



PUBLIC NOTICE & AGENDA
BELOIT COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, May 25, 2022

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
 - 3.a. Consideration of the minutes of the regular Community Development Authority meeting held on April 27, 2022
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
 - 4.a. Consideration of the April Activity Report (Cole)
[Attachment](#)
 - 4.b. Consideration of the First Quarter 2022 Financial Report (Cole)
[Attachment](#)
5. COMMUNITY AND HOUSING SERVICES
 - 5.a. Presentation of the 2023 Community Development Block Grant program (McBride)
Information will be handed out at the meeting.
6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW
No business to consider.
7. 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
COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, April 27, 2022

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, April 27, 2022 in the Forum of Beloit City Hall, 100 State Street.

1. CALL TO ORDER AND ROLL CALL

Meeting was called to order by Vice-Chairperson Kaylynn Rodriguez at 4:32 p.m. Commissioners Rodriguez, Hartke, and Elliott and Councilor Leavy were present.

2. PUBLIC COMMENT

None

3. MINUTES

3.a. Consideration of the minutes of the regular Community Development Authority meeting held on March 23, 2022

Motion to approve was made by Councilor Leavy and seconded by Commissioner Hartke. Motion was approved, voice vote.

4. BELOIT HOUSING AUTHORITY

4.a. Consideration of the March Activity Report

The March Activity Report was presented by Clinton Cole, Director of the Beloit Housing Authority (BHA). Clint also discussed processes being put in place to increase Housing Choice Voucher utilization.

4.b. Consideration of Resolution 2022-04 Approving Disposal of Beloit Housing Authority Maintenance Vehicle

The staff report and recommendation was presented by Clinton Cole, Director of BHA. Motion to approve was made by Commissioner Elliot and seconded by Commissioner Hartke. Motion was approved, voice vote.

5. COMMUNITY AND HOUSING SERVICES

No business discussed.

6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW

No business discussed.

7. Adjournment

- 7.a. Motion was made by Commissioner Rodriguez and seconded by Commissioner Hartke to adjourn the meeting at 4:57 p.m. Motion was approved, voice vote.

Philip Gorman, Chairperson

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4a		
Topic:	April Activity Report		
Date:	May 25, 2022		
Presenter:	Clinton Cole	Division:	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 four public housing vacancies. The BHA received approval from HUD to temporarily remove one public housing unit from its inventory in order to complete necessary structural repairs. Five annual and seven interim certifications were completed. 15 public housing inspections were conducted.

Section 8:
460 vouchers were housed on April 30, 2022, with eight newly-issued voucher holders either searching for units or waiting for passed inspections. Four portable vouchers were paid by BHA, and six port-in vouchers were administered. The Housing Specialists completed 29 annual and 33 interim recertifications during this reporting period. 56 Housing Quality Standards (HQS) inspections were completed. The BHA Inspector is utilizing personal protective equipment (PPE) to ensure her safety, as well as the safety of the families occupying the units.

Family Self-Sufficiency:
Currently there are 24 Section 8 and 12 Public Housing participants enrolled in BHA’s Family Self-Sufficiency (FSS) program. BHA’s Special Programs Administrator has been working with FSS participants to develop individual training and services plans to set a series of intermediate and long-term goals. Participants are then linked to services and resources they may need to access to achieve those goals and to increase their earned income and reduce their dependency on welfare assistance and rental subsidies.

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 Enhanced Communications and Community Engagement, while maintaining a Positive Image

Sustainability

If applicable, briefly comment on the environmental, economic, and/or social sustainability of this policy or program. Consider how current needs are met without compromising the ability of future generations to meet their own needs.
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 2022 Activity Report

**Beloit Community Development Authority
Activity Report to Board for April 2022**

PUBLIC HOUSING

Total Public Housing Units	131 Units	
Occupied on 4/30/2022	127 Units	97% Occupancy
Vacancies on 4/30/2022	4 Units	3% Vacancy
Vacancies by Type		
Elderly	2 Units	95% Occupancy
Family	2 Units	98% Occupancy

Public Housing Inspections

Nine annual inspections, four reinspections, and two move-in inspections were completed during this reporting period.

Public Housing Activities

Annual Recertifications	5
Interim Recertifications	7
Tenant notices to Vacate *Not due to eviction	0
New Tenants	2
Transfers	0
Lease Terminations	0
Possible Program Violations	2
Evictions	0

Public Housing Briefings

Number Notified	10
Number Briefed	10

Section 8 Program

Total Under Lease on 4/30/2022	460 Vouchers
Total Portable Vouchers Paid	4 Vouchers
Total Port Out*	4 Vouchers
Total Port In*	6 Vouchers
April HCV HAP Funds Received	\$229,183
April HCV HAP Funds Expended	\$242,648
Current Per Unit Cost (PUC)	\$527

* 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

The BHA Inspector completed 33 annual inspections, 6 initial inspections, 16 reinspections, and one special inspection during this reporting period.

Section 8 Activities

New Participants	4
Annual Recertifications	29
Interim Recertifications	33
Abatements	5
Unit Transfers	4
Possible Program Violations	0
End of Program	0
Port Ins	2
Port Outs	0

Section 8 Briefings

Number Notified	49
Number Briefed/Vouchers Issued	0

APPLICATIONS ON WAITING LIST

Public Housing East	83
Public Housing West	81
Parker Bluff	260
Section 8 Program	335

Family Self-Sufficiency Participants

Section 8 – 24

Public Housing – 13

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	4b		
Topic:	First Quarter 2022 Financial Report		
Date:	May 25, 2022		
Presenter:	Clinton Cole	Division:	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 Accountant as of March 31, 2022.

At the end of this reporting period, the Low Income Public Housing (LIPH) program income was \$116,962.70 and the LIPH expenses were \$101,524.61. There was a surplus of \$15,438.09 in LIPH.

At the end of this reporting period, inflows of revenue from LIPH Grants total \$130,312.87 and related grant expenses total \$130,312.87.

At the end of this reporting period, the Project Based Voucher (PBV) program income was \$0.00 and the expenses were \$701.51. The PBV had a deficit of \$701.51. The deficit is the result of the program ceasing operations. Operational expenses will continue to be incurred until a decision is made regarding the property at 240 Portland Avenue. Currently this property is offline and not eligible to be leased or sold until guidance is provided by HUD.

At the end of this reporting period, Phase 1 program income was \$56,986.47 and the expenses were \$59,977.35. Phase 1 had a deficit of \$2,990.88. Of this deficit, \$.30 is the Housing Authority's portion. Phase 1 operating subsidy earned to date is low as a result of year-to-date operating expenditures. As additional operating expenditures are incurred, operating subsidy earned will increase, which will improve the current financial position.

At the end of this reporting period, Phase 2 program income was \$77,618.13 and the expenses were \$79,772.78. Phase 2 had a deficit of \$2,154.65. Of this deficit, \$.22 is the Housing Authority's portion. The Phase 2 Program incurred greater than anticipated unit maintenance costs during the first quarter of this year.

At the end of this reporting period, the Housing Choice Voucher (HCV) program income was \$767,553.29 and expenses were \$789,870.67. The HCV program had a deficit of \$22,317.38. Unit payment standards increased this year; however, HAP subsidy payments received from HUD have not caught up at this time. It is anticipated that HAP subsidy payments will increase over time to reflect current HAP expense levels.

Debts owed BHA collected through March 2022: Total \$5,603.36
 TRIP Program: \$5,603.36 Repayments: \$0.00

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 Enhance Communications and Community Engagement, while maintaining a Positive Image

Sustainability

If applicable, briefly comment on the environmental, economic, and/or social sustainability of this policy or program. Consider how current needs are met without compromising the ability of future generations to meet their own needs.
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

First Quarter 2022 Financial Report

Consolidated 2022 Budget Report for LIPH/PBV - As of March 31, 2022

	YTD Actual					Annual Board Approved Budget		
	Income	Approved YTD	LIPH	LIPH Grants	PBV	Total	LIPH/PBV	Total
1 Dwelling Rental	-					-		-
2 Excess Utilities	-					-		-
3 Interest on Unrestricted Fund Investments	12.50		8.97			8.97	50.00	50.00
4 Income - Transfer In from Other Funds	-					-		-
5 Other Income - Tenants	-					-		-
6 HAP Fraud Recovery & FSS Forfeitures	-					-		-
7 Other Income - Bad Debt Collections	750.00		1,259.95			1,259.95	3,000.00	3,000.00
8 Other Income - Laundry/Copy Fees/Misc	7,000.00		5,222.78			5,222.78	28,000.00	28,000.00
9 Other Income - CFP Operation Money	42,500.00			127,116.31		127,116.31	170,000.00	170,000.00
10 Other Income - Sale of Asset Gain/Loss	-					-		-
11 Admin Fees Earned - HUD	-					-		-
12 Incoming Billable Admin Fees/Oper Sub	4,477.79					-	17,911.14	17,911.14
13 ROSS/FSS Grant	20,532.63			3,196.56		3,196.56	82,130.53	82,130.53
14 HAP Subsidy	-					-		-
15 Operating Subsidy	122,679.50		110,471.00			110,471.00	490,718.00	490,718.00
Total Income	197,952.42		116,962.70	130,312.87	-	247,275.57	791,809.67	791,809.67
Expenses								
	Approved YTD	LIPH	LIPH Grant	PBV	Total	LIPH/PBV	Total	
Administrative Expenses								
16 Admin Salaries	20,782.69	21,134.53			21,134.53	83,130.74		83,130.74
17 ROSS/FSS Coordinator Admin Salaries	16,018.08		2,429.74		2,429.74	64,072.32		64,072.32
18 Admin Employee Benefits	10,228.20	6,738.44			6,738.44	40,912.80		40,912.80
19 ROSS/FSS Coordinator Admin Benefits	4,873.86		766.82		766.82	19,495.44		19,495.44
20 Advertising & Marketing	12.50				-	50.00		50.00
21 Legal	25.00				-	100.00		100.00
22 Staff Training	625.00				-	2,500.00		2,500.00
23 Travel	62.50	40.07			40.07	250.00		250.00
24 Accounting Consultants	1,812.50	1,845.00		408.00	2,253.00	7,250.00		7,250.00
25 Audit Fee	2,860.00				-	11,440.00		11,440.00
26 Telephone	475.49	229.63			229.63	1,901.94		1,901.94
27 Postage	699.86	652.80			652.80	2,799.44		2,799.44
28 Office Supplies	100.00	28.28			28.28	400.00		400.00
29 Memberships & Publications	512.00	248.42			248.42	2,048.00		2,048.00
30 Bank Fees	-				-			-
31 Computer Maintenance	-				-			-
32 Copier Expenses	625.00	155.89			155.89	2,500.00		2,500.00
33 Office Equipment Maintenance	-				-			-
34 Postage Machine	-				-			-
35 Software Maintenance	1,000.00	989.51			989.51	4,000.00		4,000.00
36 Outgoing Portable Admin Fees	-				-			-
37 Sundry Administration/Compliance Fees	175.00	63.39			63.39	700.00		700.00
38 Port-In HAP Expense	-				-			-
39 Management Fees	-				-			-
40 Eviction & Collection Agent Fees	-				-			-
41 HAP Expense (net fraud recovery to HUD)	-				-			-
HAP Overfunding (Underfunding)	-				-			-

	Maintenance Expenses	-							
42	Maintenance Salaries	750.00				-	3,000.00		3,000.00
43	Casual Labor - Maintenance	-				-			-
44	Maintenance Benefits	250.00				-	1,000.00		1,000.00
45	Maintenance Materials & Supplies	125.00				-	500.00		500.00
46	Plumbing Supplies	-	67.93			67.93			-
47	Locks, Locksets & Keys	-				-			-
48	Electrical Supplies	-				-			-
49	Painting Supplies	-				-			-
50	Cleaning Supplies	50.00	75.38			75.38	200.00		200.00
51	Equipment Repair Parts	-				-			-
52	Maintenance Contracted Services	375.00				-	1,500.00		1,500.00
53	Refuse Removal Services	25.00				-	100.00		100.00
54	Plumbing Repair Services	-				-			-
55	Heating/AC Repair Services	-				-			-
56	Electric Repair Service	-				-			-
57	Window Repair Service	-				-			-
58	Automotive Repairs/Fuel	-	282.46			282.46			-
59	Elevator Repair & Maintenance	375.00				-	1,500.00		1,500.00
60	Pest Control Services	-				-			-
61	Cable TV	-				-			-
62	Answering Service	800.00	1,176.25			1,176.25	3,200.00		3,200.00
63	Misc Contracts	-				-			-
64	Clean/Paint Units	-				-			-
	Utilities Expenses	-							
65	Water/Sewer	400.00	226.03		78.22	304.25	1,600.00		1,600.00
66	Electricity	1,375.00	1,327.61		36.73	1,364.34	5,500.00		5,500.00
67	Natural Gas	625.00	1,279.22		129.60	1,408.82	2,500.00		2,500.00
	Other Operating Expenses	-							
68	Protective Services Contract	500.00	457.88			457.88	2,000.00		2,000.00
69	Insurance	3,982.44	3,933.47		48.96	3,982.43	15,929.75		15,929.75
70	PILOT	-				-	-		-
71	Compensated Absences	-				-			-
72	Collection Losses	-				-			-
73	Replacement Reserves & Debt Pmt-Princ	-				-			-
74	Other General Expense/Asset Mgmt Fees	75,346.98	60,572.42			60,572.42	301,387.92		301,387.92
75	Casualty Losses - Non Capitalized	-				-			-
76	Capital Expenditures	41,875.00		127,116.31		127,116.31	167,500.00		167,500.00
77	Transfer In / Out	-				-			-
	Total Expense	187,742.09	101,524.61	130,312.87	701.51	232,538.99	750,968.35	-	750,968.35

Net Income/(Loss):

15,438.09	-	(701.51)	14,736.58
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**Cash Flow Statement
Beloit Housing Authority
LIPH/PBV
As of 3/31/2022**

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income					
Dwelling Rent/Utilities	-		-		-
Interest on Investments	8.97		50.00	0.00%	(41.03)
Other Income	6,482.73	127,116.31	201,000.00	66.47%	(67,400.96)
HUD Admin Fees			-		-
HUD Grants/Subsidies	110,471.00	3,196.56	590,759.67	19.24%	(477,092.11)
Total Income	116,962.70	130,312.87	791,809.67		(544,534.10)

	BHA YTD Actual	LIPH Grants Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses					
Administrative					
Salaries/Benefits	27,872.97	3,196.56	207,611.30	14.97%	176,541.77
Office Expenses	3,515.59	-	33,439.38	10.51%	29,923.79
Office Contracted Services	1,145.40		6,500.00	17.62%	5,354.60
Oper Sub Transfer/Mgmt Fee Pd			-		-
Housing Assistance Pmts			-		-
HAP Payments Port In					
Maintenance					
Salaries/Benefits	-		-		-
Materials & Supplies	143.31	-	700.00	20.47%	556.69
Maintenance Contracts	1,458.71		6,300.00	23.15%	4,841.29
Utilities	3,077.41		9,600.00	32.06%	6,522.59
Other Operating					
Protective Services	457.88		2,000.00	22.89%	1,542.12
Insurance	3,982.43		15,929.75	25.00%	11,947.32
PILOT	-		-	0.00%	-
Other Operating Expenses	60,572.42	127,116.31	468,887.92	40.03%	281,199.19
Total Expenses	102,226.12	130,312.87	750,968.35		518,429.36

Net Admin Income (Loss)	14,736.58	-			
Net HAP Income (Loss)					
Total YTD Income (Loss)	14,736.58	-			

Consolidated 2021 Budget Report for Phase 1 - As of March 31, 2022

	Income	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
1	Dwelling Rental	29,500.00	31,275.24	31,275.24	118,000.00	118,000.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	50.00	41.45	41.45	200.00	200.00
4	Income - Transfer In from Other Funds	-	-	-	-	-
5	Other Income - Tenants	1,626.35	4,667.97	4,667.97	6,505.38	6,505.38
6	HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7	Other Income - Bad Debt Collections	1,250.00	195.22	195.22	5,000.00	5,000.00
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	40,471.98	20,806.59	20,806.59	161,887.92	161,887.92
13	ROSS/CFP Grant	-	-	-	-	-
14	HAP Subsidy	-	-	-	-	-
15	Operating Subsidy	-	-	-	-	-
	Total Income	72,898.33	56,986.47	56,986.47	291,593.30	291,593.30

	Expenses	YTD Actual			Annual Board Approved Budget	
		Approved YTD	Phase 1	Phase 1 Total	Phase 1	Total
	Administrative Expenses					
16	Admin Payroll Expenses	21,812.17	17,236.78	17,236.78	87,248.68	87,248.68
17	FSS Coordinator Admin Salaries	-	-	-	-	-
18	FSS Coordinator Admin Benefits	-	-	-	-	-
19	Advertising & Marketing	12.50	-	-	50.00	50.00
20	Legal	550.00	(192.50)	(192.50)	2,200.00	2,200.00
21	Staff Training	-	-	-	-	-
22	Travel	-	-	-	-	-
23	Accounting Consultants	1,575.00	1,531.00	1,531.00	6,300.00	6,300.00
24	Audit Fee	3,000.00	-	-	12,000.00	12,000.00
25	Telephone	-	-	-	-	-
26	Postage	-	-	-	-	-
27	Office Supplies	65.00	18.38	18.38	260.00	260.00
28	Memberships & Publications	-	-	-	-	-
29	Bank Fees	12.90	20.60	20.60	51.60	51.60
30	Computer Maintenance	-	-	-	-	-
31	Copier Expenses	-	-	-	-	-
32	Office Equipment Maintenance	-	-	-	-	-
33	Postage Machine	-	-	-	-	-
34	Software Maintenance	829.47	962.17	962.17	3,317.88	3,317.88
35	Outgoing Portable Admin Fees	-	-	-	-	-
36	Sundry Administration/Compliance Fees	1,000.00	3,797.81	3,797.81	4,000.00	4,000.00
37	Port-In HAP Expense	-	-	-	-	-
38	Management Fees	1,460.90	1,542.43	1,542.43	5,843.60	5,843.60

39	Eviction & Collection Agent Fees	-	-	-	-	-
40	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-
	HAP Overfunding (Underfunding)	-	-	-	-	-
	Maintenance Expenses	-	-	-	-	-
42	Maintenance Payroll Expenses	25,055.48	17,400.66	17,400.66	100,221.93	100,221.93
43	Casual Labor - Maintenance	-	-	-	-	-
44	Maintenance Materials & Supplies	1,750.00	2,047.18	2,047.18	7,000.00	7,000.00
45	Plumbing Supplies	-	-	-	-	-
46	Locks, Locksets & Keys	-	-	-	-	-
47	Electrical Supplies	-	-	-	-	-
48	Painting Supplies	-	-	-	-	-
49	Cleaning Supplies	-	-	-	-	-
50	Equipment Repair Parts	-	-	-	-	-
51	Maintenance Contracted Services	2,687.50	975.59	975.59	10,750.00	10,750.00
52	Refuse Removal Services	312.50	-	-	1,250.00	1,250.00
53	Plumbing Repair Services	-	-	-	-	-
54	Heating/AC Repair Services	250.00	854.50	854.50	1,000.00	1,000.00
55	Electric Repair Service	-	-	-	-	-
56	Window Repair Service	-	-	-	-	-
57	Automotive Repairs/Fuel	569.09	268.41	268.41	2,276.34	2,276.34
58	Elevator Repair & Maintenance	-	-	-	-	-
59	Pest Control Services	250.00	-	-	1,000.00	1,000.00
60	Cable TV	-	-	-	-	-
61	Answering Service	-	-	-	-	-
62	Misc Contracts	-	-	-	-	-
63	Clean/Paint Units	-	-	-	-	-
	Utilities Expenses	-	-	-	-	-
64	Water/Sewer	1,375.00	1,465.13	1,465.13	5,500.00	5,500.00
65	Electricity	350.00	94.75	94.75	1,400.00	1,400.00
66	Natural Gas	250.00	11.06	11.06	1,000.00	1,000.00
	Other Operating Expenses	-	-	-	-	-
67	Protective Services Contract	2,500.00	1,250.00	1,250.00	10,000.00	10,000.00
68	Insurance	3,520.83	3,520.83	3,520.83	14,083.30	14,083.30
69	PILOT	2,875.00	3,110.08	3,110.08	11,500.00	11,500.00
70	Compensated Absences	-	-	-	-	-
71	Collection Losses	-	-	-	-	-
72	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-
73	Other General Expense/Asset Mgmt Fees	818.75	4,062.49	4,062.49	3,275.00	3,275.00
74	Casualty Losses - Non Capitalized	-	-	-	-	-
75	Capital Expenditures	-	-	-	-	-
76	Transfer In / Out	-	-	-	-	-
	Total Expense	72,882.08	59,977.35	59,977.35	291,528.33	-

Net Income/(Loss): (2,990.88) (2,990.88)
Housing Authority's Portion of Net Income/(Loss): (0.30)

**Cash Flow Statement
Beloit Housing Authority
Phase 1
As of 3/31/2022**

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	31,275.24	118,000.00	26.50%	(86,724.76)
Interest on Investments	41.45	200.00	20.73%	(158.55)
Other Income	25,669.78	173,393.30	14.80%	(147,723.52)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	56,986.47	291,593.30		(234,606.83)
		-		
Expenses				
Administrative				
Salaries/Benefits	17,236.78	87,248.68	19.76%	70,011.90
Office Expenses	6,137.46	24,861.60	24.69%	18,724.14
Office Contracted Services		3,317.88		3,317.88
Oper Sub Transfer/Mgmt Fee F	1,542.43	5,843.60	26.40%	4,301.17
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	17,400.66	100,221.93	17.36%	82,821.27
Materials & Supplies	2,047.18	7,000.00	29.25%	4,952.82
Maintenance Contracts	2,098.50	16,276.34	12.89%	14,177.84
Utilities	1,570.94	7,900.00	19.89%	6,329.06
Other Operating				
Protective Services	1,250.00	10,000.00		8,750.00
Insurance	3,520.83	14,083.30	25.00%	10,562.47
PILOT	3,110.08	11,500.00	27.04%	8,389.92
Other Operating Expenses	4,062.49	3,275.00	124.05%	(787.49)
Total Expenses	59,977.35	291,528.33		231,550.98
Net Admin Income (Loss)	(2,990.88)			
Net HAP Income (Loss)				
Total YTD Income (Loss)	(2,990.88)			
Housing Authority's Portion	(0.30)			

Consolidated 2021 Budget Report for Phase 2 - As of March 31, 2022

		YTD Actual			Annual Board Approved Budget	
Income		Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
1	Dwelling Rental	35,250.00	36,186.00	36,186.00	141,000.00	141,000.00
2	Excess Utilities	-	-	-	-	-
3	Interest on Unrestricted Fund Investments	187.50	83.00	83.00	750.00	750.00
4	Income - Transfer In from Other Funds	-	-	-	-	-
5	Other Income - Tenants	300.00	1,583.30	1,583.30	1,200.00	1,200.00
6	HAP Fraud Recovery & FSS Forfeitures	-	-	-	-	-
7	Other Income - Bad Debt Collections	1,250.00	-	-	5,000.00	5,000.00
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	34,875.00	39,765.83	39,765.83	139,500.00	139,500.00
13	ROSS/CFP Grant	-	-	-	-	-
14	HAP Subsidy	-	-	-	-	-
15	Operating Subsidy	-	-	-	-	-
Total Income		71,862.50	77,618.13	77,618.13	287,450.00	287,450.00

Expenses		Approved YTD	Phase 2	Phase 2 Total	Phase 2	Total
Administrative Expenses						
16	Admin Payroll Expenses	17,634.14	14,727.34	14,727.34	70,536.57	70,536.57
17	FSS Coordinator Admin Salaries	-	-	-	-	-
18	FSS Coordinator Admin Benefits	-	-	-	-	-
19	Advertising & Marketing	12.50	-	-	50.00	50.00
20	Legal	375.00	-	-	1,500.00	1,500.00
21	Staff Training	-	-	-	-	-
22	Travel	-	-	-	-	-
23	Accounting Consultants	1,575.00	1,531.00	1,531.00	6,300.00	6,300.00
24	Audit Fee	2,750.00	8,500.00	8,500.00	11,000.00	11,000.00
25	Telephone	-	-	-	-	-
26	Postage	-	-	-	-	-
27	Office Supplies	65.00	18.38	18.38	260.00	260.00
28	Memberships & Publications	-	-	-	-	-
29	Bank Fees	-	-	-	-	-
30	Computer Maintenance	-	-	-	-	-
31	Copier Expenses	-	-	-	-	-
32	Office Equipment Maintenance	-	-	-	-	-
33	Postage Machine	-	-	-	-	-
34	Software Maintenance	829.47	962.17	962.17	3,317.87	3,317.87
35	Outgoing Portable Admin Fees	-	-	-	-	-
36	Sundry Administration/Compliance Fees	1,000.00	3,441.71	3,441.71	4,000.00	4,000.00
37	Port-In HAP Expense	-	-	-	-	-
38	Management Fees	3,016.89	3,680.35	3,680.35	12,067.54	12,067.54

39	Eviction & Collection Agent Fees	-	-	-	-	-	
40	HAP Expense (net fraud recovery to HUD)	-	-	-	-	-	
	HAP Overfunding (Underfunding)	-	-	-	-	-	
	Maintenance Expenses	-	-	-	-	-	
42	Maintenance Payroll Expenses	18,807.53	19,511.56	19,511.56	75,230.12	75,230.12	
43	Casual Labor - Maintenance	-	-	-	-	-	
44	Maintenance Materials & Supplies	1,750.00	1,600.36	1,600.36	7,000.00	7,000.00	
45	Plumbing Supplies	-	-	-	-	-	
46	Locks, Locksets & Keys	-	-	-	-	-	
47	Electrical Supplies	-	-	-	-	-	
48	Painting Supplies	-	-	-	-	-	
49	Cleaning Supplies	-	-	-	-	-	
50	Equipment Repair Parts	-	-	-	-	-	
51	Maintenance Contracted Services	2,500.00	3,680.95	3,680.95	10,000.00	10,000.00	
52	Refuse Removal Services	750.00	90.00	90.00	3,000.00	3,000.00	
53	Plumbing Repair Services	-	-	-	-	-	
54	Heating/AC Repair Services	300.00	1,353.53	1,353.53	1,200.00	1,200.00	
55	Electric Repair Service	-	-	-	-	-	
56	Window Repair Service	-	-	-	-	-	
57	Automotive Repairs/Fuel	469.34	231.89	231.89	1,877.36	1,877.36	
58	Elevator Repair & Maintenance	687.50	-	-	2,750.00	2,750.00	
59	Pest Control Services	125.00	-	-	500.00	500.00	
60	Cable TV	437.50	1,289.66	1,289.66	1,750.00	1,750.00	
61	Answering Service	-	-	-	-	-	
62	Misc Contracts	-	-	-	-	-	
63	Clean/Paint Units	-	-	-	-	-	
	Utilities Expenses	-	-	-	-	-	
64	Water/Sewer	1,750.00	1,916.13	1,916.13	7,000.00	7,000.00	
65	Electricity	3,000.00	3,992.74	3,992.74	12,000.00	12,000.00	
66	Natural Gas	1,750.00	3,038.43	3,038.43	7,000.00	7,000.00	
	Other Operating Expenses	-	-	-	-	-	
67	Protective Services Contract	2,750.00	1,450.76	1,450.76	11,000.00	11,000.00	
68	Insurance	3,760.51	3,760.52	3,760.52	15,042.04	15,042.04	
69	PILOT	2,875.00	2,777.82	2,777.82	11,500.00	11,500.00	
70	Compensated Absences	-	-	-	-	-	
71	Collection Losses	-	-	-	-	-	
72	Replacement Reserves & Debt Pmt-Princ	-	-	-	-	-	
73	Other General Expense/Asset Mgmt Fees	1,756.25	2,217.48	2,217.48	7,025.00	7,025.00	
74	Casualty Losses - Non Capitalized	-	-	-	-	-	
75	Capital Expenditures	-	-	-	-	-	
76	Transfer In / Out	-	-	-	-	-	
	Total Expense	70,726.63	79,772.78	79,772.78	282,906.50	-	282,906.50

Net Income/(Loss): (2,154.65) (2,154.65)
Housing Authority's Portion of Net Income/(Loss): (0.22)

Cash Flow Statement
Beloit Housing Authority
Phase 2
As of 3/31/2022

	LLC Phase 2 Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
Income				
Dwelling Rent/Utilities	36,186.00	141,000.00	25.66%	(104,814.00)
Interest on Investments	83.00	750.00	11.07%	(667.00)
Other Income	41,349.13	145,700.00	28.38%	(104,350.87)
HUD Admin Fees		-		-
HUD Grants/Subsidies		-		-
Total Income	77,618.13	287,450.00		(209,831.87)

	LLC Phase 1 Actual	YTD Budget	Percentage of Budget Used	Variance Under (Over)
Expenses				
Administrative				
Salaries/Benefits	14,727.34	70,536.57	20.88%	55,809.23
Office Expenses	14,453.26	23,110.00	62.54%	8,656.74
Office Contracted Services		3,317.87		3,317.87
Oper Sub Transfer/Mgmt Fee F	3,680.35	12,067.54	30.50%	8,387.19
Housing Assistance Pmts		-		-
HAP Payments Port In				
Maintenance				
Salaries/Benefits	19,511.56	75,230.12	25.94%	55,718.56
Materials & Supplies	1,600.36	7,000.00	22.86%	5,399.64
Maintenance Contracts	6,646.03	21,077.36	31.53%	14,431.33
Utilities	8,947.30	26,000.00	34.41%	17,052.70
Other Operating				
Protective Services	1,450.76	11,000.00	13.19%	9,549.24
Insurance	3,760.52	15,042.04	25.00%	11,281.52
PILOT	2,777.82	11,500.00	24.15%	8,722.18
Other Operating Expenses	2,217.48	7,025.00	31.57%	4,807.52
Total Expenses	79,772.78	282,906.50		203,133.72

Net Admin Income (Loss)	(2,154.65)
Net HAP Income (Loss)	
Total YTD Income (Loss)	(2,154.65)
Housing Authority's Portion	<u>(0.22)</u>

Consolidated 2021 Budget Report for Housing Choice Voucher - As of March 31, 2022

	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	187.50		106.86	106.86	750.00		750.00
4 Income - Transfer In from Other Funds	-			-			-
5 Other Income - Tenants	-			-			-
6 HAP Fraud Recovery & FSS Forfeitures	125.00			-	500.00		500.00
7 Other Income - Bad Debt Collections	-		1,427.59	1,427.59			-
8 Other Income - Laundry/Copy Fees/Misc	8,512.57		9,613.84	9,613.84	34,050.26		34,050.26
9 Other Income - CFP Operation Money	-			-			-
10 Other Income - Sale of Asset Gain/Loss	-			-			-
11 Admin Fees Earned - HUD	84,347.50		81,924.00	81,924.00	337,390.00		337,390.00
12 Incoming Billable Admin Fees/Oper Sub	500.00			-	2,000.00		2,000.00
13 ROSS/CFP Grant	-			-			-
14 HAP Subsidy	723,048.00		674,481.00	674,481.00	2,892,192.00		2,892,192.00
15 Operating Subsidy	-			-			-
Total Income	816,720.57		767,553.29	767,553.29	-	3,266,882.26	3,266,882.26

	YTD Actual				Annual Board Approved Budget		
	Expenses	Approved YTD	HCV	HCV Total	HCV	Total	
Administrative Expenses							
16 Admin Salaries	52,427.55		53,940.10	53,940.10	209,710.20		209,710.20
17 FSS Coordinator Admin Salaries	-			-			-
18 Admin Employee Benefits	18,072.02		14,370.27	14,370.27	72,288.08		72,288.08
19 FSS Coordinator Admin Benefits	-			-			-
20 Advertising & Marketing	12.50			-	50.00		50.00
21 Legal	125.00			-	500.00		500.00
22 Staff Training	437.50			-	1,750.00		1,750.00
23 Travel	125.00		216.17	216.17	500.00		500.00
24 Accounting Consultants	1,553.50		1,322.00	1,322.00	6,214.00		6,214.00
25 Audit Fee	2,750.00			-	11,000.00		11,000.00
26 Telephone	385.24		155.62	155.62	1,540.96		1,540.96
27 Postage	-			-			-
28 Office Supplies	500.00		141.38	141.38	2,000.00		2,000.00
29 Memberships & Publications	175.00		178.42	178.42	700.00		700.00
30 Bank Fees	726.41		1,033.68	1,033.68	2,905.64		2,905.64
31 Computer Maintenance	-			-			-
32 Copier Expenses	625.86		155.90	155.90	2,503.42		2,503.42
33 Office Equipment Maintenance	-			-			-
34 Postage Machine	875.00		911.95	911.95	3,500.00		3,500.00
35 Software Maintenance	1,437.50		1,059.67	1,059.67	5,750.00		5,750.00
36 Outgoing Portable Admin Fees	-			-			-
37 Sundry Administration/Compliance Fees	875.00		249.56	249.56	3,500.00		3,500.00
38 Port-In HAP Expense	-		8,775.00	8,775.00			-

39	Management Fees	-			-			-	
40	Eviction & Collection Agent Fees	-			-			-	
41	HAP Expense (net fraud recovery to HUD)	689,715.99		706,512.00	706,512.00		2,758,863.94	2,758,863.94	
	HAP Overfunding (Underfunding)	33,457.02		(32,031.00)			133,828.06	133,828.06	
	Maintenance Expenses	-							
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	125.00			-		500.00	500.00	
54	Plumbing Repair Services	-			-			-	
55	Heating/AC Repair Services	-			-			-	
56	Electric Repair Service	-			-			-	
57	Window Repair Service	-			-			-	
58	Automotive Repairs/Fuel	89.25			-		357.00	357.00	
59	Elevator Repair & Maintenance	-			-			-	
60	Pest Control Services	-			-			-	
61	Cable TV	-			-			-	
62	Answering Service	-			-			-	
63	Misc Contracts	-			-			-	
64	Clean/Paint Units	-			-			-	
	Utilities Expenses	-							
65	Water/Sewer	-			-			-	
66	Electricity	-			-			-	
67	Natural Gas	-			-			-	
	Other Operating Expenses	-							
68	Protective Services Contract	-			-			-	
69	Insurance	526.48		526.48	526.48		2,105.91	2,105.91	
70	PILOT	-			-			-	
71	Compensated Absences	-			-			-	
72	Collection Losses	-			-			-	
73	Replacement Reserves & Debt Pmt-Princ	-			-			-	
74	Other General Expense/Asset Mgmt Fees	1,100.00		322.47	322.47		4,400.00	4,400.00	
75	Casualty Losses - Non Capitalized	-			-			-	
76	Capital Expenditures	-			-			-	
77	Transfer In / Out	-			-			-	
	Total Expense	806,116.80		789,870.67	789,870.67		-	3,090,639.15	3,224,467.21

Net Income/(Loss):

(22,317.38)

**Cash Flow Statement
Beloit Housing Authority
Housing Choice Voucher
As of 3/31/2022**

	HCV YTD Actual	YTD Budget	Percentage of Budget Used	Variance Over (Under)
<i>Income</i>				
Dwelling Rent/Utilities		-		-
Interest on Investments	106.86	750.00	14.25%	(643.14)
Other Income	11,041.43	36,550.26	30.21%	(25,508.83)
HUD Admin Fees	81,924.00	337,390.00	24.28%	(255,466.00)
HUD Grants/Subsidies	674,481.00	2,892,192.00	0.00%	(2,217,711.00)
Total Income	767,553.29	3,266,882.26		(2,499,328.97)
		-		
<i>Expenses</i>				
Administrative				
Salaries/Benefits	68,310.37	281,998.28	24.22%	213,687.91
Office Expenses	3,296.83	30,660.60	10.75%	27,363.77
Office Contracted Services	2,127.52	11,753.42	18.10%	9,625.90
Oper Sub Transfer/Mgmt Fee Pd		-		-
Housing Assistance Pmts	706,512.00	2,758,863.94	25.61%	2,052,351.94
HAP Payments Port In	8,775.00		0.00%	(8,775.00)
Maintenance				
Salaries/Benefits		-		-
Materials & Supplies		-		-
Maintenance Contracts		857.00	0.00%	857.00
Utilities		-		-
Other Operating				
Protective Services		-		-
Insurance	526.48	2,105.91	25.00%	1,579.43
PILOT		-		-
Other Operating Expenses	322.47	4,400.00	7.33%	4,077.53
Total Expenses	789,870.67	3,090,639.15		2,300,768.48
Net Income/(Loss):	<u>(22,317.38)</u>			