,665	13,665	12%	7%	5%	190,028	13,373	13,373	7%
Book-keeping Fee	91400	14,835	0		0%	0%	0%		0		
Employee Benefit contributions - Administrative	91500	153,300	9,271	9,271	6%	8%	-2%	210,891	19,050	16,898	8%
Office Expenses	91600	18,000	8,672	8,672	48%	160%	-112%	6,000	9,592	9,592	160%
Legal	91700	6,000	949	949	16%	134%	-118%	800	1,073	1,073	134%
Travel	91800	1,200	325	325	27%	0%	27%	1,000	0	0	0%
Tenant Services - Other	92400	90,000	0	0	0%	0%	0%		0		
Utilities - Water	93100	3,350	148	148	4%	3%	2%	3,000	325	86	3%
Utilities - Electricity	93200	28,000	4,907	4,907	18%	-2%	20%	29,000	2,368	(645)	-2%
Utilities - Steam/Gas	93300	1,200	27	27	2%	9%	-7%	15,000	1,410	1,403	9%
Other Utilities Expense	93800	18,000	0	0	0%	0%	0%		0		
Maintenance Contracts	94300	12,000	2,626	2,626	22%	0%	22%	21,000	34	34	0%
Protective Services - Other Contract Costs	95200	12,000	0	0	0%	0%	0%		0		
Property Insurance	96110	12,000	1,525	1,525	13%	5%	8%	18,000	835	835	5%
Liability Insurance	96120	12,000	0	0	0%	0%	0%		0		
Other General Expenses	96200	30,000	0	0	0%	0%	0%		0		
Compensated Absences	96210	10,000	0	0	0%	0%	0%		0		
Bad debt - Tenant Rents	96400	10,000							0		
Total Operating Expenses		914,685	60,977	60,977				870,004	85,438	51,887	
NET INCOME (LOSS)		915	7,474	7,474				99,637	(5,350)	28,201	

Lansing Housing Commission
HCV & Section 8 - Balance Sheet
For Period Ended July 31, 2014

111 Cash - Unrestricted	\$ 107,415.00
112 Cash - Restricted - Modernization and Development	
113 Cash - Other Restricted	\$ 1,353,768.00
114 Cash - Tenant Security Deposits	
115 Cash - Restricted for Payment of Current Liabilities	
100 Total Cash	<u>\$ 1,461,183.00</u>
121 Accounts Receivable - PHA Projects	
122 Accounts Receivable - HUD Other Projects	
124 Accounts Receivable - Other Government	
125 Accounts Receivable - Miscellaneous	
126 Accounts Receivable - Tenants	
126.1 Allowance for Doubtful Accounts -Tenants	
126.2 Allowance for Doubtful Accounts - Other	
127 Notes, Loans, & Mortgages Receivable - Current	
128 Fraud Recovery	
128.1 Allowance for Doubtful Accounts - Fraud	
129 Accrued Interest Receivable	
120 Total Receivables, Net of Allowances for Doubtful Accounts	<u>\$ -</u>
131 Investments - Unrestricted	
132 Investments - Restricted	
135 Investments - Restricted for Payment of Current Liability	
142 Prepaid Expenses and Other Assets	\$ 2,712.00
143 Inventories	
143.1 Allowance for Obsolete Inventories	
144 Inter Program Due From	\$ 364,895.00
145 Assets Held for Sale	
150 Total Current Assets	\$ 1,828,790.00
161 Land	
162 Buildings	
163 Furniture, Equipment & Machinery - Dwellings	\$ 27,596.00
164 Furniture, Equipment & Machinery - Administration	
165 Leasehold Improvements	
166 Accumulated Depreciation	\$ (24,549.00)
167 Construction in Progress	
168 Infrastructure	
160 Total Capital Assets, Net of Accumulated Depreciation	<u>\$ 3,047.00</u>
171 Notes, Loans and Mortgages Receivable - Non-Current	
172 Notes, Loans, & Mortgages Receivable - Non Current - Past	

173 Grants Receivable - Non Current	
174 Other Assets	
176 Investments in Joint Ventures	
180 Total Non-Current Assets	\$ 3,047.00
190 Total Assets	<u>\$ 1,831,837.00</u>
311 Bank Overdraft	
312 Accounts Payable <= 90 Days	
313 Accounts Payable >90 Days Past Due	
321 Accrued Wage/Payroll Taxes Payable	\$ 11,628.00
322 Accrued Compensated Absences - Current Portion	\$ 15,881.00
324 Accrued Contingency Liability	
325 Accrued Interest Payable	
331 Accounts Payable - HUD PHA Programs	
332 Account Payable - PHA Projects	
333 Accounts Payable - Other Government	
341 Tenant Security Deposits	
342 Deferred Revenues	
343 Current Portion of Long-term Debt - Capital	
344 Current Portion of Long-term Debt - Operating Borrowings	
345 Other Current Liabilities	
346 Accrued Liabilities - Other	
347 Inter Program - Due To	\$ 338,121.00
348 Loan Liability - Current	
310 Total Current Liabilities	<u>\$ 365,630.00</u>
351 Long-term Debt, Net of Current - Capital Projects/Mortgage	
352 Long-term Debt, Net of Current - Operating Borrowings	
353 Non-current Liabilities - Other	
354 Accrued Compensated Absences - Non Current	\$ 7,276.00
355 Loan Liability - Non Current	
356 FASB 5 Liabilities	
357 Accrued Pension and OPEB Liabilities	\$ 121,774.00
350 Total Non-Current Liabilities	\$ 129,050.00
300 Total Liabilities	\$ 494,680.00
508.1 Invested In Capital Assets, Net of Related Debt	\$ 3,047.00
511.1 Restricted Net Assets	\$ 1,163,325.00
512.1 Unrestricted Net Assets	\$ 163,311.00
513 Total Equity/Net Assets	\$ 1,329,683.00
Net Income	\$ 7,474.00
600 Total Liabilities and Equity/Net Assets	<u>\$ 1,831,837.00</u>



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August 27, 2014

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report July 2014 Reporting Month

CONTACT PERSON:

Debra Baker
Housing Choice Voucher Coordinator

OVERVIEW:

This report details the status of LHC's performance against HUD established benchmarks, highlights areas of concern, and identifies significant achievements. The high lights of this month's report are:

1. HUD requires PHA's to perform Quality Control ("QC") reviews on 24 waitlist files per year. 98% of the waitlist files drawn down must be drawn in accordance with LHC's policies. Zero files were drawn down in July. 100% of all waitlist files are being audited.
2. HUD requires that at least 98% of the rents approved by LHC meet established rent reasonable standards. HUD requires LHC to conduct rent reasonable tests on two (2) units per month. The LHC performed nine (9) QC reviews of unit rents in July. The QC review indicated 100% of the rents approved by LHC in July met HUD's rent reasonableness standard.
3. HUD requires a QC review of an average of two (2) files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC completed four (4) QC file reviews on non-waitlist participant files in July. Zero (0) errors were reported.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. Zero (0) QC inspections were completed in July.
5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited Three (5) 24-hour HQS deficiencies in the month of July. 100% of all 24-hour HQS deficiencies were corrected within 24-hours.



Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments



HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	May-14	Jun-14	Jul-14
TOTAL NEW LEASES	4	2	4
Total Move-outs	4	2	11
Net	0	0	-7
Number of Applicants on Voucher Wait List	570	570	570
Number of Applicants Pulled from Wait List	0	0	0
Number of Applications Withdrawn/Denied	0	0	0
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	8	0	0
Total Resident Change of Units (transfers)	16	12	4
TOTAL RECERTIFICATIONS DUE BY MONTH	143	163	180
Annual Recertifications Completed	146	133	171
Annual Delinquent Reexaminations	0	0	0
Interims Completed	90	121	112
TOTAL INSPECTIONS DUE BY MONTH	154	161	156
Annual HQS Inspections Completed	142	155	149
Annual HQS Delinquent Inspections (PIC)	2	0	0
New RFTA Inspections	36	31	15
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	38	38	38
Total # of HCV Accts. Rec.	5	4	4
Monthly Total Amount Owed	\$ 1,453.00	\$ 1,332.00	\$ 1,167.00
Monthly Total Amount Collected	\$ 658.00	\$ 165.00	\$ 233.00
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1465	1459	1445
% UTILIZED UNITS	86.2%	85.8%	85.0%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	58	57	58
VASH Voucher Utilization	95	100	106
Permanent Supportive Housing (PSH)		90	91
Monthly Total Voucher Unit Utilization	1618	1706	1700
Total HCV Budget for 2013	\$ 10,369,704.00	\$ 10,369,704.00	\$ 10,369,704.00
Total HCV Budget Used YTD	\$ 4,001,215.38	\$ 4,793,389.72	\$ 5,591,868.07
HCV Budget Allocation YTD	\$ 4,320,710.00	\$ 5,184,852.00	\$ 6,048,994.00
<i>Expenditure Surplus (Overage) *</i>	\$ 319,494.62	\$ 391,462.28	\$ 457,125.93
Remaining Voucher Budget	\$ 6,368,488.62	\$ 5,576,314.28	\$ 4,777,835.93
Shelter Plus Care Budget	\$ 269,073.00	\$ 269,073.00	\$ 269,073.00
Shelter Plus Care Budget Used YTD	\$ 118,482.92	\$ 143,719.78	\$ 170,147.69
Shelter Plus Care Budget Allocation YTD	\$ 118,482.92	\$ 143,719.78	\$ 170,147.69
<i>Expenditure Surplus (Overage)</i>	\$0.00	\$0.00	\$0.00
Remaining Voucher Budget	\$ 150,590.08	\$ 125,353.22	\$ 98,925.31
VASH Budget	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00
VASH Budget Used YTD	\$ 210,165.50	\$ 250,161.82	\$ 288,839.40
VASH Budget Allocation YTD	\$ 250,000.00	\$ 300,000.00	\$ 350,000.00
<i>Expenditure Surplus (Overage)</i>	\$ 39,834.50	\$ 49,838.18	\$ 61,160.60
Remaining Voucher Budget	\$ 389,834.50	\$ 349,838.18	\$ 311,160.60



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August 27, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
410 Cherry St.
Lansing Michigan 48933

SUBJECT:

May, 2014 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 94.6% at the end of April. We continue to strive to increase our occupancy level to 98%. The staff is focusing on making as many contacts as possible with applicants from the waiting list to fill the vacant units and get the units rehabbed as quickly as we can. Three sites have contracts with construction companies at this time.

In April we had a total of 84 emergency work orders 100% were closed or abated within 24-hours. We had 229 routine work orders that were closed during the month. Our goal is to close out all emergency work orders within 24 hours, and close out routine work orders within an average of three (3) days.

	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Totals
Total Units Available for rent	173	168	213	278	832
Total Units Occupied	163	162	203	259	787
Percent Occupied	94%	96%	95%	93%	94.6%
Move -Ins	1	4	2	10	17



Move-Outs	0	5	1	5	11
Transfers	0	1	1	1	3
Emergency Work Orders	15	35	10	24	84
Routine Work Orders	81 closed	37 closed	73 closed	38 closed	229 closed

Note:

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	173	\$30,776	\$3,854	\$26,922	87%
Hildebrandt	168	\$20,767	\$1,619	\$19,148	92%
LaRoy Froh	213	\$26,864	\$3,876	\$22,988	86%
South Washington	278	\$39,078	\$4,282	\$34,796	87%
Totals	832	\$117,485	\$13,631	\$ 10,3854	



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August 27, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
410 Cherry St.
Lansing Michigan 48933

SUBJECT:

June, 2014 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 95.3% at the end of May. We continue to strive to increase our occupancy level to 98%. The staff is focusing on making as many contacts as possible with applicants from the waiting list to fill the vacant units and get the units rehabbed as quickly as we can. All developments have submitted an RFP to the public for assistance in rehabbing the rental units. Three sites have contracts with construction companies at this time.

In May we had a total of 127 emergency work orders 100% were closed or abated within 24-hours. We had 230 routine work orders that were closed during the month. Our goal is to close out all emergency work orders within 24 hours, and close out routine work orders within an average of three (3) days.

	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Totals
Total Units Available for rent	173	168	213	278	832
Total Units Occupied	166	166	202	257	791
Percent Occupied	96%	98%	95%	92%	95.3%



Move –Ins	2	5	5	5	17
Move-Outs	1	1	6	9	17
Transfers	0	0	0	1	1
Emergency Work Orders	24	36	23	44	127
Routine Work Orders	49 closed	54 closed	49 closed	78 closed	230 closed

Note:

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	173	\$ 30,049.00	3,775.00	\$ 26,274.00	87%
Hildebrandt	168	\$ 22,140.00	\$ 2,750.00	\$ 19,390.00	88%
LaRoy Froh	213	\$ 23,485.00	\$ 4,185.00	\$ 19,300.00	82%
South Washington	278	\$ 38,502.00	\$ 4,881.33	\$ 33,620.67	87%
Totals	832	\$ 114,176.00	\$ 15,591.33	\$ 98,584.67	





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August 27, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St
Lansing Michigan 48933

SUBJECT:

July 2014 Asset Management Monthly Report

CONTACT PERSON:

Rhonda Pagel
Asset Manager, Hildebrandt Park

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 95% at the end of June. We continue to strive to increase our occupancy level to 98%. The staff is focusing on making as many contacts as possible with applicants from the waiting list to fill the vacant units and we have contractors hired to make units ready.

In July we had a total of 102 emergency work orders 100% were closed or abated within 24-hours. We had 374 routine work orders that were closed during the month. Our goal is to close out all emergency work orders within 24 hours, and close out routine work orders within an average of three (3) days.

	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	202	220	213	197	832
Total Units Occupied	196	209	198	190	793
Percent Occupied	96%	95%	93%	96%	95%
Move -Ins	2	3	1	2	8
Move-Outs	1	12	5	4	22
Transfers	0	0	1	1	1



Emergency Work Orders	14	33	36	19	102
Routine Work Orders	97	57	168	52	374

Note:

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	202	\$ 32,895.00	\$ 7,441.53	\$ 25,453.47	77. %
Hildebrandt	220	\$ 29,150.00	\$ 4,114.02	\$ 25,035.98	86%
LaRoy Froh	213	\$ 21,441.00	\$ 3,680.96	\$ 17,760.04	83%
South Washington	197	\$ 20,550.00	\$ 3,250.00	\$ 17,300.00	84%
Totals	832	\$ 104,036.00	\$ 18,486.51	\$ 85,549.49	82%





419 Cherry Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

August 27, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:

May, 2014 Modernization Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:

This report provides an overview of the May modernization activities for LHC properties. LHC continues to enter resident's names and addresses into our Section 3 pool of interested individuals wanting to work.

South Washington Park

LHC will request Proposals again this month for the Door Replacement and Security for S. Washington Park.

Mt. Vernon

The Community Room is really shaping up and the offices are looking so good. We are deciding what to do as far as the heating of the different spaces. Drywall – sanding – painting and tiling took place this month.

HONEYWELL ESCO PROJECT

We held our last Honeywell Meeting on Tuesday, May 20. The work was finished on Friday, May 23rd. Honeywell is getting ready to gather their data on the savings the product installations are producing.

FUTURE MODERNIZATION ACTIVITIES

LHC will meet very soon with representatives from Ameresco to perform a Green Physical Needs Assessment and an Energy Audit of LHC's public housing properties. They use individuals from The Inspection Group to do their initial inspections. This may change the future of our Modernization activities depending on the firm's findings.



NON-MODERNIZATION ACTIVITIES

Unit 3856 Wilson Avenue -We received the final paperwork from the City of Lansing stating that all repairs needing a permit passed inspection. Lansing Housing Commission is currently in discussion with the Adjuster and Housing Authority Insurance regarding the Fire Restoration at 1513 Comfort. As soon as possible, we will start the restoration.





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SUBJECT:

June 2014 Modernization Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:

This report provides an overview of the June modernization activities for LHC properties. S. Washington Park continues to utilize one of the individuals in our Section 3 pool of residents.

South Washington Park

LHC is requesting Proposals for the Door Replacement and additional Security devices for S. Washington Park.

Mt. Vernon

The Community Room is really progressing very well. After a thorough review of the existing heating system LHC determined it needed to be replaced. As a result, LHC approved a change order for a new heating system. Flooring and finish work is proceeding.

Hildebrandt

Design for kitchen and bath renovations continues.

FUTURE MODERNIZATION ACTIVITIES

LHC is reviewing a Contract with Ameresco to perform a Green Physical Needs Assessment and an Energy Audit of LHC's public housing properties. They use individuals from The Inspection Group to do their initial inspections. This may change the future of our Modernization activities depending on the firm's findings.

NON-MODERNIZATION ACTIVITIES

We are still in negotiations with our insurance company regarding the Fire Restoration at 1513 Comfort. As soon as possible, we will start the restoration.





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August 27, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
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Lansing Michigan 48933

SUBJECT:

July 2014 Modernization Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:

This report provides an overview of the July, 2014 modernization activities for LHC properties.

South Washington Park

LHC received two (2) bids for the Door Replacement and Security for S. Washington Park. Laux Construction and L. J. Trumble Builders bid the project. The job will be awarded to L. J. Trumble. They were the lowest bidder.

Mt. Vernon

A final walk through to address any outstanding issues regarding the renovation of Mt. Vernon's Community Room was done on July 22, 2014. There were some minor details identified for correction. These issues will be corrected immediately. It is expected that LHC will take possession of the room very shortly.

FUTURE MODERNIZATION ACTIVITIES

We have our kick off meeting with Ameresco on August 14th; they will perform a Green Physical Needs Assessment and an Energy Audit of LHC's public housing properties.

NON-MODERNIZATION ACTIVITIES

We have reached a decision with Housing Authority Insurance regarding the Fire Restoration at 1513 Comfort. A Notice to Proceed has been issued. The restoration will begin within 10 days of the date of the Notice to Proceed. The contractor is 1st Contracting.





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**LHC Board
Sign-In Sheet
Date of Meeting: August 27, 2014**

Name	Organization	Phone #	E-mail
Lisa Briggs	LHC	313-4290	Lisa@lanshc.org
Rhonda Pagel	LHC-HP	372-7145	rhondap@lanshc.org
Porsha Bale	LHC-HP	372-7145	Porshab@lanshc.org
RAMIRO SALAZAR	LHC-Central	853-3066	ramiros@lanshc.org
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Janellene	LHC SWP	393-8464	Janellm@lanshc.org
Melissa Witte	LHC SWP	393-8464	melissaw@lanshc.org
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Greg Frens	LHC	(906) 280-7590	frensg@yahoo.com
Bobby Joyce	LHC	517 703 3483	Bobby.Joyce@gmail.com
Edward Forrester	LHC	853-3068	Edwardf@lanshc.org

