



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

Agenda
Lansing Housing Commission
January 17, 2018

Call to Order

1. Roll Call.
2. Approval of Minutes of November 21, 2017

Action Items:

Resolution 1287 - Approval of 2018 HCV Utility Allowances

Informational Items.

- | | |
|--|---------------------------|
| a. Finance Report November 2017 | Dickey May |
| b. Finance Report December 2017 | |
| | |
| c. Housing Choice Voucher Report November 2017 | |
| d. Housing Choice Voucher Report December 2017 | |
| | |
| e. Asset Management Report November 2017 | |
| f. Asset Management Report December 2017 | |
| | |
| • Mt. Vernon & Scattered Sites AMP 102 | |
| • Hildebrandt, Forrest, Hoyt | AMP 103 & Scattered Sites |
| • LaRoy Froh & Scattered Sites | AMP 111 |
| • South Washington & Scattered Sites | AMP 112 |
| | |
| g. Sustainability Agreement Update | Martell Armstrong |

3. Executive Director's Comments

4. President's Comments.





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5. Public Comment – limit 3 minutes per person.
6. Other Business.
7. Adjournment.





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Minutes of the November 21, 2017

Commissioner Baltimore called the meeting to order promptly at 5:38 p.m. Mr. Armstrong, called the roll.

PRESENT AT ROLL CALL: Commissioners Baltimore, Deschaine, Warren and Joyce were present at roll call. Commissioner Robinson was absent.

STAFF:

Kim Shirey
Lisa Parsons
Marshall Brice

Tom Barry
Marcus Hardy
Edward Forrest

Guests:

Daniel Black
Dickey May, Financial Consultant via telephone

Commissioner Deschaine moved and Commissioner Joyce 2nd a motion to approve the minutes of the October 25, 2017 commission meeting. **The Motion was approved by all members present.**

Commissioner Deschaine moved and Commissioner Joyce 2nd a motion to approve Resolution 1285- Approval of the Discriminatory Harassment Policy. **The Motion was approved by all members present.**

Commissioner Deschaine moved and Commissioner Joyce 2nd a motion to approve Resolution 1286- Approval of the Political Activity Policy. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

- A. Finance Report Dicky May, Mr. May provided a brief overview of the Finance Reports for October 2017.
- B. Housing Choice Voucher Report—Kim Shirey announced that HCV will be pulling 200 applications from the current waiting list. The department will be conducting a mass intake in order to expedite the approval process. The goal is to issue as many vouchers as possible before the end of the year.





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- C. Asset Management Report—Lisa Parsons announced that LIPH had an occupancy rate of 97%, which exceeds the 96% recovery plan occupancy goal. All the sites will give a summary of what has been going on with their sites.
- D. Sustainability Agreement Update: Mr. Armstrong reported that the Commission continues to abide by the monthly, quarterly, and bi-annual provisions enumerated in the sustainability agreement. Commissioner Robinson requested that all Mr. Armstrong updates the board on the total progress to include previously closed out items in future meetings.

Executive Director's Comments: Mr. Armstrong announced the following:

- The Executive Director attended the MSHDA Qualified Allocation Plan public commenting session.
- The Executive Director reported that there has been no progress with regards to closure of the DEC audit finding recommendation.
- Correspondence has been sent to the Detroit Field Office for recommendation #7.
- The Executive Director met with Hasselbring Clark regarding the implementation of new scanning software to continue LHC paperless endeavors.
- The Executive Director submitted received environmental review clearance in accordance with HUD's updated guidelines from the responsible entity (City of Lansing).
- The Executive Director secured grant funding for the installation and installation of 34 energy efficient dishwashers and the removal of the used units.
- The Executive Director and staff met with Wellness Inc. as well as COL staff to regarding homelessness grant calendar year close out final expenditures.
- The Executive Director submitted a corrective action plan for SEMAP indicator 13 (HAP/Unit Months Leased Utilization) along with a petition to be awarded 15 points for this respective category.
- The Executive Director attended Homelessness and Hunger Awareness Day at City Hall along with Mayor Bernero' and Dr. Joan Jackson-Johnson.





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- The Executive Director addressed the Forest View Neighborhood Association at their monthly meeting.
- The stairs at South Washington Park is near completion. The Executive Director and support staff have met with the contractor (First Contracting), and the architect consultant (M.C. Smith) regarding the progress. Inspections have been scheduled. A modified schedule is expected.
- The Executive Director apprised the Board that energy efficient dishwashers supplied by BWL have been installed in Oliver Garden Units.

President's Comments: Chairman Baltimore officially welcomed Commissioner Warren.

Public Comment – There were no public comments.

Other Business - Commissioner Warren thanked the Executive Director as well as the City Clerk for coordinating efforts to have her sworn in. Commissioner Joyce announced that his mother-in-law had passed and requested thoughts and prayers for his family. Congratulations to Ms. Shirey for ten years of service to LHC.

Adjournment: The meeting was adjourned at 6:18 p.m.





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

January 17, 2018

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to use the updated 2018 Utility Allowances per the November 2017 Nelrod Utility Study. - Resolution No. 1287.

RECOMMENDATION:

Staff recommends the Board authorize Martell Armstrong, acting in his capacity as Executive Director or his designee, approve the recommended change to the LHC utility allowance for use in all Housing Choice Voucher rental calculations.

CONTACT PERSON:

Kim Shirey
Housing Choice Voucher Supervisor

SUMMARY

This resolution authorizes LHC to use utility allowances established by the 2017 Nelrod utility study for all Housing Choice Voucher Calculations.

BACKGROUND

Per **24CFR982.517** a PHA-established utility allowance schedule is used in determining family share and PHA subsidy. The PHA must maintain a utility allowance schedule for (1) all tenant-paid utilities, (2) the cost of tenant-supplied refrigerators and ranges, and (3) other tenant-paid housing services such as trash collection.

The utility allowance schedule must be determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole, and current utility rates.



The utility allowance must include the utilities and services that are necessary in the locality to provide housing that complies with housing quality standards. Costs for telephone, cable/satellite television, and internet services are not included in the utility allowance schedule.

In the utility allowance schedule, the PHA must classify utilities and other housing services according to the following general categories: space heating; air conditioning; cooking; water heating; water; sewer; trash collection; other electric; cost of tenant-supplied refrigerator; cost of tenant-supplied range; and other specified housing services.

See attached 2018 Utility Sheets to become effective March 1, 2018.

FINANCIAL CONSIDERATIONS

If LHC fails to gain Board approval of the updated utility allowances it will become an audit finding, and a SEMAP submission reduction.

POLICY CONSIDERATIONS:

LHC has no specific policy regarding this action. However, Board is being requested due to the financial consideration they have on program operations.

Respectfully Submitted,



Martell Armstrong, Secretary to the Board
Lansing Housing Commission





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

Resolution No. 1287

Adopted By the Lansing Housing Commission

January 17, 2018

Be It Resolved By The Lansing Housing Commission:

Martell Armstrong, acting in the capacity of Executive Director, is authorized to approve the 2018 Utility Allowances for the Housing Choice Voucher Program as stated.


Chair

Yeas 5

Nays 0

Abstentions 0

Attest:


Secretary

For Clerk Use Only

Resolution No. 1287
Date Adopted January 17, 2018

TDD/TTY #: 1-800-545-1833 Ext. 919



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting January 17, 2018

Resolution 1287

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Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and
Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

Locality: Ingham County Housing Commission, MI		Unit Type: High-Rise/ Apartment				Date (mm/dd/yyyy)		
Utility or Service:		Monthly Dollar Allowances						
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Heating	a. Natural Gas	\$17.00	\$20.00	\$24.00	\$28.00	\$31.00	\$34.00	\$37.00
	b. Bottle Gas/Propane							
	c. Electric (avg)	\$30.00	\$36.00	\$49.00	\$62.00	\$74.00	\$87.00	\$94.00
	d. Electric Heat Pump (avg)	\$27.00	\$32.00	\$38.00	\$42.00	\$47.00	\$51.00	\$55.00
	e. Oil / Other							
Cooking	a. Natural Gas	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00
	b. Bottle Gas/Propane							
	c. Electric (avg)	\$7.00	\$8.00	\$11.00	\$15.00	\$19.00	\$22.00	\$24.00
Other Electric (Lights & Appliances) (avg)		\$25.00	\$30.00	\$42.00	\$53.00	\$65.00	\$76.00	\$83.00
Air Conditioning (avg)		\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00	\$14.00
Water Heating	a. Natural Gas	\$5.00	\$5.00	\$8.00	\$10.00	\$12.00	\$15.00	\$16.00
	b. Bottle Gas/Propane							
	c. Electric (avg)	\$18.00	\$21.00	\$27.00	\$32.00	\$38.00	\$44.00	\$47.00
	d. Oil / Other							
Water (Board of Water & Light)		\$26.00	\$26.00	\$32.00	\$37.00	\$43.00	\$49.00	\$52.00
Sewer (City of Lansing)		\$43.00	\$44.00	\$58.00	\$71.00	\$84.00	\$97.00	\$106.00
Trash Collection (Capital Area Recycling & Trash)		\$14.00	\$14.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- Electric Charge \$9.72 (avg)		\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
specify: Gas Charge \$11.78		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service		per month cost				
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$				
		Cooking		\$				
		Other Electric		\$				
		Air Conditioning		\$				
		Water Heating		\$				
		Water		\$				
		Sewer		\$				
		Trash Collection		\$				
		Range / Microwave		\$				
		Refrigerator		\$				
Other		\$						
Number of Bedrooms		Other		\$				
		Total		\$				



Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and
Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

Locality: Ingham County Housing Commission, MI		Unit Type: Row House/ Townhouse/Semi-Detached/ Duplex				Date (mm/dd/yyyy)		
Utility or Service:		Monthly Dollar Allowances						
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Heating	a. Natural Gas	\$22.00	\$26.00	\$30.00	\$34.00	\$38.00	\$43.00	\$46.00
	b. Bottle Gas/Propane							
	c. Electric (<i>avg</i>)	\$44.00	\$52.00	\$67.00	\$83.00	\$99.00	\$116.00	\$125.00
	d. Electric Heat Pump (<i>avg</i>)	\$33.00	\$38.00	\$46.00	\$51.00	\$57.00	\$63.00	\$67.00
	e. Oil / Other							
Cooking	a. Natural Gas	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00
	b. Bottle Gas/Propane							
	c. Electric (<i>avg</i>)	\$7.00	\$8.00	\$11.00	\$15.00	\$19.00	\$22.00	\$24.00
Other Electric (Lights & Appliances) (<i>avg</i>)		\$32.00	\$38.00	\$52.00	\$67.00	\$82.00	\$97.00	\$105.00
Air Conditioning (<i>avg</i>)		\$4.00	\$5.00	\$9.00	\$12.00	\$16.00	\$19.00	\$21.00
Water Heating	a. Natural Gas	\$6.00	\$7.00	\$10.00	\$12.00	\$16.00	\$18.00	\$20.00
	b. Bottle Gas/Propane							
	c. Electric (<i>avg</i>)	\$22.00	\$26.00	\$33.00	\$41.00	\$48.00	\$55.00	\$60.00
	d. Oil / Other							
Water (<i>Board of Water & Light</i>)		\$26.00	\$26.00	\$32.00	\$37.00	\$43.00	\$49.00	\$52.00
Sewer (<i>City of Lansing</i>)		\$43.00	\$44.00	\$58.00	\$71.00	\$84.00	\$97.00	\$106.00
Trash Collection (<i>Capital Area Recycling & Trash</i>)		\$14.00	\$14.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- Electric Charge \$9.72 (<i>avg</i>)		\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
specify: Gas Charge \$11.78		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service per month cost						
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating						
		Cooking						
Name of Family		Other Electric						
		Air Conditioning						
Address of Unit		Water Heating						
		Water						
		Sewer						
		Trash Collection						
		Range / Microwave						
		Refrigerator						
Number of Bedrooms		Other						
		Total						



Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and
Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

Locality: Ingham County Housing Commission, MI		Unit Type: Detached House/ Mobile Home				Date (mm/dd/yyyy)		
Utility or Service:		Monthly Dollar Allowances						
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Heating	a. Natural Gas	\$25.00	\$29.00	\$34.00	\$39.00	\$44.00	\$49.00	\$53.00
	b. Bottle Gas/Propane							
	c. Electric (<i>avg</i>)	\$72.00	\$85.00	\$99.00	\$114.00	\$129.00	\$143.00	\$155.00
	d. Electric Heat Pump (<i>avg</i>)	\$38.00	\$45.00	\$54.00	\$60.00	\$67.00	\$74.00	\$79.00
	e. Oil / Other							
Cooking	a. Natural Gas	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$7.00
	b. Bottle Gas/Propane							
	c. Electric (<i>avg</i>)	\$7.00	\$8.00	\$11.00	\$15.00	\$19.00	\$22.00	\$24.00
Other Electric (Lights & Appliances) (<i>avg</i>)		\$37.00	\$44.00	\$61.00	\$78.00	\$95.00	\$113.00	\$123.00
Air Conditioning (<i>avg</i>)		\$3.00	\$4.00	\$9.00	\$14.00	\$19.00	\$24.00	\$26.00
Water Heating	a. Natural Gas	\$6.00	\$7.00	\$10.00	\$12.00	\$16.00	\$18.00	\$20.00
	b. Bottle Gas/Propane							
	c. Electric (<i>avg</i>)	\$22.00	\$26.00	\$33.00	\$41.00	\$48.00	\$55.00	\$60.00
	d. Oil / Other							
Water (<i>Board of Water & Light</i>)		\$26.00	\$26.00	\$32.00	\$37.00	\$43.00	\$49.00	\$52.00
Sewer (<i>City of Lansing</i>)		\$43.00	\$44.00	\$58.00	\$71.00	\$84.00	\$97.00	\$106.00
Trash Collection (<i>Capital Area Recycling & Trash</i>)		\$14.00	\$14.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- Electric Charge \$9.72 (<i>avg</i>)		\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
specify: Gas Charge \$11.78		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service		per month cost				
To be used by the family to compute allowance. Complete below for the actual unit rented. Name of Family _____ Address of Unit _____ Number of Bedrooms _____		Heating		\$				
		Cooking		\$				
		Other Electric		\$				
		Air Conditioning		\$				
		Water Heating		\$				
		Water		\$				
		Sewer		\$				
		Trash Collection		\$				
		Range / Microwave		\$				
		Refrigerator		\$				
Other		\$						
Other		\$						
Total		\$						



Lansing Housing Commission
Summary Results for November FY2018

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COC	HCV
REVENUE:							
Total Revenue Variance - Fav (Unf)	7,785	6,213	459	(3,490)	10,967	(1,570)	(114,630)
Tenant Revenue Variance	(3,365)	(4,901)	(3,066)	565	(10,767)		
HUD Revenue Variance	5,107	9,888	4,281	(6,530)	12,746		(117,733)
Capital Fund Income	1,149	1,149	1,149	1,149	4,596		
Other Income	4,894	77	(1,905)	1,326	4,392	(1,570)	3,103
Other	-	-	-	-	-	-	-
Budgeted Revenue	100,104	126,820	121,733	86,063	434,720	64,244	818,573
% Variance fav (unfav)	8%	5%	0%	-4%	3%	-2%	-14.0%
EXPENSES:							
Total Expense Variance Unfav (Fav)	(434)	13,770	(8,582)	(670)	4,084	(13,256)	59,385
<i>Contributing Factors:</i>							
MERS Contribution Special							
Adjusted Expense Variance	(434)	13,770	(8,582)	(670)	4,084	(13,256)	59,385
-Over spend (Under spend)							
Employee Benefit Expenses	(5,492)	(3,804)	(6,391)	(5,578)	(21,265)	(5,165)	(3,732)
Salary Expenses	(2,046)	(5,910)	(5,774)	1,246	(12,484)	(6,948)	3,804
Utilities	(4,024)	(10,219)	(4,739)		(18,982)		(6,000)
Software							2,481
Automotive Costs							(6,500)
PNC Note	1,565	2,609	1,540	352	6,066		70,778
Audit Fees							
Staff Training	3,300				3,300		
HAP Expense							
Maintenance Costs			(8,306)	5,147	(3,159)		
Maintenance Contract - Unit Turns	6,964	32,442	14,060		53,466		
Other	(701)	(1,348)	1,028	(1,837)	(2,858)	(1,143)	(1,446)
Curr Mo. Actual Net Income (Loss)	\$ 6,364	\$ 11,760	\$ 21,382	\$ (12,515)	\$ 26,991	\$ 20,646	\$ (191,751)
YTD Actual Net Income (Loss) Net of CWIP	\$ 64,462	\$ 89,581	\$ 44,015	\$ (77,565)	\$ 120,493	\$ 69,865	\$ (494,101)
Prior YR YTD Net Income (Loss)	\$ 158,916	\$ 244,157	\$ 158,431	\$ 668	\$ 562,172	\$ 259,758	\$ 292,340

Lansing Housing Commission
Budget vs. Actual
Mt. Vernon
For the Period Ending November 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 137,434	\$ 155,995	\$ (18,561)	\$ 177,432	\$ 374,388	\$ 218,393
Tenant Revenue - Other	15,285	6,795	8,490	8,523	16,113	9,318
Total Tenant Revenue	<u>\$ 152,720</u>	<u>\$ 162,790</u>	<u>\$ (10,071)</u>	<u>\$ 185,956</u>	<u>\$ 390,501</u>	<u>\$ 227,711</u>
HUD PHA Operating Grants	359,541	338,530	21,011	356,647	812,472	473,942
CFP Operational Income	12,459	40,000	(27,501)	117,785	40,000	-
Fraud Recovery and Other	3,966	6,563	(2,597)	2,883	11,252	4,689
Total Operating Revenue	<u>\$ 528,725</u>	<u>\$ 547,883</u>	<u>\$ (19,158)</u>	<u>\$ 663,271</u>	<u>\$ 1,254,225</u>	<u>\$ 706,342</u>
Administrative Salaries	\$ 36,381	\$ 33,806	\$ 2,576	\$ 26,365	\$ 79,905	\$ 46,099
Auditing Fees	2,500	4,000	(1,500)	3,750	4,000	-
Management Fees	47,842	47,695	147	81,373	113,938	66,243
Bookkeeping Fees	7,299	7,275	24	7,336	17,460	10,185
Employee Benefits Contributions - Admin	12,285	14,914	(2,629)	11,613	35,699	20,785
Office Expenses	19,745	24,404	(4,659)	19,944	52,229	27,825
Legal	7,107	8,540	(1,433)	6,734	20,496	11,956
Travel	300	-	300	-	-	-
Other	556	4,500	(3,944)	15,441	4,500	-
Tenant Services - Other	8,350	11,900	(3,550)	2,544	26,960	15,060
Water	38,472	36,300	2,172	30,498	85,936	49,636
Electricity	18,062	15,800	2,262	11,079	39,400	23,500
Gas	6,201	10,100	(3,899)	7,255	47,200	37,100
Other Utilities Expense	98	-	98	29	6,000	6,000
Ordinary Maintenance and Operations - Labor	32,352	62,814	(30,462)	35,350	148,470	85,656
Ordinary Maintenance and Operations - Materials	21,719	16,471	5,248	39,089	39,529	23,058
Ordinary Maintenance and Operations - Contract	121,076	109,875	11,201	91,072	246,800	136,925
Employee Benefits Contributions - Ordinary	18,387	30,871	(12,483)	21,662	73,914	43,044
Protective Services - Other Contract Costs	968	1,000	(32)	1,072	2,400	1,400
Property Insurance	17,073	14,791	2,282	13,725	35,498	20,707
Liability Insurance	5,974	5,598	376	5,348	13,435	7,837
Workers Compensation	577	1,823	(1,246)	3,533	4,375	2,552
All Other Insurance	1,696	-	1,696	852	-	-
Other General Expenses	19,567	9,770	9,797	25,265	23,448	13,678
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	7,168	9,069	(1,901)	26,919	19,439	10,370
Bad debt - Tenant Rents	3,024	3,110	(86)	6,445	7,464	4,354
Interest Expense	9,485	7,912	1,573	10,060	18,616	10,704
Total Operating Expenses	<u>\$ 464,263</u>	<u>\$ 492,337</u>	<u>\$ (28,073)</u>	<u>\$ 504,354</u>	<u>\$ 1,167,112</u>	<u>\$ 674,775</u>
Net Income (Loss)	<u>\$ 64,462</u>	<u>\$ 55,547</u>	<u>\$ 8,915</u>	<u>\$ 158,916</u>	<u>\$ 87,113</u>	<u>\$ 31,566</u>

Lansing Housing Commission
Budget vs. Actual
Hildebrandt

For the Period Ending November 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 153,812	\$ 177,205	\$ (23,393)	\$ 171,761	\$ 425,292	\$ 248,087
Tenant Revenue - Other	12,623	9,325	3,298	10,746	22,640	13,315
Total Tenant Revenue	<u>\$ 166,435</u>	<u>\$ 186,530</u>	<u>\$ (20,095)</u>	<u>\$ 182,506</u>	<u>\$ 447,932</u>	<u>\$ 261,402</u>
HUD PHA Operating Grants	490,976	447,768	43,208	471,475	1,074,644	626,876
CFP Operational Income	12,499	40,000	(27,501)	131,183	40,000	-
Fraud Recovery and Other	583	6,563	(5,980)	1,573	11,252	4,689
Total Operating Revenue	<u>\$ 670,494</u>	<u>\$ 680,861</u>	<u>\$ (10,368)</u>	<u>\$ 786,737</u>	<u>\$ 1,573,828</u>	<u>\$ 892,966</u>
Administrative Salaries	\$ 34,865	\$ 34,914	\$ (49)	\$ 30,747	\$ 82,524	\$ 47,610
Auditing Fees	2,500	4,000	(1,500)	3,750	4,000	-
Management Fees	52,513	51,874	639	89,208	123,922	72,048
Bookkeeping Fees	8,012	7,913	100	8,078	18,990	11,078
Employee Benefits Contributions - Admin	15,678	15,107	571	11,143	36,159	21,052
Office Expenses	18,744	18,508	236	20,383	32,935	14,427
Legal	8,232	10,338	(2,106)	7,848	24,639	14,301
Travel	271	-	271	38	-	-
Other	(1,194)	1,200	(2,394)	(4,477)	2,400	1,200
Tenant Services - Other	7,990	12,400	(4,410)	2,585	29,760	17,360
Water	36,566	48,551	(11,985)	49,516	111,164	62,613
Electricity	16,044	12,025	4,019	28,687	28,860	16,835
Gas	3,768	3,163	625	4,763	33,393	30,230
Other Utilities Expense	-	-	-	-	9,100	9,100
Ordinary Maintenance and Operations - Labor	42,146	62,015	(19,869)	42,399	146,580	84,565
Ordinary Maintenance and Operations - Material	22,221	21,960	261	50,135	56,664	34,704
Ordinary Maintenance and Operations - Contract	212,487	115,195	97,292	81,321	281,708	166,513
Employee Benefits Contributions - Ordinary	21,203	23,842	(2,639)	19,639	57,048	33,206
Protective Services - Other Contract Costs	1,536	1,535	1	1,536	3,684	2,149
Property Insurance	17,565	13,148	4,417	12,224	31,555	18,407
Liability Insurance	4,927	4,717	209	4,447	11,322	8,604
Workers Compensation	629	1,365	(736)	1,566	3,275	1,911
All Other Insurance	1,576	830	746	831	1,992	1,162
Other General Expenses	19,602	11,590	8,012	33,368	32,016	20,426
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	9,164	10,897	(1,733)	18,916	24,108	13,211
Bad debt - Tenant Rents	8,051	4,500	3,551	7,147	10,800	6,300
Interest Expense	15,808	13,186	2,622	16,767	31,029	17,843
Total Operating Expenses	<u>\$ 580,913</u>	<u>\$ 504,772</u>	<u>\$ 76,141</u>	<u>\$ 542,580</u>	<u>\$ 1,229,628</u>	<u>\$ 724,855</u>
Net Income (Loss)	<u>\$ 89,581</u>	<u>\$ 176,089</u>	<u>\$ (86,509)</u>	<u>\$ 244,157</u>	<u>\$ 344,200</u>	<u>\$ 168,111</u>

Lansing Housing Commission
Budget vs. Actual
LaRoy Froh

For the Period Ending November 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 157,463	\$ 177,305	\$ (19,842)	\$ 164,497	\$ 425,532	\$ 248,227
Tenant Revenue - Other	11,171	8,105	3,066	11,505	18,720	10,615
Total Tenant Revenue	<u>\$ 168,634</u>	<u>\$ 185,410</u>	<u>\$ (16,776)</u>	<u>\$ 176,002</u>	<u>\$ 444,252</u>	<u>\$ 258,842</u>
HUD PHA Operating Grants	436,409	420,510	15,899	428,316	1,009,224	588,714
CFP Operational Income	12,499	40,000	(27,501)	134,082	40,000	-
Fraud Recovery and Other	1,186	6,563	(5,377)	3,023	11,252	4,689
Total Operating Revenue	<u>\$ 618,728</u>	<u>\$ 652,483</u>	<u>\$ (33,755)</u>	<u>\$ 741,424</u>	<u>\$ 1,504,728</u>	<u>\$ 852,245</u>
Administrative Salaries	\$ 17,418	\$ 38,957	\$ (21,538)	\$ 32,681	\$ 92,080	\$ 53,123
Auditing Fees	2,500	4,000	(1,500)	3,750	4,900	900
Management Fees	50,252	50,153	99	85,007	119,811	69,658
Bookkeeping Fees	7,666	7,650	16	7,613	18,360	10,710
Employee Benefits Contributions - Admin	6,694	12,357	(5,662)	11,037	29,548	17,191
Office Expenses	16,914	14,688	2,226	17,406	37,091	22,403
Legal	8,511	13,060	(4,549)	6,267	31,344	18,284
Travel	-	415	(415)	428	996	581
Other	14,220	3,445	10,775	4,564	8,268	4,823
Tenant Services - Other	9,689	11,900	(2,211)	1,500	28,560	16,660
Water	27,927	27,706	221	24,922	66,495	38,789
Electricity	16,650	17,685	(1,035)	18,492	42,444	24,759
Gas	5,896	13,600	(7,704)	4,748	51,300	37,700
Other Utilities Expense	123	297	(174)	839	13,713	13,416
Ordinary Maintenance and Operations - Labor	45,833	61,223	(15,390)	41,922	140,002	78,779
Ordinary Maintenance and Operations - Material	34,684	60,065	(25,381)	78,255	143,656	83,591
Ordinary Maintenance and Operations - Contract	206,842	103,377	103,465	110,961	260,418	157,041
Employee Benefits Contributions - Ordinary	27,666	35,744	(8,078)	28,433	85,256	49,511
Protective Services - Other Contract Costs	1,475	-	1,475	2,002	-	-
Property Insurance	20,252	18,628	1,624	17,126	44,706	26,079
Liability Insurance	6,205	5,892	314	5,583	14,140	8,248
Workers Compensation	819	1,365	(546)	1,601	3,275	1,911
All Other Insurance	1,927	-	1,927	1,038	-	-
Other General Expenses	19,793	9,220	10,573	36,520	26,228	17,008
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	10,175	11,331	(1,157)	20,901	25,329	13,998
Bad debt - Tenant Rents	5,243	5,000	243	9,493	12,000	7,000
Interest Expense	9,338	7,788	1,550	9,904	18,327	10,539
Total Operating Expenses	<u>\$ 574,713</u>	<u>\$ 535,546</u>	<u>\$ 39,167</u>	<u>\$ 582,992</u>	<u>\$ 1,318,248</u>	<u>\$ 782,702</u>
Net Income (Loss)	<u>\$ 44,015</u>	<u>\$ 116,937</u>	<u>\$ (72,922)</u>	<u>\$ 158,431</u>	<u>\$ 186,480</u>	<u>\$ 69,543</u>

Lansing Housing Commission
 Budget vs. Actual
 South Washington Park
 For the Period Ending November 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 139,827	\$ 144,995	\$ (5,168)	\$ 156,548	\$ 347,988	\$ 202,983
Tenant Revenue - Other	11,960	7,250	4,710	10,663	18,000	10,750
Total Tenant Revenue	<u>\$ 151,787</u>	<u>\$ 152,245</u>	<u>\$ (458)</u>	<u>\$ 167,211</u>	<u>\$ 365,988</u>	<u>\$ 213,743</u>
HUD PHA Operating Grants	234,540	269,903	(35,363)	302,909	647,768	377,865
CFP Operational Income	12,499	100,000	(87,501)	115,808	100,000	-
Fraud Recovery and Other	2,728	1,663	1,065	4,138	6,492	4,828
Total Operating Revenue	<u>\$ 401,554</u>	<u>\$ 523,811</u>	<u>\$ (122,257)</u>	<u>\$ 590,065</u>	<u>\$ 1,120,248</u>	<u>\$ 596,438</u>
Administrative Salaries	\$ 35,360	\$ 36,194	\$ (834)	\$ 49,305	\$ 85,549	\$ 49,355
Auditing Fees	2,500	4,000	(1,500)	3,750	4,000	-
Management Fees	47,006	46,712	294	77,273	111,589	64,877
Bookkeeping Fees	7,172	7,125	47	6,811	17,100	9,975
Employee Benefits Contributions - Admin	15,137	18,564	(3,427)	27,998	44,453	25,889
Office Expenses	15,534	19,465	(3,931)	23,136	45,741	26,276
Legal	12,213	12,625	(412)	12,514	30,300	17,675
Travel	-	-	-	692	-	-
Other	4,413	-	4,413	5,517	-	-
Tenant Services - Other	5,800	7,000	(1,200)	5,407	16,800	9,800
Water	76,270	38,250	38,020	31,099	91,800	53,550
Electricity	45,055	29,500	15,555	28,106	70,800	41,300
Gas	3,468	16,000	(12,532)	7,978	51,000	35,000
Other Utilities Expense	159	255	(96)	50	1,652	1,397
Ordinary Maintenance and Operations - Labor	88,444	74,404	(5,960)	71,166	175,864	101,460
Ordinary Maintenance and Operations - Material	27,805	27,035	770	34,397	83,420	36,385
Ordinary Maintenance and Operations - Contract	40,524	36,425	4,099	85,396	86,890	50,465
Employee Benefits Contributions - Ordinary	28,660	30,782	(2,122)	30,644	73,670	42,888
Protective Services - Other Contract Costs	700	700	-	700	1,680	980
Property Insurance	5,127	7,668	(2,541)	7,517	18,404	10,736
Liability Insurance	6,537	6,190	346	5,875	14,857	8,666
Workers Compensation	776	2,735	(1,959)	2,893	6,563	3,829
All Other Insurance	1,225	500	726	624	1,189	699
Other General Expenses	22,183	11,545	10,638	25,430	27,708	16,163
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	1,086	5,625	(4,539)	26,110	12,239	6,614
Bad debt - Tenant Rents	3,832	5,000	(1,168)	16,748	12,000	7,000
Interest Expense	2,132	1,780	352	2,262	4,188	2,408
Total Operating Expenses	<u>\$ 479,119</u>	<u>\$ 446,078</u>	<u>\$ 33,041</u>	<u>\$ 589,397</u>	<u>\$ 1,069,465</u>	<u>\$ 623,387</u>
Net Income (Loss)	<u>\$ (77,565)</u>	<u>\$ 77,734</u>	<u>\$ (155,299)</u>	<u>\$ 668</u>	<u>\$ 50,783</u>	<u>\$ (26,951)</u>

Lansing Housing Commission
Budget vs. Actual
AMP Consolidated
For the Period Ending November 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 588,536	\$ 655,500	\$ (66,964)	\$ 670,237	\$ 1,573,200	\$ 917,700
Tenant Revenue - Other	\$ 51,039	\$ 31,475	\$ 19,564	\$ 41,437	\$ 75,473	\$ 43,998
Total Tenant Revenue	\$ 639,575	\$ 686,975	\$ (47,400)	\$ 711,674	\$ 1,648,673	\$ 961,698
HUD PHA Operating Grants	1,521,466	1,476,712	44,754	1,559,347	3,544,108	2,067,396
CFP Operational Income	49,997	220,000	(170,003)	498,858	220,000	-
Fraud Recovery and Other	8,463	21,352	(12,889)	11,617	40,246	18,894
Total Operating Revenue	\$ 2,219,501	\$ 2,405,039	\$ (185,538)	\$ 2,781,496	\$ 5,453,028	\$ 3,047,989
Administrative Salaries	\$ 124,025	\$ 143,871	\$ (19,845)	\$ 139,098	\$ 340,058	\$ 196,187
Auditing Fees	10,000	16,000	(6,000)	15,000	16,900	900
Management Fees	197,613	196,434	1,179	332,862	469,261	272,827
Bookkeeping Fees	30,149	29,963	187	29,838	71,910	41,948
Employee Benefits Contributions - Administrative	49,794	60,941	(11,147)	61,791	145,859	84,918
Office Expenses	70,937	77,065	(6,128)	80,869	167,996	90,931
Legal Expense	36,063	44,563	(8,500)	33,363	106,779	62,216
Travel	571	415	156	1,158	996	581
Other	17,995	9,145	8,850	21,045	15,168	6,023
Tenant Services - Other	31,829	43,200	(11,371)	12,036	102,080	58,880
Water	179,225	150,807	28,418	136,035	355,395	204,588
Electricity	95,811	75,010	20,801	86,374	181,504	106,494
Gas	19,353	42,863	(23,510)	24,745	182,893	140,030
Other Utilities Expense	380	552	(172)	919	30,464	29,912
Ordinary Maintenance and Operations - Labor	188,776	260,456	(71,681)	190,836	610,916	350,460
Ordinary Maintenance and Operations - Material	106,429	125,531	(19,101)	201,876	303,269	177,738
Ordinary Maintenance and Operations - Contract	580,929	364,872	216,057	368,750	875,816	510,944
Employee Benefits Contributions - Ordinary	95,917	121,239	(25,322)	100,378	289,888	168,649
Protective Services - Other Contract Costs	4,679	3,235	1,444	5,309	7,764	4,529
Property Insurance	60,017	54,235	5,782	50,592	130,163	75,929
Liability Insurance	23,642	22,397	1,244	21,254	53,754	31,356
Workers Compensation	2,801	7,287	(4,486)	9,593	17,489	10,202
All Other Insurance	6,425	1,330	5,096	3,346	3,191	1,861
Other General Expenses	81,145	42,125	39,020	120,583	109,400	67,275
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	27,592	36,921	(9,329)	92,846	81,114	44,193
Bad debt - Tenant Rents	20,149	17,610	2,539	39,833	42,264	24,654
Interest Expense	36,763	30,666	6,097	38,994	72,160	41,494
Total Operating Expenses	\$ 2,099,009	\$ 1,978,733	\$ 120,276	\$ 2,219,324	\$ 4,784,452	\$ 2,805,719
Net Income (Loss)	\$ 120,492	\$ 426,306	\$ (305,814)	\$ 562,173	\$ 668,576	\$ 242,269

Lansing Housing Commission
Budget vs. Actual
COCC

For the Period Ending November 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 269,199	\$ 384,871	\$ (115,672)	\$ 409,113	\$ 755,650	\$ 370,819
Bookkeeping Fees Income	30,149	29,965	184	29,837	71,916	41,951
Fraud Recovery and Other	20,991	31,385	(10,394)	33,569	75,330	43,945
Total Operating Revenue	\$ 320,339	\$ 446,221	\$ (125,882)	\$ 472,519	\$ 902,936	\$ 456,715
				0		
Administrative Salaries	\$ 136,344	\$ 170,432	\$ (34,088)	\$ 119,875	\$ 402,839	\$ 232,407
Auditing Fees	2,500	5,200	(2,700)	3,750	5,200	-
Employee Benefits Contributions - Admin	34,851	48,848	(13,997)	27,677	116,762	67,913
Office Expenses	22,567	22,083	484	8,030	40,546	18,463
Legal	345	1,000	(655)	1,153	2,000	1,000
Travel	760	700	60	965	1,680	980
Other	9,655	7,426	2,229	5,688	28,104	20,678
Tenant Services - Other	-	-	-	-	-	-
Water	976	625	351	329	1,500	875
Electricity	4,238	5,915	(1,677)	3,978	11,514	5,599
Gas	101	191	(90)	152	1,909	1,718
Other Utilities Expense	191	90	101	0	300	210
Ordinary Maintenance and Operations - Material	3	125	(122)	34	300	175
Ordinary Maintenance and Operations - Contract	1,770	3,140	(1,370)	5,621	7,736	4,596
Protective Services - Other Contract Costs	313	250	63	1,537	600	350
Property Insurance	1,208	546	663	745	1,310	764
Liability Insurance	-	565	(565)	226	1,356	791
Workers Compensation	364	720	(356)	697	1,728	1,008
All Other Insurance	12,945	-	12,945	1,511	-	-
Other General Expenses	16,676	16,270	406	24,831	38,534	22,264
Compensated Absences	-	-	-	-	-	-
Interest Expense	4,668	4,668	(0)	5,962	10,860	6,192
Total Operating Expenses	\$ 250,474	\$ 288,794	\$ (38,321)	\$ 212,761	\$ 674,778	\$ 385,984
Net Income (Loss)	\$ 69,865	\$ 157,427	\$ (87,561)	\$ 259,758	\$ 228,159	\$ 70,732

Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending November 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 3,882,497	\$ 4,090,865	\$ (208,368)	\$ 4,382,698	\$ 9,818,076	\$ 5,727,211
Other Revenue	170	-	170	236	-	-
Fraud Recovery and Other	10,061	2,000	8,061	1,606	4,800	2,800
Total Operating Revenue	<u>\$ 3,892,729</u>	<u>\$ 4,092,865</u>	<u>\$ (200,136)</u>	<u>\$ 4,384,540</u>	<u>\$ 9,822,876</u>	<u>\$ 5,730,011</u>
Administrative Salaries	\$ 112,101	\$ 108,572	\$ 3,529	\$ 59,735	\$ 255,352	\$ 146,780
Auditing Fees	12,500	19,000	(6,500)	18,750	27,950	8,950
Management Fees	71,586	68,436	3,150	76,250	164,246	95,810
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	37,397	43,483	(6,086)	30,806	103,960	60,477
Office Expenses	62,858	85,700	(22,842)	70,336	154,800	69,100
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	474	-	-
Other	16	11,000	(10,984)	5,006	26,400	15,400
Tenant Services - Other	-	-	-	-	-	-
Water	-	150	(150)	209	360	210
Electricity	-	650	(650)	893	1,560	910
Gas	30	600	(570)	56	1,440	840
Other Utilities Expense	190	-	190	-	-	-
Ordinary Maintenance and Operations - Materials	-	1,900	(1,900)	-	3,660	-
Ordinary Maintenance and Operations - Contractors	14,371	1,740	12,631	15,044	4,176	-
Protective services - Other Contract Costs	209	250	(41)	261	500	250
Property Insurance	-	-	-	-	-	-
Liability Insurance	7,388	7,071	317	6,668	16,970	9,899
Workers Compensation	4,680	3,808	873	3,979	6,338	2,531
All Other Insurance	334	552	(218)	-	-	-
Other General Expenses	9,624	8,100	1,524	12,922	19,440	11,340
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	4,053,569	3,748,685	304,884	3,790,810	8,996,844	5,248,159
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 4,386,852</u>	<u>\$ 4,109,697</u>	<u>\$ 277,156</u>	<u>\$ 4,092,201</u>	<u>\$ 9,783,997</u>	<u>\$ 5,674,300</u>
Net Income (Loss)	<u>\$ (494,124)</u>	<u>\$ (16,832)</u>	<u>\$ (477,292)</u>	<u>\$ 292,340</u>	<u>\$ 38,879</u>	<u>\$ 55,711</u>

Lansing Housing Commission
1010 Mt. Vernon Park
Balance Sheet for November 2017

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	6,111.62	528,388.56
1010-0000-112200 Accounts Receivable	5,317.45	13,043.76
1010-0000-112201 Allowance for Doubtful Accounts	-	(500.00)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	31.04
1010-5005-115700 Intercompany	(2,236.67)	(12,414.73)
1010-0000-116201 Investments Savings	-	128,036.35
1010-0000-121100 Prepaid Insurance	(5,229.10)	49,887.98
1010-0000-140000 Land	-	245,012.00
1010-3000-144000 Construction in Progress	-	191,307.90
1010-0000-146000 Dwelling Structures	-	12,837,212.63
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	405,196.70
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(10,521,447.10)
1010-1010-148100 Accumulated Depreciation-Build	-	(92,513.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(5,089.00)
1010-0000-150300 Deferred Outflow - MERS	-	180,071.00
TOTAL ASSETS	3,963.30	4,499,964.05
LIABILITIES		
1010-0000-200000 OPEB Liability	-	385,367.00
1010-0000-200300 Pension Liability	-	298,810.00
1010-0000-210000 Construction Costs Payable	-	23,917.00
1010-0000-211100 Accounts Payable	(3,320.88)	-
1010-0000-211400 Tenant Security Deposits	1,221.00	30,906.30
1010-0000-211999 Tenant Refunds	16.00	7,525.59
1010-0000-212000 Accrued Payroll	-	7,617.05
1010-0000-213400 Utility Accrual	-	14,675.35
1010-0000-213500 Accrued Comp Absences - Curr	-	1,912.72
1010-0000-213700 Payment in Lieu of Taxes	1,665.80	27,814.80
1010-0000-214000 Accrued Comp Absences - non curr	-	10,838.78
1010-0000-260600 Note Payable Non Curr - PNC	(5,196.64)	422,873.60
1010-0000-260601 Note Payable - Curr - PNC	-	31,100.31
TOTAL LIABILITIES	(5,614.72)	1,263,358.50
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	443,085.50
1010-0000-282000 Income and Expense Clearing	9,578.02	(1,153,130.74)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(19,356.80)
1010-3000-282000 Income and Expense Clearing	-	1,532,501.72
TOTAL EQUITY	9,578.02	3,236,605.55
TOTAL LIABILITIES & EQUITY	3,963.30	4,499,964.05

**Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for November 2017**

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	(2,216.77)	386,543.32
1020-0000-112200 Accounts Receivable	(4,085.32)	5,366.62
1020-0000-112201 Allowance for Doubtful Accounts	-	(500.00)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	31.04
1020-5005-115700 Intercompany	(2,587.44)	(4,817.41)
1020-0000-116201 Investments Savings	-	128,036.35
1020-0000-121100 Prepaid Insurance	(5,146.02)	51,019.62
1020-0000-140000 Land	-	389,091.00
1020-0000-144000 Construction in Progress	14,683.83	14,683.83
1020-3000-144000 Construction in Progress	-	1,296,329.60
1020-0000-146000 Dwelling Structures	-	13,191,345.50
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	106,382.59
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(10,933,555.23)
1020-1020-148100 Accumulated Depreciation-Build	-	(118,118.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(44,734.00)
1020-0000-150300 Deferred Outflow - MERS	-	150,798.00
TOTAL ASSETS	<u>648.28</u>	<u>5,524,293.83</u>
LIABILITIES		
1020-0000-200000 OPEB Liability	-	201,724.00
1020-0000-200300 Pension Liability	-	280,324.00
1020-0000-210000 Construction Costs Payable	-	20,029.00
1020-0000-211100 Accounts Payable	(4,548.37)	-
1020-0000-211400 Tenant Security Deposits	86.00	32,250.19
1020-0000-211999 Tenant Refunds	-	8,138.18
1020-0000-212000 Accrued Payroll	-	7,122.76
1020-0000-213400 Utility Accrual	-	11,891.99
1020-0000-213500 Accrued Comp Absences - Curr	-	2,627.17
1020-0000-213700 Payment in Lieu of Taxes	2,011.97	29,733.61
1020-0000-214000 Accrued Comp Absences - non curr	-	14,887.27
1020-0000-260600 Note Payable Non Curr - PNC	(8,661.08)	704,789.30
1020-0000-260601 Note Payable - Curr - PNC	-	51,833.85
TOTAL LIABILITIES	<u>(11,111.48)</u>	<u>1,365,351.32</u>
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(84,554.50)
1020-0000-282000 Income and Expense Clearing	11,759.76	(1,029,504.80)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,553,258.81
TOTAL EQUITY	<u>11,759.76</u>	<u>4,158,942.51</u>
TOTAL LIABILITIES & EQUITY	<u>648.28</u>	<u>5,524,293.83</u>

**Lansing Housing Commission
1080 LaRoy Froh Townhomes
Balance Sheet for November 2017**

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	25,148.33	751,910.55
1080-0000-112200 Accounts Receivable	529.00	8,526.92
1080-0000-112201 Allowance for Doubtful Accounts	-	(500.00)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-114500 Accrued Interest Receivable	-	31.04
1080-5005-115700 Intercompany	(4,752.83)	(1,026.05)
1080-0000-116201 Investments Savings	-	128,036.35
1080-0000-121100 Prepaid Insurance	(5,879.60)	52,873.14
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	-	756,674.55
1080-0000-146000 Dwelling Structures	-	11,805,229.11
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	26,476.43
1080-0000-148100 Accumulated Depreciation-Build	-	(9,466,767.57)
1080-1080-148100 Accumulated Depreciation-Build	-	(96,075.00)
1080-0000-150300 Deferred Outflow - MERS	-	194,968.00
TOTAL ASSETS	<u>15,044.90</u>	<u>5,208,497.47</u>
LIABILITIES		
1080-0000-200000 OPEB Liability	-	324,823.00
1080-0000-200300 Pension Liability	-	146,984.00
1080-0000-210000 Construction Costs Payable	-	25,896.00
1080-0000-211100 Accounts Payable	(3,570.14)	42.32
1080-0000-211400 Tenant Security Deposits	-	36,746.06
1080-0000-211999 Tenant Refunds	(16.00)	5,154.66
1080-0000-212000 Accrued Payroll	-	5,077.12
1080-0000-213400 Utility Accrual	-	12,846.41
1080-0000-213500 Accrued Comp Absences - Curr	-	855.38
1080-0000-213700 Payment in Lieu of Taxes	2,365.57	33,866.26
1080-0000-214000 Accrued Comp Absences - non curr	-	4,847.13
1080-0000-260600 Note Payable Non Curr - PNC	(5,116.08)	416,317.41
1080-0000-260601 Note Payable - Curr - PNC	-	30,618.13
TOTAL LIABILITIES	<u>(6,336.65)</u>	<u>1,044,073.88</u>
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	447,889.50
1080-0000-282000 Income and Expense Clearing	21,381.55	(1,271,547.65)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	983,612.74
TOTAL EQUITY	<u>21,381.55</u>	<u>4,164,423.59</u>
TOTAL LIABILITIES & EQUITY	<u>15,044.90</u>	<u>5,208,497.47</u>

**Lansing Housing Commission
1090 South Washington Park
Balance Sheet for November 2017**

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	20,054.08
1090-0000-111111 Chase Checking	(42,382.39)	287,424.79
1090-0000-112200 Accounts Receivable	665.97	5,162.06
1090-0000-112201 Allowance for Doubtful Accounts	-	(500.00)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	31.04
1090-5005-115700 Intercompany	(2,457.08)	(1,585.18)
1090-0000-116201 Investments Savings	-	128,036.36
1090-0000-121100 Prepaid Insurance	(2,190.46)	12,935.55
1090-0000-140000 Land	-	231,584.00
1090-3000-144000 Construction in Progress	29,125.90	97,960.23
1090-0000-146000 Dwelling Structures	-	9,408,534.31
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	131,148.45
1090-0000-147000 Nondwellin Structures	-	13,600.40
1090-0000-148100 Accumulated Depreciation-Build	-	(7,226,204.42)
1090-1090-148100 Accumulated Depreciation-Build	-	(21,902.00)
1090-0000-150300 Deferred Outflow - MERS	-	179,703.00
TOTAL ASSETS	<u>(17,238.06)</u>	<u>3,384,704.67</u>
LIABILITIES		
1090-0000-200000 OPEB Liability	-	200,673.00
1090-0000-200300 Pension Liability	-	291,203.00
1090-0000-210000 Construction Costs Payabe	-	23,868.00
1090-0000-211100 Accounts Payable	(4,948.69)	-
1090-0000-211400 Tenant Security Deposits	671.00	30,507.50
1090-0000-211999 Tenant Refunds	(54.00)	10,993.18
1090-0000-212000 Accrued Payroll	-	10,307.82
1090-0000-213400 Utility Accrual	-	39,209.42
1090-0000-213500 Accrued Comp Absences - Curr	-	3,886.03
1090-0000-213700 Payment in Lieu of Taxes	776.92	(576.52)
1090-0000-214000 Accrued Comp Absences - non curr	-	22,020.80
1090-0000-260600 Note Payable Non Curr - PNC	(1,168.23)	95,064.62
1090-0000-260601 Note Payable - Curr - PNC	-	6,991.54
TOTAL LIABILITIES	<u>(4,723.00)</u>	<u>734,148.39</u>
EQUITY		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	117,903.50
1090-0000-282000 Income and Expense Clearing	(12,515.06)	(1,017,280.54)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	472,159.32
TOTAL EQUITY	<u>(12,515.06)</u>	<u>2,650,556.28</u>
TOTAL LIABILITES & EQUITY	<u>(17,238.06)</u>	<u>3,384,704.67</u>

**Lansing Housing Commission
5005 Central Office Cost Center
Balance Sheet for November 2017**

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
5005-0000-111105 LHC-Payroll Account	47,959.47	84,491.41
5005-0000-111111 Chase Checking	(99,340.26)	583,916.50
5005-1010-115700 Intercompany	2,236.67	12,414.73
5005-1020-115700 Intercompany	2,587.44	4,817.41
5005-1080-115700 Intercompany	4,752.83	1,026.05
5005-1090-115700 Intercompany	2,457.08	1,585.18
5005-4001-115700 Intercompany	-	879,197.00
5005-8001-115700 Intercompany	50.38	(1,033.73)
5005-8002-115700 Intercompany	1,412.93	12,484.82
5005-8005-115700 Intercompany	(465.23)	(10,778.87)
5005-8010-115700 Intercompany	55,881.35	59,585.24
5005-8021-115700 Intercompany	-	1.00
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	(1,934.97)	13,575.33
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	19,100.00
5005-0000-146000 Dwelling Structures	-	718,870.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	364,287.34
5005-0000-148100 Accumulated Depreciation-Build	-	(865,420.56)
5005-0000-150102 Investment in OG	-	221,081.00
5005-0000-150300 Deferred Outflow - MERS	-	126,073.00
TOTAL ASSETS	<u>15,597.69</u>	<u>2,461,445.26</u>
LIABILITIES		
5005-0000-200000 OPEB Liability	-	190,152.00
5005-0000-200300 Pension Liability	-	91,608.00
5005-0000-210000 Construction Costs Payable	-	16,745.00
5005-0000-211100 Accounts Payable	(2,175.43)	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211704 Health Insurance W/H	909.58	4,728.33
5005-0000-212000 Accrued Payroll	-	12,756.12
5005-0000-213400 Utility Accrual	-	975.36
5005-0000-213500 Accrued Comp Absences - Curr	-	4,298.98
5005-0000-214000 Accrued Comp Absences - non curr	-	24,360.88
5005-0000-224000 Tenant Prepaid Rent	300.00	1,750.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,082.69)	405,430.22
5005-0000-260701 Note Payable - Curr - Davenport	-	49,140.51
TOTAL LIABILITIES	<u>(5,048.54)</u>	<u>801,945.40</u>
EQUITY		
5005-0000-280100 Invest C	-	262,161.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	20,646.23	1,308,566.57
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	<u>20,646.23</u>	<u>1,659,499.86</u>
TOTAL LIABILITIES & EQUITY	<u>15,597.69</u>	<u>2,461,445.26</u>

**Lansing Housing Commission
Housing Choice Voucher
Balance Sheet for November 2017**

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
8001-0000-111111 Chase Checking	224.30	334,835.95
8002-0000-111111 Chase Checking	(193,647.69)	577,288.20
8004-0000-111111 Chase Checking	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(50.38)	1,033.73
8002-5005-115700 Intercompany	(1,412.93)	(12,484.82)
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,547.25)	8,855.69
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(27,596.00)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	185,626.00
TOTAL ASSETS	<u>(196,433.95)</u>	<u>1,095,154.75</u>
LIABILITIES		
8001-0000-200000 OPEB Liability	-	551,357.00
8001-0000-200300 Pension Liability	-	254,124.00
8001-0000-210000 Construction Costs Payable	-	24,655.00
8001-0000-211100 Accounts Payable	(4,677.90)	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-0000-212000 Accrued Payroll	-	13,510.15
8001-0000-213400 Utility Accrual	-	16.89
8001-0000-213500 Accrued Comp Absences - Curr	-	3,947.61
8001-0000-214000 Accrued Comp Absences - non curr	-	22,369.76
TOTAL LIABILITIES	<u>(4,677.90)</u>	<u>869,980.41</u>
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(326,093.99)
8001-0000-282000 Income and Expense Clearing	3,304.57	(10,366.13)
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
8001-3000-282000 Income and Expense Clearing	-	(2,130.72)
8002-0000-280100 Invest C	-	3,047.00
8002-0000-280400 Restricted Net Assets	-	152,357.00
8002-0000-280500 Unrestricted Net Assets	-	453,953.00
8002-0000-282000 Income and Expense Clearing	(195,060.62)	31,563,402.18
8002-8002-282000 Income and Expense Clearing	-	(31,607,955.80)
8004-0000-282000 Income and Expense Clearing	-	293,299.67
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
TOTAL EQUITY	<u>(191,756.05)</u>	<u>225,174.34</u>
TOTAL LIABILITIES & EQUITY	<u>(196,433.95)</u>	<u>1,095,154.75</u>

Lansing Housing Commission
Summary Results for December FY2018

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COC	HCV
REVENUE:							
Total Revenue Variance - Fav (Unfav)	7,245	10,185	5,100	(4,325)	18,205	12,574	36,136
Tenant Revenue Variance	(1,104)	(2,284)	(3,478)	322	(6,544)		
HUD Revenue Variance	5,107	9,888	4,281	(6,532)	12,744		35,727
Capital Fund Income	875	875	875	875	3,500		
Other Income	2,367	1,706	3,422	1,010	8,505	12,574	409
Other	-	-	-	-	-	-	-
Budgeted Revenue	101,792	128,383	122,381	86,513	439,069	65,244	818,573
% Variance fav (unfav)	7%	8%	4%	-5%	4%	19%	4.4%
EXPENSES:							
Total Expense Variance Unfav (Fav)	5,858	17,280	(21,273)	(4,134)	(2,269)	(2,407)	82,523
Contributing Factors:							
MERS Contribution Special					-		
Adjusted Expense Variance	5,858	17,280	(21,273)	(4,134)	(2,269)	(2,407)	82,523
-Over spend (Under spend)							
Employee Benefit Expenses	(1,515)	(1,725)	(1,565)		(4,805)	(2,716)	
Salary Expenses	(3,458)	(6,833)	(6,985)	(4,367)	(21,643)	(6,619)	3,856
Utilities	4,214	6,251	(3,129)	9,653	16,989		
Recycling	(6,000)		(13,029)	(1,091)	(20,120)		
Legal		(1,413)	(2,087)	(2,500)	(6,000)	3,456	1,160
Professional Services							2,570
Postage							
PNC Note	(1,556)	(2,594)	(1,532)		(5,682)		
Write-offs	2,908				2,908		
Insurance		2,345			2,345	2,077	4,340
HAP Expense							73,730
Maintenance Costs	9,677	4,531	(3,024)	(6,239)	4,945		(4,055)
Maintenance Contract - Unit Turns	2,253	15,765	7,174	2,727	27,919		
Other	(665)	953	2,904	(2,317)	875	1,395	922
Curr Mo. Actual Net Income (Loss)	\$ 2,302	\$ 23,851	\$ 20,298	\$ (12,515)	\$ 33,936	\$ 20,646	\$ (33,763)
YTD Actual Net Income (Loss) Net of CWIP	\$ 66,765	\$ 113,432	\$ 64,312	\$ (77,565)	\$ 166,944	\$ 69,865	\$ (527,864)
Prior YR YTD Net Income (Loss)	\$ 132,910	\$ 247,347	\$ 113,727	\$ (67,256)	\$ 426,728	\$ 179,256	\$ 1,055,132

Lansing Housing Commission
Budget vs. Actual
Mt. Vernon
For the Period Ending December 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 167,529	\$ 187,194	\$ (19,665)	\$ 210,634	\$ 374,388	\$ 187,194
Tenant Revenue - Other	18,832	8,119	10,713	9,616	16,113	7,994
Total Tenant Revenue	<u>\$ 186,362</u>	<u>\$ 195,313</u>	<u>\$ (8,952)</u>	<u>\$ 220,251</u>	<u>\$ 390,501</u>	<u>\$ 195,188</u>
HUD PHA Operating Grants	432,354	406,236	26,118	433,616	812,472	406,236
CFP Operational Income	13,374	40,000	(26,626)	119,811	40,000	-
Fraud Recovery and Other	5,673	8,126	(2,453)	3,664	11,252	3,126
Total Operating Revenue	<u>\$ 637,762</u>	<u>\$ 649,675</u>	<u>\$ (11,913)</u>	<u>\$ 777,342</u>	<u>\$ 1,254,225</u>	<u>\$ 604,550</u>
Administrative Salaries	\$ 42,950	\$ 39,952	\$ 2,997	\$ 29,339	\$ 79,905	\$ 39,952
Auditing Fees	2,500	4,000	(1,500)	3,750	4,000	-
Management Fees	57,430	57,234	196	90,911	113,938	56,704
Bookkeeping Fees	8,782	8,730	32	8,791	17,460	8,730
Employee Benefits Contributions - Admin	15,444	17,849	(2,406)	25,105	35,699	17,849
Office Expenses	21,625	28,747	(7,122)	23,170	52,229	23,482
Legal	7,107	10,248	(3,141)	8,238	20,496	10,248
Travel	323	-	323	62	-	-
Other	2,185	4,500	(2,315)	13,376	4,500	-
Tenant Services - Other	10,150	13,880	(3,730)	2,944	26,960	13,080
Water	46,070	43,634	2,436	37,768	85,936	42,302
Electricity	21,660	20,000	1,660	14,545	39,400	19,400
Gas	16,552	15,900	652	12,971	47,200	31,300
Other Utilities Expense	98	6,000	(5,902)	29	6,000	-
Ordinary Maintenance and Operations - Labor	40,315	74,235	(33,920)	43,245	148,470	74,235
Ordinary Maintenance and Operations - Material	26,408	19,765	6,643	42,991	39,529	19,764
Ordinary Maintenance and Operations - Contra	150,161	128,410	21,751	115,262	246,800	118,390
Employee Benefits Contributions - Ordinary	22,676	36,957	(14,281)	83,431	73,914	36,957
Protective Services - Other Contract Costs	1,161	1,200	(39)	1,072	2,400	1,200
Property Insurance	20,849	17,749	3,100	16,597	35,498	17,749
Liability Insurance	7,240	6,718	522	6,435	13,435	6,718
Workers Compensation	1,153	2,188	(1,034)	3,887	4,375	2,188
All Other Insurance	2,314	-	2,314	1,025	-	-
Other General Expenses	22,157	11,724	10,433	28,446	23,448	11,724
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	7,669	10,393	(2,724)	14,535	19,439	9,046
Bad debt - Tenant Rents	6,554	3,732	2,822	6,445	7,464	3,732
Interest Expense	9,485	9,468	17	10,060	18,616	9,148
Total Operating Expenses	<u>\$ 570,998</u>	<u>\$ 593,213</u>	<u>\$ (22,215)</u>	<u>\$ 644,431</u>	<u>\$ 1,167,112</u>	<u>\$ 573,899</u>
Net Income (Loss)	<u>\$ 66,765</u>	<u>\$ 56,462</u>	<u>\$ 10,302</u>	<u>\$ 132,910</u>	<u>\$ 87,113</u>	<u>\$ 30,651</u>

Lansing Housing Commission
 Budget vs. Actual
 Hildebrandt
 For the Period Ending December 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 186,969	\$ 212,646	\$ (25,677)	\$ 207,056	\$ 425,292	\$ 212,646
Tenant Revenue - Other	16,099	11,150	4,949	13,645	22,640	11,490
Total Tenant Revenue	<u>\$ 203,068</u>	<u>\$ 223,796</u>	<u>\$ (20,728)</u>	<u>\$ 220,701</u>	<u>\$ 447,932</u>	<u>\$ 224,136</u>
HUD PHA Operating Grants	590,418	537,322	53,096	573,226	1,074,844	537,322
CFP Operational Income	13,374	40,000	(26,626)	133,209	40,000	-
Fraud Recovery and Other	2,201	8,126	(5,925)	2,095	11,252	3,126
Total Operating Revenue	<u>\$ 809,062</u>	<u>\$ 809,244</u>	<u>\$ (182)</u>	<u>\$ 929,231</u>	<u>\$ 1,573,828</u>	<u>\$ 764,584</u>
Administrative Salaries	\$ 41,166	\$ 41,262	\$ (96)	\$ 36,744	\$ 82,524	\$ 41,262
Auditing Fees	2,500	4,000	(1,500)	3,750	4,000	-
Management Fees	62,937	62,249	688	99,829	123,922	61,673
Bookkeeping Fees	9,602	9,495	107	9,698	18,990	9,495
Employee Benefits Contributions - Admin	19,054	18,080	975	27,845	36,159	18,080
Office Expenses	19,823	20,569	(746)	22,622	32,935	12,366
Legal	8,232	11,919	(3,687)	8,883	24,639	12,720
Travel	308	-	308	88	-	-
Other	(283)	1,200	(1,483)	(5,948)	2,400	1,200
Tenant Services - Other	9,690	14,880	(5,190)	2,585	29,760	14,880
Water	45,081	57,051	(11,970)	58,057	111,164	54,113
Electricity	18,548	14,430	4,118	30,967	28,860	14,430
Gas	14,079	7,328	6,751	10,290	33,393	26,065
Other Utilities Expense	-	-	-	-	9,100	9,100
Ordinary Maintenance and Operations - Labor	46,587	73,290	(26,703)	49,738	146,580	73,290
Ordinary Maintenance and Operations - Material	23,564	27,232	(3,668)	54,282	56,664	29,432
Ordinary Maintenance and Operations - Contrac	258,199	136,854	121,345	97,550	281,708	144,854
Employee Benefits Contributions - Ordinary	24,743	28,524	(3,781)	79,251	57,048	28,524
Protective Services - Other Contract Costs	1,843	1,842	1	1,536	3,684	1,842
Property Insurance	21,886	15,778	5,908	14,777	31,555	15,778
Liability Insurance	5,958	5,661	297	5,363	11,322	5,661
Workers Compensation	1,256	1,638	(382)	1,832	3,275	1,638
All Other Insurance	2,154	996	1,158	997	1,992	996
Other General Expenses	24,919	13,908	11,011	36,469	32,016	18,108
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	10,124	12,844	(2,720)	10,758	24,108	11,264
Bad debt - Tenant Rents	8,051	5,400	2,651	7,147	10,800	5,400
Interest Expense	15,808	15,780	28	16,767	31,029	15,249
Total Operating Expenses	<u>\$ 695,630</u>	<u>\$ 602,209</u>	<u>\$ 93,421</u>	<u>\$ 681,885</u>	<u>\$ 1,229,628</u>	<u>\$ 627,419</u>
Net Income (Loss)	<u>\$ 113,432</u>	<u>\$ 207,035</u>	<u>\$ (93,603)</u>	<u>\$ 247,347</u>	<u>\$ 344,200</u>	<u>\$ 137,165</u>

Lansing Housing Commission
 Budget vs. Actual
 LaRoy Froh
 For the Period Ending December 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 189,446	\$ 212,766	\$ (23,320)	\$ 200,837	\$ 425,532	\$ 212,766
Tenant Revenue - Other	15,630	9,360	6,270	13,845	18,720	9,360
Total Tenant Revenue	<u>\$ 205,076</u>	<u>\$ 222,126</u>	<u>\$ (17,050)</u>	<u>\$ 214,682</u>	<u>\$ 444,252</u>	<u>\$ 222,126</u>
HUD PHA Operating Grants	524,792	504,912	20,180	520,752	1,009,224	504,612
CFP Operational Income	13,374	40,000	(26,626)	136,109	40,000	-
Fraud Recovery and Other	2,966	8,126	(5,160)	3,868	11,252	3,126
Total Operating Revenue	<u>\$ 746,209</u>	<u>\$ 774,864</u>	<u>\$ (28,655)</u>	<u>\$ 875,411</u>	<u>\$ 1,504,728</u>	<u>\$ 729,864</u>
Administrative Salaries	\$ 20,714	\$ 46,040	\$ (25,326)	\$ 36,497	\$ 92,080	\$ 46,040
Auditing Fees	2,500	4,000	(1,500)	3,750	4,900	900
Management Fees	60,135	60,184	(49)	95,038	119,811	59,627
Bookkeeping Fees	9,174	9,180	(6)	9,143	18,360	9,180
Employee Benefits Contributions - Admin	8,570	14,774	(6,204)	32,619	29,548	14,774
Office Expenses	20,066	19,057	1,009	21,234	37,091	18,034
Legal	8,511	15,672	(7,161)	7,759	31,344	15,672
Travel	-	498	(498)	428	996	498
Other	16,540	4,134	12,406	4,295	8,268	4,134
Tenant Services - Other	10,889	14,280	(3,391)	1,500	28,560	14,280
Water	33,447	33,248	200	30,845	66,495	33,248
Electricity	19,590	21,222	(1,632)	22,313	42,444	21,222
Gas	9,686	19,900	(10,214)	10,777	51,300	31,400
Other Utilities Expense	154	13,356	(13,202)	868	13,713	356
Ordinary Maintenance and Operations - Labor	53,762	72,349	(18,587)	50,130	140,002	67,653
Ordinary Maintenance and Operations - Material	37,396	71,578	(34,182)	87,513	143,656	72,078
Ordinary Maintenance and Operations - Contract	246,158	126,938	119,220	125,519	260,418	133,480
Employee Benefits Contributions - Ordinary	33,706	42,807	(9,102)	115,949	85,256	42,448
Protective Services - Other Contract Costs	1,770	-	1,770	2,002	-	-
Property Insurance	24,591	22,353	2,238	20,743	44,706	22,353
Liability Insurance	7,511	7,070	441	6,727	14,140	7,070
Workers Compensation	1,426	1,638	(212)	1,866	3,275	1,638
All Other Insurance	2,581	-	2,581	1,273	-	-
Other General Expenses	22,733	15,164	7,569	39,809	26,228	11,064
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	11,753	13,240	(1,487)	13,690	25,329	12,090
Bad debt - Tenant Rents	9,197	6,000	3,197	9,493	12,000	6,000
Interest Expense	9,338	9,320	18	9,904	18,327	9,007
Total Operating Expenses	<u>\$ 681,896</u>	<u>\$ 684,002</u>	<u>\$ 17,894</u>	<u>\$ 761,684</u>	<u>\$ 1,318,248</u>	<u>\$ 654,246</u>
Net Income (Loss)	<u>\$ 64,312</u>	<u>\$ 110,862</u>	<u>\$ (46,550)</u>	<u>\$ 113,727</u>	<u>\$ 186,480</u>	<u>\$ 75,618</u>

Lansing Housing Commission
Budget vs. Actual
South Washington Park
For the Period Ending December 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 169,148	\$ 173,994	\$ (4,846)	\$ 186,647	\$ 347,988	\$ 173,994
Tenant Revenue - Other	14,240	9,200	5,040	12,473	18,000	8,800
Total Tenant Revenue	<u>\$ 183,388</u>	<u>\$ 183,194</u>	<u>\$ 194</u>	<u>\$ 199,120</u>	<u>\$ 365,988</u>	<u>\$ 182,794</u>
HUD PHA Operating Grants	281,991	323,884	(41,893)	368,281	647,768	323,884
CFP Operational Income	13,374	100,000	(86,626)	117,834	100,000	-
Fraud Recovery and Other	4,989	3,246	1,743	4,536	6,492	3,246
Total Operating Revenue	<u>\$ 483,742</u>	<u>\$ 610,324</u>	<u>\$ (126,582)</u>	<u>\$ 689,771</u>	<u>\$ 1,120,248</u>	<u>\$ 509,924</u>
Administrative Salaries	\$ 40,885	\$ 42,775	\$ (1,889)	\$ 59,465	\$ 85,549	\$ 42,775
Auditing Fees	2,500	4,000	(1,500)	3,750	4,000	-
Management Fees	56,545	56,054	491	86,222	111,589	55,535
Bookkeeping Fees	8,627	8,550	77	8,176	17,100	8,550
Employee Benefits Contributions - Admin	18,305	22,226	(3,921)	36,807	44,453	22,226
Office Expenses	16,708	23,183	(6,475)	26,492	45,741	22,558
Legal	12,213	15,150	(2,937)	14,131	30,300	15,150
Travel	-	-	-	692	-	-
Other	5,834	-	5,834	4,095	-	-
Tenant Services - Other	6,879	8,400	(1,521)	5,757	16,800	8,400
Water	89,705	45,900	43,805	54,646	91,800	45,900
Electricity	52,306	35,400	16,906	42,745	70,800	35,400
Gas	12,985	23,000	(10,015)	14,267	51,000	28,000
Other Utilities Expense	159	1,346	(1,187)	101	1,652	306
Ordinary Maintenance and Operations - Labor	78,662	87,932	(9,270)	83,276	175,864	87,932
Ordinary Maintenance and Operations - Material	29,404	32,210	(2,806)	40,562	63,420	31,210
Ordinary Maintenance and Operations - Contrac	47,758	43,770	3,988	95,765	86,890	43,120
Employee Benefits Contributions - Ordinary	35,304	36,835	(1,531)	103,796	73,670	36,835
Protective Services - Other Contract Costs	840	840	-	700	1,680	840
Property Insurance	5,843	9,202	(3,359)	9,006	18,404	9,202
Liability Insurance	7,914	7,428	486	7,077	14,857	7,428
Workers Compensation	1,340	3,282	(1,941)	3,424	6,563	3,282
All Other Insurance	1,729	599	1,130	721	1,199	599
Other General Expenses	25,877	13,854	12,023	28,844	27,708	13,854
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	1,029	6,369	(5,340)	7,499	12,239	5,869
Bad debt - Tenant Rents	3,859	6,000	(2,141)	16,748	12,000	6,000
Interest Expense	2,132	2,130	2	2,262	4,188	2,058
Total Operating Expenses	<u>\$ 565,343</u>	<u>\$ 536,435</u>	<u>\$ 28,908</u>	<u>\$ 757,027</u>	<u>\$ 1,069,465</u>	<u>\$ 533,030</u>
Net Income (Loss)	<u>\$ (81,601)</u>	<u>\$ 73,889</u>	<u>\$ (155,490)</u>	<u>\$ (67,256)</u>	<u>\$ 50,783</u>	<u>\$ (23,106)</u>

Lansing Housing Commission
 Budget vs. Actual
 AMP Consolidated
 For the Period Ending December 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 713,092	\$ 786,600	\$ (73,508)	\$ 805,175	\$ 1,573,200	\$ 786,600
Tenant Revenue - Other	64,801	37,829	26,972	49,579	75,473	37,644
Total Tenant Revenue	<u>\$ 777,893</u>	<u>\$ 824,429</u>	<u>\$ (46,536)</u>	<u>\$ 854,753</u>	<u>\$ 1,648,673</u>	<u>\$ 824,244</u>
HUD PHA Operating Grants	1,829,555	1,772,054	57,501	1,895,875	3,544,108	1,772,054
CFP Operational Income	53,497	220,000	(166,503)	506,963	220,000	-
Fraud Recovery and Other	15,829	27,624	(11,795)	14,164	40,246	12,622
Total Operating Revenue	<u>\$ 2,676,774</u>	<u>\$ 2,844,107</u>	<u>\$ (167,333)</u>	<u>\$ 3,271,755</u>	<u>\$ 5,453,028</u>	<u>\$ 2,508,920</u>
Administrative Salaries	\$ 145,715	\$ 170,029	\$ (24,314)	\$ 162,044	\$ 340,058	\$ 170,029
Auditing Fees	10,000	16,000	(6,000)	15,000	16,900	900
Management Fees	237,047	235,721	1,326	372,001	469,261	233,540
Bookkeeping Fees	36,165	35,955	210	35,808	71,910	35,955
Employee Benefits Contributions - Administrative	61,373	72,929	(11,556)	122,376	145,859	72,929
Office Expenses	78,222	91,556	(13,334)	93,518	167,996	76,440
Legal Expense	36,063	52,989	(16,926)	39,015	106,779	53,790
Travel	631	498	133	1,270	996	498
Other	24,278	9,834	14,442	15,189	15,168	5,334
Tenant Services - Other	37,608	51,440	(13,832)	12,786	102,080	50,640
Water	214,304	179,833	34,471	181,316	355,395	175,563
Electricity	112,103	91,052	21,051	110,570	181,504	90,452
Gas	53,302	66,128	(12,826)	48,306	182,893	116,765
Other Utilities Expense	411	20,702	(20,291)	998	30,464	9,762
Ordinary Maintenance and Operations - Labor	219,326	307,806	(88,480)	226,390	610,916	303,110
Ordinary Maintenance and Operations - Material	116,771	150,785	(34,014)	225,348	303,269	152,484
Ordinary Maintenance and Operations - Contract	702,276	435,972	266,304	434,096	875,816	439,844
Employee Benefits Contributions - Ordinary	116,429	145,124	(28,695)	382,427	289,888	144,764
Protective Services - Other Contract Costs	5,615	3,882	1,733	5,309	7,764	3,882
Property Insurance	72,970	65,082	7,888	61,123	130,163	66,082
Liability Insurance	28,623	26,877	1,746	25,603	53,754	26,877
Workers Compensation	5,176	8,745	(3,569)	11,008	17,489	8,745
All Other Insurance	8,778	1,595	7,183	4,017	3,191	1,595
Other General Expenses	95,655	54,650	41,005	133,568	109,400	54,750
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	30,574	42,846	(12,271)	46,482	81,114	38,269
Bad debt - Tenant Rents	27,660	21,132	6,528	39,833	42,264	21,132
Interest Expense	36,763	36,698	65	38,994	72,160	35,462
Total Operating Expenses	<u>\$ 2,513,866</u>	<u>\$ 2,395,859</u>	<u>\$ 118,008</u>	<u>\$ 2,845,027</u>	<u>\$ 4,784,452</u>	<u>\$ 2,388,593</u>
Net Income (Loss)	<u>\$ 162,908</u>	<u>\$ 448,249</u>	<u>\$ (285,341)</u>	<u>\$ 426,728</u>	<u>\$ 668,576</u>	<u>\$ 220,327</u>

Lansing Housing Commission
Budget vs. Actual
COCC

For the Period Ending December 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 322,831	\$ 437,845	\$ (115,014)	\$ 462,606	\$ 755,690	\$ 317,845
Bookkeeping Fees Income	36,165	35,958	207	35,807	71,916	35,958
Fraud Recovery and Other	39,161	37,662	1,499	38,669	75,330	37,668
Total Operating Revenue	\$ 398,157	\$ 511,465	\$ (113,308)	\$ 537,082	\$ 902,936	\$ 391,471
Administrative Salaries	\$ 160,712	\$ 201,419	\$ (40,708)	\$ 139,387	\$ 402,839	\$ 201,419
Auditing Fees	2,500	5,200	(2,700)	3,750	5,200	-
Employee Benefits Contributions - Admin	41,668	58,381	(16,713)	132,911	116,762	58,381
Office Expenses	24,510	23,707	802	9,006	40,546	16,839
Legal	345	1,000	(656)	1,539	2,000	1,000
Travel	967	840	127	1,093	1,680	840
Other	16,640	14,052	2,588	19,561	28,104	14,052
Tenant Services - Other	-	-	-	-	-	-
Water	1,195	750	445	329	1,500	750
Electricity	5,116	6,646	(1,530)	3,978	11,514	4,868
Gas	306	381	(75)	320	1,909	1,528
Other Utilities Expense	215	210	5	-	300	90
Ordinary Maintenance and Operations - Material	3	150	(147)	34	300	150
Ordinary Maintenance and Operations - Contract	3,068	3,968	(900)	5,817	7,736	3,768
Protective Services - Other Contract Costs	313	300	13	1,537	600	300
Property Insurance	1,312	655	656	851	1,310	655
Liability Insurance	-	678	(678)	226	1,356	678
Workers Compensation	722	864	(142)	770	1,728	864
All Other Insurance	15,021	-	15,021	1,518	-	-
Other General Expenses	23,129	19,267	3,862	29,236	38,534	19,267
Compensated Absences	-	-	-	-	-	-
Interest Expense	5,577	5,577	0	5,962	10,860	5,283
Total Operating Expenses	\$ 303,318	\$ 344,046	\$ (40,728)	\$ 357,826	\$ 674,778	\$ 330,732
Net Income (Loss)	\$ 94,839	\$ 167,420	\$ (72,580)	\$ 179,256	\$ 228,159	\$ 60,739

Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending December 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 4,730,647	\$ 4,909,038	\$ (178,391)	\$ 6,057,368	\$ 9,818,076	\$ 4,909,038
Other Revenue	196	-	196	286	-	-
Fraud Recovery and Other	10,839	2,400	8,439	1,667	4,800	2,400
Total Operating Revenue	<u>\$ 4,741,682</u>	<u>\$ 4,911,438</u>	<u>\$ (169,756)</u>	<u>\$ 6,059,321</u>	<u>\$ 9,822,876</u>	<u>\$ 4,911,438</u>
Administrative Salaries	\$ 130,863	\$ 127,676	\$ 3,187	\$ 77,541	\$ 255,352	\$ 127,676
Auditing Fees	12,500	19,000	(6,500)	18,750	27,950	8,950
Management Fees	85,784	82,123	3,661	90,604	164,246	82,123
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	44,541	51,980	(7,439)	124,935	103,960	51,980
Office Expenses	69,562	94,220	(24,658)	79,763	154,800	60,580
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	920	-	-
Other	16	13,200	(13,184)	5,091	26,400	13,200
Tenant Services - Other	-	-	-	-	-	-
Water	-	180	(180)	209	360	180
Electricity	-	780	(780)	893	1,560	780
Gas	107	720	(613)	56	1,440	720
Other Utilities Expense	285	-	285	-	-	-
Ordinary Maintenance and Operations - Material	-	2,080	(2,080)	-	3,660	-
Ordinary Maintenance and Operations - Contra-	17,749	2,088	15,661	17,540	4,176	-
Protective services - Other Contract Costs	209	250	(41)	261	500	250
Property Insurance	-	-	-	-	-	-
Liability Insurance	8,935	8,485	450	8,041	16,970	8,485
Workers Compensation	9,249	4,169	5,080	4,330	6,338	2,169
All Other Insurance	334	552	(218)	-	-	-
Other General Expenses	12,404	9,720	2,684	14,679	19,440	9,720
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	4,874,803	4,498,422	376,381	4,560,575	8,996,844	4,498,422
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 5,267,341</u>	<u>\$ 4,915,645</u>	<u>\$ 351,696</u>	<u>\$ 5,004,188</u>	<u>\$ 9,783,997</u>	<u>\$ 4,868,351</u>
Net Income (Loss)	<u>\$ (525,659)</u>	<u>\$ (4,207)</u>	<u>\$ (521,452)</u>	<u>\$ 1,055,132</u>	<u>\$ 38,879</u>	<u>\$ 43,087</u>

Lansing Housing Commission
1010 Mt. Vernon Park
Balance Sheet for December 2017

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	13,053.37	541,441.93
1010-0000-112200 Accounts Receivable	(1,370.83)	11,672.93
1010-0000-112201 Allowance for Doubtful Accounts	0.31	(499.69)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	31.04
1010-5005-115700 Intercompany	(3,493.30)	(15,908.03)
1010-0000-116201 Investments Savings	-	128,036.35
1010-0000-121100 Prepaid Insurance	(5,229.10)	44,658.88
1010-0000-140000 Land	-	245,012.00
1010-3000-144000 Construction in Progress	-	191,307.90
1010-0000-146000 Dwelling Structures	-	12,837,212.63
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	405,196.70
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(10,521,447.10)
1010-1010-148100 Accumulated Depreciation-Build	-	(92,513.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(5,089.00)
1010-0000-150300 Deferred Outflow - MERS	-	180,071.00
TOTAL ASSETS	2,960.45	4,502,924.50
LIABILITIES		
1010-0000-200000 OPEB Liability	-	385,367.00
1010-0000-200300 Pension Liability	-	298,810.00
1010-0000-210000 Construction Costs Payable	-	23,917.00
1010-0000-211100 Accounts Payable	-	-
1010-0000-211400 Tenant Security Deposits	157.00	31,063.30
1010-0000-211999 Tenant Refunds	-	7,525.59
1010-0000-212000 Accrued Payroll	-	7,617.05
1010-0000-213400 Utility Accrual	-	14,675.35
1010-0000-213500 Accrued Comp Absences - Curr	-	1,912.72
1010-0000-213700 Payment in Lieu of Taxes	501.00	28,315.80
1010-0000-214000 Accrued Comp Absences - non curr	-	10,838.78
1010-0000-260600 Note Payable Non Curr - PNC	-	422,873.60
1010-0000-260601 Note Payable - Curr - PNC	-	31,100.31
TOTAL LIABILITIES	658.00	1,264,016.50
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	443,085.50
1010-0000-282000 Income and Expense Clearing	2,302.45	(1,150,828.29)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(19,356.80)
1010-3000-282000 Income and Expense Clearing	-	1,532,501.72
TOTAL EQUITY	2,302.45	3,238,908.00
TOTAL LIABILITIES & EQUITY	2,960.45	4,502,924.50

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for December 2017

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	34,439.10	420,982.42
1020-0000-112200 Accounts Receivable	6,447.91	11,814.53
1020-0000-112201 Allowance for Doubtful Accounts	(442.41)	(942.41)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	31.04
1020-5005-115700 Intercompany	(11,104.24)	(15,921.65)
1020-0000-116201 Investments Savings	-	128,036.35
1020-0000-121100 Prepaid Insurance	(5,146.02)	45,873.60
1020-0000-140000 Land	-	389,091.00
1020-0000-144000 Construction in Progress	-	14,683.83
1020-3000-144000 Construction in Progress	-	1,296,329.60
1020-0000-146000 Dwelling Structures	-	13,191,345.50
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	106,382.59
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(10,933,555.23)
1020-1020-148100 Accumulated Depreciation-Build	-	(118,118.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(44,734.00)
1020-0000-150300 Deferred Outflow - MERS	-	150,798.00
TOTAL ASSETS	<u>24,194.34</u>	<u>5,548,488.17</u>
LIABILITIES		
1020-0000-200000 OPEB Liability	-	201,724.00
1020-0000-200300 Pension Liability	-	280,324.00
1020-0000-210000 Construction Costs Payable	-	20,029.00
1020-0000-211100 Accounts Payable	-	-
1020-0000-211400 Tenant Security Deposits	(617.00)	31,633.19
1020-0000-211999 Tenant Refunds	-	8,138.18
1020-0000-212000 Accrued Payroll	-	7,122.76
1020-0000-213400 Utility Accrual	-	11,891.99
1020-0000-213500 Accrued Comp Absences - Curr	-	2,627.17
1020-0000-213700 Payment in Lieu of Taxes	960.00	30,693.61
1020-0000-214000 Accrued Comp Absences - non curr	-	14,887.27
1020-0000-260600 Note Payable Non Curr - PNC	-	704,789.30
1020-0000-260601 Note Payable - Curr - PNC	-	51,833.85
TOTAL LIABILITIES	<u>343.00</u>	<u>1,365,694.32</u>
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(84,554.50)
1020-0000-282000 Income and Expense Clearing	23,851.34	(1,005,653.46)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,553,258.81
TOTAL EQUITY	<u>23,851.34</u>	<u>4,182,793.85</u>
TOTAL LIABILITIES & EQUITY	<u>24,194.34</u>	<u>5,548,488.17</u>

**Lansing Housing Commission
1080 LaRoy Froh Townhomes
Balance Sheet for December 2017**

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	35,416.16	787,326.71
1080-0000-112200 Accounts Receivable	4,021.81	12,548.73
1080-0000-112201 Allowance for Doubtful Accounts	-	(500.00)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-114500 Accrued Interest Receivable	-	31.04
1080-5005-115700 Intercompany	(12,416.49)	(13,442.54)
1080-0000-116201 Investments Savings	-	128,036.35
1080-0000-121100 Prepaid Insurance	(5,879.60)	46,993.54
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	-	756,674.55
1080-0000-146000 Dwelling Structures	-	11,805,229.11
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	26,476.43
1080-0000-148100 Accumulated Depreciation-Build	-	(9,466,767.57)
1080-1080-148100 Accumulated Depreciation-Build	-	(96,075.00)
1080-0000-150300 Deferred Outflow - MERS	-	194,968.00
TOTAL ASSETS	<u>21,141.88</u>	<u>5,229,639.35</u>
LIABILITIES		
1080-0000-200000 OPEB Liability	-	324,823.00
1080-0000-200300 Pension Liability	-	146,984.00
1080-0000-210000 Construction Costs Payable	-	25,896.00
1080-0000-211100 Accounts Payable	-	42.32
1080-0000-211400 Tenant Security Deposits	(1,422.00)	35,324.06
1080-0000-211999 Tenant Refunds	688.00	5,842.66
1080-0000-212000 Accrued Payroll	-	5,077.12
1080-0000-213400 Utility Accrual	-	12,846.41
1080-0000-213500 Accrued Comp Absences - Curr	-	855.38
1080-0000-213700 Payment in Lieu of Taxes	1,578.00	35,444.26
1080-0000-214000 Accrued Comp Absences - non curr	-	4,847.13
1080-0000-260600 Note Payable Non Curr - PNC	-	416,317.41
1080-0000-260601 Note Payable - Curr - PNC	-	30,618.13
TOTAL LIABILITIES	<u>844.00</u>	<u>1,044,917.88</u>
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	447,889.50
1080-0000-282000 Income and Expense Clearing	20,297.88	(1,251,249.77)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	983,612.74
TOTAL EQUITY	<u>20,297.88</u>	<u>4,184,721.47</u>
TOTAL LIABILITIES & EQUITY	<u>21,141.88</u>	<u>5,229,639.35</u>

**Lansing Housing Commission
1090 South Washington Park
Balance Sheet for December 2017**

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	20,054.08
1090-0000-111111 Chase Checking	4,454.29	291,879.08
1090-0000-112200 Accounts Receivable	1,378.00	6,540.06
1090-0000-112201 Allowance for Doubtful Accounts	-	(500.00)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	31.04
1090-5005-115700 Intercompany	(7,829.84)	(9,415.02)
1090-0000-116201 Investments Savings	-	128,036.36
1090-0000-121100 Prepaid Insurance	(2,190.46)	10,745.09
1090-0000-140000 Land	-	231,584.00
1090-3000-144000 Construction in Progress	-	97,960.23
1090-0000-146000 Dwelling Structures	-	9,408,534.31
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	131,148.45
1090-0000-147000 Nondwellin Structures	-	13,600.40
1090-0000-148100 Accumulated Depreciation-Build	-	(7,226,204.42)
1090-1090-148100 Accumulated Depreciation-Build	-	(21,902.00)
1090-0000-150300 Deferred Outflow - MERS	-	179,703.00
TOTAL ASSETS	<u>(4,188.01)</u>	<u>3,380,516.66</u>
LIABILITIES		
1090-0000-200000 OPEB Liability	-	200,673.00
1090-0000-200300 Pension Liability	-	291,203.00
1090-0000-210000 Construction Costs Payabe	-	23,868.00
1090-0000-211100 Accounts Payable	-	-
1090-0000-211400 Tenant Security Deposits	-	30,507.50
1090-0000-211999 Tenant Refunds	(95.00)	10,898.18
1090-0000-212000 Accrued Payroll	-	10,307.82
1090-0000-213400 Utility Accrual	-	39,209.42
1090-0000-213500 Accrued Comp Absences - Curr	-	3,886.03
1090-0000-213700 Payment in Lieu of Taxes	(57.00)	(633.52)
1090-0000-214000 Accrued Comp Absences - non curr	-	22,020.80
1090-0000-260600 Note Payable Non Curr - PNC	-	95,064.62
1090-0000-260601 Note Payable - Curr - PNC	-	6,991.54
TOTAL LIABILITIES	<u>(152.00)</u>	<u>733,996.39</u>
EQUITY		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	117,903.50
1090-0000-282000 Income and Expense Clearing	(4,036.01)	(1,021,316.55)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	472,159.32
TOTAL EQUITY	<u>(4,036.01)</u>	<u>2,646,520.27</u>
TOTAL LIABILITES & EQUITY	<u>(4,188.01)</u>	<u>3,380,516.66</u>

**Lansing Housing Commission
5005 Central Office Cost Center
Balance Sheet for December 2017**

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
5005-0000-111105 LHC-Payroll Account	(7,857.52)	76,633.89
5005-0000-111111 Chase Checking	20,960.62	604,877.12
5005-1010-115700 Intercompany	3,493.30	15,908.03
5005-1020-115700 Intercompany	11,104.24	15,921.65
5005-1080-115700 Intercompany	12,416.49	13,442.54
5005-1090-115700 Intercompany	7,829.84	9,415.02
5005-4001-115700 Intercompany	-	879,197.00
5005-8001-115700 Intercompany	14,719.49	13,685.76
5005-8002-115700 Intercompany	(1,317.20)	11,167.62
5005-8005-115700 Intercompany	-	(10,778.87)
5005-8010-115700 Intercompany	(54,383.81)	5,201.43
5005-8021-115700 Intercompany	-	1.00
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	(1,934.97)	11,640.36
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	19,100.00
5005-0000-146000 Dwelling Structures	-	718,870.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	364,287.34
5005-0000-148100 Accumulated Depreciation-Build	-	(865,420.56)
5005-0000-150102 Investment in OG	16,172.00	237,253.00
5005-0000-150300 Deferred Outflow - MERS	-	126,073.00
TOTAL ASSETS	<u>21,202.48</u>	<u>2,482,647.74</u>
LIABILITIES		
5005-0000-200000 OPEB Liability	-	190,152.00
5005-0000-200300 Pension Liability	-	91,608.00
5005-0000-210000 Construction Costs Payable	-	16,745.00
5005-0000-211100 Accounts Payable	-	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211704 Health Insurance W/H	859.58	5,587.91
5005-0000-212000 Accrued Payroll	-	12,756.12
5005-0000-213400 Utility Accrual	-	975.36
5005-0000-213500 Accrued Comp Absences - Curr	-	4,298.98
5005-0000-214000 Accrued Comp Absences - non curr	-	24,360.88
5005-0000-224000 Tenant Prepaid Rent	(540.00)	1,210.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,090.86)	401,339.36
5005-0000-260701 Note Payable - Curr - Davenport	-	49,140.51
TOTAL LIABILITIES	<u>(3,771.28)</u>	<u>798,174.12</u>
EQUITY		
5005-0000-280100 Invest C	-	262,161.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	24,973.76	1,333,540.33
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	<u>24,973.76</u>	<u>1,684,473.62</u>
TOTAL LIABILITES & EQUITY	<u>21,202.48</u>	<u>2,482,647.74</u>

**Lansing Housing Commission
Housing Choice Voucher
Balance Sheet for December 2017**

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	28,401.52	363,237.47
8002-0000-111111 Chase Checking	(44,987.14)	532,301.06
8004-0000-111111 Chase Checking	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(14,719.49)	(13,685.76)
8002-5005-115700 Intercompany	1,317.20	(11,167.62)
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,547.25)	7,308.44
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(27,596.00)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	185,626.00
TOTAL ASSETS	(31,535.16)	1,063,619.59
LIABILITIES		
8001-0000-200000 OPEB Liability	-	551,357.00
8001-0000-200300 Pension Liability	-	254,124.00
8001-0000-210000 Construction Costs Payabe	-	24,655.00
8001-0000-211100 Accounts Payable	-	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-0000-212000 Accrued Payroll	-	13,510.15
8001-0000-213400 Utility Accrual	-	16.89
8001-0000-213500 Accrued Comp Absences - Curr	-	3,947.61
8001-0000-214000 Accrued Comp Absences - non curr	-	22,369.76
TOTAL LIABILITIES	-	869,980.41
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(326,093.99)
8001-0000-282000 Income and Expense Clearing	12,134.78	1,768.65
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
8001-3000-282000 Income and Expense Clearing	-	(2,130.72)
8002-0000-280100 Invest C	-	3,047.00
8002-0000-280400 Restricted Net Assets	-	152,357.00
8002-0000-280500 Unrestricted Net Assets	-	453,953.00
8002-0000-282000 Income and Expense Clearing	(43,669.94)	31,519,732.24
8002-8002-282000 Income and Expense Clearing	-	(31,607,955.80)
8004-0000-282000 Income and Expense Clearing	-	293,299.67
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
TOTAL EQUITY	(31,535.16)	193,639.18
TOTAL LIABILITES & EQUITY	(31,535.16)	1,063,619.59



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

January 17, 2018

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

November Housing Choice Voucher Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency:

The Lansing Housing Commission has 38 mandatory slots in the Family Self Sufficiency Program. (FSS) There are 20 participants. LHC applied for the FSS grant position earlier this year. This month, we were contracted and informed that additional information was needed to process. This information was provided on November 16, 2017 and we are awaiting the results.

HCV Orientations:

LHC had three (3) orientation during the month of November 2017 and thirty-eight (38) vouchers issued. Staff is working aggressively to lease up approximately 245 individuals over the next year to maximize all funding available. There are approximately 122 people out searching.

One (1) VASH orientation was also held for the month of November, and three (3) Vouchers were issued.

Waiting List:

Two Hundred (200) applications were pulled from the waiting list for the month of November 2017. These applications will be processed in early December.

Department Initiatives:

In the HCV Program there are currently 1,831 vouchers housed for all of its programs. Fifty-four participants are with the Shelter Plus Care Program (S+C), 82 are housed under the Permanent Supportive Housing Program (PSH), and 142 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,553 are housed under the regular Housing Choice Voucher Program.





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Voucher Utilization

October Voucher Program Total Units	1,863
October Traditional HCV Utilization	1,670
October % Utilized Units	90%

November Voucher Program Total Units	1,863
November Traditional HCV Utilization	1,695
November % Utilized Units	91%

Voucher Disbursement

HUD October HAP Disbursement	\$796,164
LHC October HAP/UAP Disbursement	\$809,041
% Voucher Funding Utilization	102%

HUD November HAP Disbursement	\$623,699
LHC November HAP/UAP Disbursement	\$882,213
% Voucher Funding Utilization	141%
HUD Held Reserves as of July 2017	\$1,158,836

Based on HUD standards LHC's Voucher utilization is Optimized. However, LHC has determined the number of units leased can be increased by approximately 214 units. The funding to pay for the increased utilization will come from HUD held reserves.

SEMAP Indicators

Indicator 1- Selection from the Waiting List

This indicator measures whether LHC has written policies in its administrative plan for selecting applicants from the waiting list. This indicator is not scored by PIC, but is based on an internal review. LHC is on track to receive all points for this indicator out of a possible 15 as it does have written policy.

Waiting List

PIC Scoring	Internal Scoring
N/A	15

Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. During the month of July, a quality control was conducted on nine (9) units and approved. This indicator is not scored by PIC, but based on an internal review. LHC is on track to receive all the points for this indicator which is a possible 20.





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Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC, but is based on an internal review and scoring. LHC is on track to complete the 26 required file reviews, per fiscal year, and receive 20 points out of 20 for the fiscal year ending June 2018.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 05/01/2017. This indicator is not scored through PIC, but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year. New Utilities allowance schedule will be presented at the March 2018 Board Meeting once the utility study is completed.

Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 36. During this reporting period zero (0) quality control inspections were conducted. A total of zero (0) conducted so far, this fiscal year. This indicator is not scored by PIC, but is based on an internal review. Based on the internal review LHC is on track to receive five (5) of the five (5) possible points.

Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	0

Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all





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other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC, but is determined from an internal review. LHC's review indicates there were (8) 24-hour deficiencies and (44) 30-day deficiencies. All corrected, abated, or terminated as necessary.

HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

LHC adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty and minority concentration. This indicator is not scored in PIC, but is based on an internal review. As of this reporting period, LHC records this indicator as receiving five (5) of a possible five (5)

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

This indicator shows whether LHC has adopted a current payment standard schedule for the voucher program by unit size. During this reporting period, the HCV Payment Standards were increased to 110%. The current payment standards have received Board approval. This indicator is not scored by PIC, but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

The 2017 FMR's were approved by the Board to take effect 11/01/2017.

Payment Standards

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of November 30, the reporting rate is 95%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.





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Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

Indicator 10- Correct Tenant Rent Calculation

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records there are no tenant rent calculation discrepancies to report. Based on PIC, LHC records this indicator as receiving five (5) of a possible five (5) points.

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

This indicator shows if newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive five (5) of a possible five (5) points.

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

This indicator shows if LHC has inspected each unit under contract at least bi-annually. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive 10 of the possible 10 points.

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 101%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.





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Program Utilization

PIC Scoring	Internal Scoring
N/A	20

Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 20 slots/households or (55%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

Enrollment and Escrow Accounts are documented by Indicator 14. As of this reporting period, LHC would receive eight (8) of 10 points.

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 75% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five (10). LHC is currently doing an internal rating of eight (8) points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	8

*Please note all PIC data is of 11/30/17





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January 17, 2018

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

December Housing Choice Voucher Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency:

The Lansing Housing Commission has 38 mandatory slots in the Family Self Sufficiency Program. (FSS) There are 20 participants. The FSS Coordinator will be mailing out letter to recently housed participants by the end of January 2018 to determine interest and qualifications.

HCV Orientations:

LHC had one (1) orientation during the month of December 2017 and fifty-one (51) vouchers issued. There are approximately 175 people out searching.

One (1) VASH orientation was also held for the month of December, and three (3) Vouchers were issued.

Waiting List:

Two Hundred (200) applications were pulled from the waiting list for the month of November 2017. The Department did a massive intake of the 200 applicants on December 11, 2017. The response was great. We met with approximately 150 of the 200 applicants who were sent offer letters.

Department Initiatives:

In the HCV Program there are currently 1,771 vouchers housed for all of its programs. Fifty-three participants are with the Shelter Plus Care Program (S+C), 82 are housed under the Permanent Supportive Housing Program (PSH), and 139 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,497 are housed under the regular Housing Choice Voucher Program. During the month of December HCV staff did an audit of active files, and found some files that were not placed inactive when they should have been, this accounts for the decrease in voucher count.





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Voucher Utilization

November Voucher Program Total Units	1,863
November Traditional HCV Utilization	1,695
November % Utilized Units	91%

December Voucher Program Total Units	1,863
December Traditional HCV Utilization	1,636
December % Utilized Units	88%

Voucher Disbursement

HUD November HAP Disbursement	\$623,699
LHC November HAP/UAP Disbursement	\$882,213
% Voucher Funding Utilization	141%

HUD December HAP Disbursement	\$777,158
LHC December HAP/UAP Disbursement	\$907,677
% Voucher Funding Utilization	116%
HUD Held Reserves as of July 2017	\$1,158,836

Based on HUD standards LHC's Voucher utilization is Optimized. However, LHC has determined the number of units leased can be increased by approximately 214 units. The funding to pay for the increased utilization will come from HUD held reserves.

SEMAP Indicators

Indicator 1- Selection from the Waiting List

This indicator measures whether LHC has written policies in its administrative plan for selecting applicants from the waiting list. This indicator is not scored by PIC, but is based on an internal review. LHC is on track to receive all points for this indicator out of a possible 15 as it does have written policy.

Waiting List

PIC Scoring	Internal Scoring
N/A	15

Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. During the month of July, a quality control was conducted on nine (9) units and approved. This indicator is not scored by PIC, but based on an internal review. LHC is on track to receive all the points for this indicator which is a possible 20.





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Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC, but is based on an internal review and scoring. LHC is on track to complete the 26 required file reviews, per fiscal year, and receive 20 points out of 20 for the fiscal year ending June 2018.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 05/01/2017. This indicator is not scored through PIC, but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year. The utility allowance study is complete and is on the agenda for approval at the January 2018 Board Meeting.

Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 36. During this reporting period zero (0) quality control inspections were conducted. A total of zero (0) conducted so far, this fiscal year. This indicator is not scored by PIC, but is based on an internal review. Based on the internal review LHC is on track to receive five (5) of the five (5) possible points.

Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	0





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Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC, but is determined from an internal review. LHC's review indicates there were (8) 24-hour deficiencies and (44) 30-day deficiencies. All corrected, abated, or terminated as necessary.

HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

LHC adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty and minority concentration. This indicator is not scored in PIC, but is based on an internal review. As of this reporting period, LHC records this indicator as receiving five (5) of a possible five (5)

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

This indicator shows whether LHC has adopted a current payment standard schedule for the voucher program by unit size. During this reporting period, the HCV Payment Standards were increased to 110%. The current payment standards have received Board approval. This indicator is not scored by PIC, but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

The 2017 FMR's were approved by the Board to take effect 11/01/2017.

Payment Standards

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of November 30, the reporting rate is 95%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.





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Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

Indicator 10- Correct Tenant Rent Calculation

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records there are no tenant rent calculation discrepancies to report. Based on PIC, LHC records this indicator as receiving five (5) of a possible five (5) points.

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

This indicator shows if newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive five (5) of a possible five (5) points.

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

This indicator shows if LHC has inspected each unit under contract at least bi-annually. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive 10 of the possible 10 points.

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 101%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.





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Program Utilization

PIC Scoring	Internal Scoring
N/A	20

Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 20 slots/households or (55%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

Enrollment and Escrow Accounts are documented by Indicator 14. As of this reporting period, LHC would receive eight (8) of 10 points.

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 75% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five (10). LHC is currently doing an internal rating of eight (8) points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	8

*Please note all PIC data is of 12/31/2017





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January 17, 2018

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

November 2017 Asset Management Monthly Report

CONTACT PERSON:

Martell Armstrong
Executive Director
517-487-6550 Ext. 111

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 97% (not including the modernization units) at the end of November. LHC has 97% occupancy including the units that are in modernization. LHC Unit Months Leased (UML) was 804 (with units in MOD) or 97% occupancy rate. LHC maintained a 97% occupancy level, which exceeds the 96% recovery plan occupancy goal.

Mt. Vernon Park occupancy was 97% at the end of November. There were three (3) households moved in, two (2) resident moved out's, and zero (0) unit transfer. The UML was 195 which equals 97%.

Hildebrandt Park occupancy was 97% at the end of November There was one (1) household moved in, two (2) residents moved out, and Zero (0) unit transfer's. The UML was 212 which equals 96%.

LaRoy Froh occupancy was 95% at the end of November. There were zero (0) households moved in, one (1) residents moved out, and one (1) unit transfer's. The UML was 202 which equals 95%.





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South Washington Park occupancy was 98% at the end of November. There were four (4) households moved in, three (3) residents moved out, and one (1) unit transfer. The UML was 195 which equals 98%.

OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	195	97%	3	2	0	0
Hildebrandt	220	212	96%	1	1	1	0
LaRoy Froh	213	202	95%	0	1	1	0
S. Washington	198	195	98%	4	2	1	0
Totals	833	804	97%	8	6	3	0

Rent Collection:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 29,140.00	\$ 32,942.53	\$ (3,802.53)	113%
Hildebrandt	\$ 30,587.00	\$ 49,368.17	\$ (18,781.17)	161%
LaRoy Froh	\$ 32,859.00	\$ 35,221.00	\$ (2,362.00)	107%
S. Washington	\$ 28,630.00	\$ 31,759.03	\$ (3,129.03)	111%
Totals	\$ 121,216.00	\$ 149,290.73	\$ (28,074.73)	123%





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Move Out Analysis:

Move out Reason	Mt. Vernon	Hildebrandt Park	LaRoy Froh	S. Washington
Moved Out (Left Area)	2	0		1
Lease Violation (No Court action)		0		0
Evicted – Nonpayment Judgment		1	1	1
Evicted – Nonpayment Writ Ordered but not executed				
Physical Eviction				
Criminal Activity				
Drug Activity		0		
Rent too high				
Transfer		1	1	1
Totals	2	2	2	3





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Mt. Vernon Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Vacant date Comments or reason for length of status
1338	Bids in process	TBD	N/A	N/A
4219	Make ready	Actual lease up date 12/8/17	Y	Vacant 10/9-Rehabbing on this unit began 11/8/17. It needed an extensive work as the previous resident was evicted and did not properly maintain the unit during her tenor. Contractors, like with every site, are minimal, not to mention maintenance staff.
3854	Make ready	Actual lease-up date 12/8/17	T	Vacant 10/19- Contractors, like with every site, are minimal, not to mention maintenance staff.
3320	Make ready	Projected lease up date 12/15/17	N	Vacant 10/30- Rehab started 12/4. Contractors are on rotation for tasks so that we can move quicker and work on units simultaneously. Contractors, like with every site, are minimal, not to mention maintenance staff.
3804	Make Ready	Projected lease-up date 12/15/17	Offer sent	Vacant 10/31-This unit was occupied by an underhoused resident. Transfers are given 7 days to relocate. Rehab did not begin immediately because tenant took additional time moving and only turned in keys once letter was sent explaining the potential to be charged flat rent. Parts were ordered 12/1/17. Rehab will start late this week.
3260	Make Ready	Projected lease-up date	Pulled from waitlist/applications sent	Vacant 11/6-Parts were ordered 12/1. Rehab to start late next week. Contractors, like with every





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		12/15/17		site, are minimal, not to mention maintenance staff.
420	Make Ready	Projected lease-up date 12/22/17	Pulled from waitlist/applications sent	Vacant 11/16-Needs extensive work because of the residence longevity in the unit. Parts are scheduled to be ordered 12/4 so that rehab can begin next week. Contractors, like with every site, are minimal, not to mention maintenance staff.





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Hildebrandt Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Vacant date Comments or reason for length of status
2119 Forest	MR	12-18	Yes	No contractors, to speed up the process we contracted painting and flooring separately, limited carpenters 9/13/17
3200-A Turner	MR	12-11	No	No contractors, to speed up the process we contracted painting and flooring separately, limited carpenters 10/02/2017
2127 Forest	MR	12-22	No	No contractors, to speed up the process we contracted painting and flooring separately, limited carpenters 10/13/2017
2131 Forest	MR	12-22	No	No contractors, to speed up the process we contracted painting and flooring separately, limited carpenters 10/18/2017
3204-D Turner	MR	12-29	No	No contractors, to speed up the process we contracted painting and flooring separately, limited carpenters 10/10/2017
3210-A Turner	MR	1-4	No	No contractors, to speed up the process we contracted painting and flooring separately, limited carpenters 11/9/2017
3118-A Turner	MR	1-10	No	No contractors, to speed up the process we contracted painting and flooring separately, limited carpenters 11/20/2017
1950 Hoyt	MR	1-10	No	No contractors, to speed up the process we contracted painting and flooring separately, limited carpenters 12/1/2017





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LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
2418	Lease ready	11-15-17	Unit transfer	Vacant 7-28-17. Final treatment done from biohazard, will transfer in 12-1-17
2510	Make ready	12-5-17	Offer made and accepted	Vacant 10-3-17
944	Make ready	12-20-17	1 st offer sent a second time	Vacant 10-27-17
2368	Make ready	11-30-17	UT	Vacant 10-3-17
4638	Lease ready	11-30-17	1 st and 2 nd offers sent, looking for a new applicant due to utility bills owed.	Vacant 9-1-17
6115	Make ready	12-20-17	1 st offer sent a second time	Vacant 10-3-17
5840	Make ready	12-20-17	Yes	Vacant 10-6-17
3423	Make ready	12-30-17	Pulling from waitlist applicants	Vacant 11-13-17
2340	Make ready	12-30-17	Pulling from waitlist applicants	Vacant 11-13-17
6129	Make Ready	12-30-17	Pulling from waitlist applicants	Vacant 11-16-17
2318	Make Ready	1-15-18	Pulling from waitlist applicants	Vacant 11-30-17





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South Washington Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Vacant date Comments or reason for length of status
10432	Make Ready	12-20-17	N	11-27-17
10509	Make Ready	12-11-17	N	11-06-17
10531	Make Ready	12-22-17	N	11-15-17





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January 17, 2018

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

December 2018 Asset Management Monthly Report

CONTACT PERSON:

Martell Armstrong
Executive Director
517-487-6550 Ext. 111

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 96% (not including the modernization units) at the end of December. LHC has 96% occupancy including the units that are in modernization. LHC Unit Months Leased (UML) was 803 (with units in MOD) or 96% occupancy rate. LHC maintained a 96% occupancy level, which meets the 96% recovery plan occupancy goal.

Mt. Vernon Park occupancy was 96% at the end of December. There were four (4) households moved in, seven (7) resident moved out's, and zero (0) unit transfer. The UML was 193 which equals 96%.

Hildebrandt Park occupancy was 96% at the end of December There were zero (0) households moved in, one (1) resident moved out, and Zero (0) unit transfer's. The UML was 211 which equals 96%.

LaRoy Froh occupancy was 95% at the end of December. There were four (4) households moved in, one (1) residents moved out, and one (1) unit transfer's. The UML was 202 which equals 95%.





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South Washington Park occupancy was 99% at the end of December. There were four (4) households moved in, zero (0) resident moved out, and one (1) unit transfer. The UML was 197 which equals 99%.

OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	193	97%	4	7	0	0
Hildebrandt	220	211	96%	5	4	0	0
LaRoy Froh	213	202	95%	4	1	0	0
S. Washington	198	197	98%	4	1	1	0
Totals	833	803	97%	12	13	1	0

Rent Collection:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 28,706.00	\$ 33,982.04	\$ (5,276.04)	118%
Hildebrandt	\$ 43,934.30	\$ 28,120.18	\$ 15,814.12	64%
LaRoy Froh	\$ 34,140.00	\$ 31,756.50	\$ 2,383.50	93%
S. Washington	\$ 29,840.00	\$ 30,445.00	\$ (605.00)	102%
Totals	\$ 136,620.30	\$ 124,303.72	\$ 12,316.58	91%





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Move Out Analysis:

Move out Reason	Mt. Vernon	Hildebrandt Park	LaRoy Froh	S. Washington
Moved Out (Left Area)	4	3	1	1
Lease Violation (No Court action)		1		
Evicted – Nonpayment Judgment	3			
Evicted – Nonpayment Writ Ordered but not executed				
Physical Eviction				
Criminal Activity				
Drug Activity				
Rent too high				
Transfer				1
Totals	7	4	1	2





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Mt. Vernon Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Vacant date Comments or reason for length of status
1338	TBD	TBD	Numerous approved applicants waiting to be housed	No updated information regarding process
3804	Make Ready	Projected lease-up date 1/12/18	Yes	Vacant 10/31-This unit was occupied by an underhoused resident. Transfers are given 7 days to relocate. Rehab did not begin immediately because tenant took additional time moving and only turned in keys once letter was sent explaining the potential to be charged flat rent. Parts were ordered 12/1/17. Rehab will start late this week.
3260	Make Ready	Projected lease-up date 1/12/18	Offers sent & rejected now reviewing applications	Vacant 11/6-Parts were ordered 12/1. Will be ready for leasing 1/12.
420	Make Ready	Projected lease-up date 1/19/18	Yes	Vacant 11/16-Needs extensive work because of the residence longevity in the unit. Parts are scheduled to be ordered 12/4 so that rehab can begin next week. Contractors, like with every site, are minimal, not to mention maintenance staff.
4309	Make Ready	Projected lease-up date	Yes	Vacant 12/1-Parts were ordered 1/9, Contractors, like with every site, are minimal, and until





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		1/19/18		Wednesday, not to mention maintenance staff. This unit will be done in house and should be completed within the next week should parts arrive timely
3848	Make Ready	Projected lease-up date 1/12/18	Offers sent & rejected now reviewing applications	Vacant 12/4-Unit is in the last stages and will be completed by 1/12. Contractors, like with every site, are minimal, and until Wednesday, not to mention maintenance staff.
1503	Make Ready	Projected lease-up date 1/31/18	Yes	Vacant 12/15- Parts ordered 1/9, Contractors, like with every site, are minimal, and until Wednesday, not to mention maintenance staff. Parts will be ordered 1/9/18

Hildebrandt Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Vacant date Comments or reason for length of status
2139 Forest	MR	2-19	No	12-29 not vacant 30 days
3204-C Turner	MR	2-19	No	12-28 Not vacant 30 days, floors will begin 1-9-18
2127 Forest	MR	1-12	Yes	10/13/2017 Contractors assigned separately, (floors, cleaning, carpentry) will be completed date 1/8/18
2131 Forest	MR	1-12	Yes	10/18/2017 Contractors assigned separately, (floors, cleaning, carpentry) will be completed date 1/8/18

TDD/TTY #: 1-800-545-1833 Ext. 919



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting January 17, 2018

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3204-D Turner	MR	12-29	Yes	10/10/2017 Vandalism to unit, more repairs needed after it was in LR
3210-A Turner	MR	1-18	No	11/9/2017 Contractors assigned separately, floors completed first, carpentry work begins 1-8-18
3118-B Turner	MR	1-10	No	11/9/2017 Contract work to begin Friday (1-12) or Monday (1-15)

LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
2418	Lease ready	12-1-17	Unit transfer	Vacant 7-28-17. Final treatment done from biohazard, will transfer in 12-1-17
4638	Lease ready	12-31-17	UT	Vacant 9-1-17 offered unit to 2 different families before making it a UT
2334	Lease Ready	12-31-17	Offer made and accepted	Vacant 9-18-17 final 2 nd family offer accepted.
2510	Lease Ready	12-27-17	UT	Vacant 10-3-17 offered unit to 2 different families before making it a UT
6115	Make ready	12-28-17	1 st offer sent a second time	Vacant 10-3-17
944	Make ready	12-28-17	1 st offer sent a Third time	Vacant 10-27-17
3423	Make ready	12-30-17	Offer made and accepted	Vacant 11-13-17
2340	Make ready	2-1-18	1 st offer sent out	Vacant 11-13-17 – extensive pest infestation and bedbugs. Will be housed in Feb.

TDD/TTY #: 1-800-545-1833 Ext. 919



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting January 17, 2018

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6129	Make Ready	12-30-17	Offer accepted and made	Vacant 11-16-17
2454	Make ready	1-15-18	Final offer accepted and made	Vacant 12-1-17
2210	Make ready	1-30-18	1 st offer sent	Vacant 12-5-17

South Washington Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Vacant date Comments or reason for length of status
10516	Make ready	1-5-18	No	Vacant 12-1-17





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**LHC Board
Sign-In Sheet
Date of Meeting: January 17, 2018**

Name	Organization	Phone #	E-mail
Kim S.	LHC	487-0242	kims@lanshc.org
LISA Pessens	LHC	487-9847	LisaP@Lanshc.org
Edward Jones	LHC	853-3668	EdwardJ@Lanshc.org
Marvin Ellis	LHC	230-1332	marvine@lanshc.org
Daniel Black	consumer	517 507-5552	shortdwarf.com@gmail.com

