



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

Agenda
Lansing Housing Commission
May 28, 2014

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of April 23, 2014
4. Action Items.
 - a) Resolution No.1203-Approval Resident Write-Offs April 1, 2014 to April 20, 2014
 - b) Resolution No. 1204-Approval of Budget 2014-2015
5. Informational Items
 - a. Financial Reports - Ramiro Salazar
 - i. COCC
 - ii. Low Income Public Housing
 - iii. Housing Choice Voucher
 - b. Housing Choice Voucher Report – Deb Baker
 - c. Asset Management Report – Rhonda Pagel
 - i. Mt. Vernon & Scattered Sites AMPs 102 & 104 Kendra Schmidtman
 - ii. Hildebrandt AMP 103 Rhonda Pagel
 - iii. LaRoyFroh AMP 111 Lisa Parsons
 - iv. South Washington AMP 112 Janell McLeod
 - d. Modernization Report Dona Davenport
6. Executive Director's Comments.
7. President's Comments.
8. Public Comment – limit 3 minutes per person.
9. Other Business.

Adjournment



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**Minutes of the April 23, 2014
Lansing Housing Commission Meeting**

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

GUESTS: None

STAFF:	Patricia Baines-Lake	Rhonda Pagel	Lisa Parsons
	Andrea Wade	Melissa Witt	
	Ramiro Salazar	Kendra Schmidtman	
	Kris Whipple	Janell McLeod	
	Debra Baker	Erica Velasquez	

Commissioner Baltimore called the meeting to order promptly at 5:30 p.m. Ms. Baines-Lake Commission Secretary call the roll.

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

Commissioner Beverly moved and Commissioner Frens 2nd a motion to approve Resolution No. 1202-Approval Resident Write-Offs March 1, 2014 to March 31, 2014. **The Motion was approved unanimously.**

Written Informational Reports were provided as follows:

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

Director Baines-Lake indicated the for sale banner would be placed on 310 Seymour within the following two weeks.



Commission Chair Baltimore introduced Commissioner Koppelman and indicated her Commission term. Commissioner Koppelman outlined her professional background

There being no other business, Chairman Baltimore adjourned the meeting at 6:58 p. m.





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May 28, 2014

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Lansing Housing Commission's Account Receivable Write-Off's for April 2014 - Resolution No. 1203

RECOMMENDATION:

Staff recommends adoption of Resolution No.1203 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of April 2014.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off **\$8,337.00** (the full amount of resident balances on accounts closed as of **April 30, 2014**). The previous three month's write-off balances were:

- **March 2014 - \$14,965.87**
- **February 2014 – \$9,532.18**
- **January 2014 - \$2,149.00**

BACKGROUND:

It is an industry practice to write off resident receivables which are deemed uncollectable. The uncollected account balances for residents that moved out of LHC's portfolio as of **April 30, 2014 total \$8,337.00**. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active residents. A breakdown of accounts receivable categories relating to this write-off amount appears in Attachment (A). As required by our policy this report is updated and presented to you monthly for your approval.



FINANCIAL CONSIDERATION:

Writing off these receivables is an acknowledgement LHC's maximum exposure is **\$8,337.00** for outstanding rent and other charges due from residents who moved out of an LHC property as of **April 30, 2014**. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.

POLICY CONSIDERATIONS:

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

Patricia Baines-Lake, Executive Director 

Respectfully Submitted, _____

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





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

Resolution No. 1203

Adopted by the Lansing Housing Commission

May 28, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off **\$8,337.00** of resident account receivables as of April 30, 2014. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.

Yeas

5

Nays

0

Abstentions


Chair

Attest

Secretary

For Clerks Use Only

Resolution No: 1203

Date Adopted: 05/28/2014



Attachment A-Resolution No. 1203**April 30, 2014 Write-Offs of Tenant Accounts Receivable**

AMP	Amount	Monthly Rent	Rent	Late Charges	Legal Charge	NSF Fee	Security Deposit	Maintenance
Mt. Vernon	\$85.00		\$60.00	\$25.00				
Mt. Vernon	\$1,187.00		\$1,162.00	\$25.00				
Mt. Vernon	\$2,913.00		\$2,616.00	\$150.00	\$147.00			
South Washington	\$948.00		\$748.00	\$200.00				
Mt. Vernon	\$1,008.00		\$696.00	\$150.00	\$162.00			
Mt. Vernon	\$471.00		\$421.00	\$50.00				
Hildebrandt	\$111.00		\$84.00	\$27.00				
LaRoy Froh	\$1,614.00		\$1,539.00	\$75.00	\$309.00			
Total	\$8,337.00		\$7,326.00	\$702.00	\$309.00			
Percent of Total Owed			88%	8%	4%			



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May 28, 2014

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval of Lansing Housing Commission's Operating Budget for the 2014-2015
The Fiscal Year-Resolution No. 1204**

RECOMMENDATION:

Staff recommends approval of Resolution No.1204 which approves Lansing Housing Commission's 2014-2015 Fiscal Year Operating Budget for all Programs, Low Income Public Housing AMPS, Housing Choice Voucher, Central Office Cost Center , and Shelter + Care.

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
(517) 372-7996

SUMMARY:

The program budgets reflect anticipated expenditures based on prior year actuals and anticipated rate changes and program changes. This also provides parameters for making sound financial decisions affecting each LHC program for the 2014-2015 fiscal year.

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 then 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.

LHC must continue to remain as fiscally conservative as possible. Recent news regarding the latest House Appropriations Bill that will cut housing assistance funding by \$510 million suggests that LHC must seek additional avenues to strengthen our operating position and



address legacy costs. In order to address these challenges for the FY 2014-2015, the following issues were taken into consideration:

- Continued use of outside contracting to aid in the process of Unit Turnaround, which will increase occupancy levels in LIPH.
- Attempting to sell Oliver Towers which will provide funds for "eligible public housing purposes".
- Energy Savings Cost measures which will be experienced from the recently completed renovations performed by Honeywell in FY 2014.

FINANCIAL CONSIDERATION:

These budget projections are based on last year's actual operating expenses, current staffing configurations, current operational methods including Maintenance Contracts, and that LHC is funding represented employees' benefits at FY2014 compensation levels.

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





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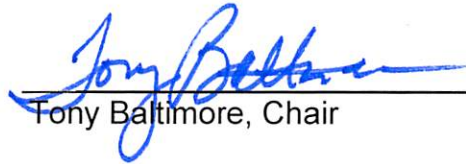
Resolution No. 1204

Adopted by the Lansing Housing Commission

May 28, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission 2014-2015 annual budgets for Low Income Public Housing, Housing Choice Voucher, Central Office Cost Center, and Shelter + Care are approved as presented. Patricia Baines-Lake, in her capacity as the Executive Director or her designee is authorized to administer the budgets in accordance with HUD rules, regulations and guidelines.


Tony Baltimore, Chair

Yeas 5

Nays 0

Abstentions 0

Attest

Secretary

For Clerks Use Only

Resolution No: 1204

Date Adopted: 05/28/2014



PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: **Lansing Housing Commission**

PHA Code: **MI058**

PHA Fiscal Year Beginning: **July 1, 2014**

Board Resolution Number: **1204**

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

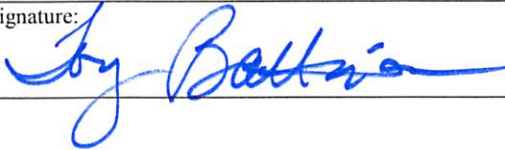
- | | | |
|-------------------------------------|--|------------|
| <input checked="" type="checkbox"/> | Operating Budget approved by Board resolution on: | 05/28/2014 |
| <input checked="" type="checkbox"/> | Operating Budget submitted to HUD, if applicable, on: | 05/29/2014 |
| <input type="checkbox"/> | Operating Budget revision approved by Board resolution on: | |
| <input type="checkbox"/> | Operating Budget revision submitted to HUD, if applicable, on: | |

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Tony Baltimore	Signature: 	Date: 05/28/2014
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Fiscal Year 2015 Operating Budget

May 28, 2014

**Lansing Housing Commission
Operating Budget
Operating Budget Recap
For Year Ending June 30, 2015**

Hildebrandt

Operating Income	\$ 1,022,068.00
Operating Expenses	\$ 1,022,068.00
Net Profit / (loss)	<u>\$ -</u>

La Roy Froh

Operating Income	\$ 1,248,215.00
Operating Expenses	\$ 1,239,257.00
Net Profit / (loss)	<u>\$ 8,958.00</u>

South Washington

Operating Income	\$ 1,536,981.00
Operating Expenses	\$ 1,533,297.00
Net Profit / (loss)	<u>\$ 3,684.00</u>

Mt. Vernon

Operating Income	\$ 1,093,118.00
Operating Expenses	\$ 1,093,118.00
Net Profit / (loss)	<u>\$ -</u>

Housing Choice Vouchers

Operating Income	\$ 11,515,600.00
Operating Expenses	\$ 11,514,685.00
Net Profit / (loss)	<u>\$ 915.00</u>

Shelter Plus Care

Operating Income	\$ 240,000.00
Operating Expenses	\$ 239,700.00
Net Profit / (loss)	<u>\$ 300.00</u>

COCC

Operating Income	\$ 749,183.00
Operating Expenses	\$ 739,000.00
Net Profit / (loss)	<u>\$ 10,183.00</u>

**Lansing Housing Commission
Operating Budget
Hildebrant
For Year Ending June 30, 2015**

[illegible]

**Lansing Housing Commission
Operating Budget
La Roy Froh
For Year Ending June 30, 2015**

		July	August	September	October	November	December	January	February	March	April	May	June
Tenant Rental Revenue	\$ 250,000	\$ 20,833	\$ 20,833	\$ 20,833	\$ 20,833	\$ 20,833	\$ 20,833	\$ 20,833	\$ 20,833	\$ 20,833	\$ 20,833	\$ 20,833	\$ 20,833
Tenant Revenue - Other	\$ 31,000	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583
Total Tenant Revenue	\$ 281,000	\$ 23,417	\$ 23,417	\$ 23,417	\$ 23,417	\$ 23,417	\$ 23,417	\$ 23,417	\$ 23,417	\$ 23,417	\$ 23,417	\$ 23,417	\$ 23,417
HUD PHA Operating Grants	\$ 900,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
CFP Operational Income	\$ 66,015	\$ 5,501	\$ 5,501	\$ 5,501	\$ 5,501	\$ 5,501	\$ 5,501	\$ 5,501	\$ 5,501	\$ 5,501	\$ 5,501	\$ 5,501	\$ 5,501
Fraud Recovery	\$ 1,200	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Total Operating Revenue	\$ 1,248,215	\$ 104,018	\$ 104,018	\$ 104,018	\$ 104,018	\$ 104,018	\$ 104,018	\$ 104,018	\$ 104,018	\$ 104,018	\$ 104,018	\$ 104,018	\$ 104,018
Administrative Salaries	\$ 60,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Auditing Fees	\$ 3,500	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292
Management Fee	\$ 112,000	\$ 9,333	\$ 9,333	\$ 9,333	\$ 9,333	\$ 9,333	\$ 9,333	\$ 9,333	\$ 9,333	\$ 9,333	\$ 9,333	\$ 9,333	\$ 9,333
Book-keeping Fee	\$ 18,038	\$ 1,503	\$ 1,503	\$ 1,503	\$ 1,503	\$ 1,503	\$ 1,503	\$ 1,503	\$ 1,503	\$ 1,503	\$ 1,503	\$ 1,503	\$ 1,503
Employee Benefit contributions - Administrative	\$ 25,200	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
Office Expenses	\$ 9,000	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750
Legal Expense	\$ 15,000	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Travel	\$ 500	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42
Other	\$ 27,000	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250
Tenant Services - Other	\$ 6,500	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542
Water	\$ 68,676	\$ 5,723	\$ 5,723	\$ 5,723	\$ 5,723	\$ 5,723	\$ 5,723	\$ 5,723	\$ 5,723	\$ 5,723	\$ 5,723	\$ 5,723	\$ 5,723
Electricity	\$ 54,988	\$ 4,582	\$ 4,582	\$ 4,582	\$ 4,582	\$ 4,582	\$ 4,582	\$ 4,582	\$ 4,582	\$ 4,582	\$ 4,582	\$ 4,582	\$ 4,582
Gas	\$ 55,338	\$ 4,612	\$ 4,612	\$ 4,612	\$ 4,612	\$ 4,612	\$ 4,612	\$ 4,612	\$ 4,612	\$ 4,612	\$ 4,612	\$ 4,612	\$ 4,612
Other Utilities Expense	\$ 13,000	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083	\$ 1,083
Ordinary Maintenance and Operations - Labor	\$ 172,000	\$ 14,333	\$ 14,333	\$ 14,333	\$ 14,333	\$ 14,333	\$ 14,333	\$ 14,333	\$ 14,333	\$ 14,333	\$ 14,333	\$ 14,333	\$ 14,333
Ordinary Maintenance and Operations - Materials	\$ 75,000	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250
Ordinary Maintenance and Operations Contracts	\$ 271,619	\$ 22,635	\$ 22,635	\$ 22,635	\$ 22,635	\$ 22,635	\$ 22,635	\$ 22,635	\$ 22,635	\$ 22,635	\$ 22,635	\$ 22,635	\$ 22,635
Employee Benefit Contributions - Ordinary	\$ 77,400	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450
Property Services - Other Contract Costs	\$ 2,500	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208
Property Insurance	\$ 31,000	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583	\$ 2,583
Liability Insurance	\$ 15,000	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Workmen's Compensation	\$ 6,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
All Other Insurance	\$ 12,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Other General Expenses	\$ 56,000	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667	\$ 4,667
Compensated Absences	\$ 10,000	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833
Payments in Lieu of Taxes	\$ 22,000	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833	\$ 1,833
Bad debt - Tenant Rents	\$ 20,000	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667
Total Operating Expenses	\$ 1,239,257	\$ 103,271	\$ 103,271	\$ 103,271	\$ 103,271	\$ 103,271	\$ 103,271	\$ 103,271	\$ 103,271	\$ 103,271	\$ 103,271	\$ 103,271	\$ 103,271
Net Income (Loss)	\$ 8,958	\$ 747	\$ 747	\$ 747	\$ 747	\$ 747	\$ 747	\$ 747	\$ 747	\$ 747	\$ 747	\$ 747	\$ 747

**Lansing Housing Commission
Operating Budget
South Washington
For Year Ending June 30, 2015**

		July	August	September	October	November	December	January	February	March	April	May	June
Tenant Rental Revenue	\$ 500,000	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667	\$ 41,667
Tenant Revenue - Other	\$ 37,000	\$ 3,083	\$ 3,083	\$ 3,083	\$ 3,083	\$ 3,083	\$ 3,083	\$ 3,083	\$ 3,083	\$ 3,083	\$ 3,083	\$ 3,083	\$ 3,083
Total Tenant Revenue	\$ 537,000	\$ 44,750	\$ 44,750	\$ 44,750	\$ 44,750	\$ 44,750	\$ 44,750	\$ 44,750	\$ 44,750	\$ 44,750	\$ 44,750	\$ 44,750	\$ 44,750
HUD PHA Operating Grants	\$ 900,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
CFP Operational Income	\$ 86,781	\$ 7,232	\$ 7,232	\$ 7,232	\$ 7,232	\$ 7,232	\$ 7,232	\$ 7,232	\$ 7,232	\$ 7,232	\$ 7,232	\$ 7,232	\$ 7,232
Other Revenue	\$ 12,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Fraud Recovery	\$ 1,200	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Total Operating Revenue	\$ 1,536,981	\$ 128,082	\$ 128,082	\$ 128,082	\$ 128,082	\$ 128,082	\$ 128,082	\$ 128,082	\$ 128,082	\$ 128,082	\$ 128,082	\$ 128,082	\$ 128,082
Administrative Salaries	\$ 105,000	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750
Auditing Fees	\$ 5,000	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417
Management Fee	\$ 145,000	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083
Book-keeping Fee	\$ 23,228	\$ 1,936	\$ 1,936	\$ 1,936	\$ 1,936	\$ 1,936	\$ 1,936	\$ 1,936	\$ 1,936	\$ 1,936	\$ 1,936	\$ 1,936	\$ 1,936
Employee Benefit contributions - Administrative	\$ 44,100	\$ 3,675	\$ 3,675	\$ 3,675	\$ 3,675	\$ 3,675	\$ 3,675	\$ 3,675	\$ 3,675	\$ 3,675	\$ 3,675	\$ 3,675	\$ 3,675
Office Expenses	\$ 15,000	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Legal Expense	\$ 15,000	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Travel	\$ 500	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42	\$ 42
Other	\$ 30,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Tenant Services - Other	\$ 6,500	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542	\$ 542
Water	\$ 119,856	\$ 9,988	\$ 9,988	\$ 9,988	\$ 9,988	\$ 9,988	\$ 9,988	\$ 9,988	\$ 9,988	\$ 9,988	\$ 9,988	\$ 9,988	\$ 9,988
Electricity	\$ 145,216	\$ 12,101	\$ 12,101	\$ 12,101	\$ 12,101	\$ 12,101	\$ 12,101	\$ 12,101	\$ 12,101	\$ 12,101	\$ 12,101	\$ 12,101	\$ 12,101
Gas	\$ 104,928	\$ 8,744	\$ 8,744	\$ 8,744	\$ 8,744	\$ 8,744	\$ 8,744	\$ 8,744	\$ 8,744	\$ 8,744	\$ 8,744	\$ 8,744	\$ 8,744
Other Utilities Expense	\$ 6,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Ordinary Maintenance and Operations - Labor	\$ 145,000	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083
Ordinary Maintenance and Operations - Materials	\$ 75,000	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250
Ordinary Maintenance and Operations Contracts	\$ 295,719	\$ 24,643	\$ 24,643	\$ 24,643	\$ 24,643	\$ 24,643	\$ 24,643	\$ 24,643	\$ 24,643	\$ 24,643	\$ 24,643	\$ 24,643	\$ 24,643
Employee Benefit Contributions - Ordinary	\$ 65,250	\$ 5,438	\$ 5,438	\$ 5,438	\$ 5,438	\$ 5,438	\$ 5,438	\$ 5,438	\$ 5,438	\$ 5,438	\$ 5,438	\$ 5,438	\$ 5,438
Protective Services - Other Contract Costs	\$ 30,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Property Insurance	\$ 25,000	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083
Liability Insurance	\$ 20,000	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667
Workmen's Compensation	\$ 7,000	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583
All Other Insurance	\$ 5,000	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417
Other General Expenses	\$ 40,000	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333	\$ 3,333
Compensated Absences	\$ 10,000	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833
Payments in Lieu of Taxes	\$ 30,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Bad debt - Tenant Rents	\$ 20,000	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667
Total Operating Expenses	\$ 1,533,297	\$ 127,775	\$ 127,775	\$ 127,775	\$ 127,775	\$ 127,775	\$ 127,775	\$ 127,775	\$ 127,775	\$ 127,775	\$ 127,775	\$ 127,775	\$ 127,775
Net Income (Loss)	\$ 3,684	\$ 307	\$ 307	\$ 307	\$ 307	\$ 307	\$ 307	\$ 307	\$ 307	\$ 307	\$ 307	\$ 307	\$ 307

**Lansing Housing Commission
Operating Budget
Mt Vernon
For Year Ending June 30, 2015**

[illegible]

LANSING HOUSING COMMISSION
Operating Budget – Low Income Public Housing
(Mt. Vernon, Hildebrandt, LaRoy Froh, South Washington Park)
Fiscal Year July 1, 2014 – June 30, 2015

Budget Notes

Revenues

Tenant Rental Revenue – Revenues generated from tenant rent at LHC housing properties. Number is based on historical trend and more aggressive collections effort. Also, this number is provided net of anticipated vacancy loss of 5%.

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 – Pre-calculated dollar amount provided by HUD to aid in operation of Low Income Public Housing development. Number is based on Projected Expense Levels as assigned by HUD. Each property's anticipated allotted funding is derived from effects the of the Sequestration, which prorates full-level funding to 73%.

Fraud Recovery – Low Income Public Housing (LIPH) is entitled to 50% of the recovery of 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, which consists of one on-site Manager and one Assistant Manager.

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

Management Fees - Expenses for AMPs calculated using the HUD-designated rate of \$46.44 per unit month. This rate is then multiplied by the total occupied unit months possible (10,008), less an 8% 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 (10,008), less an 8% vacancy rate.

Employee Benefit contributions - Administrative – Contains the estimated costs of health, dental, and life insurance, long term disability and retirement benefits. Includes FICA amounts, anticipated amounts of unemployment to be paid, and provision to provide \$3,000 out-of-pocket medical expense reimbursement once employee becomes eligible. 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 are required to hold aside at least \$25 per eligible unit to cover tenant related recreation and other services.

Water/Electricity/Gas – An electrical cost increase of 2%, a natural gas cost increase of 12.6%, and a water and sewage cost increase of 8% are

Expenses (continued)

all expected, according to both the US Energy Information Administration and the Board of Water and Light.

Other Utilities Expense –

- Telephone – Expenses in line from previous year that are 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 LIPH Maintenance staff.

Ordinary Maintenance and Operations - Materials – Routine repair materials for LIPH needs. 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 costs of health, dental, and life insurance, long term disability and retirement benefits for administrative staff. Also includes anticipated amounts of unemployment to be paid and provision to provide \$3,000 out-of-pocket medical expense reimbursement once employee becomes eligible.

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.

Expenses (continued)

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.

HUD PHIA Operating Grants	\$ 11,500,000	\$ 958,333	\$ 958,333	\$ 958,333	\$ 958,333	\$ 958,333	\$ 958,333	\$ 958,333	\$ 958,333	\$ 958,333	\$ 958,333	\$ 958,333	\$ 958,333	\$ 958,333
Other Revenue	\$ 3,600	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
Fraud Recovery	\$ 12,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Total Operating Revenue	\$ 11,515,600	\$ 959,633	\$ 959,633	\$ 959,633	\$ 959,633	\$ 959,633	\$ 959,633	\$ 959,633	\$ 959,633	\$ 959,633	\$ 959,633	\$ 959,633	\$ 959,633	\$ 959,633
Administrative Salaries	\$ 365,000	\$ 30,417	\$ 30,417	\$ 30,417	\$ 30,417	\$ 30,417	\$ 30,417	\$ 30,417	\$ 30,417	\$ 30,417	\$ 30,417	\$ 30,417	\$ 30,417	\$ 30,417
Auditing Fees	\$ 5,000	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417
Management Fee	\$ 112,800	\$ 9,400	\$ 9,400	\$ 9,400	\$ 9,400	\$ 9,400	\$ 9,400	\$ 9,400	\$ 9,400	\$ 9,400	\$ 9,400	\$ 9,400	\$ 9,400	\$ 9,400
Book-keeping Fee	\$ 14,835	\$ 1,236	\$ 1,236	\$ 1,236	\$ 1,236	\$ 1,236	\$ 1,236	\$ 1,236	\$ 1,236	\$ 1,236	\$ 1,236	\$ 1,236	\$ 1,236	\$ 1,236
Employee Benefit contributions - Administrative	\$ 153,300	\$ 12,775	\$ 12,775	\$ 12,775	\$ 12,775	\$ 12,775	\$ 12,775	\$ 12,775	\$ 12,775	\$ 12,775	\$ 12,775	\$ 12,775	\$ 12,775	\$ 12,775
Office Expenses	\$ 18,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Legal Expense	\$ 6,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Travel	\$ 1,200	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Tenant Services - Other	\$ 90,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Water	\$ 3,350	\$ 279	\$ 279	\$ 279	\$ 279	\$ 279	\$ 279	\$ 279	\$ 279	\$ 279	\$ 279	\$ 279	\$ 279	\$ 279
Electricity	\$ 28,000	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333
Gas	\$ 1,200	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Other Utilities Expense	\$ 18,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Ordinary Maintenance and Operations Contracts	\$ 12,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Protective Services - Other Contract Costs	\$ 12,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Property Insurance	\$ 12,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Liability Insurance	\$ 12,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Other General Expenses	\$ 30,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Compensated Absences	\$ 10,000	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833
Housing Assistance Payments	\$ 10,600,000	\$ 883,333	\$ 883,333	\$ 883,333	\$ 883,333	\$ 883,333	\$ 883,333	\$ 883,333	\$ 883,333	\$ 883,333	\$ 883,333	\$ 883,333	\$ 883,333	\$ 883,333
Bad debt - Tenant Rents	\$ 10,000	\$ 833	\$ 833											

LANSGING HOUSING COMMISSION

Operating Budget – Housing Choice Vouchers

Fiscal Year July 1, 2014 – June 30, 2015

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 for these fees. It is projected that for the upcoming fiscal year, HCV will have 1,625 vouchers under lease per month, which holds firm with numbers from the previous fiscal year.
- HCV Income Housing Assistance Payments – Restricted funds provided to the HCV Program; amount 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 – The HCV program is no longer providing free photocopying to its clientele. This line item contains, but is not limited to, the revenue generated from charging for this service.

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 a more aggressive collection approach.

Expenses

Administrative Salaries - Line item is comprised of the annualized salaries of all HCV employees. Supervisory duties are currently performed by the Executive Director.

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

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

Expenses (continued)

Bookkeeping Fees - An amount totaling up to 7.5% of the administrative fees earned will be paid to COCC for bookkeeping of the HCV Program.

Employee Benefit contributions - Administrative – Contains the estimated costs of health, dental, and life insurance, long term disability and retirement benefits. Includes FICA amounts, anticipated amounts of unemployment to be paid, and provision to provide \$3,000 out-of-pocket medical expense reimbursement once employee becomes eligible. 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 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 – An electrical cost increase of 2%, a natural gas cost increase of 12.6%, and a water and sewage cost increase of 8% are all expected, according to both the US Energy Information Administration and the Board of Water and Light.

Other Utilities Expense –

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

Expenses (continued)

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

HUD PHA Operating Grants

[illegible]

LANSGING HOUSING COMMISSION

Operating Budget – Shelter + Care

Fiscal Year July 1, 2014 – June 30, 2015

Budget Notes

Revenues

HUD PHA Operating Grants –

- S+C Income Admin Fees - Administrative fees provided to the Shelter + Care Program are based on the total cost of vouchers under lease multiplied by 8%.
- S+C Income Housing Assistance Payments – Restricted funds provided to the Shelter + Care Program; amount is based on the number of vouchers leased and costs associated with those vouchers. These funds can be used only for Housing Assistance Payments.

Expenses

Administrative Salaries - Line item is comprised of the annualized salaries of all HCV employees who participate in the administration of this program.

Auditing Fees – Based on historical cost.

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

Management Fee
Bookkeeping Fee
Other Revenue
Total Operating Revenue

Administrative Salaries
Auditing Fees
Employee Benefit contributions - Administrative
Office Expenses
Legal Expense
Travel
Tenant Services - Other
Water
Electricity
Gas
Other Utilities Expense
Ordinary Maintenance and Operations - Materials and Other
Ordinary Maintenance and Operations Contracts
Accounting Services
Property Insurance
Liability Insurance
Workmen's Compensation
All Other Insurance
Other General Expenses
Compensated Absences

Total Operating Expenses

Net Income (Loss)

[illegible]

LANSGING HOUSING COMMISSION
Operating Budget – Central Office Cost Center
Fiscal Year July 1, 2014 – June 30, 2015

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 \$46.44 per unit month. This rate is then multiplied by the total occupied unit months possible (10,008), less what is projected to be the vacancy rate for the fiscal year. Currently this projection is 5% vacancy.
- OG Management Fee – Revenue generated from the management of the Component Unit, Oliver Gardens LDHALP.
- HCV Program Management Fees - Revenues from LHC's Housing Choice Voucher Program. COCC is permitted to capture the greater of \$12 per Unit Month Leased and \$7.50 per Unit Month Leased OR 20% of the total Administrative Fee allotment from the HCV Program.

Bookkeeping Fees - Revenues from LHC's 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 (10,008), less the projected 5% vacancy rate.

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

Expenses

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

Auditing Fees – Expenses incurred by COCC for mandatory annual audit of financial statements and practices.

Employee Benefit Contributions - Administrative – Contains the estimated costs 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 the 5%-gross salary employee contribution towards retirement benefits.

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

- Davenport Payments – Monthly costs associated with payment of 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 due to COCC staff travelling for business purposes.

Tenant Services – Other – Expenses incurred from administration of the Healthy Start Program at LaRoy Froh, Hildebrandt, and Mt. Vernon.

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. An electrical cost increase of 2%, a natural gas cost increase of 12.6%, and a water and sewage cost increase of 8% are all expected, according to both the US Energy Information Administration and the Board of Water and Light.

Other Utilities Expense – (Telephone) – Expenses in line from 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 Emerge Accounting, our Fee Accountant.

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

Liability Insurance Premiums – COCC general liability insurance. Expense 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
Central Office Cost Center
Income and Expense Report
April 2014

Account Name	LHC	FDS	2014 Budgeted	March '14 Actual	April '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	2013 Budgeted	April '13 Actual	Year to date Actual	% of Budget Expended
Property Manage	343001	70710	\$ 423,336	\$ 36,177	\$ 36,363	\$ 361,071	85%	80%	6%	\$ 455,476	\$ 36,455	\$ 363,068	80%
Bookkeeping Fees	343002	70730	\$ 68,369	\$ 5,843	\$ 5,873	\$ 58,313	85%	80%	6%	\$ 73,559	\$ 5,888	\$ 58,635	80%
OG Management Fe	343005	70710	\$ 11,400	\$ -	\$ -	\$ -	0%	17%	-17%	\$ 11,400	\$ -	\$ 1,900	17%
AMP Management Fee			\$ -	\$ -	\$ -	\$ -				\$ 100,080	\$ -	\$ 16,680	17%
Management Fee - f	343003	70710	\$ 166,474	\$ 14,227	\$ 14,227	\$ 134,743	81%	79%	2%	\$ 179,124	\$ 12,825	\$ 142,074	79%
Other Income-Health	369000		\$ -	\$ -	\$ -	\$ 13,333				\$ -	\$ -	\$ -	
Other Income	369000	71500	\$ 63,500	\$ 86,741	\$ 3,404	\$ 108,373	171%	208%	-37%	\$ 50,000	\$ 5,335	\$ 103,842	208%
TOTAL REVENUE			\$ 733,079	\$ 142,987	\$ 59,866	\$ 675,833	92%	79%	13%	\$ 869,639	\$ 60,502	\$ 686,199	79%
 Administrative Salari	411000	91100	\$ 177,580	\$ 13,769	\$ 14,169	\$ 112,444	63%	73%	-9%	\$ 273,218	\$ 24,471	\$ 198,296	73%
Employee Benefits &	454XXX	91500	\$ 85,801	\$ 490	\$ 6,410	\$ 65,692	77%	176%	-99%	\$ 97,085	\$ 7,167	\$ 170,715	176%
Legal	413000	91700	\$ -	\$ 1,387	\$ 187	\$ 2,069				\$ 3,000	\$ 957	\$ 3,405	
Travel	415000	91800	\$ 7,500	\$ -	\$ 676	\$ 1,490	20%	0%	20%	\$ 7,000	\$ -	\$ 4,724	0%
Auditing Fees	417100	91200	\$ 17,500	\$ -	\$ -	\$ 1,436	8%	0%	8%	\$ 15,000	\$ -	\$ 14,949	0%
Professional Service	419001	91600	\$ 104,000	\$ 3,221	\$ 2,837	\$ 72,085				\$ -	\$ -	\$ -	
Admin Services Con	419002	91600	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
General Office	4190xx	91600	\$ 5,000	\$ -	\$ -	\$ -				\$ 100,000	\$ -	\$ -	
Publications	419006	91600	\$ 400	\$ -	\$ -	\$ 352	88%	56%	32%	\$ 400	\$ -	\$ 224	56%
Membership Dues &	419008	91600	\$ 10,500	\$ -	\$ 147	\$ 1,202	11%	143%	-131%	\$ 5,000	\$ -	\$ 7,140	143%
Postage	419010	91600	\$ 7,000	\$ 1,398	\$ 653	\$ 5,263	75%	-7%	83%	\$ 7,000	\$ -	\$ (514)	-7%
Office Supplies	419014	91600	\$ 9,700	\$ 365	\$ 371	\$ 9,817	101%	200%	-99%	\$ 5,000	\$ 2,608	\$ 9,993	200%
Conference	419016	91600	\$ 2,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ 1,500	\$ -	\$ 1,154	0%
Bank Fees	419020	91600	\$ -	\$ -	\$ 96	\$ 346		0%		\$ -	\$ -	\$ -	0%
Computer Maintenan	419022	91600	\$ 27,000	\$ 1,135	\$ -	\$ 14,531	54%	106%	-53%	\$ 20,000	\$ 1,848	\$ 21,296	106%
Outside Printing	419030	91600	\$ 500	\$ -	\$ -	\$ -	0%	80%	-80%	\$ 500	\$ -	\$ 400	80%
Software	419032	91600	\$ 5,100	\$ -	\$ 147	\$ 6,177	121%	371%	-249%	\$ 1,000	\$ 2,036	\$ 3,706	371%
Automotive	419044	91600	\$ -	\$ -	\$ -	\$ -	0%	0%		\$ 1,000	\$ -	\$ 396	0%
Classified Advertisin	419040	91600	\$ -	\$ 1,133	\$ -	\$ 1,133	0%	118%	-118%	\$ 1,000	\$ -	\$ 1,180	118%
Total Administrative training			\$ 459,581	\$ 22,897	\$ 25,694	\$ 294,036	64%	81%	-17%	\$ 537,713	\$ 39,088	\$ 437,063	81%
Healthy Start reimburs	422000	92400	\$ -	\$ -	\$ -	\$ 4,112		0%	0%	n/a			
Total Healthy Start			\$ -	\$ -	\$ -	\$ 4,112							
 Water	431000	93100	\$ 2,306	\$ 186	\$ 212	\$ 2,102	91%	100%	-9%	\$ 1,910	\$ 205	\$ 1,915	100%
Electricity	432000	93200	\$ 19,879	\$ 1,387	\$ 1,809	\$ 16,804	85%	62%	22%	\$ 23,715	\$ 1,653	\$ 14,730	62%
Steam & Gas	433000 439000	93300	\$ 11,766	\$ 854	\$ 124	\$ 2,785	24%	91%	-67%	\$ 20,610	\$ 2,339	\$ 18,666	91%
Phone/Internet/Comu	419004	91600	\$ 13,300	\$ 1,088	\$ 1,485	\$ 12,409	93%	271%	-178%	\$ 10,300	\$ 1,315	\$ 27,919	271%
Total Utilities			\$ 47,251	\$ 3,515	\$ 3,630	\$ 34,099	72%	112%	-40%	\$ 56,535	\$ 5,308	\$ 63,230	112%
 Maintenance Materie	442000	94200	\$ 2,000	\$ 954	\$ 5,011	\$ 8,318	416%	2204%	-1788%	\$ 2,000	\$ 0	\$ 44,088	2204%
Maintenance Contract	4430xx	94300	\$ 40,000	\$ 1,392	\$ 3,509	\$ 29,026	73%	138%	-66%	\$ 40,000	\$ 16,318	\$ 55,369	138%
Total Maintenance			\$ 42,000	\$ 2,346	\$ 8,519	\$ 37,344	89%	237%	-148%	\$ 42,000	\$ 16,318	\$ 99,456	237%
 Protective Services	448000	95200	\$ 4,250	\$ 95	\$ -	\$ 4,523	106%	71%	35%	\$ 4,250	\$ -	\$ 3,016	71%
 Insurance	451xxx	96120	\$ 31,000	\$ 1,835	\$ 1,835	\$ 18,410	59%	25%	35%	\$ 40,000	\$ -	\$ 9,946	25%
SFTB Expenses			\$ -	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ 5,170	0%
 OIG Repayment for SFTB		96200	\$ 19,278	\$ -	\$ -	\$ -	0%	0%	0%	\$ 25,704	\$ -	\$ 6,426	0%
trueup													
Davenport pymts &	419042	91600	\$ 60,000	\$ 5,000	\$ -	\$ 45,000	75%	0%	75%	\$ 60,000	\$ -	\$ 42,592	0%
training													
Additional Capital	sftb		\$ 69,718	\$ 107,299	\$ 20,188	\$ 238,310	342%	0%	342%	\$ 103,437	\$ -	\$ -	0%
TOTAL EXPENSES			\$ 733,079	\$ 142,987	\$ 59,866	\$ 675,833	92%	77%	16%	\$ 869,639	\$ 60,713	\$ 666,899	77%
NET INCOME (LOSS)			\$ -	\$ 0	\$ 0	\$ (0)				\$ (0)	\$ (211)	\$ 19,300	

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

Account Name		FDS	2014 Budget	March '14 Actual	April '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2013 Budget	April '13 Actual	Year to date Actual	% of Budget Expended
Net Tenant Rent (after vacancy loss)	311000	70300	\$ 1,322,983	\$ 118,910	\$ 119,184	\$ 1,154,090	87%	72%	15%	\$ 1,570,275	\$ 113,631	\$ 1,130,849	72%
Excess Utilities	312000	70400	\$ 5,774			\$ 5,762					\$ 80	\$ 3,175	
Fraud Recovery	330010	71400	\$ -	\$ -	\$ -	\$ 373	0%	0%	0%	\$ 20	\$ 26	\$ 2,571	0%
Net Operating Subsidy	340000	70600	\$ 3,011,460	\$ 288,206	\$ 280,674	\$ 2,499,844	83%	99%	-16%	\$ 2,718,604	\$ 222,761	\$ 2,701,283	99%
Other Income	369000	71500	\$ 49,700	\$ 18,728	\$ 2,409	\$ 19,966	40%	305%	-265%	\$ 21,800	\$ 24,070	\$ 66,459	305%
Other Tenant Charges: Late Charges	369001	70400	\$ 42,800	\$ (4,999)	\$ 3,725	\$ 41,694	97%	106%	-9%	\$ 37,900	\$ 3,568	\$ 40,212	106%
Maint. Char	369002	70400	\$ 41,100	\$ 4,071	\$ 3,468	\$ 32,821	80%	61%	19%	\$ 33,100	\$ 706	\$ 20,116	61%
Court Costs	369003	70400	\$ 32,500	\$ (5,066)	\$ 2,868	\$ 35,660	110%	100%	10%	\$ 35,900	\$ 2,607	\$ 35,852	100%
Inter-Amp Transfer (In)			\$ -								\$ -	\$ -	
Capital Fund Operations 1406			\$ 257,992	\$ -	\$ -	\$ 333		0%	0%	\$ 29,426	\$ -	\$ -	0%
TOTAL REVENUE			\$ 4,764,309	\$ 421,185	\$ 392,573	\$ 3,790,208	80%	90%	-10%	\$ 4,447,025	\$ 367,449	\$ 4,000,516	90%
Administrative Salaries	411000	91100	\$ 375,744	\$ 28,923	\$ 29,137	\$ 298,011	79%	73%	6%	\$ 403,884	\$ 27,923	\$ 296,835	73%
Legal	413000	91700	\$ 52,600	\$ 129	\$ 7,337	\$ 43,715	83%	165%	-82%	\$ 28,670	\$ 5,625	\$ 47,300	165%
Travel	415000	91800	\$ 2,850	\$ 273	\$ 1,234	\$ 4,166	146%	12%	134%	\$ 17,166	\$ 223	\$ 2,120	12%
Auditing Fees	417100	91200	\$ 13,560	\$ -	\$ -	\$ 5,604	41%	58%	-16%	\$ 20,738	\$ -	\$ 11,930	58%
Professional Services Contracts	419001	91600	\$ 33,000	\$ 1,852	\$ -	\$ 25,497	0%	0%	0%	\$ -	\$ -	\$ -	0%
Telephone	419004	91600	\$ 30,000	\$ 1,678	\$ 983	\$ 20,028	67%	81%	-14%	\$ 31,600	\$ 1,582	\$ 25,442	81%
Publications	419006	91600	\$ 900	\$ -	\$ 645	\$ 4,177	464%	0%	464%	\$ 120	\$ -	\$ 395	0%
Membership Dues & Fees	419008	91600	\$ 2,350	\$ -	\$ -	\$ 1,253	53%	58%	-5%	\$ 2,120	\$ -	\$ 1,228	58%
Postage	419010	91600	\$ 11,370	\$ 1,356	\$ 914	\$ 12,410	109%	78%	31%	\$ 12,208	\$ 350	\$ 9,559	78%
Collection Fees & Court Costs	419012	91600	\$ 10,850	\$ 2,148	\$ 290	\$ 14,294	132%	11%	121%	\$ 49,908	\$ 210	\$ 5,544	11%
Office Supplies	419014	91600	\$ 21,600	\$ 3,218	\$ 1,073	\$ 16,898	78%	157%	-79%	\$ 16,930	\$ 960	\$ 26,662	157%
Bank Fees	419020	91600	\$ 20,400	\$ 1,952	\$ 2,021	\$ 20,713	102%	128%	-27%	\$ 12,941	\$ 2,183	\$ 16,622	128%
Computer Maintenance	419022	91600	\$ 27,900	\$ 6,600	\$ 705	\$ 25,401	91%	135%	-43%	\$ 18,536	\$ 1,549	\$ 24,931	135%
Outside Printing	419030	91600	\$ 2,370	\$ -	\$ -	\$ 8,934	377%	246%	131%	\$ 845	\$ 1,113	\$ 2,081	246%
Software	419032	91600	\$ 22,600	\$ -	\$ 324	\$ 1,960	9%	116%	-107%	\$ 5,300	\$ 367	\$ 6,134	116%
Automotive Maintenance	419044	91600	\$ 23,700	\$ 1,585	\$ 1,305	\$ 10,967	46%	0%	46%	\$ 3,600	\$ 1,162	\$ 17,076	0%
Inspections	419050	91600	\$ 35,180	\$ 8,646	\$ 13,986	\$ 31,337	89%	0%	89%	\$ 4,000	\$ 22,255	\$ 25,720	0%
Management Fees	419101	91300	\$ 423,336	\$ 36,177	\$ 36,363	\$ 294,328	70%	83%	-13%	\$ 438,752	\$ 36,455	\$ 363,393	83%
Bookkeeping Fees	419102	91310	\$ 68,369	\$ 5,843	\$ 5,873	\$ 120,188	176%	80%	96%	\$ 73,234	\$ 5,888	\$ 58,635	80%
Recreation/Other Services	422000	92400	\$ 33,650	\$ 2,918	\$ 5,357	\$ 30,472	91%	68%	22%	\$ 34,000	\$ 6,860	\$ 23,191	68%
Water	431000	93100	\$ 478,805	\$ 30,252	\$ 20,568	\$ 276,946	58%	87%	-29%	\$ 409,249	\$ 34,151	\$ 355,016	87%
Electricity	432000	93200	\$ 163,928	\$ 15,771	\$ 15,712	\$ 233,117	142%	86%	56%	\$ 150,530	\$ 11,367	\$ 129,352	86%
Gas	433000	93300	\$ 372,015	\$ 68,937	\$ 36,100	\$ 211,232	57%	62%	-5%	\$ 457,281	\$ 47,844	\$ 283,345	62%
Recycling	435000	93800	\$ 32,200	\$ 16,490	\$ 13,767	\$ 77,383	240%	0%	240%	\$ 44,334	\$ 344	\$ 23,196	0%
Maintenance Labor	441000	94100	\$ 511,530	\$ 29,652	\$ 27,235	\$ 291,047	57%	70%	-13%	\$ 662,021	\$ 47,693	\$ 462,472	70%
Maintenance Materials	442000	94200	\$ 321,000	\$ 39,483	\$ 38,305	\$ 342,921	107%	112%	-5%	\$ 193,444	\$ 16,075	\$ 216,586	112%
Garbage & Trash	443001	94300	\$ 51,400	\$ 12,474	\$ 13,433	\$ 94,476	184%	73%	110%	\$ 55,800	\$ 1,065	\$ 40,965	73%
Heating & Cooling	443002	94300	\$ 28,500	\$ 14,587	\$ 2,595	\$ 33,526	118%	0%	118%	\$ 4,300	\$ 1,785	\$ 17,925	0%
Snow Removal	443003	94300	\$ 10,250	\$ 2,325	\$ 3,082	\$ 27,664	270%	66%	204%	\$ 10,500	\$ 100	\$ 6,904	66%
Elevator Maintenance	443004	94300	\$ 21,540	\$ 690	\$ 1,199	\$ 13,207	61%	208%	-147%	\$ 10,500	\$ 5,080	\$ 21,820	208%
Landscape & Grounds	443005	94300	\$ 45,500	\$ 600	\$ 7,212	\$ 38,880	85%	144%	-59%	\$ 21,200	\$ (4,866)	\$ 30,532	144%
Unit Turnaround	443006	94300	\$ 135,000	\$ 34,620	\$ 21,028	\$ 246,613	183%	91%	91%	\$ 115,500	\$ 4,468	\$ 105,484	91%
Electrical	443007	94300	\$ 7,600	\$ 9,268	\$ 9,263	\$ 13,693	180%	5%	175%	\$ 9,700	\$ 135	\$ 499	5%
Plumbing	443008	94300	\$ 36,300	\$ 10,704	\$ 5,758	\$ 20,145	55%	238%	-182%	\$ 16,600	\$ 1,986	\$ 39,477	238%
Exterminating	443009	94300	\$ 70,120	\$ 3,202	\$ 4,225	\$ 95,871	137%	141%	-4%	\$ 41,964	\$ 6,724	\$ 59,139	141%
Janitorial	443010	94300	\$ -	\$ 2,414	\$ 1,150	\$ 6,853	0%	118%	-118%	\$ 10,900	\$ 1,373	\$ 12,808	118%
Routine Maintenance	443011	94300	\$ 9,500	\$ 158	\$ 959	\$ 21,935	231%	182%	49%	\$ 16,500	\$ 4,106	\$ 30,018	182%
Misc.	443012	94300	\$ 81,700	\$ 3,854	\$ 15,935	\$ 99,347	122%	134%	-12%	\$ 22,915	\$ 3,349	\$ 30,700	134%

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

Account Name		FDS	2014 Budget	March '14 Actual	April '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2013 Budget	April '13 Actual	Year to date Actual	% of Budget Expended
Protective Services - Contracts	448000	95200	\$ 16,250	\$ 1,345	\$ 752	\$ 16,685	0%	266%	-266%	\$ 12,732	\$ 3,836	\$ 33,854	266%
Property	451001	96110	\$ 119,550	\$ 7,664	\$ 7,664	\$ 70,139	59%	87%	-28%	\$ 110,132	\$ 9,079	\$ 95,512	87%
General Liability	451002	96120	\$ 56,900	\$ 4,503	\$ 4,503	\$ 59,310	104%	90%	15%	\$ 50,689	\$ 4,691	\$ 45,438	90%
Workers Comp.	451003	96130	\$ 26,325	\$ 3,401	\$ 4,342	\$ 28,271	107%	105%	3%	\$ 22,860	\$ 2,266	\$ 23,900	105%
Other	451004	96140	\$ 22,900	\$ 1,114	\$ 1,114	\$ 14,096	62%	93%	-32%	\$ 17,450	\$ 687	\$ 16,279	93%
Payments in Lieu of Taxes	452000	96300	\$ 87,300	\$ -	\$ -	\$ -	0%	120%	-120%	\$ 69,540	\$ (1)	\$ 83,219	120%
OPEB Expense	444400		\$ 49,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ 23,049	0%
Employee Benefits - Administrative	454000	91500	\$ 206,097	\$ 172	\$ 14,975	\$ 113,160	55%	49%	5%	\$ 228,464	\$ 15,076	\$ 113,060	49%
Employee Benefits - Maintenance	454100	94500	\$ 309,881	\$ (3,166)	\$ 35,528	\$ 274,574	89%	204%	-115%	\$ 140,222	\$ 33,499	\$ 286,105	204%
Employer FICA - Administrative	454200	91500	\$ 28,745	\$ 979	\$ 10,856	\$ 113,994	397%	64%	333%	\$ 30,779	\$ 2,077	\$ 19,578	64%
Employer FICA - Maintenance	454300	94500	\$ 39,132	\$ 2,729	\$ 2,548	\$ 26,591	68%	63%	5%	\$ 50,618	\$ 3,518	\$ 32,007	63%
Extraordinary Maint. - Contracts	461003	97100	\$ -	\$ -	\$ -	\$ 525	0%	2%	-2%	\$ 23,523	\$ -	\$ 470	2%
Reserve Account			\$ 213,013	\$ (17,588)	\$ (33,328)	\$ (62,345)	-29%	0%	-29%	\$ 133,424	\$ (4,762)	\$ 397,008	0%
TOTAL EXPENSES			\$ 4,764,309	\$ 421,186	\$ 392,572	\$ 3,790,209	80%	92%	-13%	\$ 4,328,707	\$ 367,450	\$ 4,000,516	92%
TOTAL INCOME			\$ -	\$ (0)	\$ 0	\$ (0)				\$ -	\$ (0)	\$ (0)	

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

			Current Year							Prior Year			
	G/L	FDS	FY 2014	March '14	April '14	Year to date	% of Budget	% of Budget	%	FY 2013	April '13	Year to date	% of Budget
Account Name	Acct #	Acct #	Budget	Actual	Actual	Actual	Expended (CY)	Expended (PY)	Variance	Budget	Actual	Actual	Expended
Fraud Recovery Funds Retained	330010	71400	15,000	2,232	329	9,912	66%	34%	32%	19,000	623	6,400	34%
HCV Income - Admin Fees	341500	70600	832,368	71,135	71,135	690,836	83%	78%	5%	950,141	66,999	744,078	78%
Other Revenue	369000	71500	500	1,704	3,000	8,391	1678%	811%	868%	500	361	4,053	811%
TOTAL REVENUE			847,868	75,071	74,464	709,139	84%	78%	6%	969,641	67,983	754,531	78%
Administrative Salaries	411000	91100	234,054	18,461	19,500	194,121	83%	70%	13%	370,285	27,907	258,070	70%
Legal	413000	91700	2,000	0	0	3,972	199%	695%	-496%	800	0	5,558	695%
Staff Training	414000	91600	6,000	1,785	0	1,884	31%	62%	-30%	6,000	0	3,692	62%
Travel	415000	91800	1,000	133	0	471	47%	23%	24%	1,000	41	226	23%
Auditing Fees	417100	91200	5,000	0	0	1,437	29%	80%	-51%	5,000	0	4,000	80%
Telephone	419004	91600	6,000	34	51	446	7%	40%	-33%	10,000	41	4,018	40%
Publications	419006	91600	2,500	0	0	279	11%	0%	11%	500	0	0	0%
Membership Dues & Fees	419008	91600	4,500	224	503	3,169	70%	144%	-73%	2,000	0	2,873	144%
Postage	419010	91600	14,000	870	1,031	9,138	65%	77%	-12%	14,000	0	10,797	77%
Police Reports/Cred Chks	419012	91600	14,000	7	14	8,762	63%	221%	-158%	4,000	805	8,838	221%
Office Supplies	419014	91600	17,000	613	135	5,762	34%	159%	-125%	9,000	15	14,267	159%
Conference	419016	91600	1,000	0	0	0	0%	5%	-5%	1,000	50	50	5%
Computer Maintenance	419022	91600	15,000	1,141	0	7,105	47%	163%	-116%	15,000	1,664	24,465	163%
Outside Printing	419030	91600	3,500	437	0	2,769	79%	71%	9%	3,500	218	2,468	71%
Software	419032	91600	34,000	0	131	749	2%	196%	-194%	10,000	310	19,631	196%
Office Furniture	419038	91600		0	0	0	0%	0%	0%	0	0	350	0%
Classified Advertising	419040	91600	850	0	79	79	9%	0%	9%	1,700	0	0	0%
Office Rent	419042	91600	24,000	2,000	2,000	20,000	83%	83%	0%	24,000	2,000	20,000	83%
Automotive Maintenance	419044	91600	4,500	22	111	2,108	47%	84%	-37%	3,000	156	2,521	84%
Inspections	419050	91600	47,317	2,742	1,634	26,436	56%				0		
COCC - HCV Program Expense	419103	91300	166,474	14,227	14,227	134,743	81%	75%	6%	190,028	12,825	142,074	75%
Utilities - Water	431000	93100	3,592	304	346	3,476	97%	103%	-6%	3,000	334	3,087	103%
Utilities - Electricity	432000	93200	31,434	2,263	2,952	27,559	88%	82%	6%	29,000	2,698	23,769	82%
Utilities - Steam/Gas	439000 433000	933000	19,198	1,394	202	4,543	24%	114%	-91%	15,000	1,918	17,129	114%
Maintenance Contracts	443xxx	94300	18,500	0	385	7,924	43%	66%	-23%	21,000	337	13,886	66%
Insurance	451xxx	96120	18,000	1,563	1,563	15,669	87%	82%	5%	18,000	1,591	14,784	82%
Employee Benefits	454xxx	91500	131,082	(1,072)	13,698	110,379	84%	69%	15%	210,891	15,965	145,797	69%
Housing Assistance Payment	471900	97300		0	0	(5,310)					0		
Shelter Plus Care													
Reserve Account			23,368	27,924	15,903	121,469	520%	0%	520%	1,936	(890)	12,182	0%
TOTAL EXPENSES			847,868	75,072	74,464	709,139	84%	78%		969,641	67,983	754,531	78%
NET INCOME (LOSS)			0	(0)	0	(0)				(0)	0	(0)	



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May 28, 2014

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report April 2014 Reporting Month

CONTACT PERSON:

Debra Baker
Housing Choice Voucher Coordinator

OVERVIEW:

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

1. HUD requires PHA's to perform Quality Control ("QC") reviews on 24 waitlist files per year. 98% of the waitlist files drawn down must be drawn in accordance with LHC's policies. Fifty (50) files were drawn down in April. 100% of all waitlist files are being audited. Zero (0) files were audited in April.
2. HUD requires that at least 98% of the rents approved by LHC meet established rent reasonable standards. HUD requires LHC to conduct rent reasonable tests on two (2) units per month. The LHC performed six (6) QC reviews of unit rents in April. The QC review indicated 100% of the rents approved by LHC in April met HUD's rent reasonableness standard.
3. HUD requires a QC review of an average of two (2) files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC completed six (6) QC file reviews on non-waitlist participant files in April. Zero (0) errors were reported.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. Six (6) QC inspections were completed in April. Six (6) units met HQS requirements.



5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited nine (9) 24-hour HQS deficiencies in the month of April. 100% of all 24-hour HQS deficiencies were corrected within 24-hours.

Respectfully submitted, Patricia Baines-Lake, Executive Director 
Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments



HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	Feb-14	Mar-14	Apr-14
TOTAL NEW LEASES	0	4	2
Total Move-outs	6	10	4
Net	-6	-6	-2
Number of Applicants on Voucher Wait List	620	620	570
Number of Applicants Pulled from Wait List	0	0	50
Number of Applications Withdrawn/Denied	0	0	0
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	0	0	0
Total Resident Change of Units (transfers)	4	14	22
TOTAL RECERTIFICATIONS DUE BY MONTH	122	117	124
Annual Recertifications Completed	119	106	101
Annual Delinquent Reexaminations	0	0	0
Interims Completed	99	82	78
TOTAL INSPECTIONS DUE BY MONTH	98	129	160
Annual HQS Inspections Completed	104	101	145
Annual HQS Delinquent Inspections (PIC)	0	0	0
New RFTA Inspections	19	25	32
FSS FAMILIES MANDATORY	40	40	41
Total FSS Families	38	38	38
Total # of HCV Accts. Rec.	5	5	5
Monthly Total Amount Owed	\$ 2,839.00	\$ 2,416.00	\$ 1,993.00
Monthly Total Amount Collected	\$ 2,079.50	\$ 424.00	\$ 540.00
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1487	1483	1475
% UTILIZED UNITS	87.5%	87.2%	86.8%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	54	56	57
VASH Voucher Utilization	92	90	90
Monthly Total Voucher Unit Utilization	1633	1627	1622
Total HCV Budget for 2011	\$ 10,369,704.00	\$ 10,369,704.00	\$ 10,369,704.00
Total HCV Budget Used YTD	\$ 1,637,293.41	\$ 2,422,177.50	\$ 3,209,068.46
HCV Budget Allocation YTD	\$ 1,728,284.00	\$ 2,592,426.00	\$ 3,456,568.00
<i>Expenditure Surplus (Overage) *</i>	\$ 90,990.59	\$ 170,248.50	\$ 247,499.54
Remaining Voucher Budget	\$ 8,732,410.59	\$ 7,947,526.50	\$ 7,160,635.54
Shelter Plus Care Budget	\$ 269,073.00	\$ 269,073.00	\$ 269,073.00
Shelter Plus Care Budget Used YTD	\$ 45,774.08	\$ 68,765.17	\$ 93,244.83
Shelter Plus Care Budget Allocation YTD	\$ 45,774.08	\$ 68,765.17	\$ 93,244.83
<i>Expenditure Surplus (Overage)</i>	\$0.00	\$0.00	\$0.00
Remaining Voucher Budget	\$ 223,298.92	\$ 200,307.83	\$ 175,828.17
VASH Budget	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00
VASH Budget Used YTD	\$ 83,236.00	\$ 123,414.00	\$ 162,772.00
VASH Budget Allocation YTD	\$ 100,000.00	\$ 150,000.00	\$ 200,000.00
<i>Expenditure Surplus (Overage)</i>	\$ 16,764.00	\$ 26,586.00	\$ 37,228.00
Remaining Voucher Budget	\$ 516,764.00	\$ 476,586.00	\$ 437,228.00



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

May 28, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

April 2014 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 94.6% at the end of April. We continue to strive to increase our occupancy level to 98%.

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

	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	172	168	213	278	831
Total Units Occupied	163	162	203	259	787
Percent Occupied	95%	96%	95%	93%	95%
Move -Ins	1	4	2	10	17
Move-Outs	0	5	1	5	11
Transfers	0	1	1	1	3



Emergency Work Orders	15	35	10	24	84
Routine Work Orders	35	26	135	18	214

Note: Mt. Vernon Park has one (1) unit offline and SWP has one (1) unit offline

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	173	\$ 30,776.00	\$ 3,854.00	\$ 26,922.00	87.00%
Hildebrandt	168	\$ 20,767.00	\$ 1,619.00	\$ 19,148.00	92.00%
LaRoy Froh	213	\$ 26,864.00	\$ 3,876.00	\$ 22,988.00	86.00%
South Washington	278	\$ 39,078.00	\$ 4,282.00	\$ 34,796.00	87.00%
Totals	832	\$ 117,485.00	\$ 13,631.00	\$ 103,854.00	88.00%





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May 28, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:

April 2014 Modernization Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:

This report provides an overview of the March modernization activities for LHC properties. LHC put their first resident (Section 3) to work. Janell hired one of our residents to help clean up debris from the winter ice storm.

South Washington Park

LHC bid out Door Replacements and Security for South Washington Park. We only received one bid. LHC will review scope of work and rebid the project.

Mt. Vernon

Contractors have been busy modernizing the Mt. Vernon Community Room. Gyp-Crete will be poured to level the floor. Electrical and Dry Wall has been installed. Painting starts next week. We expect the project will be finished on or before schedule.

Asset Manager, Kendra Schmidtman held her Section 3 Orientation on Wednesday, April 23, 2014. Kendra had a very good turn out even though she had to hold it at another site. Seventeen (17) residents showed up for the morning meeting.

HONEYWELL ESCO PROJECT

The ESCO projects will soon be completed. The Water Management portion of the project was completed on April 23, 2014. The Lighting contractors are working at Hildebrandt. Hildebrandt insulation is complete. Insulators are working at Mt. Vernon. Weather strippers are at LaRoy Froh. We expect all projects to be complete by May 16th. A final closeout meeting will commence the following week.



All maintenance staff attended Caroma Water Management training. They were instructed on how to fix the new water closets which were installed under the ESCO project.

FUTURE MODERNIZATION ACTIVITIES

Hobbs and Black Architects continue to work on the drawings for the kitchen and bath remodel at Hildebrandt Park. MC Smith is working on Mt. Vernon kitchen and bath drawings and DLZ will soon start their work on the LaRoy Froh drawings.

ADDITIONAL ACTIVITIES

The Certificate of Completion was signed for 3856 Wilson; and LHC took possession of the unit on April 18th. Bids for the Fire Restoration at 1513 Comfort were opened. MC Smith Architect has recommended that the project be awarded to First Contracting. This work will commence shortly.





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**LHC Board
Sign-In Sheet
Date of Meeting: May 28, 2014**

Name	Organization	Phone #	E-mail
Lisa Peters	LHC/LAHC	393-4290	LisaP@lanshc.org
Janelle Mared	SWP	393-8464	JanelleM@lanshc.org
Bobby Joyce	LHC	256-5562	Bobby.Joyce@ymail.com
Edward Forrest	LHC	517-853-3068	EdwardF@lanshc.org
Greg Frens	LHC	906 280-7590	frensge@yahoo.com
Cynthia Gray	LHC	853-3064	cynthiag@lanshc.org
Emma Koppelman	LHC	517-575 5054	emmaKoppelman@gmail.com
Hendras Schmitt	LHC	321-6054	hendras@lanshc.org
Rhonda Pagel	LHC	372-7145	rhondap@lanshc.org
Andrea Wade	LHC	517-372-7145	andreaW@lanshc.org
Mrs Whipple	LHC	393-4290	MrsW@lanshc.org





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**LHC Board
Sign-In Sheet
Date of Meeting: May 28, 2014**

Name	Organization	Phone #	E-mail
Ramiro Salazar	LHC	853 3066	ramires@lanshc.org
Trina Howard	LHC	8989-909/233	trina@lanshc.org
Crystal Barnes	Emerge	Guest	
Geodrick Blake, CPA	Emerge	Guest	
Megann Lawrence	Emerge	Guest	
Smoores	LHC	517 894-4400	Smoores1473@gmail.com

