

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
6/27/2017
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve 05-2017 Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	Review/Ratify 04-2017 Financial Report	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 04-2017 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Lomac Payton	COCC:	\$ 35,744.46
<input type="checkbox"/> Paula Sanford	Moon Towers:	\$ 45,642.25
<input type="checkbox"/> Paul H. Stewart	Family:	\$ 58,881.06
<u>Excused:</u>	Bluebell:	\$ 15,194.67
	HCV:	\$ 74,187.48
<u>Others Present:</u>	Brentwood:	\$ 20,317.81
	Prairieland:	\$ 15,803.07
	Capital Fund 2014:	\$ 0.00
	Capital Fund 2015:	\$ 0.00
	Capital Fund 2016:	\$ 0.00
	Review/Ratify 05-2017 Financial Report	Chairperson Payton
	Review/Ratify 05-2017 Claims and Bills	Chairperson Payton
	COCC:	\$ 43,749.41
	Moon Towers:	\$ 78,379.17
	Family:	\$ 73,379.55
	Bluebell:	\$ 21,530.72
	HCV:	\$ 78,851.93
	Brentwood:	\$ 25,392.72
	Prairieland:	\$ 26,790.31
	Capital Fund 2014:	\$ 1,100.00
	Capital Fund 2015:	\$ 0.00
	Capital Fund 2016:	\$ 0.00

Old Business None

board agenda

New Business	Nominations/Election for KCHA Board of Commissioners Vice Chairperson	Derek Antoine Jack Ball
	Modification to the Memorandum of Understanding with WCHA – S8 Portability	Derek Antoine
<hr/>		
Reports	Executive Director's Report – 06/2017	Derek Antoine
	KCHA Legal Counsel Report – 06/2017	Jack Ball
<hr/>		
Other Business	Reception for R. Peterson	Derek Antoine Commissioner Dunker
<hr/>		
Executive Session	Personnel Discussion	Derek Antoine
<hr/>		
Adjournment		

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
May 30, 2017**

The regular meeting of the Board of Commissioners of the Knox County Housing Authority was held at William H. Moon Towers. Roll call was taken and the following Commissioners were present:

PRESENT: Wayne Allen
 Ben Burgland
 Tom Dunker
 Lomac Payton
 Roger Peterson
 Paula Sanford
 Paul H. Stewart

EXCUSED:

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Jack Ball, KCHA Legal Counsel; and Jared Hawkinson.

Chairperson Payton called the meeting to order at 10:00 a.m.

Chairperson Payton then asked if there were any additions or corrections to the previous meeting's minutes. Chairperson Payton then declared the April meeting minutes approved as received.

Chairperson Payton then requested the Board review and ratify the March 2017 financial reports and committee notes. Commissioner Stewart asked about the minimum reserve position for Prairieland. Mr. Antoine replied that as Prairieland is not part of the Public Housing Program, the minimum reserve position is not required. Commissioner Stewart also asked about the HAP reserves to which Mr. Antoine replied that HAP reserves are not measured the same as in the Public Housing Program. Commissioner Peterson pointed out that the finance meeting minutes had the wrong dates included. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for March 2017 as presented; Commissioner Burgland seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Burgland - aye
Commissioner Dunker - aye
Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 7-0.

March 2017 claims against the HA Administration in the sum of \$387,500.44; Central Office Cost Center in the sum of \$65,689.29; Moon Towers in the sum of \$82,254.03; Family in the sum of \$104,120.00; Bluebell in the sum of \$45,973.67; Housing Choice Voucher Program in the sum of \$16,773.99; Brentwood (A.H.P.) in the sum of \$37,909.88; Prairieland (A.H.P.) in the sum of \$31,479.58; Capital Fund '14 in the sum of \$3,300.00; Capital Fund '15 in the sum of \$0.00; and Capital Fund '16 in the sum of \$0.00 were

presented for approval. Commissioner Allen made a motion to ratify the claims and bills; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Burgland - aye
Commissioner Dunker - aye
Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 7-0.

OLD BUSINESS

None

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Resolution 2017-08 for SEMAP Certification/Submission FYE 03/31/2017. Mr. Antoine said that this is HUD's monitoring tool to determine the success of the administration of the Housing Choice Voucher Program. The agency will certify at 100%. Mr. Antoine referenced the 14 key indicators on which the agency is scored. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2017-08 for SEMAP Certification/Submission FYE 03/31/2017. Commissioner Peterson seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Burgland - aye
Commissioner Dunker - aye
Commissioner Sanford - aye
Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Stewart - aye

Motion Carried, 7-0.

REPORTS

Mr. Antoine presented the Executive Director's Report. This report presented a comprehensive overview of the Knox County Housing Authority including the following information: Training and Development, Media Outreach/Public Relations, Policy/Operations, Public Housing Program with property and occupancy information, Housing Choice Voucher, Affordable Housing Program and the Resource Development Department. A copy of the report was included in the Board packet. Mr. Antoine informed the Board that a child was killed in a hit and run accident at Whispering Hollow. As a response to this tragic accident, Mr. Antoine wrote a letter to all residents reminding them that vehicles are not allowed in the fire lanes and that it is important for parents to supervise children at all times. Commissioner Peterson commended AHP for currently having no vacancies. Commissioner Dunker inquired about the Energy Performance Contract. Mr. Antoine replied that the agency is in the preliminary stages of determining if this would be a viable option for energy efficient upgrades. Commissioner Stewart inquired about the Resource Development Manager position, and Mr. Antoine reported that this position was still being reviewed.

Mr. Ball referenced the Legal Counsel Report that was included in the

Board packet. The report shows the cases filed during the month and items reviewed for the agency.

OTHER BUSINESS

Mr. Antoine reported that the unaudited Financial Data Statement (FDS) for fiscal year ending 03/31/2016 was successfully submitted on 05/22/2017. The agency audit will be scheduled during July 2017 and the audited FDS shall be submitted no later than 11/30/2017.

Next, Mr. Antoine introduced Jared Hawkinson as the person being recommended to be appointed to the Board of Commissioners to replace outgoing Commissioner Roger Peterson. Mr. Hawkinson then gave a brief introduction of himself and expressed his willingness to serve on the Board. After brief discussion, Commissioner Stewart made a motion to recommend the appointment of Jared Hawkinson to the Board of Commissioners be presented to the Knox County Board for approval at its June 2017 meeting; Commissioner Dunker seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Burgland - aye
- Commissioner Dunker - aye
- Commissioner Payton - aye
- Commissioner Peterson - aye
- Commissioner Sanford - aye
- Commissioner Stewart - aye

Motion Carried, 7-0.

Next, Mr. Antoine reported that Commissioner Burgland's current term will expire 05/31/2017 and that Commissioner Burgland had indicated his willingness to continue serving on the Board. After brief discussion, Commissioner Stewart made a motion that Commissioner Ben Burgland be recommended to the Knox County Board for reappointment to the Board of Commissioners; Commissioner Dunker seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Burgland - abstain
- Commissioner Dunker - aye
- Commissioner Payton - aye
- Commissioner Peterson - aye
- Commissioner Sanford - aye
- Commissioner Stewart - aye

Motion Carried, 6-0-1.

Next, Mr. Antoine referred the Board to the Finance Committee meeting schedule memo in the Board packet. This memo outlines the schedule for the remainder of the fiscal year.

Next, Chairperson Payton recognized Commissioner Peterson and thanked him for his outstanding years of dedication and service to the Board of Commissioners. Other Commissioners also expressed their gratitude to Commissioner Peterson. Commissioner Peterson also gave brief remarks

about his time as a Commissioner and commended the Board and the staff of the agency.

EXECUTIVE SESSION & ADJOURNMENT

Commissioner Stewart made a motion to go into Executive Session at 11:17 a.m. for Personnel Discussion; Commissioner Dunker seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Burgland - aye
- Commissioner Dunker - aye
- Commissioner Payton - aye
- Commissioner Peterson - aye
- Commissioner Sanford - aye
- Commissioner Stewart - aye

Motion Carried, 7-0.

Commissioner Stewart made a motion to return to regular session at 11:22 a.m.; Commissioner Burgland seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Burgland - aye
- Commissioner Dunker - aye
- Commissioner Payton - aye
- Commissioner Peterson - aye
- Commissioner Sanford - aye
- Commissioner Stewart - aye

Motion Carried, 7-0.

Commissioner Stewart made a motion to adjourn the meeting at 11:23 a.m.; Commissioner Peterson seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Burgland - aye
- Commissioner Dunker - aye
- Commissioner Payton - aye
- Commissioner Peterson - aye
- Commissioner Sanford - aye
- Commissioner Stewart - aye

Motion Carried, 7-0.

Respectfully submitted,

Secretary

FINANCIAL NOTES FOR APRIL 2017

JUNE 22, 2017 MEETING

COCC

	<u>Apr-17</u>	<u>Current YTD</u>
Operating Income	\$51,180.63	\$51,180.63
Operating Expenses	\$36,895.86	\$36,895.86
Net Revenue Income/(Loss)	<u>\$14,284.77</u>	<u>\$14,284.77</u>

Notes:

Nelrod Consortium payment

Negative expenses are due from moving March expenses that were paid in April that have to be recorded for FYE 2017.

Operated in the black for month & for the year.

COCC's Cash, Investments, A/R, & A/P \$888,500.95

MOON TOWERS

	<u>Apr-17</u>	<u>Current YTD</u>
Operating Income	\$64,976.49	\$64,976.49
Operating Expenses	\$45,642.25	\$45,642.25
Net Revenue Income/(Loss)	<u>\$19,334.24</u>	<u>\$19,334.24</u>

Notes:

Negative expenses are due from moving March expenses that were paid in April that have to be recorded for FYE 2017.

Operated in the black for month & for the year.

Moon Towers' Cash, Investments, A/R, & A/P \$533,651.50 **\$182,569.00** *minimum reserve position*

FAMILY

	<u>Apr-17</u>	<u>Current YTD</u>
Operating Income	\$70,748.55	\$70,748.55
Operating Expenses	\$58,881.06	\$58,881.06
Net Revenue Income/(Loss)	<u>\$11,867.49</u>	<u>\$11,867.49</u>

Notes:

Negative expenses are due from moving March expenses that were paid in April that have to be recorded for FYE 2017.

New tires on maintenance van.

Operated in the black for month & for the year.

Family's Cash, Investments, A/R, & A/P \$436,342.36 **\$235,524.24** *minimum reserve position*

BLUEBELL

	<u>Apr-17</u>	<u>Current YTD</u>
Operating Income	\$19,800.54	\$19,800.54
Operating Expenses	\$15,194.67	\$15,194.67
Net Revenue Income/(Loss)	<u>\$4,605.87</u>	<u>\$4,605.87</u>

Notes:

Negative expenses are due from moving March expenses that were paid in April that have to be recorded for FYE 2017.

Operated in the black for month & for the year.

Bluebell's Cash, Investments, A/R, & A/P \$108,545.43 **\$60,778.68** *minimum reserve position*

BRENTWOOD

	<u>Apr-17</u>	<u>Current YTD</u>
Operating Income	\$30,849.24	\$30,849.24
Operating Expenses	\$20,317.80	\$20,317.80
Net Revenue Income/(Loss)	\$10,531.44	\$10,531.44

Notes:

Negative expenses are due from moving March expenses that were paid in April that have to be recorded for FYE 2017.

Operated in the black for month and for the year.

Brentwood's Cash, Investments, A/R, & A/P \$180,587.40

PRAIRIELAND

	<u>Apr-17</u>	<u>Current YTD</u>
Operating Income	\$26,639.00	\$26,639.00
Operating Expenses	\$15,803.07	\$15,803.07
Net Revenue Income/(Loss)	\$10,835.93	\$10,835.93

Notes:

Negative expenses are due from moving March expenses that were paid in April that have to be recorded for FYE 2017.

Operated in the black for month and for the year.

<i>Prairieland's Cash</i>	<i>(\$50,806.88)</i>
<i>Security Deposits</i>	<i>\$358.00</i>
<i>Replacement Reserve</i>	<i>\$85,001.67</i>
<i>Residual Receipts</i>	<i>\$54,488.33</i>
PL's Total Cash	\$89,041.12

HOUSING CHOICE VOUCHERS

<u>Admin.</u>	<u>Apr-17</u>	<u>Current YTD</u>
Operating Income	\$9,312.52	\$9,312.52
Operating Expenses	\$10,501.85	\$10,501.85
Net Revenue Income/(Loss)	(\$1,189.33)	(\$1,189.33)

Notes:

Paid Salaries, Inspections, and admin. expenses

Deficit covered by the UNP.

Unrestricted Net Position (UNP)	\$175,432.82	<i>3/31/2017</i>
Investment in Fixed Assets	<i>\$0.00</i>	
Monthly Net Revenue Income/(Loss)	<i>(\$1,189.33)</i>	
	<i>\$0.00</i>	<i>Year End Adjustment</i>
UNP Ending Balance	\$174,243.49	For Admin Expenses and HAP (if needed)
<i>Pre 2004 Balance</i>	<i>\$121,830.26</i>	
<i>Post 2013 Balance</i>	<i>\$53,602.56</i>	
<i>Investment in Fixed Assets</i>	<i>\$112.49</i>	
	\$175,545.31	<i>3/31/2017</i>

<u>HAP</u>	<u>Apr-17</u>	<u>Current YTD</u>
Operating Income	\$61,465.40	\$61,465.40
Operating Expenses	\$63,695.00	\$63,695.00
Net Revenue Income/(Loss)	(\$2,229.60)	(\$2,229.60)

Notes:

HAP payments

Voucher expenses less than amount funded for the month.

Net Restricted Position (NRP)	\$31,168.35	<i>3/31/2017</i>
	<i>\$0.00</i>	<i>Year End Adjustment</i>
Monthly Net Revenue Income/(Loss)	<i>(\$2,229.60)</i>	
NRP Ending Balance for HAP	\$28,938.75	For HAP Expenses (Only)

Created by Lee Lofing, Finance Coordinator, KCHA

**Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
April 30, 2017**

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	51,180.63	57,256.00	51,180.63	57,256.00	-6,075.37	687,072.00
TOTAL OPERATING INCOME	51,180.63	57,256.00	51,180.63	57,256.00	-6,075.37	687,072.00
OPERATING EXPENSE						
Total Administration Expenses	39,469.94	44,179.15	39,469.94	44,179.15	-4,709.21	530,150.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	-3,950.24	495.84	-3,950.24	495.84	-4,446.08	5,950.00
Total Maintenance Expenses	90.64	645.83	90.64	645.83	-555.19	7,750.00
General Expense	1,285.52	1,391.67	1,285.52	1,391.67	-106.15	16,700.00
TOTAL ROUTINE OPERATING EXPENSES	36,895.86	46,712.49	36,895.86	46,712.49	-9,816.63	560,550.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	10,543.50	0.00	10,543.50	-10,543.50	126,522.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	36,895.86	57,255.99	36,895.86	57,255.99	-20,360.13	687,072.00
NET REVENUE/-EXPENSE PROFIT/-LOSS						
	14,284.77	0.01	14,284.77	0.01	14,284.76	0.00
Total Depreciation Expense						
	49.83	152.08	49.83	152.08	-102.25	1,825.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	14,234.94	-152.07	14,234.94	-152.07	14,387.01	-1,825.00

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
April 30, 2017

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	64,976.49	57,264.61	64,976.49	57,264.61	7,711.88	687,175.00
TOTAL OPERATING INCOME	64,976.49	57,264.61	64,976.49	57,264.61	7,711.88	687,175.00
OPERATING EXPENSE						
Total Administration Expenses	23,148.04	25,059.92	23,148.04	25,059.92	-1,911.88	300,719.00
Total Tenant Services	16.66	93.74	16.66	93.74	-77.08	1,125.00
Total Utilities Expenses	-3,108.56	7,916.67	-3,108.56	7,916.67	-11,025.23	95,000.00
Total Maintenance Expenses	18,162.37	21,643.76	18,162.37	21,643.76	-3,481.39	259,725.00
General Expense	7,423.74	8,670.84	7,423.74	8,670.84	-1,247.10	104,050.00
TOTAL ROUTINE OPERATING EXPENSES	45,642.25	63,384.93	45,642.25	63,384.93	-17,742.68	760,619.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-6,120.33	0.00	-6,120.33	6,120.33	-73,444.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	45,642.25	57,264.60	45,642.25	57,264.60	-11,622.35	687,175.00
NET REVENUE/EXPENSE PROFIT/-LOSS						
	19,334.24	0.01	19,334.24	0.01	19,334.23	0.00
Total Depreciation Expense						
	28,257.74	33,333.33	28,257.74	33,333.33	-5,075.59	400,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-8,923.50	-33,333.32	-8,923.50	-33,333.32	24,409.82	-400,000.00

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
April 30, 2017

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	70,748.55	77,999.98	70,748.55	77,999.98	-7,251.43	936,000.00
TOTAL OPERATING INCOME	70,748.55	77,999.98	70,748.55	77,999.98	-7,251.43	936,000.00
OPERATING EXPENSE						
Total Administration Expenses	28,758.41	32,758.57	28,758.41	32,758.57	-4,000.16	393,103.00
Total Tenant Services	226.67	845.83	226.67	845.83	-619.16	10,150.00
Total Utilities Expenses	-6,732.74	2,329.17	-6,732.74	2,329.17	-9,061.91	27,950.00
Total Maintenance Expenses	30,897.58	43,229.17	30,897.58	43,229.17	-12,331.59	518,750.00
General Expense	5,731.14	9,185.00	5,731.14	9,185.00	-3,453.86	110,220.00
TOTAL ROUTINE OPERATING EXPENSES	58,881.06	88,347.74	58,881.06	88,347.74	-29,466.68	1,060,173.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-10,347.75	0.00	-10,347.75	10,347.75	-124,173.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	58,881.06	77,999.99	58,881.06	77,999.99	-19,118.93	936,000.00
NET REVENUE/EXPENSE PROFIT/-LOSS						
	11,867.49	-0.01	11,867.49	-0.01	11,867.50	0.00
Total Depreciation Expense						
	22,181.52	27,083.33	22,181.52	27,083.33	-4,901.81	325,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-10,314.03	-27,083.34	-10,314.03	-27,083.34	16,769.31	-325,000.00

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
April 30, 2017

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	19,800.54	18,595.83	19,800.54	18,595.83	1,204.71	223,150.00
TOTAL OPERATING INCOME	19,800.54	18,595.83	19,800.54	18,595.83	1,204.71	223,150.00
OPERATING EXPENSE						
Total Administration Expenses	9,432.94	10,209.84	9,432.94	10,209.84	-776.90	122,518.00
Total Tenant Services	0.00	20.83	0.00	20.83	-20.83	250.00
Total Utilities Expenses	-2,980.72	2,083.34	-2,980.72	2,083.34	-5,064.06	25,000.00
Total Maintenance Expenses	5,841.10	6,527.09	5,841.10	6,527.09	-685.99	78,325.00
General Expense	2,901.35	2,890.83	2,901.35	2,890.83	10.52	34,690.00
TOTAL ROUTINE OPERATING EXPENSES	15,194.67	21,731.93	15,194.67	21,731.93	-6,537.26	260,783.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-3,136.08	0.00	-3,136.08	3,136.08	-37,633.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	15,194.67	18,595.85	15,194.67	18,595.85	-3,401.18	223,150.00
NET REVENUE/EXPENSE PROFIT/-LOSS						
	4,605.87	-0.02	4,605.87	-0.02	4,605.89	0.00
Total Depreciation Expense						
Total Depreciation Expense	13,730.60	12,291.67	13,730.60	12,291.67	1,438.93	147,500.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-9,124.73	-12,291.69	-9,124.73	-12,291.69	3,166.96	-147,500.00

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
April 30, 2017

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	206,706.21	211,116.42	206,706.21	211,116.42	-4,410.21	2,533,397.00
TOTAL OPERATING INCOME	206,706.21	211,116.42	206,706.21	211,116.42	-4,410.21	2,533,397.00
OPERATING EXPENSE						
Total Administration Expenses	100,809.33	112,207.48	100,809.33	112,207.48	-11,398.15	1,346,490.00
Total Tenant Services	243.33	960.40	243.33	960.40	-717.07	11,525.00
Total Utilities Expenses	-16,772.26	12,825.02	-16,772.26	12,825.02	-29,597.28	153,900.00
Total Maintenance Expenses	54,991.69	72,045.85	54,991.69	72,045.85	-17,054.16	864,550.00
General Expense	17,341.75	22,138.34	17,341.75	22,138.34	-4,796.59	265,660.00
TOTAL ROUTINE OPERATING EXPENSES	156,613.84	220,177.09	156,613.84	220,177.09	-63,563.25	2,642,125.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-9,060.66	0.00	-9,060.66	9,060.66	-108,728.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	156,613.84	211,116.43	156,613.84	211,116.43	-54,502.59	2,533,397.00
NET REVENUE/EXPENSE PROFIT/-LOSS						
	50,092.37	-0.01	50,092.37	-0.01	50,092.38	0.00
Total Depreciation Expense						
	64,219.69	72,860.41	64,219.69	72,860.41	-8,640.72	874,325.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-14,127.32	-72,860.42	-14,127.32	-72,860.42	58,733.10	-874,325.00

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
April 30, 2017

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	30,849.24	31,233.33	30,849.24	31,233.33	-384.09	374,800.00
TOTAL OPERATING INCOME	30,849.24	31,233.33	30,849.24	31,233.33	-384.09	374,800.00
OPERATING EXPENSE						
Total Administration Expenses	3,293.84	4,516.67	3,293.84	4,516.67	-1,222.83	54,200.00
Total Fee Expenses	5,760.72	5,322.17	5,760.72	5,322.17	438.55	63,866.00
Total Utilities Expenses	-338.96	2,179.16	-338.96	2,179.16	-2,518.12	26,150.00
Total Maintenance Expenses	6,580.80	16,562.92	6,580.80	16,562.92	-9,982.12	198,755.00
Total Taxes & Insurance Expense	2,691.71	2,638.51	2,691.71	2,638.51	53.20	31,662.00
Total Financial Expenses	2,329.70	3,516.67	2,329.70	3,516.67	-1,186.97	42,200.00
TOTAL ROUTINE OPERATING EXPENSE	20,317.81	34,736.10	20,317.81	34,736.10	-14,418.29	416,833.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-3,502.75	0.00	-3,502.75	3,502.75	-42,033.00
Total Capital Expenditures	0.00	-3,502.75	0.00	-3,502.75	3,502.75	-42,033.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	20,317.81	31,233.35	20,317.81	31,233.35	-10,915.54	374,800.00
NET REVENUE PROFIT/-LOSS						
	10,531.43	-0.02	10,531.43	-0.02	10,531.45	0.00
Total Depreciation Expense						
	6,308.17	5,291.67	6,308.17	5,291.67	1,016.50	63,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	4,223.26	-5,291.69	4,223.26	-5,291.69	9,514.95	-63,500.00

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
April 30, 2017

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Opetating Income	26,639.00	27,098.75	26,639.00	27,098.75	-459.75	325,185.00
TOTAL OPERATING INCOME	26,639.00	27,098.75	26,639.00	27,098.75	-459.75	325,185.00
OPERATING EXPENSE						
Total Administration Expenses	2,329.77	4,529.17	2,329.77	4,529.17	-2,199.40	54,350.00
Total Fee Expenses	5,200.65	5,103.17	5,200.65	5,103.17	97.48	61,238.00
Total Utilities Expenses	-2,836.45	2,148.33	-2,836.45	2,148.33	-4,984.78	25,780.00
Total Maintenance Expenses	6,182.46	5,200.00	6,182.46	5,200.00	982.46	62,400.00
Total Taxes & Insurance Expense	2,596.94	2,386.67	2,596.94	2,386.67	210.27	28,640.00
Total Financial Expenses	2,329.70	3,500.00	2,329.70	3,500.00	-1,170.30	42,000.00
TOTAL ROUTINE OPERATING EXPENSE	15,803.07	22,867.34	15,803.07	22,867.34	-7,064.27	274,408.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	89.75	0.00	89.75	-89.75	1,077.00
Total Capital Expenditures	0.00	89.75	0.00	89.75	-89.75	1,077.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	15,803.07	22,957.09	15,803.07	22,957.09	-7,154.02	275,485.00
NET REVENUE PROFIT/-LOSS						
	10,835.93	4,141.66	10,835.93	4,141.66	6,694.27	49,700.00
Total Depreciation Expense						
	6,789.88	6,375.00	6,789.88	6,375.00	414.88	76,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	4,046.05	-2,233.34	4,046.05	-2,233.34	6,279.39	-26,800.00

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
April 30, 2017

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	57,488.24	58,332.08	57,488.24	58,332.08	-843.84	699,985.00
TOTAL OPERATING INCOME	57,488.24	58,332.08	57,488.24	58,332.08	-843.84	699,985.00
OPERATING EXPENSE						
Total Administration Expenses	5,623.61	9,045.84	5,623.61	9,045.84	-3,422.23	108,550.00
Total Fee Expenses	10,961.37	10,425.34	10,961.37	10,425.34	536.03	125,104.00
Total Utilities Expenses	-3,175.41	4,327.49	-3,175.41	4,327.49	-7,502.90	51,930.00
Total Maintenance Expenses	12,763.26	21,762.92	12,763.26	21,762.92	-8,999.66	261,155.00
Total Taxes & Insurance Expense	5,288.65	5,025.18	5,288.65	5,025.18	263.47	60,302.00
Total Financial Expenses	4,659.40	7,016.67	4,659.40	7,016.67	-2,357.27	84,200.00
TOTAL ROUTINE OPERATING EXPENSE	36,120.88	57,603.44	36,120.88	57,603.44	-21,482.56	691,241.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-3,413.00	0.00	-3,413.00	3,413.00	-40,956.00
Total Capital Expenditures	0.00	-3,413.00	0.00	-3,413.00	3,413.00	-40,956.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	36,120.88	54,190.44	36,120.88	54,190.44	-18,069.56	650,285.00
NET REVENUE PROFIT/-LOSS						
	21,367.36	4,141.64	21,367.36	4,141.64	17,225.72	49,700.00
Total Depreciation Expense						
	13,098.05	11,666.67	13,098.05	11,666.67	1,431.38	140,000.00
NET REVENUE w/Depreciation PROFIT/-LOSS	8,269.31	-7,525.03	8,269.31	-7,525.03	15,794.34	-90,300.00

Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
April 30, 2017

	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	10,275.92	9,020.82	10,275.92	9,020.82	1,255.10	108,250.00
TOTAL ADMIN OPERATING INCOME	10,275.92	9,020.82	10,275.92	9,020.82	1,255.10	108,250.00
OPERATING EXPENSES						
Total Admin Expenses	6,752.03	7,962.49	6,752.03	7,962.49	-1,210.46	95,550.00
Total Fees Expenses	3,607.50	3,665.83	3,607.50	3,665.83	-58.33	43,990.00
Total General Expenses	132.95	606.26	132.95	606.26	-473.31	7,275.00
TOTAL OPERATING EXPENSES	10,492.48	12,234.58	10,492.48	12,234.58	-1,742.10	146,815.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSES	10,492.48	12,234.58	10,492.48	12,234.58	-1,742.10	146,815.00
NET REVENUE PROFIT/-LOSS						
	-216.56	-3,213.76	-216.56	-3,213.76	2,997.20	-38,565.00
Total Depreciation Expense	9.37	18.75	9.37	18.75	-9.38	225.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-225.93	-3,232.51	-225.93	-3,232.51	3,006.58	-38,790.00
HAP - OPERATING STATEMENT						
HAP INCOME						
Total Income	61,465.40	55,164.41	61,465.40	55,164.41	6,300.99	661,973.00
TOTAL HAP INCOME	61,465.40	55,164.41	61,465.40	55,164.41	6,300.99	661,973.00
HAP EXPENSES						
Total HAP Expenses	64,052.00	62,833.33	64,052.00	62,833.33	1,218.67	754,000.00
Total General HAP Expenses	-357.00	83.33	-357.00	83.33	-440.33	1,000.00
TOTAL HAP EXPENSES	63,695.00	62,916.66	63,695.00	62,916.66	778.34	755,000.00
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
REMAINING HAP from RESERVE +/-LOSS	-2,229.60	-7,752.25	-2,229.60	-7,752.25	5,522.65	-93,027.00

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
April, 2017

	Current Period	Last Year Same P	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	21,412.61	19,873.63	1,538.98	21,412.61
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,587.76	14,556.00	1,031.76	15,587.76
Administrative Expenses	254.58	226.79	27.79	254.58
Tenant Services	16.66	0.00	16.66	16.66
Utilities	-3,108.56	-7,403.12	4,294.56	-3,108.56
Maintenance Supplies/Contracts	4,055.46	2,191.42	1,864.04	4,055.46
Mileage	0.00	0.00	0.00	0.00
General Expenses	7,423.74	7,536.05	-112.31	7,423.74
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	45,642.25	36,980.77	8,661.48	45,642.25
AMP002 - FAMILY				
Salaries	37,444.23	35,253.96	2,190.27	37,444.23
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,502.86	15,501.28	1,001.58	16,502.86
Administrative Expenses	1,013.88	1,294.95	-281.07	1,013.88
Tenant Services	0.00	3.79	-3.79	0.00
Utilities	-6,732.74	-585.12	-6,147.62	-6,732.74
Maintenance Supplies/Contracts	4,921.69	1,893.41	3,028.28	4,921.69
Mileage	0.00	47.52	-47.52	0.00
General Expenses	5,731.14	6,125.20	-394.06	5,731.14
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	58,881.06	59,534.99	-653.93	58,881.06
AMP003 - BLUEBELL				
Salaries	8,552.19	8,099.74	452.45	8,552.19
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,514.01	4,279.92	234.09	4,514.01
Administrative Expenses	489.90	420.84	69.06	489.90
Tenant Services	0.00	0.00	0.00	0.00
Utilities	-2,980.72	-167.99	-2,812.73	-2,980.72
Maintenance Supplies/Contracts	1,717.94	1,393.15	324.79	1,717.94
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,901.35	2,670.69	230.66	2,901.35
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	15,194.67	16,696.35	-1,501.68	15,194.67
COCC				
Salaries	34,302.63	29,990.13	4,312.50	34,302.63
Employee W/H Payments	-1,151.40	539.34	-1,690.74	-1,151.40
Management Fees	0.00	378.00	-378.00	0.00
Administrative Expenses	5,167.31	3,640.89	1,526.42	5,167.31
Tenant Services	0.00	0.00	0.00	0.00
Utilities	-3,950.24	-361.85	-3,588.39	-3,950.24
Maintenance Supplies/Contracts	90.64	22.14	68.50	90.64
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,285.52	1,343.13	-57.61	1,285.52
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	35,744.46	35,551.78	192.68	35,744.46
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	101,711.66	93,217.46	8,494.20	101,711.66
Employee W/H Payments	-1,151.40	539.34	-1,690.74	-1,151.40
Management Fees	36,604.63	34,715.20	1,889.43	36,604.63
Administrative Expenses	6,925.67	5,583.47	1,342.20	6,925.67
Tenant Services	16.66	3.79	12.87	16.66
Utilities	-16,772.26	-8,518.08	-8,254.18	-16,772.26
Maintenance Supplies	10,785.73	5,500.12	5,285.61	10,785.73
Mileage	0.00	47.52	-47.52	0.00
General Expenses	17,341.75	17,675.07	-333.32	17,341.75
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL LOW RENT CLAIMS	155,462.44	148,763.89	6,698.55	155,462.44

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
April, 2017

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	8,263.54	7,528.67	734.87
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,760.72	5,354.82	405.90
Administrative Expenses	353.57	418.75	-65.18
Utilities	-338.96	4,328.66	-4,667.62
Maintenance Supplies/Contracts	1,257.53	1,450.41	-192.88
Tax & Insurance Expenses	2,691.71	2,463.47	228.24
Finacial Expenses	2,329.70	2,433.49	-103.79
TOTAL BRENTWOOD CLAIMS	20,317.81	23,978.27	-3,660.46
PRAIRIELAND			
Salaries	8,263.33	7,528.50	734.83
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,200.65	4,902.30	298.35
Administrative Expenses	-610.45	348.87	-959.32
Utilities	-2,836.45	487.59	-3,324.04
Maintenance Supplies/Contracts	859.35	1,425.47	-566.12
Taxes & Insurance Expenses	2,596.94	2,364.07	232.87
Financial Expenses	2,329.70	2,433.48	-103.78
TOTAL PRAIRIELAND CLAIMS	15,803.07	19,490.28	-3,687.21
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	16,526.87	15,057.17	1,469.70
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,961.37	10,257.12	704.25
Administrative Expenses	-256.88	767.62	-1,024.50
Utilities	-3,175.41	4,816.25	-7,991.66
Maintenance Supplies	2,116.88	2,875.88	-759.00
Taxes & Insurance Expenses	5,288.65	4,827.54	461.11
Financial Expenses	4,659.40	4,866.97	-207.57
TOTAL AHP CLAIMS	36,120.88	43,468.55	-7,347.67
HOUSING CHOICE VOUCHER - HCV			
Salaries	6,377.89	5,930.32	447.57
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,607.50	3,159.00	448.50
Administrative Expenses	374.14	400.72	-26.58
General Expense-Admin	132.95	398.35	-265.40
Total HCV Expenses	10,492.48	9,888.39	604.09
HAP Expenses	64,052.00	54,696.00	9,356.00
General Expenses	-357.00	0.00	-357.00
Total HAP Expenses	63,695.00	54,696.00	8,999.00
TOTAL HCV CLAIMS	74,187.48	64,584.39	9,603.09

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
April, 2017

	Current Period	Last Year Same	Current Year	Cumulative
CFG 2015 - \$598,801				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	17,250.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	500,738.85
Dwelling Equipment	0.00	0.00	0.00	3,357.32
Non Dwelling Equipment	0.00	0.00	0.00	42,724.90
TOTAL CFG 2015 CLAIMS	0.00	0.00	0.00	564,071.07
CFG 2014 - \$619,889				
Admin. / Operations	0.00	0.00	0.00	101,989.00
Fees & Costs	0.00	-24,950.00	0.00	75,096.50
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	316,968.26
Dwelling Equipment	0.00	0.00	0.00	124,169.80
Non-Dwelling Equipment	0.00	0.00	0.00	565.44
TOTAL CFG 2014 CLAIMS	0.00	-24,950.00	0.00	618,789.00
CFG 2013 - \$584,976				
Admin. / Operations	0.00	0.00	0.00	98,498.00
Fees & Costs	0.00	0.00	0.00	6,000.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	466,718.89
Dwelling Equipment	0.00	0.00	0.00	12,002.27
Non-Dwelling Equipment	0.00	0.00	0.00	1,756.84
TOTAL CFG 2013 CLAIMS	0.00	0.00	0.00	584,976.00
TOTAL CFG GRANT(S) CLAIMS	0.00	-24,950.00	0.00	1,767,836.07

Knox County Housing Authority
CLAIMS REPORT TOTALS
April, 2017

	Current Period	Last Year Same P	Variance	Current Year
TOTALS				
<hr/>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	45,642.25	36,980.77	8,661.48	45,642.25
AMP002 - FAMILY	58,881.06	59,534.99	-653.93	58,881.06
AMP003 - BLUEBELL	15,194.67	16,696.35	-1,501.68	15,194.67
COCC	35,744.48	35,602.20	142.28	35,744.48
TOTAL LOW RENT	155,462.46	148,814.31	6,648.15	155,462.46
<u>A.H.P.</u>				
BRENTWOOD	20,317.81	23,978.27	-3,660.46	20,317.81
PRAIRIELAND	15,803.07	19,490.28	-3,687.21	15,803.07
TOTAL A.H.P.	36,120.88	43,468.55	-7,347.67	36,120.88
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	10,492.48	9,888.39	604.09	10,492.48
TOTAL HCV	10,492.48	9,888.39	604.09	10,492.48
<u>GRANTS</u>				
CAPITAL FUND GRANT '16	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '15	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '14	0.00	-24,950.00	24,950.00	0.00
CAPITAL FUND GRANT '13	0.00	0.00	0.00	0.00
TOTAL GRANTS	0.00	-24,950.00	24,950.00	0.00
<hr/>				
TOTAL CLAIMS FOR MONTH	202,075.82	177,221.25	24,854.57	202,075.82

FINANCIAL NOTES FOR MAY 2017

JUNE 22, 2017 MEETING

COCC

	<u>May-17</u>	<u>Current YTD</u>
Operating Income	\$51,550.93	\$102,731.56
Operating Expenses	\$43,411.33	\$80,307.19
Net Revenue Income/(Loss)	\$8,139.60	\$22,424.37

Notes:

Maintenance clinic training.

Nelrod annual dues.

Operated in the black for month & for the year.

COCC's Cash, Investments, A/R, & A/P \$898,668.49

MOON TOWERS

	<u>May-17</u>	<u>Current YTD</u>
Operating Income	\$65,751.44	\$130,727.93
Operating Expenses	\$78,379.17	\$124,021.42
Net Revenue Income/(Loss)	(\$12,627.73)	\$6,706.51

Notes:

Maintenance clinic training.

Talx Corp payments

Elevator maintenance contract.

Purchased air conditioners (10) and refrigerators (2).

Operated in red for month and black for year.

Moon Towers' Cash, Investments, A/R, & A/P \$502,304.04 **\$248,042.84** *minimum reserve position*

FAMILY

	<u>May-17</u>	<u>Current YTD</u>
Operating Income	\$90,466.59	\$161,215.14
Operating Expenses	\$73,379.55	\$132,260.61
Net Revenue Income/(Loss)	\$17,087.04	\$28,954.53

Notes:

Maintenance clinic training.

Talx Corp payments

The \$7400 paid to Alliance Architects will be reimbursed by Cap Fund.

Operated in the black for month & for the year.

Family's Cash, Investments, A/R, & A/P \$437,022.22 **\$264,521.22** *minimum reserve position*

BLUEBELL

	<u>May-17</u>	<u>Current YTD</u>
Operating Income	\$20,565.68	\$40,366.22
Operating Expenses	\$21,530.72	\$36,725.39
Net Revenue Income/(Loss)	(\$965.04)	\$3,640.83

Notes:

Maintenance clinic training.

Talx Corp payments

Operated in red for month and black for year.

Bluebell's Cash, Investments, A/R, & A/P \$95,822.93 **\$73,450.78** *minimum reserve position*

FINANCIAL NOTES FOR MAY 2017

JUNE 22, 2017 MEETING

BRENTWOOD

	<u>May-17</u>	<u>Current YTD</u>
Operating Income	\$31,727.66	\$62,576.90
Operating Expenses	\$25,392.72	\$45,710.52
Net Revenue Income/(Loss)	\$6,334.94	\$16,866.38

Notes:

Maintenance clinic training.

Operated in the black for month and for the year.

Brentwood's Cash, Investments, A/R, & A/P \$171,648.45

PRAIRIELAND

	<u>May-17</u>	<u>Current YTD</u>
Operating Income	\$26,857.00	\$53,496.00
Operating Expenses	\$26,790.31	\$42,593.38
Net Revenue Income/(Loss)	\$66.69	\$10,902.62

Notes:

Maintenance clinic training.

Operated in the black for month and for the year.

<i>Prairieland's Cash</i>	<i>(\$63,855.72)</i>
<i>Security Deposits</i>	<i>(\$54.00)</i>
<i>Replacement Reserve</i>	<i>\$86,744.23</i>
<i>Residual Receipts</i>	<i>\$54,488.33</i>
PL's Total Cash	\$77,322.84

HOUSING CHOICE VOUCHERS

<u>Admin.</u>	<u>May-17</u>	<u>Current YTD</u>
Operating Income	\$8,223.46	\$17,535.98
Operating Expenses	\$10,726.80	\$21,228.65
Net Revenue Income/(Loss)	(\$2,503.34)	(\$3,692.67)

Notes:

Paid Salaries, Inspections, and admin. expenses

Maintenance clinic training.

Deficit covered by the UNP.

Unrestricted Net Position (UNP)	\$174,243.49	<i>4/30/2017 Balance</i>
Investment in Fixed Assets	\$0.00	
Monthly Net Revenue Income/(Loss)	(\$2,503.34)	
	\$0.00	<i>Year End Adjustment</i>
UNP Ending Balance	\$171,740.15	For Admin Expenses and HAP (if needed)
<i>Pre 2004 Balance</i>	<i>\$121,830.26</i>	
<i>Post 2013 Balance</i>	<i>\$53,602.56</i>	
<i>Investment in Fixed Assets</i>	<i>\$112.49</i>	
	\$175,545.31	<i>3/31/2017</i>

<u>HAP</u>	<u>May-17</u>	<u>Current YTD</u>
Operating Income	\$71,995.00	\$133,460.40
Operating Expenses	\$68,134.50	\$131,829.50
Net Revenue Income/(Loss)	\$3,860.50	\$1,630.90

Notes:

HAP payments

Voucher expenses less than amount funded for the month.

Net Restricted Position (NRP)	\$28,938.75	<i>4/30/2017 Balance</i>
	\$0.00	<i>Year End Adjustment</i>
Monthly Net Revenue Income/(Loss)	\$3,860.50	
NRP Ending Balance for HAP	\$32,799.25	For HAP Expenses (Only)

Created by Lee Lofing, Finance Coordinator, KCHA

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
May 31, 2017

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	51,550.93	57,256.00	102,731.56	114,512.00	-11,780.44	687,072.00
TOTAL OPERATING INCOME	51,550.93	57,256.00	102,731.56	114,512.00	-11,780.44	687,072.00
OPERATING EXPENSE						
Total Administration Expenses	41,333.52	44,179.15	80,803.46	88,358.30	-7,554.84	530,150.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	645.85	495.84	-3,304.39	991.68	-4,296.07	5,950.00
Total Maintenance Expenses	146.44	645.83	237.08	1,291.66	-1,054.58	7,750.00
General Expense	1,285.52	1,391.67	2,571.04	2,783.34	-212.30	16,700.00
TOTAL ROUTINE OPERATING EXPENSES	43,411.33	46,712.49	80,307.19	93,424.98	-13,117.79	560,550.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	10,543.50	0.00	21,087.00	-21,087.00	126,522.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	43,411.33	57,255.99	80,307.19	114,511.98	-34,204.79	687,072.00
NET REVENUE/-EXPENSE PROFIT/-LOSS	8,139.60	0.01	22,424.37	0.02	22,424.35	0.00
Total Depreciation Expense						
Total Depreciation Expense	49.83	152.08	99.66	304.16	-204.50	1,825.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	8,089.77	-152.07	22,324.71	-304.14	22,628.85	-1,825.00

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
May 31, 2017

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	65,751.44	57,264.61	130,727.93	114,529.22	16,198.71	687,175.00
TOTAL OPERATING INCOME	65,751.44	57,264.61	130,727.93	114,529.22	16,198.71	687,175.00
OPERATING EXPENSE						
Total Administration Expenses	25,079.01	25,059.92	48,227.05	50,119.84	-1,892.79	300,719.00
Total Tenant Services	0.00	93.74	16.66	187.48	-170.82	1,125.00
Total Utilities Expenses	13,570.88	7,916.67	10,462.32	15,833.34	-5,371.02	95,000.00
Total Maintenance Expenses	34,595.89	21,643.76	52,758.26	43,287.52	9,470.74	259,725.00
General Expense	5,133.39	8,670.84	12,557.13	17,341.68	-4,784.55	104,050.00
TOTAL ROUTINE OPERATING EXPENSES	78,379.17	63,384.93	124,021.42	126,769.86	-2,748.44	760,619.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-6,120.33	0.00	-12,240.66	12,240.66	-73,444.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	78,379.17	57,264.60	124,021.42	114,529.20	9,492.22	687,175.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-12,627.73	0.01	6,706.51	0.02	6,706.49	0.00
Total Depreciation Expense						
Total Depreciation Expense	28,257.74	33,333.33	56,515.48	66,666.66	-10,151.18	400,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-40,885.47	-33,333.32	-49,808.97	-66,666.64	16,857.67	-400,000.00

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
May 31, 2017

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	90,466.59	77,999.98	161,215.14	155,999.96	5,215.18	936,000.00
TOTAL OPERATING INCOME	90,466.59	77,999.98	161,215.14	155,999.96	5,215.18	936,000.00
OPERATING EXPENSE						
Total Administration Expenses	32,191.87	32,758.57	60,950.28	65,517.14	-4,566.86	393,103.00
Total Tenant Services	126.94	845.83	353.61	1,691.66	-1,338.05	10,150.00
Total Utilities Expenses	1,898.01	2,329.17	-4,834.73	4,658.34	-9,493.07	27,950.00
Total Maintenance Expenses	38,836.05	43,229.17	69,733.63	86,458.34	-16,724.71	518,750.00
General Expense	326.68	9,185.00	6,057.82	18,370.00	-12,312.18	110,220.00
TOTAL ROUTINE OPERATING EXPENSES	73,379.55	88,347.74	132,260.61	176,695.48	-44,434.87	1,060,173.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-10,347.75	0.00	-20,695.50	20,695.50	-124,173.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	73,379.55	77,999.99	132,260.61	155,999.98	-23,739.37	936,000.00
NET REVENUE/EXPENSE PROFIT/-LOSS	17,087.04	-0.01	28,954.53	-0.02	28,954.55	0.00
Total Depreciation Expense						
Total Depreciation Expense	22,181.52	27,083.33	44,363.04	54,166.66	-9,803.62	325,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-5,094.48	-27,083.34	-15,408.51	-54,166.68	38,758.17	-325,000.00

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
May 31, 2017

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	20,565.68	18,595.83	40,366.22	37,191.66	3,174.56	223,150.00
TOTAL OPERATING INCOME	20,565.68	18,595.83	40,366.22	37,191.66	3,174.56	223,150.00
OPERATING EXPENSE						
Total Administration Expenses	9,912.86	10,209.84	19,345.80	20,419.68	-1,073.88	122,518.00
Total Tenant Services	239.76	20.83	239.76	41.66	198.10	250.00
Total Utilities Expenses	2,324.46	2,083.34	-656.26	4,166.68	-4,822.94	25,000.00
Total Maintenance Expenses	6,694.00	6,527.09	12,535.10	13,054.18	-519.08	78,325.00
General Expense	2,359.64	2,890.83	5,260.99	5,781.66	-520.67	34,690.00
TOTAL ROUTINE OPERATING EXPENSES	21,530.72	21,731.93	36,725.39	43,463.86	-6,738.47	260,783.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-3,136.08	0.00	-6,272.16	6,272.16	-37,633.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	21,530.72	18,595.85	36,725.39	37,191.70	-466.31	223,150.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-965.04	-0.02	3,640.83	-0.04	3,640.87	0.00
Total Depreciation Expense						
Total Depreciation Expense	13,730.60	12,291.67	27,461.20	24,583.34	2,877.86	147,500.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-14,695.64	-12,291.69	-23,820.37	-24,583.38	763.01	-147,500.00

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
May 31, 2017

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	228,334.64	211,116.42	435,040.85	422,232.84	12,808.01	2,533,397.00
TOTAL OPERATING INCOME	228,334.64	211,116.42	435,040.85	422,232.84	12,808.01	2,533,397.00
OPERATING EXPENSE						
Total Administration Expenses	108,517.26	112,207.48	209,326.59	224,414.96	-15,088.37	1,346,490.00
Total Tenant Services	366.70	960.40	610.03	1,920.80	-1,310.77	11,525.00
Total Utilities Expenses	18,439.20	12,825.02	1,666.94	25,650.04	-23,983.10	153,900.00
Total Maintenance Expenses	80,272.38	72,045.85	135,264.07	144,091.70	-8,827.63	864,550.00
General Expense	9,105.23	22,138.34	26,446.98	44,276.68	-17,829.70	265,660.00
TOTAL ROUTINE OPERATING EXPENSES	216,700.77	220,177.09	373,314.61	440,354.18	-67,039.57	2,642,125.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-9,060.66	0.00	-18,121.32	18,121.32	-108,728.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	216,700.77	211,116.43	373,314.61	422,232.86	-48,918.25	2,533,397.00
NET REVENUE/EXPENSE PROFIT/-LOSS	11,633.87	-0.01	61,726.24	-0.02	61,726.26	0.00
Total Depreciation Expense						
Total Depreciation Expense	64,219.69	72,860.41	128,439.38	145,720.82	-17,281.44	874,325.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-52,585.82	-72,860.42	-66,713.14	-145,720.84	79,007.70	-874,325.00

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
May 31, 2017

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	31,727.66	31,233.33	62,576.90	62,466.66	110.24	374,800.00
TOTAL OPERATING INCOME	31,727.66	31,233.33	62,576.90	62,466.66	110.24	374,800.00
OPERATING EXPENSE						
Total Administration Expenses	2,725.81	4,516.67	6,019.65	9,033.34	-3,013.69	54,200.00
Total Fee Expenses	5,760.72	5,322.17	11,521.44	10,644.34	877.10	63,866.00
Total Utilities Expenses	712.54	2,179.16	373.58	4,358.32	-3,984.74	26,150.00
Total Maintenance Expenses	11,303.36	16,562.92	17,884.16	33,125.84	-15,241.68	198,755.00
Total Taxes & Insurance Expense	2,644.18	2,638.51	5,335.89	5,277.02	58.87	31,662.00
Total Financial Expenses	2,246.11	3,516.67	4,575.81	7,033.34	-2,457.53	42,200.00
TOTAL ROUTINE OPERATING EXPENSE	25,392.72	34,736.10	45,710.53	69,472.20	-23,761.67	416,833.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-3,502.75	0.00	-7,005.50	7,005.50	-42,033.00
Total Capital Expenditures	0.00	-3,502.75	0.00	-7,005.50	7,005.50	-42,033.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	25,392.72	31,233.35	45,710.53	62,466.70	-16,756.17	374,800.00
NET REVENUE PROFIT/-LOSS						
	6,334.94	-0.02	16,866.37	-0.04	16,866.41	0.00
Total Depreciation Expense						
	6,308.17	5,291.67	12,616.34	10,583.34	2,033.00	63,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	26.77	-5,291.69	4,250.03	-10,583.38	14,833.41	-63,500.00

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
May 31, 2017

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	26,857.00	27,098.75	53,496.00	54,197.50	-701.50	325,185.00
TOTAL OPERATING INCOME	26,857.00	27,098.75	53,496.00	54,197.50	-701.50	325,185.00
OPERATING EXPENSE						
Total Administration Expenses	3,182.61	4,529.17	5,512.38	9,058.34	-3,545.96	54,350.00
Total Fee Expenses	5,040.63	5,103.17	10,241.28	10,206.34	34.94	61,238.00
Total Utilities Expenses	5,386.42	2,148.33	2,549.97	4,296.66	-1,746.69	25,780.00
Total Maintenance Expenses	8,771.14	5,200.00	14,953.60	10,400.00	4,553.60	62,400.00
Total Taxes & Insurance Expense	2,163.40	2,386.67	4,760.34	4,773.34	-13.00	28,640.00
Total Financial Expenses	2,246.11	3,500.00	4,575.81	7,000.00	-2,424.19	42,000.00
TOTAL ROUTINE OPERATING EXPENSE	26,790.31	22,867.34	42,593.38	45,734.68	-3,141.30	274,408.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	89.75	0.00	179.50	-179.50	1,077.00
Total Capital Expenditures	0.00	89.75	0.00	179.50	-179.50	1,077.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	26,790.31	22,957.09	42,593.38	45,914.18	-3,320.80	275,485.00
NET REVENUE PROFIT/-LOSS						
	66.69	4,141.66	10,902.62	8,283.32	2,619.30	49,700.00
Total Depreciation Expense						
	6,789.88	6,375.00	13,579.76	12,750.00	829.76	76,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-6,723.19	-2,233.34	-2,677.14	-4,466.68	1,789.54	-26,800.00

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
May 31, 2017

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	58,584.66	58,332.08	116,072.90	116,664.16	-591.26	699,985.00
TOTAL OPERATING INCOME	58,584.66	58,332.08	116,072.90	116,664.16	-591.26	699,985.00
OPERATING EXPENSE						
Total Administration Expenses	5,908.42	9,045.84	11,532.03	18,091.68	-6,559.65	108,550.00
Total Fee Expenses	10,801.35	10,425.34	21,762.72	20,850.68	912.04	125,104.00
Total Utilities Expenses	6,098.96	4,327.49	2,923.55	8,654.98	-5,731.43	51,930.00
Total Maintenance Expenses	20,074.50	21,762.92	32,837.76	43,525.84	-10,688.08	261,155.00
Total Taxes & Insurance Expense	4,807.58	5,025.18	10,096.23	10,050.36	45.87	60,302.00
Total Financial Expenses	4,492.22	7,016.67	9,151.62	14,033.34	-4,881.72	84,200.00
TOTAL ROUTINE OPERATING EXPENSE	52,183.03	57,603.44	88,303.91	115,206.88	-26,902.97	691,241.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-3,413.00	0.00	-6,826.00	6,826.00	-40,956.00
Total Capital Expenditures	0.00	-3,413.00	0.00	-6,826.00	6,826.00	-40,956.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	52,183.03	54,190.44	88,303.91	108,380.88	-20,076.97	650,285.00
NET REVENUE PROFIT/-LOSS						
	6,401.63	4,141.64	27,768.99	8,283.28	19,485.71	49,700.00
Total Depreciation Expense						
	13,098.05	11,666.67	26,196.10	23,333.34	2,862.76	140,000.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-6,696.42	-7,525.03	1,572.89	-15,050.06	16,622.95	-90,300.00

Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
May 31, 2017

	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	8,283.46	9,020.82	18,559.38	18,041.64	517.74	108,250.00
TOTAL ADMIN OPERATING INCOME	8,283.46	9,020.82	18,559.38	18,041.64	517.74	108,250.00
OPERATING EXPENSES						
Total Admin Expenses	7,122.65	7,962.49	13,874.68	15,924.98	-2,050.30	95,550.00
Total Fees Expenses	3,744.00	3,665.83	7,351.50	7,331.66	19.84	43,990.00
Total General Expenses	-149.22	606.26	-16.27	1,212.52	-1,228.79	7,275.00
TOTAL OPERATING EXPENSES	10,717.43	12,234.58	21,209.91	24,469.16	-3,259.25	146,815.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSES	10,717.43	12,234.58	21,209.91	24,469.16	-3,259.25	146,815.00
NET REVENUE PROFIT/-LOSS						
	-2,433.97	-3,213.76	-2,650.53	-6,427.52	3,776.99	-38,565.00
Total Depreciation Expense	9.37	18.75	18.74	37.50	-18.76	225.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-2,443.34	-3,232.51	-2,669.27	-6,465.02	3,795.75	-38,790.00
HAP - OPERATING STATEMENT						
HAP INCOME						
Total Income	71,995.00	55,164.41	133,460.40	110,328.82	23,131.58	661,973.00
TOTAL HAP INCOME	71,995.00	55,164.41	133,460.40	110,328.82	23,131.58	661,973.00
HAP EXPENSES						
Total HAP Expenses	68,808.00	62,833.33	132,860.00	125,666.66	7,193.34	754,000.00
Total General HAP Expenses	-673.50	83.33	-1,030.50	166.66	-1,197.16	1,000.00
TOTAL HAP EXPENSES	68,134.50	62,916.66	131,829.50	125,833.32	5,996.18	755,000.00
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
REMAINING HAP from RESERVE +/-LOSS	3,860.50	-7,752.25	1,630.90	-15,504.50	17,135.40	-93,027.00

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
May, 2017

	Current Period	Last Year Same P	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	21,099.84	20,893.44	206.40	42,512.45
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,966.27	14,484.24	1,482.03	31,554.03
Administrative Expenses	1,866.03	1,922.80	-56.77	2,120.61
Teneant Services	0.00	107.50	-107.50	16.66
Utilities	13,570.88	13,106.60	464.28	10,462.32
Maintenance Supplies/Contracts	20,742.76	15,665.72	5,077.04	24,798.22
Mileage	0.00	0.00	0.00	0.00
General Expenses	5,133.39	5,353.39	-220.00	12,557.13
Non-Routine Expense	0.00	150.00	-150.00	0.00
TOTAL MOON TOWERS CLAIMS	78,379.17	71,683.69	6,695.48	124,021.42
AMP002 - FAMILY				
Salaries	37,900.13	39,178.45	-1,278.32	75,344.36
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,816.90	15,501.28	1,315.62	33,319.76
Administrative Expenses	4,166.13	4,798.85	-632.72	5,180.01
Teneant Services	0.00	0.00	0.00	0.00
Utilities	1,898.01	1,821.99	76.02	-4,834.73
Maintenance Supplies/Contracts	12,271.70	6,179.30	6,092.40	17,193.39
Mileage	0.00	83.16	-83.16	0.00
General Expenses	326.68	1,019.61	-692.93	6,057.82
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	73,379.55	68,582.64	4,796.91	132,260.61
AMP003 - BLUEBELL				
Salaries	8,435.94	8,548.93	-112.99	16,988.13
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,514.01	4,279.92	234.09	9,028.02
Administrative Expenses	998.18	1,288.68	-290.50	1,488.08
Teneant Services	239.76	0.00	239.76	239.76
Utilities	2,324.46	2,090.21	234.25	-656.26
Maintenance Supplies/Contracts	2,658.73	1,827.70	831.03	4,376.67
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,359.64	2,433.47	-73.83	5,260.99
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	21,530.72	20,468.91	1,061.81	36,725.39
COCC				
Salaries	34,159.85	32,538.17	1,621.68	68,462.48
Employee W/H Payments	338.08	558.89	-220.81	-813.32
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	7,173.67	4,738.71	2,434.96	12,340.98
Teneant Services	0.00	0.00	0.00	0.00
Utilities	645.85	716.97	-71.12	-3,304.39
Maintenance Supplies/Contracts	146.44	923.62	-777.18	237.08
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,285.52	1,343.13	-57.61	2,571.04
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	43,749.41	40,819.49	2,929.92	79,493.87
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	101,595.76	101,158.99	436.77	203,307.42
Employee W/H Payments	338.08	558.89	-220.81	-813.32
Management Fees	37,297.18	34,265.44	3,031.74	73,901.81
Administrative Expenses	14,204.01	12,749.04	1,454.97	21,129.68
Teneant Services	239.76	107.50	132.26	256.42
Utilities	18,439.20	17,735.77	703.43	1,666.94
Maintenance Supplies	35,819.63	24,596.34	11,223.29	46,605.36
Mileage	0.00	83.16	-83.16	0.00
General Expenses	9,105.23	10,149.60	-1,044.37	26,446.98
Non-Routine Expenses	0.00	150.00	-150.00	0.00
TOTAL LOW RENT CLAIMS	217,038.85	201,554.73	15,484.12	372,501.29

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
May, 2017

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	8,235.83	7,964.22	271.61
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,760.72	5,354.82	405.90
Administrative Expenses	-214.47	708.52	-922.99
Utilities	712.54	706.47	6.07
Maintenance Supplies/Contracts	6,007.81	3,094.11	2,913.70
Tax & Insurance Expenses	2,644.18	2,614.02	30.16
Finacial Expenses	2,246.11	2,347.11	-101.00
TOTAL BRENTWOOD CLAIMS	<u>25,392.72</u>	<u>22,789.27</u>	<u>2,603.45</u>
PRAIRIELAND			
Salaries	8,235.59	7,963.99	271.60
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,040.63	4,676.04	364.59
Administrative Expenses	242.39	-499.28	741.67
Utilities	5,386.42	4,579.14	807.28
Maintenance Supplies/Contracts	3,475.77	1,760.60	1,715.17
Taxes & Insurance Expenses	2,163.40	2,108.29	55.11
Financial Expenses	2,246.11	2,347.11	-101.00
TOTAL PRAIRIELAND CLAIMS	<u>26,790.31</u>	<u>22,935.89</u>	<u>3,854.42</u>
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	16,471.42	15,928.21	543.21
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,801.35	10,030.86	770.49
Administrative Expenses	27.92	209.24	-181.32
Utilities	6,098.96	5,285.61	813.35
Maintenance Supplies	9,483.58	4,854.71	4,628.87
Taxes & Insurance Expenses	4,807.58	4,722.31	85.27
Financial Expenses	4,492.22	4,694.22	-202.00
TOTAL AHP CLAIMS	<u>52,183.03</u>	<u>45,725.16</u>	<u>6,457.87</u>
HOUSING CHOICE VOUCHER - HCV			
Salaries	6,342.50	6,326.30	16.20
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,744.00	3,178.50	565.50
Administrative Expenses	780.15	1,783.78	-1,003.63
General Expense-Admin	-149.22	-157.64	8.42
Total HCV Expenses	<u>10,717.43</u>	<u>11,130.94</u>	<u>-413.51</u>
HAP Expenses	68,808.00	56,089.00	12,719.00
General Expenses	-673.50	-555.98	-117.52
Total HAP Expenses	<u>68,134.50</u>	<u>55,533.02</u>	<u>12,601.48</u>
TOTAL HCV CLAIMS	<u>78,851.93</u>	<u>66,663.96</u>	<u>12,187.97</u>

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
May, 2017

	Current Period	Last Year Same	Current Year	Cumulative
CFG 2015 - \$598,801				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	17,250.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	500,738.85
Dwelling Equipment	0.00	0.00	0.00	3,357.32
Non Dwelling Equipment	0.00	0.00	0.00	42,724.90
TOTAL CFG 2015 CLAIMS	0.00	0.00	0.00	564,071.07
CFG 2014 - \$619,889				
Admin. / Operations	0.00	0.00	0.00	101,989.00
Fees & Costs	1,100.00	24,950.00	1,100.00	76,196.50
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	316,968.26
Dwelling Equipment	0.00	0.00	0.00	124,169.80
Non-Dwelling Equipment	0.00	0.00	0.00	565.44
TOTAL CFG 2014 CLAIMS	1,100.00	24,950.00	1,100.00	619,889.00
CFG 2013 - \$584,976				
Admin. / Operations	0.00	0.00	0.00	98,498.00
Fees & Costs	0.00	0.00	0.00	6,000.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	466,718.89
Dwelling Equipment	0.00	0.00	0.00	12,002.27
Non-Dwelling Equipment	0.00	0.00	0.00	1,756.84
TOTAL CFG 2013 CLAIMS	0.00	0.00	0.00	584,976.00
TOTAL CFG GRANT(S) CLAIMS	1,100.00	24,950.00	1,100.00	1,768,936.07

Knox County Housing Authority
CLAIMS REPORT TOTALS
May, 2017

	Current Period	Last Year Same P	Variance	Current Year
TOTALS				
<hr/>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	78,379.17	71,683.69	6,695.48	124,021.42
AMP002 - FAMILY	73,379.55	68,582.64	4,796.91	132,260.61
AMP003 - BLUEBELL	21,530.72	20,468.91	1,061.81	36,725.39
COCC	43,749.43	40,814.37	2,935.06	79,493.91
TOTAL LOW RENT	217,038.87	201,549.61	15,489.26	372,501.33
<u>A.H.P.</u>				
BRENTWOOD	25,392.72	22,789.27	2,603.45	45,710.53
PRAIRIELAND	26,790.31	22,935.89	3,854.42	42,593.38
TOTAL A.H.P.	52,183.03	45,725.16	6,457.87	88,303.91
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	10,717.43	11,130.94	-413.51	21,209.91
TOTAL HCV	10,717.43	11,130.94	-413.51	21,209.91
<u>GRANTS</u>				
CAPITAL FUND GRANT '16	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '15	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '14	1,100.00	24,950.00	-23,850.00	1,100.00
CAPITAL FUND GRANT '13	0.00	0.00	0.00	0.00
TOTAL GRANTS	1,100.00	24,950.00	-23,850.00	1,100.00
<hr/>				
TOTAL CLAIMS FOR MONTH	281,039.33	283,355.71	-2,316.38	483,115.15

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 06/22/2017

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 06/27/2017

SUBJECT: Election of Vice Chairperson, KCHA Board of Commissioners

Executive Summary

Section 3.02 of the Knox County Housing Authority Board of Commissioner By-Laws requires election of officers at the Authority's annual meeting. The by-laws provide for the election of a Chairperson and a Vice Chairperson, and elected officials hold office for a one-year term, or as long as the Board deems necessary.

Due to the retirement of Commissioner Roger Peterson, who held the position of Vice Chairperson, the Board will be required to hold an election for the position of Vice-Chairperson at the 06/27/2017 regular meeting of the Board of Commissioners. KCHA Legal counsel Jack Ball will officiate the election.

Nominations prior to the meeting may be sent to the Executive Director at dantoine@knoxhousing.org or to KCHA Legal Counsel Jack Ball at jackball@grics.net.

Board action will be required to install the elected official.

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 05/25/2017

FROM: Derek Antoine
Executive Director



BOARD MEETING: 05/30/2017

SUBJECT: WCHA – Memorandum of Understanding (MOU) Modification

Executive Summary

The Warren County Housing Authority has submitted a request to modify the current Memorandum of Understanding (MOU) between the two agencies. Specifically, the WCHA has asked to port six housing choice vouchers to the Knox County Housing Authority, and that the vouchers continue to be administered in Warren County.

The reason for this request is to eliminate a conflict of interest that has developed due to a recent hiring of WCHA staff and four landlords that are currently participating in the Warren County Section 8 Housing Choice Voucher (HCV) program. The families will be served in place, and not be asked to move once their files have been transferred to KCHA administration.

The two agencies are currently engaged in a similar agreement, as WCHA currently has authorization to administer 20 vouchers in Knox County.

Fiscal Impact

The KCHA is currently working to grow the number of vouchers it serves, and will absorb the vouchers, assuming full financial obligation for their administration, once the process is completed.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners approve modification of the Memorandum of Understanding between the Knox County Housing Authority and the Warren County Housing Authority to allow the Knox County Housing Authority to administer six housing choice vouchers within the jurisdictional parameters of Warren County.

EXECUTIVE DIRECTOR'S REPORT JUNE 2017

*Building Community, People, and Partnerships.
We are the Knox County Housing Authority.*



EXECUTIVE SUMMARY

Executive Summary

REGULAR MEETING – KCHA BOARD OF COMMISSIONERS

Tuesday, June 27, 2017
Moon Towers Conference Room
255 W. Tompkins St.
Galesburg, IL 61401

TRAINING AND DEVELOPMENT SUMMARY

The following information details training and development attended or presented by executive level staff during the month of June 2017:

Staff	Date	Training
D. Antoine/C. Lefler	06/20/2017 – 06/21/2017	Financial Training
D. Antoine	06/06/2017	HQS Training (Trainer)

POLICY/OPERATIONS

Accounting and Finance

- The Finance Department finalized financials for April and May 2017.
- Attended financial training presented by Casterline Associates, P.C.

IDROP update as of May 26, 2017:

- Knox County Housing Authority has submitted \$176,154.69 of bad debt to IDROP since January 2012.
- IDROP has collected \$41,281.07 in offsets of the above total.
- KCHA is recovering at a rate of nearly 25% of bad debt submitted to IDROP.

Human Resources

Undecided as of report date. Will update the Board at the 06/27/2017 regular meeting.

EXECUTIVE SUMMARY

Facilities

No Report this period.

Legislative/Advocacy Update

No report this period.

Public Relations

No report this period.

PUBLIC HOUSING PROGRAM

Public Housing Program

Moon Towers

Tenant Receivables for Moon Towers for May 2017:

- Average rent collected for Moon Towers is \$177.28 per unit per month.
- 20 vacant unit days for a total vacancy loss of \$187.73 in *desired* rent, and a vacancy loss of \$128.13 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$34.93 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$0.96 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Moon Towers:
 - \$4,825.02 outstanding tenant accounts
 - 1.25% to projected annual tenant revenue

Here is a snapshot of the occupancy at Moon Towers for May, 2017 :

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
0-BR	76	2128	0	2128	9	2119	99.6	0.4
1-BR	99	2772	0	2772	11	2761	99.6	0.4
2-BR	2	56	0	56	0	56	100.0	0.0
TOTAL	177	4956	0	4956	20	4936	99.6	0.4

Here is a snapshot of the occupancy based on *months* leased at Moon Towers for May, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
0-BR	76	75	98.68	1.32
1-BR	99	99	100.0	0.0
2-BR	2	2	100.0	0.0
TOTAL	177	176	99.4	0.6

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2017:

Moon Towers Waiting List		
Month	Applicants	Total
FYE 03/31/2017	-	105
April 2017	12	92
May 2017	9	103
June 2017	4	105
July 2017		
August 2017		
September 2017		
October 2017		
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		
Totals/Avg. List	25	100.0

Here is the PHAS Dashboard for Moon Towers for May 2017:

PHAS Dashboard	Moon Towers	Total Points Possible
Physical Assessment Subsystem (PASS)	39.4	40.0
Management Assessment Subsystem (MASS)	25.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	98.95	100.0

Based on the PHAS scores, Moon Towers achieved a **“High Performer”** designation during the reporting period.

PUBLIC HOUSING PROGRAM

Scattered Family Sites

Woodland Bend, Whispering Hollow, Cedar Creek Place

Tenant Receivables for the Family Sites for May 2017:

- Average rent collected for the Family Sites is \$83.07 per unit per month.
- 136 vacant unit days for a total vacancy loss of \$1,100.24 in *desired* rent, and a vacancy loss of \$263.27 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$20.54 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$6.91 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for the Family Sites:
 - \$25,647.60 outstanding tenant accounts
 - 10.40% to projected annual tenant revenue

Here is a snapshot of the occupancy at the Family Sites for May, 2017:

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
2-BR	80	2480	0	2480	66	2414	97.3	2.7
3-BR	80	2480	0	2480	70	2379	97.1	2.9
4-BR	22	682	0	682	0	682	100.0	0.0
5-BR	8	248	0	248	0	248	100.0	0.0
TOTAL	190	5890	0	5890	136	5754	97.7	2.3

Here is a snapshot of the occupancy based on *months* leased at the Family Sites for May, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
2-BR	80	80	100.0	0.0
3-BR	80	80	100.0	0.0
4-BR	22	22	100.0	0.0
5-BR	8	8	100.0	0.0
TOTAL	190	190	100.0	0.0

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2017:

Family Sites Waiting List		
Month	Applicants	Total
FYE 03/31/2017	-	156
April 2017	8	166
May 2017	12	122
June 2017	11	167
July 2017		
August 2017		
September 2017		
October 2017		
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		
Totals/Avg. List	31	151.67

Here is the PHAS Dashboard for the Family Sites for May 2017:

PHAS Dashboard	Family Sites	Total Points Possible
Physical Assessment Subsystem (PASS)	35.9	40.0
Management Assessment Subsystem (MASS)	17.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	87.89	100.0

Based on the PHAS scores, and with rounding, the Family Sites achieved a “**Standard Performer**” designation during the reporting period.

PUBLIC HOUSING PROGRAM

Blue Bell Tower

Tenant Receivables for the Blue Bell Tower for May 2017:

- Average rent collected for Blue Bell Tower is \$273.14 per unit per month.
- 0 vacant unit days for a total vacancy loss of \$0.00 in *desired* rent, and a vacancy loss of \$0.00 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$7.96 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$0.53 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Blue Bell Tower:
 - \$160.60 outstanding tenant accounts
 - 0.09% to projected annual tenant revenue

Here is a snapshot of the occupancy based on *days* leased at the Family Sites for May, 2017:

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
1-BR	50	1550	0	1550	0	1550	100.0	0.0
2-BR	1	31	0	31	0	31	100.0	0.0
TOTAL	51	1581	0	1581	0	1581	100.0	0.0

Here is a snapshot of the occupancy based on *months* leased at the Family Sites for May, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
1-BR	50	50	100.0	0.0
2-BR	1	1	100.0	0.0
TOTAL	51	51	100.0	0.0

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2017:

Blue Bell Tower Waiting List		
Month	Applicants	Total
FYE 03/31/2017	-	22
April 2017	9	23
May 2017	5	23
June 2017		
July 2017		
August 2017		
September 2017		
October 2017		
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		
Totals/Avg. List	14	23.00

Here is the PHAS Dashboard for the Blue Bell Tower for May 2017:

PHAS Dashboard	Blue Bell	Total Points Possible
Physical Assessment Subsystem (PASS)	39.9	40.0
Management Assessment Subsystem (MASS)	25.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	99.92	100.0

Based on the PHAS scores, the Blue Bell Tower achieved a **“High Performer”** designation during the reporting period.

PUBLIC HOUSING PROGRAM

Public Housing Program Occupancy

The Knox County Housing Authority strives for 100.0% occupancy. The threshold used to calculate PHAS scoring and subsidy calculations is 97.0%. Below is a snapshot of PH program occupancy for May, 2016.

Knox County Housing Authority Public Housing Program				
Property Name	Total Units	Occupied	Occupancy Rate	Vacancy Rate
Moon Towers	177	176	98.7	1.3
Scattered Family Sites	190	190	100.0	0.0
Blue Bell Tower	51	51	100.0	0.0
Total PH Program	418	417	99.7	0.3

Public Housing Assessment System (PHAS)

The following table represents the overall PHAS score for the Public Housing Program. The scores below reflect the composite scoring for each property (AMP) within the agency's public housing property portfolio. Each property carries different weighting on the overall score, based on unit count.

The weighting for each AMP is approximated below:

- Moon Towers: 42.3%
- Family Sites: 45.5%
- Blue Bell Tower: 12.2%

PHAS Dashboard	Composite Score	Total Points Possible
Physical Assessment Subsystem (PASS)	37.68	40.0
Management Assessment Subsystem (MASS)	23.18	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.00	10.0
Overall Property PHAS Score	95.86	100.0

For the FYE 03/31/2017, the PH Program is trending towards a PHAS rating of 95.86, which would qualify the agency as a **High Performer**.

HOUSING CHOICE VOUCHER PROGRAM

Housing Choice Voucher Program

Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
January 2018	443	0	13
February 2018	447	0	18
May 2018	462	0	26
April 2018	414	0	19
May 2018	385	48	8
June 2018			
July 2018			
August 2018			
September 2018			
October 2018			
November 2018			
December 2018			

Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	End of Participation
January 2018	11	180	6	3
February 2018	13	179	5	0
May 2018	15	183	5	1
April 2018	24	185	4	2
May 2018	27	192	5	3
June 2018				
July 2018				
August 2018				
September 2018				
October 2018				
November 2018				
December 2018				

HOUSING CHOICE VOUCHER PROGRAM

Voucher Portability Impact

	Vouchers Knox Co.	Vouchers Ported	Ported \$\$	Housing Assistance Payments (HAP) Total	Percent of HAP
January 2018	180	6	\$3,861.00	\$60,062.00	6.43%
February 2018	179	5	\$3,430.00	\$59,461.00	5.77%
May 2018	183	5	\$3,968.00	\$62,237.00	6.38%
April 2018	185	4	\$3,400.00	\$64,440.00	5.28%
May 2018	192	5	\$3,391.00	\$68,207.00	4.97%
June 2018					
July 2018					
August 2018					
September					
October 2018					
November					
December 2018					
CY 12/31/2018	-	-	\$18,050.00	\$314,407.00	5.74%

Voucher Utilization

	Mo. HAP Expenditure	Mo. HAP Authority	Over/Under HAP	Net-Restricted Position (NRP)	Percent Utilization
January 2018	\$60,062.00	\$66,882.00	6,820.00	\$2,019.00	97.07%
February 2018	\$59,461.00	\$66,882.00	7,421.00	\$10,389.00	92.79%
May 2018	\$62,237.00	\$60,502.00	(1,735.00)	\$37,054.00	83.98%
April 2018	\$64,400.00	\$60,502.00	(3,938.00)	\$37,116.00	87.28%
May 2018	\$68,207.00	\$60,502.00	(7,705.00)	\$29,411.00	91.47%
June 2018					
July 2018					
August 2018					
September					
October 2018					
November					
December 2018					
CY 12/31/2018					

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

Affordable Housing Preservation (A.H.P.)

Prairieland Townhouse Apartments

Key Financial Data for Prairieland Townhouse Apartments for February 2017:

- Average rent collected for Prairieland Townhouses is \$395.57 per unit per month.
- Vacancy loss - \$427.00 (34 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$5,215.00
 - \$3,508.00 in dwelling rent
 - \$1,707.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for May 2017 – \$66.69
- Net cash flow YTD 2017 – \$10,902.62
- Replacement Reserve Balance - \$86,744.00
- Residual Receipt Reserve Balance - \$54,488.00

Brentwood Manor

Key Financial Data for Brentwood Manor for February 2017:

- Average rent collected for Prairieland Townhouses is \$414.92 per unit per month.
- Vacancy loss - \$125.00 (8 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$8,302.00
 - \$6,448.00 in dwelling rent
 - \$1,854.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for May 2017 – \$6,334.94
- Net cash flow YTD 2017 – \$16,866.37

Here is a snapshot of the occupancy at the AHP properties as of June 23, 2017:

A.H.P. Properties			
Brentwood Manor			
	0	Vacancies	Total: 0
72 Units			Occupied: 100.0%
Prairieland Townhomes			
	0	Vacancies	Total: 0
66 Units			Occupied: 100.0%

RESOURCE DEVELOPMENT

Resource Development

The Resource Development Manager completed the following:

- Received Hy-Vee One Step Community Garden grant checks totaling \$2,000 (instead of \$1,000, as was previously communicated through award notification). This is the second highest amount KCHA has received from Hy-Vee in the history of KCHA receiving One Step grants. The funds were split between Moon Towers (\$1,200) and Prairieland Townhouse Apartments (\$800) to re-establish tenant-managed gardens. Moon Towers will also be making the addition of handicap accessible mobile garden boxes. Check presentation was publicized on Hy-Vee Facebook pages and shared on KCHA Facebook page.
- Collaborated with Lowes to become a Lowes Hometown Heroes project partner for 2017. The local Lowes store selected KCHA as a recipient of this year's \$2500 project, which includes a construction project with materials at cost and volunteer labor. The Resource Development Manager proposed to devote the project to an outdoor shelter at Prairieland Townhouse Apartments for tenant programs and events. This was approved by the KCHA Executive Director and Assistant Director. The shelter would have a concrete base, tables and chairs, possibly a barbeque area, and be covered similarly to a park picnic shelter. There will likely be landscaping around the structure. Lowes will provide all materials at cost and volunteers. KCHA is asked to also provide some volunteers to assist with the work. Construction is projected to begin in September. Meanwhile the Resource Development Manager will work closely with Lowes to develop an outline for the type of structure, amenities, materials, timeline, work plan, and other necessary details and will keep KCHA apprised.
- Photographed Father's Day event at Cedar Creek Place, Quad City Area Children's Feeding Program at the family sites, and Little Libraries at the family sites.
- Wrote and posted Lawn Mower job description for advertisement on Facebook and website.
- Revised and posted Summer Camp Coordinator job description for advertisement on Facebook and website. Revised Summer Camp Participant Registration form.
- Created flyers for the following programs: Summer Camp Registration and Father's Day event at Cedar Creek Place.

The Resource Development Manager continues to:

- Seek and research funding opportunities for KCHA programs, services, and improvements.
- Identify opportunities for new funding, local partnerships, and sponsorships of KCHA programs.
- Set meetings with KCHA tenants to obtain their stories and photos for promotional purposes.
- Make regular posts to Facebook and Twitter that not only promote KCHA, but also promote other community agencies and opportunities.

190 S. Kellogg St.
P.O. Box 308
Galesburg, Illinois 61402-0308
Phone (309) 345-2255
Fax (309) 345-2258

June 23, 2017

Knox County Housing Authority
Board of Commissioners

Attorneys Report:

1. Review file, prepare summons, complaint, exhibits, affidavit, file and appear in the following FED cases¹:

Brandon Broadfield & Tanya Wyman (512 Michigan)	1 st Appr. - 7/11/17
Alexa Pearson (1083 W. Berrien)	1 st Appr. - 7/11/17
Diane & Dylan Kemp (481 Iowa Ave.)	1 st Appr. - 7/11/17
Michelle Akpore (451 Iowa Ave.)	1 st Appr. - 7/11/17
Thresia Kuhlman (532 Michigan)	1 st Appr. - 7/11/17
Michael Smith (433 Iowa Ct.)	1 st Appr. - C to 6/27/17
Danielle Garcia & Ian Warfield (563 Iowa Ct.)	1 st Appr. - JD Vacated C to 7/11/17

2. Prep monthly report.

3. Review meeting packet and attend monthly meeting.

Jack P. Ball, Esq.

¹ Acronyms: FED - forcible entry and detainer, AO - agreed order, CD - case dismissed, JD for judgment, C for continued, STI for summons to issue and ASTI for alias summons to issue and TLM for Prairie State Legal Services attorney Tracey L. Mergener.