



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

Agenda
Lansing Housing Commission
May 24, 2017

Call to Order

1. Roll Call.
2. Approval of Minutes of April 26, 2017

Action Items:

Resolution 1271 - Code of Conduct Policy -	Edward Forrest
Resolution 1272 – Conflict of Interest Policy-	Martell Armstrong
Resolution 1273 – Approval of Lansing Housing Commission's 2018 Operating Budget	Martell Armstrong

Informational Items.

a. Finance Report April 2017	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 & Scattered Sites	AMP 103
iv. LaRoy Froh & Scattered Sites	AMP 111
v. South Washington & Scattered Sites	AMP 112
c. Sustainability Agreement Update	Martell Armstrong

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





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6. Other Business.

7. Adjournment.



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Minutes of the April 26, 2017

Commissioner Baltimore called the meeting to order promptly at 5:46 p.m. Mr. Armstrong, called the roll.

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

STAFF:

Kim Shirey	Kimberly Gillespie
Andrea Bailey	Edward Forrest
Lisa Parsons	Marcus Hardy
Victoria LaDuke	Tom Barry

Guests:

Jamie Gonzalez	Don Sober	Sinnyka Holmes
David Burlison	Jo Meade	
Amy Fountain	Daniel Black	

Commissioner Robinson moved and Commissioner Joyce 2nd a motion to approve the minutes of the March 22, 2017 commission meeting. **The Motion was approved by all members present.**

Commissioner Robinson moved and Commissioner Joyce 2nd a motion to approve the minutes of the March 22, 2017 Annual Plan meeting. **The Motion was approved by all members present.**

Commissioner Robinson moved and Commissioner Joyce 2nd a motion to approve Resolution 1270- Approval of Bed Bug Policy. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

- A. Mr. Armstrong explained that a full update and explanation of the March 2017 finance report was provided during the finance committee by Mr. May. No questions were submitted by the Board.

Housing Choice Voucher Report: Kim Shirey stated that she is working to add participants to FSS. The HCV department has begun discussion with the City of Lansing Office of Financial Empowerment to form a new Program Coordinating Committee for



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the FSS program. There are 22 out of 38 mandatory FSS slots currently utilized. There were three (3) housing choice voucher waitlist orientation draws and 36 vouchers issued. The HCV department has experienced a 78% lease up rate for vouchers issued from the 2016 waitlist.

- B. Asset Management Report: Lisa Parsons announced that for the 2nd consecutive month LHC experienced a combined occupancy rate of 98 percent.
- C. Sustainability Agreement Update: Mr. Armstrong reported that the commission continues to abide by the monthly, quarterly, and biannual provisions enumerated in the sustainability agreement. The Detroit Field Office has provided a matrix to chart the sustainability plan.

Executive Director's Comments: Mr. Armstrong thanked the resident council of South Washington Park for being present and thanked the staff for their work in sustaining a 98% occupancy rate and 78% lease up rate for LIPH and HCV respectively. He provided updates regarding OIG, DEC, and DFO audits. He also stated that the IRS visit with LHC went well and is now closed. Chairman Baltimore, Mr. Edward Forrest, along with the staff at South Washington Park met with Congressman Mike Bishop in April to highlight some successes and challenges of the property. LHC has hired a coordinator for the learning centers and will soon implement coaches for each learning center site. Mr. Armstrong has worked with ITEC and Closing the Digital Gap regarding possible collaborations and programming. He will soon meet with Capital Area Michigan Works regarding possible collaborations. Meet and greets with residents at all sites associated with the upcoming programming provided by ITEC are forthcoming. He also met with Patrick Patterson of VOA to discuss future endeavors between LHC and VOA.

President's Comments: Chairman Baltimore further summarized the meeting with Congressman Bishop, stated that he has been in conversation with the Mayor's office regarding board appointment, and congratulated Commissioner Robinson on his new promotion.

Public Comment – limit 3 minutes per person: – Mr. Daniel Black requested to know the way notification(s) of the board meetings are posted. Ms. Amy Fontaine requested to know about the stipend and budget for SWP Resident Council. Mr. Jo Meade stated that the site managers should get out of the office and speak to the residents more often.





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Other Business - There was on other business.

Adjournment: The meeting was adjourned at 6:23 p.m.





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May 24, 2017

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Updated Code of Conduct Policy-Resolution No. 1271

RECOMMENDATION:

Staff recommends adoption of the attached Resolution No. 1271, which adopts the Lansing Housing Commission's ("LHC") Code of Conduct.

CONTACT PERSON:

Martell V. Armstrong
Executive Director
(517) 372.7996

SUMMARY:

This Resolution requests that you approve Lansing Housing Commission's Code Policy

BACKGROUND

The LHC receives subsidy and also frequently applies Grants through the U. S. Department of Housing and Urban Development. The Lansing Housing Commission is required to have a Code of Conduct to be eligible to receive this subsidy and be eligible to apply for Grants.

FINANCIAL CONSIDERATION

This is a requirement for any financial funding.



POLICY CONSIDERATIONS:

Resolution #1271 the Board is charged with the responsibility of approving Policies for LHC. As such, adopting the workplace misconduct policy fulfills the Board's oversight responsibility to approve LHC policies utilizing good governance practices.

Respectfully Submitted, 
Martell V. Armstrong, Secretary to the Board
Lansing Housing Commission





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Resolution No. 1271

Adopted By the Lansing Housing Commission

May 24, 2017

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Martell V. Armstrong, acting in the capacity of Executive Director, is authorized to immediately administer Lansing Housing Commission's updated Code of Conduct Policy.


Chair

Yeas 4

Nays 0

Abstentions 0

Attest:


Secretary

For Clerk Use Only

Resolution No. 1271
Date Adopted: 5/24/2017





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

Lansing Housing Commission
Policy 2011-2
Code of Conduct

This Code of Conduct represents guiding principles only, it cannot anticipate all circumstances and situations that employees may encounter. It is designed to provide Lansing Housing Commission ("LHC") employees and Board of Commissioners with a clear understanding of LHC's Code of Conduct. The exercise of good judgment is still expected at all times.

LHC does not condone the activities of employees and board of Commissioners who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. We do not permit any activity that fails to stand the closest possible scrutiny.

Employees and Board Commissioners who are uncertain about the application or interpretation of any legal requirements pertaining to this Code of Conduct should refer the matter to either their Supervisor, the Director of Human Resources or the Executive Director, who, if necessary will seek appropriate legal advice.

LHC expects its employees and Board of Commissioners to conduct themselves in a businesslike manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job and whenever representing the Commission.

Responsibility and Authority

All members of management are responsible for implementing and enforcing the Employee Code of Conduct in consultation with the Human Resources department. On an annual basis, employees are required to sign an acknowledgement that they have read, understood, and agree to comply with the Employee Code of Conduct.

If an employee or Board of Commissioner becomes aware of a serious breach of this Code of Conduct, they are responsible for reporting that breach to their Supervisor, the Director of Human Resources or the Executive Director. Any employee who reports a breach in good faith is protected from reprisal for doing so, even if the reported breach is not confirmed through investigation.

Funds and Other Assets

Employees and Board of Commissioners who have access to Organizational funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the LHC's policies and procedures or other explanatory materials, or both. LHC imposes strict standards to prevent fraud and dishonesty.

If employees or Board of Commissioners becomes aware of any evidence of fraud and dishonesty, they should immediately advise their Supervisor, the Executive Director or seek appropriate legal guidance so LHC can promptly investigate further.

When an employee or Commissioner spends LHC funds or incurs any reimbursable personal expenses, that individual must use good judgment on LHC's, behalf to ensure good value is received for every expenditure. Organization funds and all other assets of the LHC are purposed for LHC only and not for personal benefit. This includes the personal use of organizational assets, such as computers.

Records and Communications

Accurate and reliable records of many kinds are necessary to meet the LHC's legal and financial obligations and to manage LHC's affairs. The books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements. Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements
- False advertising, deceptive marketing practices, or other misleading representations

Dealing with Outside People and Organizations

Employees and Board of Commissioners must take care to separate their personal roles from their LHC role when communicating on matters not involving LHC business. Employees and Board of Commissioners must not use organization identification, stationery, supplies, and equipment for personal or political matters. When communicating publicly on matters that involve LHC business, employees and Board of Commissioners must not presume to speak for LHC on any topic, unless they are certain that the views they express are those of the Organization, and it is the Organization's desire that such views be publicly disseminated. When dealing with anyone outside of LHC, including public officials, employees and Board of Commissioners must take care not to compromise the integrity or damage the reputation of either, the Organization, or any outside individual, business, or government body.

Privacy and Confidentiality

When handling financial and personal information about customer or others with whom the LHC has dealings, observe the following principles:

- Collect, use, and retain only the personal information necessary for LHC's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
- Retain information only for as long as necessary or as required by HUD rules and the law
- Protect the physical security of this information
- Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.



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CODE OF CONDUCT POLICY EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Lansing Housing Commission Code of Conduct policy and agree that, as an employee, it is my responsibility to read and understand this policy, to ask questions of my supervisor if I need additional information regarding items covered by this policy, and to abide by and observe any and all the information, explained in this policy.

Print Employee Name: _____

Position/Title: _____ Department: _____

Signature: _____ Date: _____





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May 24, 2017

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Updated Conflict of Interest Policy-Resolution No. 1272

RECOMMENDATION:

Staff recommends adoption of the attached Resolution No. 1272, which adopts Policy No. 2012-02 as the Lansing Housing Commission's ("LHC") Conflict of Interest Policy.

CONTACT PERSON:

Martell V. Armstrong
Executive Director
(517) 372.7996

SUMMARY:

Staff recommends adoption of Resolution 1272 which seeks to clarify LHC's conflict of interest policy as it relates to certain conduct by LHC Commissioners, officers and employees during their tenure and for one (1) year after cessation of employment with LHC related to LHC projects and activities which involve the expenditure of LHC funds.

BACKGROUND

LHC's Annual Contributions Contract ("ACC") with HUD prohibits the kind of conduct addressed in the policy. HUD regulations also expressly prohibit such conduct with respect to the activities of current and former employees for a period of one (1) year after cessation of employment with LHC.

The proposed policy is intended to provide clear guidance to LHC Commissioners, officers and employees regarding prohibited conduct. The policy is designed to proscribe and hopefully, prevent conduct which presents even the appearance of impropriety without requiring definitive proof thereof. It will also strengthen LHC's ability to identify, sidestep, avoid or promptly terminate situations and arrangements, whether contractual or otherwise, which present the appearance of impropriety without requiring formal proof of the existence of an actual conflict of interest.




FINANCIAL CONSIDERATION

There are no financial considerations.

POLICY CONSIDERATIONS:

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

Respectfully Submitted, 
Martell V. Armstrong, Secretary to the Board
Lansing Housing Commission





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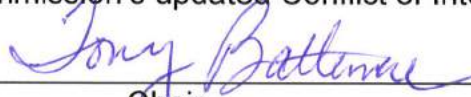
Resolution No. 1272

Adopted By the Lansing Housing Commission

May 24, 2017

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:


Martell V. Armstrong, acting in the capacity of Executive Director, is authorized to immediately administer Lansing Housing Commission's updated Conflict of Interest


Chair

Yeas 4

Nays 0

Abstentions 0

Attest: 
Secretary

For Clerk Use Only

Resolution No. 1272
Date Adopted: 5/24/2017





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

Lansing Housing Commission
Policy No. 2012-2
Conflict of Interest

1. No LHC employee, Commissioner, officer or their Relative shall:
 - a. Enter, into any contract, subcontract or arrangement relating to any LHC project or activity involving the expenditure of public funds, in which any employee, officer or member of LHC or their Relative during his or her tenure, or for one (1) year thereafter, has any direct or indirect financial or other interest.
 - b. Solicit or accept employment with any LHC Contractor, Subcontractor or Supplier or with any potential LHC Contractor, Subcontractor, or Supplier during the employee, officer or member's tenure with LHC or for one (1) year thereafter.
 - c. Engage in a business or other employment related to the housing industry without the prior, written approval of LHC.

If a LHC employee is approved to engage in a business or other employment related to the housing industry, the employee shall not process any Housing Assistance Payment contracts for or refer LHC customers to any properties which the employee may be associated through the business or the employment.

If an LHC officer is engaged in a business or employment related to the housing industry, the officer shall not vote or participate in discussions on any policy and/or proposal where he/she might benefit financially.

2. No LHC employee, officer or member or their Relative shall be (i) a present or former LHC Commissioner, (ii) a present or former LHC employee who assists (assisted) in the formulation of policy or who influences (influenced) decisions on projects or contracts within the last twelve (12) months, or (iii) a Prohibited Person.
3. No LHC employee, officer or member or their Relative or a company in which the LHC employee, officer or member or their Relative has a direct or indirect financial or other interest shall have a direct or indirect financial or other interest in any housing assistance contract, i.e., Housing Choice Voucher ("HCV") HAP contract or otherwise, with LHC during the employee, officer or member's tenure or for one (1) year thereafter.

No LHC officer, employee or commissioner may lease a unit to a HCV participant unless that voucher is ported to another agency.

If a HCV is ported to another agency as discussed above, the action must be reported at the next subsequent LHC board meeting.

4. For purposes of this policy, the following definitions apply:

Relative

Means parents, siblings, children, grandparents, grandchildren, uncles, aunts, first cousins, nieces, nephews, spouses, in-laws, i.e., father, mother, son, daughter, brother, sister-in-law, step-parents, step-children, step-siblings, half-siblings.

LHC Contractors, Subcontractors or Suppliers

Means any business or person who submitted, or participated in, a bid in response to a LHC procurement of goods or services or otherwise has participated directly or indirectly in supplying goods and services to LHC.

Prohibited Person

Means any public official, member of the Lansing City Council or a Michigan legislator who exercises functions or responsibilities with respect to LHC.

5. LHC expressly reserves the right to waive the prohibitions of this policy where the Commission reasonably determines the interest in or benefit to be derived by the LHC employee, officer or member is de minimus or is vastly outweighed by the benefit to be derived by LHC. However, no waiver shall be granted if it would violate any applicable federal, state or local regulation or law, or the terms and conditions of the Annual Contributions Contract entered into between the LHC and HUD, as amended ("ACC") from time to time.
6. The standard of conduct here imposed upon the LHC, its employees, officers and members in implementing this policy shall not be merely to avoid the conduct prohibited herein (subject to the Commission's right of waiver) or under any applicable law, regulation or the ACC, but to avoid even the appearance of improper conduct.
7. All LHC officers and employees shall annually complete a Conflict of Interest Disclosure Form to enable LHC to monitor compliance with this policy.
8. This policy adopted by Resolution No. 1077, on November 16, 2009 and revised on January 24, 2012 and by this reference, any applicable federal, state or local regulation or law shall constitute LHC's Conflict of Interest Policy.



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This form must be completed by all Lansing Housing Commission ("LHC") Commissioners and all LHC employees.

Name: _____ Date: _____

Job Title/Division: _____ Phone: _____

Supervisor: _____ Phone: _____

Use the following definitions in your response to the questions below.

Relative

Means parents, siblings, children, grandparents, grandchildren, uncles, aunts, first cousins, nieces, nephews, spouses, in-laws, i.e., father, mother, son, daughter, brother, sister-in-law, step-parents, step-children, step-siblings, half-siblings.

LHC Contractors, Subcontractors or Suppliers

Means any business or person who submitted, or participated in, a bid in response to a LHC procurement of goods or services or otherwise has participated directly or indirectly in supplying goods and services to LHC.

Prohibited Person

Means any public official, member of the Lansing City Council or a Michigan legislator who exercises functions or responsibilities with respect to LHC.

Housing Industry

Means any business which provides goods or services to the real estate industry, such as, the sale of rental of housing or performing construction or extermination services.

NOTE: The activities specified here are examples only and are not intended to
be exhaustive).

1. Within the last twelve months, have you, a Relative, or a company in which you or Relative has a financial or other interest, been a party to, or had a direct or indirect financial or other interest in, any contracts with LHC, its Contractors, Subcontractors or Suppliers?

Yes_____ No_____

If you answered "Yes" above, disclose the following:

Who entered the contract (identify yourself or your Relative, and, if applicable, the company with which the person identified is associated):

List the date the contract was entered and specify the work, services or goods provided under the contract:

Date: _____

If the contract was with a Contractor, Subcontractor or Supplier, state the name of the Contractor, Subcontractor or Supplier:

2. Within the last twelve months, have you, a Relative or a company in which you or a Relative has a financial or other interest, been a party to, or had a direct or indirect financial or other interest in, any housing assistance, i.e., Section 8 or other assisted housing, contract with LHC? This would include but is not limited to being a landlord, a tenant, a property owner, a property manager or a member of a partnership.

Yes_____ No_____

If you answered "Yes" above, disclose the following:

Who entered the contract (identify yourself or your Relative, and, if applicable, the company with which the person identified is associated):

List the date the contract was entered, specify the property to which the property related, and specify the amount of the periodic assistance payment received.

3. Within the last twelve months, have you or a Relative been employed by a LHC Contractor, Subcontractor or Supplier or held an ownership interest in a LHC Contractor or Supplier?

Yes_____

No_____

If you answered "Yes", list the name of the person(s) employed, his or her relationship to you, dates of employment and the name of the employing company:

4. Indicate whether you are a Relative of any of the following persons:

_____ a present or former LHC Commissioner

If this applies, identify the Commissioner:_____

_____ a present or former (within one year of employment termination) LHC employee who assists (assisted) in the formulation of policy or who influences (influenced)

decisions on projects or contracts-If this applies, identify the LHC employee:

_____ a Prohibited Person. If this applies, identify the Prohibited Person:

5. Do you or a Relative have a business related to the housing industry?

Yes _____

No _____

If yes, state the name of the business and its relationship to the housing
Industry?

6. Do you have other employment related to the housing industry? ____Yes ____No

If yes, state the nature of the other employment and its relationship to the housing industry.

7. Is one of your Relatives employed in the housing industry? ____Yes ____ No

If yes, state the nature of the employment and its relationship to the housing industry.

Certification

I certify that I have fully disclosed, to the best of my knowledge, all information requested by this form and have done so truthfully and honestly. Further, I agree to notify LHC within 30 days of any change in circumstances which may constitute a potential conflict of interest as described in this form.

I understand that the failure to truthfully and honestly complete this form may subject me to discipline up to and including termination of employment.

Signature

Date

NOTE: Please attach supplemental pages if needed to completely answer all questions.



COMMISSION

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May 24, 2017

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval of Lansing Housing Commission's 2018 Operating Budgets
Resolution No. 1273**

RECOMMENDATION:

Staff recommends approval of Resolution No.1273 which approves Lansing Housing Commission's 2018 Fiscal Year Operating Budget for all Programs, Low Income Public Housing AMPS, Housing Choice Voucher, and Central Office Cost Center,

CONTACT PERSON:

Martell Armstrong
Executive Director
(517) 372-7996

SUMMARY:

The program budgets reflect anticipated expenditures based on prior year actuals, anticipated rate changes and program changes.

BACKGROUND:

The Code of Federal Regulations under Title 24 Part 990 (The Public Housing Operating Fund Program) requires Board approval of all operating budgets before the fiscal year commences. The resulting Board resolution must be filed at the local field office as HUD-form 52574. The attached budgets for the Low Income Public Housing Program ("LIPH"), Housing Choice Voucher Program ("HCV") and Central Office Cost Center ("COCC") are compliant with this HUD requirement.

FINANCIAL CONSIDERATION:

These budget projections are based on last year's actual operating expenses, projected staffing configurations, and HUD funding projections. The budget for each business unit projects a break even or better position.



POLICY CONSIDERATIONS:

One of the major governance responsibilities of the Board is to set policy for LHC.
Approval of the budget falls within the Board governance responsibilities.

Respectfully Submitted, 
Martell Armstrong, Secretary to the Board
Lansing Housing Commission





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Resolution No. 1273

Adopted by the Lansing Housing Commission

May 24, 2017

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission's 2018 annual budget for Low Income Public Housing, Housing Choice Voucher, and Central Office Cost Center, are approved as presented. Martell Armstrong, in his capacity as the Executive Director or his designee is authorized to administer the budgets in accordance with HUD rules, regulations and guidelines.



Tony Baltimore, Chair

Yeas 4

Nays 0

Abstentions 0

Attest 

Secretary

For Clerks Use Only

Resolution No: 1273
Date Adopted: 5/24/2017



Fiscal Year 2018 Operating Budget

May 24, 2017

Lansing Housing Commission

Operating Budget

Operating Budget Recap

For Year Ending June 30, 2018

LANSING HOUSING COMMISSION

Operating Budget – Low Income Public Housing

(Mt. Vernon, Hildebrandt, LaRoy Froh, South Washington Park)

Fiscal Year July 1, 2017 – June 30, 2018

Budget Notes

Revenues

Tenant Rental Revenue – Revenues generated from tenant paid rent. The amount is based on the latest three-month trend and more aggressive collections effort. Also, this number is provided net of anticipated vacancy loss of 4%.

Tenant Revenue – Other – The following line items comprise this category:

- Excess Utilities – Charges to LIPH tenants for overruns on typical utility costs, which are assigned by the property manager.
- Late Charges - Revenues derived from late fees charged to tenants who pay their rent after the 5th day of a given month. Revenue based on historical performance.
- Maintenance Charges - Revenues derived from fees charged to tenants for work orders that LHC Maintenance performs. Revenue based on historical performance.
- Court Costs - Revenues derived from court fees charged to tenants in relation to cases of non-payment and evictions. Revenue based on historical performance.

HUD PHA Operating Grants – Traditionally, this line item is based upon a pre-calculated dollar amount provided by HUD to aid in the operation of Low Income Public Housing developments based upon the Projected Expense Levels of the development. However, for this year's budget, it is based upon the funding level received between January 2017 and March, 2017, adjusted for an expected 5% reduction in funding levels.

Fraud Recovery – Low Income Public Housing (LIPH) is entitled to 50% of the recovered fraudulently distributed funds from tenants. Revenue based on historical performance and anticipation of a more aggressive collection approach.

Expenses

Administrative Salaries - Line item is comprised of the annualized salaries of current LIPH Administrative staff and open positions, which consists of one on-site Manager and one Assistant Manager. Also, included is a projected 8% increase in medical benefits.

Auditing Fees – Based on historical cost. Total audit cost was split among AMPs (40%), HCV (50%, and COCC (10%).

Management Fees - Expenses for AMPs calculated using the HUD-designated rate of \$49.17 per unit month. This rate is then multiplied by the total occupied unit months possible (9,996), less a 4% vacancy rate.

Bookkeeping Fees - Expenses for AMPs that are calculated using HUD-designated rate \$7.50 per unit month. This rate is then multiplied by the total occupied unit months possible (9,996), less a 4% vacancy rate.

Employee Benefit contributions - Administrative – Contains the estimated cost of health, dental, and life insurance, long term disability and retirement benefits. Includes FICA amounts, anticipated amounts of unemployment to be paid. Also included is the 5%-gross salary employee contribution towards retirement benefits.

Office Expenses – Projected costs for various desktop supplies, paper, toner, and other consumables.

Legal – Non-tenant related legal expenses, based on historical costs.

Travel – Anticipated costs associated with employee travel (non-training related).

Other –

- Publications – Costs to cover annual publications required to be kept on hand at public housing sites.
- Membership Dues & Fees/Conference – Expenses related to trade publications and employee memberships into industry groups and professional organizations.

Tenant Services - Other – All AMP's are required to hold aside at least \$25 per eligible unit to cover tenant related recreation and other services.

Water/Electricity/Gas – Expense based upon historic costs of fiscal years FY2016 and FY2017 year-to-date actuals. No significant public utility rate increases are projected during the budget period.

Other Utilities Expense –

- Telephone – Expenses related to providing phone/internet/cell phone services for LIPH staff.
- Recycling – Fees associated with Recycling program with the City of Lansing.

Ordinary Maintenance and Operations - Labor - Line item is comprised of the

annualized salaries of current and open positions for LIPH Maintenance staff.

Ordinary Maintenance and Operations - Materials – Routine repair materials for LIPH. Expense based on historical performance.

Ordinary Maintenance and Operations - Contracts – Projected costs for routine contracts for LIPH, such as landscaping, snow removal, exterminating, electrical, mechanical, unit turnaround, contracted labor, and garbage removal.

Employee Benefits Contributions - Ordinary – Contains the estimated cost of health, dental, and life insurance, long term disability and retirement benefits for administrative staff.

Protective Services – Other Contract Costs – Expenses related to the security system at each site, and based on historical performance.

Insurance Premiums – LIPH Property, General Liability, Workers' Compensation and All Other (Automotive) insurance premiums.

Other General Expenses –

- Postage – Cost of postage and printing for meeting notices, reports, and related items. This line contains projections for both standard, first-class mailings, as well as overnight delivery needs.
- Conference – Costs related to any non-federal share activity requiring conference room space.
- Outside Printing – Costs related to bulk printing jobs of fliers, reports, and other major publications. Expense based on historical performance.

Compensated Absences – Annualized expenses related to Compensated Absences accrued by employees of the COCC.

PILOT – Expense is the estimated payment made to the City of Lansing, in lieu of taxes.

Bad debt – Tenant Rents – Expenses associated with the write off uncollectible rent, net of what is collected prior to the year-end close.

LANSING HOUSING COMMISSION

Operating Budget – Housing Choice Vouchers

Fiscal Year July 1, 2017 – June 30, 2018

Budget Notes

Revenues

HUD PHA Operating Grants –

- HCV Income Admin Fees - Administrative fees provided to the HCV Program are based on the number of vouchers under lease. This number is then applied to a multiplier to determine the monthly dollar amount. It is expected the funding percentage for this multiplier will decrease by 5% due to HUD projected funding level. It is projected that for the upcoming fiscal year, HCV will have 1,548 vouchers under lease per month, which is 5% higher than the previous fiscal year.
- HCV Income Housing Assistance Payments – Restricted funds provided to the HCV Programs is based on the number of vouchers leased and costs associated with those vouchers. These funds can be used only for Housing Assistance Payments.

Other Revenue – This line item contains, but is not limited to revenue generated from charging for copies.

Fraud Recovery Funds Retained – Housing Choice Vouchers (HCV) is entitled to 50% of the recovery of fraudulently distributed funds from voucher holders. Revenue based on historical performance and anticipation of lower occurrences of fraudulent activities.

Expenses

Administrative Salaries - Line item is comprised of the annualized salaries of all HCV employees. Salaries have been adjusted in order to account for funding obtained from other related grants supported by this staff. Also, included is a projected 8% increase in medical benefits.

Auditing Fees – Based on historical cost. Total audit cost was split among AMPs, HCV and COCC.

Management Fee – An amount totaling up to 20% of the administrative fees earned will be paid to COCC for management of the HCV Program.

Employee Benefit contributions - Administrative – Contains the estimated cost of health, dental, and life insurance, long term disability and retirement benefits, FICA and unemployment. Also included is an 8% increase in projected medical benefits.

Office Expenses – Projected costs for various desktop supplies, paper, toner and other consumables.

Legal Expense – Non-tenant related legal expenses, based on historical costs.

Travel – Anticipated costs associated with employee travel (non-training related.)

Tenant Services - Other – The following categories are included in this line item:

- Office Rent – Rental Expense paid to COCC for occupation of space at 419 Cherry.
- Staff Training and Travel – Expenses related to the training of HCV staff members on topics related to the administration of the HCV program.
- Software Maintenance – Costs associated with the updates and maintenance of the Emphasys Elite, the software used to administer the program.

Water/Electricity/Gas – Expense based upon historic costs of fiscal years FY2016 and FY2017 year-to-date actuals.

Other Utilities Expense –

- Telephone – Expenses in line from previous year that are related to providing phone/internet/cell phone services for HCV staff.

Ordinary Maintenance and Operations - Contracts – Projected costs for routine contracts for LIPH, such as landscaping, snow removal, exterminating, electrical, mechanical, unit turnaround, contracted labor, and garbage removal.

Protective Services – Other Contract Costs – Expenses related to the security system at each site based on historical performance.

Insurance Premiums – HCV Property, General Liability, Workers' Compensation and all Other (Automotive) insurance premiums.

Other General Expenses –

- Postage – Cost of postage and printing for meeting notices, reports, and related items. This line contains projections for both standard, first-class mailings as well as overnight delivery needs.
- Conference – Costs related to any non-federal share activity requiring conference room space.

- Outside Printing – Costs related to bulk printing jobs of fliers, reports, and other major publications. Expense based on historical performance.

Compensated Absences – Annualized expenses related to Compensated Absences accrued by employees of HCV.

Housing Assistance Payments – Expenses associated with the monthly Housing Assistance Payments distributed by the HCV programs to the landlords of all voucher holders. Also included is the Utility Assistance Payments paid to voucher holders on a monthly basis, if qualified.

Bad debt – Expenses associated with the write off uncollectible fraud, net of what is collected prior to the year-end close.

LANSING HOUSING COMMISSION

Operating Budget – Central Office Cost Center

Fiscal Year July 1, 2017 – June 30, 2018

Budget Notes

Revenues

Management Fees – There are three categories of fees accounting for revenues in this program:

- Property Management Fees - Revenues from LHC's AMPs, calculated using the HUD-designated rate of \$49.17 per unit month. This rate is then multiplied by the total occupied unit months possible (9,996), less what is projected to be the vacancy rate for the fiscal year. Currently this projection is 4% vacancy.
- OG Management Fee – Revenue generated from the management of the Component Unit, Oliver Gardens LDHALP.
- HCV Program Management Fees - COCC is permitted to capture the greater of \$12 per Unit OR 20% of the total Administrative Fee allotment of the HCV Program.

Bookkeeping Fees - Revenues from LHC's AMPs that are calculated using the HUD designated rate \$7.50 per unit month. This rate is then multiplied by the total occupied unit months possible (9,996), less the projected 4% vacancy rate.

Other Revenue - Building rent for the HCV Program Offices and miscellaneous vending, property insurance dividends, and leased parking spaces fall under this category of revenues. Projected revenue is based on historical performance.

Administrative Salaries - Line item is comprised of the annualized salaries of current COCC staff, including contracted employees not covered under Management Management Improvements in the Capital Fund.

Auditing Fees – Expenses incurred by COCC for mandatory annual audit.

Employee Benefit Contributions - Administrative – Contains the estimated cost of health, dental, and life insurance, long term disability and retirement benefits for both active and retired employees of the COCC. This total includes FICA amounts, and anticipated amounts of unemployment to be paid. Also, included is a projected 8% increase in medical benefits.

Office Expenses – The following categories are listed under this line item:

- Davenport Payments – Monthly cost associated with payment of the loan secured to acquire COCC facility located at 419 Cherry Street.
- Office Supplies - Anticipated expenses for desktop supplies, paper, toner, and other office consumables.

Legal Expense – Non-tenant related legal expenses, based on historical costs and anticipated litigation for the upcoming fiscal year.

Travel – Expenses incurred for COCC staff travelling for business purposes.

Water/Electricity/Gas – Based on historical cost of utilities related to 419 Cherry Street. These costs are distributed on a square footage ratio between the HCV and COCC departments.

Other Utilities Expense – (Telephone) – Expenses in line with previous year related to providing phone/internet/cell phone services for COCC staff.

Ordinary Maintenance and Operations - Materials and Other – Routine repair materials for COCC needs. Expense based on historical performance.

Ordinary Maintenance and Operations Contracts - Routine contracts for COCC, such as landscaping, snow removal, and mechanical. Expense based on historical performance.

Accounting Services – Expenses related to Fee Accounting/Finance Services

Property Insurance Premiums – COCC property insurance. Expense based on historical performance.

Liability Insurance Premiums – COCC general liability insurance. Expense is based on historical performance.

Workers' Compensation Insurance Premiums – COCC workers' compensation insurance. Expense based on historical performance.

Other General Expenses –

- Publications/Membership Dues & Fees – Expenses related to trade publications and employee memberships into industry groups and professional organizations.

- Postage – Cost of postage and printing for meeting notices, reports, and related items. This line contains projections for both standard, first-class mailings, as well as overnight delivery needs.
- Conference – Costs related to any non-federal share activity requiring conference room space.
- Outside Printing – Costs related to bulk printing jobs of fliers, reports, and other major publications. Expense based on historical performance.

Compensated Absences – Annualized expenses related to Compensated Absences accrued by employees of the COCC.

LANSING HOUSING COMMISSION

MT VERNON

Budget for FY2018

Summary Account	Total	Prior Yr Proj	Diff Inc (Dec)	% Cha
INCOME:				
1Tenant Rental Revenue Total	374,388	406,542	(32,154)	-8%
2Tenant Revenue - Other Total	16,113	20,332	(4,219)	-21%
Bookkeeping Fees Income Total	-	-	-	
CFP Operational Income Total	40,000	66,000	(26,000)	-39%
Fraud Recovery and Other Total	11,252	5,540	5,712	103%
HUD PHA Operating Grants Total	812,472	853,625	(41,153)	-5%
Management Fees Income Total	-	-	-	
	-	-	-	
	-	-	-	
TOTAL OPERATING INCOME Total	1,254,225	1,352,039	(97,814)	-7%
EXPENSES:				
01Administrative Salaries Total	79,905	53,949	25,956	48%
02Auditing Fees Total	4,000	5,625	(1,625)	-29%
03Management Fees Total	113,938	115,350	(1,412)	-1%
04Bookkeeping Fees Total	17,460	17,595	(135)	-1%
05Employee Benefits Contributions - Admin Total	35,699	28,960	6,739	23%
06Office Expenses Total	52,229	72,381	(20,152)	-28%
07Legal Total	20,496	17,936	2,560	14%
08Travel Total	-	387	(387)	-100%
09Other Total	4,500	4,985	(485)	-10%
10Tenant Services - Other Total	26,960	8,056	18,904	235%
11Water Total	85,936	79,851	6,085	8%
12Electricity Total	39,400	32,953	6,447	20%
13Gas Total	47,200	46,657	543	1%
14Other Utilities Expense Total	6,000	8,921	(2,921)	-33%
15Ordinary Maintenance and Operations - Labor Total	148,470	87,615	60,856	69%
16Ordinary Maintenance and Operations - Material Total	39,529	84,997	(45,468)	-53%
17Ordinary Maintenance and Operations - Contracts Total	246,800	281,993	(35,193)	-12%
18Employee Benefits Contributions - Ordinary Total	73,914	52,883	21,032	40%
19.1Housing Assistance Payments Total	-	-	-	
19Protective Services - Other Contract Costs Total	2,400	1,928	472	25%
20Property Insurance Total	35,498	33,512	1,986	6%
21Liability Insurance Total	13,435	12,913	522	4%
22Workers Compensation Total	4,375	6,892	(2,517)	-37%
23All Other Insurance Total	-	2,057	(2,057)	-100%
24Other General Expenses Total	23,448	26,913	(3,465)	-13%
26Payment in Lieu of Taxes Total	19,439	23,532	(4,093)	-17%
27Bad debt - Tenant Rents Total	7,464	11,756	(4,292)	-37%
29Depreciation Expense Total	-	-	-	
30Interest Expense Total	18,616	20,024	(1,408)	-7%
OPERATING EXPENSES Total	1,167,112	1,140,618	26,494	2%
Total Net Income / (Loss)	87,113	211,421	(124,308)	-59%
Total Net Income / (Loss) w/o Depreciation	87,113	211,421	(124,308)	

LANSING HOUSING COMMISSION

HILDEBRANDT

Budget for FY2018

Summary Account	Total	Prior Yr Proj	Diff Inc (Dec)	% Cha
INCOME:				
1Tenant Rental Revenue Total	425,292	417,127	8,165	2%
2Tenant Revenue - Other Total	22,640	25,503	(2,863)	-11%
Bookkeeping Fees Income Total	-	-	-	
CFP Operational Income Total	40,000	72,500	(32,500)	-45%
Fraud Recovery and Other Total	11,252	3,471	7,781	224%
HUD PHA Operating Grants Total	1,074,644	1,128,464	(53,820)	-5%
Management Fees Income Total	-	-	-	
	-	-	-	
	-	-	-	
TOTAL OPERATING INCOME Total	1,573,828	1,647,063	(73,236)	-4%
EXPENSES:				
01Administrative Salaries Total	82,524	66,528	15,996	24%
02Auditing Fees Total	4,000	5,625	(1,625)	-29%
03Management Fees Total	123,922	127,154	(3,231)	-3%
04Bookkeeping Fees Total	18,990	19,397	(407)	-2%
05Employee Benefits Contributions - Admin Total	36,159	27,513	8,646	31%
06Office Expenses Total	32,935	48,625	(15,690)	-32%
07Legal Total	24,639	19,927	4,712	24%
08Travel Total	-	372	(372)	-100%
09Other Total	2,400	(7,861)	10,261	
10Tenant Services - Other Total	29,760	7,697	22,064	287%
11Water Total	111,164	113,533	(2,369)	-2%
12Electricity Total	28,860	53,779	(24,919)	-46%
13Gas Total	33,393	43,415	(10,022)	-23%
14Other Utilities Expense Total	9,100	9,617	(517)	-5%
15Ordinary Maintenance and Operations - Labor Total	146,580	98,426	48,155	49%
16Ordinary Maintenance and Operations - Material Total	56,664	91,791	(35,127)	-38%
17Ordinary Maintenance and Operations - Contracts	281,708	253,168	28,540	11%
18Employee Benefits Contributions - Ordinary Total	57,048	50,017	7,031	14%
19.1Housing Assistance Payments Total	-	-	-	
19Protective Services - Other Contract Costs Total	3,684	3,803	(119)	-3%
20Property Insurance Total	31,555	29,825	1,730	6%
21Liability Insurance Total	11,322	10,793	529	5%
22Workers Compensation Total	3,275	3,544	(268)	-8%
23All Other Insurance Total	1,992	1,994	(2)	0%
24Other General Expenses Total	32,016	33,293	(1,277)	-4%
26Payment in Lieu of Taxes Total	24,108	19,529	4,579	23%
27Bad debt - Tenant Rents Total	10,800	11,100	(300)	-3%
29Depreciation Expense Total	-	-	-	
30Interest Expense Total	31,029	33,374	(2,345)	-7%
OPERATING EXPENSES Total	1,229,628	1,175,976	53,652	5%
Total Net Income / (Loss)	344,200	471,088	(126,888)	-27%
Total Net Income / (Loss) w/o Depreciation	344,200	471,088	(126,888)	-27%

LANSING HOUSING COMMISSION

LAROY FROH

Budget for FY2018

Summary Account	Total	Prior Yr Proj	Diff Inc (Dec)	% Cha
INCOME:				
1Tenant Rental Revenue Total	425,532	406,321	19,211	5%
2Tenant Revenue - Other Total	18,720	27,861	(9,141)	-33%
Bookkeeping Fees Income Total	-	-	-	
CFP Operational Income Total	40,000	70,000	(30,000)	-43%
Fraud Recovery and Other Total	11,252	6,030	5,221	87%
HUD PHA Operating Grants Total	1,009,224	1,025,162	(15,938)	-2%
Management Fees Income Total	-	-	-	
	-	-	-	
	-	-	-	
TOTAL OPERATING INCOME Total	1,504,728	1,535,373	(30,646)	-2%
EXPENSES:				
01Administrative Salaries Total	92,080	70,388	21,692	31%
02Auditing Fees Total	4,900	5,625	(725)	-13%
03Management Fees Total	119,811	119,853	(42)	0%
04Bookkeeping Fees Total	18,360	18,282	78	0%
05Employee Benefits Contributions - Admin Total	29,548	26,072	3,476	13%
06Office Expenses Total	37,091	44,008	(6,917)	-16%
07Legal Total	31,344	21,611	9,733	45%
08Travel Total	996	675	321	48%
09Other Total	8,268	11,074	(2,806)	-25%
10Tenant Services - Other Total	28,560	3,450	25,110	728%
11Water Total	66,495	65,653	842	1%
12Electricity Total	42,444	43,005	(561)	-1%
13Gas Total	51,300	40,846	10,454	26%
14Other Utilities Expense Total	13,713	17,461	(3,748)	-21%
15Ordinary Maintenance and Operations - Labor Total	140,002	99,217	40,785	41%
16Ordinary Maintenance and Operations - Material Total	143,656	156,031	(12,375)	-8%
17Ordinary Maintenance and Operations - Contracts Total	260,418	264,714	(4,296)	-2%
18Employee Benefits Contributions - Ordinary Total	85,256	67,672	17,583	26%
19.1Housing Assistance Payments Total	-	-	-	
19Protective Services - Other Contract Costs Total	-	3,917	(3,917)	-100%
20Property Insurance Total	44,706	41,965	2,741	7%
21Liability Insurance Total	14,140	13,523	617	5%
22Workers Compensation Total	3,275	3,595	(319)	-9%
23All Other Insurance Total	-	2,615	(2,615)	-100%
24Other General Expenses Total	26,228	32,890	(6,662)	-20%
26Payment in Lieu of Taxes Total	25,329	24,203	1,127	5%
27Bad debt - Tenant Rents Total	12,000	14,793	(2,793)	-19%
29Depreciation Expense Total	-	-	-	
30Interest Expense Total	18,327	19,714	(1,387)	-7%
OPERATING EXPENSES Total	1,318,248	1,232,850	85,398	7%
Total Net Income / (Loss)	186,480	302,524	(116,044)	-38%
Total Net Income / (Loss) w/o Depreciation	186,480	302,524	(116,044)	-38%

LANSING HOUSING COMMISSION

SO WASHINGTON

Budget for FY2018

Summary Account	Total	Prior Yr Proj	Diff Inc (Dec)	% Cha
INCOME:				
1Tenant Rental Revenue Total	347,988	365,319	(17,331)	-5%
2Tenant Revenue - Other Total	18,000	20,789	(2,789)	-13%
Bookkeeping Fees Income Total	-	-	-	
CFP Operational Income Total	100,000	65,254	34,746	53%
Fraud Recovery and Other Total	6,492	8,582	(2,091)	-24%
HUD PHA Operating Grants Total	647,768	725,006	(77,238)	-11%
Management Fees Income Total	-	-	-	
	-	-	-	
	-	-	-	
TOTAL OPERATING INCOME Total	1,120,248	1,184,949	(64,702)	-5%
EXPENSES:				
01Administrative Salaries Total	85,549	120,825	(35,276)	-29%
02Auditing Fees Total	4,000	5,625	(1,625)	-29%
03Management Fees Total	111,589	107,165	4,424	4%
04Bookkeeping Fees Total	17,100	16,349	752	5%
05Employee Benefits Contributions - Admin Total	44,453	57,214	(12,761)	-22%
06Office Expenses Total	45,741	66,493	(20,752)	-31%
07Legal Total	30,300	28,780	1,520	5%
08Travel Total	-	1,038	(1,038)	-100%
09Other Total	-	(1,890)	1,890	
10Tenant Services - Other Total	16,800	14,560	2,240	15%
11Water Total	91,800	103,632	(11,832)	-11%
12Electricity Total	70,800	78,981	(8,181)	-10%
13Gas Total	51,000	43,680	7,320	17%
14Other Utilities Expense Total	1,652	1,786	(135)	-8%
15Ordinary Maintenance and Operations - Labor Total	175,864	165,094	10,770	7%
16Ordinary Maintenance and Operations - Material Total	63,420	91,332	(27,912)	-31%
17Ordinary Maintenance and Operations - Contracts	86,890	213,412	(126,522)	-59%
18Employee Benefits Contributions - Ordinary Total	73,670	76,017	(2,347)	-3%
19.1Housing Assistance Payments Total	-	-	-	
19Protective Services - Other Contract Costs Total	1,680	1,500	180	12%
20Property Insurance Total	18,404	17,976	428	2%
21Liability Insurance Total	14,857	14,222	635	4%
22Workers Compensation Total	6,563	6,728	(165)	-2%
23All Other Insurance Total	1,199	1,373	(174)	-13%
24Other General Expenses Total	27,708	29,423	(1,715)	-6%
26Payment in Lieu of Taxes Total	12,239	11,367	872	8%
27Bad debt - Tenant Rents Total	12,000	29,402	(17,402)	-59%
29Depreciation Expense Total	-	-	-	
30Interest Expense Total	4,188	4,502	(314)	-7%
OPERATING EXPENSES Total	1,069,465	1,306,584	(237,119)	-18%
Total Net Income / (Loss)	50,783	(121,635)	172,418	-142%
Total Net Income / (Loss) w/o Depreciation	50,783	(121,635)	172,418	-142%

LANSING HOUSING COMMISSION

LIPH CONSOLIDATED

Budget for FY2018

Summary Account	Total	Prior Yr Proj	Diff Inc (Dec)	% Cha
INCOME:				
1Tenant Rental Revenue Total	1,573,200	1,595,309	(22,109)	-1%
2Tenant Revenue - Other Total	75,473	94,484	(19,011)	-20%
Bookkeeping Fees Income Total	-	-	-	
CFP Operational Income Total	220,000	273,754	(53,754)	-20%
Fraud Recovery and Other Total	40,246	23,623	16,623	70%
HUD PHA Operating Grants Total	3,544,108	3,732,255	(188,147)	-5%
Management Fees Income Total	-	-	-	
	-	-	-	
	-	-	-	
TOTAL OPERATING INCOME Total	5,453,028	5,719,425	(266,397)	-5%
EXPENSES:				
01Administrative Salaries Total	340,058	311,689	28,369	9%
02Auditing Fees Total	16,900	22,500	(5,600)	-25%
03Management Fees Total	469,261	469,521	(260)	0%
04Bookkeeping Fees Total	71,910	71,622	288	0%
05Employee Benefits Contributions - Admin Total	145,859	139,758	6,100	4%
06Office Expenses Total	167,996	231,507	(63,511)	-27%
07Legal Total	106,779	88,253	18,526	21%
08Travel Total	996	2,472	(1,476)	-60%
09Other Total	15,168	6,308	8,860	140%
10Tenant Services - Other Total	102,080	33,762	68,318	202%
11Water Total	355,395	362,669	(7,274)	-2%
12Electricity Total	181,504	208,717	(27,213)	-13%
13Gas Total	182,893	174,599	8,294	5%
14Other Utilities Expense Total	30,464	37,785	(7,321)	-19%
15Ordinary Maintenance and Operations - Labor Total	610,916	450,351	160,565	36%
16Ordinary Maintenance and Operations - Material Total	303,269	424,150	(120,881)	-28%
17Ordinary Maintenance and Operations - Contracts	875,816	1,013,287	(137,471)	-14%
18Employee Benefits Contributions - Ordinary Total	289,888	246,589	43,299	18%
19.1Housing Assistance Payments Total	-	-	-	
19Protective Services - Other Contract Costs Total	7,764	11,148	(3,384)	-30%
20Property Insurance Total	130,163	123,278	6,885	6%
21Liability Insurance Total	53,754	51,451	2,303	4%
22Workers Compensation Total	17,489	20,758	(3,269)	-16%
23All Other Insurance Total	3,191	8,039	(4,848)	-60%
24Other General Expenses Total	109,400	122,518	(13,118)	-11%
26Payment in Lieu of Taxes Total	81,114	78,630	2,484	3%
27Bad debt - Tenant Rents Total	42,264	67,050	(24,786)	-37%
29Depreciation Expense Total	-	-	-	
30Interest Expense Total	72,160	77,614	(5,454)	-7%
OPERATING EXPENSES Total	4,784,452	4,856,028	(71,576)	-1%
Total Net Income / (Loss)	668,576	863,397	(194,822)	-23%
Total Net Income / (Loss) w/o Depreciation	668,576	863,397	(194,822)	-23%

LANSGING HOUSING COMMISSION

HCV

Budget for FY2018

Summary Account	Total	Prior Yr Proj	Diff Inc (Dec)	% Cha
INCOME:				
1Tenant Rental Revenue Total	-	-	-	
2Tenant Revenue - Other Total	-	-	-	
Bookkeeping Fees Income Total	-	-	-	
CFP Operational Income Total	-	-	-	
Fraud Recovery and Other Total	4,800	14,358	(9,558)	-67%
HUD PHA Operating Grants Total	9,818,076	10,299,099	(481,023)	-5%
Management Fees Income Total	-	-	-	
	-	-	-	
	-	-	-	
TOTAL OPERATING INCOME	9,822,876	10,313,457	(490,581)	-5%
EXPENSES:				
01Administrative Salaries Total	255,352	198,115	57,237	29%
02Auditing Fees Total	27,950	36,967	(9,017)	-24%
03Management Fees Total	164,246	179,000	(14,754)	-8%
04Bookkeeping Fees Total	-	-	-	
05Employee Benefits Contributions - Admin	103,960	85,072	18,888	22%
06Office Expenses Total	154,800	159,051	(4,251)	-3%
07Legal Total	-	-	-	
08Travel Total	-	1,227	(1,227)	-100%
09Other Total	26,400	33,631	(7,231)	-22%
10Tenant Services - Other Total	-	-	-	
11Water Total	360	279	81	29%
12Electricity Total	1,560	1,191	369	31%
13Gas Total	1,440	74	1,366	1842%
14Other Utilities Expense Total	-	-	-	
15Ordinary Maintenance and Operations - La	-	-	-	
16Ordinary Maintenance and Operations - Ma	3,660	1,970	1,690	86%
17Ordinary Maintenance and Operations - Co	4,176	4,022	154	4%
18Employee Benefits Contributions - Ordina	-	-	-	
19.1Housing Assistance Payments Total	8,996,844	9,241,874	(245,030)	-3%
19Protective Services - Other Contract Costs	500	348	152	44%
20Property Insurance Total	-	-	-	
21Liability Insurance Total	16,970	16,213	757	5%
22Workers Compensation Total	6,338	7,178	(839)	-12%
23All Other Insurance Total	1,104	-	1,104	
24Other General Expenses Total	19,440	25,161	(5,721)	-23%
26Payment in Lieu of Taxes Total	-	-	-	
27Bad debt - Tenant Rents Total	-	-	-	
29Depreciation Expense Total	-	-	-	
30Interest Expense Total	-	-	-	
OPERATING EXPENSES Total	4,892,550	4,995,687	(103,136)	-2%
Total Net Income / (Loss)	37,775	322,084	(284,308)	-88%
Total Net Income / (Loss) w/o Depreciation	37,775	322,084	(284,308)	-88%

LANSING HOUSING COMMISSION

COCC

Budget for FY2018

Summary Account	Total	Prior Yr Proj	Diff Inc (Dec)	% Cha
INCOME:				
1Tenant Rental Revenue Total	-	-	-	
2Tenant Revenue - Other Total	-	-	-	
Bookkeeping Fees Income Total	71,916	71,621	296	0%
CFP Operational Income Total	-	-	-	
Fraud Recovery and Other Total	75,330	72,098	3,232	4%
HUD PHA Operating Grants Total	-	-	-	
Management Fees Income Total	755,690	855,396	(99,706)	-12%
	-	-	-	
	-	-	-	
TOTAL OPERATING INCOME Total	902,936	999,114	(96,178)	-10%
EXPENSES:				
01Administrative Salaries Total	402,839	273,602	129,237	47%
02Auditing Fees Total	5,200	8,183	(2,983)	-36%
03Management Fees Total	-	-	-	
04Bookkeeping Fees Total	-	-	-	
05Employee Benefits Contributions - Admin Tot	116,762	74,676	42,085	56%
06Office Expenses Total	40,546	41,480	(934)	-2%
07Legal Total	2,000	2,500	(500)	-20%
08Travel Total	1,680	1,328	352	26%
09Other Total	28,104	23,394	4,710	20%
10Tenant Services - Other Total	-	45	(45)	-100%
11Water Total	1,500	734	766	104%
12Electricity Total	11,514	7,555	3,959	52%
13Gas Total	1,909	1,245	664	53%
14Other Utilities Expense Total	300	215	85	39%
15Ordinary Maintenance and Operations - Labor	-	-	-	
16Ordinary Maintenance and Operations - Mater	300	3,920	(3,620)	-92%
17Ordinary Maintenance and Operations - Contr	7,736	4,851	2,885	59%
18Employee Benefits Contributions - Ordinary T	-	50	(50)	-100%
19.1Housing Assistance Payments Total	-	-	-	
19Protective Services - Other Contract Costs To	600	2,305	(1,705)	-74%
20Property Insurance Total	1,310	1,595	(285)	-18%
21Liability Insurance Total	1,356	339	1,017	300%
22Workers Compensation Total	1,728	1,372	356	26%
23All Other Insurance Total	-	3,283	(3,283)	-100%
24Other General Expenses Total	38,534	53,667	(15,133)	-28%
26Payment in Lieu of Taxes Total	-	-	-	
27Bad debt - Tenant Rents Total	-	-	-	
29Depreciation Expense Total	-	-	-	
30Interest Expense Total	10,860	13,252	(2,392)	-18%
OPERATING EXPENSES Total	674,778	519,592	155,186	30%
Total Net Income / (Loss)	228,159	479,522	(251,364)	-52%
Total Net Income / (Loss) w/o Depreciation	228,159	479,522	(251,364)	-52%

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

	Period Amount	Balance
ASSETS		
1010-0000-111101 General Fund Checking	-	-
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	38,925.76	589,903.65
1010-0000-112200 Accounts Receivable	2,525.26	12,984.96
1010-0000-112201 Allowance for Doubtful Accounts	(1,000.00)	(1,000.00)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-112954 Accounts Receivables-Misc	-	-
1010-0000-114500 Accrued Interest Receivable	-	374.08
1010-5005-115700 Intercompany	(79,767.82)	(14,644.61)
1010-0000-116201 Investments Savings	-	127,313.50
1010-0000-121100 Prepaid Insurance	(4,132.00)	17,529.13
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	-	3,446.25
1010-3000-144000 Construction in Progress	-	914,572.67
1010-0000-146000 Dwelling Structures	-	10,175,717.75
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	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	-	(8,651,128.48)
1010-1010-148100 Accumulated Depreciation-Build	-	(59,076.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(3,250.00)
1010-0000-150300 Deferred Outflow - MERS	-	175,656.00
TOTAL ASSETS	(43,448.80)	4,486,882.46
LIABILITIES		
1010-0000-200000 OPEB Liability	-	285,338.00
1010-0000-200300 Pension Liability	-	319,001.00
1010-0000-210000 Construction Costs Payable	-	14,567.00
1010-0000-211100 Accounts Payable	(16,163.50)	7,587.50
1010-0000-211400 Tenant Security Deposits	(862.00)	28,944.30
1010-0000-211999 Tenant Refunds	149.50	6,320.48
1010-0000-212000 Accrued Payroll	-	(651.70)
1010-0000-213500 Accrued Comp Absences - Curr	-	2,609.52
1010-0000-213700 Payment in Lieu of Taxes	1,073.00	21,700.62
1010-0000-214000 Accrued Comp Absences - non curr	-	14,787.31
1010-0000-220000 Accrued Def'd Interest MSHDA	-	9,193.67
1010-0000-260600 Note Payable Non Curr - PNC	-	449,088.42
1010-0000-260601 Note Payable - Curr - PNC	-	28,660.14
TOTAL LIABILITIES	(15,803.00)	1,187,146.26
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	(27,645.80)	(1,023,427.63)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(19,356.80)
1010-3000-282000 Income and Expense Clearing	-	1,465,929.26
TOTAL EQUITY	(27,645.80)	3,299,736.20
TOTAL LIABILITIES & EQUITY	(43,448.80)	4,486,882.46

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for April 2017

	Period Amount	Balance
ASSETS		
1020-0000-111101 General Fund Checking	-	-
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	(48,770.16)	409,116.74
1020-0000-112200 Accounts Receivable	4,196.21	11,866.20
1020-0000-112201 Allowance for Doubtful Accounts	(1,000.00)	(1,000.00)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	374.08
1020-5005-115700 Intercompany	68,896.17	(4,467.99)
1020-0000-116201 Investments Savings	-	127,313.50
1020-0000-121100 Prepaid Insurance	(3,635.00)	15,350.14
1020-0000-140000 Land	-	394,556.00
1020-0000-144000 Construction in Progress	-	567.84
1020-3000-144000 Construction in Progress	-	1,365,719.53
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	-	(10,849,545.45)
1020-1020-148100 Accumulated Depreciation-Build	-	(75,427.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(28,567.00)
1020-0000-150300 Deferred Outflow - MERS	-	147,102.00
TOTAL ASSETS	19,687.22	5,804,476.20
LIABILITIES		
1020-0000-200000 OPEB Liability	-	149,363.00
1020-0000-200300 Pension Liability	-	297,232.00
1020-0000-210000 Construction Costs Payable	-	12,199.00
1020-0000-211100 Accounts Payable	(9,713.43)	2,851.60
1020-0000-211400 Tenant Security Deposits	(192.00)	31,394.19
1020-0000-211999 Tenant Refunds	(241.50)	6,577.02
1020-0000-212000 Accrued Payroll	-	(444.92)
1020-0000-213400 Utility Accrual	-	0.01
1020-0000-213500 Accrued Comp Absences - Curr	-	653.80
1020-0000-213700 Payment in Lieu of Taxes	1,515.00	28,059.76
1020-0000-214000 Accrued Comp Absences - non curr	-	3,704.88
1020-0000-260600 Note Payable Non Curr - PNC	-	742,418.26
1020-0000-260601 Note Payable - Curr - PNC	-	47,399.47
TOTAL LIABILITIES	(8,631.93)	1,321,408.07
EQUITY		
1020-0000-280100 Invest C	-	3,764,869.00
1020-0000-280500 Unrestricted Net Assets	-	(84,554.50)
1020-0000-282000 Income and Expense Clearing	28,319.15	(88,097.48)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	935,977.11
TOTAL EQUITY	28,319.15	4,483,068.13
TOTAL LIABILITIES & EQUITY	19,687.22	5,804,476.20

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

	Period Amount	Balance
ASSETS		
1080-0000-111101 General Fund Checking	-	-
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	(70,295.30)	775,144.30
1080-0000-112200 Accounts Receivable	1,426.32	8,550.55
1080-0000-112201 Allowance for Doubtful Accounts	(1,004.00)	(3,500.00)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-114500 Accrued Interest Receivable	-	374.08
1080-5005-115700 Intercompany	39,919.88	16,091.62
1080-0000-116201 Investments Savings	-	127,313.50
1080-0000-121100 Prepaid Insurance	(4,996.00)	20,794.50
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	24,701.35	157,821.30
1080-3000-144000 Construction in Progress	-	756,674.55
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	-	(9,656,100.52)
1080-1080-148100 Accumulated Depreciation-Build	-	(61,351.00)
1080-0000-150300 Deferred Outflow - MERS	-	190,189.00
TOTAL ASSETS	(10,247.75)	5,745,126.37
LIABILITIES		
1080-0000-200000 OPEB Liability	-	240,509.00
1080-0000-200300 Pension Liability	-	168,844.00
1080-0000-210000 Construction Costs Payable	-	15,772.00
1080-0000-211100 Accounts Payable	(17,664.59)	2,667.12
1080-0000-211400 Tenant Security Deposits	(1,196.00)	36,476.00
1080-0000-211999 Tenant Refunds	101.50	1,874.00
1080-0000-212000 Accrued Payroll	-	(581.19)
1080-0000-213400 Utility Accrual	-	0.01
1080-0000-213500 Accrued Comp Absences - Curr	-	1,287.49
1080-0000-213700 Payment in Lieu of Taxes	2,122.00	29,081.66
1080-0000-214000 Accrued Comp Absences - non curr	-	7,295.79
1080-0000-260600 Note Payable Non Curr - PNC	-	431,269.99
1080-0000-260601 Note Payable - Curr - PNC	-	27,557.83
TOTAL LIABILITIES	(16,637.09)	962,053.70
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	6,389.34	(299,796.28)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	630,510.45
TOTAL EQUITY	6,389.34	4,783,072.67
TOTAL LIABILITIES & EQUITY	(10,247.75)	5,745,126.37

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

	Period Amount	Balance
ASSETS		
1090-0000-111101 General Fund Checking	-	-
1090-0000-111102 Cash-Security Deposits	-	20,054.08
1090-0000-111111 Chase Checking	(81,520.45)	469,877.27
1090-0000-112200 Accounts Receivable	4,264.00	5,987.56
1090-0000-112201 Allowance for Doubtful Accounts	(975.00)	(1,000.00)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	374.08
1090-5005-115700 Intercompany	21,575.22	2,121.69
1090-0000-116201 Investments Savings	-	127,313.51
1090-0000-121100 Prepaid Insurance	(2,788.00)	11,933.48
1090-0000-140000 Land	-	231,564.00
1090-0000-144000 Construction in Progress	-	18,822.75
1090-3000-144000 Construction in Progress	46,730.30	78,877.73
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	-	(8,238,999.65)
1090-1090-148100 Accumulated Depreciation-Build	-	(13,992.00)
1090-0000-150300 Deferred Outflow - MERS	-	175,297.00
TOTAL ASSETS	(12,713.93)	3,789,687.77
LIABILITIES		
1090-0000-200000 OPEB Liability	-	148,585.00
1090-0000-200300 Pension Liability	-	311,352.00
1090-0000-210000 Construction Costs Payable	-	14,537.00
1090-0000-211100 Accounts Payable	(3,676.45)	7,647.55
1090-0000-211400 Tenant Security Deposits	(524.00)	24,188.50
1090-0000-211999 Tenant Refunds	28.00	7,014.37
1090-0000-212000 Accrued Payroll	-	(501.05)
1090-0000-213500 Accrued Comp Absences - Curr	-	1,536.79
1090-0000-213700 Payment in Lieu of Taxes	797.00	3,285.77
1090-0000-214000 Accrued Comp Absences - non curr	-	8,708.50
1090-0000-260600 Note Payable Non Curr - PNC	-	103,777.57
1090-0000-260601 Note Payable - Curr - PNC	-	6,613.88
TOTAL LIABILITIES	(3,375.45)	636,705.88
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	(9,338.48)	(385,045.03)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	342,349.42
TOTAL EQUITY	(9,338.48)	3,152,981.89
TOTAL LIABILITIES & EQUITY	(12,713.93)	3,789,687.77

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

	Period Amount	Balance
ASSETS		
5005-0000-111105 LHC-Payroll Account	(4,061.76)	51,176.50
5005-0000-111111 Chase Checking	23,883.00	527,202.07
5005-0000-111115 Chase-Payroll Acct.	-	3,226.36
5005-0000-112954 Accounts Receivables-Misc	-	51,000.00
5005-1010-115700 Intercompany	79,767.82	14,644.61
5005-1020-115700 Intercompany	(68,896.17)	4,467.99
5005-1030-115700 Intercompany	-	-
5005-1060-115700 Intercompany	-	-
5005-1080-115700 Intercompany	(39,919.88)	(16,091.62)
5005-1090-115700 Intercompany	(21,575.22)	(2,121.69)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	(84,584.50)	(72,682.52)
5005-8002-115700 Intercompany	67,801.28	71,355.69
5005-8004-115700 Intercompany	-	-
5005-8005-115700 Intercompany	1,277.71	(9,718.74)
5005-8010-115700 Intercompany	15,907.46	26,848.83
5005-8020-115700 Intercompany	-	-
5005-8021-115700 Intercompany	(777.00)	-
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	(665.60)	18,557.34
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	19,100.00
5005-0000-146000 Dwelling Structures	-	720,763.72
5005-0000-146500 Dwelling Equipment - Ranges &	-	388,030.26
5005-0000-148100 Accumulated Depreciation-Build	-	(773,927.83)
5005-0000-150102 Investment in OG	-	209,366.00
5005-0000-150300 Deferred Outflow - MERS	-	122,982.00
TOTAL ASSETS	(31,842.86)	2,469,841.64
LIABILITIES		
5005-0000-200000 OPEB Liability	-	140,793.00
5005-0000-200300 Pension Liability	-	105,743.00
5005-0000-210000 Construction Costs Payable	-	10,199.00
5005-0000-211100 Accounts Payable	(1,864.18)	655.08
5005-0000-211704 Health Insurance W/H	1,009.77	6,153.50
5005-0000-212000 Accrued Payroll	-	(817.85)
5005-0000-213500 Accrued Comp Absences - Curr	-	5,198.82
5005-0000-214000 Accrued Comp Absences - non curr	-	29,459.97
5005-0000-260700 Note Payable Non Curr - Davenport	(4,025.99)	435,688.05
5005-0000-260701 Note Payable - Curr - Davenport	-	47,000.00
TOTAL LIABILITIES	(4,880.40)	780,072.57
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	(26,962.46)	1,338,835.78
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	(26,962.46)	1,689,769.07
TOTAL LIABILITIES & EQUITY	(31,842.86)	2,469,841.64

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

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	(79,369.52)	174,944.35
8002-0000-111111 Chase Checking	47,248.95	1,172,829.76
8004-0000-111111 Chase Checking	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	84,584.50	72,882.52
8002-5005-115700 Intercompany	(67,601.28)	(71,355.69)
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,373.00)	5,494.26
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(26,891.08)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	181,076.00
TOTAL ASSETS	(16,710.35)	1,536,376.14
LIABILITIES		
8001-0000-200000 OPEB Liability	-	402,760.00
8001-0000-200300 Pension Liability	-	274,936.00
8001-0000-210000 Construction Costs Payable	-	15,016.00
8001-0000-211100 Accounts Payable	(5,268.70)	3,988.57
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	125.00
8001-0000-212000 Accrued Payroll	-	(759.30)
8001-0000-213500 Accrued Comp Absences - Curr	-	1,590.87
8001-0000-214000 Accrued Comp Absences - non curr	-	9,014.90
TOTAL LIABILITIES	(5,268.70)	706,672.04
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(322,247.00)
8001-0000-282000 Income and Expense Clearing	9,110.68	53,770.95
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
8001-3000-282000 Income and Expense Clearing	-	(2,130.72)
8002-0000-280100 Invest C	-	3,047.00
8002-0000-280400 Restricted Net Assets	-	152,357.00
8002-0000-280500 Unrestricted Net Assets	-	453,953.00
8002-0000-282000 Income and Expense Clearing	(20,552.33)	25,588,662.60
8002-8002-282000 Income and Expense Clearing	-	(25,096,670.53)
8004-0000-282000 Income and Expense Clearing	-	293,299.67
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
TOTAL EQUITY	(11,441.65)	829,704.10
TOTAL LIABILITIES & EQUITY	(16,710.35)	1,536,376.14

Lansing Housing Commission
Shelter Plus Care
Balance Sheet for April 2017

	Period Amount	Balance
ASSETS		
8021-0000-111111 Chase Checking	(777.00)	1,635.01
8021-0000-112500 Accounts Receivable HUD	-	-
8021-5005-115700 Intercompany	777.00	-
TOTAL ASSETS	<u>-</u>	<u>1,635.01</u>
LIABILITIES		
8020-0000-200000 OPEB Liability	-	5,482.00
8021-8021-211100 Accounts Payable	-	-
8021-0000-213500 Accrued Comp Absences - Curr	-	-
8021-0000-214000 Accrued Comp Absences - non curr	-	-
TOTAL LIABILITIES	<u>-</u>	<u>5,482.00</u>
EQUITY		
8021-0000-280500 Unrestricted Net Assets	-	(40,523.00)
8021-0000-282000 Income and Expense Clearing	-	942,278.17
8021-8021-282000 Income and Expense Clearing	-	(905,602.16)
TOTAL EQUITY	<u>-</u>	<u>(3,846.99)</u>
TOTAL LIABILITIES & EQUITY	<u>-</u>	<u>1,635.01</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 1,315,924	\$ 1,423,500	\$ (107,576)	\$ 1,332,440	\$ 1,707,984	\$ 284,484
Tenant Revenue - Other	81,840	96,117	(14,277)	103,008	112,749	16,632
Total Tenant Revenue	<u>\$ 1,397,763</u>	<u>\$ 1,519,617</u>	<u>\$ (121,854)</u>	<u>\$ 1,435,448</u>	<u>\$ 1,820,733</u>	<u>\$ 301,116</u>
HUD PHA Operating Grants	3,003,891	3,484,090	(480,199)	2,586,306	4,180,908	696,818
CFP Operational Income	570,975	-	570,975	722,827	-	-
Fraud Recovery and Other	23,270	36,210	(12,940)	407,636	43,754	7,544
Total Operating Revenue	<u>\$ 4,995,899</u>	<u>\$ 5,039,917</u>	<u>\$ (44,018)</u>	<u>\$ 5,152,219</u>	<u>\$ 6,045,395</u>	<u>\$ 1,005,478</u>
Administrative Salaries	\$ 263,980	\$ 304,787	\$ (40,807)	\$ 206,301	\$ 360,222	\$ 55,435
Auditing Fees	15,360	33,096	(17,736)	75,013	33,096	-
Management Fees	529,590	367,340	162,250	736,734	440,808	73,468
Bookkeeping Fees	59,848	59,325	523	59,012	71,190	11,865
Employee Benefits Contributions - Administrative	112,601	98,751	13,850	87,028	117,583	18,832
Office Expenses	139,617	121,833	17,784	111,435	146,672	24,839
Legal Expense	82,209	84,741	(2,532)	68,072	103,303	18,562
Travel	1,871	1,926	(55)	3,723	2,378	452
Other	36,243	23,790	12,453	61,972	25,567	1,777
Tenant Services - Other	33,240	25,710	7,530	16,605	28,810	3,100
Water	313,140	281,761	31,379	276,514	341,373	59,612
Electricity	169,697	181,221	(11,523)	172,378	215,391	34,170
Gas	163,257	183,292	(20,035)	174,369	198,820	15,528
Other Utilities Expense	18,976	20,932	(1,956)	23,174	32,200	11,268
Ordinary Maintenance and Operations - Labor	392,996	541,376	(148,381)	433,496	641,129	99,753
Ordinary Maintenance and Operations - Material	301,854	396,857	(95,002)	383,503	470,822	73,965
Ordinary Maintenance and Operations - Contract	942,250	659,259	282,991	692,552	781,930	122,671
Employee Benefits Contributions - Ordinary	201,847	245,780	(43,933)	195,556	293,250	47,470
Protective Services - Other Contract Costs	10,239	15,800	(5,561)	13,604	17,404	1,604
Property Insurance	103,247	97,840	5,408	102,850	117,408	19,568
Liability Insurance	42,999	42,282	717	44,194	50,738	8,456
Workers Compensation	16,969	16,290	379	12,833	19,548	3,258
All Other Insurance	8,326	7,581	745	7,369	9,097	1,516
Other General Expenses	260,293	172,936	87,357	442,309	207,480	34,544
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	62,119	71,848	(9,729)	18,641	87,419	15,571
Bad debt - Tenant Rents	59,636	47,591	12,045	41,961	57,109	9,518
Interest Expense	64,364	64,364	0	60,348	76,858	12,494
Total Operating Expenses	<u>\$ 4,406,468</u>	<u>\$ 4,168,309</u>	<u>\$ 238,159</u>	<u>\$ 4,521,543</u>	<u>\$ 4,947,606</u>	<u>\$ 779,297</u>
Net Income (Loss)	<u>\$ 589,431</u>	<u>\$ 871,608</u>	<u>\$ (282,177)</u>	<u>\$ 630,675</u>	<u>\$ 1,097,790</u>	<u>\$ 226,181</u>

Lansing Housing Commission
Budget vs. Actual
COCC
For the Period Ending March 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 678,107	\$ 655,735	\$ 22,372	\$ 895,503	\$ 759,426	\$ 103,691
Bookkeeping Fees Income	59,847	59,330	517	59,012	71,190	11,860
Fraud Recovery and Other	58,265	89,970	(31,705)	188,176	101,970	12,000
Total Operating Revenue	<u>\$ 796,219</u>	<u>\$ 805,035</u>	<u>\$ (8,816)</u>	<u>\$ 1,142,690</u>	<u>\$ 932,586</u>	<u>\$ 127,551</u>
Administrative Salaries	\$ 293,806	\$ 305,411	\$ (11,605)	\$ 153,622	\$ 351,905	\$ 46,494
Auditing Fees	5,545	8,000	(2,455)	19,773	8,000	-
Employee Benefits Contributions - Admin	66,407	62,706	3,701	47,982	74,100	11,395
Office Expenses	27,092	30,259	(3,167)	20,067	35,335	5,076
Legal	2,390	3,000	(610)	973	3,000	-
Travel	1,081	16,500	(15,419)	8,332	16,500	-
Other	30,140	25,500	4,640	17,879	32,050	6,550
Tenant Services - Other	61	-	61	564	-	-
Water	715	1,190	(475)	1,884	1,428	238
Electricity	6,359	7,000	(641)	8,316	8,425	1,425
Gas	1,494	1,570	(76)	1,517	1,690	120
Other Utilities Expense	166	-	166	-	-	-
Ordinary Maintenance and Operations - Material	28	2,000	(1,972)	3,788	2,400	400
Ordinary Maintenance and Operations - Contrac	10,426	10,390	36	12,586	13,088	2,698
Protective Services - Other Contract Costs	1,537	925	612	237	925	-
Property Insurance	1,275	3,451	(2,175)	1,368	4,141	690
Liability Insurance	226	1,164	(938)	1,118	1,397	233
Workers Compensation	1,059	3,320	(2,261)	564	3,984	664
All Other Insurance	2,479	7,983	(5,503)	12,429	9,579	1,597
Other General Expenses	47,704	47,075	629	64,006	62,314	15,239
Compensated Absences	-	-	-	-	-	-
Interest Expense	9,809	10,100	(291)	11,045	12,024	1,924
Total Operating Expenses	<u>\$ 509,799</u>	<u>\$ 547,543</u>	<u>\$ (37,744)</u>	<u>\$ 388,052</u>	<u>\$ 642,285</u>	<u>\$ 94,742</u>
Net Income (Loss)	<u>\$ 286,420</u>	<u>\$ 257,492</u>	<u>\$ 28,928</u>	<u>\$ 754,638</u>	<u>\$ 290,301</u>	<u>\$ 32,809</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 8,568,503	\$ 8,572,900	\$ (4,397)	\$ 8,529,460	\$ 10,273,680	\$ 1,700,780
Other Revenue	4,733	-	4,733	48,799	-	-
Fraud Recovery and Other	7,109	5,000	2,109	4,934	6,000	1,000
Total Operating Revenue	<u>\$ 8,580,345</u>	<u>\$ 8,577,900</u>	<u>\$ 2,445</u>	<u>\$ 8,583,192</u>	<u>\$ 10,279,680</u>	<u>\$ 1,701,780</u>
Administrative Salaries	\$ 166,682	\$ 274,014	\$ (107,332)	\$ 190,605	\$ 323,834	\$ 49,821
Auditing Fees	27,725	40,000	(12,275)	104,709	40,000	-
Management Fees	148,516	151,126	(2,610)	158,769	181,351	30,225
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	72,596	93,451	(20,855)	61,614	112,010	18,558
Office Expenses	132,232	109,169	23,063	120,133	125,224	16,055
Legal Expense	-	-	-	-	-	-
Travel	920	250	670	2,630	250	-
Other	129,903	24,256	105,647	20,417	28,408	4,152
Tenant Services - Other	-	-	-	-	-	-
Water	209	400	(191)	-	480	80
Electricity	893	1,300	(407)	817	1,560	260
Gas	56	890	(834)	20	940	50
Other Utilities Expense	89	-	89	-	-	-
Ordinary Maintenance and Operations - Material	-	2,808	(2,808)	21,057	3,048	-
Ordinary Maintenance and Operations - Contrac	27,085	3,460	23,625	362	4,152	-
Protective services - Other Contract Costs	261	500	(239)	313	500	-
Property Insurance	-	-	-	12,915	-	-
Liability Insurance	14,086	13,133	953	3,006	15,759	2,627
Workers Compensation	5,734	4,040	1,694	24,284	4,848	808
Other General Expenses	21,472	21,300	172	-	25,380	4,080
Compensated Absences	-	-	-	7,456,110	-	-
Housing Assistance Payments	7,726,373	7,748,270	(21,897)	-	9,297,924	1,549,654
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 8,474,833</u>	<u>\$ 8,488,367</u>	<u>\$ (13,534)</u>	<u>\$ 8,177,761</u>	<u>\$ 10,165,668</u>	<u>\$ 1,677,302</u>
Net Income (Loss)	<u>\$ 105,512</u>	<u>\$ 89,533</u>	<u>\$ 15,979</u>	<u>\$ 405,431</u>	<u>\$ 114,012</u>	<u>\$ 24,478</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 348,458	\$ 367,000	\$ (18,542)	\$ 335,159	\$ 440,184	\$ 73,184
Tenant Revenue - Other	22,637	23,702	(1,065)	24,722	28,324	4,622
Total Tenant Revenue	<u>\$ 371,095</u>	<u>\$ 390,702</u>	<u>\$ (19,607)</u>	<u>\$ 359,881</u>	<u>\$ 468,508</u>	<u>\$ 77,806</u>
HUD PHA Operating Grants	930,860	1,053,430	(122,570)	584,819	1,264,116	210,686
CFP Operational Income	149,147	-	149,147	192,690	-	-
Fraud Recovery and Other	3,960	6,839	(2,879)	112,988	7,332	493
Total Operating Revenue	<u>\$ 1,455,062</u>	<u>\$ 1,450,971</u>	<u>\$ 4,091</u>	<u>\$ 1,250,378</u>	<u>\$ 1,739,956</u>	<u>\$ 288,985</u>
Administrative Salaries	\$ 54,148	\$ 73,462	\$ (19,313)	\$ 57,034	\$ 86,818	\$ 13,357
Auditing Fees	3,840	8,373	(4,533)	18,753	8,373	-
Management Fees	142,508	97,060	45,449	196,121	116,472	19,412
Bookkeeping Fees	16,209	15,675	534	15,835	18,810	3,135
Employee Benefits Contributions - Admin	21,782	17,216	4,566	19,191	20,451	3,236
Office Expenses	33,921	28,867	5,054	27,577	35,393	6,526
Legal	18,045	19,432	(1,387)	17,840	23,962	4,530
Travel	314	790	(476)	1,817	948	158
Other	1,618	10,080	(8,462)	16,414	10,080	-
Tenant Services - Other	7,269	4,600	2,669	2,751	5,700	1,100
Water	98,553	74,340	24,213	77,190	89,208	14,868
Electricity	40,502	25,170	15,332	21,587	29,790	4,620
Gas	42,116	38,000	4,116	34,280	41,500	3,500
Other Utilities Expense	-	-	-	-	11,208	11,208
Ordinary Maintenance and Operations - Labor	86,949	110,414	(23,465)	84,970	131,157	20,743
Ordinary Maintenance and Operations - Material	72,140	104,550	(32,410)	110,513	123,060	18,510
Ordinary Maintenance and Operations - Contrac	238,683	193,783	44,900	207,602	229,255	35,472
Employee Benefits Contributions - Ordinary	40,957	52,614	(11,656)	36,497	62,821	10,207
Protective Services - Other Contract Costs	3,457	3,070	387	1,330	3,684	614
Property Insurance	24,989	23,505	1,485	26,335	28,206	4,701
Liability Insurance	9,027	8,755	272	10,856	10,506	1,751
Workers Compensation	2,805	3,060	(255)	2,378	3,672	612
All Other Insurance	2,070	1,895	175	1,842	2,274	379
Other General Expenses	68,002	106,390	(38,388)	106,386	127,668	21,278
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	16,180	21,802	(5,622)	3,705	25,505	3,704
Bad debt - Tenant Rents	11,785	9,900	1,885	9,900	11,880	1,980
Interest Expense	27,877	27,677	(200)	25,949	33,049	5,372
Total Operating Expenses	<u>\$ 1,085,548</u>	<u>\$ 1,080,477</u>	<u>\$ 5,071</u>	<u>\$ 1,134,655</u>	<u>\$ 1,291,450</u>	<u>\$ 210,973</u>
Net Income (Loss)	<u>\$ 369,513</u>	<u>\$ 370,493</u>	<u>\$ (980)</u>	<u>\$ 115,723</u>	<u>\$ 448,506</u>	<u>\$ 78,012</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 338,720	\$ 342,850	\$ (4,130)	\$ 318,174	\$ 411,420	\$ 68,570
Tenant Revenue - Other	23,398	19,707	3,689	23,965	22,807	3,100
Total Tenant Revenue	<u>\$ 362,115</u>	<u>\$ 362,557</u>	<u>\$ (442)</u>	<u>\$ 342,139</u>	<u>\$ 434,227</u>	<u>\$ 71,670</u>
HUD PHA Operating Grants	816,849	957,000	(140,351)	799,077	1,148,400	191,400
CFP Operational Income	152,297	-	152,297	203,149	-	-
Fraud Recovery and Other	5,936	6,325	(389)	99,193	8,340	2,015
Total Operating Revenue	<u>\$ 1,336,997</u>	<u>\$ 1,325,882</u>	<u>\$ 11,115</u>	<u>\$ 1,443,557</u>	<u>\$ 1,590,967</u>	<u>\$ 265,085</u>
Administrative Salaries	\$ 64,909	\$ 75,081	\$ (10,172)	\$ 64,971	\$ 88,751	\$ 13,670
Auditing Fees	3,840	8,350	(4,510)	18,753	8,350	-
Management Fees	135,210	93,809	41,401	189,423	112,571	18,762
Bookkeeping Fees	15,271	15,150	121	15,258	18,180	3,030
Employee Benefits Contributions - Admin	20,849	23,103	(2,254)	18,731	27,488	4,385
Office Expenses	34,407	35,598	(1,191)	28,772	43,308	7,710
Legal	20,255	15,830	4,425	16,586	18,996	3,186
Travel	564	1,016	(452)	1,654	1,270	254
Other	6,902	8,885	(1,983)	23,852	10,662	1,777
Tenant Services - Other	3,100	6,000	(2,900)	3,497	7,200	1,200
Water	53,846	53,439	407	53,439	64,127	10,688
Electricity	32,996	31,821	1,376	34,951	37,945	6,324
Gas	39,087	48,824	(9,737)	44,015	52,824	4,000
Other Utilities Expense	11,729	11,016	713	10,717	11,076	80
Ordinary Maintenance and Operations - Labor	83,352	149,916	(66,563)	119,866	177,435	27,519
Ordinary Maintenance and Operations - Material	102,363	135,377	(33,614)	85,321	163,232	27,255
Ordinary Maintenance and Operations - Contrac	240,077	190,148	49,929	178,544	226,754	36,606
Employee Benefits Contributions - Ordinary	55,071	77,932	(22,861)	63,979	93,053	15,121
Protective Services - Other Contract Costs	3,497	3,000	497	3,343	3,600	600
Property Insurance	35,211	32,311	2,900	33,455	38,773	6,462
Liability Insurance	11,303	11,083	220	11,023	13,299	2,217
Workers Compensation	3,016	4,070	(1,054)	3,138	4,884	814
All Other Insurance	2,618	1,895	723	1,842	2,274	379
Other General Expenses	72,729	28,716	44,013	126,216	34,416	5,700
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	20,007	18,805	1,202	9,301	23,318	4,512
Bad debt - Tenant Rents	17,415	10,500	6,915	10,506	12,600	2,100
Interest Expense	16,348	16,348	0	15,328	19,522	3,174
Total Operating Expenses	<u>\$ 1,105,973</u>	<u>\$ 1,108,423</u>	<u>\$ (2,450)</u>	<u>\$ 1,186,481</u>	<u>\$ 1,315,908</u>	<u>\$ 207,485</u>
Net Income (Loss)	<u>\$ 231,024</u>	<u>\$ 217,459</u>	<u>\$ 13,565</u>	<u>\$ 257,076</u>	<u>\$ 275,059</u>	<u>\$ 57,600</u>

Lansing Housing Commission
 Budget vs. Actual
 Mt. Vernon
 For the Period Ending April 30, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 330,002	\$ 360,650	\$ (30,648)	\$ 327,199	\$ 432,780	\$ 72,130
Tenant Revenue - Other	18,939	14,058	4,881	18,426	16,868	2,810
Total Tenant Revenue	<u>\$ 348,941</u>	<u>\$ 374,708</u>	<u>\$ (25,767)</u>	<u>\$ 345,625</u>	<u>\$ 449,648</u>	<u>\$ 74,940</u>
HUD PHA Operating Grants	717,448	796,860	(79,412)	554,670	956,232	159,372
CFP Operational Income	135,749	-	135,749	172,573	-	-
Fraud Recovery and Other	5,010	11,487	(6,476)	97,296	13,516	2,029
Total Operating Revenue	<u>\$ 1,207,148</u>	<u>\$ 1,183,055</u>	<u>\$ 24,094</u>	<u>\$ 1,170,164</u>	<u>\$ 1,419,396</u>	<u>\$ 236,341</u>
Administrative Salaries	\$ 43,649	\$ 82,244	\$ (38,595)	\$ 56,088	\$ 97,198.00	\$ 14,954.00
Auditing Fees	3,840	8,373	(4,533)	18,753	8,373	-
Management Fees	129,559	89,165	40,395	175,512	106,998	17,833
Bookkeeping Fees	14,686	14,400	286	13,803	17,280	2,880
Employee Benefits Contributions - Admin	24,512	29,443	(4,931)	22,682	35,092	5,649
Office Expenses	33,335	27,539	5,796	28,115	32,522	4,983
Legal	20,062	23,379	(3,317)	11,777	27,320	3,941
Travel	302	-	302	-	-	-
Other	23,563	4,500	19,063	10,899	4,500	-
Tenant Services - Other	10,663	7,500	3,163	3,519	7,900	400
Water	67,058	79,582	(12,524)	66,088	98,538	18,956
Electricity	28,305	41,230	(12,425)	32,162	48,456	7,226
Gas	45,634	47,168	(1,534)	47,551	53,496	6,328
Other Utilities Expense	6,006	5,336	670	7,092	5,336	-
Ordinary Maintenance and Operations - Labor	78,405	133,287	(54,882)	125,101	157,658	24,370
Ordinary Maintenance and Operations - Material	59,729	69,770	(10,041)	104,039	83,720	13,950
Ordinary Maintenance and Operations - Contra	281,107	163,548	117,559	172,329	197,741	34,193
Employee Benefits Contributions - Ordinary	43,616	50,729	(7,113)	46,423	60,434	9,705
Protective Services - Other Contract Costs	1,866	1,950	(84)	1,434	2,340	390
Property Insurance	28,085	26,317	1,769	26,745	31,580	5,263
Liability Insurance	10,783	10,753	29	10,700	12,904	2,151
Workers Compensation	5,302	5,090	212	4,179	6,108	1,018
All Other Insurance	2,134	1,895	239	1,842	2,274	379
Other General Expenses	59,374	26,280	33,094	121,147	31,536	5,256
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	17,865	17,797	68	2,646	21,561	3,764
Bad debt - Tenant Rents	9,853	2,191	7,662	3,656	2,629	438
Interest Expense	16,606	16,606	(0)	15,570	19,830	3,224
Total Operating Expenses	<u>\$ 1,066,397</u>	<u>\$ 986,071</u>	<u>\$ 80,326</u>	<u>\$ 1,129,854</u>	<u>\$ 1,173,322</u>	<u>\$ 187,251</u>
Net Income (Loss)	<u>\$ 140,751</u>	<u>\$ 196,983</u>	<u>\$ (56,233)</u>	<u>\$ 40,310</u>	<u>\$ 246,073</u>	<u>\$ 49,090</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 298,744	\$ 353,000	\$ (54,256)	\$ 351,908	\$ 423,600	\$ 70,600
Tenant Revenue - Other	16,868	38,650	(21,782)	35,896	44,750	6,100
Total Tenant Revenue	<u>\$ 315,612</u>	<u>\$ 391,650</u>	<u>\$ (76,038)</u>	<u>\$ 387,804</u>	<u>\$ 468,350</u>	<u>\$ 76,700</u>
HUD PHA Operating Grants	538,934	676,800	(137,866)	647,740	812,160	135,360
CFP Operational Income	133,782	-	133,782	154,416	-	-
Fraud Recovery and Other	8,365	11,560	(3,195)	98,169	14,567	3,007
Total Operating Revenue	<u>\$ 996,693</u>	<u>\$ 1,080,010</u>	<u>\$ (83,317)</u>	<u>\$ 1,286,118</u>	<u>\$ 1,295,077</u>	<u>\$ 215,067</u>
Administrative Salaries	\$ 101,274	\$ 74,001	\$ 27,274	\$ 28,209	\$ 87,455	\$ 13,455
Auditing Fees	3,840	8,000	(4,160)	18,753	8,000	-
Management Fees	122,312	87,307	35,005	175,678	104,769	17,461
Bookkeeping Fees	13,682	14,100	(418)	14,116	16,920	2,820
Employee Benefits Contributions - Admin	45,458	28,990	16,468	26,424	34,552	5,562
Office Expenses	37,955	29,829	8,126	26,971	35,449	5,620
Legal	23,847	26,100	(2,253)	21,869	33,025	6,925
Travel	692	120	572	252	160	40
Other	4,160	325	3,835	10,806	325	-
Tenant Services - Other	12,207	7,610	4,597	6,838	8,010	400
Water	93,683	74,400	19,283	79,796	89,500	15,100
Electricity	67,394	83,200	(15,806)	83,678	99,200	16,000
Gas	36,419	49,300	(12,881)	48,522	51,000	1,700
Other Utilities Expense	1,241	4,580	(3,339)	5,365	4,580	-
Ordinary Maintenance and Operations - Labor	144,289	147,760	(3,471)	103,559	174,880	27,120
Ordinary Maintenance and Operations - Material	67,622	86,560	(18,938)	83,630	100,810	14,250
Ordinary Maintenance and Operations - Contrac	182,393	111,780	70,603	134,077	128,180	16,400
Employee Benefits Contributions - Ordinary	62,203	64,506	(2,302)	48,656	76,942	12,437
Protective Services - Other Contract Costs	1,420	7,780	(6,360)	7,496	7,780	-
Property Insurance	14,962	15,708	(746)	16,315	18,849	3,142
Liability Insurance	11,885	11,691	195	11,614	14,029	2,338
Workers Compensation	5,547	4,070	1,477	3,138	4,884	814
All Other Insurance	1,502	1,895	(393)	1,842	2,274	379
Other General Expenses	60,189	11,550	48,639	88,560	13,860	2,310
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	8,067	13,444	(5,377)	2,989	17,035	3,591
Bad debt - Tenant Rents	20,583	25,000	(4,417)	17,899	30,000	5,000
Interest Expense	3,733	3,733	0	3,500	4,457	724
Total Operating Expenses	<u>\$ 1,148,550</u>	<u>\$ 993,338</u>	<u>\$ 155,212</u>	<u>\$ 1,070,552</u>	<u>\$ 1,166,925</u>	<u>\$ 173,588</u>
Net Income (Loss)	<u>\$ (151,857)</u>	<u>\$ 86,672</u>	<u>\$ (238,529)</u>	<u>\$ 217,566</u>	<u>\$ 128,152</u>	<u>\$ 41,479</u>



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May 24, 2017

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

April 2017 Housing Choice Voucher Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency:

There are 20 participants. The FSS Coordinator has also been attending the orientations and having those interested in the FSS Program sign a sheet so that follow up can be made once they are housed. There are currently 22 names on the interest list. Progress has been made that as of April 30, all participants are reflective in PIC with the exception of two (2) which the FSS Coordinator is working on.

HCV Orientations:

LHC had one (1) orientation during the month of April 2017 and four (4) vouchers issued. The last orientation for the 2016 waiting list will be held May 11, 2017.

Waiting List:

Zero (0) applications were pulled from the waiting list for the month of March 2017. There are approximately 51 families out searching for approved. 100 applications will be pulled from the waiting list by the end of May.

Department Initiatives:

There are 159 active participants in the HUD VASH Program. Sixteen (16) Veterans are currently searching for housing and 143 Veterans are housed. Zero (0) referrals were received during this reporting period, which required zero (0) VASH orientation for the month of April.

Voucher Utilization

March Voucher Program Total Units	1700
March Traditional HCV Utilization	1565
March % Utilized Units	92%





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April Voucher Program Total Units	1700
April Traditional HCV Utilization	1570
March % Utilized Units	92%

Voucher Disbursement

HUD March HAP Disbursement	\$772,439.00
LHC March HAP/UAP Disbursement	\$780,553.00
% Voucher Funding Utilization	101%

HUD April HAP Disbursement	\$772,439.00
LHC April HAP/UAP Disbursement	\$795,035.00
% Voucher Funding Utilization	103%

Based on HUD standards LHC's Voucher utilization is Optimized. However, LHC has determined the number of units leased can be increased approximately 100 units. The funding to pay for the increased utilization will come from HUD held reserves.

SEMAP Indicators

Indicator 1- Selection from the Waiting List

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

Waiting List

PIC Scoring	Internal Scoring
N/A	15

Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. During the month of February, a quality control was conducted on sixteen (16) units and approved. This indicator is not scored by PIC, but based on an internal review. LHC is on track to receive all the points for this indicator which is a possible 20.



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Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC, but is based on an internal review and scoring. LHC is on track to complete the 26 required file reviews, per fiscal year, and receive 20 points out of 20 for the fiscal year ending June 2017.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

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

Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 36. During this reporting period zero (0) quality control inspections were conducted. A total of thirteen (13) 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. In May 3 dates are scheduled needed to complete the remaining necessary quality controls for a total of 40 quality controls

Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5





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Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC, but is determined from an internal review. LHC's review indicates there were (23) 24-hour deficiencies and (35) 30 day deficiencies. All corrected, abated, or terminated as necessary.

HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

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

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

This indicator shows whether LHC has adopted a current payment 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.

The 2016 FMR's were approved by the Board to take effect 10/01/2016.

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 April 30, the reporting rate is 98%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.





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Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

Indicator 10- Correct Tenant Rent Calculation

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

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

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

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

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

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 103%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.





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Program Utilization

PIC Scoring	Internal Scoring
N/A	20

Indicator 14-Family Self Sufficiency

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

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

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 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 04/30/2017.





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May 24, 2017

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

April 2017 Asset Management Monthly Report

CONTACT PERSON:

Martell Armstrong
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 98% (not including the modernization units) at the end of April. LHC has 98% occupancy including the units that are in modernization. LHC Unit Months Leased (UML) was 817 (with units in MOD) or 98% occupancy rate. LHC continues to surpass and maintain an 97% occupancy level, which exceeds the 96% recovery plan occupancy goal.

Mt. Vernon Park occupancy was 98% at the end of April. There were four (4) households moved in, five (5) residents moved out, and zero (0) unit transfers. The UML was 198 which equals 98%.

Hildebrandt Park occupancy was 98% at the end of April (with one (1) unit in MOD). There was four (4) household moved in, four (4) resident moved out, and zero (0) unit transfer. There was one (1) unit in MOD status. The UML was 217 (with units in MOD) which equals 99%.

LaRoy Froh occupancy was 98% at the end of April. There was seven (7) household moved in, four (4) residents moved out, and two (2) unit transfer. The UML was 208 (with zero (0) units in MOD) which equals 98%.





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South Washington Park occupancy was 98% at the end of April. There were three (3) households moved in, zero (0) residents moved out, and one (1) unit transfer. The UML was 194 (with zero (0) unit in MOD) which equals 98%.

OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	198	98%	4	5	0	0
Hildebrandt	220	216	98%	4	4	0	1
LaRoy Froh	213	208	98%	7	4	2	0
S. Washington	198	197	98%	3	0	0	1
Totals	833	818	98%	18	14	2	12

Rent Collection:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$32,797.02	\$30,595.00	\$2,202.02	93%
Hildebrandt	\$36,538.00	\$34,109.09	\$2,428.91	93%
LaRoy Froh	\$33,578.00	\$33,620.12	\$(42.12)	100%
S. Washington	\$27,895.00	\$24,696.00	\$3,199.00	89%
Totals	\$130,808.02	\$123,020.21	\$7,787.81	94%





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Move Out Analysis:

Move out Reason	Mt. Vernon	Hildebrandt Park	LaRoy Froh	S. Washington
Moved Out (Left Area)	2	1	3	
Lease Violation (No Court action)				
Evicted – Nonpayment Judgment	3			
Evicted – Nonpayment Writ Ordered but not executed			1	
Physical Eviction		3		
Criminal Activity				
Drug Activity				
Rent too high				
Transfer			2	1
Totals	5	4	6	1

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
3330	Make Ready	5-4-17	Y	Vacant 3/24/17-This unit has been given offers to 2 family's both rejected. 3rd family took. Unit is being turned in house.
3512	Make Ready	5-3-17	Y	Vacant 4/17/17- Contractors in unit working on rehabbing
3862	Make Ready	5-9-17	Y	Vacant 4/24/17-Rehabbing in house

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting May 24, 2017

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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
1135 Leslie	Make Ready	5-31-17	Yes	3/14/2017 – Heavy infestation of roaches. Will have final treatment 5-31-17
1950 Hoyt	Make Ready	5-8-17	Y	3/27/17 Contractor in unit will be leased 5-8-17
2123 Forest	Make Ready	5-30-17	Y	4/3/17 Contractor is in unit will be complete for move in 5-30-17
3200-B	Make Ready	5-30-17	N	4/4/17 securing a family to move in by 5-30-17

LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
72508	Make ready	5-22-17	Yes	Vacant 1/31/17 Unit had severe damage and high infestation of roaches. Treatments were two weeks apart and the unit was treated four times. There is still one additional treatment/inspection scheduled on 4/21. To be completed by 5/22/17.
116201	Make ready	5/15/17 – within 30 days	Yes	Vacant 4/24/17.

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				Unit will be turned and filled within 30 days.
116217	Make ready	5/22/17 – delay due to roaches.	Yes	Vacant 4/4/17. Unit had roaches and we were unable to start unit turn as soon as planned. Unit has now been treated 4 times.
116200	Make ready	5/13/17 – within 30 days	Yes	Vacant 4/14/17. Unit will be turned and filled within 30 days.
72536	Make ready	5/6/17 – within 30 days	Yes	Vacant 4/16/17. Unit will be turned and filled within 30 days.
116201	Make ready	5/15/17 – within 30 days	Yes	Vacant 4/24/17. Unit will be turned and filled within 30 days.

South Washington Park Vacant Unit Status:

Unit	Make ready/Lease ready	Projected or actual lease up date	Security deposit received	Comments/reason for length
10209	make ready	5-12-17	No	Vacant 4-10-17 in house rehabbed.





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**LHC Board
Sign-In Sheet
Date of Meeting: May 24, 2017**

Name	Organization	Phone #	E-mail
ANDREA Bailey	LIPH	517 202-9266	andrea.b@lanshc.org
Kimberly Gillespie	LIPIT	(517) 862-6011	KimG@lanshc.org
Kim Shirley	HCV	517 487-0242	KimS@lanshc.org
LISA RUSSELL	LIPH	517 487-9847	LISA.R@lanshc.org
Edward Forrest	COLL	517 835-3068	Edward.F@lanshc.org
Marshall Brice	LIPH		marshall.b@lanshc.org
Nicholas Maxwell		(517) 256-8394	max12727@gmail.com
Martin Ellis	LIPH	517 230-1372	Martine@lanshc.org

