



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

Lansing Housing Commission
September 28, 2016

Call to Order.

1. Roll Call.
2. Approval of Minutes of August 24, 2016

Action Items:

Resolution 1252-Approval to set LHC 2017 FMR's at 110% of the HUD approved 2017 FMR for each bedroom size

3. Informational Items.

- | | |
|---------------------------------------|----------------------|
| a. Finance Report May 2016 | Dickey May |
| b. Housing Choice Voucher Report | Kim Shirey |
| i. Asset Management Report | Lisa Parsons |
| ii. Mt. Vernon & Scattered Sites | AMP 102 |
| iii. Hildebrandt, Forrest, Hoyt | AMP 103 |
| & Scattered Sites | |
| iv. LaRoy Froh & Scattered Sites | AMP 111 |
| v. South Washington & Scattered Sites | AMP 112 |
| c. Recovery Agreement Update | Patricia Baines-Lake |

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





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7. Other Business.

8. Adjournment.

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting

September 28, 2016

Agenda

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Minutes of the August 24, 2016 Lansing Housing Commission Meeting

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

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

GUESTS: Dickey May, Financial Consultant,

STAFF:

Patricia Baines-Lake	Lisa Parsons
Kim Shirey	Andrea Bailey
Kim Gillespie	Edward Forrest
Marcus Hardy	

Commissioner Joyce moved and Commissioner Deschaine 2nd a motion to approve the minutes of the August 24, 2016 Board Meeting. **The Motion was approved by all member's present.**

Commissioner Joyce moved and Commissioner Deschaine 2nd a motion to approve resolution 1249 - Approval Annual SEMAP Certification. **The Motion was approved by all members' present.**

Commissioner Deschaine moved and Commissioner Joyce 2nd a motion to approve Resolution No. 1250 - Approval of Housing Choice Administrative Plan Rent Reasonableness Methodology. **The Motion was approved unanimously.**

Commissioner Joyce moved and Commissioner Deschaine 2nd a motion to approve Resolution No. 1251 – Approval of Electronic File Storage Policy. **The Motion was approved unanimously.**





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Written Informational Reports were provided as follows:

- A. Finance Report
- B. Housing Choice Voucher Report
- C. Asset Management
 - I. Mt. Vernon AMP 104
 - II. Hildebrandt AMP 103
 - III. LaRoy Froh AMP 111
 - IV. South Washington AMP 112
- D. Recovery Agreement Update

Executive Director's Comments: The Executive Director provided a verbal update indicating the 2016 Annual Certified Audit would commence soon. Commissioners requested an update when the schedule was finalized.

President's Comments: No Comments

There being no other business, Commissioner Baltimore adjourned the meeting at 7:00 p. m.





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September 28, 2016

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to use a rent payment standard that is 110% of the HUD Published 2017 Fair Market Rent for each bedroom size - Resolution No. 1252.

RECOMMENDATION:

Staff recommends the Board authorize Patricia Baines-Lake, acting in her capacity as Executive Director or her designee, to implement the recommended change to the LHC payment standards for use in all Housing Choice Voucher rental calculations.

CONTACT PERSON:

Kim Shirey
Housing Choice Voucher Supervisor

SUMMARY

This resolution authorizes LHC to use payment standards which are 10% higher than the published fair market rents which are established by the U.S. Department of Housing & Urban Development ("HUD") in compliance with 24 CFR sec. 982.503

BACKGROUND:

24 CFR 982.503(A) states, Payment standard schedule. (1) HUD publishes the fair market rents for each market area in the United States (see part 888 of this title). The PHA must adopt a payment standard schedule that establishes voucher payment standard amounts for each FMR area in the PHA jurisdiction. For each FMR area, the PHA must establish payment standard amounts for each "unit size." Unit size is measured by number of bedrooms (zero-bedroom, one-bedroom, and so on). SEMAP Indicator 8 also measures the PHA's compliance with setting its payment standards within the basic range, or another amount approved by HUD. The PHA's voucher program payment schedule contains payment standards may not exceed 110 percent of

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting September 28, 2016

Transmittal Approving to set LHC 2017 FMR at 110% of the HUD published 2017 FMR

Transmittal No. 1252

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

the current applicable published FMR and may not be less than 90 percent of the current applicable published FMR (unless a higher or lower payment standard amount is approved by HUD).

PHA's must obtain Board approval for the agency's payment standards as recommended during the 2015 HUD Office of Inspector General Audit.

The 2017 HUD approved Fair Market rents are as follows:

Final FY 2017 FMRs by Unit Bedrooms				
<u>Efficiency</u>	<u>One-Bedroom</u>	Two-Bedroom	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$532	\$659	\$815	\$1,091	\$1,274

The Lansing Housing Commission proposed payment standards are as follows:

LHC Payment Standards by Unit Bedroom				
<u>Efficiency</u>	<u>One-Bedroom</u>	Two-Bedroom	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$585	\$725	\$897	\$1200	\$1401

FINANCIAL CONSIDERATIONS

If LHC fails to gain Board approval of HCV payment standards it must not exceed 100% of the payment standards shown above. If a higher payment standard is utilized without board approval LHC could be obligated to repay the amount of the overage.





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POLICY CONSIDERATIONS:

LHC has no specific policy regarding this action. However, Board approval was a required corrective action in the 2015 Office of Inspector General Audit.

Respectfully Submitted, _____

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





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

Resolution No. 1252

Adopted by the Lansing Housing Commission

September 28, 2016

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized to utilize 110% of the HUD published 2017 FMR to determine the Housing Choice Voucher Program rental rate for each bedroom size.


Chair

Yeas 5

Nays 0

Abstentions —

Attest: 
Secretary

For Clerk Use Only



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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1010-0000-111101 General Fund Checking	-	-
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	2,207.25	1,108,953.00
1010-0000-112200 Accounts Receivable	(3,297.04)	10,321.47
1010-0000-112201 Allowance for Doubtful Accounts	(425.60)	(632.60)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	119.38
1010-5005-115700 Intercompany	4,604.27	(332,553.78)
1010-0000-116201 Investments Savings	-	126,543.95
1010-0000-121100 Prepaid Insurance	-	7,530.00
1010-0000-140000 Land	-	245,012.00
1010-3000-144000 Construction in Progress	-	892,105.65
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	-	(60,915.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(1,411.00)
1010-0000-150300 Deferred Outflow - MERS	-	36,959.00
TOTAL ASSETS	<u>3,088.88</u>	<u>4,510,093.00</u>
LIABILITIES		
1010-0000-200000 OPEB Liability	-	220,065.00
1010-0000-200300 Pension Liability	-	265,739.00
1010-0000-211100 Accounts Payable	600.00	600.00
1010-0000-211400 Tenant Security Deposits	233.00	20,115.00
1010-0000-211415 Tenant Security Deposit - Scattered Site	-	142.00
1010-0000-211999 Tenant Refunds	(184.00)	6,028.44
1010-0000-212000 Accrued Payroll	-	-
1010-0000-213500 Accrued Comp Absences - Curr	-	6,618.39
1010-0000-213700 Payment in Lieu of Taxes	(23,064.00)	(6,992.38)
1010-0000-214000 Accrued Comp Absences - non curr	-	3,032.23
1010-0000-260600 Note Payable Non Curr - PNC	(2,235.70)	468,592.16
1010-0000-260601 Note Payable - Curr - PNC	-	25,000.00
TOTAL LIABILITIES	<u>(24,650.70)</u>	<u>1,008,939.84</u>
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	443,085.50
1010-0000-282000 Income and Expense Clearing	27,739.58	(822,010.66)
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	-	1,465,929.25
TOTAL EQUITY	<u>27,739.58</u>	<u>3,501,153.16</u>
TOTAL LIABILITIES & EQUITY	<u>3,088.88</u>	<u>4,510,093.00</u>

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for August 2016

	Period Amount	Balance
ASSETS		
1020-0000-111101 General Fund Checking	(96.57)	(289.83)
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	(33,813.44)	185,801.89
1020-0000-112200 Accounts Receivable	(3,064.06)	11,229.01
1020-0000-112201 Allowance for Doubtful Accounts	1,323.00	(170.00)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	119.38
1020-5005-115700 Intercompany	62,721.78	171,686.92
1020-0000-116201 Investments Savings	-	126,543.95
1020-0000-121100 Prepaid Insurance	-	6,598.00
1020-0000-140000 Land	-	389,091.00
1020-3000-144000 Construction in Progress	110,858.05	950,996.88
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	-	(91,593.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(12,401.00)
1020-0000-150300 Deferred Outflow - MERS	-	30,951.00
TOTAL ASSETS	137,928.76	5,190,536.36
LIABILITIES		
1020-0000-200000 OPEB Liability	-	115,195.00
1020-0000-200300 Pension Liability	-	222,539.00
1020-0000-211100 Accounts Payable	85.00	85.00
1020-0000-211400 Tenant Security Deposits	(257.00)	24,717.00
1020-0000-211999 Tenant Refunds	240.00	6,039.13
1020-0000-212000 Accrued Payroll	-	-
1020-0000-213400 Utility Accrual	-	0.01
1020-0000-213500 Accrued Comp Absences - Curr	-	9,776.13
1020-0000-213700 Payment in Lieu of Taxes	(15,106.00)	(4,495.24)
1020-0000-214000 Accrued Comp Absences - non curr	-	4,478.95
1020-0000-260600 Note Payable Non Curr - PNC	(3,726.16)	782,589.55
1020-0000-260601 Note Payable - Curr - PNC	-	41,000.00
TOTAL LIABILITIES	(18,764.16)	1,201,924.53
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(84,554.50)
1020-0000-282000 Income and Expense Clearing	156,692.92	(582,554.28)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	935,977.61
TOTAL EQUITY	156,692.92	3,988,611.83
TOTAL LIABILITIES & EQUITY	137,928.76	5,190,536.36

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1080-0000-111101 General Fund Checking	-	-
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	(17,942.51)	1,016,794.06
1080-0000-112200 Accounts Receivable	273.35	12,149.10
1080-0000-112201 Allowance for Doubtful Accounts	1,633.00	44.33
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-114500 Accrued Interest Receivable	-	119.39
1080-5005-115700 Intercompany	4,173.96	(43,696.29)
1080-0000-116201 Investments Savings	-	126,543.95
1080-0000-121100 Prepaid Insurance	-	8,759.00
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	-	406,959.92
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	-	40,017.00
TOTAL ASSETS	<u>(11,862.20)</u>	<u>5,263,363.43</u>
LIABILITIES		
1080-0000-200000 OPEB Liability	-	185,491.00
1080-0000-200300 Pension Liability	-	287,723.00
1080-0000-211100 Accounts Payable	473.04	473.04
1080-0000-211400 Tenant Security Deposits	1,090.00	31,183.00
1080-0000-211999 Tenant Refunds	216.00	4,187.39
1080-0000-212000 Accrued Payroll	-	-
1080-0000-213500 Accrued Comp Absences - Curr	-	11,437.57
1080-0000-213700 Payment in Lieu of Taxes	(16,658.00)	(4,994.04)
1080-0000-214000 Accrued Comp Absences - non curr	-	5,240.14
1080-0000-260600 Note Payable Non Curr - PNC	(2,201.03)	461,847.68
1080-0000-260601 Note Payable - Curr - PNC	-	24,000.00
TOTAL LIABILITIES	<u>(17,079.99)</u>	<u>1,006,588.78</u>
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	447,889.50
1080-0000-282000 Income and Expense Clearing	5,217.79	(596,854.40)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	401,270.55
TOTAL EQUITY	<u>5,217.79</u>	<u>4,256,774.65</u>
TOTAL LIABILITIES & EQUITY	<u>(11,862.20)</u>	<u>5,263,363.43</u>

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

	Period Amount	Balance
ASSETS		
1090-0000-111101 General Fund Checking	-	-
1090-0000-111102 Cash-Security Deposits	757.08	19,406.08
1090-0000-111111 Chase Checking	(32,165.22)	858,649.36
1090-0000-112200 Accounts Receivable	(1,959.63)	13,528.54
1090-0000-112201 Allowance for Doubtful Accounts	585.13	(88.61)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	119.39
1090-5005-115700 Intercompany	12,467.64	265,118.10
1090-0000-116201 Investments Savings	-	126,543.96
1090-0000-121100 Prepaid Insurance	-	5,653.00
1090-0000-140000 Land	-	231,584.00
1090-0000-144000 Construction in Progress	-	4,507.75
1090-3000-144000 Construction in Progress	2,975.28	19,672.68
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	-	36,884.00
TOTAL ASSETS	(17,339.72)	4,230,022.87
LIABILITIES		
1090-0000-200000 OPEB Liability	-	114,595.00
1090-0000-200300 Pension Liability	-	265,195.00
1090-0000-211100 Accounts Payable	1,182.50	1,182.50
1090-0000-211400 Tenant Security Deposits	1,433.00	17,125.00
1090-0000-211999 Tenant Refunds	310.00	10,727.49
1090-0000-212000 Accrued Payroll	-	-
1090-0000-213500 Accrued Comp Absences - Curr	-	12,066.60
1090-0000-213700 Payment in Lieu of Taxes	(28,616.32)	(6,201.59)
1090-0000-214000 Accrued Comp Absences - non curr	-	5,528.33
1090-0000-260600 Note Payable Non Curr - PNC	(502.60)	105,744.55
1090-0000-260601 Note Payable - Curr - PNC	-	5,000.00
TOTAL LIABILITIES	(26,193.42)	530,962.88
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	8,853.70	(68,206.83)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	571,589.32
TOTAL EQUITY	8,853.70	3,699,059.99
TOTAL LIABILITIES & EQUITY	(17,339.72)	4,230,022.87

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

	Period Amount	Balance
ASSETS		
5005-0000-111105 LHC-Payroll Account	53,918.28	94,035.41
5005-0000-111111 Chase Checking	44,238.46	549,374.07
5005-0000-112500 Accounts Receivable HUD	-	3,226.36
5005-0000-112954 Accounts Receivables-Misc	-	51,000.00
5005-0000-115700 Intercompany	-	(2,176.26)
5005-1010-115700 Intercompany	(4,604.27)	332,553.78
5005-1020-115700 Intercompany	(62,721.78)	(171,686.92)
5005-1030-115700 Intercompany	(552.00)	(552.00)
5005-1060-115700 Intercompany	(103.62)	(103.62)
5005-1080-115700 Intercompany	(4,173.96)	43,696.29
5005-1090-115700 Intercompany	(12,467.64)	(265,118.10)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	(5,504.97)	68,803.98
5005-8002-115700 Intercompany	300.50	(310,897.66)
5005-8004-115700 Intercompany	-	293,299.67
5005-8005-115700 Intercompany	(5,924.00)	(82,386.57)
5005-8010-115700 Intercompany	25,000.00	124,712.85
5005-8020-115700 Intercompany	-	2,604.20
5005-8021-115700 Intercompany	-	(21,349.61)
5005-9101-115700 Intercompany	-	48,775.87
5005-0000-121100 Prepaid Insurance	-	19,886.01
5005-0000-140000 Land	-	190,000.00
5005-0000-146000 Dwelling Structures	-	720,763.72
5005-0000-146500 Dwelling Equipment - Ranges &	-	388,030.26
5005-0000-148100 Accumulated Depreciation-Build	-	(773,927.83)
5005-0000-150102 Investment in OG	-	203,695.00
5005-0000-150300 Deferred Outflow - MERS	-	25,877.00
TOTAL ASSETS	27,405.00	2,411,626.90
LIABILITIES		
5005-0000-200000 OPEB Liability	-	108,587.00
5005-0000-200300 Pension Liability	-	186,051.00
5005-0000-211100 Accounts Payable	-	-
5005-0000-211704 Health Insurance W/H	(112.81)	(3,998.49)
5005-0000-212000 Accrued Payroll	-	-
5005-0000-213500 Accrued Comp Absences - Curr	-	18,046.92
5005-0000-214000 Accrued Comp Absences - non curr	-	8,268.21
5005-0000-260700 Note Payable Non Curr - Davenport	(3,962.15)	467,962.79
5005-0000-260701 Note Payable - Curr - Davenport	-	47,000.00
TOTAL LIABILITIES	(4,074.96)	831,917.43
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	31,479.96	1,228,776.18
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	31,479.96	1,579,709.47
TOTAL LIABILITIES & EQUITY	27,405.00	2,411,626.90

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
8001-0000-111111 Chase Checking	(82,722.05)	373,495.28
8002-0000-111111 Chase Checking	83,537.51	1,196,585.01
8004-0000-111111 Chase Checking	-	-
8002-0000-112954 Accounts Receivables-Misc	-	850.00
8001-5005-115700 Intercompany	5,504.97	(68,803.98)
8002-5005-115700 Intercompany	(300.50)	310,897.66
8004-5005-115700 Intercompany	-	(293,299.67)
8001-0000-121100 Prepaid Insurance	-	2,548.00
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(26,891.06)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	38,100.00
TOTAL ASSETS	<u>6,019.93</u>	<u>1,561,077.24</u>
LIABILITIES		
8001-0000-200000 OPEB Liability	-	310,626.00
8001-0000-200300 Pension Liability	-	273,937.00
8001-0000-211100 Accounts Payable	-	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-212000 Accrued Payroll	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	17,559.04
8001-0000-214000 Accrued Comp Absences - non curr	-	8,044.70
TOTAL LIABILITIES	<u>-</u>	<u>610,166.74</u>
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(322,247.00)
8001-0000-282000 Income and Expense Clearing	(77,217.08)	61,293.42
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	83,237.01	25,996,731.20
8002-8002-282000 Income and Expense Clearing	-	(25,097,755.53)
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
TOTAL EQUITY	<u>6,019.93</u>	<u>950,910.50</u>
TOTAL LIABILITIES & EQUITY	<u>6,019.93</u>	<u>1,561,077.24</u>

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
8021-0000-111111 Chase Checking	-	4,239.21
8021-0000-112500 Accounts Receivable HUD	-	-
8020-5005-115700 Intercompany	-	(2,604.20)
8021-5005-115700 Intercompany	-	21,349.61
TOTAL ASSETS	<u>-</u>	<u>22,984.62</u>
LIABILITIES		
8020-0000-200000 OPEB Liability	-	4,228.00
8021-8021-211100 Accounts Payable	-	-
8021-0000-213500 Accrued Comp Absences - Curr	-	1,199.20
8021-0000-214000 Accrued Comp Absences - non curr	-	549.41
TOTAL LIABILITIES	<u>-</u>	<u>5,976.61</u>
EQUITY		
8021-0000-280500 Unrestricted Net Assets	-	(40,523.00)
8020-0000-282000 Income and Expense Clearing	-	(6,832.20)
8021-0000-282000 Income and Expense Clearing	-	927,955.87
8021-8021-282000 Income and Expense Clearing	-	(863,592.66)
TOTAL EQUITY	<u>-</u>	<u>17,008.01</u>
TOTAL LIABILITIES & EQUITY	<u>-</u>	<u>22,984.62</u>

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

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 74,341	\$ 72,130	\$ 2,211		\$ 432,780	\$ 360,650
Tenant Revenue - Other	3,740	2,935	805		16,868	13,933
Total Tenant Revenue	<u>\$ 78,081</u>	<u>\$ 75,065</u>	<u>\$ 3,016</u>		<u>\$ 449,648</u>	<u>\$ 374,583</u>
HUD PHA Operating Grants	143,176	159,372	(16,196)		956,232	796,860
CFP Operational Income	108,515	-	108,515		-	-
Fraud Recovery and Other	1,458	2,966	(1,508)		13,516	10,550
Total Operating Revenue	<u>\$ 331,229</u>	<u>\$ 237,403</u>	<u>\$ 93,826</u>		<u>\$ 1,419,396</u>	<u>\$ 1,181,993</u>
Administrative Salaries	\$ 9,059.76	\$ 14,954.00	\$ (5,894.24)		\$ 97,198.00	\$ 82,244.00
Auditing Fees	-	373	(373)		8,373	8,000
Management Fees	52,757	17,833	34,924		106,998	89,165
Bookkeeping Fees	2,971	2,880	91		17,280	14,400
Employee Benefits Contributions - Admin	3,243	5,649	(2,406)		35,092	29,443
Office Expenses	6,315	5,382	933		32,522	27,140
Legal	2,852	3,936	(1,084)		27,320	23,384
Travel	-	-	-		-	-
Other	4,095	3,000	1,095		4,500	1,500
Tenant Services - Other	1,654	2,400	(746)		7,900	5,500
Water	6,813	24,022	(17,209)		98,538	74,516
Electricity	3,365	7,226	(3,861)		48,456	41,230
Gas	1,578	3,656	(2,078)		53,496	49,840
Other Utilities Expense	-	2,668	(2,668)		5,336	2,668
Ordinary Maintenance and Operations - Labor	10,745	24,370	(13,625)		157,658	133,287
Ordinary Maintenance and Operations - Materials	25,201	13,970	11,231		83,720	69,750
Ordinary Maintenance and Operations - Contract	29,399	32,908	(3,509)		197,741	164,833
Employee Benefits Contributions - Ordinary	6,895	9,705	(2,811)		60,434	50,729
Protective Services - Other Contract Costs	387	390	(3)		2,340	1,950
Property Insurance	5,109	5,263	(154)		31,580	26,317
Liability Insurance	2,087	2,151	(64)		12,904	10,753
Workers Compensation	354	1,018	(664)		6,108	5,090
All Other Insurance	333	379	(46)		2,274	1,895
Other General Expenses	11,056	5,256	5,800		31,536	26,280
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	-	3,283	(3,283)		21,561	18,278
Bad debt - Tenant Rents	-	877	(877)		2,629	1,752
Interest Expense	3,385	3,385	(0)		19,830	16,445
Total Operating Expenses	<u>\$ 189,654</u>	<u>\$ 196,934</u>	<u>\$ (7,281)</u>		<u>\$ 1,173,322</u>	<u>\$ 976,388</u>
Net Income (Loss)	<u>\$ 141,575</u>	<u>\$ 40,469</u>	<u>\$ 101,106</u>		<u>\$ 246,073</u>	<u>\$ 205,605</u>

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

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 69,672	\$ 73,184	\$ (3,512)		\$ 440,184	\$ 367,000
Tenant Revenue - Other	3,899	4,918	(1,019)		28,324	23,406
Total Tenant Revenue	<u>\$ 73,571</u>	<u>\$ 78,102</u>	<u>\$ (4,531)</u>		<u>\$ 468,508</u>	<u>\$ 390,406</u>
HUD PHA Operating Grants	189,273	\$ 210,686	(21,413)		1,264,116	1,053,430
CFP Operational Income	119,213	\$ -	119,213		-	-
Fraud Recovery and Other	(72)	\$ 2,993	(3,064)		7,332	4,339
Total Operating Revenue	<u>\$ 381,985</u>	<u>\$ 291,781</u>	<u>\$ 90,205</u>		<u>\$ 1,739,956</u>	<u>\$ 1,448,175</u>
Administrative Salaries	\$ 9,759	\$ 13,357	\$ (3,598)		\$ 86,818	\$ 73,462
Auditing Fees	-	\$ 373	(373)		8,373	8,000
Management Fees	57,395	\$ 19,412	37,984		116,472	97,060
Bookkeeping Fees	3,225	\$ 3,135	90		18,810	15,675
Employee Benefits Contributions - Admin	3,060	\$ 3,236	(176)		20,451	17,216
Office Expenses	6,488	\$ 5,276	1,212		35,393	30,117
Legal	2,549	\$ 4,530	(1,981)		23,962	19,432
Travel	-	\$ 158	(158)		948	790
Other	520	\$ -	520		10,080	10,080
Tenant Services - Other	1,095	\$ 1,200	(105)		5,700	4,500
Water	6,004	\$ 14,868	(8,864)		89,208	74,340
Electricity	2,315	\$ 4,620	(2,305)		29,790	25,170
Gas	1,222	\$ 2,000	(778)		41,500	39,500
Other Utilities Expense	-	\$ -	-		11,208	11,208
Ordinary Maintenance and Operations - Labor	12,005	\$ 20,743	(8,738)		131,157	110,414
Ordinary Maintenance and Operations - Material	16,587	\$ 18,510	(1,923)		123,060	104,550
Ordinary Maintenance and Operations - Contract	24,100	\$ 35,972	(11,872)		229,255	193,283
Employee Benefits Contributions - Ordinary	5,555	\$ 10,207	(4,652)		62,821	52,614
Protective Services - Other Contract Costs	614	\$ 614	0		3,684	3,070
Property Insurance	4,565	\$ 4,701	(136)		28,206	23,505
Liability Insurance	1,699	\$ 1,751	(52)		10,506	8,755
Workers Compensation	265	\$ 612	(347)		3,672	3,060
All Other Insurance	333	\$ 379	(46)		2,274	1,895
Other General Expenses	15,317	\$ 21,278	(5,961)		127,668	106,390
Compensated Absences	-	\$ -	-		-	-
Payment in Lieu of Taxes	-	\$ 4,911	(4,911)		25,505	20,594
Bad debt - Tenant Rents	-	\$ 1,980	(1,980)		11,880	9,900
Interest Expense	5,641	\$ 5,641	0		33,049	27,408
Total Operating Expenses	<u>\$ 180,315</u>	<u>\$ 199,464</u>	<u>\$ (19,149)</u>		<u>\$ 1,291,450</u>	<u>\$ 1,091,986</u>
Net Income (Loss)	<u>\$ 201,670</u>	<u>\$ 92,317</u>	<u>\$ 109,354</u>		<u>\$ 448,506</u>	<u>\$ 356,189</u>

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

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 65,192	\$ 68,570	\$ (3,378)		\$ 411,420	\$ 342,850
Tenant Revenue - Other	3,257	3,100	157		22,807	19,707
Total Tenant Revenue	<u>\$ 68,449</u>	<u>\$ 71,670</u>	<u>\$ (3,221)</u>		<u>\$ 434,227</u>	<u>\$ 362,557</u>
HUD PHA Operating Grants	171,947	191,400	(19,453)		1,148,400	957,000
CFP Operational Income	119,632	-	119,632		-	-
Fraud Recovery and Other	1,304	140	1,164		8,340	8,200
Total Operating Revenue	<u>\$ 361,333</u>	<u>\$ 263,210</u>	<u>\$ 98,123</u>		<u>\$ 1,590,967</u>	<u>\$ 1,327,757</u>
Administrative Salaries	\$ 10,578	\$ 13,670	\$ (3,092)		\$ 88,751	\$ 75,081
Auditing Fees	-	350	(350)		8,350	8,000
Management Fees	54,915	18,762	36,153		112,571	93,809
Bookkeeping Fees	3,023	3,030	(7)		18,180	15,150
Employee Benefits Contributions - Admin	3,169	4,385	(1,216)		27,488	23,103
Office Expenses	5,092	7,840	(2,747)		43,308	35,468
Legal	3,369	3,166	203		18,996	15,830
Travel	-	254	(254)		1,270	1,016
Other	150	1,777	(1,627)		10,662	8,885
Tenant Services - Other	200	1,200	(1,000)		7,200	6,000
Water	8,616	10,688	(2,072)		64,127	53,439
Electricity	8,194	6,324	1,870		37,945	31,621
Gas	387	6,402	(6,015)		52,824	46,422
Other Utilities Expense	1,849	60	1,789		11,076	11,016
Ordinary Maintenance and Operations - Labor	12,212	27,519	(15,307)		177,435	149,916
Ordinary Maintenance and Operations - Material	38,072	27,105	10,966		163,232	136,127
Ordinary Maintenance and Operations - Contract	48,247	34,806	13,441		226,754	191,948
Employee Benefits Contributions - Ordinary	9,402	15,121	(5,719)		93,053	77,932
Protective Services - Other Contract Costs	590	600	(10)		3,600	3,000
Property Insurance	6,275	6,462	(187)		38,773	32,311
Liability Insurance	2,151	2,217	(65)		13,299	11,083
Workers Compensation	265	814	(549)		4,884	4,070
All Other Insurance	333	379	(46)		2,274	1,895
Other General Expenses	17,538	5,772	11,766		34,416	28,644
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	-	4,284	(4,284)		23,318	19,033
Bad debt - Tenant Rents	-	2,100	(2,100)		12,600	10,500
Interest Expense	3,332	3,332	0		19,522	16,190
Total Operating Expenses	<u>\$ 237,959</u>	<u>\$ 208,419</u>	<u>\$ 29,540</u>		<u>\$ 1,315,908</u>	<u>\$ 1,107,489</u>
Net Income (Loss)	<u>\$ 123,373</u>	<u>\$ 54,791</u>	<u>\$ 68,582</u>		<u>\$ 275,059</u>	<u>\$ 220,268</u>

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

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 60,143	\$ 70,600	\$ (10,457)		\$ 423,600	\$ 353,000
Tenant Revenue - Other	5,618	8,225	(2,607)		44,750	36,525
Total Tenant Revenue	<u>\$ 65,761</u>	<u>\$ 78,825</u>	<u>\$ (13,064)</u>		<u>\$ 468,350</u>	<u>\$ 389,525</u>
HUD PHA Operating Grants	121,602	135,360	(13,758)		812,160	676,800
CFP Operational Income	106,538	-	106,538		-	-
Fraud Recovery and Other	985	1,147	(162)		14,567	13,420
Total Operating Revenue	<u>\$ 294,886</u>	<u>\$ 215,332</u>	<u>\$ 79,554</u>		<u>\$ 1,295,077</u>	<u>\$ 1,079,745</u>
Administrative Salaries	\$ 10,571	\$ 13,455	\$ (2,884)		\$ 87,455	\$ 74,001
Auditing Fees	-	-	-		8,000	8,000
Management Fees	50,328	17,461	32,867		104,769	87,307
Bookkeeping Fees	2,700	2,820	(120)		16,920	14,100
Employee Benefits Contributions - Admin	7,272	5,562	1,709		34,552	28,990
Office Expenses	7,554	7,005	549		35,449	28,444
Legal	4,481	5,705	(1,224)		33,025	27,320
Travel	347	20	327		160	140
Other	4,272	-	4,272		325	325
Tenant Services - Other	762	1,225	(463)		8,010	6,785
Water	19,156	17,900	1,256		89,500	71,600
Electricity	17,538	13,200	4,338		99,200	86,000
Gas	456	2,200	(1,744)		51,000	48,800
Other Utilities Expense	-	80	(80)		4,580	4,500
Ordinary Maintenance and Operations - Labor	22,000	27,120	(5,120)		174,880	147,760
Ordinary Maintenance and Operations - Material	14,816	15,010	(194)		100,810	85,800
Ordinary Maintenance and Operations - Contract	29,114	21,350	7,764		128,180	108,830
Employee Benefits Contributions - Ordinary	9,734	12,437	(2,703)		76,942	64,506
Protective Services - Other Contract Costs	280	300	(20)		7,780	7,480
Property Insurance	3,050	3,142	(91)		18,849	15,708
Liability Insurance	2,269	2,338	(69)		14,029	11,691
Workers Compensation	531	814	(283)		4,884	4,070
All Other Insurance	333	379	(46)		2,274	1,895
Other General Expenses	11,152	2,310	8,842		13,860	11,550
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	-	3,536	(3,536)		17,035	13,500
Bad debt - Tenant Rents	-	5,000	(5,000)		30,000	25,000
Interest Expense	761	761	(0)		4,457	3,696
Total Operating Expenses	<u>\$ 219,477</u>	<u>\$ 181,130</u>	<u>\$ 38,348</u>		<u>\$ 1,166,925</u>	<u>\$ 985,796</u>
Net Income (Loss)	<u>\$ 75,408</u>	<u>\$ 34,202</u>	<u>\$ 41,206</u>		<u>\$ 128,152</u>	<u>\$ 93,949</u>

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

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 269,348	\$ 284,484	\$ (15,136)		\$ 1,707,984	\$ 1,423,500
Tenant Revenue - Other	16,514	19,178	(2,665)		112,749	93,571
Total Tenant Revenue	<u>\$ 285,862</u>	<u>\$ 303,662</u>	<u>\$ (17,800)</u>		<u>\$ 1,820,733</u>	<u>\$ 1,517,071</u>
HUD PHA Operating Grants	625,998	696,818	(70,820)		4,180,908	3,484,090
CFP Operational Income	453,897	-	453,897		-	-
Fraud Recovery and Other	3,675	7,246	(3,570)		43,754	36,509
Total Operating Revenue	<u>\$ 1,369,432</u>	<u>\$ 1,007,726</u>	<u>\$ 361,707</u>		<u>\$ 6,045,395</u>	<u>\$ 5,037,670</u>
Administrative Salaries	\$ 39,967	\$ 55,435	\$ (15,468)		\$ 360,222	\$ 304,787
Auditing Fees	-	1,096	(1,096)		33,096	32,000
Management Fees	215,396	73,468	141,928		440,808	367,340
Bookkeeping Fees	11,919	11,865	54		71,190	59,325
Employee Benefits Contributions - Administrative	16,744	18,832	(2,088)		117,583	98,751
Office Expenses	25,449	25,503	(53)		146,672	121,169
Legal Expense	13,251	17,337	(4,086)		103,303	85,966
Travel	347	432	(85)		2,378	1,946
Other	9,037	4,777	4,260		25,567	20,790
Tenant Services - Other	3,712	6,025	(2,313)		28,810	22,785
Water	40,588	67,478	(26,890)		341,373	273,895
Electricity	31,411	31,370	41		215,391	184,021
Gas	3,643	14,258	(10,615)		198,820	184,562
Other Utilities Expense	1,849	2,808	(959)		32,200	29,392
Ordinary Maintenance and Operations - Labor	56,963	99,753	(42,790)		641,129	541,376
Ordinary Maintenance and Operations - Material	94,676	74,595	20,080		470,822	396,227
Ordinary Maintenance and Operations - Contract	130,860	125,036	5,824		781,930	656,894
Employee Benefits Contributions - Ordinary	31,585	47,470	(15,885)		293,250	245,780
Protective Services - Other Contract Costs	1,872	1,904	(32)		17,404	15,500
Property Insurance	18,999	19,568	(568)		117,408	97,840
Liability Insurance	8,207	8,456	(250)		50,738	42,282
Workers Compensation	1,415	3,258	(1,843)		19,548	16,290
All Other Insurance	1,333	1,516	(183)		9,097	7,581
Other General Expenses	55,062	34,616	20,446		207,480	172,864
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	-	16,014	(16,014)		87,419	71,405
Bad debt - Tenant Rents	-	9,957	(9,957)		57,109	47,152
Interest Expense	13,119	13,119	0		76,858	63,739
Total Operating Expenses	<u>\$ 827,405</u>	<u>\$ 785,947</u>	<u>\$ 41,458</u>		<u>\$ 4,947,606</u>	<u>\$ 4,161,659</u>
Net Income (Loss)	<u>\$ 542,027</u>	<u>\$ 221,779</u>	<u>\$ 320,249</u>		<u>\$ 1,097,790</u>	<u>\$ 876,011</u>

Lansing Housing Commission
Budget vs. Actual
COCC
For the Period Ending August 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Management Fees Income	\$ 246,344	\$ 240,959	\$ 5,385		\$ 759,426	\$ 518,467
Bookkeeping Fees Income	11,919	11,866	53		71,190	59,324
Fraud Recovery and Other	3,310	19,494	(16,185)		101,970	82,476
Total Operating Revenue	\$ 261,573	\$ 272,319	\$ (10,747)		\$ 932,586	\$ 660,267
Administrative Salaries	\$ 33,434	\$ 46,494	\$ (13,060)		\$ 351,905	\$ 305,411
Auditing Fees	-	-	-		8,000	8,000
Employee Benefits Contributions - Admin	7,833	11,395	(3,561)		74,100	62,706
Office Expenses	(1,023)	4,791	(5,814)		35,335	30,544
Legal	344	1,000	(656)		3,000	2,000
Travel	(2,583)	3,850	(6,433)		16,500	12,650
Other	2,243	550	1,693		32,050	31,500
Tenant Services - Other	-	-	-		-	-
Water	100	238	(138)		1,428	1,190
Electricity	1,713	1,460	253		8,425	6,965
Gas	48	100	(52)		1,690	1,590
Other Utilities Expense	-	-	-		-	-
Ordinary Maintenance and Operations - Material	-	400	(400)		2,400	2,000
Ordinary Maintenance and Operations - Contract	1,008	2,228	(1,220)		13,088	10,860
Protective Services - Other Contract Costs	-	200	(200)		925	725
Property Insurance	427	690	(263)		4,141	3,451
Liability Insurance	226	233	(7)		1,397	1,164
Workers Compensation	72	664	(592)		3,984	3,320
All Other Insurance	1,490	1,597	(107)		9,579	7,983
Other General Expenses	7,124	239	6,885		62,314	62,075
Compensated Absences	-	-	-		-	-
Interest Expense	2,084	2,084	(0)		12,024	9,940
Total Operating Expenses	\$ 54,541	\$ 78,212	\$ (23,671)		\$ 642,285	\$ 564,073
Net Income (Loss)	\$ 207,032	\$ 194,107	\$ 12,925		\$ 290,301	\$ 96,194

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

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 1,716,462	\$ 1,700,780	\$ 15,682		\$ 10,273,680	\$ 8,572,900
Other Revenue	92	-	92		-	-
Fraud Recovery and Other	601	1,000	(399)		6,000	5,000
Total Operating Revenue	<u>\$ 1,717,155</u>	<u>\$ 1,701,780</u>	<u>\$ 15,375</u>		<u>\$ 10,279,680</u>	<u>\$ 8,577,900</u>
Administrative Salaries	\$ 30,185	\$ 49,821	\$ (19,636)		\$ 323,834	\$ 274,014
Auditing Fees	-	-	-		40,000	40,000
Management Fees	30,948	30,225	723		181,351	151,126
Bookkeeping Fees	-	-	-		-	-
Employee Benefits Contributions - Admin	10,819	18,558	(7,739)		112,010	93,451
Office Expenses	25,081	20,800	4,281		125,224	104,424
Legal Expense	-	-	-		-	-
Travel	11	125	(114)		250	125
Other	-	4,876	(4,876)		28,408	23,532
Tenant Services - Other	-	-	-		-	-
Water	75	80	(5)		480	400
Electricity	454	260	194		1,560	1,300
Gas	14	50	(36)		940	890
Other Utilities Expense	-	-	-		-	-
Ordinary Maintenance and Operations - Material	-	328	(328)		3,048	-
Ordinary Maintenance and Operations - Contract	4,483	692	3,791		4,152	-
Protective services - Other Contract Costs	-	-	-		500	500
Property Insurance	-	-	-		-	-
Liability Insurance	2,549	2,627	(77)		15,759	13,133
Workers Compensation	351	808	(457)		4,848	4,040
Other General Expenses	4,922	4,180	742		25,380	21,200
Compensated Absences	-	-	-		-	-
Housing Assistance Payments	1,536,151	1,549,654	(13,503)		9,297,924	7,748,270
Bad Debt - Tenant Rents	-	-	-		-	-
Interest Expense	-	-	-		-	-
Total Operating Expenses	<u>\$ 1,646,042</u>	<u>\$ 1,683,084</u>	<u>\$ (37,041)</u>		<u>\$ 10,165,668</u>	<u>\$ 8,482,585</u>
Net Income (Loss)	<u>\$ 71,113</u>	<u>\$ 18,696</u>	<u>\$ 52,417</u>		<u>\$ 114,012</u>	<u>\$ 95,315</u>

Lansing Housing Commission
Budget vs. Actual
Shelter Plus Care
For the Period Ending August 31, 2016

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



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September 28, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

August 2016 Housing Choice Voucher Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency:

There are 17 participants. Additional outreach is continuing by sending documents with all annual re-certifications, as well as making documents available for walk-in participants. The FSS Coordinator is currently attending all orientations in order to explain in detail the benefits of the FSS program, in hopes to gain more participants. This will continue until we meet our goal of 38 total participants.

An FSS Orientation will take place in October 2016.

HCV Orientations:

LHC had two (2) orientations during the month of August and issued twenty-seven (27) vouchers.

Waiting List:

Zero (0) applications were pulled from the waiting list for the month of August. HCV staff is currently processing the 200 applications which were pulled in the month of July. The applications approved have resulted in approximately two (2) orientations being conducted each month with approximately 40 applicants receiving a voucher.

Department Initiatives:

There are 154 active participants in the HUD VASH Program. Ten (10) Veterans are currently searching for housing and 150 Veterans are housed. Six (6) referrals were received during this reporting period, which required one (1) VASH orientation for the month of August.

Voucher Utilization

July Voucher Program Total Units	1700
July Traditional HCV Utilization	1566





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July % Utilized Units	92%
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August Voucher Program Total Units	1700
August Traditional HCV Utilization	1659
August % Utilized Units	98%

Voucher Disbursement

HUD July HAP Disbursement	\$778,430
LHC July HAP/UAP Disbursement	\$760,117
% Voucher Funding Utilization	98%

HUD August HAP Disbursement	\$780,860
LHC August HAP/UAP Disbursement	\$777,601
% Voucher Funding Utilization	99%

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

SEMAP Indicators

Indicator 1- Selection from the Waiting List

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

Waiting List

PIC Scoring	Internal Scoring
N/A	15

Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. During the month of July, a quality control was conducted on six (6) units and approved. This indicator is not scored by PIC, but based on an internal review. LHC is on track to receive all the points for this indicator which is a possible 20.

Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

Indicator 3- Determination of Adjusted Income





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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 1/1/16. This indicator is not scored through PIC, but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year.

Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

Indicator 5- HQS Quality Control Inspections

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

Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24 hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC, but is determined from an internal review. LHC's review indicates there were (35) 24-hour deficiencies and (36) 30 day deficiencies. All corrected, abated, or terminated as necessary.





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HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

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

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

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

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

Payment Standards

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of July the reporting rate is 96%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

Indicator 10- Correct Tenant Rent Calculation

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records there are no tenant rent





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calculation discrepancies to report. Based on PIC, LHC records this indicator as receiving five (5) of a possible five (5) points.

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

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

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

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

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 98%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

Program Utilization

PIC Scoring	Internal Scoring
N/A	20





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Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 17 slots/households or (44%) 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 8/31/2016





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September 28, 2016

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

August 2016 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 95% (not including the modernization units) at the end of August. LHC has 96% occupancy including the units that are in Modernization. LHC Unit Months Leased ("UML") was 793 or 95% occupancy rate. LHC continues to strive to increase and maintain a 97% occupancy level which exceeds the 96% recovery plan occupancy goal.

Mt. Vernon Park occupancy was 99% at the end of August. Zero (0) households moved in, four (4) residents moved out and there were no unit transfers this month. Mt. Vernon received 20 applications and approved eight (8) of them. Orientation letters and unit offers to follow. Mt. Vernon also pulled an additional 100 applications last week so they will be able to work on gathering a pool of approved applicants for the upcoming move outs. The UML was 199 which equals a 99% UML occupancy rate.

Hildebrandt Park occupancy was 99.5% at the end of August (with units in MOD). There were five (5) move in's, three (3) move outs and two (2) unit transfer this month. There are 10 kitchens and bath units in MOD status. Hildebrandt is processing the 25 applications that came in from the most recent pull to secure approved applicants for the 10 mod units and three (3) additional units when these become lease ready. The UML was 209 which equals 99.5%.

LaRoy Froh occupancy was 95% at the end of August (with units in MOD). There were three (3) move ins, two (2) move outs and one (1) unit transfers. There are five (5) units in





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MOD status. LaRoy Froh is processing the applications that came in from the most recent pull to secure approved applicants for the units that are being rehabbed and to obtain a pool of applicants ready to move in when new units become vacant. The UML was 197 which equals a 95% UML rate.

South Washington Park occupancy was 95% at the end of August. There were 10 move ins, eight (8) residents moved out, and zero (0) unit transfers. South Washington is processing the applications to move into the current vacant units as well as to create a ready pool of applicants. The UML was 188 giving us a 95% occupancy rate.

OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	199	99%	0	4	0	0
Hildebrandt	220	209	99.5%	5	3	2	10
LaRoy Froh	213	197	95%	3	2	1	5
S. Washington	198	188	95%	10	8	0	1
Totals	833	793	95%	18	17	3	16

Rent Collection:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 36,639.00	\$ 37,204.14	\$ (565.14)	102%
Hildebrandt	\$ 35,520.00	\$ 39,311.63	\$ (3,791.63)	111%
LaRoy Froh	\$ 33,919.00	\$ 36,702	\$ (2,782.65)	108%
S. Washington	\$ 29,750.00	\$ 35,457.00	\$ (5,707.00)	119%
Totals	\$ 135,828.00	\$ 148,674.42	\$ (12,846.42)	109%





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WORK ORDER OVERVIEW

Work orders are being reviewed using a weekly report card meeting with each maintenance staff one on one. This has been in process the past three (3) weeks. We are still fine tuning the report card however; the huge number of work outstanding work orders is a continuous conversation with the maintenance staff.

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
3846 WILSON	Lease Ready	8/31/16	YES	1st offer failed to comply new offer initiated 9-8-16 8/1/16
3212 WAVERLY	Make Ready	9/23/16	YES	Contract signed by contractor 9-7-16 8/2/16
3326 WAVERLY	Make Ready	9/23/16	YES	Paint estimates received 8/25/16
4025 GLENBURNE	Make Ready	11/1/16	No	Scopes received and requested estimate sent 9-9-16 8/29/16
3416 WAVERLY	Make Ready	11/1/16	No	Scopes received and requested estimate sent 9-9-16 8/29/16

Hildebrandt Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Comments or reason for length of status
319 Hylewood	Make Ready	10-1-16	No	Water Damage Unit Vacant 7-22-15-Mod
315 Hylewood	Make Ready	10-1-16	No	Water Damage Unit Vacant





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				11-11-15- Mod
3220-A Turner	Make Ready	9-20-16	No	Kitchen and Bath Unit Vacant 7-27-16 - Mod
3128-C Turner	Make Ready	9-20-16	No	Kitchen and Bath Unit Vacant 7-27-16 - Mod
3216- A Turner	Make Ready	9-20-16	No	Kitchen and Bath Unit Vacant 7-29-16-Mod
3200-C Turner	Make Ready	9-20-16	No	
422 Hylewood	Make Ready	10-20-16	No	Unit Vacant 8-30-16
3202-B Turner	Make Ready	8-20-16	No	Kitchen and Bath Unit Vacant 6-7-16-Mod
3114-B Turner	Make Ready	8-20-16	No	Kitchen and Bath Unit Vacant 6-9-16-Mod
3212-A Turner	Make Ready	8-20-16	No	Kitchen and Bath Unit Vacant 6-17-16-Mod

LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
42615	Make Ready	9-30-16	N	5-bedroom water repair MOD
45022	Make Ready	9-30-16	N	5-bedroom water repair MOD
45018	Make Ready	9-30-16	N	5-bedroom water repair MOD
56519	FIRE UNIT		N	MOD status for fire rehab
72446	Kitchen and bath		N	Vacant date of 5/03/16.- MOD





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82511	Lease ready	7-29-16	N	Transfer unit
72536	Lease ready		Y	Moving in 9-1/16 Vacant date 6-8-16
72314	Make ready	9-12-16	y	Lease Ready 9-12--16 Vacant date of 4-4-16.
72542	Make Ready	9-30-16	n	Vacant date 7-12-16
72526	Make ready	9-30-16	UT	to be completed 9-30-16 Vacant date 6/6/16
72342	Make Ready	10-15-16	N	Vacant 7-27-16
42600	Make ready	10-15-16	UT	Vacant 7-29-16

South Washington Park Vacant Unit Status:

Unit	Make ready/Lease ready	Projected or actual lease up date	Security deposit received	Comments/reason for length
10521	-	-	-	Demo Dispo filed
10106	Make Ready	9-16-16	N	Vacant date: 8-23-16
10111	Make Ready	9-16-16	N	Vacant date: 8-23-16
10132	Lease Ready	9-28-16	N	Assigned waiting on money to be finalized Vacant date: 7-21-16
10201	Lease Ready	9-28-16	N	Finding applicant to move in Vacant date: 8-12-16
10208	Make Ready	9-16-16	N	Vacant Date: 8-31-16





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10215	Lease Ready	9-28-16	N	Finding Applicant to move in Vacant Date: 7-8-16
10231	Make ready	9-16-16	N	Vacant Date: 8-12-16
10324	Make Ready	9-16-16	N	Vacant Date: 8-31-16
10428	Make Ready	9-9-16	N	Working on app from recent pull vacant date 4-12-16
10440	Make Ready	9-16-16	N	Vacant Date: 8-23-16
10500	Make Ready	9-16-16	N	Vacant Date: 8-23-16
10519	Make Ready	9-9-16	N	Vacant Date: 6-23-16
10530	Make Ready	9-16-16	N	Vacant Date: 8-1-16
10435	Lease Ready	9-20-16	N	Offered to Magnuson Household
2609 Dier	Make Ready	9-16-16	N	Unit had termite damage now treated and almost complete with rehab completing a UT when done. Vacant Date: 6-19-16



Recovery Plan Timetables, Deliverables and Assignments

Objective	Responsible Entity	Status
The Board becomes more prepared to perform its fiduciary duty of overseeing the finances of the PHA. The Board participates in trainings for capacity building, Board roles and responsibilities, and PHA financial management.	LHC Board, Executive Director, PHM & PHA	The board has completed HUD's Lead The Way Training. HUD provided board training on August 26, 2015. 4 of five board members have completed NAHRO's training
PHA must have 15 points out of 25 to pass the Finance Indicator. PHA must have 15 points out of 25 to pass the Management Indicator. PHA must have 25 points out of 40 to pass the Physical Indicator. - 2016 Audit, 2017 audit.	Executive Director - All Staff	The 2015 Audit has not been scored. The 2016 audit will be completed by March 31, 2017. The 2016 unaudited report was filed by the due date.
PHA must maintain an occupancy rate of 96.0% - May 2016 Forward	Executive Director, Asset Management Director, PHM, PHA, Maintenance TEAM	The Agency's Occupancy Rate for May was 96% including units in modernization status
Increase Occupancy to 94% Feb 28, 2016,	Director of Asset Management, PHM & PHA	February's occupancy exceeds 94%
Increase Occupancy to 94.5% March 30, 2016,	Director of Asset Management, PHM & PHA	March's occupancy rate exceeds 94.5%



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Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
Increase Occupancy to 95.0% April 30, 2016	Director of Asset Management, PHM & PHA	LHC's ability to achieve this goal has been negatively impacted by S. Washington Park and LaRoy Froh. South Washington experienced a number of move outs because of lease violations, and evictions related to illegal activity. When LaRoy Froh puts units into Modernization status the overall goal of 95% will be achieved. This goal was achieved at Mt. Vernon and Hildebrandt Park
Increase Occupancy to 96.0% May 31, 2016,	Director of Asset Management, PHM & PHA	LaRoy Froh and S. Washington's occupancy level is below 96%. Hildebrandt and Mt. Vernon's occupancy rates exceed 96%. The overall agency occupancy rate is 96%. LHC is striving to improve the occupancy rate of every development to 96%. Given the criminal issues associated with S. Washington and the negative publicity attaining 96% occupancy is a stretch. However, Laroy Froh will attain 96% by the July report.



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Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
Maintain Occupancy at 96.0% June 30, 2016.	Director of Asset Management, PHM & PHA	LHC's overall occupancy rate for August is 96% including units in modernization status. South Washington and LaRoy Froh are not at 96% occupancy. South Washington is now at 95% occupancy despite evictions for lease non compliance. LHC is continuing evictions for criminal activity, failure to pay rent and lease non compliance. We expect to see occupancy begin to tick up in September 2016. LaRoy Froh occupancy increased in August 2016. LHC's goal continues to be to achieve 96%+ occupancy overall and by site as well. We are now experiencing difficulty utilizing contractors to turn vacant units. We have an ongoing Request for contractors.
Complete the 2015 Annual Certified Audit before March 31, 2016 Submission Deadline	Executive Director and Finance TEAM	2015 Annual Certified audit was submitted by the March 31, 2016 deadline
The finance committee comprised of current Board members Ryan Robinson and Emma Koppleman-Helvey, and past member Ben Bakken will "specialize" in reviewing financial reports and providing feedback about the finances to the balance of the Board on a monthly basis commencing April 30, 2016.	Executive Director and Finance Team	The Board Finance team's August monthly meeting was conducted on August 23, 2016.



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Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
The Board, guided by the Finance Committee shall review the annual audit and track the correction of findings and management letter issues (if any). Completion no later than 6/30/2017)	Executive Director and Finance Team	Staff is working to achieve the milestones contained in the Audit work plan. The status of resolving/addressing the 2015 Findings was discussed at the August Meeting, all have been achieved except completion of an IT checklist for new hires and separated employees. The timetables established to begin the 2016 Annual Certified Audit were provided to the committee.
Commission staff will provide updated financial policies and written procedures to HUD which will incorporate recommendations identified in the financial review conducted by the DEC by July 31, 2016 or 45 days after receipt.	Executive Director	
The 1st Policy and/or SOP will be submitted, for approval, to the Board at the March meeting. Subsequent policies will be submitted monthly at each board meeting for approval until all internal control policies are completed. March 2016-June 2017	Executive Director	
The Executive Director and financial management staff will receive training from Dickey May and (outside finance team). HUD Assistance is requested in this area and PHA staff will attend outside trainings on PHA Budgeting, Finance and Accounting sponsored by entities such as Casterline and Asher. March 2016-June 30, 2017	Finance Staff	Sonya Morrison received training from BDO on posting information to the General Ledger through Bank Book an Emphysas Elite module.



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Recovery Plan Timetables, Deliverables and Assignments

Objective	Responsible Entity	Status
HUD assistance will be and has been requested for Finance and Accounting training, policies and procedures.	Executive Director and Finance Staff	LHC's request was submitted in 2015. HUD field Office requested assistance as well
Monthly Finance statements will be prepared for each board meeting beginning with the April 2016 meeting.	Executive Director and Finance Team	<p>1. The 1st finance report was provided at the February, 2016 Board Meeting reflecting January financial information.</p> <p>2. The February Finance report was provided at the March, 2016 Board meeting.</p> <p>3. The March Finance Report is included in the April 2016 meeting packet.</p> <p>4. The April Finance Report was included in the May Board meeting packet.</p> <p>5. The May Finance Reports are included in June's Board Packet and the reports were discussed and thoroughly reviewed with the finance committee. This goal is on target.</p> <p>6. The June Finance committee was conducted on June 28, 2016. The finance reports were provided to the board and staff the as in advance of the meeting required. This goal is on target.</p> <p>7. The July finance committee meeting was held on July 28th and the Finance reports were provided to HUD before July 31, 2016. This goal is on target.</p> <p>8. The August Finance Committee meeting was held on August 23, 2016. The report format contained the proscribed information. Copies of the August reports will be provided to HUD by September 30, 2016.</p>



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Recovery Plan Timetables, Deliverables and Assignments

Objective	Responsible Entity	Status
The Commission shall provide monthly accounting reports to HUD by the 30th of the succeeding month showing assets and liabilities, its year to date balance sheet, revenue and expense statements, and statement of cash flows. All monthly reports shall contain a comparison of budgets to actual costs. April 2016	Executive Director and Finance TEAM	1. The January and February finance reports were submitted to HUD in the proscribed format. 2. The March Finance report was e-mailed to HUD before April 30th. 3. The April Finance report will be e-mailed to HUD by May 30, 2017. 4. The May Finance reports were provided to HUD before June 30th. This goal is current and on target. 5. The June finance reports were provided to HUD before July 31, 2016. This goal is on target. 6. The July finance reports were submitted to HUD before August 31, 2016. This Goal was met.
LHC's Annual budget will be submitted to the Board for approval prior to the beginning of the new fiscal year (May, 2016 Board Meeting) and the respective Board resolution form shall be submitted to the HUD Field Office prior to the beginning of the fiscal year, July, 2016	Executive Director and Finance TEAM	The Board approved the resolution to submit the Budget on June 14, 2016. The Budget was be submitted to HUD before July 1, 2016.
The monthly financial statements including a year-to-date budgeted to actual revenue, expense statement and balance sheet shall be prepared by a third party vendor for each AMP and program area for the Board and the AMP managers no later than the 15th day of the succeeding month. April 2016	BDO, Executive Director and Finance Team	BDO prepared the Finance statements .The finance Committee and Manager's received the April, May, June, July and August finance statements timely. This goal is achieved and on target. In September Mr. May will conduct staff training designed to improve understanding of the finance reports and how to manage site budgets.



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Recovery Plan Timetables, Deliverables and Assignments

Objective	Responsible Entity	Status
The PHA shall Complete bank reconciliations by the 12th of the succeeding month beginning April 2016	Executive Director, BDO and Finance TEAM	Bank reconciliations are completed in conjunction with the Board Finance Report Preparation. This goal is on target for August and achieved.
Unaudited financials must be submitted no later than 2 months after the Commission's fiscal year end August 31, 2016	Executive Director, BDO and Finance TEAM	Unaudited financial information was submitted before August 31, 2016, on August 25, 2016. six days before the due date before of August 31,2016. LHC is on target with this goal.
Audited financials must be submitted within 9 months after fiscal year end- March 31, 2017	Executive Director, BDO and Finance TEAM	Plante Moran will begin the compliance audit procedures the 1st week of September.
The PHA shall strive to receive a standard FASS score and must establish a reasonable plan to achieve and sustain Standard Performer performance scores in FASS. 6/30/2016	Executive Director and Finance TEAM	
The Housing Commission shall effectively create, execute, and maintain plans, policies, and written financial procedures, that provide efficient internal controls process as corroborated in annual independent audit 3/31/17.	Executive Director, BDO and Finance TEAM	



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Recovery Plan Timetables, Deliverables and Assignments		
Objective	Responsible Entity	Status
The 3/31/2016 annual certified audit is based on LHC's financial recordkeeping which was maintained by staff and accounting contractors who are no longer affiliated with LHC. LHC will create and implement policies and standard operating procedures during 2016 which will be corroborated during the 2016 audit, no later than March 2017	Executive Director, BDO and Finance TEAM	
LHC shall document that internal controls have been instituted (SOP's as created monthly - April 2016 forward (as necessary), verify all staff have been trained (signed training acknowledgement of new policies and procedures) on these internal controls, and that said controls are sustainable (we can demonstrate the controls are reasonable given current staffing, oversight by Dickey, Finance Consultant BDO and the Board Finance Committee. This is to include improvement in vendor payment documentation, quality controls, other contract administration, etc.	Executive Director, BDO and Finance TEAM	LHC is working with the Board of Water & Light and Consumers Power (LHC's two largest vendors) to develop an electronic/streamlined billing and payment process. Telephonic meetings are taking place with Consumers Power. Ongoing face to face meetings are occurring with officials of Board of Water & Light.
LHC shall increase reserves by managing expenditures more closely, seeking cost savings by partnering with outside resources and utilizing community funding resources (i.e. Board of Water and Light Energy Savings 15 - 16 on-going), Consumer's energy savings (2015-16 on-going), appliance and furnace replacements, joint venturing with training programs to provide reduced cost labor (6/30/2016 - Brick and Concrete Union), and increasing occupancy to 96%.	Executive Director & Finance TEAM	Board of Water & Light installed energy saving features, Consumers Power tuned up furnances, BWL completed installation of LED lights. The Concrete trades union requested that LHC contact them in August to discuss the proposed MOU. The Brick Layers union responded to LHCs request stating no more apprenticeship work will be assigned this year. We will contact them again after January 2017.



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Recovery Plan Timetables, Deliverables and Assignments

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



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