



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

Lansing Housing Commission  
July 27, 2016

Call to Order.

1. Roll Call.
2. Approval of Minutes of June 29, 2016

Action Items:

3. Informational Items.

- |  |         |                      |
|--|---------|----------------------|
| a. Finance Report May 2016                           |         | Dickey May           |
| b. Housing Choice Voucher Report                     |         | Kim Shirey           |
| i. Asset Management Report                           |         | Lisa Parsons         |
| ii. Mt. Vernon & Scattered Sites                     | AMP 102 |                      |
| iii. Hildebrandt, Forrest, Hoyt<br>& Scattered Sites | AMP 103 |                      |
| iv. LaRoy Froh & Scattered Sites                     | AMP 111 | Janell McLeod        |
| v. South Washington & Scattered Sites                | AMP 112 |                      |
| c. Recovery Agreement Update                         |         | Patricia Baines-Lake |
| 1. SOP-Site Cash Receipts                            |         |                      |
| 2. 2015 Audit Findings Work-plan                     |         |                      |

4. Executive Director's Comments
5. President's Comments.
6. Public Comment – limit 3 minutes per person.





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7. Other Business.

8. Adjournment.

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting

July 27, 2016

Agenda

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

### **Minutes of the June 29, 2016 Lansing Housing Commission Meeting**

Commissioner Baltimore called the meeting to order promptly at 5:31p.m. Ms. Baines-Lake, Commission Secretary, called the roll.

**PRESENT AT ROLL CALL:** Commissioners Baltimore, Joyce, and Koppelman-Helvey were present. Commissioner Robinson and Commissioner Deschaine were excused absences.

**GUESTS:** Former Commissioner Ben Bakken

**STAFF:**

Patricia Baines-Lake	Lisa Parsons
Kim Shirey	Kris Whipple
Marcus Hardy	Edward Forrest
Tom Barry	Marvin Ellis

Commissioner Joyce moved and Commissioner Koppelman-Helvey 2nd a motion to approve the minutes of the May 25, 2016 Board Meeting. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Koppelman-Helvey 2nd a motion to approve the minutes of the June 14, 2016 Board Meeting. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

A. Accounting Update	Patricia Baines-Lake
B. Finance Report	Dickey May
C. Housing Choice Voucher Report	Kim Shirey





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D. Asset Management

Lisa Parsons

- |      |                  |         |                 |
|------|------------------|---------|-----------------|
| I.   | Mt. Vernon       | AMP 104 | Kris Whipple    |
| II.  | Hildebrandt      | AMP 103 | Victoria LaDuke |
| III. | LaRoy Froh       | AMP 111 | Janell McLeod   |
| IV.  | South Washington | AMP 112 | Lisa Parsons    |

E. Modernization Report

Patricia Baines-Lake

F. Recovery Agreement Update

Patricia Baines-Lake

**Executive Director's Comments:** The Executive Director indicated a proposal to address the 2015 audit findings would be presented to the finance committee for review and input prior to a presentation to the full Board.

There being no other business, Commissioner Baltimore adjourned the meeting at 6:25 p. m.



**Lansing Housing Commission**  
**Budget vs. Actual**  
**Mt. Vernon**  
**For the Period Ending June 30, 2016**

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 399,798	\$ 370,284	\$ 29,514		\$ 370,284	\$ -
Tenant Revenue - Other	23,662	5,100	18,562		5,100	-
Total Tenant Revenue	<u>\$ 423,459</u>	<u>\$ 375,384</u>	<u>\$ 48,075</u>		<u>\$ 375,384</u>	<u>\$ -</u>
HUD PHA Operating Grants	737,918	759,504	(21,586)		759,504	-
CFP Operational Income	182,352		182,352			-
Fraud Recovery and Other	106,608	28,500	78,108		28,500	-
Total Operating Revenue	<u>\$ 1,450,338</u>	<u>\$ 1,163,388</u>	<u>\$ 286,950</u>		<u>\$ 1,163,388</u>	<u>\$ -</u>
Administrative Salaries	\$ 66,060.84	\$108,072	\$ (42,011.16)		\$ 108,072.00	\$ -
Auditing Fees	18,753	5,448	13,305		5,448	-
Management Fees	196,501	106,944	89,557		106,944	-
Bookkeeping Fees	17,190	17,268	(78)		17,268	-
Employee Benefits Contributions - Administrative	28,981	57,300	(28,319)		57,300	-
Office Expenses	37,134	8,200	28,934		8,200	-
Legal Expense	15,934	16,500	(566)		16,500	-
Travel	-	710	(710)		710	-
Other	3,383	9,710	(6,327)		9,710	-
Tenant Services - Other	4,316	8,700	(4,384)		8,700	-
Water	81,782	96,010	(14,228)		96,010	-
Electricity	37,281	32,000	5,281		32,000	-
Gas	55,533	85,000	(29,467)		85,000	-
Other Utilities Expense	4,476	3,750	726		3,750	-
Ordinary Maintenance and Operations - Labor	161,550	116,716	44,834		116,716	-
Ordinary Maintenance and Operations - Materials	146,455	101,664	44,791		101,664	-
Ordinary Maintenance and Operations - Contract	241,389	131,149	110,240		131,149	-
Employee Benefits Contributions - Ordinary	53,799	106,312	(52,513)		106,312	-
Protective Services - Other Contract Costs	1,628	2,400	(772)		2,400	-
Property Insurance	32,056	26,908	5,148		26,908	-
Liability Insurance	12,787	16,642	(3,855)		16,642	-
Workers Compensation	4,179	4,152	27		4,152	-
All Other Insurance	5,433	1,242	4,191		1,242	-
Other General Expenses	134,764	28,260	106,504		28,260	-
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	-	15,711	(15,711)		15,711	-
Bad debt - Tenant Rents	3,704	18,514	(14,810)		18,514	-
Interest Expense	18,985	38,106	(19,121)		38,106	-
Total Operating Expenses	<u>\$ 1,384,052</u>	<u>\$ 1,163,388</u>	<u>\$ 220,664</u>		<u>\$ 1,163,388</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 66,285</u>	<u>\$ -</u>	<u>\$ 66,285</u>		<u>\$ -</u>	<u>\$ -</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**Hildebrandt**  
**For the Period Ending June 30, 2016**

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 407,243	\$ 403,272	\$ 3,971		\$ 403,272	\$ -
Tenant Revenue - Other	32,542	34,040	(1,498)		34,040	-
Total Tenant Revenue	<u>\$ 439,785</u>	<u>\$ 437,312</u>	<u>\$ 2,473</u>		<u>\$ 437,312</u>	<u>\$ -</u>
HUD PHA Operating Grants	913,522	827,184	86,338		827,184	-
CFP Operational Income	203,509	31,301	172,208		31,301	-
Fraud Recovery and Other	114,147	10,200	103,947		10,200	-
Total Operating Revenue	<u>\$ 1,670,964</u>	<u>\$ 1,305,997</u>	<u>\$ 364,967</u>		<u>\$ 1,305,997</u>	<u>\$ -</u>
Administrative Salaries	\$ 70,580	\$ 122,562	\$ (51,982)		\$ 122,562	\$ -
Auditing Fees	18,753	5,902	12,851		5,902	-
Management Fees	218,319	116,472	101,847		116,472	-
Bookkeeping Fees	19,418	18,816	602		18,816	-
Employee Benefits Contributions - Administrative	22,953	59,448	(36,495)		59,448	-
Office Expenses	36,965	7,500	29,465		7,500	-
Legal Expense	22,436	18,600	3,836		18,600	-
Travel	1,878	1,100	778		1,100	-
Other	15,595	12,340	3,255		12,340	-
Tenant Services - Other	3,111	6,700	(3,589)		6,700	-
Water	92,336	77,500	14,836		77,500	-
Electricity	25,007	15,000	10,007		15,000	-
Gas	39,895	60,000	(20,105)		60,000	-
Other Utilities Expense	-	13,200	(13,200)		13,200	-
Ordinary Maintenance and Operations - Labor	102,935	155,998	(53,063)		155,998	-
Ordinary Maintenance and Operations - Material	118,879	141,577	(22,698)		141,577	-
Ordinary Maintenance and Operations - Contract	239,796	182,950	56,846		182,950	-
Employee Benefits Contributions - Ordinary	43,503	128,937	(85,434)		128,937	-
Protective Services - Other Contract Costs	1,952	3,700	(1,748)		3,700	-
Property Insurance	31,027	28,026	3,001		28,026	-
Liability Insurance	12,556	14,764	(2,208)		14,764	-
Workers Compensation	2,378	462	1,916		462	-
All Other Insurance	5,355	1,911	3,444		1,911	-
Other General Expenses	122,020	28,050	93,970		28,050	-
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	-	28,026	(28,026)		28,026	-
Bad debt - Tenant Rents	12,035	20,164	(8,129)		20,164	-
Interest Expense	31,641	36,292	(4,651)		36,292	-
Total Operating Expenses	<u>\$ 1,311,323</u>	<u>\$ 1,305,997</u>	<u>\$ 5,326</u>		<u>\$ 1,305,997</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 359,641</u>	<u>\$ -</u>	<u>\$ 359,641</u>		<u>\$ -</u>	<u>\$ -</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**LaRoy Froh**  
**For the Period Ending June 30, 2016**

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 384,608	\$ 390,444	\$ (5,836)		\$ 390,444	\$ -
Tenant Revenue - Other	30,285	27,900	2,385		27,900	-
Total Tenant Revenue	<u>\$ 414,893</u>	<u>\$ 418,344</u>	<u>\$ (3,451)</u>		<u>\$ 418,344</u>	<u>\$ -</u>
HUD PHA Operating Grants	992,602	800,868	191,734		800,868	-
CFP Operational Income	212,928	92,655	120,273		92,655	-
Fraud Recovery and Other	99,677	13,000	86,677		13,000	-
Total Operating Revenue	<u>\$ 1,720,100</u>	<u>\$ 1,324,867</u>	<u>\$ 395,233</u>		<u>\$ 1,324,867</u>	<u>\$ -</u>
Administrative Salaries	\$ 84,456	\$ 89,332	\$ (4,876)		\$ 89,332	\$ -
Auditing Fees	18,753	5,902	12,851		5,902	-
Management Fees	208,046	112,766	95,280		112,766	-
Bookkeeping Fees	18,263	18,212	51		18,212	-
Employee Benefits Contributions - Administrative	23,374	36,644	(13,270)		36,644	-
Office Expenses	35,600	8,500	27,100		8,500	-
Legal Expense	20,676	17,700	2,976		17,700	-
Travel	1,664	1,650	14		1,650	-
Other	33,108	9,915	23,193		9,915	-
Tenant Services - Other	4,108	4,500	(392)		4,500	-
Water	59,236	83,900	(24,664)		83,900	-
Electricity	37,877	39,500	(1,623)		39,500	-
Gas	53,843	85,500	(31,657)		85,500	-
Other Utilities Expense	3,232	13,500	(10,268)		13,500	-
Ordinary Maintenance and Operations - Labor	145,047	152,996	(7,949)		152,996	-
Ordinary Maintenance and Operations - Material	119,194	115,331	3,863		115,331	-
Ordinary Maintenance and Operations - Contract	232,328	208,500	23,828		208,500	-
Employee Benefits Contributions - Ordinary	74,156	127,972	(53,816)		127,972	-
Protective Services - Other Contract Costs	3,638	4,000	(362)		4,000	-
Property Insurance	40,091	38,119	1,972		38,119	-
Liability Insurance	13,174	16,642	(3,468)		16,642	-
Workers Compensation	3,138	5,544	(2,406)		5,544	-
All Other Insurance	5,520	3,344	2,176		3,344	-
Other General Expenses	147,263	37,150	110,113		37,150	-
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	-	21,047	(21,047)		21,047	-
Bad debt - Tenant Rents	20,316	19,522	794		19,522	-
Interest Expense	18,690	47,179	(28,489)		47,179	-
Total Operating Expenses	<u>\$ 1,424,792</u>	<u>\$ 1,324,867</u>	<u>\$ 99,925</u>		<u>\$ 1,324,867</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 295,309</u>	<u>\$ -</u>	<u>\$ 295,309</u>		<u>\$ -</u>	<u>\$ -</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**South Washington Park**  
**For the Period Ending June 30, 2016**

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 418,748	\$ 362,952	\$ 55,796		\$ 362,952	\$ -
Tenant Revenue - Other	38,695	58,500	(19,805)		58,500	-
Total Tenant Revenue	<u>\$ 457,443</u>	<u>\$ 421,452</u>	<u>\$ 35,991</u>		<u>\$ 421,452</u>	<u>\$ -</u>
HUD PHA Operating Grants	797,389	744,468	52,921		744,468	-
CFP Operational Income	166,370	113,959	52,411		113,959	-
Fraud Recovery and Other	101,351	11,050	90,301		11,050	-
Total Operating Revenue	<u>\$ 1,522,553</u>	<u>\$ 1,290,929</u>	<u>\$ 231,624</u>		<u>\$ 1,290,929</u>	<u>\$ -</u>
Administrative Salaries	\$ 43,500	\$ 88,174	\$ (44,674)		\$ 88,174	\$ -
Auditing Fees	18,753	5,448	13,305		5,448	-
Management Fees	192,629	104,824	87,805		104,824	-
Bookkeeping Fees	16,853	16,929	(76)		16,929	-
Employee Benefits Contributions - Administrative	33,180	65,350	(32,170)		65,350	-
Office Expenses	35,832	5,000	30,832		5,000	-
Legal Expense	27,928	19,500	8,428		19,500	-
Travel	128	500	(372)		500	-
Other	13,184	8,940	4,244		8,940	-
Tenant Services - Other	8,677	4,500	4,177		4,500	-
Water	89,817	117,900	(28,083)		117,900	-
Electricity	91,317	110,000	(18,683)		110,000	-
Gas	52,695	68,000	(15,305)		68,000	-
Other Utilities Expense	2,224	10,400	(8,176)		10,400	-
Ordinary Maintenance and Operations - Labor	129,443	156,615	(27,172)		156,615	-
Ordinary Maintenance and Operations - Material	103,234	89,571	13,663		89,571	-
Ordinary Maintenance and Operations - Contract	179,723	133,850	45,873		133,850	-
Employee Benefits Contributions - Ordinary	57,528	105,291	(47,763)		105,291	-
Protective Services - Other Contract Costs	7,752	15,000	(7,248)		15,000	-
Property Insurance	19,284	17,939	1,345		17,939	-
Liability Insurance	13,884	16,642	(2,758)		16,642	-
Workers Compensation	3,138	5,544	(2,406)		5,544	-
All Other Insurance	5,355	2,579	2,776		2,579	-
Other General Expenses	107,928	31,750	76,178		31,750	-
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	-	10,840	(10,840)		10,840	-
Bad debt - Tenant Rents	28,362	18,148	10,214		18,148	-
Interest Expense	4,268	61,695	(57,427)		61,695	-
Total Operating Expenses	<u>\$ 1,286,613</u>	<u>\$ 1,290,929</u>	<u>\$ (4,316)</u>		<u>\$ 1,290,929</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 235,940</u>	<u>\$ -</u>	<u>\$ 235,940</u>		<u>\$ -</u>	<u>\$ -</u>



**Lansing Housing Commission**  
**Budget vs. Actual**  
**AMP Consolidated**  
**For the Period Ending June 30, 2016**

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 1,610,398	\$ 1,526,952	\$ 83,446		\$ 1,526,952	\$ -
Tenant Revenue - Other	125,184	125,540	(356)		125,540	-
Total Tenant Revenue	<u>\$ 1,735,581</u>	<u>\$ 1,652,492</u>	<u>\$ 83,089</u>		<u>\$ 1,652,492</u>	<u>\$ -</u>
HUD PHA Operating Grants	3,441,431	3,132,024	309,407		3,132,024	-
CFP Operational Income	765,159	237,915	527,244		237,915	-
Fraud Recovery and Other	421,784	62,750	359,034		62,750	-
Total Operating Revenue	<u>\$ 6,363,955</u>	<u>\$ 5,085,181</u>	<u>\$ 1,278,774</u>		<u>\$ 5,085,181</u>	<u>\$ -</u>
Administrative Salaries	\$ 264,597	\$ 408,140	\$ (143,543)		\$ 408,140	\$ -
Auditing Fees	75,013	22,700	52,313		22,700	-
Management Fees	815,495	441,006	374,489		441,006	-
Bookkeeping Fees	71,724	71,225	499		71,225	-
Employee Benefits Contributions - Administrative	108,487	218,742	(110,255)		218,742	-
Office Expenses	145,532	29,200	116,332		29,200	-
Legal Expense	86,973	72,300	14,673		72,300	-
Travel	3,671	3,960	(289)		3,960	-
Other	65,270	40,905	24,365		40,905	-
Tenant Services - Other	20,211	24,400	(4,189)		24,400	-
Water	323,171	375,310	(52,139)		375,310	-
Electricity	191,483	196,500	(5,017)		196,500	-
Gas	201,966	298,500	(96,534)		298,500	-
Other Utilities Expense	9,931	40,850	(30,919)		40,850	-
Ordinary Maintenance and Operations - Labor	538,975	582,325	(43,350)		582,325	-
Ordinary Maintenance and Operations - Material	487,761	448,143	39,618		448,143	-
Ordinary Maintenance and Operations - Contract	893,236	656,449	236,787		656,449	-
Employee Benefits Contributions - Ordinary	228,985	468,512	(239,527)		468,512	-
Protective Services - Other Contract Costs	14,970	25,100	(10,130)		25,100	-
Property Insurance	122,457	110,992	11,465		110,992	-
Liability Insurance	52,401	64,690	(12,289)		64,690	-
Workers Compensation	12,833	15,702	(2,869)		15,702	-
All Other Insurance	21,664	9,076	12,588		9,076	-
Other General Expenses	511,975	125,210	386,765		125,210	-
Compensated Absences	-	#VALUE!	-		-	-
Payments in Lieu of Taxes	-	75,624	(75,624)		75,624	-
Bad debt - Tenant Rents	64,416	76,348	(11,932)		76,348	-
Interest Expense	73,584	183,272	(109,688)		183,272	-
Total Operating Expenses	<u>\$ 5,406,780</u>	<u>#VALUE!</u>	<u>\$ 321,599</u>		<u>\$ 5,085,181</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 957,175</u>	<u>#VALUE!</u>	<u>\$ 957,175</u>		<u>\$ -</u>	<u>\$ -</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**COCC**  
**For the Period Ending June 30, 2016**

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Management Fee	\$ 1,003,000	\$ 441,000	\$ 562,000		\$ 441,000	\$ -
Bookkeeping Fee	71,710	112,097	(40,388)		112,097	-
Other Revenue	205,849	282,144	(76,296)		282,144	-
<b>Total Operating Revenue</b>	<b>\$ 1,280,558</b>	<b>\$ 835,241</b>	<b>\$ 445,317</b>		<b>\$ 835,241</b>	<b>\$ -</b>
Administrative Salaries	\$ 201,834	\$ 128,400	\$ 73,434		\$ 128,400	\$ -
Auditing Fees	19,773	4,540	15,233		4,540	-
Employee Benefits Contributions - Administrativ	59,322	72,516	(13,194)		72,516	-
Office Expenses	35,912	6,912	29,000		6,912	-
Legal Expense	1,529	10,000	(8,471)		10,000	-
Travel	10,747	5,000	5,747		5,000	-
Other	18,019	1,203	16,816		1,203	-
Tenant Services - Other	564	-	564		-	-
Water	1,971	6,060	(4,089)		6,060	-
Electricity	8,498	30,000	(21,502)		30,000	-
Gas	1,592	5,000	(3,408)		5,000	-
Other Utilities Expense		7,568	(7,568)		7,568	-
Ordinary Maintenance and Operations - Materia	3,788	12,060	(8,272)		12,060	-
Ordinary Maintenance and Operations - Contrac	23,770	17,404	6,366		17,404	-
Protective Services - Other Contract Costs	237	2,735	(2,498)		2,735	-
Property Insurance	3,746	15,496	(11,750)		15,496	-
Liability Insurance	1,344	1,290	54		1,290	-
Workers Compensation	564	3,816	(3,252)		3,816	-
All Other Insurance	1,374	359	1,015		359	-
Other General Expenses	75,431	444,882	(369,451)		444,882	-
Compensated Absences	-	-	-		-	-
Interest Expense	13,160	60,000	(46,840)		60,000	-
<b>Total Operating Expenses</b>	<b>\$ 483,178</b>	<b>\$ 835,241</b>	<b>\$ (352,063)</b>		<b>\$ 835,241</b>	<b>\$ -</b>
<b>Net Income (Loss)</b>	<b>\$ 797,380</b>	<b>\$ -</b>	<b>\$ 797,380</b>		<b>\$ -</b>	<b>\$ -</b>

**Lansing Housing Commission  
Budget vs. Actual  
Housing Choice Voucher  
For the Period Ending June 30, 2016**

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 10,339,786	\$ 10,414,386	\$ (74,600)		\$ 10,414,386	\$ -
Other Revenue	50,627	25,000	25,627		25,000	-
Fraud Recovery	5,686	12,000	(6,314)		12,000	-
Total Operating Revenue	<u>\$ 10,396,099</u>	<u>\$ 10,451,386</u>	<u>\$ (55,287)</u>		<u>\$ 10,451,386</u>	<u>\$ -</u>
Administrative Salaries	\$ 237,317	\$ 284,595	\$ (47,278)		\$ 284,595	\$ -
Auditing Fees	104,709	18,160	86,549		18,160	-
Management Fee	187,505	165,748	21,757		165,748	-
Bookkeeping Fee	-	-	-		-	-
Employee Benefits Contributions - Administrativ	73,312	145,142	(71,830)		145,142	-
Office Expenses	157,813	7,800	150,013		7,800	-
Legal Expense	-	11,000	(11,000)		11,000	-
Travel	2,677	600	2,077		600	-
Other	18,666	38,300	(19,634)		38,300	-
Tenant Services - Other	-	-	-		-	-
Water	36	1,700	(1,664)		1,700	-
Electricity	910	22,600	(21,690)		22,600	-
Gas	46	5,000	(4,954)		5,000	-
Other Utilities Expense	-	400	(400)		400	-
Ordinary Maintenance and Operations - Contrac	27,530	-	27,530		-	-
Protective services - Other Contract Costs	362	-	362		-	-
Property Insurance	313	-	313		-	-
Liability Insurance	15,464	14,767	697		14,767	-
Workers Compensation	3,006	7,524	(4,518)		7,524	-
Other General Expenses	28,425	80,570	(52,145)		80,570	-
Compensated Absences	-	-	-		-	-
Housing Assistance Payments	8,964,435	9,585,648	(621,213)		9,585,648	-
Bad Debt - Tenant Rents	-	-	-		-	-
Interest Expense	-	-	-		-	-
Total Operating Expenses	<u>\$ 9,822,525</u>	<u>\$ 10,389,554</u>	<u>\$ (567,029)</u>		<u>\$ 10,389,554</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 573,574</u>	<u>\$ 61,832</u>	<u>\$ 511,742</u>		<u>\$ 61,832</u>	<u>\$ -</u>

**Lansing Housing Commission  
Budget vs. Actual  
Shelter Plus Care  
For the Period Ending June 30, 2016**

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 287,167	\$ 343,986	\$ (56,819)		\$ 343,986	\$ -
			-			-
			-			-
Total Operating Revenue	<u>\$ 287,167</u>	<u>\$ 343,986</u>	<u>\$ (56,819)</u>		<u>\$ 343,986</u>	<u>\$ -</u>
Administrative Salaries	\$ 12,349	\$ -	\$ 12,349		\$ -	\$ -
Auditing Fees	-	-	-		-	-
Management Fee	-	-	-		-	-
Bookkeeping Fee	-	-	-		-	-
Employee Benefits Contributions - Administrativ	-	-	-		-	-
Office Expenses	-	-	-		-	-
Legal Expense	-	-	-		-	-
Travel	-	-	-		-	-
Other	-	-	-		-	-
Tenanat Services - Other	-	-	-		-	-
Water	-	-	-		-	-
Electricity	-	-	-		-	-
Gas	-	-	-		-	-
Other Utilities Expense	-	-	-		-	-
Ordinary Maintenance and Operations - Contrac	-	-	-		-	-
Protective services - Other Contract Costs	-	-	-		-	-
Property Insurance	-	-	-		-	-
Liability Insurance	-	-	-		-	-
Workers Compensation	-	-	-		-	-
Other General Expenses	-	-	-		-	-
Compensated Absences	-	-	-		-	-
Housing Assistance Payments	257,811	343,986	(86,175)		343,986	-
Bad Debt - Tenant Rents	-	-	-		-	-
Interest Expense	-	-	-		-	-
Total Operating Expenses	<u>\$ 270,160</u>	<u>\$ 343,986</u>	<u>\$ (73,826)</u>		<u>\$ 343,986</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 17,008</u>	<u>\$ -</u>	<u>\$ 17,008</u>		<u>\$ -</u>	<u>\$ -</u>

**Lansing Housing Commission**  
**1010 Mt. Vernon Park**  
**Balance Sheet for June 2016**

	Period Amount	Balance
<b>ASSETS</b>		
1010-0000-111101 General Fund Checking	-	-
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	(611,231.42)	913,377.99
1010-0000-112200 Accounts Receivable	1,116.00	10,971.01
1010-0000-112201 Allowance for Doubtful Accounts	57.00	(143.00)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	119.38
1010-5005-115700 Intercompany	677,892.41	(244,193.17)
1010-0000-116201 Investments Savings	-	126,543.95
1010-0000-121100 Prepaid Insurance	(4,149.85)	7,530.00
1010-0000-140000 Land	-	245,012.00
1010-3000-144000 Construction in Progress	-	905,378.90
1010-0000-146000 Dwelling Structures	-	10,175,717.75
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	1,894.32	399,731.70
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	(26,001.52)	(8,651,128.48)
1010-1010-148100 Accumulated Depreciation-Build	(2,939.00)	(60,915.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(1,411.00)
1010-0000-150300 Deferred Outflow - MERS	-	36,959.00
<b>TOTAL ASSETS</b>	<b>36,637.94</b>	<b>4,417,290.99</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	220,065.00
1010-0000-200300 Pension Liability	-	265,739.00
1010-0000-211100 Accounts Payable	3,181.84	390.52
1010-0000-211400 Tenant Security Deposits	(25.00)	19,812.00
1010-0000-211415 Tenant Security Deposit - Scattered Site	-	142.00
1010-0000-211999 Tenant Refunds	(160.00)	6,212.44
1010-0000-212000 Accrued Payroll	9,186.00	9,186.00
1010-0000-213500 Accrued Comp Absences - Curr	-	6,618.39
1010-0000-213700 Payment in Lieu of Taxes	-	16,071.62
1010-0000-214000 Accrued Comp Absences - non curr	-	3,032.23
1010-0000-260600 Note Payable Non Curr - PNC	(2,220.53)	473,252.18
1010-0000-260601 Note Payable - Curr - PNC	-	25,000.00
<b>TOTAL LIABILITIES</b>	<b>9,962.31</b>	<b>1,045,521.38</b>
<b>EQUITY</b>		
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	26,675.63	(37,219.78)
1010-1010-282000 Income and Expense Clearing	-	(19,356.80)
1010-3000-282000 Income and Expense Clearing	-	551,356.69
<b>TOTAL EQUITY</b>	<b>26,675.63</b>	<b>3,371,769.61</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>36,637.94</b>	<b>4,417,290.99</b>

**Lansing Housing Commission**  
**1020 Hildebrandt Park**  
**Balance Sheet for June 2016**

	Period Amount	Balance
<b>ASSETS</b>		
1020-0000-111101 General Fund Checking	(96.63)	(96.63)
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	(12,688.13)	156,269.69
1020-0000-112200 Accounts Receivable	367.63	11,245.70
1020-0000-112201 Allowance for Doubtful Accounts	(969.00)	(808.00)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	119.38
1020-5005-115700 Intercompany	174,062.67	31,989.57
1020-0000-116201 Investments Savings	-	126,543.95
1020-0000-121100 Prepaid Insurance	(3,609.93)	6,598.00
1020-0000-140000 Land	-	389,091.00
1020-3000-144000 Construction in Progress	121,606.86	813,203.25
1020-0000-146000 Dwelling Structures	-	13,258,687.96
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	106,438.65
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	(26,562.13)	(10,849,545.45)
1020-1020-148100 Accumulated Depreciation-Build	(4,904.00)	(91,593.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(12,401.00)
1020-0000-150300 Deferred Outflow - MERS	-	30,951.00
<b>TOTAL ASSETS</b>	<b><u>247,207.34</u></b>	<b><u>4,883,085.07</u></b>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	115,195.00
1020-0000-200300 Pension Liability	-	222,539.00
1020-0000-211100 Accounts Payable	4,790.64	475.72
1020-0000-211400 Tenant Security Deposits	150.00	24,536.00
1020-0000-211999 Tenant Refunds	-	5,770.13
1020-0000-212000 Accrued Payroll	6,268.00	6,268.00
1020-0000-213400 Utility Accrual	-	0.01
1020-0000-213500 Accrued Comp Absences - Curr	-	9,776.13
1020-0000-213700 Payment in Lieu of Taxes	-	10,610.76
1020-0000-214000 Accrued Comp Absences - non curr	-	4,478.95
1020-0000-260600 Note Payable Non Curr - PNC	(3,700.89)	790,356.25
1020-0000-260601 Note Payable - Curr - PNC	-	41,000.00
<b>TOTAL LIABILITIES</b>	<b><u>7,507.75</u></b>	<b><u>1,231,005.95</u></b>
<b>EQUITY</b>		
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	239,699.59	(78,143.99)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	95,034.61
<b>TOTAL EQUITY</b>	<b><u>239,699.59</u></b>	<b><u>3,652,079.12</u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>247,207.34</u></b>	<b><u>4,883,085.07</u></b>

**Lansing Housing Commission  
1080 LaRoy Froh Townhomes  
Balance Sheet for June 2016**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1080-0000-111101 General Fund Checking	-	-
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	693,172.04	947,996.65
1080-0000-112200 Accounts Receivable	(1,392.14)	10,084.39
1080-0000-112201 Allowance for Doubtful Accounts	(788.67)	(1,588.67)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-114500 Accrued Interest Receivable	-	119.39
1080-5005-115700 Intercompany	(569,707.35)	174,817.44
1080-0000-116201 Investments Savings	-	126,543.95
1080-0000-121100 Prepaid Insurance	(4,925.92)	8,759.00
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	(34,156.54)	160,364.02
1080-0000-146000 Dwelling Structures	-	12,266,051.84
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	98,932.65
1080-0000-148100 Accumulated Depreciation-Build	(21,243.91)	(9,656,100.52)
1080-1080-148100 Accumulated Depreciation-Build	(2,893.00)	(61,351.00)
1080-0000-150300 Deferred Outflow - MERS	-	40,017.00
<b>TOTAL ASSETS</b>	<b><u>58,064.51</u></b>	<b><u>5,162,786.14</u></b>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	185,491.00
1080-0000-200300 Pension Liability	-	287,723.00
1080-0000-211100 Accounts Payable	10,931.24	340.02
1080-0000-211400 Tenant Security Deposits	208.00	29,625.00
1080-0000-211999 Tenant Refunds	-	3,837.38
1080-0000-212000 Accrued Payroll	8,314.00	8,314.00
1080-0000-213500 Accrued Comp Absences - Curr	-	11,437.55
1080-0000-213700 Payment in Lieu of Taxes	-	11,663.96
1080-0000-214000 Accrued Comp Absences - non curr	-	5,240.14
1080-0000-260600 Note Payable Non Curr - PNC	(2,186.10)	466,435.44
1080-0000-260601 Note Payable - Curr - PNC	-	24,000.00
<b>TOTAL LIABILITIES</b>	<b><u>17,267.14</u></b>	<b><u>1,034,107.49</u></b>
<b>EQUITY</b>		
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	40,797.37	(480,420.37)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	156,740.49
<b>TOTAL EQUITY</b>	<b><u>40,797.37</u></b>	<b><u>4,128,678.62</u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>58,064.51</u></b>	<b><u>5,162,786.11</u></b>

**Lansing Housing Commission  
1090 South Washington Park  
Balance Sheet for June 2016**

	Period Amount	Balance
<b>ASSETS</b>		
1090-0000-111101 General Fund Checking	-	(13,036.88)
1090-0000-111102 Cash-Security Deposits	-	18,649.00
1090-0000-111111 Chase Checking	502,949.27	894,951.37
1090-0000-112200 Accounts Receivable	(4,538.50)	11,986.80
1090-0000-112201 Allowance for Doubtful Accounts	(461.87)	(661.87)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	119.39
1090-5005-115700 Intercompany	(479,810.81)	9,277.57
1090-0000-116201 Investments Savings	-	126,543.96
1090-0000-121100 Prepaid Insurance	(2,929.32)	5,653.00
1090-0000-140000 Land	-	231,584.00
1090-0000-144000 Construction in Progress	-	6,450.00
1090-3000-144000 Construction in Progress	-	16,697.40
1090-0000-146000 Dwelling Structures	-	10,541,044.56
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	241,669.71
1090-0000-148100 Accumulated Depreciation-Build	(18,810.02)	(8,238,999.65)
1090-1090-148100 Accumulated Depreciation-Build	(660.00)	(13,992.00)
1090-0000-150300 Deferred Outflow - MERS	-	36,884.00
<b>TOTAL ASSETS</b>	<b>(4,261.25)</b>	<b>3,993,542.36</b>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	114,595.00
1090-0000-200300 Pension Liability	-	265,195.00
1090-0000-211100 Accounts Payable	12,330.10	8,923.59
1090-0000-211400 Tenant Security Deposits	1,169.00	17,901.00
1090-0000-211999 Tenant Refunds	25.00	10,130.49
1090-0000-212000 Accrued Payroll	7,522.99	7,243.00
1090-0000-213500 Accrued Comp Absences - Curr	-	12,066.60
1090-0000-213700 Payment in Lieu of Taxes	-	22,414.73
1090-0000-214000 Accrued Comp Absences - non curr	-	5,528.33
1090-0000-260600 Note Payable Non Curr - PNC	(499.19)	106,792.15
1090-0000-260601 Note Payable - Curr - PNC	-	5,000.00
<b>TOTAL LIABILITIES</b>	<b>20,547.90</b>	<b>575,789.89</b>
<b>EQUITY</b>		
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	(24,809.15)	(103,577.05)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	325,652.02
<b>TOTAL EQUITY</b>	<b>(24,809.15)</b>	<b>3,417,752.47</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(4,261.25)</b>	<b>3,993,542.36</b>



**Lansing Housing Commission  
5005 Central Office Cost Center  
Balance Sheet for June 2016**

	Period Amount	Balance
<b>ASSETS</b>		
5005-0000-111105 LHC-Payroll Account	(3,521.58)	33,562.06
5005-0000-111111 Chase Checking	407,147.71	356,087.28
5005-0000-112500 Accounts Receivable HUD	-	-
5005-0000-112954 Accounts Receivables-Misc	-	51,000.00
5005-0000-115700 Intercompany	-	(2,176.26)
5005-1010-115700 Intercompany	(677,892.41)	244,193.17
5005-1020-115700 Intercompany	(174,062.67)	(31,989.57)
5005-1030-115700 Intercompany	-	-
5005-1060-115700 Intercompany	-	-
5005-1080-115700 Intercompany	569,707.35	(174,817.44)
5005-1090-115700 Intercompany	479,810.81	(9,277.57)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	332,493.97	(109,385.81)
5005-8002-115700 Intercompany	(1,107,113.85)	(156,522.66)
5005-8003-115700 Intercompany	-	-
5005-8004-115700 Intercompany	350,541.51	293,299.67
5005-8005-115700 Intercompany	(49,600.00)	(47,538.57)
5005-8010-115700 Intercompany	(61,450.32)	98,500.00
5005-8020-115700 Intercompany	-	2,604.20
5005-8021-115700 Intercompany	(58,538.93)	(21,473.61)
5005-9101-115700 Intercompany	20.00	48,775.87
5005-0000-121100 Prepaid Insurance	15,326.92	18,531.00
5005-0000-140000 Land	-	190,000.00
5005-0000-146000 Dwelling Structures	-	720,763.72
5005-0000-146500 Dwelling Equipment - Ranges &	-	388,030.26
5005-0000-148100 Accumulated Depreciation-Build	(9,112.04)	(773,927.83)
5005-0000-150101 Other Assets	-	-
5005-0000-150102 Investment in OG	12,177.00	203,695.00
5005-0000-150300 Deferred Outflow - MERS	-	25,877.00
<b>TOTAL ASSETS</b>	<b>25,933.47</b>	<b>2,227,300.91</b>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	108,587.00
5005-0000-200300 Pension Liability	-	186,051.00
5005-0000-211100 Accounts Payable	(4,136.98)	764.98
5005-0000-211704 Health Insurance W/H	(888.39)	(4,285.52)
5005-0000-212000 Accrued Payroll	7,921.75	11,639.00
5005-0000-213500 Accrued Comp Absences - Curr	-	18,046.92
5005-0000-214000 Accrued Comp Absences - non curr	-	8,268.21
5005-0000-260700 Note Payable Non Curr - Davenport	-	475,879.18
5005-0000-260701 Note Payable - Curr - Davenport	-	47,000.00
<b>TOTAL LIABILITIES</b>	<b>2,896.38</b>	<b>851,950.77</b>
<b>EQUITY</b>		
5005-0000-280100 Invest C	-	262,161.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	23,037.09	1,017,967.62
5005-3000-282000 Income and Expense Clearing	-	(227,457.48)
<b>TOTAL EQUITY</b>	<b>23,037.09</b>	<b>1,375,350.14</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>25,933.47</b>	<b>2,227,300.91</b>

**Lansing Housing Commission  
Housing Choice Voucher  
Balance Sheet for June 2016**

	Period Amount	Balance
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	325,035.77	305,953.52
8002-0000-111111 Chase Checking	(1,049,542.21)	1,179,486.51
8004-0000-111111 Chase Checking	415,506.01	-
8002-0000-112954 Accounts Receivables-Misc	850.00	850.00
8001-5005-115700 Intercompany	(332,493.97)	109,385.81
8002-5005-115700 Intercompany	1,107,113.85	156,522.66
8004-5005-115700 Intercompany	(350,541.51)	(293,299.67)
8001-0000-121100 Prepaid Insurance	(1,275.58)	2,548.00
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	(68.42)	(26,891.06)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	38,100.00
<b>TOTAL ASSETS</b>	<b>114,583.94</b>	<b>1,500,251.77</b>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	-	310,626.00
8001-0000-200300 Pension Liability	-	273,937.00
8001-0000-211100 Accounts Payable	(20,060.68)	28.85
8002-0000-211100 Accounts Payable	(59.00)	-
8002-8002-211100 Accounts Payable	(2,282.95)	-
8001-0000-212000 Accrued Payroll	11,261.99	10,982.00
8001-0000-213500 Accrued Comp Absences - Curr	-	17,559.04
8001-0000-214000 Accrued Comp Absences - non curr	-	8,044.70
<b>TOTAL LIABILITIES</b>	<b>(11,140.64)</b>	<b>621,177.59</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(322,247.00)
8001-0000-282000 Income and Expense Clearing	(3.51)	159,892.40
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	60,763.59	20,081,123.96
8002-8002-282000 Income and Expense Clearing	-	(19,353,621.79)
8004-8004-282000 Income and Expense Clearing	64,964.50	(293,299.67)
<b>TOTAL EQUITY</b>	<b>125,724.58</b>	<b>879,074.18</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>114,583.94</b>	<b>1,500,251.77</b>

**Lansing Housing Commission  
Shelter Plus Care  
Balance Sheet for June 2016**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
8021-0000-111111 Chase Checking	-59,364.00	4,115.21
8021-0000-112500 Accounts Receivable HUD	-	-
8020-5005-115700 Intercompany	-	(2,604.20)
8021-5005-115700 Intercompany	58,538.93	21,473.61
<b>TOTAL ASSETS</b>	<u>(825.07)</u>	<u>22,984.62</u>
<b>LIABILITIES</b>		
8020-0000-200000 OPEB Liability	-	4,228.00
8021-8021-211100 Accounts Payable	-	-
8021-0000-213500 Accrued Comp Absences - Curr	-	1,199.20
8021-0000-214000 Accrued Comp Absences - non curr	-	549.41
<b>TOTAL LIABILITIES</b>	<u>-</u>	<u>5,976.61</u>
<b>EQUITY</b>		
8021-0000-280500 Unrestricted Net Assets	-	(40,523.00)
8020-0000-282000 Income and Expense Clearing	-	(6,832.20)
8021-0000-282000 Income and Expense Clearing	(825.07)	618,561.72
8021-8021-282000 Income and Expense Clearing	-	(554,198.51)
<b>TOTAL EQUITY</b>	<u>(825.07)</u>	<u>17,008.01</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>(825.07)</u>	<u>22,984.62</u>



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July 27, 2016

## HONORABLE MEMBERS IN SESSION

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### SUBJECT:

**June 2016 Housing Choice Voucher Monthly Report**

### CONTACT PERSON:

Kim Shirey  
HCV Supervisor

### **Family Self Sufficiency:**

There are 23 participants. Additional outreach is continuing by sending documents with all annual recertification's as well as making documents available for walk-in participants. This will continue until we meet our goal of 38 total participants.

### **HCV Orientations:**

LHC had zero (0) orientation during the month of June and issued zero (0) vouchers.

### **Waiting List:**

The waiting list was open from May 25, 2016 thru June 1, 2016. LHC received 2,755 applications. A random lottery selection was completed and 450 applicants were selected. The first 100 applicants were mailed documents to begin processing their applications on June 6, 2016. The first orientation for this waiting list was scheduled for July 12, 2016, with a second one scheduled for July 26, 2016.

### **Department Initiatives:**

There are 155 active participants in the HUD VASH Program. Fourteen (14) Veterans are currently searching for housing and 139 Veterans are housed. Two (2) referrals were received during this reporting period, which required one (1) VASH orientation for the month of June.

### **Voucher Utilization**

May Voucher Program Total Units	1700
May Traditional HCV Utilization	1437
May % Utilized Units	85%





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June Voucher Program Total Units	1700
June Traditional HCV Utilization	1550
June % Utilized Units	91%

#### **Voucher Disbursement**

HUD May HAP Disbursement	\$778,430
LHC May HAP/UAP Disbursement	\$755,474
% Voucher Funding Utilization	97%

HUD June HAP Disbursement	\$778,430
LHC June HAP/UAP Disbursement	\$752,798
% Voucher Funding Utilization	97%

Based on HUD's standard LHC's Voucher utilization is Optimized.

#### **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 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 May, a quality control was conducted on six (6) 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.

##### **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







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based on an internal review. Based on the internal review, LHC has 20 points out of 20 are self-scored as fourteen (14) file reviews were conducted for the month of June. LHC is required to complete 26 file reports over the course of the fiscal year. Therefore, LHC is on track to receive the full 20 points at the end of the fiscal year which is June 2016.

#### Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 1/1/16. 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.

#### 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 ten (10) quality control inspections were conducted. A total of 54 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	5

#### 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 (37) 24-hour deficiencies and (16) 30 day deficiencies. All corrected, abated, or terminated as necessary.





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#### 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 standards 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.

2016 FMR's were approved by the Board to take effect 3/1/16.

#### 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 June the reporting rate is 96%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

#### 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





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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 97%. 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.

#### Program Utilization

PIC Scoring	Internal Scoring
N/A	20







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#### **Indicator 14-Family Self Sufficiency**

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 23 slots/households or (61%) 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	8

Currently 35% 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 5/31/16





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July 27, 2016

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**June 2016 Asset Management Monthly Report**

### **CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director

### **OVERVIEW:**

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 95% (not including the modernization units) and 96% including the modernization units, at the end of June. LHC Unit Months Leased ("UML") occupancy rate was 790 or 95%. LHC continues to strive to increase and maintain a 97% occupancy level which exceeds the 96% recovery plan occupancy goal.

**Mt. Vernon Park** occupancy was 98% at the end of June. There were two (2) move in's, one (1) resident moved out and one (1) unit transfer. Zero applicants turned in the application packet from the last pull. Mt. Vernon will pull new applications next week. The UML was 199 which equals a 99% UML occupancy rate.

**Hildebrandt Park** occupancy was 99% at the end of June. There are six (6) kitchens and bath units in MOD status and two (2) units with chronic wet below grade water issues. The occupancy rate is 99% including kitchen and bath units. 20 applications were returned from the most recent application pull. Hildebrandt Park will pull more applicants next week from the waiting list. The UML was 210 which equals a 95% UML occupancy rate.

**LaRoy Froh** occupancy was 94% at the end of June. There were seven (7) move ins and five (5) move outs. With three (3) units that have long term water issues, one (1) fire unit and one (1) Kitchen and bath MOD unit LaRoy Froh occupancy is at 96%.





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Five (5) applicants are approved and ready to move in when units become available. The UML was 196 which equals a 92% UML rate.

**South Washington Park occupancy** was 90% at the end of June. There were three (3) move ins, four (4) residents moved out, nine (9) evictions (2 for Lease violations, 6 for Non-payment of rent and one (1) moved prior to the eviction (which was in the court process) and two (2) unit transfers. There is one (1) unit in modernization status. The wait list at South Washington Park had 78 applicants as of June 27, 2016. 32 applications are being processed from the last application pull, 10 applications were sent out to the HARA qualifying list. Our UML was 185 giving us a 93% occupancy rate.

#### OCCUPANCY:

Site	Total Number of Units	Total Occupied Units	UML Occupied 1st day of month	Gross Occupancy	UML Rate	Move Ins	Move Outs	Transfer Units
Mt Vernon	202	198	199	98%	99%	0	2	1
Hildebrandt	220	210	210	95%	95%	3	4	1
LaRoy Froh	213	198	196	93%	92%	7	5	0
S. Washington	198	179	185	91%	93%	3	13	2
<b>Totals</b>	<b>833</b>	<b>785</b>	<b>790</b>	<b>95%</b>	<b>95%</b>	<b>13</b>	<b>24</b>	<b>4</b>

#### Rent Collection:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 35,822.00	\$ 38,252.00	\$ (2,430.00)	107%
Hildebrandt	\$ 35,234.00	\$ 39,965.00	\$ (4,731.00)	113%
LaRoy Froh	\$ 33,811.00	\$ 36,037.22	\$ (2,226.22)	107%
S. Washington	\$ 32,637.00	\$ 29,556.37	\$ 4,362.00	91%
<b>Totals</b>	<b>\$137,504.00</b>	<b>\$ 143,810.59</b>	<b>\$ (6,306.59)</b>	<b>105%</b>







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### **WORK ORDER OVERVIEW**

Work orders are a major concern. Unless there has been a recent city inspection, REAC inspection or 100% inspection by LHC the open work order status should never exceed 50 per AMP. During the month of June, we had 3 additional maintenance staff work at Hildebrandt Park, Mt. Vernon Park and LaRoy Froh to close out old work orders.

Hildebrandt Park closed out 258 old work orders leaving them with 185 open work orders.

Mt. Vernon Park closed out 129 old work orders leaving them with 44 open work orders. In addition to the work orders being closed they were able to complete 129 unit preps for REAC inspection.

LaRoy Froh had the 3 additional staff members rehab 5 units for families to move into. In August 3 additional staff will assist in closing out old work orders.

S. Washington Park closed 31 work orders with 1 senior maintenance staff on the site for 2 weeks of the time.

### **Mt. Vernon Vacant Unit Status:**

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Comments or reason for length of status
3111 Young	8/1/16	8/1/16	Yes	Tenant transferred on 6/17/16 and didn't give keys back. Tenant currently left a bunch of furniture in the unit on all levels.
3816 Wilson	7/12/16	7/12/16	Yes	Vacant since 5/4/16
4237 Balmoral	7/18/16	7/18/16	No	Vacant since 6/3/16- (Contractor pulled out





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4321 Courtland	8/15/16	8/15/16	Yes	due to working on units for area sister properties). As of 7/11/16 a new contractor is working to get this unit turned for move-in Vacant since 6/28/16. (Contractor pulled out due to working on units for area sister properties). New Contractor only has the availability to turn one unit at a time but will turn it after completing 3111 Young.
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#### Hildebrandt Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Comments or reason for length of status
319 Hylewood	MOD STATUS REQUESTED			
315 Hylewood	MOD STATUS REQUESTED			
3130-B Turner	Make Ready	7-20-16	No	Kitchen and Bath Unit Vacant- 3-29-16
3214-A Turner	Make Ready	7-20-16	No	Kitchen and Bath Unit Vacant 3-29-16 (Transfer)
3126-C Turner	Make Ready	7-27-16	No	Kitchen and Bath Unit Vacant – 4-18-16 (Transfer)
1940 Hoyt	Make Ready	7-22-16	No	Unit Vacant 6-22-16
1912 Hoyt	Lease Ready	7-15-16	Yes	Unit Vacant 6-13-16





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3202-B Turner	Make Ready	8-20-16	No	Kitchen and Bath Unit Vacant 6-7-16
3114-B Turner	Make Ready	8-20-16	No	Kitchen and Bath Unit Vacant 6-9-16
3212-B Turner	Make Ready	8-20-16	No	Kitchen and Bath Unit Vacant 6-17-16

**LaRoy Froh Vacant Unit Status:**

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
42615	UNIT		N	RFP published 6-13-16
45022	MOLD UNIT		N	RFP published 6-13-16
45018	MOLD UNIT		N	RFP published 6-13-16
56519	FIRE UNIT		N	MOD status for fire rehab
72446	Kitchen and bath		N	Still vacant Vacant date of 5/03/16.
82511	Lease ready	6/1/2016	N	Transfer unit
72536	Lease ready		Y	Moving in 7/15/16 Vacant date 6-8-16
55800	Make ready	7/30/16	N	Needs to be made ready Vacant date .6/8/16
72314	Make ready	7/4/2016	N	Needs to be made ready





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				Still vacant Vacant date of 4-4-16.
84106	Lease ready	7/4/2016	y	7-15-16 Move in date Vacant date of 4-6-16.
116215	Lease ready	7/25/16	N	Move in date 7/15/16 . still vacant Vacant date of 4-22-16.
72526	Make ready	7/30/16	N	Needs to be made ready Vacant date 6/6/16
113423	Lease ready	7/25/16	Y	Move in 7/15/16 Vacant date 5-4-16
72520	Make ready	7/25/16	N	Vacant date 5/23/16
5127	Make ready	7/30/16	N	Vacant date 7/1/16

**South Washington Park Vacant Unit Status:**

Unit	Make ready/Lease ready	Projected or actual lease up date	Security deposit received	Comments/reason for length
10521	-	-	-	MOD demo dispo request
10515	Lease Ready	7-21-16	n	Working on app from recent pull vacant date 4-8-16







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10312	Lease Ready	7-21-16	N	Working on app from recent pull vacant date 4-12-16
10205	Lease Ready	7-21-16	n	Working on app from recent pull vacant date 4-21-16
10203	Lease Ready	7-21-16	n	Working on app from recent pull vacant date 4-25-16
10535	Lease Ready	7-21-16	n	Working on r app from recent pull Vacant date 5-9-16
10328	Lease Ready	7-21-16	n	Working on app from recent pull Vacant date 5-13-16
10517	Lease Ready	7-21-16	n	Working on app from recent pull Vacant date: 5-16-16
10400	Lease Ready	7-21-16	n	Working on app from recent pull Vacant date: 6-2-16
10317	Lease Ready	7-21-16	n	Working on app from recent pull Vacant date: 6-9-16
10425	Lease Ready	7-21-16	n	Working on from recent pull Vacant date: 6-14-16
10540	Make Ready	7-28-16	n	Working on p from recent pull Vacant date: 6-6-16
10433	Make Ready	7-28-16	n	Working on app from recent pull Vacant date: 6-23-16
10519	Make Ready	7-28-16	n	Looking for app from recent pull Vacant date: 6-23-16







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10516	Make Ready	7-28-16	n	Working on app from recent pull Vacant date: 6-30-16
10113	Make Ready	7-28-16	n	Working on app from recent pull Vacant date: 6-7-16
10209	Make Ready	7-28-16	n	Working on app from recent pull Vacant date: 6-6-16
10337	Make Ready	7-28-16	n	Working on app from recent pull Vacant date: 6-9-16



Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
The Board becomes more prepared to perform its fiduciary duty of overseeing the finances of the PHA. The Board participates in trainings for capacity building, Board roles and responsibilities, and PHA financial management.	LHC Board, Executive Director, PHM & PHA	The board has <b>completed</b> HUD's Lead The Way Training. HUD provided board training on August 26, 2015. 4 of five board members have completed NAHRO's training
PHA must have 15 points out of 25 to pass the Finance Indicator. PHA must have 15 points out of 25 to pass the Management Indicator. PHA must have 25 points out of 40 to pass the Physical Indicator. - 2016 Audit, 2017 audit.	Executive Director - All Staff	The 2015 Audit <b>has not</b> been scored. The 2016 audit will be completed by March 31, 2017
PHA must maintain an occupancy rate of 96.0% - May 2016 Forward	Executive Director, Asset Management Director, PHM, PHA, Maintenance TEAM	The Agency's Occupancy Rate for May was 96% including units in modernization status
Increase Occupancy to 94% Feb 28, 2016,	Director of Asset Management, PHM & PHA	February's occupancy <b>exceeds</b> 94%
Increase Occupancy to 94.5% March 30, 2016,	Director of Asset Management, PHM & PHA	March's occupancy rate <b>exceeds</b> 94.5%
Increase Occupancy to 95.0% April 30, 2016	Director of Asset Management, PHM & PHA	LHC's ability to achieve this goal has been negatively impacted by S. Washington Park and LaRoy Froh. South Washington experienced a number of move outs because of lease violations, and evictions related to illegal activity. When LaRoy Froh puts units into Modernization status the overall goal of

## Recovery Plan Timetables, Deliverables and Assignments

Objective	Responsible Entity	Status
Increase Occupancy to 96.0% May 31, 2016,	Director of Asset Management, PHM & PHA	LaRoy Froh and S. Washington's occupancy level is below 96%. Hildebrandt and Mt. Vernon's occupancy rates exceed 96%. The overall agency occupancy rate is 96%. LHC is striving to improve the occupancy rate of every development to 96%. Given the criminal issues associated with S. Washington and the negative publicity attaining 96% occupancy is a stretch. However, Laroy Froh will attain 96% by the July report.
Maintain Occupancy at 96.0% June 30, 2016.	Director of Asset Management, PHM & PHA	<b>LHC's overall occupancy rate for June is 96% including units in modernization status. However, both South Washington and LaRoy Froh are not at 96% occupancy. Evictions exceeded new move in's at South Washington as a result of evictions and voluntary move outs related to criminal activity and lease non compliance. We expect to see occupancy begin to tick up in September 2016. LaRoy Froh occupancy will begin to increase in August 2016. LHC's goal continues to be to achieve 96%+ occupancy overall and by site as well.</b>
Complete the 2015 Annual Certified Audit before March 31, 2016 Submission Deadline	Executive Director and Finance TEAM	2015 Annual Certified audit was submitted by the March 31, 2016 deadline

Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
The finance committee comprised of current Board members Ryan Robinson and Emma Koppleman-Helvey, and past member Ben Bakken will "specialize" in reviewing financial reports and providing feedback about the finances to the balance of the Board on a monthly basis commencing April 30, 2016.	Executive Director and Finance Team	The Board <b>established</b> a Finance Team. The team's June monthly meeting was conducted on June 28, 2016.
The Board, guided by the Finance Committee shall review the annual audit and track the correction of findings and management letter issues (if any). Completion no later than 6/30/2017)	Executive Director and Finance Team	The 2015 Audit work plan is attached
Commission staff will provide updated financial policies and written procedures to HUD which will incorporate recommendations identified in the financial review conducted by the DEC by July 31, 2016 or 45 days after receipt.	Executive Director	
The 1st Policy and/or SOP will be submitted, for approval, to the Board at the March meeting. Subsequent policies will be submitted monthly at each board meeting for approval until all internal control policies are completed. March 2016-June 2017	Executive Director	<b>Managers and Assistant managers were trained to receipt and deposit cash on site in June</b>

Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
The Executive Director and financial management staff will receive training from Dickey May and (outside finance team). HUD Assistance is requested in this area and PHA staff will attend outside trainings on PHA Budgeting, Finance and Accounting sponsored by entities such as Casterline and Asher. March 2016-June 30, 2017	Finance Staff	Dickey May trained both site staff and finance staff on budget preparation and completion. <b>During the Months of July and August Mr. May will train site managers and Assistant managers on how to read and understand budgets vs. actual expenditures and how to manage and identify trends.</b>
HUD assistance will be and has been requested for Finance and Accounting training, policies and procedures.	Executive Director and Finance Staff	LHC's request was submitted in 2015. HUD field Office requested assistance as well
Monthly Finance statements will be prepared for each board meeting beginning with the April 2016 meeting.	Executive Director and Finance Team	<ol style="list-style-type: none"> <li>1. The 1st finance report was provided at the February, 2016 Board Meeting reflecting January financial information.</li> <li>2. The February Finance report was provided at the March, 2016 Board meeting.</li> <li>3. The March Finance Report is included in the April 2016 meeting packet.</li> <li>4. The April Finance Report was included in the May Board meeting packet.</li> <li>5. The May Finance Reports are included in June's Board Packet and the reports were discussed and thoroughly reviewed with the finance committee. This goal is on target.</li> <li>6. <b>The June Finance committee was conducted on June 28, 2016. The finance reports were provided to the board and staff the as in advance of the meeting required. This goal is on target</b></li> </ol>

Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
The Commission shall provide monthly accounting reports to HUD by the 30th of the succeeding month showing assets and liabilities, its year to date balance sheet, revenue and expense statements, and statement of cash flows. All monthly reports shall contain a comparison of budgets to actual costs. April 2016	Executive Director and Finance TEAM	<ol style="list-style-type: none"> <li>1. The January and February finance reports were <b>submitted</b> to HUD in the proscribed format.</li> <li>2. The March Finance report was e-mailed to HUD before April 30th.</li> <li>3. The April Finance report will be e-mailed to HUD by May 30, 2017.</li> <li>4. The May Finance reports were provided to HUD before June 30th. This goal is <b>current</b> and on target.</li> <li>5. <b>The June finance reports will be provided to HUD before July 30, 2016. This goal is on target.</b></li> </ol>
LHC's Annual budget will be submitted to the Board for approval prior to the beginning of the new fiscal year (May, 2016 Board Meeting) and the respective Board resolution form shall be submitted to the HUD Field Office prior to the beginning of the fiscal year, July, 2016	Executive Director and Finance TEAM	The Board approved the resolution to submit the Budget on June 14, 2016. <b>The Budget was be submitted to HUD before July 1, 2016.</b>
The monthly financial statements including a year-to-date budgeted to actual revenue, expense statement and balance sheet shall be prepared by a third party vendor for each AMP and program area for the Board and the AMP managers no later than the 15th day of the succeeding month. April 2016	BDO, Executive Director and Finance Team	BDO prepared the Finance statements .The finance Committee and Manager's received the April, May and June timely. <b>This goal is achieved and on target.</b>
The PHA shall Complete bank reconciliations by the 12th of the succeeding month beginning April 2016	Executive Director, BDO and Finance TEAM	Bank reconciliation are completed in conjunction with the Board Finance Report Preparation. <b>This goal is on target for JUNE and achieved.</b>

Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
Unaudited financials must be submitted no later than 2 months after the Commission's fiscal year end August 31, 2016	Executive Director, BDO and Finance TEAM	LHC staff and BDO have started assembling the documentation needed to submit the unaudited financials before August 31, 2016. We are on target with this goal.
Audited financials must be submitted within 9 months after fiscal year end- March 31, 2017	Executive Director, BDO and Finance TEAM	
The PHA shall strive to receive a standard FASS score and must establish a reasonable plan to achieve and sustain Standard Performer performance scores in FASS. 6/30/2016	Executive Director and Finance TEAM	
The Housing Commission shall effectively create, execute, and maintain plans, policies, and written financial procedures, that provide efficient internal controls process as corroborated in annual independent audit 3/31/17.	Executive Director, BDO and Finance TEAM	
The 3/31/2016 annual certified audit is based on LHC's financial recordkeeping which was maintained by staff and accounting contractors who are no longer are affiliated with LHC. LHC will create and implement policies and standard operating procedures during 2016 which will be corroborated during the 2016 audit, no later than March 2017	Executive Director, BDO and Finance TEAM	

## Recovery Plan Timetables, Deliverables and Assignments

Objective	Responsible Entity	Status
LHC shall document that internal controls have been instituted (SOP's as created monthly - April 2016 forward (as necessary), verify all staff have been trained (signed training acknowledgement of new policies and procedures) on these internal controls, and that said controls are sustainable (we can demonstrate the controls are reasonable given current staffing, oversight by Dickey, Finance Consultant BDO and the Board Finance Committee. This is to include improvement in vendor payment documentation, quality controls, other contract administration, etc.	Executive Director, BDO and Finance TEAM	LHC is working with the Board of Water & Light and Consumers Power (LHC's two largest vendors) to develop an electronic/streamlined billing and payment process. Telephonic meetings are taking place with Consumers Power. Ongoing face to face meetings are occurring with officials of Board of Water & Light.
LHC shall increase reserves by managing expenditures more closely, seeking cost savings by partnering with outside resources and utilizing community funding resources (i.e. Board of Water and Light Energy Savings 15 - 16 on-going), Consumer's energy savings (2015-16 on-going), appliance and furnace replacements, joint venturing with training programs to provide reduced cost labor (6/30/2016 - Brick and Concrete Union), and increasing occupancy to 96%.	Executive Director & Finance TEAM	Board of Water & Light has installed energy saving features, is tuning up furnaces, and continues to install LED lights. <b>The Concrete trades union requested that LHC contact them in August to discuss the proposed MOU... Draft Attached.</b>



Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
The Executive Director will provide the board an organizational structure with position descriptions and performance criteria that provides for project based budgeting, project based accounting, project based management and a project based performance matrix. June 30, 2016	Edward Forrest	The Board received copies of the 2016-17 Budget. When discussing the Budget we reviewed the organizational setup including project based budgeting, accounting and management. We discussed staffing and staff responsibilities but individual job descriptions were not provided. However, job descriptions were and are available for review. A project based performance Matrix will be completed by October 31, 2016
LHC will ensure performance evaluations are conducted for each employee in accordance with LHC policy. (Annually -Year 2016 by 6-30-2016, 2017 by 6-30-17... On-going)	Edward Forrest	1. 100% of staff received performance evaluations during the 2016 fiscal year. 2. On-going annual performance evaluations are on target for fiscal year 2017.
Long-term standard performer or higher for all PHAS indicators - June 30, 2016, June 30, 2017 etc.	Executive Director, All Staff	



## STANDARD OPERATING PROCEDURE

### SITE CASH RECEIPTS

#### PURPOSE:

This Standard Operating Procedure outlines the process for receiving, depositing, recording and filing checks/money orders receipted in the AMP Offices.

1. Check drop box (Designated Staff) or Back up
  - a. Each morning, when the office opens, site staff must empty the drop box and record payment(s) by the close of business that day. Staff must also ensure 100% of the payments are posted the day they are received.
2. Record Cash Receipts (AR Specialist) or Back up
  - a. Apply checks/money orders to tenant's accounts receivable and post transactions
  - b. Print Batch Receipt listings from Elite
  - c. Verify the Batch Receipt listing equals the deposit slip amount
3. Deposit checks/money orders (Designated Staff) or Back up
  - a. Enter (scan) all checks/money orders into check scanner upon close of batch processing from AR specialist or back up
  - b. Provide bank deposit validation, copies of checks/money orders and batch processing prints out to AR Specialist upon completion of scan
4. File (AR Specialist) or Back-up
  - a. File checks/money Orders, deposit slips and all supporting documentation together
  - b. Retain checks/money orders for 90 days
  - c. After 90 days shred all checks/money orders and batch documents

In order to maintain proper internal controls, the staff member that posts payments **cannot** record the payments in elite.



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## 2015 Audit Findings Work Plan

The 2015 Audit of Lansing Housing Commission identified 7 Findings which must be resolved by the Commission. This work plan addresses when and how LHC will resolve the findings:

### Reference Number 2015-001

#### **Finding Type – Material Weakness**

**Criteria** – Key accounting and control procedures should be implemented and in operation to be able to provide timely, accurate, financial information throughout the year.

**Condition** – The Commission failed to implement appropriate key accounting and control procedures. Bank reconciliations were not reconciled in a timely matter throughout the year. Subsidiary ledgers were not reconciled to the general ledger in a timely matter throughout the year. Support for transactions could not be located or was not maintained for an appropriate period of time to be available for review during the audit process. There were incompatible duties performed due to a lack of segregation of duties, both in finance and in the human resources department. Financial records for the year ended June 30, 2015 were not reconciled and ready for the audit process until October 2015.

**Context** – Operating activity was recorded throughout 2015 on an inconsistent basis resulting from a lack of implementation of appropriate accounting and control procedures. The Lansing Housing Commission failed to reconcile the financial information on a timely basis. A contract accountant was hired in May 2015 to be able to reconcile the financial records for 2015.

**Cause** – Appropriate accounting and control procedures were not established by the Lansing Housing Commission to be completed by individuals with the appropriate skill and expertise.

**Effect** – Timely financial information was not available throughout the year due to a lack of appropriate accounting and control procedures. The Lansing Housing Commission hired external accountant in May 2015 to reconcile the financial activity for 2015.







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**Recommendation** – We recommend that management review the current accounting and control procedures in place and identify where key controls should be implemented to ensure that the financial records are properly reconciled throughout the year.

**Views of Responsible Officials and Planned Corrective Actions** – Lansing Housing Commission has contracted with an external accountant to reconcile the financial activity for the year ending 2015 and provide financial oversight thru 2016. A firm has also been hired to provide day to day finance support, ensure timely reconciliation of accounts and Board reports. These two entities will provide full coverage of the finance department through 2016 as the entity continues to seek to hire appropriate finance personnel.

**Proposed Resolution:**

Under the multi-year contract with BDO Finance Associates LLC ("BDO") they will perform accounting tasks related to bank reconciliations, GL and sub-ledger entries and other finance reporting tasks. BDO is an experienced public housing finance consulting agency recognized throughout the industry as an "expert" in public housing accounting and finance rules and regulations. BDO provides a layer of internal controls and separation of duties as required in this finding.

Subsequent to entering into contract with BDO LHC conducted a meeting to ensure deliverables would achieve the objective outlined above. The work-plan as attached addresses this finding. LHC Executive Director will monitor contract performance and provide regular reports to the Finance Committee.

**Reference Number 2015-002**

**Finding Type – Material Weakness**

**Criteria** – Management should accurately record all adjustments for the financial statements in accordance with Generally Accepted Accounting Standards.

**Condition** – A journal entry was necessary to adjust various account balances in order to properly state them as of June 30, 2015

**Context** – One entry was proposed by the auditor and posted by Lansing Housing Commission in order to properly reflect current year activity related to the net pension liability under GASB Statement No. 68. The adjustment affected the net pension liability as well as related expenses and deferred outflows of resources. Lansing





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Housing commission had not utilized the appropriate figures from the GASB 68 actuarial valuation to perform the calculation of the net pension liability.

**Cause** – For certain financial statement accounts, Lansing Housing Commission did not have a system in place to ensure that year-end balances agree to detail and are properly stated.

**Effect** – As a result of this transaction not being properly recorded, several account balances required adjustment as of June 30, 2015. The financial statements were misstated prior to the auditor proposing the entry.

**Recommendation** – Lansing Housing Commission should develop controls to ensure that all appropriate journal entries are made so that ending balances are correct.

**Views of Responsible Officials and Planned Corrective Actions** – 2015 was the 1<sup>st</sup> year of the GASB Statement No. 68 requirement to report net pension liability. However, the calculation of this liability was not reflected in the initial FY2015 trail balance provided to Plante Moran. This calculation was completed by BDO but the required change was recommended by Plante Moran for fair presentation of the 2015 financial statements. This change was shared with BDO to ensure that current GAAP and GASB procedures are utilized to record pension liability on a go forward basis. This liability is updated annually. Documentation to support the calculation is provided by MERS. The calculation will be completed by BDO and recorded prior to submission of the work papers for 2016. LHC is now in compliance with this reporting requirement and will adhere to this requirement going forward.

**Proposed Resolution:**

The Executive Director and Contractor Dickey May will ensure pension liability is properly recorded in LHC's financial records as of June 30, 2016 and going forward.

**Reference Number 2005-3**

**Finding Type – Material Weakness**

**Criteria** – The controls around the IT system should include unique passwords, limiting the usage and the access to the network, firewalls, equipment that is physically secure and safe from hazard, and review the individuals who have access to the general ledger. Documentation of controls should be maintained

**Condition** – The documentation and controls around the IT system are lacking. IT controls are either missing or the implementation is unable to be supported.







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**Context** – Lansing Housing Commission did not fully implement or have oversight of IT controls throughout the fiscal year 2015.

**Cause** – Appropriate IT controls were not established by the Lansing Housing Commission nor were they fully supported by documentation.

**Effect** – The IT system could have been at risk without proper oversight of the IT system.

**Recommendation** – We recommend that management formally document and monitor all IT controls throughout the year.

**Views of Responsible Officials and Planned Corrective Actions** – Subsequent to year end, it was concluded that all financial activity and controls will be maintained at the Administration building of Lansing Housing Commission. Lansing Housing Commission will incorporate controls over the financial use of the IT system.

All IT controls are maintained at the Administration building. LHC Executive Director has met with Providence, (independent IT consultant) and developed a plan to improve the controls around General Ledger/Accounting systems and passwords.

**Proposed Resolution:**

Executive Director has advised Providence her authorization or Deputy Director Forrest's authorization is required for any access changes related to Finance/Accounting Systems. A new hire IT set-up form will be created to authorize Providence to add and delete and change access to LHC's system.

**Reference Number 2015-004 (Repeat Finding)**

**Program Name** – U.S. Department of Housing and Urban Development - Direct programs – Section 8 Housing Choice Vouchers – 14.871

**Pass – through Entity** – not applicable

**Finding Type** – Material Weakness in internal controls over eligibility and material non-compliance with eligibility.

**Criteria** – Under the Housing Choice Voucher Program. The Commission accepts applications for rental assistance, selects applicants for admission, and issues family vouchers confirming eligibility. The Commission pays the owner of the unit that the family leases a portion of the rent (housing assistance payment- HAP) on behalf of the





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family. Under 24 CFR 5.230, 5.609, and 982.516, the Commission must verify and maintain documents supporting family income eligibility. 24 CFR 982.516 (f) requires PHAs to establish procedures that are appropriate and necessary to ensure that income data provided by the applicant or participant families is accurate and complete. Additionally, under 24 CFR 982.503 the Commission must base the subsidy amount based on the payment standard that is set by the PHA between 90 percent and 110 percent of the Fair Market Rent and if payment standard is not between this percentage, HUD approval must be obtained.

**Condition** – Some participant files tested did not include complete information to support eligibility.

**Questioned Costs** – Unknown

**Context** – Sixty files were tested, and the results were as follows:

Two tenant files had insufficient third party detail included in the file to support income reported on HUD-50058.

Three tenant files indicated a HAP payment on the HUD-50058 that did not agree to the HAP payment registers.

Two tenant files did not have sufficient documentation of EIV verification or other required forms.

56 tenant files used a payment standard that was not within the 90 percent and 110 percent threshold of the Fair Market Rate set by HUD and the Commission did not have the proper board approval, as required by HUD.

**Cause and Effect** – The Commission is not completely following the policies and procedures it has in place to ensure proper and timely compliance with regard to tenant rent calculations or eligibility. The Commission could be charging the incorrect amount of rent or could be housing ineligible tenants. Also, the Commission should be following the payment standard that is between 90 and 110 percent of the Fair Market Rent or obtain the proper HUD approval.

**Recommendation** – The Commission should establish procedures to ensure participant eligibility is documented and complete tenant files are maintained and the correct payment standard is being followed. Periodic internal review of tenant files would help identify errors/omissions in a timely manner.







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**Views of Responsible Officials and Planned Corrective Actions – The**

Commission will establish procedures to ensure participant eligibility is documented, complete tenant files are maintained and the correct payment standard is utilized. The Board approved the current (2016) 110% of FMR rent payment standard and will approve future actions.

**Proposed Resolution:**

An HCV Supervisor position was created and filed on October 2015, after completion of the 2015 annual certified audit. HCV Supervisor Kim Shirey is required to audit 5% of new move in files and unit recertification files. LHC is also considering utilizing a 3<sup>rd</sup> party to audit HCV files for compliance. Kim will provide a monthly report on the HCV file audits as a part of the monthly board report.

**Reference Number 2015-005**

**Program Name** – U.S. Department of Housing and Urban Development – Direct programs – Low rent Public Housing and Development – 14.850

**Pass-through Entity** – Not applicable

**Finding Type** – Material Weakness in internal controls over eligibility and material compliance with eligibility requirements.

**Criteria** – Under 24 CFR 5.230, 5.601, 5.609, 960.206, 960.208, 960.253, 960.255, 960.257, and 960.259, the Commission must:

- a. As a condition of admission or continued occupancy, require the tenant and other family members to provide necessary information, documentation, and releases for the Commission to verify income eligibility.
- b. For both family income examinations and re-examinations, obtain and document in the family files third-party verifications of (1) reported family annual income, (2) the value of assets, (3) expenses related to deductions from annual income, and (4) other factors that affect the determination of adjusted income or income based rent.
- c. Determine income eligibility and calculate the tenant's rent payment using documentation from third-party verification.
- d. Select tenants from the public housing waiting list (see Special Tests and Provisions – Public Housing Waiting List).
- e. Re-examine family income and composition at least once every 12 months and adjust the tenant rent and housing assistance payment as necessary using the documentation from third-party verification.





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**Condition** – Some participant files tested did not include complete information to support participant eligibility and/or the level of benefits provided.

**Questioned Costs** – Unknown

**Context** – Sixty tenant files were tested and the results are as follows:

Two tenants had incorrect income calculations related to lack of support maintained for income presented on the HUD-50058.

Two tenants did not have a completed income verification for the annual certification or recertification performed during the year.

**Cause and Effect** – The Commission is not completely following the policies and procedures in place to ensure proper compliance with regard to tenant eligibility requirements. The Commission could be charging the incorrect amount of rent or could be housing ineligible tenants.

**Recommendation** – The Commission should establish procedures to ensure participant eligibility is documented and complete tenant files are maintained. Periodic internal review of tenant files would help identify errors in a timely manner.

**Views of Responsible Officials and Planned Corrective Actions** – The Commission shall strengthen the oversight, increase and number of file reviews conducted and establish and maintain a file quality control process to improve regulatory compliance.

**Proposed Resolution:**

An HCV Supervisor position was created and filed in October 2015, after completion of the 2015 annual certified audit. HCV Supervisor Kim Shirey is required to audit 5% of new move in files and recertification files. Kim will develop an SOP for the quality control process for HCV file audit and provide a copy to the Board of Directors at the June Board Meeting.

**Reference Number 2015-006 (Repeat Finding)**

**Program Name** – U.S. Department of Housing and Urban Development – Direct programs – Public and Indian Housing – Low-Income Public Housing – 14.850

**Pass - through Entity** – Not Applicable







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**Finding Type** – Significant deficiency in internal controls over reporting requirements and material noncompliance with reporting requirements.

**Criteria** – Under 24 CFR section 990.280, the Commission must prepare the form HUD-52722, on an annual basis, to report the Operational Fund calculation of Utility Expense Level (UEL) for each of their projects.

This calculation is used to support the Operating Fund Calculation of Operating Subsidy, which is also reported on an annual basis on form HUD-52723.

**Condition** – The Commission was unable to provide adequate detail to support the amounts reported on the HUD-52722 and HUD-52723 forms.

**Questioned Costs** – None

**Context** – Two HUD-52722 and two HUD-52723 forms were tested out of a total of four forms (of each) submitted during the year for each of the projects. The Commission was not able to provide adequate utility data for either of the two forms tested.

**Cause and Effect** – The Commission does not have adequate controls in place to ensure that reports are supported by accurate data. The subsidy could be calculated incorrectly.

**Recommendation** – The Commission should implement procedures to ensure that report data is adequately supported.

**Views of Responsible Officials and Planned Corrective Actions** – The Commission will implement procedures to ensure report data is adequately supported.

**Proposed Resolution:**

BDO Housing LLC completed the HUD-52722 and two HUD-52723 forms for 2016. Both BDO and LHC maintained a copy of the data used to support these calculations. LHC's Executive Director is responsible for ensuring this data is provided to Plante Moran of the 2016 annual certified audit.

**Reference Number 2015-007 (Repeat Findings)**

**Program Name** – U.S. Department of Housing and Urban Development – Direct programs – Low-rent Public Housing and Development – 14.850





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## Section 8 Housing Choice Voucher – 14.871

### **Pass-through Entity – Not Applicable**

**Finding Type** – Significant deficiency in internal controls over special tests and provisions.

**Criteria** – Under 24 CFR 982.156, the Commission is required to enter into depository agreements with their financial institutions using the form required by HUD. All program receipts must be promptly deposited with the financial institution that the agreement was entered into with.

**Condition** – The Commission is not depositing Low-rent Public Housing and Housing Choice Voucher funds into interest bearing accounts as required by its depository agreements.

**Questioned Costs** – Not applicable

**Context** – The Commission has two depository agreements with two different financial institutions. None of the depository accounts that are used for Low-rent Public Housing and Housing Choice Voucher funds are interest bearing.

**Cause and Effect** – The Commission is not depositing funds into interest bearing accounts. Therefore, the Commission is not in compliance with its depository agreements.

**Recommendation** – The Commission should deposit funds into interest bearing accounts going forward.

**Views of Responsible Officials and Planned Corrective Actions** – The Commission will deposit Low rent and Housing Choice Voucher Funds into interest bearing accounts in compliance with requirements.

### **Proposed Resolution:**

Director has contacted Banking Relationship Manager Josh Tudor of Chase. Mr. Tudor indicates the banking costs will increase significantly once funds are deposited in interest bearing accounts. Despite the increased costs, LHC, Executive Director, converted existing checking accounts to interest bearing before June 30, 2016.





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**LHC Board  
Sign-In Sheet  
Date of Meeting: July 27, 2016**

Name	Organization	Phone #	E-mail
Kim Shirey	LHC	487-0242	Kims@lanshc.org
Bobby J. Joyce	LHC	517 703 3483	Bobby.Joyce@gmail.com
Lisa Peters	LHC	517 487-9847	liba@lanshc.org
Victoria Wink	LHC	517 372 7145	VictoriaL@lanshc.org
Andrea Bailey	LHC	517 574 8999	andrea.b@lanshc.org
Kim Gillespie	LHC	517 862-0839	Kimg@lanshc.org
Marvin Ellis	LHC	517-270-0000	marvine@lanshc.org

