



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

MEETING NOTICE AND AGENDA
Community Development Authority
May 25, 2016 at 4:30 pm
The Forum
Beloit City Hall
100 State Street

1. Call to Order and Roll Call
2. Citizen Participation
3. Review and Consideration of the Minutes of the Special Meeting held on May 4, 2016
4. Beloit Housing Authority
 - a. Presentation of April Activity Reports (Pollard)
 - b. Presentation of January Financial Reports (Pollard)
 - c. Presentation of February Financial Reports (Pollard)
 - d. Presentation of March Financial Reports (Pollard)
5. Adjournment

*If you are unable to attend this meeting, notify the Housing Authority Office at 364-8740 **no later than 4:00 PM the day before the meeting.***

Notice Mailed: May 20, 2016

Approved: Julie Christensen, Exec. Director

** Please note that upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511.

Minutes
Beloit Community Development Authority
100 State Street, Beloit WI 53511
May 4, 2016
4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, May 4, 2016, in the Forum of Beloit City Hall, 100 State Street.

1. **Call to Order and Roll Call:**

Meeting was called to order by Commissioner Casares at 4:31 p.m.

Present: Commissioners Baker, Casares, Hendrix, Preuschl and Webster

Absent: Commissioner Ellison and Evans

Staff Present: Julie Christensen, Cathy Pollard, Teri Downing, Clinton Cole and Ann Purifoy

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on March 23, 2016.**

Commissioner Baker asked for clarity on status of remaining 2015 CDBG funds. Teri stated that it would be reallocated administratively.

Motion was made by Commissioner Baker and seconded by Commissioner Casares to approve the minutes of the Regular Meeting held on March 23, 2016.

Motion carried unanimously.

4. **Beloit Housing Authority**

a, b, c. **Presentation of January, February and March Activity Report**

Cathy Pollard, Beloit Housing Authority Director, gave a brief summary of the reports.

Cathy gave an update on the current Beloit Housing Authority staff. The Accountant position and two Section 8 Specialist positions have recently been filled. We still have two open positions for our Maintenance Specialist and Special Programs Administrator.

Cathy explained our priority preference points and TRIP (tax return intercept program) for our new Board members. As of June 30, we will no longer administer Rock County WHEDA Section 8 vouchers. Our two-year contract will end and we will not renew.

- d. Discussion of the Process of Handling Program Violations
Cathy gave a summary of the Informal Review and Hearing Process from the Housing Choice Voucher Program Guidebook.

There is a perception that all crime in Beloit is committed by Section 8 and Public Housing tenants. We have received an excessive amount of calls from Beloit citizens threatening lawsuits/bodily harm and exhibiting very rude/inappropriate behavior. Due to confidentiality laws, we are not obligated to divulge information regarding our tenants to citizens who demand it. We gladly accept information regarding suspected fraud.

We will be changing our Admin Plan to eliminate repayment agreements for fraud. The bottom line is that fraud is getting out of control and our tenants will be held accountable.

Board members are being made aware of this misconception so they are able to properly address and educate Beloit citizens regarding the unfair perception of our tenants.

Commissioner Casares inquired about the importance of tenants violating family unit size. Cathy stated that tenants can be terminated for unauthorized occupants in the residence. The Beloit Housing Authority utilizes the Beloit Police Department as security for our units. They give us a monthly report of all HUD checks which could show unauthorized persons using BHA tenants' addresses.

- e. Review and Consideration of Resolution 2016-06, Approval of 2016 First Quarter Write-offs
Clinton Cole, Program Manager, presented the staff report and recommendation.

The tenants accounts receivable amount for this quarter is fairly higher than we have seen recently. This is mainly due to a former tenant who accounted for a large portion of the TAR balance due to damages.

Commissioner Baker moved and Commissioner Hendrix seconded a motion to approve Resolution 2016-06.

Motion carried unanimously.

5. **Neighborhood Revitalization Activities**

- a. Review and Consideration of Resolution 2016-05, Authorizing the CDA to Acquire 715 West Grand Avenue and Award the Demolition Contract for 715 West Grand Avenue

Teri Downing, Housing Services Director, presented the staff report and recommendation.

Teri gave an update on plans to rehab 349 Euclid Avenue. We are in the process of organizing a bus tour and workshop for CDA and City Council members to discuss a neighborhood stabilization strategy for Hackett and Merrill neighborhoods.

Commissioner Casares asked if the demolition material would be recycled. Scott Schneider, Project Manager, stated that Earth Construction is very good at recycling masonry buildings, however, anything that is cost effective will be recycled.

Commissioner Preuschl moved and Commissioner Baker seconded a motion to approve Resolution 2016-05.

Motion carried unanimously.

6. **Adjournment:**
Motion by Commissioner Baker and seconded by Commissioner Preuschl to adjourn at 5:15 p.m. Motion carried.

**REPORT TO THE
BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

AGENDA ITEM: 4a

TOPIC: April Activity Report

REQUESTED ACTION: Information only- No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Public Housing:

There was one vacancy in public housing units in April and no upcoming vacancies in May of 2016. Public housing accounts receivable on occupied units totaled \$4,972.91 and vacated units totaled \$16,640.76 at the end of April, 2016 which brings the totaled outstanding public housing accounts receivable to \$21,613.67. Eight applicants were pulled from the public housing waiting list in April; four applicants were briefed. 11 public housing inspections and 18 annual and interim re-certifications were completed in April.

Section 8:

563 vouchers were housed by April 30, 2016 with 14 voucher holders either searching for units or waiting for passed inspections. 9 portable vouchers were paid by BHA in April with 3 families waiting to Port-Out. 61 Section 8 inspections were completed in April, and the Housing Specialists completed 75 annual or interim re-certifications in April. No applicants were notified: none were briefed.

ATTACHMENTS:

April Activity Report

**Beloit Community Development Authority
Activity Report to Board for May 2016**

April (2016) Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 03/31/16	\$ 5,350.86
Outstanding Receivables – Vacated Units 03/31/16	\$ 16,721.32
 Outstanding Receivables – Occupied Units 04/30/16	 \$ 4,972.91
Outstanding Receivables – Vacated Units 02/29/16	\$ 16,640.76
 Total March 31, 2016 Outstanding Receivables:	 \$ 22,072.18
Total April 30, 2016 Outstanding Receivables:	\$ 21,613.67
 Decrease of:	 \$ 458.51

Vacancies – 04/30/2016

<u>Total Public Housing Units</u>	131 Units 99% Occupancy
 1 Vacancy:	0 Elderly - 100% Occupancy 1 Family - 99% Occupancy

Public Housing Inspections

11 Inspections completed. There were 11 annual inspections; there were no move-out inspections. There were no move-in inspections. There was 0 housekeeping inspections 0 exterior inspections and no re-inspections.

Public Housing Activities

Annual Recerts:	11
Interim Recerts:	7
Notice to Vacate:	0

New Tenants:	0
Transfers:	0
Lease Terminations:	0
Possible Program Violations:	0
Evictions	0

Public Housing Briefings

Number Notified:	4
Number Briefed:	8

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

April

563 under lease - 93% Occupancy
 9 Portable Vouchers –9 Not Absorbed (1/Port-In)
 14 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

61 inspections were completed in April. 33 were annual inspections. 10 were initial inspections, 12 were re-inspections, 0 project based inspections, 0 WHEDA and there was 1 special inspection.

Section 8 Activities

New Participants:	4	
Annual Recerts:	40	
Interim Recerts:	35	
Abatements:	4	
Movers:	6	
Possible Program Violations:	4	program violations
End of Program	0	

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS:

Waiting List: 159 Public Housing East
 160 Public Housing West
 167 Parker Bluff
 100 Project-Based
 491 Sec. 8

0 Tenants removed for Repayment Default
0 Tenants removed for unreported income
0 Tenants removed for unauthorized occupants
0 Applicants removed over income
Some applicants are on both lists, some are not
Section 8 waiting list opened 4/4/11

Cash Flow Statement
Beloit Housing Authority
January 31, 2016

	BHA YTD	LLC Phase 1 & 2	HCV YTD	YTD Budget	Variance
	Actual	Actual	Actual		Over (Under)
Income					
Dwelling Rent/Utilities	4,441.00	18,726.00	-	-	23,167.00
Interest on Investments	10.10	59.15	13.23	-	82.48
Other Income	4,685.61	17,732.96	959.71	-	23,378.28
HUD Admin Fees	-	-	38,387.00	-	38,387.00
HUD Grants/Subsidies	38,550.48	-	243,112.00	-	281,662.48
Total Income	47,687.19	36,518.11	282,471.94	-	366,677.24
Expenses					
	BHA YTD	LLC Phase 1 & 2	HCV YTD	YTD Budget	Variance
	Actual	Actual	Actual		Under (Over)
Administrative					
Salaries/Benefits	17,969.45	15,504.78	18,578.50	-	(52,052.73)
Office Expenses	1,144.07	660.00	1,457.00	-	(3,261.07)
Office Contracted Services	450.15	-	460.13	-	(910.28)
Oper Sub Transfer/Mgmt Fee Pd	-	1,276.56	-	-	(1,276.56)
Housing Assistance Pmts	-	-	233,125.00	-	(233,125.00)
Maintenance					
Salaries/Benefits	1,948.07	5,997.89	-	-	(7,945.96)
Materials & Supplies	180.23	81.00	-	-	(261.23)
Maintenance Contracts	412.83	3,481.20	-	-	(3,894.03)
Utilities	95.17	1,056.19	-	-	(1,151.36)
Other Operating					
Protective Services	38.70	-	-	-	(38.70)
Insurance	987.61	1,977.37	409.51	-	(3,374.49)
PILOT	134.10	1,766.98	-	-	(1,901.08)
Other Operating Expenses	13,118.31	889.83	622.44	-	(14,630.58)
Total Expenses	36,478.69	32,691.80	254,652.58	-	(323,823.07)
Net Admin Income (Loss)	11,208.50	3,826.31	17,832.36		
Net HAP Income (Loss)			9,987.00		
Total YTD Income (Loss)	11,208.50	3,826.31	27,819.36		

Consolidated 2016 Budget Report for Beloit Housing Authority - January 2016

	Income	YTD Actual						Annual Board Approved Budget			
		Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC	HCV	Total
1	Dwelling Rental	-			4,441.00	18,726.00		23,167.00			-
2	Excess Utilities	-						-			-
3	Interest on Unrestricted Fund Investments	-	10.10			59.15	13.23	82.48			-
4	Interest on HAP Res Fund Investments	-						-			-
5	Other Income - Tenants (BHA Portion)				549.05	4,614.65	928.00	6,091.70			-
6	HAP Fraud Recovery & FSS Forfeitures	-					928.00	928.00			-
7	Other Income - Bad Debt Collections	-						-			-
8	Other Income - Laundry/Copy Fees/Mgmt	-	4,136.56				31.71	4,168.27			-
9	Other Income - Grants	-	4,607.48					4,607.48			-
10	Other Income - Sale of Asset Gain/Loss	-						-			-
11	Admin Fees Earned - HUD	-					38,387.00	38,387.00			-
12	Incoming Billable Admin Fee/Oper Sub Trn	-				13,118.31		13,118.31			-
13	HAP Subsidy	-					242,184.00	242,184.00			-
14	Operating Subsidy	-	33,943.00					33,943.00			-
	Total Income	-	42,697.14	-	4,990.05	36,518.11	282,471.94	366,677.24	-	-	-
	Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC	HCV	Total
Administrative Expenses											
15	Admin Salaries	-	8,772.98		1,398.22	15,504.78	12,276.53	37,952.51			-
16	FSS/ROSS Coordinator Admin Salaries	-	3,360.05					3,360.05			-
17	Admin Employee Benefits	-	2,783.20		407.57		6,301.97	9,492.74			-
18	FSS/ROSS Coordinator Admin Benefits	-	1,247.43					1,247.43			-
19	Advertising & Marketing	-						-			-
20	Legal	-						-			-
21	Staff Training	-						-			-
22	Travel	-	108.37					108.37			-
23	Accounting Consultants	-	150.00		45.00	660.00	405.00	1,260.00			-
24	Audit Fee	-						-			-
25	Telephone	-	53.62				39.80	93.42			-
26	Postage	-	194.94				638.81	833.75			-
27	Office Supplies	-	478.14				111.31	589.45			-
28	Memberships & Publications	-	70.00					70.00			-
29	Bank Fees	-					201.08	201.08			-
30	Computer Maintenance	-						-			-
31	Copier Expenses	-	205.15				205.13	410.28			-
32	Office Equipment Maintenance	-						-			-
33	Postage Machine	-						-			-
34	Software Maintenance	-	245.00				255.00	500.00			-
35	Outgoing Portable Admin Fees	-						-			-
36	Sundry Administration/WHEDA Fee	-	44.00				61.00	105.00			-
37	Management Improvements	-						-			-
38	Management Fees	-				1,276.56		1,276.56			-
39	Eviction & Collection Agent Fees	-						-			-
40	HAP Expense	-					233,125.00	233,125.00			-
	HAP Overfunding (Underfunding)						9,987.00				-
Maintenance Expenses											
41	Maintenance Salaries	-	680.54		569.69	5,497.16		6,747.39			-
42	Casual Labor - Maintenance	-						-			-
43	Maintenance Benefits	-	431.02		266.82	500.73		1,198.57			-
44	Maintenance Materials & Supplies	-	180.23			81.00		261.23			-
45	Plumbing Supplies	-						-			-
46	Locks, Locksets & Keys	-						-	-	-	-
47	Electrical Supplies	-						-	-	-	-
48	Painting Supplies	-						-	-	-	-

49	Cleaning Supplies	-						-	-	-	-
50	Equipment Repair Parts	-						-	-	-	-
51	Maintenance Contracted Services	-			3,226.77			3,226.77			-
52	Refuse Removal Services	-			268.00			268.00			-
53	Plumbing Repair Services	-									-
54	Heating/AC Repair Services	-	110.24					110.24			-
55	Electric Repair Service	-									-
56	Window Repair Service	-									-
57	Automotive Repairs/Fuel	-	302.59					302.59			-
58	Elevator Repair & Maintenance	-									-
59	Pest Control Services	-									-
60	Cable TV	-			(13.57)			(13.57)			-
61	Answering Service	-									-
62	Major Appliance Repair	-									-
63	Clean/Paint Units	-									-
	Utilities Expenses										
64	Water/Sewer	-	95.17		1,017.69			1,112.86			-
65	Electricity	-			38.50			38.50			-
66	Natural Gas	-									-
	Other Operating Expenses										
67	Protective Services Contract	-	38.70					38.70			-
68	Insurance	-	783.06		204.55	1,977.37	409.51	3,374.49			-
69	PILOT	-			134.10	1,766.98		1,901.08			-
70	Compensated Absences	-									-
71	Collection Losses	-									-
72	Replacement Reserves & Debt Pmt-Princ	-									-
73	Other General Expense/Asset Mgmt Fees	-	13,118.31		889.83	622.44		14,630.58			-
74	Casualty Losses - Non Capitalized	-									-
75	Capital Expenditures - Operations	-									-
	Total Expense	-	33,452.74	-	3,025.95	32,691.80	254,652.58	323,823.07	-	-	-

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/15	5,192,149.00	-	130,720.00	107,888.00	314,295.00	5,745,052.00	5,430,757.00		5,430,757.00
Change in Operating Reserve FYE 12/31/15 (reserve/deficit)	9,244.40	-	1,964.10	3,826.31	17,832.36	32,867.17	-	-	-
Operating Reserve at end Period for 2016	5,201,393.40	-	132,684.10	111,714.31	332,127.36	5,777,919.17	5,430,757.00	-	5,430,757.00
**LIPH Operating Reserve includes \$4,210,000.02 of money unavailable due to tax credit revenue on paper only									
Physical Operating Reserve at end of Period for 2016	991,393.38	-	132,684.10	111,714.31	332,127.36	1,693,526.34			

SECTION 8 Funding Analysis	
HAP	
HAP Funding received from HUD YTD	242,184.00
Fraud Recovery/FSS Forfeitures	928.00
Restricted Net Asset Interest Earned	-
HAP Payments made YTD	233,125.00
Under (Over) spending YTD	9,987.00
HAP Reserve FYE 12/31/15 *	50,462.00
HAP Reserve Balance at end of Period for 2016	60,449.00
ADMIN FEES	
Administrative Funding received from HUD YTD	38,387.00
Income from other funding sources	972.94
Administrative Expenses YTD	21,527.58
Under (Over) spending YTD	17,832.36
Admin Fee Reserve FYE 12/31/15	314,295.00
FSS Grant Shortage at end of Period for 2016	-

FSS Grant Tracking	
FSS Grant Funding received from HUD YTD	-
FSS Coordinator Expenses YTD	-
Under (Over) spending YTD	-
FSS Grant Reserve FYE 12/31/14	-
FSS Grant Reserve Balance at end of Period for 2015	-

Cash Flow Statement
Beloit Housing Authority
February 28, 2016

	BHA YTD	LLC Phase 1 & 2	HCV YTD	YTD Budget	Variance
	Actual	Actual	Actual		Over (Under)
Income					
Dwelling Rent/Utilities	10,785.00	36,379.69	-	-	47,164.69
Interest on Investments	19.55	114.49	26.30	-	160.34
Other Income	19,887.90	43,278.37	2,115.88	-	65,282.15
HUD Admin Fees	-	-	64,890.00	-	64,890.00
HUD Grants/Subsidies	33,943.00	-	483,478.47	-	517,421.47
Total Income	64,635.45	79,772.55	550,510.65	-	694,918.65
Expenses					
Administrative					
Salaries/Benefits	36,996.14	17,222.18	36,503.53	-	(90,721.85)
Office Expenses	4,177.99	3,806.06	2,961.91	-	(10,945.96)
Office Contracted Services	750.24	-	760.20	-	(1,510.44)
Oper Sub Transfer/Mgmt Fee Pd	-	2,841.34	-	-	(2,841.34)
Housing Assistance Pmts	-	-	465,378.00	-	(465,378.00)
Maintenance					
Salaries/Benefits	3,182.65	24,703.40	-	-	(27,886.05)
Materials & Supplies	2,521.28	971.71	-	-	(3,492.99)
Maintenance Contracts	707.39	6,091.74	-	-	(6,799.13)
Utilities	1,970.62	9,767.80	-	-	(11,738.42)
Other Operating					
Protective Services	771.18	247.75	-	-	(1,018.93)
Insurance	1,975.22	3,954.74	819.02	-	(6,748.98)
PILOT	405.62	3,214.03	-	-	(3,619.65)
Other Operating Expenses	38,379.14	1,779.66	864.50	-	(41,023.30)
Total Expenses	91,837.47	74,600.41	507,287.16	-	(673,725.04)
Net Admin Income (Loss)	(27,202.02)	5,172.14	25,123.02		
Net HAP Income (Loss)			18,100.47		
Total YTD Income (Loss)	(27,202.02)	5,172.14	43,223.49		

Consolidated 2016 Budget Report for Beloit Housing Authority - February 2016

	Income	YTD Actual						Annual Board Approved Budget			
		Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC	HCV	Total
1	Dwelling Rental	-			10,785.00	36,379.69		47,164.69			-
2	Excess Utilities	-						-			-
3	Interest on Unrestricted Fund Investments	-	19.55			114.49	26.30	160.34			-
4	Interest on HAP Res Fund Investments	-						-			-
5	Other Income - Tenants (BHA Portion Fraud)	-			605.65	5,313.66	2,052.46	7,971.77			-
6	HAP Fraud Recovery & FSS Forfeitures	-					2,052.47	2,052.47			-
7	Other Income - Bad Debt Collections	-	11,028.30					11,028.30			-
8	Other Income - Laundry/Copy Fees/Mgmt	-	8,253.95				63.42	8,317.37			-
9	Other Income - Grants	-						-			-
10	Other Income - Sale of Asset Gain/Loss	-						-			-
11	Admin Fees Earned - HUD	-					64,890.00	64,890.00			-
12	Incoming Billable Admin Fees/Oper Sub	-				37,964.71		37,964.71			-
13	HAP Subsidy	-					481,426.00	481,426.00			-
14	Operating Subsidy	-	33,943.00					33,943.00			-
	Total Income	-	53,244.80	-	11,390.65	79,772.55	550,510.65	694,918.65	-	-	-
	Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC	HCV	Total
	Administrative Expenses										
15	Admin Salaries	-	18,909.18		2,731.08	17,222.18	23,982.09	62,844.53			-
16	FSS Coordinator Admin Salaries	-	6,561.61					6,561.61			-
17	Admin Employee Benefits	-	5,516.62		805.70		12,521.44	18,843.76			-
18	FSS Coordinator Admin Benefits	-	2,471.95					2,471.95			-
19	Advertising & Marketing	-						-			-
20	Legal	-				612.19		612.19			-
21	Staff Training	-						-			-
22	Travel	-	108.37					108.37			-
23	Accounting Consultants	-	1,561.00		205.00	3,038.00	810.00	5,614.00			-
24	Audit Fee	-						-			-
25	Telephone	-	191.08				158.68	349.76			-
26	Postage	-	375.88				1,138.24	1,514.12			-
27	Office Supplies	-	722.66				398.35	1,121.01			-
28	Memberships & Publications	-	70.00					70.00			-
29	Bank Fees	-					395.64	395.64			-
30	Computer Maintenance	-						-			-
31	Copier Expenses	-	505.24				505.20	1,010.44			-
32	Office Equipment Maintenance	-						-			-
33	Postage Machine	-						-			-
34	Software Maintenance	-	245.00				255.00	500.00			-
35	Outgoing Portable Admin Fees	-						-			-
36	Sundry Administration/WHEDA Fee	-	44.00		900.00	155.87	61.00	1,160.87			-
37	Management Improvements	-						-			-
38	Management Fees	-				2,841.34		2,841.34			-
39	Eviction & Collection Agent Fees	-						-			-
40	HAP Expense	-					465,378.00	465,378.00			-
	HAP Overfunding (Underfunding)	-					18,100.47				-
	Maintenance Expenses										
41	Maintenance Salaries	-	680.54		1,111.69	24,703.40		26,495.63			-
42	Casual Labor - Maintenance	-						-			-
43	Maintenance Benefits	-	860.78		529.64			1,390.42			-
44	Maintenance Materials & Supplies	-	406.84		49.98	971.71		1,428.53			-
45	Plumbing Supplies	-	284.77					284.77			-
46	Locks, Locksets & Keys	-						-			-
47	Electrical Supplies	-	952.21					952.21			-
48	Painting Supplies	-	279.75					279.75			-
49	Cleaning Supplies	-	547.73					547.73			-

50	Equipment Repair Parts	-					-	-	-	-
51	Maintenance Contracted Services	-		28.30	5,808.38		5,836.68			-
52	Refuse Removal Services	-	5.00	(5.00)	313.50		313.50			-
53	Plumbing Repair Services	-					-			-
54	Heating/AC Repair Services	-	208.03				208.03			-
55	Electric Repair Service	-					-			-
56	Window Repair Service	-					-			-
57	Automotive Repairs/Fuel	-	471.06				471.06			-
58	Elevator Repair & Maintenance	-					-			-
59	Pest Control Services	-					-			-
60	Cable TV	-			(30.14)		(30.14)			-
61	Answering Service	-					-			-
62	Major Appliance Repair	-					-			-
63	Clean/Paint Units	-					-			-
	Utilities Expenses									
64	Water/Sewer	-	282.02		599.81		7,147.55			8,029.38
65	Electricity	-	567.40		54.45		1,728.14			2,349.99
66	Natural Gas	-	324.83		142.11		892.11			1,359.05
	Other Operating Expenses									
67	Protective Services Contract	-	771.18				247.75			1,018.93
68	Insurance	-	1,566.12		409.10		3,954.74	819.02		6,748.98
69	PILOT	-			405.62		3,214.03			3,619.65
70	Compensated Absences	-					-			-
71	Collection Losses	-					-		-	-
72	Replacement Reserves & Debt Pmt-Princ	-					-		-	-
73	Other General Expense/Asset Mgmt Fees	-	38,379.14				1,779.66	864.50		41,023.30
74	Casualty Losses - Non Capitalized	-					-		-	-
75	Capital Expenditures - Operations	-					-		-	-
	Total Expense	-	83,869.99	-	7,967.48	74,600.41	507,287.16	673,725.04	-	-

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/15	5,192,149.00	-	130,720.00	107,888.00	314,295.00	5,745,052.00	5,430,757.00		5,430,757.00
Change in Operating Reserve FYE 12/31/15 (reserve/deficit)	(30,625.19)	-	3,423.17	5,172.14	25,123.02	3,093.14	-	-	-
Operating Reserve at end Period for 2016	5,161,523.81	-	134,143.17	113,060.14	339,418.02	5,748,145.14	5,430,757.00	-	5,430,757.00
**LIPH Operating Reserve includes \$4,210,000.02 of money unavailable due to tax credit revenue on paper only									
Physical Operating Reserve at end of Period for 2016	951,523.79	-	134,143.17	113,060.14	339,418.02	1,663,752.31			

SECTION 8 Funding Analysis

HAP	
HAP Funding received from HUD YTD	481,426.00
Fraud Recovery/FSS Forfeitures	2,052.47
Restricted Net Asset Interest Earned	-
HAP Payments made YTD	465,378.00
Under (Over) spending YTD	18,100.47
HAP Reserve FYE 12/31/15 *	50,462.00
HAP Reserve Balance at end of Period for 2016	68,562.47
ADMIN FEES	
Administrative Funding received from HUD YTD	64,890.00
Income from other funding sources	2,142.18
Administrative Expenses YTD	41,909.16
Under (Over) spending YTD	25,123.02
Admin Fee Reserve FYE 12/31/15	314,295.00
FSS Grant Shortage at end of Period for 2016	-
Admin Fee Reserve Balance at end of Period for 2016	339,418.02

FSS Grant Tracking	
FSS Grant Funding received from HUD YTD	-
FSS Coordinator Expenses YTD	-
Under (Over) spending YTD	-
FSS Grant Reserve FYE 12/31/14	-
FSS Grant Reserve Balance at end of Period for 2015	-

Cash Flow Statement
Beloit Housing Authority
March 31, 2016

	BHA YTD	LLC Phase 1 & 2	HCV YTD	YTD Budget	Variance
	Actual	Actual	Actual		Over (Under)
Income					
Dwelling Rent/Utilities	16,978.00	54,036.69	-	-	71,014.69
Interest on Investments	29.65	173.64	40.67	-	243.96
Other Income	26,494.55	80,029.93	2,467.09	-	108,991.57
HUD Admin Fees	-	-	91,393.00	-	91,393.00
HUD Grants/Subsidies	104,924.30	-	727,773.63	-	832,697.93
Total Income	148,426.50	134,240.26	821,674.39	-	1,104,341.15
Expenses					
Administrative					
Salaries/Benefits	55,708.98	25,688.67	57,961.39	-	(139,359.04)
Office Expenses	5,052.59	24,401.78	4,089.58	-	(33,543.95)
Office Contracted Services	1,048.82	-	1,058.77	-	(2,107.59)
Oper Sub Transfer/Mgmt Fee Pd	-	1,221.13	-	-	(1,221.13)
Housing Assistance Pmts	-	-	698,564.00	-	(698,564.00)
Maintenance					
Salaries/Benefits	4,417.23	37,160.55	-	-	(41,577.78)
Materials & Supplies	3,016.29	1,358.23	-	-	(4,374.52)
Maintenance Contracts	831.78	10,090.49	-	-	(10,922.27)
Utilities	2,967.69	12,551.12	-	-	(15,518.81)
Other Operating					
Protective Services	809.88	550.64	-	-	(1,360.52)
Insurance	2,962.86	5,932.10	1,228.54	-	(10,123.50)
PILOT	568.28	4,148.54	-	-	(4,716.82)
Other Operating Expenses	69,589.86	2,669.49	1,141.14	-	(73,400.49)
Total Expenses	146,974.26	125,772.74	764,043.42	-	(1,036,790.42)
Net Admin Income (Loss)	1,452.24	8,467.52	28,421.34		
Net HAP Income (Loss)			29,209.63		
Total YTD Income (Loss)	1,452.24	8,467.52	57,630.97		

Consolidated 2016 Budget Report for Beloit Housing Authority - March 2016

	Income	YTD Actual						Annual Board Approved Budget			
		Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC	HCV	Total
1	Dwelling Rental	-			16,978.00	54,036.69		71,014.69			-
2	Excess Utilities	-						-			-
3	Interest on Unrestricted Fund Investments	-	29.65			173.64	40.67	243.96			-
4	Interest on HAP Res Fund Investments	-						-			-
5	Other Income - Tenants (BHA Portion)	-			611.73	10,440.07	2,371.96	13,423.76			-
6	HAP Fraud Recovery & FSS Forfeitures	-	2,267.36				4,315.63	6,582.99			-
7	Other Income - Bad Debt Collections	-	9,998.99					9,998.99			-
8	Other Income - Laundry/Copy Fees/Mgmt	-	13,616.47				95.13	13,711.60			-
9	Other Income - Grants	-	1,546.30					1,546.30			-
10	Other Income - Sale of Asset Gain/Loss	-						-			-
11	Admin Fees Earned - HUD	-					91,393.00	91,393.00			-
12	Incoming Billable Admin Fees/Oper Sub	-				69,589.86		69,589.86			-
13	HAP Subsidy	-					723,458.00	723,458.00			-
14	Operating Subsidy	-	103,378.00					103,378.00			-
	Total Income	-	130,836.77	-	17,589.73	134,240.26	821,674.39	1,104,341.15	-	-	-
	Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC	HCV	Total
	Administrative Expenses										
15	Admin Salaries	-	28,731.53		4,063.94	25,688.67	39,115.41	97,599.55			-
16	FSS Coordinator Admin Salaries	-	9,763.17					9,763.17			-
17	Admin Employee Benefits	-	8,250.04		1,203.83		18,845.98	28,299.85			-
18	FSS Coordinator Admin Benefits	-	3,696.47					3,696.47			-
19	Advertising & Marketing	-						-			-
20	Legal	-				1,461.88		1,461.88			-
21	Staff Training	-	200.00					200.00			-
22	Travel	-	330.90					330.90			-
23	Accounting Consultants	-	1,681.00		250.00	4,258.00	1,215.00	7,404.00			-
24	Audit Fee	-				9,000.00		9,000.00			-
25	Telephone	-	281.27				240.88	522.15			-
26	Postage	-	572.76				1,532.55	2,105.31			-
27	Office Supplies	-	722.66				398.35	1,121.01			-
28	Memberships & Publications	-	70.00					70.00			-
29	Bank Fees	-					595.80	595.80			-
30	Computer Maintenance	-						-			-
31	Copier Expenses	-	803.82				803.77	1,607.59			-
32	Office Equipment Maintenance	-						-			-
33	Postage Machine	-						-			-
34	Software Maintenance	-	245.00				255.00	500.00			-
35	Outgoing Portable Admin Fees	-						-			-
36	Sundry Administration/WHEDA Fee	-	44.00		900.00	9,681.90	107.00	10,732.90			-
37	Management Improvements	-						-			-
38	Management Fees	-				1,221.13		1,221.13			-
39	Eviction & Collection Agent Fees	-						-			-
40	HAP Expense	-					698,564.00	698,564.00			-
	HAP Overfunding (Underfunding)	-					29,209.63				-
	Maintenance Expenses										
41	Maintenance Salaries	-	680.54		1,653.69	37,160.55		39,494.78			-
42	Casual Labor - Maintenance	-						-			-
43	Maintenance Benefits	-	1,290.54		792.46			2,083.00			-
44	Maintenance Materials & Supplies	-	852.88		49.98	1,358.23		2,261.09			-
45	Plumbing Supplies	-	284.77					284.77			-
46	Locks, Locksets & Keys	-						-	-	-	-
47	Electrical Supplies	-	996.23					996.23			-
48	Painting Supplies	-	279.75					279.75			-
49	Cleaning Supplies	-	552.68					552.68			-

50	Equipment Repair Parts	-						-	-	-	-
51	Maintenance Contracted Services	-		28.30	9,707.70			9,736.00			-
52	Refuse Removal Services	-	5.00	(5.00)	333.50			333.50			-
53	Plumbing Repair Services	-						-			-
54	Heating/AC Repair Services	-	321.76		96.00			417.76			-
55	Electric Repair Service	-						-			-
56	Window Repair Service	-						-			-
57	Automotive Repairs/Fuel	-	481.72					481.72			-
58	Elevator Repair & Maintenance	-						-			-
59	Pest Control Services	-						-			-
60	Cable TV	-			(46.71)			(46.71)			-
61	Answering Service	-						-			-
62	Major Appliance Repair	-						-			-
63	Clean/Paint Units	-						-			-
	Utilities Expenses										
64	Water/Sewer	-	387.99		625.66	6,959.20		7,972.85			-
65	Electricity	-	1,153.60		54.45	3,526.72		4,734.77			-
66	Natural Gas	-	603.88		142.11	2,065.20		2,811.19			-
	Other Operating Expenses										
67	Protective Services Contract	-	809.88			550.64		1,360.52			-
68	Insurance	-	2,349.20		613.66	5,932.10	1,228.54	10,123.50			-
69	PILOT	-			568.28	4,148.54		4,716.82			-
70	Compensated Absences	-						-			-
71	Collection Losses	-						-			-
72	Replacement Reserves & Debt Pmt-Princ	-						-			-
73	Other General Expense/Asset Mgmt Fees	-	69,589.86			2,669.49	1,141.14	73,400.49			-
74	Casualty Losses - Non Capitalized	-						-			-
75	Capital Expenditures - Operations	-						-			-
	Total Expense	-	136,032.90	-	10,941.36	125,772.74	764,043.42	1,036,790.42	-	-	-

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/15	5,192,149.00	-	130,720.00	107,888.00	314,295.00	5,745,052.00	5,430,757.00		5,430,757.00
Change in Operating Reserve FYE 12/31/15 (reserve/deficit)	(5,196.13)	-	6,648.37	8,467.52	28,421.34	38,341.10	-	-	-
Operating Reserve at end Period for 2016	5,186,952.87	-	137,368.37	116,355.52	342,716.34	5,783,393.10	5,430,757.00	-	5,430,757.00
**LIPH Operating Reserve includes \$4,210,000.02 of money unavailable due to tax credit revenue on paper only									
Physical Operating Reserve at end of Period for 2016	976,952.85	-	137,368.37	116,355.52	342,716.34	1,699,000.27			

SECTION 8 Funding Analysis

HAP	
HAP Funding received from HUD YTD	723,458.00
Fraud Recovery/FSS Forfeitures	4,315.63
Restricted Net Asset Interest Earned	-
HAP Payments made YTD	698,564.00
Under (Over) spending YTD	29,209.63
HAP Reserve FYE 12/31/15 *	50,462.00
HAP Reserve Balance at end of Period for 2016	79,671.63
ADMIN FEES	
Administrative Funding received from HUD YTD	91,393.00
Income from other funding sources	2,507.76
Administrative Expenses YTD	65,479.42
Under (Over) spending YTD	28,421.34
Admin Fee Reserve FYE 12/31/15	314,295.00
FSS Grant Shortage at end of Period for 2016	-
Admin Fee Reserve Balance at end of Period for 2016	342,716.34

FSS Grant Tracking	
FSS Grant Funding received from HUD YTD	-
FSS Coordinator Expenses YTD	-
Under (Over) spending YTD	-
FSS Grant Reserve FYE 12/31/14	-
FSS Grant Reserve Balance at end of Period for 2015	-