



**PUBLIC NOTICE & AGENDA**  
**BELOIT COMMUNITY DEVELOPMENT AUTHORITY**  
**City Hall Forum - 100 State Street, Beloit, WI 53511**  
**4:30 PM**  
**Wednesday, May 27, 2020**

\*  
*Members of the media or the public may participate in the open session portion of this agenda by calling 1 (872) 240-3212, access code 778-238-749. All participants' phones will be muted. Attendance at the meeting in person will be limited. If you would like to provide comments for the any of the items on the agenda, please submit those to [christensenji@beloitwi.gov](mailto:christensenji@beloitwi.gov) by 12:00 noon on Wednesday, May 27, 2020.*

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
  - 3.a. Consideration of the minutes for the April 22, 2020 Community Development Authority meeting  
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
  - 4.a. Presentation of the March Activity Report (Cole)  
[Attachment](#)
  - 4.b. Presentation of the April Activity Report (Cole)  
[Attachment](#)
  - 4.c. Presentation of the February Financial Report (Cole)  
[Attachment](#)
  - 4.d. Presentation of the March Financial Report (Cole)  
[Attachment](#)
5. ADJOURNMENT

\*\* 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 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

April 22, 2020

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, April 22, 2020 in the Forum of Beloit City Hall, 100 State Street.

#### 1. Call to Order and Roll Call

Meeting was called to order by Commissioner Ellison at 4:30 PM.

**Present:** Commissioners Douglas, Ellison, Forbeck, Gorman, Leavy and Roland

**Absent:** Commissioner Baker

**Staff Present:** Julie Christensen, Clinton Cole, and Ann Purifoy

#### 2. Public Comment

None

#### 3. Consideration of the Minutes of the Regular Meeting held on January 22, 2020

A motion was made by Commissioner Forbeck and seconded by Commissioner Gorman to approve the minutes of the Regular Meeting held on January 22, 2020. Roll call vote, motion carried unanimously.

#### 4. Beloit Housing Authority:

##### a. Presentation of the December 2019 Activity Report

Clinton Cole, Beloit Housing Authority Director, gave a brief summary of the report.

##### b. Presentation of the January/February Activity Report

Clinton Cole gave a brief summary of the report.

Congratulations are in order to our Maintenance staff for a job well done in preparing our units for the REAC Inspections.

##### c. Presentation of the November/December 2019 Financial Report

Clinton Cole gave a brief summary of the report.

All of our debtors have been entered into a new system with the City which uses new avenues, other than relying solely on the TRIP (Tax Refund Interception Program), to collect debts. We will pay attention to the debts collected at the end of this year compared to last year.

d. Presentation of the January Financial Report

Clinton Cole presented the staff report and recommendation.

Clint explained that when BHA offices closed on March 16, we continued our normal operations remotely, by phone, through mail and drop off at BHA office. In response to the Stimulus Bill, HUD's Office of Public and Assisted Housing (PIH) issued Notice PIH 2020-05 on April 10 announcing a list of 44 waivers of various public housing and Housing Choice Voucher (HCV) statutory and regulatory requirements. Some of the more significant waivers include the way income changes are verified, suspension of all public housing annual inspections, suspension of inspections of occupied Section 8 units, moratorium on evictions for non-payment of rent until July 24.

Councilor Leavy asked if BHA had a plan in place to address the changes in income and how will this affect the budget. Clint explained that we are here to advocate for our public housing and Section 8 tenants and are willing to make changes to rent payments as long as tenants are reporting income changes. The Stimulus Bill and HUD Notice PIH 2020-05 made additional funds available for Section 8 HAP payments and provided two bonus months of public housing operating fees.

Councilor Leavy expressed concerns regarding tenants being evicted when the moratorium ends. Julie Christensen expressed that the greater concern is for residents who don't have rental assistance and lose their job. Rent payments and Section 8 HAP payments will be adjusted as long as tenants report income changes. It is our hope that Section 8 landlords are generous and lenient with good tenants. Clint stated that while we are able to work with our public housing tenants, possible evictions will be addressed on a case by case basis.

e. Consideration of Resolution 2020-04, Awarding the Construction Contract for 745 Highland Avenue

Clinton Cole presented the staff report and recommendation.

Commissioner Forbeck moved and Commissioner Ellison seconded a motion to approve Resolution 2020-04. Motion carried unanimously.

5. Consideration of Resolution 2020-05, Recommending Approval of the 2020 Home Investment Partnership Program (HOME) Contract

Julie Christensen, Community Development Director, presented the report.

Commissioner Leavy moved and Commissioner Roland seconded a motion to approve Resolution 2020-05. Roll call vote, motion carried unanimously.

6. **Adjournment**

Motion by Commissioner Forbeck and seconded by Commissioner Leavy to adjourn at 5:04 p.m. Roll call vote, motion carried unanimously.

Respectfully submitted, Ann Purifoy

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4a		
<b>Topic:</b>	March Activity Report		
<b>Date:</b>	May 27, 2020		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

## Overview/Background Information

Each month, the Housing Authority provides an activity report to the Community Development Authority. This report is for information only.

## Key Issues

**Public Housing:**  
At the end of this reporting period, there were two public housing vacancies. Five annual and nine interim certifications were completed. 12 public housing inspections were completed during this period.

**Section 8:**  
514 vouchers were housed on March 31, 2020, with 15 voucher holders either searching for units or waiting for passed inspections. Six portable vouchers were paid by BHA, and six port-in vouchers were administered. 35 Section 8 inspections were completed during this reporting period, and the Housing Specialists completed 25 annual and 38 interim recertifications.

## Conformance with Strategic Plan

Approval of this action would conform with the stated purpose of the following strategic goal:

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
- Goal #2 - Create and Sustain a High Performing Organization
- Goal #3 - Create and Sustain Economic and Residential Growth
- Goal #4 - Create and Sustain a High Quality of Life
- Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
- Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

## Sustainability

(If applicable, briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment. Consider whether the policy or program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. **Write N/A if not applicable**)  
N/A

## Action Required/Recommendation

No action required. Information only.

## Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

## Attachments

March Activity Report

**Beloit Community Development Authority  
Activity Report to Board for March 2020**

**PUBLIC HOUSING**

Total Public Housing Units	131 Units	
Occupied on 3/31/2020	129 Units	98% Occupancy
Vacancies on 3/31/2020	2 Units	2% Vacancy
Vacancies by Type		
Elderly	0 Units	100% Occupancy
Family	2 Units	98% Occupancy

**Public Housing Inspections**

12 inspections were completed during this reporting period. There were 11 annual inspections and one initial inspection.

**Public Housing Activities**

Annual Recertifications	5
Interim Recertifications	9
Notices to Vacate	0
New Tenants	6
Transfers	0
Lease Terminations	0
Possible Program Violations	0
Evictions	0

**Public Housing Briefings**

Number Notified	20
Number Briefed	10

**SECTION 8 PROGRAM**

Total Section 8 Vouchers	598 Vouchers	
Total Under Lease on 3/31/2020	514 Vouchers	86% Utilization
Total Portable Vouchers Paid	6 Vouchers	
Total Port Out*	6 Vouchers	
Total Port In*	6 Vouchers	

\* Port Out – Not absorbed by other Housing Authorities; paid by Beloit Housing Authority

\* Port In – Portable vouchers administered by BHA but paid by other Housing Authorities

**Section 8 Inspections**

35 inspections were completed during this reporting period. 29 were annual inspections, 5 were initial inspections, and there was one reinspection.

**Section 8 Activities**

New Participants	5
Annual Recertifications	25
Interim Recertifications	38
Abatements	9
Unit Transfers	4
Possible Program Violations	2
End of Program	4
Port outs	1

**Section 8 Briefings**

Number Notified	0
Number Briefed	0

**APPLICATIONS ON WAITING LIST**

Public Housing East	113
Public Housing West	105
Parker Bluff	253
Section 8 Program	306

- 0 Applicants removed for Repayment Default
- 0 Applicants removed for unreported income
- 0 Applicants removed for unauthorized occupants
- 0 Applicants removed for debts owed

Some applicants are on both lists, some are not

**Section 8 waiting list opened 4/4/11**

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4b		
<b>Topic:</b>	April Activity Report		
<b>Date:</b>	May 27, 2020		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

## Overview/Background Information

Each month, the Housing Authority provides an activity report to the Community Development Authority. This report is for information only.

## Key Issues

### Public Housing:

At the end of this reporting period, there were two public housing vacancies. Eight annual and 15 interim certifications were completed. Due to HUD guidance in response to the COVID-19 pandemic to limit the spread of the virus and protect the safety of BHA staff and residents no annual inspections were conducted in April.

### Section 8:

521 vouchers were housed on April 30, 2020, with 12 voucher holders either searching for units or waiting for passed inspections. Six portable vouchers were paid by BHA, and five port-in vouchers were administered. Nine initial Section 8 inspections were completed during this reporting period. Due to HUD guidance in response to the COVID-19 pandemic to limit the spread of the virus and protect the safety of staff and residents, only initial inspections on vacant units were conducted in April. This allowed participants the ability to move into new units while protecting the safety of BHA staff and families. The Housing Specialists completed 61 annual and 41 interim recertifications during this reporting period.

## Conformance with Strategic Plan

Approval of this action would conform with the stated purpose of the following strategic goal:

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
- Goal #2 - Create and Sustain a High Performing Organization
- Goal #3 - Create and Sustain Economic and Residential Growth
- Goal #4 - Create and Sustain a High Quality of Life
- Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
- Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

## Sustainability

(If applicable, briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment. Consider whether the policy or program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. Write N/A if not applicable)

N/A

## Action Required/Recommendation

No action required. Information only.

## Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

## Attachments

April Activity Report



**Beloit Community Development Authority  
Activity Report to Board for April 2020**

**PUBLIC HOUSING**

Total Public Housing Units	131 Units	
Occupied on 4/30/2020	129 Units	98% Occupancy
Vacancies on 4/30/2020	2 Units	2% Vacancy
Vacancies by Type		
Elderly	0 Units	100% Occupancy
Family	2 Units	98% Occupancy

**Public Housing Inspections**

There were no inspections completed during this reporting period.

**Public Housing Activities**

Annual Recertifications	8
Interim Recertifications	15
Notices to Vacate	0
New Tenants	0
Transfers	0
Lease Terminations	0
Possible Program Violations	0
Evictions	0

**Public Housing Briefings**

Number Notified	0
Number Briefed	0

**SECTION 8 PROGRAM**

Total Section 8 Vouchers	598 Vouchers	
Total Under Lease on 4/30/2020	521 Vouchers	87% Utilization
Total Portable Vouchers Paid	6 Vouchers	
Total Port Out*	6 Vouchers	
Total Port In*	5 Vouchers	

\* Port Out – Not absorbed by other Housing Authorities; paid by Beloit Housing Authority

\* Port In – Portable vouchers administered by BHA but paid by other Housing Authorities

### **Section 8 Inspections**

Nine initial inspections were completed during this reporting period.

### **Section 8 Activities**

New Participants	4
Annual Recertifications	61
Interim Recertifications	41
Abatements	9
Unit Transfers	4
Possible Program Violations	2
End of Program	2
Port outs	2

### **Section 8 Briefings**

Number Notified	0
Number Briefed	0

### **APPLICATIONS ON WAITING LIST**

Public Housing East	106
Public Housing West	98
Parker Bluff	228
Section 8 Program	287

0 Applicants removed for Repayment Default  
0 Applicants removed for unreported income  
0 Applicants removed for unauthorized occupants  
0 Applicants removed for debts owed

Some applicants are on both lists, some are not

**Section 8 waiting list opened 4/4/11**

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4c		
<b>Topic:</b>	February 2020 Financial Report		
<b>Date:</b>	May 27, 2020		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

## Overview/Background Information

Each month, the Housing Authority provides a financial report to the Community Development Authority. This report is for information only.

## Key Issues

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Financial Assistant for the month ending February 29, 2020.

Through the month of February, the Low Income Public Housing (LIPH) program income was \$93,510.62 and the LIPH expenses were \$43,863.09. There was a surplus of \$49,647.53 in LIPH.

Through the month of February, Inflows of revenue from LIPH Grants total \$68,302.13 and related grant expenses total \$68,302.13.

Through the month of February, the Project Based Voucher (PBV) program income was \$5,958.00 and the expenses were \$5,672.41. The PBV had a surplus of \$285.59.

Through the month of February, Phase 1 program income was \$56,979.63 and the expenses were \$29,728.20. Phase 1 had a surplus of \$27,251.43. Of this surplus, \$2.73 is the Housing Authority's portion.

Through the month of February, Phase 2 program income was \$60,095.29 and the expenses were \$37,953.24. Phase 2 had a surplus of \$22,142.05. Of this surplus, \$2.21 is the Housing Authority's portion.

Through the month of February, the Housing Choice Voucher (HCV) program income was \$520,468.66 and expenses were \$514,531.01. The HCV program had a surplus of \$5,937.65

Debts owed BHA collected through February 2020: Total \$8,411.55  
 TRIP Program: \$7,970.55 Repayments: \$441.00

## Conformance with Strategic Plan

Approval of this agreement would conform with the stated purpose of the following strategic goal:

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
- Goal #2 - Create and Sustain a High Performing Organization
- Goal #3 - Create and Sustain Economic and Residential Growth
- Goal #4 - Create and Sustain a High Quality of Life
- Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
- Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

## Sustainability

(If applicable, briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment. Consider whether the policy of program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. Write N/A if not applicable)

N/A

## Action Required/Recommendation

No action required. Information only.

**Fiscal Note/Budget Impact**

All fiscal/budget impacts are noted in the report.

**Attachments**

N/A

## Consolidated 2020 Budget Report for LIPH/PBV - February 2020

		YTD Actual				Annual Board Approved Budget		
Income	Approved YTD	LIPH	LIPH Grants	PBV	Total	LIPH/PBV		Total
1 Dwelling Rental	7,080.83			5,958.00	5,958.00	42,485.00		42,485.00
2 Excess Utilities	-				-			-
3 Interest on Unrestricted Fund Investments	-	11.90			11.90			-
4 Income - Transfer In from Other Funds	-				-			-
5 Other Income - Tenants	250.00				-	1,500.00		1,500.00
6 HAP Fraud Recovery & FSS Forfeitures	-				-			-
7 Other Income - Bad Debt Collections	-	5,792.51			5,792.51			-
8 Other Income - Laundry/Copy Fees/Misc	19,151.00	2,545.21			2,545.21	114,906.00		114,906.00
9 Other Income - CFP Operation Money	11,666.67				-	70,000.00		70,000.00
10 Other Income - Sale of Asset Gain/Loss	20,000.00				-	120,000.00		120,000.00
11 Admin Fees Earned - HUD	-				-			-
12 Incoming Billable Admin Fees/Oper Sub	-				-			-
13 ROSS/CFP Grant	24,333.33		68,302.13		68,302.13	146,000.00		146,000.00
14 HAP Subsidy	-				-			-
15 Operating Subsidy	64,576.67	85,161.00			85,161.00	387,460.00		387,460.00
<b>Total Income</b>	<b>147,058.50</b>	<b>93,510.62</b>	<b>68,302.13</b>	<b>5,958.00</b>	<b>167,770.75</b>	882,351.00		882,351.00
<hr/>								
Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV		Total
<b>Administrative Expenses</b>								
16 Admin Salaries	26,587.50	8,166.63	2,022.64	1,402.66	11,591.93	159,525.00		159,525.00
17 FSS Coordinator Admin Salaries	-		6,374.71		6,374.71			-
18 Admin Employee Benefits	10,672.83	3,904.06		598.67	4,502.73	64,037.00		64,037.00
19 FSS Coordinator Admin Benefits	-		2,175.94		2,175.94			-
20 Advertising & Marketing	-				-			-
21 Legal	41.67				-	250.00		250.00
22 Staff Training	2,083.33		475.00		475.00	12,500.00		12,500.00
23 Travel	41.67	17.25			17.25	250.00		250.00
24 Accounting Consultants	1,410.00	172.00		58.00	230.00	8,460.00		8,460.00
25 Audit Fee	1,500.00				-	9,000.00		9,000.00
26 Telephone	912.00	120.28			120.28	5,472.00		5,472.00
27 Postage	357.50	172.13			172.13	2,145.00		2,145.00
28 Office Supplies	520.00	18.00			18.00	3,120.00		3,120.00
29 Memberships & Publications	133.00	199.84			199.84	798.00		798.00
30 Bank Fees	-				-			-
31 Computer Maintenance	-				-			-
32 Copier Expenses	469.17	200.51			200.51	2,815.00		2,815.00
33 Office Equipment Maintenance	-				-			-
34 Postage Machine	-				-			-
35 Software Maintenance	1,041.67	1,077.99			1,077.99	6,250.00		6,250.00
36 Outgoing Portable Admin Fees	-				-			-
37 Sundry Administration/Compliance Fees	83.33			415.00	415.00	500.00		500.00
38 Port-In HAP Expense	-				-			-
39 Management Fees	-				-			-
40 Eviction & Collection Agent Fees	466.67				-	2,800.00		2,800.00
41 HAP Expense (net fraud recovery to HUD)	-				-			-
HAP Overfunding (Underfunding)	-				-			-

	<b>Maintenance Expenses</b>		-						
42	Maintenance Salaries	2,302.83	1,161.44		351.77	1,513.21	13,817.00	13,817.00	
43	Casual Labor - Maintenance	-				-		-	
44	Maintenance Benefits	538.83	88.58		115.94	204.52	3,233.00	3,233.00	
45	Maintenance Materials & Supplies	791.67	133.90		88.60	222.50	4,750.00	4,750.00	
46	Plumbing Supplies	-				-		-	
47	Locks, Locksets & Keys	-				-		-	
48	Electrical Supplies	-				-		-	
49	Painting Supplies	-				-		-	
50	Cleaning Supplies	-				-		-	
51	Equipment Repair Parts	-				-		-	
52	Maintenance Contracted Services	1,283.33			1,364.00	1,364.00	7,700.00	7,700.00	
53	Refuse Removal Services	-				-		-	
54	Plumbing Repair Services	125.00				-	750.00	750.00	
55	Heating/AC Repair Services	83.33				-	500.00	500.00	
56	Electric Repair Service	41.67			200.39	200.39	250.00	250.00	
57	Window Repair Service	-				-		-	
58	Automotive Repairs/Fuel	-	446.36			446.36		-	
59	Elevator Repair & Maintenance	333.33				-	2,000.00	2,000.00	
60	Pest Control Services	-				-		-	
61	Cable TV	-				-		-	
62	Answering Service	-	295.89			295.89		-	
63	Misc Contracts	-				-		-	
64	Clean/Paint Units	66.67				-	400.00	400.00	
	<b>Utilities Expenses</b>		-						
65	Water/Sewer	358.33	109.08		292.48	401.56	2,150.00	2,150.00	
66	Electricity	1,083.33	689.15		71.70	760.85	6,500.00	6,500.00	
67	Natural Gas	500.00	329.66		153.40	483.06	3,000.00	3,000.00	
	<b>Other Operating Expenses</b>		-						
68	Protective Services Contract	6,900.00	280.36			280.36	41,400.00	41,400.00	
69	Insurance	1,499.50	1,459.56		471.88	1,931.44	8,997.00	8,997.00	
70	PILOT	-			87.92	87.92		-	
71	Compensated Absences	-				-		-	
72	Collection Losses	-				-		-	
73	Replacement Reserves & Debt Pmt-Princ	-		50,524.55		50,524.55		-	
74	Other General Expense/Asset Mgmt Fees	62,996.50	24,820.42			24,820.42	377,979.00	377,979.00	
75	Casualty Losses - Non Capitalized	-				-		-	
76	Capital Expenditures	12,333.33		6,729.29		6,729.29	74,000.00	74,000.00	
77	Transfer In / Out	-				-		-	
	<b>Total Expense</b>	<b>137,558.00</b>	<b>43,863.09</b>	<b>68,302.13</b>	<b>5,672.41</b>	<b>117,837.63</b>	825,348.00	-	825,348.00

**Net Income/(Loss):**

49,647.53	-	285.59	49,933.12
-----------	---	--------	-----------

**Cash Flow Statement**  
**Beloit Housing Authority**  
**LIPH/PBV**  
**2/29/2020**

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>					
Dwelling Rent/Utilities	5,958.00		42,485.00	14.02%	(36,527.00)
Interest on Investments	11.90		-	0.00%	11.90
Other Income	8,337.72		306,406.00	2.72%	(298,068.28)
HUD Admin Fees			-		-
HUD Grants/Subsidies	85,161.00	68,302.13	533,460.00	28.77%	(379,996.87)
<b>Total Income</b>	<b>99,468.62</b>	<b>68,302.13</b>	<b>882,351.00</b>		<b>(714,580.25)</b>

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>					
Administrative					
Salaries/Benefits	14,072.02	10,573.29	223,562.00	11.02%	198,916.69
Office Expenses	1,172.50	475.00	42,495.00	3.88%	40,847.50
Office Contracted Services	1,278.50		11,865.00	10.78%	10,586.50
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	1,717.73		17,050.00	10.07%	15,332.27
Materials & Supplies	222.50		4,750.00	4.68%	4,527.50
Maintenance Contracts	2,306.64		11,600.00	19.88%	9,293.36
Utilities	1,645.47		11,650.00	14.12%	10,004.53
Other Operating					
Protective Services	280.36		41,400.00	0.68%	41,119.64
Insurance	1,931.44		8,997.00	21.47%	7,065.56
PILOT	87.92		-	0.00%	(87.92)
Other Operating Expenses	24,820.42	57,253.84	451,979.00	18.16%	369,904.74
<b>Total Expenses</b>	<b>49,535.50</b>	<b>68,302.13</b>	<b>825,348.00</b>		<b>707,510.37</b>

Net Admin Income (Loss)	49,933.12	-			
Net HAP Income (Loss)					
<b>Total YTD Income (Loss)</b>	<b>49,933.12</b>	<b>-</b>			

## Consolidated 2020 Budget Report for Phase 1 - February 2020

	YTD Actual			Annual Board Approved Budget		
	Income	Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
1 Dwelling Rental	19,167.17	15,784.42	15,784.42	115,003.00		115,003.00
2 Excess Utilities	-		-			-
3 Interest on Unrestricted Fund Investments	3.33	47.90	47.90	20.00		20.00
4 Income - Transfer In from Other Funds	-	25,442.50	25,442.50			-
5 Other Income - Tenants	-	2,986.69	2,986.69			-
6 HAP Fraud Recovery & FSS Forfeitures	-		-			-
7 Other Income - Bad Debt Collections	-		-			-
8 Other Income - Laundry/Copy Fees/Misc	-		-			-
9 Other Income - CFP Operation Money	-		-			-
10 Other Income - Sale of Asset Gain/Loss	-		-			-
11 Admin Fees Earned - HUD	-		-			-
12 Incoming Billable Admin Fees/Oper Sub	23,333.33	12,718.12	12,718.12	140,000.00		140,000.00
13 ROSS/CFP Grant	-		-			-
14 HAP Subsidy	-		-			-
15 Operating Subsidy	-		-			-
<b>Total Income</b>	<b>42,503.83</b>	<b>56,979.63</b>	<b>56,979.63</b>	255,023.00		255,023.00

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
<b>Administrative Expenses</b>						
16 Admin Salaries	7,379.83	9,204.72	9,204.72	44,279.00		44,279.00
17 FSS Coordinator Admin Salaries	-		-			-
18 Admin Employee Benefits	3,915.33		-	23,492.00		23,492.00
19 FSS Coordinator Admin Benefits	-		-			-
20 Advertising & Marketing	8.33		-	50.00		50.00
21 Legal	166.67		-	1,000.00		1,000.00
22 Staff Training	-		-			-
23 Travel	-		-			-
24 Accounting Consultants	1,333.33	342.00	342.00	8,000.00		8,000.00
25 Audit Fee	2,000.00		-	12,000.00		12,000.00
26 Telephone	-		-			-
27 Postage	-		-			-
28 Office Supplies	25.00		-	150.00		150.00
29 Memberships & Publications	-		-			-
30 Bank Fees	-	6.40	6.40			-
31 Computer Maintenance	-		-			-
32 Copier Expenses	-		-			-
33 Office Equipment Maintenance	-		-			-
34 Postage Machine	-		-			-
35 Software Maintenance	-		-			-
36 Outgoing Portable Admin Fees	-		-			-
37 Sundry Administration/Compliance Fees	666.67	134.25	134.25	4,000.00		4,000.00
38 Port-In HAP Expense	-		-			-
39 Management Fees	666.67	805.28	805.28	4,000.00		4,000.00



40	Eviction & Collection Agent Fees	-	-	-	-	-
41	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-
	HAP Overfunding (Underfunding)	-	-	-	-	-
	<b>Maintenance Expenses</b>	-	-	-	-	-
42	Maintenance Salaries	11,018.33	11,196.61	11,196.61	66,110.00	66,110.00
43	Casual Labor - Maintenance	-	-	-	-	-
44	Maintenance Benefits	5,009.33	-	-	30,056.00	30,056.00
45	Maintenance Materials & Supplies	1,166.67	1,518.36	1,518.36	7,000.00	7,000.00
46	Plumbing Supplies	-	-	-	-	-
47	Locks, Locksets & Keys	-	-	-	-	-
48	Electrical Supplies	-	-	-	-	-
49	Painting Supplies	-	-	-	-	-
50	Cleaning Supplies	-	-	-	-	-
51	Equipment Repair Parts	-	-	-	-	-
52	Maintenance Contracted Services	1,500.00	1,099.00	1,099.00	9,000.00	9,000.00
53	Refuse Removal Services	208.33	-	-	1,250.00	1,250.00
54	Plumbing Repair Services	-	-	-	-	-
55	Heating/AC Repair Services	166.67	-	-	1,000.00	1,000.00
56	Electric Repair Service	-	-	-	-	-
57	Window Repair Service	-	-	-	-	-
58	Automotive Repairs/Fuel	-	-	-	-	-
59	Elevator Repair & Maintenance	-	-	-	-	-
60	Pest Control Services	250.00	-	-	1,500.00	1,500.00
61	Cable TV	-	-	-	-	-
62	Answering Service	-	-	-	-	-
63	Misc Contracts	-	-	-	-	-
64	Clean/Paint Units	-	-	-	-	-
	<b>Utilities Expenses</b>	-	-	-	-	-
65	Water/Sewer	687.50	324.08	324.08	4,125.00	4,125.00
66	Electricity	125.00	148.28	148.28	750.00	750.00
67	Natural Gas	83.33	153.88	153.88	500.00	500.00
	<b>Other Operating Expenses</b>	-	-	-	-	-
68	Protective Services Contract	-	-	-	-	-
69	Insurance	2,654.50	2,737.86	2,737.86	15,927.00	15,927.00
70	PILOT	-	1,515.82	1,515.82	-	-
71	Compensated Absences	-	-	-	-	-
72	Collection Losses	-	-	-	-	-
73	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-
74	Other General Expense/Asset Mgmt Fees	3,368.83	541.66	541.66	20,213.00	20,213.00
75	Casualty Losses - Non Capitalized	-	-	-	-	-
76	Capital Expenditures	-	-	-	-	-
77	Transfer In / Out	-	-	-	-	-
	<b>Total Expense</b>	<b>42,400.33</b>	<b>29,728.20</b>	<b>29,728.20</b>	254,402.00	- 254,402.00

**Net Income/(Loss):**

27,251.43      27,251.43

**Housing Authority's Portion of Net Income/(Loss):**

2.73

**Cash Flow Statement**  
**Beloit Housing Authority**  
**Phase 1**  
**2/29/2020**

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities	15,784.42	115,003.00	13.73%	(99,218.58)
Interest on Investments	47.90	20.00	239.50%	27.90
Other Income	41,147.31	140,000.00	29.39%	(98,852.69)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
<b>Total Income</b>	<b>56,979.63</b>	<b>255,023.00</b>		<b>(198,043.37)</b>

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	9,204.72	67,771.00	13.58%	58,566.28
Office Expenses	482.65	25,200.00	1.92%	24,717.35
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	805.28	4,000.00	20.13%	3,194.72
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	11,196.61	96,166.00	11.64%	84,969.39
Materials & Supplies	1,518.36	7,000.00	21.69%	5,481.64
Maintenance Contracts	1,099.00	12,750.00	8.62%	11,651.00
Utilities	626.24	5,375.00	11.65%	4,748.76
Other Operating				
Protective Services	-	-		-
Insurance	2,737.86	15,927.00	17.19%	13,189.14
PILOT	1,515.82	-	0.00%	(1,515.82)
Other Operating Expenses	541.66	20,213.00	2.68%	19,671.34
<b>Total Expenses</b>	<b>29,728.20</b>	<b>254,402.00</b>		<b>224,673.80</b>

Net Admin Income (Loss)	27,251.43
Net HAP Income (Loss)	
<b>Total YTD Income (Loss)</b>	<b>27,251.43</b>
Housing Authority's Portion	<u>2.73</u>

## Consolidated 2020 Budget Report for Phase 2 - February 2020

	Income	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
1	Dwelling Rental	23,333.67	22,765.00	22,765.00	140,002.00	140,002.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	125.00	105.81	105.81	750.00	750.00
4	Income - Transfer In from Other Funds	-	25,082.05	25,082.05	-	-
5	Other Income - Tenants	-	40.13	40.13	-	-
6	HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7	Other Income - Bad Debt Collections	-	-	-	-	-
8	Other Income - Laundry/Copy Fees/Misc	-	-	-	-	-
9	Other Income - CFP Operation Money	-	-	-	-	-
10	Other Income - Sale of Asset Gain/Loss	-	-	-	-	-
11	Admin Fees Earned - HUD	-	-	-	-	-
12	Incoming Billable Admin Fees/Oper Sub	22,500.00	12,102.30	12,102.30	135,000.00	135,000.00
13	ROSS/CFP Grant	-	-	-	-	-
14	HAP Subsidy	-	-	-	-	-
15	Operating Subsidy	-	-	-	-	-
	<b>Total Income</b>	<b>45,958.67</b>	<b>60,095.29</b>	<b>60,095.29</b>	<b>275,752.00</b>	<b>275,752.00</b>

	Expenses	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
	<b>Administrative Expenses</b>					
16	Admin Salaries	5,343.17	9,108.44	9,108.44	32,059.00	32,059.00
17	FSS Coordinator Admin Salaries	-	-	-	-	-
18	Admin Employee Benefits	3,031.33	-	-	18,188.00	18,188.00
19	FSS Coordinator Admin Benefits	-	-	-	-	-
20	Advertising & Marketing	8.33	-	-	50.00	50.00
21	Legal	333.33	70.00	70.00	2,000.00	2,000.00
22	Staff Training	-	-	-	-	-
23	Travel	-	-	-	-	-
24	Accounting Consultants	1,666.67	342.00	342.00	10,000.00	10,000.00
25	Audit Fee	1,833.33	-	-	11,000.00	11,000.00
26	Telephone	-	-	-	-	-
27	Postage	-	-	-	-	-
28	Office Supplies	25.00	-	-	150.00	150.00
29	Memberships & Publications	-	-	-	-	-
30	Bank Fees	-	-	-	-	-
31	Computer Maintenance	-	-	-	-	-
32	Copier Expenses	-	-	-	-	-
33	Office Equipment Maintenance	-	-	-	-	-
34	Postage Machine	-	-	-	-	-
35	Software Maintenance	-	-	-	-	-
36	Outgoing Portable Admin Fees	-	-	-	-	-
37	Sundry Administration/Compliance Fees	333.33	97.45	97.45	2,000.00	2,000.00
38	Port-In HAP Expense	-	-	-	-	-
39	Management Fees	2,333.33	1,739.93	1,739.93	14,000.00	14,000.00

40	Eviction & Collection Agent Fees	-	-	-	-	-	
41	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-	
	HAP Overfunding (Underfunding)	-	-	-	-	-	
	<b>Maintenance Expenses</b>	-	-	-	-	-	
42	Maintenance Salaries	9,421.50	11,411.08	11,411.08	56,529.00	56,529.00	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Benefits	3,633.67	-	-	21,802.00	21,802.00	
45	Maintenance Materials & Supplies	1,833.33	2,269.66	2,269.66	11,000.00	11,000.00	
46	Plumbing Supplies	-	-	-	-	-	
47	Locks, Locksets & Keys	-	-	-	-	-	
48	Electrical Supplies	-	-	-	-	-	
49	Painting Supplies	-	-	-	-	-	
50	Cleaning Supplies	-	-	-	-	-	
51	Equipment Repair Parts	-	-	-	-	-	
52	Maintenance Contracted Services	2,083.33	3,947.86	3,947.86	12,500.00	12,500.00	
53	Refuse Removal Services	583.33	-	-	3,500.00	3,500.00	
54	Plumbing Repair Services	-	-	-	-	-	
55	Heating/AC Repair Services	200.00	-	-	1,200.00	1,200.00	
56	Electric Repair Service	-	-	-	-	-	
57	Window Repair Service	-	-	-	-	-	
58	Automotive Repairs/Fuel	-	-	-	-	-	
59	Elevator Repair & Maintenance	1,000.00	-	-	6,000.00	6,000.00	
60	Pest Control Services	250.00	-	-	1,500.00	1,500.00	
61	Cable TV	-	454.96	454.96	-	-	
62	Answering Service	-	-	-	-	-	
63	Misc Contracts	-	-	-	-	-	
64	Clean/Paint Units	-	-	-	-	-	
	<b>Utilities Expenses</b>	-	-	-	-	-	
65	Water/Sewer	2,166.67	512.28	512.28	13,000.00	13,000.00	
66	Electricity	2,916.67	1,813.85	1,813.85	17,500.00	17,500.00	
67	Natural Gas	1,416.67	1,205.49	1,205.49	8,500.00	8,500.00	
	<b>Other Operating Expenses</b>	-	-	-	-	-	
68	Protective Services Contract	666.67	126.16	126.16	4,000.00	4,000.00	
69	Insurance	1,479.50	1,526.80	1,526.80	8,877.00	8,877.00	
70	PILOT	-	1,933.84	1,933.84	-	-	
71	Compensated Absences	-	-	-	-	-	
72	Collection Losses	-	-	-	-	-	
73	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-	
74	Other General Expense/Asset Mgmt Fees	3,350.00	1,393.44	1,393.44	20,100.00	20,100.00	
75	Casualty Losses - Non Capitalized	-	-	-	-	-	
76	Capital Expenditures	-	-	-	-	-	
77	Transfer In / Out	-	-	-	-	-	
	<b>Total Expense</b>	<b>45,909.17</b>	<b>37,953.24</b>	<b>37,953.24</b>	275,455.00	-	275,455.00

**Net Income/(Loss):**

22,142.05      22,142.05

**Housing Authority's Portion of Net Income/(Loss):**

2.21

**Cash Flow Statement  
Beloit Housing Authority  
Phase 2  
2/29/2020**

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities	22,765.00	140,002.00	16.26%	(117,237.00)
Interest on Investments	105.81	750.00	14.11%	(644.19)
Other Income	37,224.48	135,000.00	27.57%	(97,775.52)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
<b>Total Income</b>	<b>60,095.29</b>	<b>275,752.00</b>		<b>(215,656.71)</b>

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	9,108.44	50,247.00	18.13%	41,138.56
Office Expenses	509.45	25,200.00	2.02%	24,690.55
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	1,739.93	14,000.00	12.43%	12,260.07
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	11,411.08	78,331.00	14.57%	66,919.92
Materials & Supplies	2,269.66	11,000.00	20.63%	8,730.34
Maintenance Contracts	4,402.82	24,700.00	17.83%	20,297.18
Utilities	3,531.62	39,000.00	9.06%	35,468.38
Other Operating				
Protective Services	126.16	4,000.00	3.15%	3,873.84
Insurance	1,526.80	8,877.00	17.20%	7,350.20
PILOT	1,933.84	-	0.00%	(1,933.84)
Other Operating Expenses	1,393.44	20,100.00	6.93%	18,706.56
<b>Total Expenses</b>	<b>37,953.24</b>	<b>275,455.00</b>		<b>237,501.76</b>

Net Admin Income (Loss)	22,142.05
Net HAP Income (Loss)	
<b>Total YTD Income (Loss)</b>	<b>22,142.05</b>
Housing Authority's Portion	<u>2.21</u>

## Consolidated 2020 Budget Report for Housing Choice Voucher - February 2020

	YTD Actual				Annual Board Approved Budget		
	Income	Approved YTD	HCV	HCV Total	HCV	Total	
1 Dwelling Rental	-			-			-
2 Excess Utilities	-			-			-
3 Interest on Unrestricted Fund Investments	383.33		296.51	296.51	2,300.00		2,300.00
4 Income - Transfer In from Other Funds	-			-			-
5 Other Income - Tenants	-			-			-
6 HAP Fraud Recovery & FSS Forfeitures	-		(10,945.57)	(10,945.57)			-
7 Other Income - Bad Debt Collections	-			-			-
8 Other Income - Laundry/Copy Fees/Misc	-		6,677.72	6,677.72			-
9 Other Income - CFP Operation Money	-			-			-
10 Other Income - Sale of Asset Gain/Loss	-			-			-
11 Admin Fees Earned - HUD	50,792.83		50,534.00	50,534.00	304,757.00		304,757.00
12 Incoming Billable Admin Fees/Oper Sub	-			-			-
13 ROSS/CFP Grant	-			-			-
14 HAP Subsidy	-		473,906.00	473,906.00			-
15 Operating Subsidy	-			-			-
<b>Total Income</b>	<b>51,176.17</b>		<b>520,468.66</b>	<b>520,468.66</b>	-	307,057.00	307,057.00

	YTD Actual				Annual Board Approved Budget		
	Expenses	Approved YTD	HCV	HCV Total	HCV	Total	
<b>Administrative Expenses</b>							
16 Admin Salaries	30,287.00		17,296.06	17,296.06	181,722.00		181,722.00
17 FSS Coordinator Admin Salaries	-			-			-
18 Admin Employee Benefits	11,993.50		5,689.00	5,689.00	71,961.00		71,961.00
19 FSS Coordinator Admin Benefits	-			-			-
20 Advertising & Marketing	-			-			-
21 Legal	41.67		140.00	140.00	250.00		250.00
22 Staff Training	416.67			-	2,500.00		2,500.00
23 Travel	41.67		179.98	179.98	250.00		250.00
24 Accounting Consultants	1,208.33		450.00	450.00	7,250.00		7,250.00
25 Audit Fee	1,500.00			-	9,000.00		9,000.00
26 Telephone	1,122.00		75.44	75.44	6,732.00		6,732.00
27 Postage	-			-			-
28 Office Supplies	346.67		184.60	184.60	2,080.00		2,080.00
29 Memberships & Publications	341.33		129.84	129.84	2,048.00		2,048.00
30 Bank Fees	-		463.76	463.76			-
31 Computer Maintenance	-			-			-
32 Copier Expenses	530.83		200.52	200.52	3,185.00		3,185.00
33 Office Equipment Maintenance	-			-			-
34 Postage Machine	333.83		470.97	470.97	2,003.00		2,003.00
35 Software Maintenance	1,041.67		1,487.00	1,487.00	6,250.00		6,250.00
36 Outgoing Portable Admin Fees	-			-			-
37 Sundry Administration/Compliance Fees	-			-			-
38 Port-In HAP Expense	-		6,174.00	6,174.00			-

39	Management Fees	-			-		-
40	Eviction & Collection Agent Fees	200.00			-	1,200.00	1,200.00
41	HAP Expense (net fraud recovery to HUD)	477,674.83		479,679.05	479,679.05	2,866,049.00	2,866,049.00
	HAP Overfunding (Underfunding)	-		(16,718.62)			-
	<b>Maintenance Expenses</b>	-					
42	Maintenance Salaries	-			-		-
43	Casual Labor - Maintenance	-			-		-
44	Maintenance Benefits	-			-		-
45	Maintenance Materials & Supplies	-			-		-
46	Plumbing Supplies	-			-		-
47	Locks, Locksets & Keys	-			-		-
48	Electrical Supplies	-			-		-
49	Painting Supplies	-			-		-
50	Cleaning Supplies	-			-		-
51	Equipment Repair Parts	-			-		-
52	Maintenance Contracted Services	-			-		-
53	Refuse Removal Services	-			-		-
54	Plumbing Repair Services	-			-		-
55	Heating/AC Repair Services	-			-		-
56	Electric Repair Service	-			-		-
57	Window Repair Service	-			-		-
58	Automotive Repairs/Fuel	-			-		-
59	Elevator Repair & Maintenance	-			-		-
60	Pest Control Services	-			-		-
61	Cable TV	-			-		-
62	Answering Service	-			-		-
63	Misc Contracts	-			-		-
64	Clean/Paint Units	-			-		-
	<b>Utilities Expenses</b>	-					
65	Water/Sewer	-			-		-
66	Electricity	-			-		-
67	Natural Gas	-			-		-
	<b>Other Operating Expenses</b>	-					
68	Protective Services Contract	-			-		-
69	Insurance	506.00		758.96	758.96	3,036.00	3,036.00
70	PILOT	-			-		-
71	Compensated Absences	-			-		-
72	Collection Losses	-			-		-
73	Replacement Reserves & Debt Pmt-Princ	-			-		-
74	Other General Expense/Asset Mgmt Fees	716.67		1,151.83	1,151.83	4,300.00	4,300.00
75	Casualty Losses - Non Capitalized	-			-		-
76	Capital Expenditures	-			-		-
77	Transfer In / Out	-			-		-
	<b>Total Expense</b>	<b>528,302.67</b>		<b>514,531.01</b>	<b>514,531.01</b>	-	3,169,816.00

**Net Income/(Loss):**

5,937.65

**Cash Flow Statement  
Beloit Housing Authority  
Housing Choice Voucher  
2/29/2020**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities		-		-
Interest on Investments	296.51	2,300.00	12.89%	(2,003.49)
Other Income	6,677.72	-	0.00%	6,677.72
HUD Admin Fees	50,534.00	304,757.00	16.58%	(254,223.00)
HUD Grants/Subsidies	462,960.43	-	0.00%	462,960.43
<b>Total Income</b>	<b>520,468.66</b>	<b>307,057.00</b>		<b>213,411.66</b>

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	22,985.06	253,683.00	9.06%	230,697.94
Office Expenses	1,623.62	30,110.00	5.39%	28,486.38
Office Contracted Services	2,158.49	12,638.00	17.08%	10,479.51
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	479,679.05	2,866,049.00	16.74%	2,386,369.95
HAP Payments Port In	6,174.00		0.00%	
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies		-		-
Maintenance Contracts		-		-
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	758.96	3,036.00	25.00%	2,277.04
PILOT		-		-
Other Operating Expenses	1,151.83	4,300.00	26.79%	3,148.17
<b>Total Expenses</b>	<b>514,531.01</b>	<b>3,169,816.00</b>		<b>2,655,284.99</b>
<b>Net Income/(Loss):</b>	<b>5,937.65</b>			



# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



<b>Agenda Number:</b>	4d		
<b>Topic:</b>	March 2020 Financial Report		
<b>Date:</b>	May 27, 2020		
<b>Presenter:</b>	Clinton Cole	<b>Division:</b>	Beloit Housing Authority

## Overview/Background Information

Each month, the Housing Authority provides a financial report to the Community Development Authority. This report is for information only.

## Key Issues

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Financial Assistant for the month ending March 31, 2020.

Through the month of March, the Low Income Public Housing (LIPH) program income was \$195,455.92 and the LIPH expenses were \$101,535.84. There was a surplus of \$93,920.08 in LIPH.

Through the month of March, Inflows of revenue from LIPH Grants total \$74,212.32 and related grant expenses total \$74,212.32.

Through the month of March, the Project Based Voucher (PBV) program income was \$54,028.13 and the expenses were \$85,571.67. The PBV had a deficit of \$(31,543.54). The deficit is the result of the proceeds from the sale of Project Based Unit 852 8<sup>th</sup> Street being transferred to the LIPH Fund.

Through the month of March, Phase 1 program income was \$99,221.52 and the expenses were \$69,350.75. Phase 1 had a surplus of \$29,870.77. Of this surplus, \$2.99 is the Housing Authority's portion.

Through the month of March, Phase 2 program income was \$80,207.21 and the expenses were \$72,435.43. Phase 2 had a surplus of \$7,771.78. Of this surplus, \$.78 is the Housing Authority's portion.

Through the month of March, the Housing Choice Voucher (HCV) program income was \$777,394.08 and expenses were \$759,360.81. The HCV program had a surplus of \$18,033.27

Debts owed BHA collected through March 2020: Total \$9,782.40  
TRIP Program: \$9,133.40 Repayments: \$649

## Conformance with Strategic Plan

Approval of this agreement would conform with the stated purpose of the following strategic goal:

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
- Goal #2 - Create and Sustain a High Performing Organization
- Goal #3 - Create and Sustain Economic and Residential Growth
- Goal #4 - Create and Sustain a High Quality of Life
- Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
- Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

## Sustainability

(If applicable, briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment. Consider whether the policy of program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. Write N/A if not applicable)

N/A

## Action Required/Recommendation

No action required. Information only.

**Fiscal Note/Budget Impact**

All fiscal/budget impacts are noted in the report.

**Attachments**

March Financial Report

## Consolidated 2020 Budget Report for LIPH/PBV - March 2020

	YTD Actual					Annual Board Approved Budget		
	Income	Approved YTD	LIPH	LIPH Grants	PBV	Total	LIPH/PBV	Total
1 Dwelling Rental	10,621.25				8,959.00	8,959.00	42,485.00	42,485.00
2 Excess Utilities	-					-		-
3 Interest on Unrestricted Fund Investments	-	18.05				18.05		-
4 Income - Transfer In from Other Funds	-	66,954.25				66,954.25		-
5 Other Income - Tenants	375.00					-	1,500.00	1,500.00
6 HAP Fraud Recovery & FSS Forfeitures	-					-		-
7 Other Income - Bad Debt Collections	-	9,133.40				9,133.40		-
8 Other Income - Laundry/Copy Fees/Misc	28,726.50	3,550.22				3,550.22	114,906.00	114,906.00
9 Other Income - CFP Operation Money	17,500.00					-	70,000.00	70,000.00
10 Other Income - Sale of Asset Gain/Loss	30,000.00			45,069.13		45,069.13	120,000.00	120,000.00
11 Admin Fees Earned - HUD	-					-		-
12 Incoming Billable Admin Fees/Oper Sub	-					-		-
13 ROSS/CFP Grant	36,500.00		74,212.32			74,212.32	146,000.00	146,000.00
14 HAP Subsidy	-					-		-
15 Operating Subsidy	96,865.00	115,800.00				115,800.00	387,460.00	387,460.00
<b>Total Income</b>	<b>220,587.75</b>	<b>195,455.92</b>	<b>74,212.32</b>	<b>54,028.13</b>	<b>323,696.37</b>		<b>882,351.00</b>	<b>882,351.00</b>

	Expenses	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV	Total
	<b>Administrative Expenses</b>							
16 Admin Salaries		39,881.25	13,849.59	2,737.42	1,824.06	18,411.07	159,525.00	159,525.00
17 FSS Coordinator Admin Salaries		-		10,184.59		10,184.59		-
18 Admin Employee Benefits		16,009.25	6,171.58		790.72	6,962.30	64,037.00	64,037.00
19 FSS Coordinator Admin Benefits		-		3,561.47		3,561.47		-
20 Advertising & Marketing		-				-		-
21 Legal		62.50				-	250.00	250.00
22 Staff Training		3,125.00		475.00		475.00	12,500.00	12,500.00
23 Travel		62.50	17.25			17.25	250.00	250.00
24 Accounting Consultants		2,115.00				-	8,460.00	8,460.00
25 Audit Fee		2,250.00				-	9,000.00	9,000.00
26 Telephone		1,368.00	262.72			262.72	5,472.00	5,472.00
27 Postage		536.25	329.78			329.78	2,145.00	2,145.00
28 Office Supplies		780.00	297.58			297.58	3,120.00	3,120.00
29 Memberships & Publications		199.50	246.01			246.01	798.00	798.00
30 Bank Fees		-				-		-
31 Computer Maintenance		-				-		-
32 Copier Expenses		703.75	578.47			578.47	2,815.00	2,815.00
33 Office Equipment Maintenance		-				-		-
34 Postage Machine		-				-		-
35 Software Maintenance		1,562.50	1,475.46			1,475.46	6,250.00	6,250.00
36 Outgoing Portable Admin Fees		-				-		-
37 Sundry Administration/Compliance Fees		125.00			415.00	415.00	500.00	500.00
38 Port-In HAP Expense		-				-		-
39 Management Fees		-				-		-
40 Eviction & Collection Agent Fees		700.00				-	2,800.00	2,800.00
41 HAP Expense (net fraud recovery to HUD)		-				-		-
HAP Overfunding (Underfunding)		-				-		-

	<b>Maintenance Expenses</b>		-					
42	Maintenance Salaries	3,454.25	1,161.44		351.77	1,513.21	13,817.00	13,817.00
43	Casual Labor - Maintenance	-				-		-
44	Maintenance Benefits	808.25	88.58		115.94	204.52	3,233.00	3,233.00
45	Maintenance Materials & Supplies	1,187.50	133.90		88.60	222.50	4,750.00	4,750.00
46	Plumbing Supplies	-				-		-
47	Locks, Locksets & Keys	-				-		-
48	Electrical Supplies	-				-		-
49	Painting Supplies	-				-		-
50	Cleaning Supplies	-	11.19			11.19		-
51	Equipment Repair Parts	-				-		-
52	Maintenance Contracted Services	1,925.00			1,364.00	1,364.00	7,700.00	7,700.00
53	Refuse Removal Services	-				-		-
54	Plumbing Repair Services	187.50				-	750.00	750.00
55	Heating/AC Repair Services	125.00			2,400.00	2,400.00	500.00	500.00
56	Electric Repair Service	62.50			200.39	200.39	250.00	250.00
57	Window Repair Service	-				-		-
58	Automotive Repairs/Fuel	-	526.60			526.60		-
59	Elevator Repair & Maintenance	500.00				-	2,000.00	2,000.00
60	Pest Control Services	-				-		-
61	Cable TV	-				-		-
62	Answering Service	-	430.27			430.27		-
63	Misc Contracts	-				-		-
64	Clean/Paint Units	100.00				-	400.00	400.00
	<b>Utilities Expenses</b>		-					
65	Water/Sewer	537.50	218.16		(193.40)	24.76	2,150.00	2,150.00
66	Electricity	1,625.00	1,287.18		172.46	1,459.64	6,500.00	6,500.00
67	Natural Gas	750.00	590.96		392.40	983.36	3,000.00	3,000.00
	<b>Other Operating Expenses</b>		-					
68	Protective Services Contract	10,350.00	10,441.80			10,441.80	41,400.00	41,400.00
69	Insurance	2,249.25	1,570.21		707.84	2,278.05	8,997.00	8,997.00
70	PILOT	-			41.89	41.89		-
71	Compensated Absences	-				-		-
72	Collection Losses	-				-		-
73	Replacement Reserves & Debt Pmt-Princ	-		50,524.55		50,524.55		-
74	Other General Expense/Asset Mgmt Fees	94,494.75	61,847.11		9,945.75	71,792.86	377,979.00	377,979.00
75	Casualty Losses - Non Capitalized	-				-		-
76	Capital Expenditures	18,500.00		6,729.29		6,729.29	74,000.00	74,000.00
77	Transfer In / Out	-			66,954.25	66,954.25		-
	<b>Total Expense</b>	<b>206,337.00</b>	<b>101,535.84</b>	<b>74,212.32</b>	<b>85,571.67</b>	<b>261,319.83</b>	825,348.00	-
								825,348.00

**Net Income/(Loss):**

93,920.08	-	(31,543.54)	62,376.54
-----------	---	-------------	-----------

**Cash Flow Statement  
Beloit Housing Authority  
LIPH/PBV  
3/31/2020**

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>					
Dwelling Rent/Utilities	8,959.00		42,485.00	21.09%	(33,526.00)
Interest on Investments	18.05		-	0.00%	18.05
Other Income	124,707.00		306,406.00	40.70%	(181,699.00)
HUD Admin Fees			-		-
HUD Grants/Subsidies	115,800.00	74,212.32	533,460.00	35.62%	(343,447.68)
<b>Total Income</b>	<b>249,484.05</b>	<b>74,212.32</b>	<b>882,351.00</b>		<b>(558,654.63)</b>

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>					
Administrative					
Salaries/Benefits	22,635.95	16,483.48	223,562.00	17.50%	184,442.57
Office Expenses	1,568.34	475.00	42,495.00	4.81%	40,451.66
Office Contracted Services	2,053.93		11,865.00	17.31%	9,811.07
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	1,717.73		17,050.00	10.07%	15,332.27
Materials & Supplies	233.69		4,750.00	4.92%	4,516.31
Maintenance Contracts	4,921.26		11,600.00	42.42%	6,678.74
Utilities	2,467.76		11,650.00	21.18%	9,182.24
Other Operating					
Protective Services	10,441.80		41,400.00	25.22%	30,958.20
Insurance	2,278.05		8,997.00	25.32%	6,718.95
PILOT	41.89		-	0.00%	(41.89)
Other Operating Expenses	138,747.11	57,253.84	451,979.00	43.37%	255,978.05
<b>Total Expenses</b>	<b>187,107.51</b>	<b>74,212.32</b>	<b>825,348.00</b>		<b>564,028.17</b>

Net Admin Income (Loss)	62,376.54	-			
Net HAP Income (Loss)					
<b>Total YTD Income (Loss)</b>	<b>62,376.54</b>	<b>-</b>			

## Consolidated 2020 Budget Report for Phase 1 - March 2020

	YTD Actual			Annual Board Approved Budget		
	Income	Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
1 Dwelling Rental	28,750.75	21,989.42	21,989.42	115,003.00		115,003.00
2 Excess Utilities	-		-			-
3 Interest on Unrestricted Fund Investments	5.00	74.74	74.74	20.00		20.00
4 Income - Transfer In from Other Funds	-	25,442.50	25,442.50			-
5 Other Income - Tenants	-	5,128.55	5,128.55			-
6 HAP Fraud Recovery & FSS Forfeitures	-		-			-
7 Other Income - Bad Debt Collections	-	37.47	37.47			-
8 Other Income - Laundry/Copy Fees/Misc	-		-			-
9 Other Income - CFP Operation Money	-		-			-
10 Other Income - Sale of Asset Gain/Loss	-		-			-
11 Admin Fees Earned - HUD	-		-			-
12 Incoming Billable Admin Fees/Oper Sub	35,000.00	46,548.84	46,548.84	140,000.00		140,000.00
13 ROSS/CFP Grant	-		-			-
14 HAP Subsidy	-		-			-
15 Operating Subsidy	-		-			-
<b>Total Income</b>	<b>63,755.75</b>	<b>99,221.52</b>	<b>99,221.52</b>	255,023.00		255,023.00

	YTD Actual			Annual Board Approved Budget		
	Expenses	Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
<b>Administrative Expenses</b>						
16 Admin Salaries	11,069.75	16,869.43	16,869.43	44,279.00		44,279.00
17 FSS Coordinator Admin Salaries	-		-			-
18 Admin Employee Benefits	5,873.00		-	23,492.00		23,492.00
19 FSS Coordinator Admin Benefits	-		-			-
20 Advertising & Marketing	12.50		-	50.00		50.00
21 Legal	250.00		-	1,000.00		1,000.00
22 Staff Training	-		-			-
23 Travel	-		-			-
24 Accounting Consultants	2,000.00	201.00	201.00	8,000.00		8,000.00
25 Audit Fee	3,000.00	10,600.00	10,600.00	12,000.00		12,000.00
26 Telephone	-		-			-
27 Postage	-		-			-
28 Office Supplies	37.50		-	150.00		150.00
29 Memberships & Publications	-		-			-
30 Bank Fees	-	12.00	12.00			-
31 Computer Maintenance	-		-			-
32 Copier Expenses	-		-			-
33 Office Equipment Maintenance	-		-			-
34 Postage Machine	-		-			-
35 Software Maintenance	-		-			-
36 Outgoing Portable Admin Fees	-		-			-
37 Sundry Administration/Compliance Fees	1,000.00	3,229.80	3,229.80	4,000.00		4,000.00
38 Port-In HAP Expense	-		-			-
39 Management Fees	1,000.00	1,120.38	1,120.38	4,000.00		4,000.00

40	Eviction & Collection Agent Fees	-	-	-	-	-
41	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-
	HAP Overfunding (Underfunding)	-	-	-	-	-
	<b>Maintenance Expenses</b>	-	-	-	-	-
42	Maintenance Salaries	16,527.50	19,234.73	19,234.73	66,110.00	66,110.00
43	Casual Labor - Maintenance	-	-	-	-	-
44	Maintenance Benefits	7,514.00	-	-	30,056.00	30,056.00
45	Maintenance Materials & Supplies	1,750.00	4,520.44	4,520.44	7,000.00	7,000.00
46	Plumbing Supplies	-	-	-	-	-
47	Locks, Locksets & Keys	-	-	-	-	-
48	Electrical Supplies	-	-	-	-	-
49	Painting Supplies	-	-	-	-	-
50	Cleaning Supplies	-	-	-	-	-
51	Equipment Repair Parts	-	-	-	-	-
52	Maintenance Contracted Services	2,250.00	5,150.57	5,150.57	9,000.00	9,000.00
53	Refuse Removal Services	312.50	70.00	70.00	1,250.00	1,250.00
54	Plumbing Repair Services	-	-	-	-	-
55	Heating/AC Repair Services	250.00	-	-	1,000.00	1,000.00
56	Electric Repair Service	-	-	-	-	-
57	Window Repair Service	-	-	-	-	-
58	Automotive Repairs/Fuel	-	-	-	-	-
59	Elevator Repair & Maintenance	-	-	-	-	-
60	Pest Control Services	375.00	-	-	1,500.00	1,500.00
61	Cable TV	-	-	-	-	-
62	Answering Service	-	-	-	-	-
63	Misc Contracts	-	-	-	-	-
64	Clean/Paint Units	-	-	-	-	-
	<b>Utilities Expenses</b>	-	-	-	-	-
65	Water/Sewer	1,031.25	483.40	483.40	4,125.00	4,125.00
66	Electricity	187.50	402.74	402.74	750.00	750.00
67	Natural Gas	125.00	474.04	474.04	500.00	500.00
	<b>Other Operating Expenses</b>	-	-	-	-	-
68	Protective Services Contract	-	-	-	-	-
69	Insurance	3,981.75	4,106.80	4,106.80	15,927.00	15,927.00
70	PILOT	-	2,062.93	2,062.93	-	-
71	Compensated Absences	-	-	-	-	-
72	Collection Losses	-	-	-	-	-
73	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-
74	Other General Expense/Asset Mgmt Fees	5,053.25	812.49	812.49	20,213.00	20,213.00
75	Casualty Losses - Non Capitalized	-	-	-	-	-
76	Capital Expenditures	-	-	-	-	-
77	Transfer In / Out	-	-	-	-	-
	<b>Total Expense</b>	<b>63,600.50</b>	<b>69,350.75</b>	<b>69,350.75</b>	254,402.00	- 254,402.00

**Net Income/(Loss):**

29,870.77      29,870.77

**Housing Authority's Portion of Net Income/(Loss):**

2.99

**Cash Flow Statement  
Beloit Housing Authority  
Phase 1  
3/31/2020**

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities	21,989.42	115,003.00	19.12%	(93,013.58)
Interest on Investments	74.74	20.00	373.70%	54.74
Other Income	77,157.36	140,000.00	55.11%	(62,842.64)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
<b>Total Income</b>	<b>99,221.52</b>	<b>255,023.00</b>		<b>(155,801.48)</b>

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	16,869.43	67,771.00	24.89%	50,901.57
Office Expenses	14,042.80	25,200.00	55.73%	11,157.20
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	1,120.38	4,000.00	28.01%	2,879.62
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	19,234.73	96,166.00	20.00%	76,931.27
Materials & Supplies	4,520.44	7,000.00	64.58%	2,479.56
Maintenance Contracts	5,220.57	12,750.00	40.95%	7,529.43
Utilities	1,360.18	5,375.00	25.31%	4,014.82
Other Operating				
Protective Services	-	-		-
Insurance	4,106.80	15,927.00	25.79%	11,820.20
PILOT	2,062.93	-	0.00%	(2,062.93)
Other Operating Expenses	812.49	20,213.00	4.02%	19,400.51
<b>Total Expenses</b>	<b>69,350.75</b>	<b>254,402.00</b>		<b>185,051.25</b>

Net Admin Income (Loss)	29,870.77
Net HAP Income (Loss)	
<b>Total YTD Income (Loss)</b>	<b>29,870.77</b>
Housing Authority's Portion	2.99



## Consolidated 2020 Budget Report for Phase 2 - March 2020

	Income	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
1	Dwelling Rental	35,000.50	33,326.00	33,326.00	140,002.00	140,002.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	187.50	162.53	162.53	750.00	750.00
4	Income - Transfer In from Other Funds	-	25,082.05	25,082.05	-	-
5	Other Income - Tenants	-	6,338.36	6,338.36	-	-
6	HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7	Other Income - Bad Debt Collections	-	-	-	-	-
8	Other Income - Laundry/Copy Fees/Misc	-	-	-	-	-
9	Other Income - CFP Operation Money	-	-	-	-	-
10	Other Income - Sale of Asset Gain/Loss	-	-	-	-	-
11	Admin Fees Earned - HUD	-	-	-	-	-
12	Incoming Billable Admin Fees/Oper Sub	33,750.00	15,298.27	15,298.27	135,000.00	135,000.00
13	ROSS/CFP Grant	-	-	-	-	-
14	HAP Subsidy	-	-	-	-	-
15	Operating Subsidy	-	-	-	-	-
	<b>Total Income</b>	<b>68,938.00</b>	<b>80,207.21</b>	<b>80,207.21</b>	<b>275,752.00</b>	<b>275,752.00</b>

	Expenses	Approved YTD	Phase 2	Phase 2 Total	Annual Board Approved Budget	
					Phase 2	Total
	<b>Administrative Expenses</b>					
16	Admin Salaries	8,014.75	14,394.37	14,394.37	32,059.00	32,059.00
17	FSS Coordinator Admin Salaries	-	-	-	-	-
18	Admin Employee Benefits	4,547.00	-	-	18,188.00	18,188.00
19	FSS Coordinator Admin Benefits	-	-	-	-	-
20	Advertising & Marketing	12.50	-	-	50.00	50.00
21	Legal	500.00	70.00	70.00	2,000.00	2,000.00
22	Staff Training	-	-	-	-	-
23	Travel	-	-	-	-	-
24	Accounting Consultants	2,500.00	551.00	551.00	10,000.00	10,000.00
25	Audit Fee	2,750.00	10,000.00	10,000.00	11,000.00	11,000.00
26	Telephone	-	-	-	-	-
27	Postage	-	-	-	-	-
28	Office Supplies	37.50	-	-	150.00	150.00
29	Memberships & Publications	-	-	-	-	-
30	Bank Fees	-	-	-	-	-
31	Computer Maintenance	-	-	-	-	-
32	Copier Expenses	-	-	-	-	-
33	Office Equipment Maintenance	-	-	-	-	-
34	Postage Machine	-	-	-	-	-
35	Software Maintenance	-	-	-	-	-
36	Outgoing Portable Admin Fees	-	-	-	-	-
37	Sundry Administration/Compliance Fees	500.00	3,189.52	3,189.52	2,000.00	2,000.00
38	Port-In HAP Expense	-	-	-	-	-
39	Management Fees	3,500.00	2,429.84	2,429.84	14,000.00	14,000.00

40	Eviction & Collection Agent Fees	-	-	-	-	-
41	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-
	HAP Overfunding (Underfunding)	-	-	-	-	-
	<b>Maintenance Expenses</b>	-	-	-	-	-
42	Maintenance Salaries	14,132.25	16,401.55	16,401.55	56,529.00	56,529.00
43	Casual Labor - Maintenance	-	-	-	-	-
44	Maintenance Benefits	5,450.50	-	-	21,802.00	21,802.00
45	Maintenance Materials & Supplies	2,750.00	3,417.50	3,417.50	11,000.00	11,000.00
46	Plumbing Supplies	-	-	-	-	-
47	Locks, Locksets & Keys	-	-	-	-	-
48	Electrical Supplies	-	-	-	-	-
49	Painting Supplies	-	-	-	-	-
50	Cleaning Supplies	-	-	-	-	-
51	Equipment Repair Parts	-	-	-	-	-
52	Maintenance Contracted Services	3,125.00	7,063.41	7,063.41	12,500.00	12,500.00
53	Refuse Removal Services	875.00	342.26	342.26	3,500.00	3,500.00
54	Plumbing Repair Services	-	-	-	-	-
55	Heating/AC Repair Services	300.00	-	-	1,200.00	1,200.00
56	Electric Repair Service	-	-	-	-	-
57	Window Repair Service	-	-	-	-	-
58	Automotive Repairs/Fuel	-	-	-	-	-
59	Elevator Repair & Maintenance	1,500.00	-	-	6,000.00	6,000.00
60	Pest Control Services	375.00	-	-	1,500.00	1,500.00
61	Cable TV	-	711.44	711.44	-	-
62	Answering Service	-	-	-	-	-
63	Misc Contracts	-	-	-	-	-
64	Clean/Paint Units	-	-	-	-	-
	<b>Utilities Expenses</b>	-	-	-	-	-
65	Water/Sewer	3,250.00	1,202.12	1,202.12	13,000.00	13,000.00
66	Electricity	4,375.00	3,431.12	3,431.12	17,500.00	17,500.00
67	Natural Gas	2,125.00	2,290.36	2,290.36	8,500.00	8,500.00
	<b>Other Operating Expenses</b>	-	-	-	-	-
68	Protective Services Contract	1,000.00	189.24	189.24	4,000.00	4,000.00
69	Insurance	2,219.25	2,290.20	2,290.20	8,877.00	8,877.00
70	PILOT	-	2,371.34	2,371.34	-	-
71	Compensated Absences	-	-	-	-	-
72	Collection Losses	-	-	-	-	-
73	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-
74	Other General Expense/Asset Mgmt Fees	5,025.00	2,090.16	2,090.16	20,100.00	20,100.00
75	Casualty Losses - Non Capitalized	-	-	-	-	-
76	Capital Expenditures	-	-	-	-	-
77	Transfer In / Out	-	-	-	-	-
	<b>Total Expense</b>	<b>68,863.75</b>	<b>72,435.43</b>	<b>72,435.43</b>	275,455.00	- 275,455.00

**Net Income/(Loss):**

7,771.78      7,771.78

**Housing Authority's Portion of Net Income/(Loss):**

0.78

**Cash Flow Statement  
Beloit Housing Authority  
Phase 2  
3/31/2020**

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities	33,326.00	140,002.00	23.80%	(106,676.00)
Interest on Investments	162.53	750.00	21.67%	(587.47)
Other Income	46,718.68	135,000.00	34.61%	(88,281.32)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
<b>Total Income</b>	<b>80,207.21</b>	<b>275,752.00</b>		<b>(195,544.79)</b>

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	14,394.37	50,247.00	28.65%	35,852.63
Office Expenses	13,810.52	25,200.00	54.80%	11,389.48
Office Contracted Services		-		-
Oper Sub Transfer/Mgmt Fee F	2,429.84	14,000.00	17.36%	11,570.16
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	16,401.55	78,331.00	20.94%	61,929.45
Materials & Supplies	3,417.50	11,000.00	31.07%	7,582.50
Maintenance Contracts	8,117.11	24,700.00	32.86%	16,582.89
Utilities	6,923.60	39,000.00	17.75%	32,076.40
Other Operating				
Protective Services	189.24	4,000.00	4.73%	3,810.76
Insurance	2,290.20	8,877.00	25.80%	6,586.80
PILOT	2,371.34	-	0.00%	(2,371.34)
Other Operating Expenses	2,090.16	20,100.00	10.40%	18,009.84
<b>Total Expenses</b>	<b>72,435.43</b>	<b>275,455.00</b>		<b>203,019.57</b>

Net Admin Income (Loss)	7,771.78
Net HAP Income (Loss)	
<b>Total YTD Income (Loss)</b>	<b>7,771.78</b>
Housing Authority's Portion	<u>0.78</u>

## Consolidated 2020 Budget Report for Housing Choice Voucher - March 2020

		YTD Actual			Annual Board Approved Budget		
Income	Approved YTD		HCV	HCV Total		HCV	Total
1	Dwelling Rental	-		-			-
2	Excess Utilities	-		-			-
3	Interest on Unrestricted Fund Investments	575.00		364.07		2,300.00	2,300.00
4	Income - Transfer In from Other Funds	-		-			-
5	Other Income - Tenants	-		-			-
6	HAP Fraud Recovery & FSS Forfeitures	-		(10,945.57)			-
7	Other Income - Bad Debt Collections	-		-			-
8	Other Income - Laundry/Copy Fees/Misc	-		10,016.58			-
9	Other Income - CFP Operation Money	-		-			-
10	Other Income - Sale of Asset Gain/Loss	-		-			-
11	Admin Fees Earned - HUD	76,189.25		75,531.00		304,757.00	304,757.00
12	Incoming Billable Admin Fees/Oper Sub	-		-			-
13	ROSS/CFP Grant	-		-			-
14	HAP Subsidy	-		702,428.00			-
15	Operating Subsidy	-		-			-
	<b>Total Income</b>	<b>76,764.25</b>		<b>777,394.08</b>		<b>-</b>	<b>307,057.00</b>
Expenses	Approved YTD		HCV	HCV Total		HCV	Total
<b>Administrative Expenses</b>							
16	Admin Salaries	45,430.50		26,778.28		181,722.00	181,722.00
17	FSS Coordinator Admin Salaries	-		-			-
18	Admin Employee Benefits	17,990.25		8,669.64		71,961.00	71,961.00
19	FSS Coordinator Admin Benefits	-		-			-
20	Advertising & Marketing	-		-			-
21	Legal	62.50		140.00		250.00	250.00
22	Staff Training	625.00		-		2,500.00	2,500.00
23	Travel	62.50		338.68		250.00	250.00
24	Accounting Consultants	1,812.50		-		7,250.00	7,250.00
25	Audit Fee	2,250.00		-		9,000.00	9,000.00
26	Telephone	1,683.00		213.06		6,732.00	6,732.00
27	Postage	-		-			-
28	Office Supplies	520.00		184.60		2,080.00	2,080.00
29	Memberships & Publications	512.00		176.01		2,048.00	2,048.00
30	Bank Fees	-		706.82			-
31	Computer Maintenance	-		-			-
32	Copier Expenses	796.25		578.48		3,185.00	3,185.00
33	Office Equipment Maintenance	-		-			-
34	Postage Machine	500.75		802.77		2,003.00	2,003.00
35	Software Maintenance	1,562.50		2,083.20		6,250.00	6,250.00
36	Outgoing Portable Admin Fees	-		-			-
37	Sundry Administration/Compliance Fees	-		130.14			-
38	Port-In HAP Expense	-		9,261.00			-

39	Management Fees	-			-			-
40	Eviction & Collection Agent Fees	300.00			-		1,200.00	1,200.00
41	HAP Expense (net fraud recovery to HUD)	716,512.25		706,848.05	706,848.05		2,866,049.00	2,866,049.00
	HAP Overfunding (Underfunding)	-		(15,365.62)				-
	<b>Maintenance Expenses</b>	-						
42	Maintenance Salaries	-			-			-
43	Casual Labor - Maintenance	-			-			-
44	Maintenance Benefits	-			-			-
45	Maintenance Materials & Supplies	-			-			-
46	Plumbing Supplies	-			-			-
47	Locks, Locksets & Keys	-			-			-
48	Electrical Supplies	-			-			-
49	Painting Supplies	-			-			-
50	Cleaning Supplies	-			-			-
51	Equipment Repair Parts	-			-			-
52	Maintenance Contracted Services	-			-			-
53	Refuse Removal Services	-		323.41	323.41			-
54	Plumbing Repair Services	-			-			-
55	Heating/AC Repair Services	-			-			-
56	Electric Repair Service	-			-			-
57	Window Repair Service	-			-			-
58	Automotive Repairs/Fuel	-			-			-
59	Elevator Repair & Maintenance	-			-			-
60	Pest Control Services	-			-			-
61	Cable TV	-			-			-
62	Answering Service	-			-			-
63	Misc Contracts	-			-			-
64	Clean/Paint Units	-			-			-
	<b>Utilities Expenses</b>	-						
65	Water/Sewer	-			-			-
66	Electricity	-			-			-
67	Natural Gas	-			-			-
	<b>Other Operating Expenses</b>	-						
68	Protective Services Contract	-			-			-
69	Insurance	759.00		758.96	758.96		3,036.00	3,036.00
70	PILOT	-			-			-
71	Compensated Absences	-			-			-
72	Collection Losses	-			-			-
73	Replacement Reserves & Debt Pmt-Princ	-			-			-
74	Other General Expense/Asset Mgmt Fees	1,075.00		1,367.71	1,367.71		4,300.00	4,300.00
75	Casualty Losses - Non Capitalized	-			-			-
76	Capital Expenditures	-			-			-
77	Transfer In / Out	-			-			-
	<b>Total Expense</b>	<b>792,454.00</b>		<b>759,360.81</b>	<b>759,360.81</b>		-	3,169,816.00

**Net Income/(Loss):**

18,033.27

**Cash Flow Statement  
Beloit Housing Authority  
Housing Choice Voucher  
3/31/2020**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<b>Income</b>				
Dwelling Rent/Utilities		-		-
Interest on Investments	364.07	2,300.00	15.83%	(1,935.93)
Other Income	10,016.58	-	0.00%	10,016.58
HUD Admin Fees	75,531.00	304,757.00	24.78%	(229,226.00)
HUD Grants/Subsidies	691,482.43	-	0.00%	691,482.43
<b>Total Income</b>	<b>777,394.08</b>	<b>307,057.00</b>		<b>470,337.08</b>

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
<b>Expenses</b>				
Administrative				
Salaries/Benefits	35,447.92	253,683.00	13.97%	218,235.08
Office Expenses	1,889.31	30,110.00	6.27%	28,220.69
Office Contracted Services	3,787.86	12,638.00	29.97%	8,850.14
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	706,848.05	2,866,049.00	24.66%	2,159,200.95
HAP Payments Port In	9,261.00		0.00%	
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies		-		-
Maintenance Contracts		-		-
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	758.96	3,036.00	25.00%	2,277.04
PILOT		-		-
Other Operating Expenses	1,367.71	4,300.00	31.81%	2,932.29
<b>Total Expenses</b>	<b>759,360.81</b>	<b>3,169,816.00</b>		<b>2,410,455.19</b>

**Net Income/(Loss):** 18,033.27