



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

Lansing Housing Commission
June 29, 2016

Call to Order.

1. Roll Call.
2. Approval of Minutes of May 25, 2016
3. Approval of Minutes of June 14, 2016

Action Items:

4. Informational Items.

- | | | |
|---|---------|------------------------------------|
| a. Finance Report May 2016 | | Dickey May
Patricia Baines-Lake |
| b. Housing Choice Voucher Report | | Kim Shirey |
| i. Asset Management Report | | Lisa Parsons |
| ii. Mt. Vernon & Scattered Sites | AMP 102 | Kris Whipple |
| iii. Hildebrandt, Forrest, Hoyt
& Scattered Sites | AMP 103 | Lisa Parsons |
| iv. LaRoy Froh & Scattered Sites | AMP 111 | Janell McLeod |
| v. South Washington & Scattered Sites | AMP 112 | Lisa Parsons |
| c. Modernization Report | | Patricia Baines-Lake |
| d. Recovery Agreement Update | | Patricia Baines-Lake |
| 1. SOP-Manage and Process Stop Payments and Voided Checks | | |
| 2. 2015 Audit Findings: Workplan | | |

5. Executive Director's Comments

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting

June 29, 2016

Agenda

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6. President's Comments.
7. Public Comment – limit 3 minutes per person.
8. Other Business.
9. Adjournment.





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Minutes of the May 25, 2016 Lansing Housing Commission Meeting

Commissioner Baltimore called the meeting to order promptly at 5:32 p.m. Ms. Baines-Lake, Commission Secretary, called the roll.

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

GUESTS: Dickey May, Financial Consultant, Eric Lacey, Lansing State Journal

STAFF:

Patricia Baines-Lake	Lisa Parsons
Kim Shirey	Kris Whipple
Janell McLeod	Victoria La Duke
Marcus Hardy	Edward Forrest

Commissioner Baltimore moved and Commissioner Joyce 2nd a motion to approve the minutes of the April 27, 2016 Board Meeting. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Koppelman-Helvey 2nd a motion to approve resolution 1248 - Approval to enter into a contract Between LHC & LJ Trumble Builders, LLC to repair fire damage at 6519 Somerset. **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

Commissioner Koppelman-Helvey moved and Commissioner Joyce 2nd a motion to hold a closed session at 6:30 p.m. The closed session ended at 7:08 p.m.

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 7:12 p. m.





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**Minutes of the June 14, 2016
Lansing Housing Commission Special Meeting**

Commissioner Baltimore called the meeting to order promptly at 10:15a.m.
Ms. Baines-Lake, Commission Secretary, called the roll.

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

GUESTS: Dickey May, Finance Consultant

STAFF:

Patricia Baines-Lake

Staff made a detailed presentation of the Budgets for each AMP, COCC, HCV and responded to Commissioner questions about the budgets. Commissioner Robinson moved and Commissioner Deschaine 2nd a motion to approve resolution 1249, the 2017 budget for all Lansing Housing Commission business units. **The Motion was approved by all members present.**

There being no other business, Commissioner Baltimore adjourned the meeting at 11:00a.m.



Lansing Housing Commission
Budget vs. Actual
Mt. Vernon
For the Period Ending May 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
<i>Begin January 2017</i>						
Tenant Rental Revenue	\$ 363,620	\$ 339,427	\$ 24,193		\$ 370,284	\$ 30,857
Tenant Revenue - Other	20,498	4,675	15,823		5,100	425
Total Tenant Revenue	<u>\$ 384,118</u>	<u>\$ 344,102</u>	<u>\$ 40,016</u>		<u>\$ 375,384</u>	<u>\$ 31,282</u>
HUD PHA Operating Grants	615,753	696,212	(80,459)		759,504	63,292
CFP Operational Income	175,408	-	175,408			-
Fraud Recovery and Other	97,464	26,125	71,339		28,500	2,375
Total Operating Revenue	<u>\$ 1,272,742</u>	<u>\$ 1,066,439</u>	<u>\$ 206,303</u>		<u>\$ 1,163,388</u>	<u>\$ 96,949</u>
Administrative Salaries	\$ 60,158.24	\$99,066	\$ (38,907.76)		\$ 108,072.00	\$ 9,006.00
Auditing Fees	18,753	4,994	13,759		5,448	454
Management Fees	184,661	98,032	86,629		106,944	8,912
Bookkeeping Fees	15,280	15,829	(549)		17,268	1,439
Employee Benefits Contributions - Administrative	27,123	52,525	(25,402)		57,300	4,775
Office Expenses	30,413	7,517	22,896		8,200	683
Legal Expense	14,170	15,125	(955)		16,500	1,375
Travel	-	651	(651)		710	59
Other	792	8,901	(8,109)		9,710	809
Tenant Services - Other	4,056	7,975	(3,919)		8,700	725
Water	73,510	88,009	(14,499)		96,010	8,001
Electricity	35,298	29,333	5,965		32,000	2,667
Gas	52,789	77,917	(25,128)		85,000	7,083
Other Utilities Expense	7,122	3,438	3,684		3,750	312
Ordinary Maintenance and Operations - Labor	139,346	106,385	32,961		116,716	10,331
Ordinary Maintenance and Operations - Material	131,583	93,192	38,391		101,664	8,472
Ordinary Maintenance and Operations - Contract	222,903	120,220	102,683		131,149	10,929
Employee Benefits Contributions - Ordinary	51,227	96,902	(45,675)		106,312	9,410
Protective Services - Other Contract Costs	1,434	2,200	(766)		2,400	200
Property Insurance	29,300	24,666	4,634		26,908	2,242
Liability Insurance	11,744	15,255	(3,511)		16,642	1,387
Workers Compensation	4,179	3,806	373		4,152	346
All Other Insurance	2,104	1,139	965		1,242	103
Other General Expenses	126,184	25,905	100,279		28,260	2,355
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	2,646	14,402	(11,756)		15,711	1,309
Bad debt - Tenant Rents	3,310	16,971	(13,661)		18,514	1,543
Interest Expense	17,281	34,931	(17,650)		38,106	3,175
Total Operating Expenses	<u>\$ 1,267,365</u>	<u>\$ 1,065,286</u>	<u>\$ 202,079</u>		<u>\$ 1,163,388</u>	<u>\$ 98,102</u>
Net Income (Loss)	<u>\$ 5,377</u>	<u>\$ 1,153</u>	<u>\$ 4,224</u>		<u>\$ -</u>	<u>\$ (1,153)</u>

Lansing Housing Commission
Budget vs. Actual
Hildebrandt
For the Period Ending May 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Begin January 2017						
Tenant Rental Revenue	\$ 371,256	\$ 369,666	\$ 1,590		\$ 403,272	\$ 33,606
Tenant Revenue - Other	26,992	31,203	(4,211)		34,040	2,837
Total Tenant Revenue	<u>\$ 398,248</u>	<u>\$ 400,869</u>	<u>\$ (2,621)</u>		<u>\$ 437,312</u>	<u>\$ 36,443</u>
HUD PHA Operating Grants	694,387	758,252	(63,865)		827,184	68,932
CFP Operational Income	196,565	28,693	167,872		31,301	2,608
Fraud Recovery and Other	112,990	9,350	103,640		10,200	850
Total Operating Revenue	<u>\$ 1,402,190</u>	<u>\$ 1,197,164</u>	<u>\$ 205,026</u>		<u>\$ 1,305,997</u>	<u>\$ 108,833</u>
Administrative Salaries	\$ 60,959	\$ 110,725	\$ (49,766)		\$ 122,562	\$ 11,837
Auditing Fees	18,753	5,410	13,343		5,902	492
Management Fees	206,059	106,766	99,293		116,472	9,706
Bookkeeping Fees	17,440	17,440	192		18,816	1,568
Employee Benefits Contributions - Administrative	21,030	53,706	(32,676)		59,448	5,742
Office Expenses	29,766	6,875	22,891		7,500	625
Legal Expense	21,031	17,050	3,981		18,600	1,550
Travel	1,817	1,008	809		1,100	92
Other	8,325	11,312	(2,987)		12,340	1,028
Tenant Services - Other	2,937	6,142	(3,205)		6,700	558
Water	87,225	71,042	16,183		77,500	6,458
Electricity	24,443	13,750	10,693		15,000	1,250
Gas	38,068	55,000	(16,932)		60,000	5,000
Other Utilities Expense	-	12,100	(12,100)		13,200	1,100
Ordinary Maintenance and Operations - Labor	91,783	141,485	(49,702)		155,998	14,513
Ordinary Maintenance and Operations - Material	109,487	129,779	(20,292)		141,577	11,798
Ordinary Maintenance and Operations - Contract	219,519	167,704	51,815		182,950	15,246
Employee Benefits Contributions - Ordinary	41,471	116,943	(75,472)		128,937	11,994
Protective Services - Other Contract Costs	1,645	3,392	(1,747)		3,700	308
Property Insurance	28,617	25,691	2,926		28,026	2,335
Liability Insurance	11,706	13,534	(1,828)		14,764	1,230
Workers Compensation	2,378	424	1,954		462	38
All Other Insurance	2,026	1,752	274		1,911	159
Other General Expenses	112,391	25,713	86,678		28,050	2,337
Compensated Absences		-			-	-
Payments in Lieu of Taxes	3,705	25,691	(21,986)		28,026	2,335
Bad debt - Tenant Rents	8,134	18,483	(10,349)		20,164	1,681
Interest Expense	28,802	33,268	(4,466)		36,292	3,024
Total Operating Expenses	<u>\$ 1,199,518</u>	<u>\$ 1,191,993</u>	<u>\$ 7,525</u>		<u>\$ 1,305,997</u>	<u>\$ 114,004</u>
Net Income (Loss)	<u>\$ 202,672</u>	<u>\$ 5,171</u>	<u>\$ 197,501</u>		<u>\$ -</u>	<u>\$ (5,171)</u>

Lansing Housing Commission
Budget vs. Actual
LaRoy Froh
For the Period Ending May 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Begin January 2017						
Tenant Rental Revenue	\$ 353,502	\$ 357,907	\$ (4,405)		\$ 390,444	\$ 32,537
Tenant Revenue - Other	27,314	25,575	1,739		27,900	2,325
Total Tenant Revenue	<u>\$ 380,816</u>	<u>\$ 383,482</u>	<u>\$ (2,666)</u>		<u>\$ 418,344</u>	<u>\$ 34,862</u>
HUD PHA Operating Grants	863,585	734,129	129,456		800,868	66,739
CFF Operational Income	207,434	84,934	122,500		92,655	7,721
Fraud Recovery and Other	99,503	11,917	87,586		13,000	1,083
Total Operating Revenue	<u>\$ 1,551,338</u>	<u>\$ 1,214,462</u>	<u>\$ 336,876</u>		<u>\$ 1,324,867</u>	<u>\$ 110,405</u>
Administrative Salaries	\$ 74,697	\$ -	\$ (5,864)		\$ 89,332	\$ 8,771
Auditing Fees	18,753	5,410	13,343		5,902	492
Management Fees	198,572	103,367	95,205		112,766	9,399
Bookkeeping Fees	16,736	16,694	42		18,212	1,518
Employee Benefits Contributions - Administrative	22,019	33,046	(11,027)		36,644	3,598
Office Expenses	31,210	7,792	23,418		8,500	708
Legal Expense	19,564	16,225	3,339		17,700	1,475
Travel	1,664	1,513	151		1,650	137
Other	23,097	9,089	14,008		9,915	826
Tenant Services - Other	3,804	4,125	(321)		4,500	375
Water	53,976	76,908	(22,932)		83,900	6,992
Electricity	36,899	36,208	691		39,500	3,292
Gas	44,425	78,375	(33,950)		85,500	7,125
Other Utilities Expense	10,909	12,375	(1,466)		13,500	1,125
Ordinary Maintenance and Operations - Labor	130,113	139,037	(8,924)		152,996	13,959
Ordinary Maintenance and Operations - Material	95,306	105,720	(10,414)		115,331	9,611
Ordinary Maintenance and Operations - Contract	206,170	191,125	15,045		208,500	17,375
Employee Benefits Contributions - Ordinary	71,450	116,296	(44,846)		127,972	11,676
Protective Services - Other Contract Costs	3,343	3,667	(324)		4,000	333
Property Insurance	36,592	34,942	1,650		38,119	3,177
Liability Insurance	12,099	15,255	(3,156)		16,642	1,387
Workers Compensation	3,138	5,082	(1,944)		5,544	462
All Other Insurance	2,026	3,065	(1,039)		3,344	279
Other General Expenses	132,897	34,054	98,843		37,150	3,096
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	9,301	19,293	(9,992)		21,047	1,754
Bad debt - Tenant Rents	14,233	17,895	(3,662)		19,522	1,627
Interest Expense	17,013	43,247	(26,234)		47,179	3,932
Total Operating Expenses	<u>\$ 1,290,006</u>	<u>\$ 1,210,366</u>	<u>\$ 79,640</u>		<u>\$ 1,324,867</u>	<u>\$ 114,501</u>
Net Income (Loss)	<u>\$ 261,332</u>	<u>\$ 4,096</u>	<u>\$ 257,236</u>		<u>\$ -</u>	<u>\$ (4,096)</u>

Lansing Housing Commission
 Budget vs. Actual
 South Washington Park
 For the Period Ending May 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
<i>Begin January 2017</i>						
Tenant Rental Revenue	\$ 384,757	\$ 332,706	\$ 52,051		\$ 362,952	\$ 30,246
Tenant Revenue - Other	37,335	53,625	(16,290)		58,500	4,875
Total Tenant Revenue	<u>\$ 422,092</u>	<u>\$ 386,331</u>	<u>\$ 35,761</u>		<u>\$ 421,452</u>	<u>\$ 35,121</u>
HUD PHA Operating Grants	697,623	682,429	15,194		744,468	62,039
CFP Operational Income	159,426	104,462	54,964		113,959	9,497
Fraud Recovery and Other	99,809	10,129	89,680		11,050	921
Total Operating Revenue	<u>\$ 1,378,950</u>	<u>\$ 1,183,351</u>	<u>\$ 195,599</u>		<u>\$ 1,290,929</u>	<u>\$ 107,578</u>
Administrative Salaries	\$ 34,705	\$ 30,285	\$ (4,580)		\$ 88,174	\$ 7,889
Auditing Fees	18,753	4,994	13,759		5,448	454
Management Fees	184,037	96,085	87,952		104,824	8,739
Bookkeeping Fees	15,466	15,521	(56)		16,929	1,408
Employee Benefits Contributions - Administrative	30,673	59,503	(28,830)		65,350	5,847
Office Expenses	30,109	4,583	25,526		5,000	417
Legal Expense	25,274	17,875	7,399		19,500	1,625
Travel	89	458	(369)		500	42
Other	1,852	8,195	(6,343)		8,940	745
Tenant Services - Other	8,038	4,125	3,913		4,500	375
Water	79,796	108,075	(28,279)		117,900	9,825
Electricity	83,678	100,833	(17,155)		110,000	9,167
Gas	51,457	62,333	(10,876)		68,000	5,667
Other Utilities Expense	5,213	9,533	(4,320)		10,400	867
Ordinary Maintenance and Operations - Labor	115,688	142,657	(26,969)		156,615	13,958
Ordinary Maintenance and Operations - Material	91,888	82,107	9,781		89,571	7,464
Ordinary Maintenance and Operations - Contract	145,420	122,696	22,724		133,850	11,154
Employee Benefits Contributions - Ordinary	54,384	95,907	(41,523)		105,291	9,384
Protective Services - Other Contract Costs	7,612	13,750	(6,138)		15,000	1,250
Property Insurance	17,840	16,444	1,396		17,939	1,495
Liability Insurance	12,749	15,255	(2,506)		16,642	1,387
Workers Compensation	3,138	5,082	(1,944)		5,544	462
All Other Insurance	2,026	2,364	(338)		2,579	215
Other General Expenses	99,415	29,104	70,311		31,750	2,646
Compensated Absences		-			-	-
Payments in Lieu of Taxes	2,989	9,937	(6,948)		10,840	903
Bad debt - Tenant Rents	17,497	16,635	862		18,148	1,513
Interest Expense	3,885	56,554	(52,669)		61,695	5,141
Total Operating Expenses	<u>\$ 1,143,649</u>	<u>\$ 1,180,890</u>	<u>\$ (37,241)</u>		<u>\$ 1,290,929</u>	<u>\$ 110,039</u>
Net Income (Loss)	<u>\$ 235,301</u>	<u>\$ 2,461</u>	<u>\$ 232,840</u>		<u>\$ -</u>	<u>\$ (2,461)</u>

Lansing Housing Commission
Budget vs. Actual
AMP Consolidated
For the Period Ending May 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
<i>Begin January 2017</i>						
Tenant Rental Revenue	\$ 1,473,136	\$ 1,399,706	\$ 73,430		\$ 1,526,952	\$ 127,246
Tenant Revenue - Other	112,139	115,078	(2,939)		125,540	10,462
Total Tenant Revenue	<u>\$ 1,585,275</u>	<u>\$ 1,514,784</u>	<u>\$ 70,491</u>		<u>\$ 1,652,492</u>	<u>\$ 137,708</u>
HUD PHA Operating Grants	2,871,348	2,871,022	326		3,132,024	261,002
CFP Operational Income	738,832	218,089	520,743		237,915	19,826
Fraud Recovery and Other	409,766	57,521	352,245		62,750	5,229
Total Operating Revenue	<u>\$ 5,605,220</u>	<u>\$ 4,661,416</u>	<u>\$ 943,804</u>		<u>\$ 5,085,181</u>	<u>\$ 423,765</u>
Administrative Salaries	\$ 230,519	\$ 370,637	\$ (140,118)		\$ 408,140	\$ 37,503
Auditing Fees	75,013	20,808	54,205		22,700	1,892
Management Fees	773,329	404,250	369,079		441,006	36,756
Bookkeeping Fees	64,922	65,292	(371)		71,225	5,933
Employee Benefits Contributions - Administrative	100,845	198,780	(97,935)		218,742	19,962
Office Expenses	121,498	26,767	94,731		29,200	2,433
Legal Expense	80,039	66,275	13,764		72,300	6,025
Travel	3,570	3,630	(60)		3,960	330
Other	34,066	37,497	(3,431)		40,905	3,408
Tenant Services - Other	18,833	22,367	(3,534)		24,400	2,033
Water	294,507	344,034	(49,527)		375,310	31,276
Electricity	180,318	180,124	194		196,500	16,376
Gas	186,739	273,625	(86,886)		298,500	24,875
Other Utilities Expense	23,244	37,446	(14,202)		40,850	3,404
Ordinary Maintenance and Operations - Labor	476,929	529,564	(52,635)		582,325	52,761
Ordinary Maintenance and Operations - Material	428,244	410,798	17,446		448,143	37,345
Ordinary Maintenance and Operations - Contract	794,012	601,745	192,267		656,449	54,704
Employee Benefits Contributions - Ordinary	218,531	426,048	(207,517)		468,512	42,464
Protective Services - Other Contract Costs	14,034	23,009	(8,975)		25,100	2,091
Property Insurance	112,349	101,743	10,606		110,992	9,249
Liability Insurance	48,298	59,299	(11,001)		64,690	5,391
Workers Compensation	12,833	14,394	(1,561)		15,702	1,308
All Other Insurance	8,184	8,320	(136)		9,076	756
Other General Expenses	470,887	114,776	356,111		125,210	10,434
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	18,641	69,323	(50,682)		75,624	6,301
Bad debt - Tenant Rents	43,173	69,984	(26,811)		76,348	6,364
Interest Expense	66,981	168,000	(101,019)		183,272	15,272
Total Operating Expenses	<u>\$ 4,900,538</u>	<u>\$ 4,648,535</u>	<u>\$ 252,003</u>		<u>\$ 5,085,181</u>	<u>\$ 436,646</u>
Net Income (Loss)	<u>\$ 704,682</u>	<u>\$ 12,881</u>	<u>\$ 691,801</u>		<u>\$ -</u>	<u>\$ (12,881)</u>

Lansing Housing Commission
Budget vs. Actual
COCC

For the Period Ending May 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Management Fee	\$ 946,466	\$ 404,250	\$ 542,216		\$ 441,000	\$ 36,750
Bookkeeping Fee	64,922	102,824	(37,903)		112,097	9,273
Other Revenue	192,884	263,632	(70,749)		282,144	18,512
Total Operating Revenue	\$ 1,204,271	\$ 770,706	\$ 433,565		\$ 835,241	\$ 64,535
Administrative Salaries	\$ 175,942	\$ 117,700	\$ 58,242		\$ 128,400	\$ 10,700
Auditing Fees	19,773	4,162	15,611		4,540	378
Employee Benefits Contributions - Administrative	55,134	66,473	(11,339)		72,516	6,043
Office Expenses	27,912	6,336	21,576		6,912	576
Legal Expense	1,399	9,167	(7,768)		10,000	833
Travel	9,340	4,583	4,757		5,000	417
Other	17,809	1,103	16,706		1,203	100
Tenant Services - Other	564	-	564		-	-
Water	1,971	5,555	(3,584)		6,060	505
Electricity	8,498	27,500	(19,002)		30,000	2,500
Gas	1,535	4,583	(3,048)		5,000	417
Other Utilities Expense		6,937	(6,937)		7,568	631
Ordinary Maintenance and Operations - Material	3,788	11,055	(7,267)		12,060	1,005
Ordinary Maintenance and Operations - Contract	17,693	15,954	1,739		17,404	1,450
Protective Services - Other Contract Costs	237	2,507	(2,270)		2,735	228
Property Insurance	1,704	14,205	(12,501)		15,496	1,291
Liability Insurance	1,231	1,183	48		1,290	107
Workers Compensation	564	3,498	(2,934)		3,816	318
All Other Insurance	13,177	329	12,848		359	30
Other General Expenses	67,552	407,809	(340,257)		444,882	37,073
Compensated Absences	-	-	-		-	-
Interest Expense	13,160	55,000	(41,840)		60,000	5,000
Total Operating Expenses	\$ 438,984	\$ 765,639	\$ (326,655)		\$ 835,241	\$ 69,602
Net Income (Loss)	\$ 765,287	\$ 5,067	\$ 760,220		\$ -	\$ (5,067)

Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending May 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
	\$	\$	\$		\$	\$
HUD PHA Operating Grants	9,388,040	9,546,521	(158,481)		10,414,386	867,865
Other Revenue	50,468	22,917	27,551		25,000	2,083
Fraud Recovery	5,557	11,000	(5,443)		12,000	1,000
Total Operating Revenue	<u>9,444,065</u>	<u>9,580,437</u>	<u>(136,372)</u>		<u>10,451,386</u>	<u>870,949</u>
Administrative Salaries	211,283	259,837	(48,554)		284,595	24,758
Auditing Fees	104,709	16,647	88,062		18,160	1,513
Management Fee	173,137	151,936	21,201		165,748	13,812
Bookkeeping Fee	-	-	-		-	-
Employee Benefits Contributions - Administrative	70,091	132,519	(62,428)		145,142	12,623
Office Expenses	133,292	7,150	126,142		7,800	650
Legal Expense	-	10,083	(10,083)		11,000	917
Travel	2,677	550	2,127		600	50
Other	18,555	35,108	(16,553)		38,300	3,192
Tenant Services - Other	-	-	-		-	-
Water	36	1,558	(1,522)		1,700	142
Electricity	910	20,717	(19,807)		22,600	1,883
Gas	20	4,583	(4,563)		5,000	417
Other Utilities Expense	-	367	(367)		400	33
Ordinary Maintenance and Operations - Contract	23,592	-	23,592		-	-
Protective services - Other Contract Costs	362	-	362		-	-
Property Insurance	313	-	313		-	-
Liability Insurance	14,189	13,536	653		14,767	1,231
Workers Compensation	3,006	6,897	(3,891)		7,524	627
Other General Expenses	25,043	73,856	(48,813)		80,570	6,714
Compensated Absences	-	-	-		-	-
Housing Assistance Payments	8,211,692	8,786,844	(575,152)		9,585,648	798,804
Bad Debt - Tenant Rents	-	-	-		-	-
Interest Expense	-	-	-		-	-
Total Operating Expenses	<u>8,992,905</u>	<u>9,522,188</u>	<u>(529,283)</u>		<u>10,389,554</u>	<u>867,366</u>
Net Income (Loss)	<u>451,159</u>	<u>58,249</u>	<u>392,910</u>		<u>61,832</u>	<u>3,583</u>

Lansing Housing Commission
 Budget vs. Actual
 Shelter Plus Care
 For the Period Ending May 31, 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	\$ 315,321	\$ (28,154)		\$ 343,986	\$ 28,665
Total Operating Revenue	<u>\$ 287,167</u>	<u>\$ 315,321</u>	<u>\$ (28,154)</u>		<u>\$ 343,986</u>	<u>\$ 28,665</u>
Administrative Salaries	\$ 12,414	\$ -	\$ 12,414		\$ -	-
Auditing Fees	-	-	-		-	-
Management Fee	-	-	-		-	-
Bookkeeping Fee	-	-	-		-	-
Employee Benefits Contributions - Administrative	-	-	-		-	-
Office Expenses	-	-	-		-	-
Legal Expense	-	-	-		-	-
Travel	-	-	-		-	-
Other	-	-	-		-	-
Tenant Services - Other	-	-	-		-	-
Water	-	-	-		-	-
Electricity	-	-	-		-	-
Gas	-	-	-		-	-
Other Utilities Expense	-	-	-		-	-
Ordinary Maintenance and Operations - Contract	-	-	-		-	-
Protective services - Other Contract Costs	-	-	-		-	-
Property Insurance	-	-	-		-	-
Liability Insurance	-	-	-		-	-
Workers Compensation	-	-	-		-	-
Other General Expenses	-	-	-		-	-
Compensated Absences	-	-	-		-	-
Housing Assistance Payments	261,807	315,321	(53,515)		343,986	28,665
Bad Debt - Tenant Rents	-	-	-		-	-
Interest Expense	-	-	-		-	-
Total Operating Expenses	<u>\$ 274,220</u>	<u>\$ 315,321</u>	<u>\$ (41,101)</u>		<u>\$ 343,986</u>	<u>\$ 28,665</u>
Net Income (Loss)	<u>\$ 12,947</u>	<u>\$ -</u>	<u>\$ 12,947</u>		<u>\$ -</u>	<u>\$ -</u>

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

	Period Amount	Balance
ASSETS		
1010-0000-111101 General Fund Checking	228.00	-
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	171,360.92	1,524,609.41
1010-0000-112200 Accounts Receivable	(1,264.00)	9,855.01
1010-0000-112201 Allowance for Doubtful Accounts	141.00	(200.00)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	(114.24)	119.38
1010-5005-115700 Intercompany	(218,444.89)	(922,085.58)
1010-0000-116201 Investments Savings	116.25	126,543.95
1010-0000-121100 Prepaid Insurance	(3,782.18)	11,679.85
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 &	947.16	397,837.38
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)	(8,625,126.96)
1010-1010-148100 Accumulated Depreciation-Build	(2,939.00)	(57,976.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(1,411.00)
1010-0000-150300 Deferred Outflow - MERS	-	36,959.00
TOTAL ASSETS	<u>(79,752.50)</u>	<u>4,380,653.05</u>
LIABILITIES		
1010-0000-200000 OPEB Liability	-	220,065.00
1010-0000-200300 Pension Liability	-	265,739.00
1010-0000-211100 Accounts Payable	(2,310.28)	(2,791.32)
1010-0000-211400 Tenant Security Deposits	(25.00)	19,837.00
1010-0000-211415 Tenant Security Deposit - Scattered Site	-	142.00
1010-0000-211999 Tenant Refunds	(95.00)	6,372.44
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	(2,212.99)	475,472.71
1010-0000-260601 Note Payable - Curr - PNC	-	25,000.00
TOTAL LIABILITIES	<u>(4,643.27)</u>	<u>1,035,559.07</u>
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	(75,109.23)	(63,895.41)
1010-1010-282000 Income and Expense Clearing	-	(19,356.80)
1010-3000-282000 Income and Expense Clearing	-	551,356.69
TOTAL EQUITY	<u>(75,109.23)</u>	<u>3,345,093.98</u>
TOTAL LIABILITIES & EQUITY	<u>(79,752.50)</u>	<u>4,380,653.05</u>

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for May 2016

	Period Amount	Balance
ASSETS		
1020-0000-111101 General Fund Checking	1,125.42	-
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	35,051.81	168,957.82
1020-0000-112200 Accounts Receivable	(8,273.09)	10,878.07
1020-0000-112201 Allowance for Doubtful Accounts	10,350.00	161.00
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	(114.24)	119.38
1020-5005-115700 Intercompany	33,196.02	(142,073.10)
1020-0000-116201 Investments Savings	116.25	126,543.95
1020-0000-121100 Prepaid Insurance	(3,316.60)	10,207.93
1020-0000-140000 Land	-	389,091.00
1020-3000-144000 Construction in Progress	140,623.27	691,596.39
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)	(10,822,983.32)
1020-1020-148100 Accumulated Depreciation-Build	(4,904.00)	(86,689.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(12,401.00)
1020-0000-150300 Deferred Outflow - MERS	-	30,951.00
TOTAL ASSETS	177,292.71	4,635,877.73
LIABILITIES		
1020-0000-200000 OPEB Liability	-	115,195.00
1020-0000-200300 Pension Liability	-	222,539.00
1020-0000-211100 Accounts Payable	(1,476.62)	(4,314.92)
1020-0000-211400 Tenant Security Deposits	(243.00)	24,386.00
1020-0000-211999 Tenant Refunds	141.00	5,770.13
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	(3,688.32)	794,057.14
1020-0000-260601 Note Payable - Curr - PNC	-	41,000.00
TOTAL LIABILITIES	(5,266.94)	1,223,498.20
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	182,559.65	(317,843.58)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	95,034.61
TOTAL EQUITY	182,559.65	3,412,379.53
TOTAL LIABILITIES & EQUITY	177,292.71	4,635,877.73

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

	Period Amount	Balance
ASSETS		
1080-0000-111101 General Fund Checking	-	-
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	(178,693.50)	256,047.11
1080-0000-112200 Accounts Receivable	2,760.43	11,476.53
1080-0000-112201 Allowance for Doubtful Accounts	(800.00)	(800.00)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-114500 Accrued Interest Receivable	(114.23)	119.39
1080-5005-115700 Intercompany	176,956.77	745,974.79
1080-0000-116201 Investments Savings	116.25	126,543.95
1080-0000-121100 Prepaid Insurance	(4,397.25)	13,684.92
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	180,163.80	194,520.56
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)	(9,634,856.61)
1080-1080-148100 Accumulated Depreciation-Build	(2,893.00)	(58,458.00)
1080-0000-150300 Deferred Outflow - MERS	-	40,017.00
TOTAL ASSETS	<u>151,855.36</u>	<u>5,107,394.13</u>
LIABILITIES		
1080-0000-200000 OPEB Liability	-	185,491.00
1080-0000-200300 Pension Liability	-	287,723.00
1080-0000-211100 Accounts Payable	475.39	(9,368.71)
1080-0000-211400 Tenant Security Deposits	(210.00)	29,417.00
1080-0000-211999 Tenant Refunds	160.00	3,837.38
1080-0000-213500 Accrued Comp Absences - Curr	-	11,437.57
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	(2,178.68)	468,621.54
1080-0000-260601 Note Payable - Curr - PNC	-	24,000.00
TOTAL LIABILITIES	<u>(1,753.29)</u>	<u>1,018,062.88</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	153,608.65	(519,767.74)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	156,740.49
TOTAL EQUITY	<u>153,608.65</u>	<u>4,089,331.25</u>
TOTAL LIABILITES & EQUITY	<u>151,855.36</u>	<u>5,107,394.13</u>

Lansing Housing Commission
1090 South Washington Park
Balance Sheet for May 2016

	Period Amount	Balance
ASSETS		
1090-0000-111101 General Fund Checking	(12,739.88)	(13,036.88)
1090-0000-111102 Cash-Security Deposits	-	18,649.00
1090-0000-111111 Chase Checking	11,774.45	392,002.10
1090-0000-112200 Accounts Receivable	3,613.67	16,525.30
1090-0000-112201 Allowance for Doubtful Accounts	(200.00)	(200.00)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	(114.23)	119.39
1090-5005-115700 Intercompany	3,684.60	487,638.38
1090-0000-116201 Investments Savings	116.26	126,543.96
1090-0000-121100 Prepaid Insurance	(2,843.98)	8,582.32
1090-0000-140000 Land	-	231,584.00
1090-0000-144000 Construction in Progress	-	7,900.00
1090-3000-144000 Construction in Progress	-	15,247.40
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)	(8,220,189.63)
1090-1090-148100 Accumulated Depreciation-Build	(660.00)	(13,332.00)
1090-0000-150300 Deferred Outflow - MERS	-	36,884.00
TOTAL ASSETS	(16,179.13)	3,996,353.61
LIABILITIES		
1090-0000-200000 OPEB Liability	-	114,595.00
1090-0000-200300 Pension Liability	-	265,195.00
1090-0000-211100 Accounts Payable	(3,910.04)	(3,686.50)
1090-0000-211400 Tenant Security Deposits	-	16,732.00
1090-0000-211999 Tenant Refunds	(186.00)	10,105.49
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	(497.49)	107,291.34
1090-0000-260601 Note Payable - Curr - PNC	-	5,000.00
TOTAL LIABILITIES	(4,593.53)	555,241.99
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	(11,585.60)	(80,217.90)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	325,652.02
TOTAL EQUITY	(11,585.60)	3,441,111.62
TOTAL LIABILITIES & EQUITY	(16,179.13)	3,996,353.61

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

	Period Amount	Balance
ASSETS		
5005-0000-111105 LHC-Payroll Account	(2,330.72)	37,083.64
5005-0000-111111 Chase Checking	(11,705.09)	(51,060.43)
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	218,444.89	922,085.58
5005-1020-115700 Intercompany	(33,196.02)	142,073.10
5005-1030-115700 Intercompany	-	-
5005-1060-115700 Intercompany	-	-
5005-1080-115700 Intercompany	(176,956.77)	(745,974.79)
5005-1090-115700 Intercompany	(3,684.60)	(487,638.38)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	(54,211.38)	(441,879.78)
5005-8002-115700 Intercompany	72,268.84	948,570.07
5005-8003-115700 Intercompany	-	-
5005-8004-115700 Intercompany	-	(57,241.84)
5005-8005-115700 Intercompany	-	4,082.55
5005-8010-115700 Intercompany	-	134,430.24
5005-8020-115700 Intercompany	-	2,604.20
5005-8021-115700 Intercompany	1,272.08	62,585.40
5005-9101-115700 Intercompany	-	48,755.87
5005-0000-121100 Prepaid Insurance	(1,196.82)	3,204.08
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)	(764,815.79)
5005-0000-150101 Other Assets	-	-
5005-0000-150102 Investment in OG	-	191,518.00
5005-0000-150300 Deferred Outflow - MERS	-	25,877.00
TOTAL ASSETS	(407.63)	2,201,367.44
LIABILITIES		
5005-0000-200000 OPEB Liability	-	108,587.00
5005-0000-200300 Pension Liability	-	186,051.00
5005-0000-211100 Accounts Payable	5,000.00	4,901.96
5005-0000-211704 Health Insurance W/H	214.07	(3,397.13)
5005-0000-212000 Accrued Payroll	-	3,717.25
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	(7,884.82)	475,879.18
5005-0000-260701 Note Payable - Curr - Davenport	-	47,000.00
TOTAL LIABILITIES	(2,670.75)	849,054.39
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	2,263.12	994,930.53
5005-3000-282000 Income and Expense Clearing	-	(227,457.48)
TOTAL EQUITY	2,263.12	1,352,313.05
TOTAL LIABILITIES & EQUITY	(407.63)	2,201,367.44

Lansing Housing Commission
Housing Choice Voucher
Balance Sheet for May 2016

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	(42,280.84)	(19,082.25)
8002-0000-111111 Chase Checking	170,276.74	2,229,028.72
8004-0000-111111 Chase Checking	(64,964.50)	(415,506.01)
8001-5005-115700 Intercompany	54,211.38	441,879.78
8002-5005-115700 Intercompany	(72,268.84)	(948,570.07)
8004-5005-115700 Intercompany	-	57,241.84
8001-0000-121100 Prepaid Insurance	(1,274.59)	3,823.58
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	(752.62)	(26,822.64)
8002-0000-148100 Accumulated Depreciation-Build	684.20	-
8001-0000-150300 Deferred Outflow - MERS	-	38,100.00
TOTAL ASSETS	43,630.93	1,387,668.95
LIABILITIES		
8001-0000-200000 OPEB Liability	-	310,626.00
8001-0000-200300 Pension Liability	-	273,937.00
8001-0000-211100 Accounts Payable	-	20,089.53
8002-8002-211100 Accounts Payable	-	2,341.96
8001-0000-213500 Accrued Comp Absences - Curr	-	17,559.04
8001-0000-214000 Accrued Comp Absences - non curr	-	8,044.70
TOTAL LIABILITIES	-	632,598.23
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(322,247.00)
8001-0000-282000 Income and Expense Clearing	9,903.33	159,895.91
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	98,692.10	20,022,381.49
8002-8002-282000 Income and Expense Clearing	-	(19,353,621.79)
8004-8004-282000 Income and Expense Clearing	(64,964.50)	(358,264.17)
TOTAL EQUITY	43,630.93	755,370.72
TOTAL LIABILITIES & EQUITY	43,630.93	1,387,968.95

Lansing Housing Commission
Shelter Plus Care
Balance Sheet for May 2016

	Period Amount	Balance
ASSETS		
8021-0000-111111 Chase Checking	(24,248.00)	63,479.21
8021-0000-112500 Accounts Receivable HUD	-	-
8020-5005-115700 Intercompany	-	(2,604.20)
8021-5005-115700 Intercompany	(1,272.08)	(62,585.40)
TOTAL ASSETS	<u>(25,520.08)</u>	<u>(1,710.39)</u>
LIABILITIES		
8020-0000-200000 OPEB Liability	-	4,228.00
8021-8021-211100 Accounts Payable	-	3,995.46
8021-0000-213500 Accrued Comp Absences - Curr	-	1,199.20
8021-0000-214000 Accrued Comp Absences - non curr	-	549.41
TOTAL LIABILITIES	<u>-</u>	<u>9,972.07</u>
EQUITY		
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	(25,520.08)	589,871.25
8021-8021-282000 Income and Expense Clearing	-	(554,198.51)
TOTAL EQUITY	<u>(25,520.08)</u>	<u>(11,682.46)</u>
TOTAL LIABILITES & EQUITY	<u>(25,520.08)</u>	<u>(1,710.39)</u>



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June 29, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

May 2016 Housing Choice Voucher Monthly Report

CONTACT PERSON:

Jennifer Burnette
HCV Coordinator

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 one (1) orientation during the month of April and issued six (6) 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.

Department Initiatives:

There are 151 active participants in the HUD VASH Program. Thirteen (13) Veterans are currently searching for housing and 138 Veterans are housed. Four (4) referrals were received during this reporting period, which required one (1) VASH orientation for the month of May.

Voucher Utilization

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





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

Voucher Disbursement

HUD April HAP Disbursement	\$789,990
LHC April HAP/UAP Disbursement	\$766,192
% Voucher Funding Utilization	97%

HUD May HAP Disbursement	\$778,430
LHC May HAP/UAP Disbursement	\$755,747
% 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





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uses the appropriate utility allowance(s). This indicator is not scored in PIC, but is based on an internal review. Based on the internal review, LHC has 20 points out of 20 are self-scored as zero (0) file reviews were conducted for the month of April. 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 zero (0) quality control inspections were conducted. A total of 44 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 May 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





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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 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 five (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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June 29, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

May 2016 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 96% (not including the modernization units) at the end of May. LHC is has 97.6% occupancy including the units that are in Modernization. LHC Unit Months Leased ("UML") was 793 or 95% occupancy rate. 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 May. There were two (2) move ins and one (1) resident moved out and one (1) unit transfer. The waitlist at Mt. Vernon Park had a total of 287 applicants as of May 31, 2016. Thirteen (13) applicants are approved and ready to move in when vacant units become available. The UML was 199 which equals a 99% UML occupancy rate.

Hildebrandt Park occupancy was 96% at the end of May. There are five (5) kitchens and bath units in MOD status and two (2) units with chronic wet below grade water issues with an RFP posted. The occupancy rate is 99% including kitchen and bath units. 125 applications were pulled from the waitlist. The approved applicants will move into the Kitchen and Bath units when they become available. The UML was 211 which equals a 96% UML occupancy rate.

LaRoy Froh occupancy was 94% at the end of May. There were four (4) move ins, five (5) move outs and zero (0) unit transfers. With the three (3) units that have long





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term water issues and one (1) fire unit LaRoy Froh occupancy is at 95%. Two (2) applicants are approved and ready to move in when units become available and approximately 15 applicants are in review which will move into the vacant units when rehabbed. The UML was 196 which equals a 92% UML rate.

South Washington Park occupancy was 94% at the end of May. One (1) unit is in demo dispo request status which will result in 94.9%. Four (4) residents moved out, nine (9) new households moved in and one (1) unit transfer was completed in the month of May. LHC continues to work with Lansing Police Department to identify criminal activity and evict violators. Both of these activities had a negative effect on resident retention and lease up. The four (4) move outs were all for non-payment of rent. There are 15 applications that came in for processing. The 15 applicants will be processed to fill vacant units that are ready for leasing. S. Washington has pulled the final 71 applications for initial processing and will open the waiting list in June to create a pool for approved applicants to move in. However, LHC will evict at least 10 households, because of lease compliance concerns, in June. In future months LHC will continue to aggressively pursue evictions of lease violators in an effort to improve the resident population. The UML was 187 which equal a 94% UML rate.

OCCUPANCY

Site	Total Number of Units	Total Occupied Units	UML Occupied 1st day of month	Gross Occupancy	UML Rate	Move Ins	Move Outs	
Mt Vernon	202	199	199	99%	99%	3	2	
Hildebrandt	220	211	211	96%	96%	1	0	
LaRoy Froh	213	200	196	94%	92%	4	5	
S. Washington	198	187	187	94%	94%	10	4	
Totals	833	802	793	96%	95%	18	11	

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. Three (3) Senior Maintenance staff are working one week at each site with the assigned senior staff starting at Mt. Vernon the week of June 13th. The Senior Staff will rotate to Hildebrandt Park then LaRoy Froh. Results of this effort will be reflected in the July work order report.





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Mt. Vernon Vacant Unit Status:

Unit	Make ready or lease ready	Projected or actual Lease up date	security deposit received	Comments on reason for length of status
3816 Wilson	Make Ready	06/17/16	Yes	Vacant since 05/04/16
3232 Waverly	Make Ready	06/30/16	Yes	Vacant Since 04/30/16-Offer was made 05/11/16
506 Chestnut	Make Ready	06/30/16	No	Vacant Since 03/11/16 (3) People have declined unit ~ new offer made again 06/06/16

Hildebrandt Park Vacant Unit Status:

Unit	Make ready or lease ready	Projected or actual Lease up date	Security Deposit received	Comments on reason for length of status
3202- D Turner	Make ready		Yes	Kitchen and Bath Unit Vacant 2-25-16
3214-A Turner	Make Ready		No	Kitchen and Bath Unit vacant 3-29-16
3118-D Turner	Make Ready		No	Kitchen and Bath Unit Vacant 2-28-16
315 Hylewood	RFP published 6-13-16			
319 Hylewood				
3126-C Turner	Make Ready		No	Kitchen and Bath Unit Vacant 4-18-16
3130-B Turner	Make Ready		No	Kitchen and Bath Unit vacant 3-29-16
2157 Forest	Make ready	6-3-16	yes	Vacant 4-22-16





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1920 Hoyt	Make ready	6-6-16	yes	Lease up 6-3-16 Vacant 4-4-16 Lease up 6-6-16
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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
42615	MOLD 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
82511	Make Ready	7-4-16	N	Searching applicants and recertifying expired forms Vacant date of 2/18/16.
72368	Lease Ready	6-1-16	N	Searching applicants and recertifying expired forms Vacant date 3-9-16
72332	Lease Ready	6-1-16	N	Unit offered waiting response Vacant 3-9-16





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154730	Make Ready	7-4-16	N	Searching applicants and recertifying expired forms Vacant date of 4-1-16.
72314	Make Ready	7-4-16	N	Searching applicants and recertifying expired forms Vacant date of 4-4-16.
84106	Make Ready	7-4-16	N	Searching applicants and recertifying expired forms Vacant date of 4-6-16.
116215	Make Ready	7-25-16	N	Searching applicants and recertifying expired forms Vacant date of 4-22- 16.
151738	Make Ready	7-25-16	N	Searching applicants and recertifying expired forms Vacant date 5-31-16
113423	Make Ready	7-25-16	N	Searching applicants and recertifying expired forms Vacant date 5-4-16
72520	Make Ready	7-25-16	N	Searching applicants and recertifying expired forms





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72446	Make Ready	7-25-16	N	Searching applicants and recertifying expired forms Vacant date 5-3-16
72354	Make Ready	7-4-16	N	Searching applicants and recertifying expired forms Vacant date 5-2-16

South Washington Park Vacant Unit Status:

Unit	Make ready	Projected or actual lease up date	Security deposit received	Comments/reason for length
10521	-	-	-	MOD demo dispo request
53619	Make Ready	6-21-16	n	Transferring family in vacant date 3-16-16
10515	Make Ready	6-28-16	n	Looking for app from recent pull vacant date 4-8-16
10312	Make Ready	6-28-16	N	Looking for app from recent pull vacant date 4-12-16
10205	Make Ready	6-28-16	n	Looking for app from recent pull vacant date 4-21-16
10203	Make Ready	6-28-16	n	Looking for app from recent pull vacant date 4-25-16
10336	Make Ready	6-28-16	n	Looking for app from recent pull Vacant date 5-31-16
10535	Make Ready	6-28-16	n	Looking for app from recent pull Vacant date 5-9-16





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10328	Make ready	6-28-16	n	Looking for app from recent pull Vacant date 5-13-16
10517	Make ready	6-28-16	n	Looking for app from recent pull Vacant date: 5-16-16





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June 29, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:

May 2016 Modernization Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

This report provides an overview of the May modernization activities for LHC properties.

LHC has not received a response to the draft Memorandum of Understanding submitted to Mr. Howard Hipes, Apprenticeship & Training Coordinator MI BAC Training Center. He must discuss the request with his Board.

South Washington Park

We installed a mag-lock on the front door. This appears to have solved the problem with non-residents snatching the door open. As such, LHC did not expend funds to replace the existing door.

Mt. Vernon

The contract for Mt. Vernon Kitchen and Bath remodel project is completed. All units have been released and occupied.

Hildebrandt

Kitchen and bath remodels continue as units on site are vacated. Gutter and Downspout replacement and Grading improvements are almost complete.

LaRoy Froh

The contractor has begun rehabbing the kitchens and baths with residents in place.



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 completed HUD's Lead The Way Training. HUD provided board training on August 26, 2015. All of the Board Members except one (1) has attended NAHRO's Commissioners Training. The remaining Board Member will attend as soon as his schedule permits.
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 has not 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 Agencies Occupancy Rate for May is 96% including units in modernization status
Increase Occupancy to 94% Feb 28, 2016,	Director of Asset Management, PHM & PHA	February's occupancy exceeds 94%
Increase Occupancy to 94.5% March 30, 2016,	Director of Asset Management, PHM & PHA	March's occupancy rate exceeds 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 95% will be achieved. This goal was achieved at Mt. Vernon and Hildebrandt Park

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	
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
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 established a Finance Team. The team's May monthly meeting was conducted on May 24, 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 Finance Committee discussed the findings. The Director will provide a workplan to address the findings in June.

Recovery Plan Timetables, Deliverables and Assignments			
Objective	Responsible Entity	Status	
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	There is no DEC report.	
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	Revised or new Policies and SOPs will continue. No written policy was submitted for May. We focused on Budget Preparation and training for site staff. The information utilized to train staff was provided to the finance committee.	
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	
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	

Recovery Plan Timetables, Deliverables and Assignments

Objective	Responsible Entity	Status
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"> 1. The 1st finance report was provided at the February, 2016 Board Meeting reflecting January financial information. 2. The February Finance report was provided at the March, 2016 Board meeting. 3. The March Finance Report is included in the April 2016 meeting packet. 4. The April Finance Report was included in the May Board meeting packet. 5. The May Finance Reports are included in June's Board Packet. The reports were discussed and thoroughly reviewed with the finance committee. This goal is on target
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"> 1. The January and February finance reports were submitted to HUD in the proscribed format. 2. The March Finance report was e-mailed to HUD before April 30th. The April Finance report will be e-mailed to HUD by May 30, 2017. The May Finance reports will be provided to HUD before June 30th. This goal is current and on target
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. The Budget will be submitted to HUD before July 1, 2016.

Recovery Plan Timetables, Deliverables and Assignments

Objective	Responsible Entity	Status
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 May reports timely. This goal is achieved and on target.
The PHA shall Complete bank reconciliations by the 12th of the succeeding month beginning April 2016	Executive Director, BDO and Finance TEAM	Bank reconciliations were completed in conjunction with the Board Finance Report Preparation. This goal is on target and achieved.
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	
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	

Recovery Plan Timetables, Deliverables and Assignments

Objective	Responsible Entity	Status
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 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	
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 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

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		
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		



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Lansing Housing Commission Manage and Process Stop Payments and Voided Checks Standard Operating Procedure

Overview

Throughout the month, LHC processes various types of cash disbursements, consisting of:

- Payments to vendors for procured goods/services;
- Resident utility reimbursements;
- Housing Choice Voucher HAP and UAP payments;
- Employee travel advance checks;
- Employee expense reimbursements; and
- Utility payments for certain LHC LIPH properties and vacant units.

Occasionally, payments need to be stopped at the bank and voided in the AP sub-ledger for several reasons, such as the checks are stale-dated, they do not reach the proper recipient, or they were issued in error. In some instances, a stop payment requires a new payment to be issued in its place to the same recipient and for the same purpose/amount, for which, it is imperative that the Executive Director (ED) or his/her designee receives confirmation from the bank that the payment is stopped and is removed from the positive pay file before a new payment is issued. Once these activities are performed at the bank, the stopped payment can no longer clear the bank, preventing the issuance and clearing of multiple payments for the same purpose/amount.

Key Internal Controls

- The ED or his/her designee **must approve** all Stop Payment Request Authorization Forms.
- Only properly **approved and supported** Stop Payment Request Authorization Forms are processed by the bank and in the AP sub-ledger.
- The Accountant, who is responsible for overseeing the AP sub-ledger, **should not** be responsible for performing the monthly bank account reconciliations.

Key Non-Finance Division Activities

The owner of this sub-process is the ED or his/her designee, who is responsible for receiving and reviewing the approved Stop Payment Request Authorization Form, determining if the check documented on the form is still outstanding, and processing the stop payment if the check is still outstanding. The ED or his/her designee works directly with LHC's bank to process the stop payment and void the payment in the AP



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**Lansing Housing Commission
Manage and Process Stop Payments and Voided Checks
Standard Operating Procedure**

sub-ledger, reversing the original disbursement expense entry and re-issuing the payment, if appropriate.

The ED is responsible for approving all Stop Payment Request Authorization Forms. At his/her discretion, the ED may delegate a designee to approve the Stop Payment Request Authorization Forms on his/her behalf.

A designee must be setup and authorized by the ED to perform the stop payment process using the bank's on-line banking system.

On an annual basis, the Accounting Specialist will work with the GL Accountant who is responsible for performing the bank account reconciliations, to analyze those checks that are outstanding and determine which checks should be escheated to the appropriate state, based on the respective vendor locations and escheatment laws. Each individual state maintains separate rules and regulations surrounding the escheatment of checks, designating the length of time a check should be outstanding before it is considered for escheatment. In the state of Michigan, the current escheatment law requires checks to be outstanding for one (1) year before they should be considered for escheatment.

[Finance Division Guidelines](#) following Finance Division actions will be used as part of the "Manage and Process Stop Payments and Voided Checks" process:

- 1.1.LHC's Finance Division will adhere to the escheatment laws and regulations, as designated by the individual states (based on vendor location).
- 1.2.LHC's Finance Division will execute all stop payments using the bank's on-line banking system after receiving proper authorization.



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LHC 2015 Audit Findings Work Plan Schedule of Findings and Questioned Costs Year Ended June 30, 2015

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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**LHC 2015 Audit Findings Work Plan
Schedule of Findings and Questioned Costs
Year Ended June 30, 2015**

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





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**LHC 2015 Audit Findings Work Plan
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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 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 1st 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.





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**LHC 2015 Audit Findings Work Plan
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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.

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.



**LHC 2015 Audit Findings Work Plan
Schedule of Findings and Questioned Costs
Year Ended June 30, 2015**

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 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:





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**LHC 2015 Audit Findings Work Plan
Schedule of Findings and Questioned Costs
Year Ended June 30, 2015**

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.

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 3rd





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**LHC 2015 Audit Findings Work Plan
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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.

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

Questioned Costs – Unknown





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**LHC 2015 Audit Findings Work Plan
Schedule of Findings and Questioned Costs
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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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**LHC 2015 Audit Findings Work Plan
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Year Ended June 30, 2015**

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.





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**LHC 2015 Audit Findings Work Plan
Schedule of Findings and Questioned Costs
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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

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.





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**LHC 2015 Audit Findings Work Plan
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Year Ended June 30, 2015**

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: June 29, 2016**

Name	Organization	Phone #	E-mail
Edward Foxes	LHC	517-853-3068	EdwardF@lanshc.org
Marvin Ellis	LHC	517-230-132	marvhe@lanshc.org
Marcus Hardy	LHC	517-862-0855	marcush@lanshc.org
Tim Barry	LHC	833-8464	TIMB@LANSHC.ORG
Lisa Rogers	LHC	487 9845	LISA@LANSHC.ORG
Kris Whipple	LHC	321-6054	Krisw@lanshc.org
Kim Shirey	LHC	4870242	Kims@lanshc.org

