

# board agenda



Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room 101**  
7/29/2014  
10:00 a.m.

<b>Opening</b>	Roll Call	Vice-Chairperson Peterson
<input type="checkbox"/> Wayne Allen	Resident Commissioner Introduction	Vice-Chairperson Peterson
<input type="checkbox"/> Ben Burgland	Review/Approve Previous Meeting Minutes	Vice-Chairperson Peterson
<input type="checkbox"/> Thomas Dunker	Review/Ratify June 2014 Claims	Vice-Chairperson Peterson
<input type="checkbox"/> Floyd Palmer	COCC:	\$ 35,729.48
<input type="checkbox"/> Lomac Payton	Moon Towers:	\$ 52,029.72
<input type="checkbox"/> Roger Peterson	Family:	\$68,215.90
<input type="checkbox"/> Paul Stewart	Bluebell:	\$ 20,591.26
<u>Excused:</u>	HCV:	\$10,418.96
	Brentwood:	\$20,927.66
	Prairieland:	\$19,451.99
<u>Others Present:</u>	Capital Fund '12:	\$ 0.00
	Capital Fund '13:	\$ 3,104.58
	Ross Service Coordinator'11:	\$ 5,500.13
	Review/Ratify June 2014 Financial Reports	Vice-Chairperson Peterson
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<b>Old Business</b>	Review/Ratify April 2014 Financial Report	Vice-Chairperson Peterson
	Review/Ratify May 2014 Financial Report	Vice-Chairperson Peterson
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<b>New Business</b>	Review/Approve Resolution 2014-08 for Bad Debt Charge Off for Period Ending 06/30/2014	Derek Antoine
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<b>Reports</b>	Executive Director's Report	Derek Antoine
	KCHA Legal Counsel Report	Jack Ball

# board agenda

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**Other Business**

REAC Physical Inspection Scores - UPDATE

Derek Antoine

OIG Bulletins

Derek Antoine

Commissioner Training

Derek Antoine

KCHA Website Update

Derek Antoine

PHADA Legislative Forum

Derek Antoine

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**Adjournment**

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
June 24, 2014**

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

PRESENT:                Wayne Allen  
                         Tom Dunker  
                         Dale Parsons  
                         Lomac Payton  
                         Roger Peterson  
                         Paul Stewart

EXCUSED:               Ben Burgland

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Jerry Lambert, Moon Towers Resident; Robert Lapping, Moon Towers Resident; Alexis Corey, WGIL Radio; and Roberto Hodge, Register-Mail.

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 June meeting minutes approved as received.

April 2014 claims against the HA Administration in the sum of \$186,446.58; Central Office Cost Center in the sum of \$30,688.62; Moon Towers in the sum of \$39,283.26; Family in the sum of \$64,192.53; Bluebell in the sum of \$16,632.01; Housing Choice Voucher Program in the sum of \$10,351.65; Brentwood (A.H.P.) in the sum of \$14,195.95; Prairieland (A.H.P.) in the sum of \$9,217.37; Capital Fund '12 in the sum of \$0.00; Capital Fund '13 in the sum of \$-4,078.23; and Ross Service Coordinator in the sum of \$5,963.42 were presented for approval. Commissioner Peterson made a motion to ratify the claims and bills; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Dunker - aye  
Commissioner Parsons - aye  
Commissioner Payton - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

May 2014 claims against the HA Administration in the sum of \$274,768.73; Central Office Cost Center in the sum of \$36,362.11; Moon Towers in the sum of \$80,253.30; Family in the sum of \$72,426.93; Bluebell in the sum of \$22,854.13; Housing Choice Voucher Program in the sum of \$10,636.99; Brentwood (A.H.P.) in the sum of \$19,667.65; Prairieland (A.H.P.) in the sum of \$19,852.50; Capital Fund '12 in the sum of \$0.00; Capital Fund '13 in the sum of \$7,651.28; and Ross Service Coordinator in the sum of \$5,063.84 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Dunker - aye  
Commissioner Parsons - aye  
Commissioner Payton - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

The April 2014 and May 2014 financial reports and committee notes were included in the Board packet and reviewed at the meeting. No action was taken during the meeting.

#### **OLD BUSINESS**

There was no Old Business.

#### **NEW BUSINESS**

First, Mr. Antoine asked the Board to review and approve the Physical Needs Assessment Option. Mr. Antoine stated that the KCHA five-year plan and Capital Fund Program plan must include a physical needs assessment. Mr. Antoine briefly informed the Board about HUD's proposed rule to integrate the performance of the Physical Needs Assessment with the performance of an energy audit to form a Green Physical Needs Assessment (GPNA). Mr. Antoine recommended that Alliance Architects conduct a GPNA in the amount of \$28,500 in light of the cost savings should the proposed HUD rule go into effect. After brief discussion, Commissioner Stewart made a motion to approve the Green Physical Needs Assessment to be conducted by Alliance Architects for a not to exceed price of \$28,500; Commissioner Peterson seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Dunker - aye
- Commissioner Parsons - aye
- Commissioner Payton - aye
- Commissioner Peterson - aye
- Commissioner Stewart - aye

Motion Carried, 6-0.

Next, Mr. Antoine asked the Board to review and approve the Contract Renewal for KCHA Legal Counsel. Mr. Antoine reported that Mr. Ball's first contract year ended on 05/31/2014 and that the contract renewal period would be for 06/01/2014 to 05/31/2015 for \$600/month. After brief discussion, Commissioner Peterson made a motion to approve the one-year contract extension for KCHA Legal Counsel with attorney Jack Ball for \$600/month; Commissioner Parsons seconded. **Roll call was taken as follows:**

Commissioner Allen - aye

- Commissioner Dunker - aye
- Commissioner Parsons - aye
- Commissioner Payton - aye
- Commissioner Peterson - aye
- Commissioner Stewart - aye

Motion Carried, 6-0.

Next, Mr. Antoine asked the Board to take action on the Recommendation of Candidate for Resident Commissioner to the Knox County Board. Chairperson Payton reviewed the selection process that had taken place for the Resident Commissioner position and reported that after meeting with the candidates on 06/11/2014, the Board recommended Floyd Palmer, Bluebell Tower resident, for Resident Commissioner. After brief discussion, Commissioner Dunker recommended Floyd Palmer as Resident Commissioner; Commissioner Peterson seconded. **Roll call was taken as follows:**

- Commissioner Allen - aye
- Commissioner Dunker - aye
- Commissioner Parsons - aye
- Commissioner Payton - aye
- Commissioner Peterson - aye
- Commissioner Stewart - aye

Motion Carried, 6-0.

Chairperson Payton then expressed his and the Board's sincere thanks and appreciation to Commissioner Parsons for his service as Resident Commissioner over the years. Commissioner Parsons then expressed his appreciation for the opportunity to serve on the Board. The recommendation of Floyd Palmer will go to the Knox County Board meeting for approval on 06/25/2014.

## **REPORTS**

Mr. Antoine presented the Executive Director's Report for June 2014. 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 Resident Opportunity and Self-Sufficiency Program. Mr. Antoine provided an update on appropriations and informed the Board about the CFP reserve account proposal.

Mr. Antoine informed the Board that the Legal Counsel activities report for June was included in the Board packet.

## **OTHER BUSINESS**

Mr. Antoine informed the Board that appeals have been submitted to HUD regarding the REAC physical inspection scores at Bluebell Tower and Moon Towers. The appeals include supportive documentation from third-party vendors. If the points are restored, KCHA would not have physical inspections at the two properties until 2017. A response to the appeal is anticipated within 2-3 weeks.

Mr. Antoine reported that an agency annual report publication will be completed by 08/31/2014. It will be distributed to agency partners, other housing authorities and others to educate and inform about KCHA and the work that we do. Commissioner Peterson asked if it would be possible to do an insert in the Register-Mail. Mr. Antoine said that an inquiry would be made regarding the cost of such an insert.

Mr. Antoine gave an update regarding the Flat Rent Increase in light of guidance received from HUD on 05/19/2014. Mr. Antoine referenced the Board memo that provides a summary of the requirements and KCHA's compliance with each.

## **ADJOURNMENT**

Commissioner Stewart then made a motion at 11:01 a.m. to go into Executive Session to discuss a personnel matter; Commissioner Parsons seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Dunker - aye  
Commissioner Parsons - aye  
Commissioner Payton - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

Commissioner Stewart then made a motion at 11:17 a.m. to resume regular session; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Dunker - aye  
Commissioner Parsons - aye  
Commissioner Payton - aye  
Commissioner Peterson - aye

Commissioner Stewart - aye  
Motion Carried, 6-0.

Commissioner Stewart then made a motion at 11:18 a.m. to adjourn the meeting; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Dunker - aye  
Commissioner Parsons - aye  
Commissioner Payton - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 6-0.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Carl L. Lyle". The signature is fluid and cursive, with the first name "Carl" being more prominent.

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Secretary

**Knox County Housing Authority**  
**BOARD - COCC CASH FLOW STATEMENT**  
**June 30, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>COCC - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	47,482.03	52,322.50	143,950.53	156,967.50	-13,016.97	627,870.00
<b>TOTAL OPERATING INCOME</b>	<u>47,482.03</u>	<u>52,322.50</u>	<u>143,950.53</u>	<u>156,967.50</u>	<u>-13,016.97</u>	<u>627,870.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	34,543.45	35,910.41	97,740.78	107,731.23	-9,990.45	430,925.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	74.92	425.00	506.84	1,275.00	-768.16	5,100.00
Total Maintenance Expenses	-161.68	399.99	101.39	1,199.97	-1,098.58	4,800.00
General Expense	1,283.55	1,283.75	3,850.65	3,851.25	-0.60	15,405.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<u>35,740.24</u>	<u>38,019.15</u>	<u>102,199.66</u>	<u>114,057.45</u>	<u>-11,857.79</u>	<u>456,230.00</u>
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	224.20	0.00	224.20	0.00	224.20	0.00
Total Prov. for Operating 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 Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<u>35,964.44</u>	<u>38,019.15</u>	<u>102,423.86</u>	<u>114,057.45</u>	<u>-11,633.59</u>	<u>456,230.00</u>
<b>NET REVENUE/-EXPENSE PROFIT/-LOSS</b>	<u>11,517.59</u>	<u>14,303.35</u>	<u>41,526.67</u>	<u>42,910.05</u>	<u>-1,383.38</u>	<u>171,640.00</u>
Total Depreciation Expense	181.66	458.33	544.98	1,374.99	-830.01	5,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<u>11,335.93</u>	<u>13,845.02</u>	<u>40,981.69</u>	<u>41,535.06</u>	<u>-553.37</u>	<u>166,140.00</u>

**Knox County Housing Authority**  
**BOARD - AMP001 CASH FLOW STATEMENT**  
**June 30, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>MOON TOWERS - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	59,977.33	62,452.69	183,416.16	187,358.07	-3,941.91	749,432.10
<b>TOTAL OPERATING INCOME</b>	<u>59,977.33</u>	<u>62,452.69</u>	<u>183,416.16</u>	<u>187,358.07</u>	<u>-3,941.91</u>	<u>749,432.10</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	24,515.17	23,907.49	72,193.07	71,722.47	470.60	286,890.00
Total Tenant Services	934.26	279.16	934.26	837.48	96.78	3,350.00
Total Utilities Expenses	3,140.15	5,583.34	13,841.64	16,750.02	-2,908.38	67,000.00
Total Maintenance Expenses	16,730.73	18,908.32	57,171.29	56,724.96	446.33	226,900.00
General Expense	6,276.89	6,323.08	18,326.14	18,969.24	-643.10	75,877.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<u>51,597.20</u>	<u>55,001.39</u>	<u>162,466.40</u>	<u>165,004.17</u>	<u>-2,537.77</u>	<u>660,017.00</u>
Total Non-Routine Expense	432.52	83.33	9,099.88	249.99	8,849.89	1,000.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	125.00	0.00	125.00	0.00	125.00	0.00
Total Prov. for Operating 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 Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<u>52,154.72</u>	<u>55,084.72</u>	<u>171,691.28</u>	<u>165,254.16</u>	<u>6,437.12</u>	<u>661,017.00</u>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<u>7,822.61</u>	<u>7,367.97</u>	<u>11,724.88</u>	<u>22,103.91</u>	<u>-10,379.03</u>	<u>88,415.10</u>
Total Depreciation Expense	33,584.00	35,791.67	100,752.00	107,375.01	-6,623.01	429,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<u>-25,761.39</u>	<u>-28,423.70</u>	<u>-89,027.12</u>	<u>-85,271.10</u>	<u>-3,756.02</u>	<u>-341,084.90</u>



**Knox County Housing Authority**  
**BOARD - AMP002 CASH FLOW STATEMENT**  
**June 30, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>FAMILY - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	83,381.74	77,581.03	244,076.04	232,743.09	11,332.95	930,972.45
<b>TOTAL OPERATING INCOME</b>	<b>83,381.74</b>	<b>77,581.03</b>	<b>244,076.04</b>	<b>232,743.09</b>	<b>11,332.95</b>	<b>930,972.45</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	25,904.14	29,141.00	76,171.65	87,423.00	-11,251.35	349,692.20
Total Tenant Services	4,552.49	4,458.35	14,444.40	13,375.05	1,069.35	53,500.00
Total Utilities Expenses	1,990.60	1,931.25	3,146.23	5,793.75	-2,647.52	23,175.00
Total Maintenance Expenses	30,386.45	36,804.15	96,189.96	110,412.45	-14,222.49	441,650.00
General Expense	5,382.22	5,569.88	14,883.12	16,709.64	-1,826.52	66,838.50
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>68,215.90</b>	<b>77,904.63</b>	<b>204,835.36</b>	<b>233,713.89</b>	<b>-28,878.53</b>	<b>934,855.70</b>
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	-323.60	0.00	-970.80	970.80	-3,883.25
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
<b>TOTAL OPERATING EXPENSES</b>	<b>68,215.90</b>	<b>77,581.03</b>	<b>204,835.36</b>	<b>232,743.09</b>	<b>-27,907.73</b>	<b>930,972.45</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>15,165.84</b>	<b>0.00</b>	<b>39,240.68</b>	<b>0.00</b>	<b>39,240.68</b>	<b>0.00</b>
Total Depreciation Expense	31,303.00	38,958.33	93,909.00	116,874.99	-22,965.99	467,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-16,137.16</b>	<b>-38,958.33</b>	<b>-54,668.32</b>	<b>-116,874.99</b>	<b>62,206.67</b>	<b>-467,500.00</b>

**Knox County Housing Authority**  
**BOARD - AMP003 CASH FLOW STATEMENT**  
**June 30, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>BLUEBELL - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	19,592.95	21,303.34	60,586.38	63,910.02	-3,323.64	255,640.00
<b>TOTAL OPERATING INCOME</b>	<u>19,592.95</u>	<u>21,303.34</u>	<u>60,586.38</u>	<u>63,910.02</u>	<u>-3,323.64</u>	<u>255,640.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	9,655.01	9,992.59	29,005.34	29,977.77	-972.43	119,911.00
Total Tenant Services	0.00	41.67	0.00	125.01	-125.01	500.00
Total Utilities Expenses	1,116.49	2,195.84	3,178.21	6,587.52	-3,409.31	26,350.00
Total Maintenance Expenses	5,289.92	5,896.67	18,523.70	17,690.01	833.69	70,760.00
General Expense	2,329.84	2,749.08	7,170.15	8,247.24	-1,077.09	32,989.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<u>18,391.26</u>	<u>20,875.85</u>	<u>57,877.40</u>	<u>62,627.55</u>	<u>-4,750.15</u>	<u>250,510.00</u>
Total Non-Routine Expense	2,200.00	500.01	2,200.00	1,500.03	699.97	6,000.00
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	-70.83	0.00	-212.49	212.49	-850.00
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
<b>TOTAL OPERATING EXPENSES</b>	<u>20,591.26</u>	<u>21,305.03</u>	<u>60,077.40</u>	<u>63,915.09</u>	<u>-3,837.69</u>	<u>255,660.00</u>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<u>-998.31</u>	<u>-1.69</u>	<u>508.98</u>	<u>-5.07</u>	<u>514.05</u>	<u>-20.00</u>
Total Depreciation Expense	11,654.00	10,833.33	34,962.00	32,499.99	2,462.01	130,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<u>-12,652.31</u>	<u>-10,835.02</u>	<u>-34,453.02</u>	<u>-32,505.06</u>	<u>-1,947.96</u>	<u>-130,020.00</u>

**Knox County Housing Authority**  
**BOARD - LOW RENT CASH FLOW STATEMENT**  
**June 30, 2014**

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	210,434.05	213,659.56	632,029.11	640,978.68	-8,949.57	2,563,914.55
<b>TOTAL OPERATING INCOME</b>	<b>210,434.05</b>	<b>213,659.56</b>	<b>632,029.11</b>	<b>640,978.68</b>	<b>-8,949.57</b>	<b>2,563,914.55</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	94,617.77	98,951.49	275,110.84	296,854.47	-21,743.63	1,187,418.20
Total Tenant Services	5,486.75	4,779.18	15,378.66	14,337.54	1,041.12	57,350.00
Total Utilities Expenses	6,322.16	10,135.43	20,672.92	30,406.29	-9,733.37	121,625.00
Total Maintenance Expenses	52,245.42	62,009.13	171,986.34	186,027.39	-14,041.05	744,110.00
General Expense	15,272.50	15,925.79	44,230.06	47,777.37	-3,547.31	191,109.50
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>173,944.60</b>	<b>191,801.02</b>	<b>527,378.82</b>	<b>575,403.06</b>	<b>-48,024.24</b>	<b>2,301,612.70</b>
Total Non-Routine Expense	2,632.52	583.34	11,299.88	1,750.02	9,549.86	7,000.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	349.20	0.00	349.20	0.00	349.20	0.00
Total Prov. for Operating Reserve	0.00	-394.43	0.00	-1,183.29	1,183.29	-4,733.25
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
<b>TOTAL OPERATING EXPENSES</b>	<b>176,926.32</b>	<b>191,989.93</b>	<b>539,027.90</b>	<b>575,969.79</b>	<b>-36,941.89</b>	<b>2,303,879.45</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>33,507.73</b>	<b>21,669.63</b>	<b>93,001.21</b>	<b>65,008.89</b>	<b>27,992.32</b>	<b>260,035.10</b>
Total Depreciation Expense	76,722.66	86,041.66	230,167.98	258,124.98	-27,957.00	1,032,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-43,214.93</b>	<b>-64,372.03</b>	<b>-137,166.77</b>	<b>-193,116.09</b>	<b>55,949.32</b>	<b>-772,464.90</b>

**Knox County Housing Authority**  
**BOARD - BRENTWOOD CASH FLOW STATEMENT**  
**June 30, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>BRENTWOOD - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	29,046.10	28,797.74	84,925.25	86,393.22	-1,467.97	345,573.00
<b>TOTAL OPERATING INCOME</b>	<b>29,046.10</b>	<b>28,797.74</b>	<b>84,925.25</b>	<b>86,393.22</b>	<b>-1,467.97</b>	<b>345,573.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	4,267.88	4,539.08	10,940.48	13,617.24	-2,676.76	54,469.00
Total Fee Expenses	5,279.40	5,310.00	15,838.20	15,930.00	-91.80	63,720.00
Total Utilities Expenses	691.55	2,049.99	854.22	6,149.97	-5,295.75	24,600.00
Total Maintenance Expenses	10,688.83	11,667.09	27,158.36	35,001.27	-7,842.91	140,005.00
Total Taxes & Insurance Expense	2,532.97	2,491.39	7,557.63	7,474.17	83.46	29,896.65
Total Financial Expenses	2,606.60	2,650.00	7,757.76	7,950.00	-192.24	31,800.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>26,067.23</b>	<b>28,707.55</b>	<b>70,106.65</b>	<b>86,122.65</b>	<b>-16,016.00</b>	<b>344,490.65</b>
Total Amortization Expense	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 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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>26,067.23</b>	<b>28,707.55</b>	<b>70,106.65</b>	<b>86,122.65</b>	<b>-16,016.00</b>	<b>344,490.65</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>2,978.87</b>	<b>90.19</b>	<b>14,818.60</b>	<b>270.57</b>	<b>14,548.03</b>	<b>1,082.35</b>
Total Depreciation Expense	5,316.50	4,500.00	15,949.50	13,500.00	2,449.50	54,000.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-2,337.63</b>	<b>-4,409.81</b>	<b>-1,130.90</b>	<b>-13,229.43</b>	<b>12,098.53</b>	<b>-52,917.65</b>

**Knox County Housing Authority**  
**BOARD - PRAIRIELAND CASH FLOW STATEMENT**  
**June 30, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>PRAIRIELAND - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Opetating Income	24,870.66	25,121.59	74,617.23	75,364.77	-747.54	301,459.00
<b>TOTAL OPERATING INCOME</b>	<b>24,870.66</b>	<b>25,121.59</b>	<b>74,617.23</b>	<b>75,364.77</b>	<b>-747.54</b>	<b>301,459.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	3,690.74	4,566.60	10,328.26	13,699.80	-3,371.54	54,799.00
Total Fee Expenses	4,600.62	4,785.83	13,952.70	14,357.49	-404.79	57,430.00
Total Utilities Expenses	473.82	2,085.00	1,066.14	6,255.00	-5,188.86	25,020.00
Total Maintenance Expenses	10,686.81	9,030.39	23,174.76	27,091.17	-3,916.41	108,365.00
Total Taxes & Insurance Expense	2,230.19	2,153.73	6,762.03	6,461.19	300.84	25,844.70
Total Financial Expenses	2,606.60	2,500.00	7,757.75	7,500.00	257.75	30,000.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>24,288.78</b>	<b>25,121.55</b>	<b>63,041.64</b>	<b>75,364.65</b>	<b>-12,323.01</b>	<b>301,458.70</b>
Total Amortization Expense	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 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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>24,288.78</b>	<b>25,121.55</b>	<b>63,041.64</b>	<b>75,364.65</b>	<b>-12,323.01</b>	<b>301,458.70</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>581.88</b>	<b>0.04</b>	<b>11,575.59</b>	<b>0.12</b>	<b>11,575.47</b>	<b>0.30</b>
Total Depreciation Expense	5,721.25	5,416.67	17,163.75	16,250.01	913.74	65,000.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-5,139.37</b>	<b>-5,416.63</b>	<b>-5,588.16</b>	<b>-16,249.89</b>	<b>10,661.73</b>	<b>-64,999.70</b>

**Knox County Housing Authority**  
**BOARD - AHP CASH FLOW STATEMENT**  
**June 30, 2014**

<b>BRENTWOOD &amp; PRAIRIELAND COMBINED</b>	<b>Current Period</b>	<b>Period Budget</b>	<b>Current Year</b>	<b>YearTo Date Budg</b>	<b>Variance</b>	<b>Year Budget</b>
<b>OPERATING INCOME</b>						
Total Operating Income	53,916.76	53,919.33	159,542.48	161,757.99	-2,215.51	647,032.00
<b>TOTAL OPERATING INCOME</b>	<b>53,916.76</b>	<b>53,919.33</b>	<b>159,542.48</b>	<b>161,757.99</b>	<b>-2,215.51</b>	<b>647,032.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	7,958.62	9,105.68	21,268.74	27,317.04	-6,048.30	109,268.00
Total Fee Expenses	9,880.02	10,095.83	29,790.90	30,287.49	-496.59	121,150.00
Total Utilities Expenses	1,165.37	4,134.99	1,920.36	12,404.97	-10,484.61	49,620.00
Total Maintenance Expenses	21,375.64	20,697.48	50,333.12	62,092.44	-11,759.32	248,370.00
Total Taxes & Insurance Expense	4,763.16	4,645.12	14,319.66	13,935.36	384.30	55,741.35
Total Financial Expenses	5,213.20	5,150.00	15,515.51	15,450.00	65.51	61,800.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>50,356.01</b>	<b>53,829.10</b>	<b>133,148.29</b>	<b>161,487.30</b>	<b>-28,339.01</b>	<b>645,949.35</b>
Total Amortization Expense	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 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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>50,356.01</b>	<b>53,829.10</b>	<b>133,148.29</b>	<b>161,487.30</b>	<b>-28,339.01</b>	<b>645,949.35</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>3,560.75</b>	<b>90.23</b>	<b>26,394.19</b>	<b>270.69</b>	<b>26,123.50</b>	<b>1,082.65</b>
Total Depreciation Expense	11,037.75	9,916.67	33,113.25	29,750.01	3,363.24	119,000.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-7,477.00</b>	<b>-9,826.44</b>	<b>-6,719.06</b>	<b>-29,479.32</b>	<b>22,760.26</b>	<b>-117,917.35</b>

**Knox County Housing Authority**  
**BOARD - HCV CASH FLOW STATEMENT**  
**June 30, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>HCV - OPERATING STATEMENT</b>						
<b>ADMIN OPERATING INCOME</b>						
Total Admin Operating Income	12,318.42	9,856.74	30,270.42	29,570.22	700.20	118,281.00
<b>TOTAL ADMIN OPERATING INCOME</b>	<b>12,318.42</b>	<b>9,856.74</b>	<b>30,270.42</b>	<b>29,570.22</b>	<b>700.20</b>	<b>118,281.00</b>
<b>OPERATING EXPENSES</b>						
Total Admin Expenses	6,356.96	7,064.58	19,409.10	21,193.74	-1,784.64	84,775.00
Total Fees Expenses	4,062.00	4,103.16	11,998.50	12,309.48	-310.98	49,238.00
Total General Expenses	770.13	656.08	2,115.69	1,968.24	147.45	7,873.00
<b>TOTAL OPERATING EXPENSES</b>	<b>11,189.09</b>	<b>11,823.82</b>	<b>33,523.29</b>	<b>35,471.46</b>	<b>-1,948.17</b>	<b>141,886.00</b>
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-2,300.42	0.00	-6,901.26	6,901.26	-27,605.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>11,189.09</b>	<b>9,523.40</b>	<b>33,523.29</b>	<b>28,570.20</b>	<b>4,953.09</b>	<b>114,281.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>1,129.33</b>	<b>333.34</b>	<b>-3,252.87</b>	<b>1,000.02</b>	<b>-4,252.89</b>	<b>4,000.00</b>
Total Depreciation Expense	18.75	0.00	56.25	0.00	56.25	0.00
<b>NET REVENUE w/Deprecitation PROFIT/-LOSS</b>	<b>1,110.58</b>	<b>333.34</b>	<b>-3,309.12</b>	<b>1,000.02</b>	<b>-4,309.14</b>	<b>4,000.00</b>
<b>HAP - OPERATING STATEMENT</b>						
<b>HAP INCOME</b>						
Total Income	79,716.50	81,274.33	239,239.50	243,822.99	-4,583.49	975,292.00
<b>TOTAL HAP INCOME</b>	<b>79,716.50</b>	<b>81,274.33</b>	<b>239,239.50</b>	<b>243,822.99</b>	<b>-4,583.49</b>	<b>975,292.00</b>
<b>HAP EXPENSES</b>						
Total HAP Expenses	80,786.00	81,274.33	236,077.00	243,822.99	-7,745.99	975,292.00
Total General HAP Expenses	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL HAP EXPENSES</b>	<b>80,786.00</b>	<b>81,274.33</b>	<b>236,077.00</b>	<b>243,822.99</b>	<b>-7,745.99</b>	<b>975,292.00</b>
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
<b>REMAINING HAP from RESERVE +/-LOSS</b>	<b>-1,069.50</b>	<b>0.00</b>	<b>3,162.50</b>	<b>0.00</b>	<b>3,162.50</b>	<b>0.00</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - LOW RENT**  
*June, 2014*

	Current Period	Last Year Same P	Variance	Current Year
<b>AMP001 - MOON TOWERS</b>				
Salaries	20,726.82	20,439.67	287.15	62,263.83
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	14,410.32	8,655.00	5,755.32	43,748.40
Administrative Expenses	1,948.90	305.29	1,643.61	5,163.47
Teneant Services	934.26	0.00	934.26	934.26
Utilities	3,140.15	2,501.30	638.85	13,841.64
Maintenance Supplies/Contracts	4,159.86	1,826.44	2,333.42	18,188.66
Mileage	0.00	0.00	0.00	0.00
General Expenses	6,276.89	6,087.88	189.01	18,326.14
Non-Routine Expense	432.52	0.00	432.52	9,099.88
<b>TOTAL MOON TOWERS CLAIMS</b>	<b>52,029.72</b>	<b>39,815.58</b>	<b>12,214.14</b>	<b>171,566.28</b>
<b>AMP002 - FAMILY</b>				
Salaries	39,787.65	43,275.38	-3,487.73	119,219.67
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	14,983.84	9,602.05	5,381.79	45,690.72
Administrative Expenses	2,817.67	1,090.35	1,727.32	6,225.45
Teneant Services	153.84	654.63	-500.79	344.25
Utilities	1,990.60	1,371.66	618.94	3,146.23
Maintenance Supplies/Contracts	3,060.83	8,623.36	-5,562.53	15,286.67
Mileage	39.25	0.00	39.25	39.25
General Expenses	5,382.22	5,221.14	161.08	14,883.12
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL FAMILY CLAIMS</b>	<b>68,215.90</b>	<b>69,838.57</b>	<b>-1,622.67</b>	<b>204,835.36</b>
<b>AMP003 - BLUEBELL</b>				
Salaries	8,789.97	8,301.96	488.01	25,671.51
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,366.16	2,764.58	1,601.58	13,024.74
Administrative Expenses	980.74	459.05	521.69	2,910.99
Teneant Services	0.00	0.00	0.00	0.00
Utilities	1,116.49	1,574.43	-457.94	3,178.21
Maintenance Supplies/Contracts	783.42	987.29	-203.87	5,537.44
Mileage	24.64	0.00	24.64	384.36
General Expenses	2,329.84	2,208.68	121.16	7,170.15
Non-Routine Expenses	2,200.00	0.00	2,200.00	2,200.00
<b>TOTAL BLUEBELL CLAIMS</b>	<b>20,591.26</b>	<b>16,295.99</b>	<b>4,295.27</b>	<b>60,077.40</b>
<b>COCC</b>				
Salaries	25,890.79	34,524.50	-8,633.71	78,359.73
Employee W/H Payments	-10.76	-3,808.55	3,797.79	580.55
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	8,652.66	2,085.11	6,567.55	19,381.05
Teneant Services	0.00	0.00	0.00	0.00
Utilities	74.92	199.48	-124.56	506.84
Maintenance Supplies/Contracts	-161.68	192.81	-354.49	101.39
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,283.55	2,275.83	-992.28	3,850.65
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL COCC CLAIMS</b>	<b>35,729.48</b>	<b>35,469.18</b>	<b>260.30</b>	<b>102,780.21</b>
<b>COMBINED - AMP1, AMP2, AMP3, &amp; COCC</b>				
Salaries	95,195.23	106,541.51	-11,346.28	285,514.74
Employee W/H Payments	-10.76	-3,808.55	3,797.79	580.55
Management Fees	33,760.32	21,021.63	12,738.69	102,463.86
Administrative Expenses	14,399.97	3,939.80	10,460.17	33,680.96
Teneant Services	1,088.10	654.63	433.47	1,278.51
Utilities	6,322.16	5,646.87	675.29	20,672.92
Maintenance Supplies	7,842.43	11,629.90	-3,787.47	39,114.16
Mileage	63.89	0.00	63.89	423.61
General Expenses	15,272.50	15,793.53	-521.03	44,230.06
Non-Routine Expenses	2,632.52	0.00	2,632.52	11,299.88
<b>TOTAL LOW RENT CLAIMS</b>	<b>176,566.36</b>	<b>161,419.32</b>	<b>15,147.04</b>	<b>539,259.25</b>



**Knox County Housing Authority**  
**CLAIMS REPORT - AHP / HCV**  
*June, 2014*

	Current Period	Last Year Same Period	Variance
<b>BRENTWOOD</b>			
Salaries	7,846.06	7,678.45	167.61
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,350.65	3,168.00	2,182.65
Administrative Expenses	1,293.37	692.50	600.87
Utilities	691.55	428.58	262.97
Maintenance Supplies/Contracts	5,746.03	1,309.67	4,436.36
<b>TOTAL BRENTWOOD CLAIMS</b>	<b>20,927.66</b>	<b>13,277.20</b>	<b>7,650.46</b>

<b>PRAIRIELAND</b>			
Salaries	7,845.75	7,674.31	171.44
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,671.87	2,728.00	1,943.87
Administrative Expenses	716.33	529.46	186.87
Utilities	473.82	199.34	274.48
Maintenance Supplies/Contracts	5,744.22	2,513.18	3,231.04
<b>TOTAL PRAIRIELAND CLAIMS</b>	<b>19,451.99</b>	<b>13,644.29</b>	<b>5,807.70</b>

<b>AHP - BRENTWOOD &amp; PRAIRIELAND</b>			
Salaries	15,691.81	15,352.76	339.05
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,022.52	5,896.00	4,126.52
Administrative Expenses	2,009.70	1,221.96	787.74
Utilities	1,165.37	627.92	537.45
Maintenance Supplies	11,490.25	3,822.85	7,667.40
<b>TOTAL AHP CLAIMS</b>	<b>40,379.65</b>	<b>26,921.49</b>	<b>13,458.16</b>

<b>HOUSING CHOICE VOUCHER - HCV</b>			
Salaries	5,565.61	5,108.35	457.26
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,062.00	4,290.00	-228.00
Administrative Expenses	791.35	890.04	-98.69
<b>TOTAL HCV CLAIMS</b>	<b>10,418.96</b>	<b>10,288.39</b>	<b>130.57</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - GRANT PROGRAMS**  
*June, 2014*

	Current Period	Last Year Same	Variance	Cumulative
<b>CFG 2014 - \$??? ???</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	0.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00	0.00
Non Dwelling Equipment	0.00	0.00	0.00	0.00
<b>TOTAL CFG 2014 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2013 - \$584 976</b>				
Admin. / Operations	0.00	0.00	0.00	98,498.00
Fees & Costs	0.00	0.00	0.00	2,046.50
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	419,672.17
Dwelling Equipment	3,104.58	0.00	3,104.58	7,891.54
Non-Dwelling Equipment	0.00	0.00	0.00	1,329.85
<b>TOTAL CFG 2013 CLAIMS</b>	<b>3,104.58</b>	<b>0.00</b>	<b>3,104.58</b>	<b>529,438.06</b>
<b>CFG 2012 - \$668 600</b>				
Admin. / Operations	0.00	0.00	0.00	133,460.00
Fees & Costs	0.00	0.00	0.00	87,231.00
Site Improvement	0.00	0.00	0.00	20,743.44
Dwelling Structure	0.00	600.00	-600.00	319,532.27
Dwelling Equipment	0.00	0.00	0.00	97,528.28
Non-Dwelling Equipment	0.00	0.00	0.00	10,105.01
<b>TOTAL CFG 2012 CLAIMS</b>	<b>0.00</b>	<b>600.00</b>	<b>-600.00</b>	<b>668,600.00</b>
<b>TOTAL CFG GRANT(S) CLAIMS</b>	<b>3,104.58</b>	<b>600.00</b>	<b>2,504.58</b>	<b>1,198,038.06</b>
<b>ROSS SC GRANT - \$240 000</b>				
Salaries	5,065.58	4,714.46	351.12	173,767.56
Administrative	434.55	0.00	434.55	23,756.52
<b>TOTAL ROSS SC CLAIMS</b>	<b>5,500.13</b>	<b>4,714.46</b>	<b>785.67</b>	<b>197,524.08</b>

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**Knox County Housing Authority**  
**CLAIMS REPORT TOTALS**  
*June, 2014*

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	Current Period	Last Year Same P	Variance	Current Year
<b>TOTALS</b>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	52,029.72	39,815.58	12,214.14	171,566.28
AMP002 - FAMILY	68,215.90	69,838.57	-1,622.67	204,835.36
AMP003 - BLUEBELL	20,591.26	16,295.99	4,295.27	60,077.40
COCC	35,729.48	35,469.18	260.30	102,780.21
<b>TOTAL LOW RENT</b>	<b>176,566.36</b>	<b>161,419.32</b>	<b>15,147.04</b>	<b>539,259.25</b>
<u>A.H.P.</u>				
BRENTWOOD	20,927.66	13,277.20	7,650.46	54,791.26
PRAIRIELAND	19,451.99	13,644.29	5,807.70	48,521.86
<b>TOTAL A.H.P.</b>	<b>40,379.65</b>	<b>26,921.49</b>	<b>13,458.16</b>	<b>103,313.12</b>
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	10,418.96	10,288.39	130.57	31,407.60
<b>TOTAL HCV</b>	<b>10,418.96</b>	<b>10,288.39</b>	<b>130.57</b>	<b>31,407.60</b>
<u>GRANTS</u>				
CAPITAL FUND GRANT '14	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '13	3,104.58	0.00	3,104.58	6,677.63
CAPITAL FUND GRANT '12	0.00	600.00	-600.00	0.00
ROSS SC GRANT '11	5,500.13	4,714.46	785.67	16,527.39
<b>TOTAL GRANTS</b>	<b>8,604.71</b>	<b>5,314.46</b>	<b>3,290.25</b>	<b>23,205.02</b>
<b>TOTAL CLAIMS FOR MONTH</b>	<b>235,969.68</b>	<b>203,943.66</b>	<b>32,026.02</b>	<b>697,184.99</b>

**MINUTES OF THE MONTHLY MEETING  
OF THE FINANCE COMMITTEE  
OF THE KNOX COUNTY HOUSING AUTHORITY**

**July 25, 2014**

**ROLL CALL**

The regular meeting of the Finance Committee of the Knox County Housing Authority was called at 11:10 by Commissioner Allen. Attendance for the meeting was as follows:

KCHA Commissioners:

Present: Wayne Allen

Excused: Ben Burgland and Tom Dunker

Housing Authority Members:

Present: Derek Antoine, Executive Director  
Lee Lofing, Finance Coordinator

**FINANCIAL REPORT**

The only item on the agenda was to review June's 2014 Financial Reports. The committee received the operating statements for COCC, Moon Towers, Family, Bluebell, Brentwood, Prairieland, and Housing Choice Voucher along with the Notes for June. The committee then had a brief questioning and answering discussion of each of these statements (see the "Notes" attachment). After the discussion and review of the financial reports, they were said to look good and that nothing out of the ordinary stood out.

**ADJOURN**

11:30

Respectfully submitted,

*Lee J Lofing*

Finance Coordinator, KCHA

# FINANCE COMMITTEE NOTES - 7/25/2014

June 2014

## COCC

	<u>Jun-14</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$47,482.03	\$143,950.53	Paid for staff training at the Illinois Maintenance Management Clinic
Operating Expenses	\$35,964.44	\$102,423.86	Paid Sailor Kahn for YE 2013 Audit submission
<b>Net Revenue Income/(Loss)</b>	<b>\$11,517.59</b>	<b>\$41,526.67</b>	

Operating in black for month & year

COCC's Cash, Investments, A/R, & A/P \$591,371.50

## MOON TOWERS

	<u>Jun-14</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$59,977.33	\$183,416.16	Paid for staff training at the Illinois Maintenance Management Clinic
Operating Expenses	\$52,154.72	\$171,691.28	Paid Sailor Kahn for YE 2013 Audit submission
<b>Net Revenue Income/(Loss)</b>	<b>\$7,822.61</b>	<b>\$11,724.88</b>	Paid for garden supplies with funds from the HY Grant Paid electric and gas utilities

Operating in black for month and year

*MT's Income will help cover some of Family's Loss if Family shows a loss.*

Moon Towers' Cash, Investments, A/R, & A/P \$600,474.08

## FAMILY

	<u>Jun-14</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$83,381.74	\$244,076.04	Paid for staff training at the Illinois Maintenance Management Clinic
Operating Expenses	\$68,215.90	\$204,835.36	Paid Sailor Kahn for YE 2013 Audit submission
<b>Net Revenue Income/(Loss)</b>	<b>\$15,165.84</b>	<b>\$39,240.68</b>	Admin salary less due to Kati going to HCV Received \$624.50 from the IDROP bad debt program

\$0.00

\$0.00

**\$39,240.68**

*Loss to be funded by Family's reserve and MT & BB's Income*

Family's Cash, Investments, A/R, & A/P \$170,747.22

## BLUEBELL

	<u>Jun-14</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$19,592.95	\$60,586.38	Paid for staff training at the Illinois Maintenance Management Clinic
Operating Expenses	\$20,591.26	\$60,077.40	Paid Sailor Kahn for YE 2013 Audit submission
<b>Net Revenue Income/(Loss)</b>	<b>(\$98.31)</b>	<b>\$508.98</b>	Paid electric and gas utilities Extraordinary expense of \$2,200 for sprinkler testing & repairs

Operating in black for month and year

*If BB has an Income, some of the income will help cover part of Family's Loss if any.*

Bluebell's Cash, Investments, A/R, & A/P \$138,132.41

# FINANCE COMMITTEE NOTES - 7/25/2014

June 2014

## BRENTWOOD

	<u>Jun-14</u>	<u>Current YTD</u>
Operating Income	\$29,046.10	\$84,925.25
Operating Expenses	\$26,067.23	\$70,106.65
<b>Net Revenue Income/(Loss)</b>	<b><u>\$2,978.87</u></b>	<b><u>\$14,818.60</u></b>

### Notes:

Paid for staff training at the Illinois Maintenance Management Clinic  
Paid Sailor Kahn for YE 2013 Audit submission  
Replaced carpet in LR in D1, all of D3 & East Davis #10  
Extermination of bed bugs, hardwood chips for play ground

**Operating in black for month & year**

**Brentwood's Cash, Investments, A/R, & A/P** **\$303,360.30**

## PRAIRIELAND

	<u>Jun-14</u>	<u>Current YTD</u>
Operating Income	\$24,870.66	\$74,617.23
Operating Expenses	\$24,288.78	\$63,041.64
<b>Net Revenue Income/(Loss)</b>	<b><u>\$581.88</u></b>	<b><u>\$11,575.59</u></b>

### Notes:

Paid for staff training at the Illinois Maintenance Management Clinic  
Paid Sailor Kahn for YE 2013 Audit submission  
Wood chips fro playground  
8 by pass doors

**Operating in black for month & year**

<i>Prairieland's Cash</i>	<i>(\$15,452.92)</i>
<i>Security Deposits</i>	<i>\$2,832.00</i>
<i>Replacement Reserve</i>	<i>\$46,583.02</i>
<i>Residual Receipts</i>	<i><u>\$119,821.84</u></i>
<b>PL's Total Cash</b>	<b><u>\$153,933.94</u></b>

## HOUSING CHOICE VOUCHERS

<u>Admin.</u>	<u>Jun-14</u>	<u>Current YTD</u>
Operating Income	\$12,137.66	\$30,068.60
Operating Expenses	\$11,207.84	\$33,579.54
<b>Net Revenue Income/(Loss)</b>	<b><u>\$929.82</u></b>	<b><u>(\$3,510.94)</u></b>

### Notes:

Paid Salaries,  
Received a second Admin Fee Inc from HUD

**Deficit covered by the UNA.**

<b>Unrestricted Net Assets (UNA)</b>	<b><u>\$277,847.25</u></b>	<i>5/31/2014 Balance</i>
Investment in Fixed Assets	\$0.00	
Monthly Net Revenue Income/(Loss)	<u>\$929.82</u>	
<b>UNA Balance</b>	<b><u>\$278,777.07</u></b>	<b>For Admin Expenses and Hap (if needed)</b>

<u>HAP</u>	<u>Jun-14</u>	<u>Current YTD</u>
Operating Income	\$79,726.76	\$239,270.82
Operating Expenses	\$80,786.00	\$236,077.00
<b>Net Revenue Income/(Loss)</b>	<b><u>(\$1,059.24)</u></b>	<b><u>\$3,193.82</u></b>

HAP payments

**Voucher costs less then funded for the month.**

<b>Net Restricted Assets</b>	<b><u>\$27,718.43</u></b>	<i>5/31/2014 Balance</i>
Monthly Net Revenue Income/(Loss)	<u>(\$1,059.24)</u>	
<b>NRA Balance</b>	<b><u>\$26,659.19</u></b>	<b>For HAP Expenses (Only)</b>
HUD Held Reserves	\$0.00	
<b>Extra Funds Available for HAP</b>	<b><u>\$26,659.19</u></b>	<b>For HAP Expenses (Only)</b>

**Knox County Housing Authority**  
**BOARD - COCC CASH FLOW STATEMENT**  
**April 30, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>COCC - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	48,262.96	52,322.50	48,262.96	52,322.50	-4,059.54	627,870.00
<b>TOTAL OPERATING INCOME</b>	<u>48,262.96</u>	<u>52,322.50</u>	<u>48,262.96</u>	<u>52,322.50</u>	<u>-4,059.54</u>	<u>627,870.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	32,704.16	35,910.41	32,704.16	35,910.41	-3,206.25	430,925.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	-70.95	425.00	-70.95	425.00	-495.95	5,100.00
Total Maintenance Expenses	147.64	399.99	147.64	399.99	-252.35	4,800.00
General Expense	1,283.55	1,283.75	1,283.55	1,283.75	-0.20	15,405.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<u>34,064.40</u>	<u>38,019.15</u>	<u>34,064.40</u>	<u>38,019.15</u>	<u>-3,954.75</u>	<u>456,230.00</u>
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	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 Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<u>34,064.40</u>	<u>38,019.15</u>	<u>34,064.40</u>	<u>38,019.15</u>	<u>-3,954.75</u>	<u>456,230.00</u>
<b>NET REVENUE/-EXPENSE PROFIT/-LOSS</b>	<u>14,198.56</u>	<u>14,303.35</u>	<u>14,198.56</u>	<u>14,303.35</u>	<u>-104.79</u>	<u>171,640.00</u>
Total Depreciation Expense	181.66	458.33	181.66	458.33	-276.67	5,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<u>14,016.90</u>	<u>13,845.02</u>	<u>14,016.90</u>	<u>13,845.02</u>	<u>171.88</u>	<u>166,140.00</u>

**Knox County Housing Authority**  
**BOARD - AMP001 CASH FLOW STATEMENT**  
**April 30, 2014**

<b>MOON TOWERS - OPERATING STATEMENT</b>	<b>Current Period</b>	<b>Period Budget</b>	<b>Current Year</b>	<b>YearTo Date Budg</b>	<b>Variance</b>	<b>Year Budget</b>
<b>OPERATING INCOME</b>						
Total Operating Income	59,734.57	62,452.69	59,734.57	62,452.69	-2,718.12	749,432.10
<b>TOTAL OPERATING INCOME</b>	<b>59,734.57</b>	<b>62,452.69</b>	<b>59,734.57</b>	<b>62,452.69</b>	<b>-2,718.12</b>	<b>749,432.10</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	24,643.37	23,907.49	24,643.37	23,907.49	735.88	286,890.00
Total Tenant Services	0.00	279.16	0.00	279.16	-279.16	3,350.00
Total Utilities Expenses	-1,582.08	5,583.34	-1,582.08	5,583.34	-7,165.42	67,000.00
Total Maintenance Expenses	9,485.96	18,908.32	9,485.96	18,908.32	-9,422.36	226,900.00
General Expense	6,736.01	6,323.08	6,736.01	6,323.08	412.93	75,877.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>39,283.26</b>	<b>55,001.39</b>	<b>39,283.26</b>	<b>55,001.39</b>	<b>-15,718.13</b>	<b>660,017.00</b>
Total Non-Routine Expense	0.00	83.33	0.00	83.33	-83.33	1,000.00
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	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 Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>39,283.26</b>	<b>55,084.72</b>	<b>39,283.26</b>	<b>55,084.72</b>	<b>-15,801.46</b>	<b>661,017.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>20,451.31</b>	<b>7,367.97</b>	<b>20,451.31</b>	<b>7,367.97</b>	<b>13,083.34</b>	<b>88,415.10</b>
Total Depreciation Expense	33,584.00	35,791.67	33,584.00	35,791.67	-2,207.67	429,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-13,132.69</b>	<b>-28,423.70</b>	<b>-13,132.69</b>	<b>-28,423.70</b>	<b>15,291.01</b>	<b>-341,084.90</b>



**Knox County Housing Authority**  
**BOARD - AMP002 CASH FLOW STATEMENT**  
**April 30, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>FAMILY - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	78,678.80	77,581.03	78,678.80	77,581.03	1,097.77	930,972.45
<b>TOTAL OPERATING INCOME</b>	<b>78,678.80</b>	<b>77,581.03</b>	<b>78,678.80</b>	<b>77,581.03</b>	<b>1,097.77</b>	<b>930,972.45</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	25,740.50	29,141.00	25,740.50	29,141.00	-3,400.50	349,692.20
Total Tenant Services	4,523.87	4,458.35	4,523.87	4,458.35	65.52	53,500.00
Total Utilities Expenses	-223.30	1,931.25	-223.30	1,931.25	-2,154.55	23,175.00
Total Maintenance Expenses	28,439.45	36,804.15	28,439.45	36,804.15	-8,364.70	441,650.00
General Expense	5,712.01	5,569.88	5,712.01	5,569.88	142.13	66,838.50
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>64,192.53</b>	<b>77,904.63</b>	<b>64,192.53</b>	<b>77,904.63</b>	<b>-13,712.10</b>	<b>934,855.70</b>
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	-323.60	0.00	-323.60	323.60	-3,883.25
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
<b>TOTAL OPERATING EXPENSES</b>	<b>64,192.53</b>	<b>77,581.03</b>	<b>64,192.53</b>	<b>77,581.03</b>	<b>-13,388.50</b>	<b>930,972.45</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>14,486.27</b>	<b>0.00</b>	<b>14,486.27</b>	<b>0.00</b>	<b>14,486.27</b>	<b>0.00</b>
Total Depreciation Expense	31,303.00	38,958.33	31,303.00	38,958.33	-7,655.33	467,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-16,816.73</b>	<b>-38,958.33</b>	<b>-16,816.73</b>	<b>-38,958.33</b>	<b>22,141.60</b>	<b>-467,500.00</b>

**Knox County Housing Authority**  
**BOARD - AMP003 CASH FLOW STATEMENT**  
**April 30, 2014**

<b>BLUEBELL - OPERATING STATEMENT</b>	<b>Current Period</b>	<b>Period Budget</b>	<b>Current Year</b>	<b>YearTo Date Budg</b>	<b>Variance</b>	<b>Year Budget</b>
<b>OPERATING INCOME</b>						
Total Operating Income	20,451.06	21,303.34	20,451.06	21,303.34	-852.28	255,640.00
<b>TOTAL OPERATING INCOME</b>	<b>20,451.06</b>	<b>21,303.34</b>	<b>20,451.06</b>	<b>21,303.34</b>	<b>-852.28</b>	<b>255,640.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	9,727.22	9,992.59	9,727.22	9,992.59	-265.37	119,911.00
Total Tenant Services	0.00	41.67	0.00	41.67	-41.67	500.00
Total Utilities Expenses	-994.71	2,195.84	-994.71	2,195.84	-3,190.55	26,350.00
Total Maintenance Expenses	5,272.94	5,896.67	5,272.94	5,896.67	-623.73	70,760.00
General Expense	2,626.56	2,749.08	2,626.56	2,749.08	-122.52	32,989.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>16,632.01</b>	<b>20,875.85</b>	<b>16,632.01</b>	<b>20,875.85</b>	<b>-4,243.84</b>	<b>250,510.00</b>
Total Non-Routine Expense	0.00	500.01	0.00	500.01	-500.01	6,000.00
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	-70.83	0.00	-70.83	70.83	-850.00
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
<b>TOTAL OPERATING EXPENSES</b>	<b>16,632.01</b>	<b>21,305.03</b>	<b>16,632.01</b>	<b>21,305.03</b>	<b>-4,673.02</b>	<b>255,660.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>3,819.05</b>	<b>-1.69</b>	<b>3,819.05</b>	<b>-1.69</b>	<b>3,820.74</b>	<b>-20.00</b>
Total Depreciation Expense	11,654.00	10,833.33	11,654.00	10,833.33	820.67	130,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-7,834.95</b>	<b>-10,835.02</b>	<b>-7,834.95</b>	<b>-10,835.02</b>	<b>3,000.07</b>	<b>-130,020.00</b>

**Knox County Housing Authority**  
**BOARD - LOW RENT CASH FLOW STATEMENT**  
**April 30, 2014**

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	207,127.39	213,659.56	207,127.39	213,659.56	-6,532.17	2,563,914.55
<b>TOTAL OPERATING INCOME</b>	<b>207,127.39</b>	<b>213,659.56</b>	<b>207,127.39</b>	<b>213,659.56</b>	<b>-6,532.17</b>	<b>2,563,914.55</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	92,815.25	98,951.49	92,815.25	98,951.49	-6,136.24	1,187,418.20
Total Tenant Services	4,523.87	4,779.18	4,523.87	4,779.18	-255.31	57,350.00
Total Utilities Expenses	-2,871.04	10,135.43	-2,871.04	10,135.43	-13,006.47	121,625.00
Total Maintenance Expenses	43,345.99	62,009.13	43,345.99	62,009.13	-18,663.14	744,110.00
General Expense	16,358.13	15,925.79	16,358.13	15,925.79	432.34	191,109.50
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>154,172.20</b>	<b>191,801.02</b>	<b>154,172.20</b>	<b>191,801.02</b>	<b>-37,628.82</b>	<b>2,301,612.70</b>
Total Non-Routine Expense	0.00	583.34	0.00	583.34	-583.34	7,000.00
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	-394.43	0.00	-394.43	394.43	-4,733.25
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
<b>TOTAL OPERATING EXPENSES</b>	<b>154,172.20</b>	<b>191,989.93</b>	<b>154,172.20</b>	<b>191,989.93</b>	<b>-37,817.73</b>	<b>2,303,879.45</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>52,955.19</b>	<b>21,669.63</b>	<b>52,955.19</b>	<b>21,669.63</b>	<b>31,285.56</b>	<b>260,035.10</b>
Total Depreciation Expense	76,722.66	86,041.66	76,722.66	86,041.66	-9,319.00	1,032,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-23,767.47</b>	<b>-64,372.03</b>	<b>-23,767.47</b>	<b>-64,372.03</b>	<b>40,604.56</b>	<b>-772,464.90</b>

**Knox County Housing Authority**  
**BOARD - BRENTWOOD CASH FLOW STATEMENT**  
**April 30, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>BRENTWOOD - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	28,377.39	28,797.74	28,377.39	28,797.74	-420.35	345,573.00
<b>TOTAL OPERATING INCOME</b>	<u>28,377.39</u>	<u>28,797.74</u>	<u>28,377.39</u>	<u>28,797.74</u>	<u>-420.35</u>	<u>345,573.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	3,357.81	4,539.08	3,357.81	4,539.08	-1,181.27	54,469.00
Total Fee Expenses	5,354.82	5,310.00	5,354.82	5,310.00	44.82	63,720.00
Total Utilities Expenses	-372.06	2,049.99	-372.06	2,049.99	-2,422.05	24,600.00
Total Maintenance Expenses	5,855.38	11,667.09	5,855.38	11,667.09	-5,811.71	140,005.00
Total Taxes & Insurance Expense	2,533.99	2,491.39	2,533.99	2,491.39	42.60	29,896.65
Total Financial Expenses	2,621.29	2,650.00	2,621.29	2,650.00	-28.71	31,800.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<u>19,351.23</u>	<u>28,707.55</u>	<u>19,351.23</u>	<u>28,707.55</u>	<u>-9,356.32</u>	<u>344,490.65</u>
Total Amortization Expense	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 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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<u>19,351.23</u>	<u>28,707.55</u>	<u>19,351.23</u>	<u>28,707.55</u>	<u>-9,356.32</u>	<u>344,490.65</u>
<b>NET REVENUE PROFIT/-LOSS</b>	<u>9,026.16</u>	<u>90.19</u>	<u>9,026.16</u>	<u>90.19</u>	<u>8,935.97</u>	<u>1,082.35</u>
Total Depreciation Expense	5,316.50	4,500.00	5,316.50	4,500.00	816.50	54,000.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<u>3,709.66</u>	<u>-4,409.81</u>	<u>3,709.66</u>	<u>-4,409.81</u>	<u>8,119.47</u>	<u>-52,917.65</u>

**Knox County Housing Authority**  
**BOARD - PRAIRIELAND CASH FLOW STATEMENT**  
**April 30, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>PRAIRIELAND - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Opetating Income	24,881.77	25,121.59	24,881.77	25,121.59	-239.82	301,459.00
<b>TOTAL OPERATING INCOME</b>	<b>24,881.77</b>	<b>25,121.59</b>	<b>24,881.77</b>	<b>25,121.59</b>	<b>-239.82</b>	<b>301,459.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	3,271.40	4,566.60	3,271.40	4,566.60	-1,295.20	54,799.00
Total Fee Expenses	4,676.04	4,785.83	4,676.04	4,785.83	-109.79	57,430.00
Total Utilities Expenses	-4,352.78	2,085.00	-4,352.78	2,085.00	-6,437.78	25,020.00
Total Maintenance Expenses	5,622.71	9,030.39	5,622.71	9,030.39	-3,407.68	108,365.00
Total Taxes & Insurance Expense	2,494.17	2,153.73	2,494.17	2,153.73	340.44	25,844.70
Total Financial Expenses	2,621.28	2,500.00	2,621.28	2,500.00	121.28	30,000.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>14,332.82</b>	<b>25,121.55</b>	<b>14,332.82</b>	<b>25,121.55</b>	<b>-10,788.73</b>	<b>301,458.70</b>
Total Amortization Expense	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 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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>14,332.82</b>	<b>25,121.55</b>	<b>14,332.82</b>	<b>25,121.55</b>	<b>-10,788.73</b>	<b>301,458.70</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>10,548.95</b>	<b>0.04</b>	<b>10,548.95</b>	<b>0.04</b>	<b>10,548.91</b>	<b>0.30</b>
Total Depreciation Expense	5,721.25	5,416.67	5,721.25	5,416.67	304.58	65,000.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>4,827.70</b>	<b>-5,416.63</b>	<b>4,827.70</b>	<b>-5,416.63</b>	<b>10,244.33</b>	<b>-64,999.70</b>

**Knox County Housing Authority  
BOARD - AHP CASH FLOW STATEMENT  
April 30, 2014**

<b>BRENTWOOD &amp; PRAIRIELAND COMBINED</b>	<b>Current Period</b>	<b>Period Budget</b>	<b>Current Year</b>	<b>YearTo Date Budg</b>	<b>Variance</b>	<b>Year Budget</b>
<b>OPERATING INCOME</b>						
Total Operating Income	53,259.16	53,919.33	53,259.16	53,919.33	-660.17	647,032.00
<b>TOTAL OPERATING INCOME</b>	<b>53,259.16</b>	<b>53,919.33</b>	<b>53,259.16</b>	<b>53,919.33</b>	<b>-660.17</b>	<b>647,032.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	6,629.21	9,105.68	6,629.21	9,105.68	-2,476.47	109,268.00
Total Fee Expenses	10,030.86	10,095.83	10,030.86	10,095.83	-64.97	121,150.00
Total Utilities Expenses	-4,724.84	4,134.99	-4,724.84	4,134.99	-8,859.83	49,620.00
Total Maintenance Expenses	11,478.09	20,697.48	11,478.09	20,697.48	-9,219.39	248,370.00
Total Taxes & Insurance Expense	5,028.16	4,645.12	5,028.16	4,645.12	383.04	55,741.35
Total Financial Expenses	5,242.57	5,150.00	5,242.57	5,150.00	92.57	61,800.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>33,684.05</b>	<b>53,829.10</b>	<b>33,684.05</b>	<b>53,829.10</b>	<b>-20,145.05</b>	<b>645,949.35</b>
Total Amortization Expense	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 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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>33,684.05</b>	<b>53,829.10</b>	<b>33,684.05</b>	<b>53,829.10</b>	<b>-20,145.05</b>	<b>645,949.35</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>19,575.11</b>	<b>90.23</b>	<b>19,575.11</b>	<b>90.23</b>	<b>19,484.88</b>	<b>1,082.65</b>
Total Depreciation Expense	11,037.75	9,916.67	11,037.75	9,916.67	1,121.08	119,000.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>8,537.36</b>	<b>-9,826.44</b>	<b>8,537.36</b>	<b>-9,826.44</b>	<b>18,363.80</b>	<b>-117,917.35</b>

**Knox County Housing Authority**  
**BOARD - HCV CASH FLOW STATEMENT**  
**April 30, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>HCV - OPERATING STATEMENT</b>						
<b>ADMIN OPERATING INCOME</b>						
Total Admin Operating Income	8,977.67	9,856.74	8,977.67	9,856.74	-879.07	118,281.00
<b>TOTAL ADMIN OPERATING INCOME</b>	<b>8,977.67</b>	<b>9,856.74</b>	<b>8,977.67</b>	<b>9,856.74</b>	<b>-879.07</b>	<b>118,281.00</b>
<b>OPERATING EXPENSES</b>						
Total Admin Expenses	6,393.15	7,064.58	6,393.15	7,064.58	-671.43	84,775.00
Total Fees Expenses	3,958.50	4,103.16	3,958.50	4,103.16	-144.66	49,238.00
Total General Expenses	640.33	656.08	640.33	656.08	-15.75	7,873.00
<b>TOTAL OPERATING EXPENSES</b>	<b>10,991.98</b>	<b>11,823.82</b>	<b>10,991.98</b>	<b>11,823.82</b>	<b>-831.84</b>	<b>141,886.00</b>
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-2,300.42	0.00	-2,300.42	2,300.42	-27,605.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>10,991.98</b>	<b>9,523.40</b>	<b>10,991.98</b>	<b>9,523.40</b>	<b>1,468.58</b>	<b>114,281.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>-2,014.31</b>	<b>333.34</b>	<b>-2,014.31</b>	<b>333.34</b>	<b>-2,347.65</b>	<b>4,000.00</b>
Total Depreciation Expense	18.75	0.00	18.75	0.00	18.75	0.00
<b>NET REVENUE w/Deprecitation PROFIT/-LOSS</b>	<b>-2,033.06</b>	<b>333.34</b>	<b>-2,033.06</b>	<b>333.34</b>	<b>-2,366.40</b>	<b>4,000.00</b>
<b>HAP - OPERATING STATEMENT</b>						
<b>HAP INCOME</b>						
Total Income	79,977.00	81,274.33	79,977.00	81,274.33	-1,297.33	975,292.00
<b>TOTAL HAP INCOME</b>	<b>79,977.00</b>	<b>81,274.33</b>	<b>79,977.00</b>	<b>81,274.33</b>	<b>-1,297.33</b>	<b>975,292.00</b>
<b>HAP EXPENSES</b>						
Total HAP Expenses	75,472.00	81,274.33	75,472.00	81,274.33	-5,802.33	975,292.00
Total General HAP Expenses	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL HAP EXPENSES</b>	<b>75,472.00</b>	<b>81,274.33</b>	<b>75,472.00</b>	<b>81,274.33</b>	<b>-5,802.33</b>	<b>975,292.00</b>
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
<b>REMAINING HAP from RESERVE +/-LOSS</b>	<b>4,505.00</b>	<b>0.00</b>	<b>4,505.00</b>	<b>0.00</b>	<b>4,505.00</b>	<b>0.00</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - LOW RENT**  
*April, 2014*

	Current Period	Last Year Same P	Variance	Current Year
<b>AMP001 - MOON TOWERS</b>				
Salaries	21,082.79	20,815.37	267.42	21,082.79
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	14,558.16	8,825.00	5,733.16	14,558.16
Administrative Expenses	2,784.03	1,250.93	1,533.10	2,784.03
Teneant Services	0.00	0.00	0.00	0.00
Utilities	-1,582.08	-25.97	-1,556.11	-1,582.08
Maintenance Supplies/Contracts	-4,295.65	3,823.92	-8,119.57	-4,295.65
Mileage	0.00	0.00	0.00	0.00
General Expenses	6,736.01	5,862.01	874.00	6,736.01
Non-Routine Expense	0.00	86.42	-86.42	0.00
<b>TOTAL MOON TOWERS CLAIMS</b>	<b>39,283.26</b>	<b>40,637.68</b>	<b>-1,354.42</b>	<b>39,283.26</b>
<b>AMP002 - FAMILY</b>				
Salaries	38,811.03	40,145.82	-1,334.79	38,811.03
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,427.36	9,696.60	5,730.76	15,427.36
Administrative Expenses	2,240.81	2,468.53	-227.72	2,240.81
Teneant Services	-13.98	0.00	-13.98	-13.98
Utilities	-223.30	-82.02	-141.28	-223.30
Maintenance Supplies/Contracts	2,238.60	3,060.62	-822.02	2,238.60
Mileage	0.00	0.00	0.00	0.00
General Expenses	5,712.01	5,112.40	599.61	5,712.01
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL FAMILY CLAIMS</b>	<b>64,192.53</b>	<b>60,401.95</b>	<b>3,790.58</b>	<b>64,192.53</b>
<b>AMP003 - BLUEBELL</b>				
Salaries	8,552.54	8,473.54	79.00	8,552.54
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,205.34	2,677.50	1,527.84	4,205.34
Administrative Expenses	1,068.49	988.84	79.65	1,068.49
Teneant Services	0.00	0.00	0.00	0.00
Utilities	-994.71	0.00	-994.71	-994.71
Maintenance Supplies/Contracts	1,099.21	1,001.31	97.90	1,099.21
Mileage	74.58	37.68	36.90	74.58
General Expenses	2,626.56	2,096.52	530.04	2,626.56
Non-Routine Expenses	0.00	6,688.26	-6,688.26	0.00
<b>TOTAL BLUEBELL CLAIMS</b>	<b>16,632.01</b>	<b>21,963.65</b>	<b>-5,331.64</b>	<b>16,632.01</b>
<b>COCC</b>				
Salaries	26,429.49	29,675.08	-3,245.59	26,429.49
Employee W/H Payments	-3,375.78	-1,207.80	-2,167.98	-3,375.78
Management Fees	0.00	143.51	-143.51	0.00
Administrative Expenses	6,274.67	4,111.77	2,162.90	6,274.67
Teneant Services	0.00	0.00	0.00	0.00
Utilities	-70.95	0.00	-70.95	-70.95
Maintenance Supplies/Contracts	147.64	488.67	-341.03	147.64
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,283.55	2,137.93	-854.38	1,283.55
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL COCC CLAIMS</b>	<b>30,688.62</b>	<b>35,349.16</b>	<b>-4,660.54</b>	<b>30,688.62</b>
<b>COMBINED - AMP1, AMP2, AMP3, &amp; COCC</b>				
Salaries	94,875.85	99,109.81	-4,233.96	94,875.85
Employee W/H Payments	-3,375.78	-1,207.80	-2,167.98	-3,375.78
Management Fees	34,190.86	21,342.61	12,848.25	34,190.86
Administrative Expenses	12,368.00	8,820.07	3,547.93	12,368.00
Teneant Services	-13.98	0.00	-13.98	-13.98
Utilities	-2,871.04	-107.99	-2,763.05	-2,871.04
Maintenance Supplies	-810.20	8,374.52	-9,184.72	-810.20
Mileage	74.58	37.68	36.90	74.58
General Expenses	16,358.13	15,208.86	1,149.27	16,358.13
Non-Routine Expenses	0.00	6,774.68	-6,774.68	0.00
<b>TOTAL LOW RENT CLAIMS</b>	<b>150,796.42</b>	<b>158,352.44</b>	<b>-7,556.02</b>	<b>150,796.42</b>



**Knox County Housing Authority**  
**CLAIMS REPORT - AHP / HCV**  
*April, 2014*

	Current Period	Last Year Same Period	Variance
<b>BRENTWOOD</b>			
Salaries	7,797.23	7,691.89	105.34
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,354.82	3,168.00	2,186.82
Administrative Expenses	457.07	738.16	-281.09
Utilities	-372.06	0.00	-372.06
Maintenance Supplies/Contracts	958.89	2,214.64	-1,255.75
<b>TOTAL BRENTWOOD CLAIMS</b>	<b>14,195.95</b>	<b>13,812.69</b>	<b>383.26</b>

<b>PRAIRIELAND</b>			
Salaries	7,797.01	7,691.67	105.34
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,676.04	2,816.00	1,860.04
Administrative Expenses	370.68	558.13	-187.45
Utilities	-4,352.78	0.00	-4,352.78
Maintenance Supplies/Contracts	726.42	1,637.48	-911.06
<b>TOTAL PRAIRIELAND CLAIMS</b>	<b>9,217.37</b>	<b>12,703.28</b>	<b>-3,485.91</b>

<b>AHP - BRENTWOOD &amp; PRAIRIELAND</b>			
Salaries	15,594.24	15,383.56	210.68
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,030.86	5,984.00	4,046.86
Administrative Expenses	827.75	1,296.29	-468.54
Utilities	-4,724.84	0.00	-4,724.84
Maintenance Supplies	1,685.31	3,852.12	-2,166.81
<b>TOTAL AHP CLAIMS</b>	<b>23,413.32</b>	<b>26,515.97</b>	<b>-3,102.65</b>

<b>HOUSING CHOICE VOUCHER - HCV</b>			
Salaries	5,708.77	5,173.72	535.05
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,958.50	4,309.50	-351.00
Administrative Expenses	684.38	959.56	-275.18
<b>TOTAL HCV CLAIMS</b>	<b>10,351.65</b>	<b>10,442.78</b>	<b>-91.13</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - GRANT PROGRAMS**  
*April, 2014*

	Current Period	Last Year Same	Variance	Cumulative
<b>CFG 2014 - \$??? ???</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	0.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00	0.00
Non Dwelling Equipment	0.00	0.00	0.00	0.00
<b>TOTAL CFG 2014 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2013 - \$584 976</b>				
Admin. / Operations	0.00	0.00	0.00	98,498.00
Fees & Costs	0.00	0.00	0.00	2,046.50
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	415,297.85
Dwelling Equipment	-4,078.23	0.00	-4,078.23	1,510.00
Non-Dwelling Equipment	0.00	0.00	0.00	1,329.85
<b>TOTAL CFG 2013 CLAIMS</b>	<b>-4,078.23</b>	<b>0.00</b>	<b>-4,078.23</b>	<b>518,682.20</b>
<b>CFG 2012 - \$668 600</b>				
Admin. / Operations	0.00	0.00	0.00	133,460.00
Fees & Costs	0.00	0.00	0.00	87,231.00
Site Improvement	0.00	0.00	0.00	20,743.44
Dwelling Structure	0.00	4,173.96	-4,173.96	319,532.27
Dwelling Equipment	0.00	0.00	0.00	97,528.28
Non-Dwelling Equipment	0.00	0.00	0.00	10,105.01
<b>TOTAL CFG 2012 CLAIMS</b>	<b>0.00</b>	<b>4,173.96</b>	<b>-4,173.96</b>	<b>668,600.00</b>
<b>TOTAL CFG GRANT(S) CLAIMS</b>	<b>-4,078.23</b>	<b>4,173.96</b>	<b>-8,252.19</b>	<b>1,187,282.20</b>
<b>ROSS SC GRANT - \$240 000</b>				
Salaries	5,727.86	4,785.92	941.94	164,028.16
Administrative	235.56	0.00	235.56	22,931.95
<b>TOTAL ROSS SC CLAIMS</b>	<b>5,963.42</b>	<b>4,785.92</b>	<b>1,177.50</b>	<b>186,960.11</b>

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**Knox County Housing Authority**  
**CLAIMS REPORT TOTALS**  
*April, 2014*

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	Current Period	Last Year Same P	Variance	Current Year
<b>TOTALS</b>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	39,283.26	40,637.68	-1,354.42	39,283.26
AMP002 - FAMILY	64,192.53	60,401.95	3,790.58	64,192.53
AMP003 - BLUEBELL	16,632.01	21,963.65	-5,331.64	16,632.01
COCC	30,688.62	35,349.16	-4,660.54	30,688.62
<b>TOTAL LOW RENT</b>	<b>150,796.42</b>	<b>158,352.44</b>	<b>-7,556.02</b>	<b>150,796.42</b>
<u>A.H.P.</u>				
BRENTWOOD	14,195.95	13,812.69	383.26	14,195.95
PRAIRIELAND	9,217.37	12,703.28	-3,485.91	9,217.37
<b>TOTAL A.H.P.</b>	<b>23,413.32</b>	<b>26,515.97</b>	<b>-3,102.65</b>	<b>23,413.32</b>
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	10,351.65	10,442.78	-91.13	10,351.65
<b>TOTAL HCV</b>	<b>10,351.65</b>	<b>10,442.78</b>	<b>-91.13</b>	<b>10,351.65</b>
<u>GRANTS</u>				
CAPITAL FUND GRANT '14	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '13	-4,078.23	0.00	-4,078.23	-4,078.23
CAPITAL FUND GRANT '12	0.00	4,173.96	-4,173.96	0.00
ROSS SC GRANT '11	5,963.42	4,785.92	1,177.50	5,963.42
<b>TOTAL GRANTS</b>	<b>1,885.19</b>	<b>8,959.88</b>	<b>-7,074.69</b>	<b>1,885.19</b>
<b>TOTAL CLAIMS FOR MONTH</b>	<b>186,446.58</b>	<b>204,271.07</b>	<b>-17,824.49</b>	<b>186,446.58</b>

**Knox County Housing Authority**  
**BOARD - COCC CASH FLOW STATEMENT**  
**May 31, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>COCC - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	48,205.54	52,322.50	96,468.50	104,645.00	-8,176.50	627,870.00
<b>TOTAL OPERATING INCOME</b>	<b>48,205.54</b>	<b>52,322.50</b>	<b>96,468.50</b>	<b>104,645.00</b>	<b>-8,176.50</b>	<b>627,870.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	30,493.17	35,910.41	63,197.33	71,820.82	-8,623.49	430,925.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	502.87	425.00	431.92	850.00	-418.08	5,100.00
Total Maintenance Expenses	115.43	399.99	263.07	799.98	-536.91	4,800.00
General Expense	1,283.55	1,283.75	2,567.10	2,567.50	-0.40	15,405.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>32,395.02</b>	<b>38,019.15</b>	<b>66,459.42</b>	<b>76,038.30</b>	<b>-9,578.88</b>	<b>456,230.00</b>
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	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 Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>32,395.02</b>	<b>38,019.15</b>	<b>66,459.42</b>	<b>76,038.30</b>	<b>-9,578.88</b>	<b>456,230.00</b>
<b>NET REVENUE/-EXPENSE PROFIT/-LOSS</b>	<b>15,810.52</b>	<b>14,303.35</b>	<b>30,009.08</b>	<b>28,606.70</b>	<b>1,402.38</b>	<b>171,640.00</b>
Total Depreciation Expense	181.66	458.33	363.32	916.66	-553.34	5,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>15,628.86</b>	<b>13,845.02</b>	<b>29,645.76</b>	<b>27,690.04</b>	<b>1,955.72</b>	<b>166,140.00</b>

**Knox County Housing Authority**  
**BOARD - AMP001 CASH FLOW STATEMENT**  
**May 31, 2014**

<b>MOON TOWERS - OPERATING STATEMENT</b>	<b>Current Period</b>	<b>Period Budget</b>	<b>Current Year</b>	<b>YearTo Date Budg</b>	<b>Variance</b>	<b>Year Budget</b>
<b>OPERATING INCOME</b>						
Total Operating Income	63,704.26	62,452.69	123,438.83	124,905.38	-1,466.55	749,432.10
<b>TOTAL OPERATING INCOME</b>	<b>63,704.26</b>	<b>62,452.69</b>	<b>123,438.83</b>	<b>124,905.38</b>	<b>-1,466.55</b>	<b>749,432.10</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	23,034.53	23,907.49	47,677.90	47,814.98	-137.08	286,890.00
Total Tenant Services	0.00	279.16	0.00	558.32	-558.32	3,350.00
Total Utilities Expenses	12,283.57	5,583.34	10,701.49	11,166.68	-465.19	67,000.00
Total Maintenance Expenses	30,954.60	18,908.32	40,440.56	37,816.64	2,623.92	226,900.00
General Expense	5,313.24	6,323.08	12,049.25	12,646.16	-596.91	75,877.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>71,585.94</b>	<b>55,001.39</b>	<b>110,869.20</b>	<b>110,002.78</b>	<b>866.42</b>	<b>660,017.00</b>
Total Non-Routine Expense	8,667.36	83.33	8,667.36	166.66	8,500.70	1,000.00
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	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 Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>80,253.30</b>	<b>55,084.72</b>	<b>119,536.56</b>	<b>110,169.44</b>	<b>9,367.12</b>	<b>661,017.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>-16,549.04</b>	<b>7,367.97</b>	<b>3,902.27</b>	<b>14,735.94</b>	<b>-10,833.67</b>	<b>88,415.10</b>
Total Depreciation Expense	33,584.00	35,791.67	67,168.00	71,583.34	-4,415.34	429,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-50,133.04</b>	<b>-28,423.70</b>	<b>-63,265.73</b>	<b>-56,847.40</b>	<b>-6,418.33</b>	<b>-341,084.90</b>

**Knox County Housing Authority**  
**BOARD - AMP002 CASH FLOW STATEMENT**  
**May 31, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>FAMILY - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	82,015.50	77,581.03	160,694.30	155,162.06	5,532.24	930,972.45
<b>TOTAL OPERATING INCOME</b>	<b>82,015.50</b>	<b>77,581.03</b>	<b>160,694.30</b>	<b>155,162.06</b>	<b>5,532.24</b>	<b>930,972.45</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	24,527.01	29,141.00	50,267.51	58,282.00	-8,014.49	349,692.20
Total Tenant Services	5,368.04	4,458.35	9,891.91	8,916.70	975.21	53,500.00
Total Utilities Expenses	1,378.93	1,931.25	1,155.63	3,862.50	-2,706.87	23,175.00
Total Maintenance Expenses	37,364.06	36,804.15	65,803.51	73,608.30	-7,804.79	441,650.00
General Expense	3,788.89	5,569.88	9,500.90	11,139.76	-1,638.86	66,838.50
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>72,426.93</b>	<b>77,904.63</b>	<b>136,619.46</b>	<b>155,809.26</b>	<b>-19,189.80</b>	<b>934,855.70</b>
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	-323.60	0.00	-647.20	647.20	-3,883.25
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
<b>TOTAL OPERATING EXPENSES</b>	<b>72,426.93</b>	<b>77,581.03</b>	<b>136,619.46</b>	<b>155,162.06</b>	<b>-18,542.60</b>	<b>930,972.45</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>9,588.57</b>	<b>0.00</b>	<b>24,074.84</b>	<b>0.00</b>	<b>24,074.84</b>	<b>0.00</b>
Total Depreciation Expense	31,303.00	38,958.33	62,606.00	77,916.66	-15,310.66	467,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-21,714.43</b>	<b>-38,958.33</b>	<b>-38,531.16</b>	<b>-77,916.66</b>	<b>39,385.50</b>	<b>-467,500.00</b>

**Knox County Housing Authority**  
**BOARD - AMP003 CASH FLOW STATEMENT**  
**May 31, 2014**

<b>BLUEBELL - OPERATING STATEMENT</b>	<b>Current Period</b>	<b>Period Budget</b>	<b>Current Year</b>	<b>YearTo Date Budg</b>	<b>Variance</b>	<b>Year Budget</b>
<b>OPERATING INCOME</b>						
Total Operating Income	20,542.37	21,303.34	40,993.43	42,606.68	-1,613.25	255,640.00
<b>TOTAL OPERATING INCOME</b>	<b>20,542.37</b>	<b>21,303.34</b>	<b>40,993.43</b>	<b>42,606.68</b>	<b>-1,613.25</b>	<b>255,640.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	9,623.11	9,992.59	19,350.33	19,985.18	-634.85	119,911.00
Total Tenant Services	0.00	41.67	0.00	83.34	-83.34	500.00
Total Utilities Expenses	3,056.43	2,195.84	2,061.72	4,391.68	-2,329.96	26,350.00
Total Maintenance Expenses	7,960.84	5,896.67	13,233.78	11,793.34	1,440.44	70,760.00
General Expense	2,213.75	2,749.08	4,840.31	5,498.16	-657.85	32,989.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>22,854.13</b>	<b>20,875.85</b>	<b>39,486.14</b>	<b>41,751.70</b>	<b>-2,265.56</b>	<b>250,510.00</b>
Total Non-Routine Expense	0.00	500.01	0.00	1,000.02	-1,000.02	6,000.00
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	-70.83	0.00	-141.66	141.66	-850.00
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
<b>TOTAL OPERATING EXPENSES</b>	<b>22,854.13</b>	<b>21,305.03</b>	<b>39,486.14</b>	<b>42,610.06</b>	<b>-3,123.92</b>	<b>255,660.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>-2,311.76</b>	<b>-1.69</b>	<b>1,507.29</b>	<b>-3.38</b>	<b>1,510.67</b>	<b>-20.00</b>
Total Depreciation Expense	11,654.00	10,833.33	23,308.00	21,666.66	1,641.34	130,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-13,965.76</b>	<b>-10,835.02</b>	<b>-21,800.71</b>	<b>-21,670.04</b>	<b>-130.67</b>	<b>-130,020.00</b>

**Knox County Housing Authority**  
**BOARD - LOW RENT CASH FLOW STATEMENT**  
**May 31, 2014**

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	214,467.67	213,659.56	421,595.06	427,319.12	-5,724.06	2,563,914.55
<b>TOTAL OPERATING INCOME</b>	<b>214,467.67</b>	<b>213,659.56</b>	<b>421,595.06</b>	<b>427,319.12</b>	<b>-5,724.06</b>	<b>2,563,914.55</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	87,677.82	98,951.49	180,493.07	197,902.98	-17,409.91	1,187,418.20
Total Tenant Services	5,368.04	4,779.18	9,891.91	9,558.36	333.55	57,350.00
Total Utilities Expenses	17,221.80	10,135.43	14,350.76	20,270.86	-5,920.10	121,625.00
Total Maintenance Expenses	76,394.93	62,009.13	119,740.92	124,018.26	-4,277.34	744,110.00
General Expense	12,599.43	15,925.79	28,957.56	31,851.58	-2,894.02	191,109.50
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>199,262.02</b>	<b>191,801.02</b>	<b>353,434.22</b>	<b>383,602.04</b>	<b>-30,167.82</b>	<b>2,301,612.70</b>
Total Non-Routine Expense	8,667.36	583.34	8,667.36	1,166.68	7,500.68	7,000.00
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	-394.43	0.00	-788.86	788.86	-4,733.25
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
<b>TOTAL OPERATING EXPENSES</b>	<b>207,929.38</b>	<b>191,989.93</b>	<b>362,101.58</b>	<b>383,979.86</b>	<b>-21,878.28</b>	<b>2,303,879.45</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>6,538.29</b>	<b>21,669.63</b>	<b>59,493.48</b>	<b>43,339.26</b>	<b>16,154.22</b>	<b>260,035.10</b>
Total Depreciation Expense	76,722.66	86,041.66	153,445.32	172,083.32	-18,638.00	1,032,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-70,184.37</b>	<b>-64,372.03</b>	<b>-93,951.84</b>	<b>-128,744.06</b>	<b>34,792.22</b>	<b>-772,464.90</b>



**Knox County Housing Authority**  
**BOARD - BRENTWOOD CASH FLOW STATEMENT**  
**May 31, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>BRENTWOOD - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	27,501.76	28,797.74	55,879.15	57,595.48	-1,716.33	345,573.00
<b>TOTAL OPERATING INCOME</b>	<u>27,501.76</u>	<u>28,797.74</u>	<u>55,879.15</u>	<u>57,595.48</u>	<u>-1,716.33</u>	<u>345,573.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	3,314.79	4,539.08	6,672.60	9,078.16	-2,405.56	54,469.00
Total Fee Expenses	5,203.98	5,310.00	10,558.80	10,620.00	-61.20	63,720.00
Total Utilities Expenses	534.73	2,049.99	162.67	4,099.98	-3,937.31	24,600.00
Total Maintenance Expenses	10,614.15	11,667.09	16,469.53	23,334.18	-6,864.65	140,005.00
Total Taxes & Insurance Expense	2,490.67	2,491.39	5,024.66	4,982.78	41.88	29,896.65
Total Financial Expenses	2,529.87	2,650.00	5,151.16	5,300.00	-148.84	31,800.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<u>24,688.19</u>	<u>28,707.55</u>	<u>44,039.42</u>	<u>57,415.10</u>	<u>-13,375.68</u>	<u>344,490.65</u>
Total Amortization Expense	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 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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<u>24,688.19</u>	<u>28,707.55</u>	<u>44,039.42</u>	<u>57,415.10</u>	<u>-13,375.68</u>	<u>344,490.65</u>
<b>NET REVENUE PROFIT/-LOSS</b>	<u>2,813.57</u>	<u>90.19</u>	<u>11,839.73</u>	<u>180.38</u>	<u>11,659.35</u>	<u>1,082.35</u>
Total Depreciation Expense	5,316.50	4,500.00	10,633.00	9,000.00	1,633.00	54,000.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<u>-2,502.93</u>	<u>-4,409.81</u>	<u>1,206.73</u>	<u>-8,819.62</u>	<u>10,026.35</u>	<u>-52,917.65</u>

**Knox County Housing Authority**  
**BOARD - PRAIRIELAND CASH FLOW STATEMENT**  
**May 31, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>PRAIRIELAND - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Opetating Income	24,864.80	25,121.59	49,746.57	50,243.18	-496.61	301,459.00
<b>TOTAL OPERATING INCOME</b>	<b>24,864.80</b>	<b>25,121.59</b>	<b>49,746.57</b>	<b>50,243.18</b>	<b>-496.61</b>	<b>301,459.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	3,366.12	4,566.60	6,637.52	9,133.20	-2,495.68	54,799.00
Total Fee Expenses	4,676.04	4,785.83	9,352.08	9,571.66	-219.58	57,430.00
Total Utilities Expenses	4,945.10	2,085.00	592.32	4,170.00	-3,577.68	25,020.00
Total Maintenance Expenses	6,865.24	9,030.39	12,487.95	18,060.78	-5,572.83	108,365.00
Total Taxes & Insurance Expense	2,037.67	2,153.73	4,531.84	4,307.46	224.38	25,844.70
Total Financial Expenses	2,529.87	2,500.00	5,151.15	5,000.00	151.15	30,000.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>24,420.04</b>	<b>25,121.55</b>	<b>38,752.86</b>	<b>50,243.10</b>	<b>-11,490.24</b>	<b>301,458.70</b>
Total Amortization Expense	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 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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>24,420.04</b>	<b>25,121.55</b>	<b>38,752.86</b>	<b>50,243.10</b>	<b>-11,490.24</b>	<b>301,458.70</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>444.76</b>	<b>0.04</b>	<b>10,993.71</b>	<b>0.08</b>	<b>10,993.63</b>	<b>0.30</b>
Total Depreciation Expense	5,721.25	5,416.67	11,442.50	10,833.34	609.16	65,000.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-5,276.49</b>	<b>-5,416.63</b>	<b>-448.79</b>	<b>-10,833.26</b>	<b>10,384.47</b>	<b>-64,999.70</b>

**Knox County Housing Authority**  
**BOARD - AHP CASH FLOW STATEMENT**  
**May 31, 2014**

<b>BRENTWOOD &amp; PRAIRIELAND COMBINED</b>	<b>Current Period</b>	<b>Period Budget</b>	<b>Current Year</b>	<b>YearTo Date Budg</b>	<b>Variance</b>	<b>Year Budget</b>
<b>OPERATING INCOME</b>						
Total Operating Income	52,366.56	53,919.33	105,625.72	107,838.66	-2,212.94	647,032.00
<b>TOTAL OPERATING INCOME</b>	<b>52,366.56</b>	<b>53,919.33</b>	<b>105,625.72</b>	<b>107,838.66</b>	<b>-2,212.94</b>	<b>647,032.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	6,680.91	9,105.68	13,310.12	18,211.36	-4,901.24	109,268.00
Total Fee Expenses	9,880.02	10,095.83	19,910.88	20,191.66	-280.78	121,150.00
Total Utilities Expenses	5,479.83	4,134.99	754.99	8,269.98	-7,514.99	49,620.00
Total Maintenance Expenses	17,479.39	20,697.48	28,957.48	41,394.96	-12,437.48	248,370.00
Total Taxes & Insurance Expense	4,528.34	4,645.12	9,556.50	9,290.24	266.26	55,741.35
Total Financial Expenses	5,059.74	5,150.00	10,302.31	10,300.00	2.31	61,800.00
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>49,108.23</b>	<b>53,829.10</b>	<b>82,792.28</b>	<b>107,658.20</b>	<b>-24,865.92</b>	<b>645,949.35</b>
Total Amortization Expense	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 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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>49,108.23</b>	<b>53,829.10</b>	<b>82,792.28</b>	<b>107,658.20</b>	<b>-24,865.92</b>	<b>645,949.35</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>3,258.33</b>	<b>90.23</b>	<b>22,833.44</b>	<b>180.46</b>	<b>22,652.98</b>	<b>1,082.65</b>
Total Depreciation Expense	11,037.75	9,916.67	22,075.50	19,833.34	2,242.16	119,000.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-7,779.42</b>	<b>-9,826.44</b>	<b>757.94</b>	<b>-19,652.88</b>	<b>20,410.82</b>	<b>-117,917.35</b>

**Knox County Housing Authority**  
**BOARD - HCV CASH FLOW STATEMENT**  
**May 31, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>HCV - OPERATING STATEMENT</b>						
<b>ADMIN OPERATING INCOME</b>						
Total Admin Operating Income	8,974.33	9,856.74	17,952.00	19,713.48	-1,761.48	118,281.00
<b>TOTAL ADMIN OPERATING INCOME</b>	<b>8,974.33</b>	<b>9,856.74</b>	<b>17,952.00</b>	<b>19,713.48</b>	<b>-1,761.48</b>	<b>118,281.00</b>
<b>OPERATING EXPENSES</b>						
Total Admin Expenses	6,658.99	7,064.58	13,052.14	14,129.16	-1,077.02	84,775.00
Total Fees Expenses	3,978.00	4,103.16	7,936.50	8,206.32	-269.82	49,238.00
Total General Expenses	705.23	656.08	1,345.56	1,312.16	33.40	7,873.00
<b>TOTAL OPERATING EXPENSES</b>	<b>11,342.22</b>	<b>11,823.82</b>	<b>22,334.20</b>	<b>23,647.64</b>	<b>-1,313.44</b>	<b>141,886.00</b>
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-2,300.42	0.00	-4,600.84	4,600.84	-27,605.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>11,342.22</b>	<b>9,523.40</b>	<b>22,334.20</b>	<b>19,046.80</b>	<b>3,287.40</b>	<b>114,281.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>-2,367.89</b>	<b>333.34</b>	<b>-4,382.20</b>	<b>666.68</b>	<b>-5,048.88</b>	<b>4,000.00</b>
Total Depreciation Expense	18.75	0.00	37.50	0.00	37.50	0.00
<b>NET REVENUE w/Deprecitation PROFIT/-LOSS</b>	<b>-2,386.64</b>	<b>333.34</b>	<b>-4,419.70</b>	<b>666.68</b>	<b>-5,086.38</b>	<b>4,000.00</b>
<b>HAP - OPERATING STATEMENT</b>						
<b>HAP INCOME</b>						
Total Income	79,546.00	81,274.33	159,523.00	162,548.66	-3,025.66	975,292.00
<b>TOTAL HAP INCOME</b>	<b>79,546.00</b>	<b>81,274.33</b>	<b>159,523.00</b>	<b>162,548.66</b>	<b>-3,025.66</b>	<b>975,292.00</b>
<b>HAP EXPENSES</b>						
Total HAP Expenses	79,819.00	81,274.33	155,291.00	162,548.66	-7,257.66	975,292.00
Total General HAP Expenses	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL HAP EXPENSES</b>	<b>79,819.00</b>	<b>81,274.33</b>	<b>155,291.00</b>	<b>162,548.66</b>	<b>-7,257.66</b>	<b>975,292.00</b>
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
<b>REMAINING HAP from RESERVE +/-LOSS</b>	<b>-273.00</b>	<b>0.00</b>	<b>4,232.00</b>	<b>0.00</b>	<b>4,232.00</b>	<b>0.00</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - LOW RENT**  
*May, 2014*

	Current Period	Last Year Same P	Variance	Current Year
<b>AMP001 - MOON TOWERS</b>				
Salaries	20,454.22	30,230.30	-9,776.08	41,537.01
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	14,779.92	8,782.50	5,997.42	29,338.08
Administrative Expenses	430.54	1,789.17	-1,358.63	3,214.57
Teneant Services	0.00	93.45	-93.45	0.00
Utilities	12,283.57	10,913.05	1,370.52	10,701.49
Maintenance Supplies/Contracts	18,324.45	4,463.05	13,861.40	14,028.80
Mileage	0.00	0.00	0.00	0.00
General Expenses	5,313.24	5,329.50	-16.26	12,049.25
Non-Routine Expense	8,667.36	0.00	8,667.36	8,667.36
<b>TOTAL MOON TOWERS CLAIMS</b>	<b>80,253.30</b>	<b>61,601.02</b>	<b>18,652.28</b>	<b>119,536.56</b>
<b>AMP002 - FAMILY</b>				
Salaries	40,620.99	57,850.97	-17,229.98	79,432.02
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,279.52	9,815.77	5,463.75	30,706.88
Administrative Expenses	1,166.97	2,951.40	-1,784.43	3,407.78
Teneant Services	204.39	359.16	-154.77	190.41
Utilities	1,378.93	1,732.10	-353.17	1,155.63
Maintenance Supplies/Contracts	9,987.24	5,147.87	4,839.37	12,225.84
Mileage	0.00	24.88	-24.88	0.00
General Expenses	3,788.89	5,396.99	-1,608.10	9,500.90
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL FAMILY CLAIMS</b>	<b>72,426.93</b>	<b>83,279.14</b>	<b>-10,852.21</b>	<b>136,619.46</b>
<b>AMP003 - BLUEBELL</b>				
Salaries	8,329.00	12,247.40	-3,918.40	16,881.54
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,453.24	2,752.14	1,701.10	8,658.58
Administrative Expenses	861.76	978.37	-116.61	1,930.25
Teneant Services	0.00	0.00	0.00	0.00
Utilities	3,056.43	2,333.11	723.32	2,061.72
Maintenance Supplies/Contracts	3,654.81	1,383.29	2,271.52	4,754.02
Mileage	285.14	37.32	247.82	359.72
General Expenses	2,213.75	2,153.11	60.64	4,840.31
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL BLUEBELL CLAIMS</b>	<b>22,854.13</b>	<b>21,884.74</b>	<b>969.39</b>	<b>39,486.14</b>
<b>COCC</b>				
Salaries	26,039.45	42,679.65	-16,640.20	52,468.94
Employee W/H Payments	3,967.09	1,470.85	2,496.24	591.31
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	4,453.72	6,541.21	-2,087.49	10,728.39
Teneant Services	0.00	0.00	0.00	0.00
Utilities	502.87	434.42	68.45	431.92
Maintenance Supplies/Contracts	115.43	3.78	111.65	263.07
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,283.55	2,137.93	-854.38	2,567.10
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL COCC CLAIMS</b>	<b>36,362.11</b>	<b>53,267.84</b>	<b>-16,905.73</b>	<b>67,050.73</b>
<b>COMBINED - AMP1, AMP2, AMP3, &amp; COCC</b>				
Salaries	95,443.66	143,008.32	-47,564.66	190,319.51
Employee W/H Payments	3,967.09	1,470.85	2,496.24	591.31
Management Fees	34,512.68	21,350.41	13,162.27	68,703.54
Administrative Expenses	6,912.99	12,260.15	-5,347.16	19,280.99
Teneant Services	204.39	452.61	-248.22	190.41
Utilities	17,221.80	15,412.68	1,809.12	14,350.76
Maintenance Supplies	32,081.93	10,997.99	21,083.94	31,271.73
Mileage	285.14	62.20	222.94	359.72
General Expenses	12,599.43	15,017.53	-2,418.10	28,957.56
Non-Routine Expenses	8,667.36	0.00	8,667.36	8,667.36
<b>TOTAL LOW RENT CLAIMS</b>	<b>211,896.47</b>	<b>220,032.74</b>	<b>-8,136.27</b>	<b>362,692.89</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - AHP / HCV**  
*May, 2014*

	Current Period	Last Year Same Period	Variance
<b>BRENTWOOD</b>			
Salaries	7,776.13	11,116.43	-3,340.30
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,203.98	3,124.00	2,079.98
Administrative Expenses	446.98	830.86	-383.88
Utilities	534.73	519.39	15.34
Maintenance Supplies/Contracts	5,705.83	2,532.58	3,173.25
<b>TOTAL BRENTWOOD CLAIMS</b>	<b>19,667.65</b>	<b>18,123.26</b>	<b>1,544.39</b>

<b>PRAIRIELAND</b>			
Salaries	7,775.84	11,116.14	-3,340.30
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,676.04	2,728.00	1,948.04
Administrative Expenses	498.40	831.68	-333.28
Utilities	4,945.10	5,004.11	-59.01
Maintenance Supplies/Contracts	1,957.12	2,056.68	-99.56
<b>TOTAL PRAIRIELAND CLAIMS</b>	<b>19,852.50</b>	<b>21,736.61</b>	<b>-1,884.11</b>

<b>AHP - BRENTWOOD &amp; PRAIRIELAND</b>			
Salaries	15,551.97	22,232.57	-6,680.60
Employee W/H Payments	0.00	0.00	0.00
Management Fees	9,880.02	5,852.00	4,028.02
Administrative Expenses	945.38	1,662.54	-717.16
Utilities	5,479.83	5,523.50	-43.67
Maintenance Supplies	7,662.95	4,589.26	3,073.69
<b>TOTAL AHP CLAIMS</b>	<b>39,520.15</b>	<b>39,859.87</b>	<b>-339.72</b>

<b>HOUSING CHOICE VOUCHER - HCV</b>			
Salaries	5,564.09	7,407.95	-1,843.86
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,978.00	4,251.00	-273.00
Administrative Expenses	1,094.90	1,445.70	-350.80
<b>TOTAL HCV CLAIMS</b>	<b>10,636.99</b>	<b>13,104.65</b>	<b>-2,467.66</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - GRANT PROGRAMS**  
*May, 2014*

	Current Period	Last Year Same	Variance	Cumulative
<b>CFG 2014 - \$??? ???</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	0.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00	0.00
Non Dwelling Equipment	0.00	0.00	0.00	0.00
<b>TOTAL CFG 2014 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2013 - \$584 976</b>				
Admin. / Operations	0.00	0.00	0.00	98,498.00
Fees & Costs	0.00	0.00	0.00	2,046.50
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	4,374.32	0.00	4,374.32	419,672.17
Dwelling Equipment	3,276.96	0.00	3,276.96	4,786.96
Non-Dwelling Equipment	0.00	0.00	0.00	1,329.85
<b>TOTAL CFG 2013 CLAIMS</b>	<b>7,651.28</b>	<b>0.00</b>	<b>7,651.28</b>	<b>526,333.48</b>
<b>CFG 2012 - \$668 600</b>				
Admin. / Operations	0.00	0.00	0.00	133,460.00
Fees & Costs	0.00	9,346.29	-9,346.29	87,231.00
Site Improvement	0.00	0.00	0.00	20,743.44
Dwelling Structure	0.00	46,822.38	-46,822.38	319,532.27
Dwelling Equipment	0.00	0.00	0.00	97,528.28
Non-Dwelling Equipment	0.00	0.00	0.00	10,105.01
<b>TOTAL CFG 2012 CLAIMS</b>	<b>0.00</b>	<b>56,168.67</b>	<b>-56,168.67</b>	<b>668,600.00</b>
<b>TOTAL CFG GRANT(S) CLAIMS</b>	<b>7,651.28</b>	<b>56,168.67</b>	<b>-48,517.39</b>	<b>1,194,933.48</b>
<b>ROSS SC GRANT - \$240 000</b>				
Salaries	4,673.82	6,847.17	-2,173.35	168,701.98
Administrative	390.02	0.00	390.02	23,321.97
<b>TOTAL ROSS SC CLAIMS</b>	<b>5,063.84</b>	<b>6,847.17</b>	<b>-1,783.33</b>	<b>192,023.95</b>

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**Knox County Housing Authority**  
**CLAIMS REPORT TOTALS**  
*May, 2014*

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	Current Period	Last Year Same P	Variance	Current Year
<b>TOTALS</b>				
<u><b>LOW RENT</b></u>				
AMP001 - MOON TOWERS	80,253.30	61,601.02	18,652.28	119,536.56
AMP002 - FAMILY	72,426.93	83,279.14	-10,852.21	136,619.46
AMP003 - BLUEBELL	22,854.13	21,884.74	969.39	39,486.14
COCC	36,362.11	53,267.84	-16,905.73	67,050.73
<b>TOTAL LOW RENT</b>	<b>211,896.47</b>	<b>220,032.74</b>	<b>-8,136.27</b>	<b>362,692.89</b>
<u><b>A.H.P.</b></u>				
BRENTWOOD	19,667.65	18,123.26	1,544.39	33,863.60
PRAIRIELAND	19,852.50	21,736.61	-1,884.11	29,069.87
<b>TOTAL A.H.P.</b>	<b>39,520.15</b>	<b>39,859.87</b>	<b>-339.72</b>	<b>62,933.47</b>
<u><b>HOUSING CHOICE VOUCHER - HCV</b></u>				
HCV (Administrative Only)	10,636.99	13,104.65	-2,467.66	20,988.64
<b>TOTAL HCV</b>	<b>10,636.99</b>	<b>13,104.65</b>	<b>-2,467.66</b>	<b>20,988.64</b>
<u><b>GRANTS</b></u>				
CAPITAL FUND GRANT '14	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '13	7,651.28	0.00	7,651.28	3,573.05
CAPITAL FUND GRANT '12	0.00	56,168.67	-56,168.67	0.00
ROSS SC GRANT '11	5,063.84	6,847.17	-1,783.33	11,027.26
<b>TOTAL GRANTS</b>	<b>12,715.12</b>	<b>63,015.84</b>	<b>-50,300.72</b>	<b>14,600.31</b>
<b>TOTAL CLAIMS FOR MONTH</b>	<b>274,768.73</b>	<b>336,013.10</b>	<b>-61,244.37</b>	<b>461,215.31</b>





# Knox County Housing Authority

Resolution 2014-08

July 29, 2014

Board of Commissioners

Derek Antoine, Executive Director

**RE: Approval of Bad Debt Charge-Offs for the period ending June 30, 2014**

## **Article I. Background**

It is the policy of the Knox County Housing Authority to write-off all uncollectable debt owed from previous program participants. An effective asset management program includes activities that enable the Knox County Housing Authority to accurately reflect the value of its receivables and other assets and ensure that resources are not devoted to the recovery of uncollectible receivables. The timely identification of probable and estimable losses is an essential element in appropriately measuring the value of the KCHA's assets. Therefore, the write-off process is a critical component of the financial management activities.

Write-off recommendations should be made by each program manager upon the determination that the program area or accounting operation, despite its best recovery efforts, cannot recover the asset. Write-offs may also be appropriate when the general ledger account balances are insupportable, or other auditors have identified the need to adjust the records and management has agreed with the auditors.

Write-offs occur when the KCHA removes the corresponding amount of an uncollectible, un-reconciled, or unsubstantiated asset from the general ledger. On a quarterly basis, each program should evaluate the recoverability of its assets to quantify and recognize amounts to be written off. Each quarter, the program managers will report to the finance coordinator the level of actual write-offs vs. its original estimated write-offs.

Once approved by the Board of Commissioners, uncollectable receivables will be turned over to collections. Additionally at this point, the uncollectible receivables will be written off in KCHA accounting software and adjustment entries will be made to the general ledger.

## **Article II. Recommendation**

It is the recommendation of the Executive Director the Board resolve the presented debts in the amount of \$13,524.11 effective for the period ending 06/30/2014.



## Knox County Housing Authority Resolution 2014-08

Board of Commissioners  
Derek Antoine, Executive Director

RE: Approval of Bad Debt Charge-Offs for the period ending June 30, 2014

First Name	Last Name	KCHA's Debt Identifier	Debt Owed
Brittany	Lumberry	AHP56-3	\$804.50
Craig	Milan	AHP56-3	\$804.50
Arley	Szydloski	AHP21-2	\$513.00
Cassandra	Sullivan	AHPG5-7	\$173.50
Matthew	Burton	AHPG5-7	\$173.50
<b>AHP 1st Qtr Bad Debt Write-Off Total</b>			<b>\$2,469.00</b>

First Name	Last Name	KCHA's Debt Identifier	Debt Owed
Amber	Smith	Fam 202-13	\$72.87
Akeela	Rowan	Fam 212-5	\$314.96
Karen	Taylor	Fam 219-14	\$33.05
Michael	Taylor	Fam 219-14	\$33.04
Summer	Pulse	Fam 226-17	\$79.13
Gladys	Pulse	Fam 226-17	\$79.12
Melissa	Hackwith	Fam 232-17	\$249.50
Evelyn	Barber	Fam 277-21	\$956.34
Jerri	Short	Fam 279-30	\$299.00
Douglas	Lee	Fam 282-17	\$18.18
Tiesha	Bailey	Fam 291-17	\$680.64
Krystal	Cox	Fam 322-26	\$2,563.29
Yawanna	Batey	Fam 344-24	\$53.95
Bernice	Jones	Fam 347-13	\$144.43
Rose	Campbell	Fam 353-16	\$1,979.25
Sharnel	Jones	Fam 368-12	\$686.81
Brandi	Kinhoun	Fam 373-21	\$2,780.55
<b>Family's 1st Qtr Bad Debt Write-Off Total</b>			<b>\$11,024.11</b>

First Name	Last Name	KCHA's Debt Identifier	Debt Owed
Cy	Hughes	MT 041-4	\$31.00
<b>Moon Towers' 1st Qtr Bad Debt Write-Off Total</b>			<b>\$31.00</b>

**KCHA Total 1st Qtr Bad Debt Write-Offs** **\$13,524.11**



# Knox County Housing Authority

Resolution 2014-08

July 29, 2014

Board of Commissioners

Derek Antoine, Executive Director

## Approval of Bad Debt Charge-Offs for the period ending June 30, 2014

**WHEREAS**, the Knox County Housing Authority has determined, through due diligence, certain accounts to be uncollectible; and

**WHEREAS**, it is the policy of the Knox County Housing Authority to charge off such uncollectible or un-reconciled accounts on a quarterly basis; and

**WHEREAS**, each individual account listed has been duly notified of the debt owed to the KCHA, and have been given the opportunity to settle debts owed prior to this action; and

**WHEREAS**, the listed accounts have been determined to be uncollectible at the close of the period ending March 31, 2014;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Knox County Housing Authority hereby approves the write-off of uncollectible debt in the amount of \$13,524.11 for the period ending June 30, 2014.

**RESOLVED: July 29, 2014**

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Lomac Payton, Chairperson

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Roger Peterson, Vice-Chairperson

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Floyd Palmer, Resident Commissioner

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Paul Stewart, Commissioner

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Wayne Allen, Commissioner

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Thomas Dunker, Commissioner

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Ben Burgland, Commissioner

## BOARD MEMO


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Galesburg, IL 61401

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F: (309) 342-7206

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**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 07/25/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 07/29/2014

**SUBJECT:** REAC Physical Inspection Scores Appeal Update

---

### Executive Summary

On 05/14/2014 and 05/15/2014, respectively, physical inspections were performed at Bluebell Tower and Moon Towers, representing the physical assessment scoring portion (PASS) of the Public Housing Assessment System (PHAS). On 05/21/2014, inspection reports were sent to the agency detailing scores for both properties. Bluebell Tower received a score of 88.46 (Standard Performer) and Moon Towers received a score of 79.12 (Standard Performer).

Public Housing Agencies (PHAs) have the option to appeal a physical inspection score for reasons such as a belief that the inspection was not conducted in accordance with the Uniform Physical Condition Standards (UPCS) inspection protocol, that certain inspection data may have been recorded in error, or deficiencies are related to extraordinary events such as a natural disaster, that, if corrected/adjusted, will result in an improvement in the property's overall score.

The appeals packets were prepped and sent to HUD on 06/20/2014. The appeals were supported with documentation from licensed third-party vendors, and considered sound in basis. On 07/11/2014, updated scores were posted to the REAC website indicating all deficiency appeals were approved, with revised scoring as follows:

AMP	Previous Score	Revised Score	Rounded Score
Moon Towers	79.12	99.59	99.00
Family Sites	89.81	89.81	90.00
Bluebell Tower	88.46	97.83	98.00

Under PHAS, there are 40 possible points associated with PASS. With revised physical inspection scores, the PASS portion of PHAS will be scored as follows:

AMP	Total Units	PASS Score	PHAS Score
Moon Towers	177	99.00	39.60
Family Sites	190	90.00	36.00
Bluebell Tower	51	98.00	39.20
Total	418		37.91

As the table above indicates, the agency will receive a score of 37.91 for PASS under PHAS. This puts the agency in great position to attain an overall rating of High Performer in PHAS, which includes assessment of agency financial position, management operations, and capital fund performance.

#### **Fiscal Impact**

As the scoring has restored, the agency would not have physical inspections at these properties until 2017. Additionally, the designation as High Performer, if attained for PHAS, qualifies the agency for funding opportunities only available under such designation.

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**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 07/25/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 07/29/2014

**SUBJECT:** Office of Inspector General (OIG) Bulletins

---

### Executive Summary

Periodically the Office of Inspector General (OIG), the enforcement branch of the Department of Housing and Urban Development (HUD), distributes Industry Advisories (IA) that provide information about the risky and illegal activities associated with certain products and services in the housing industry. These advisories are intended to ensure industry professionals (such as public housing authorities) are well informed of the perils associated with emergent frauds and other illegal activities that jeopardize the integrity of otherwise legitimate housing programs.

As the IA's become available, it is the intent of the Executive Director to provide them in a timely manner to the KCHA Board of Commissioners. It is considered Commissioner responsibility to read and understand the contents of each IA.

Attached to this memo for Commissioner review are the following recent OIG Industry Advisories:

- Procurement and Contracting
- Primer for PHA Commissioners

No action is required, as the attachments are informational.



# Integrity Bulletin

U.S. Department of Housing and Urban Development  
Office of Inspector General

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“In government contracting, we can’t afford the luxury of mistakes. You must be aware of what is going on and what you can do to protect both the government and yourself.” – Federal Acquisition Institute

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## Procurement & Contracting: Five Ground Rules for Executive Directors and Commissioners

### Purpose

Goods and services must be procured in an effective manner and in compliance with Federal, State, and local laws. Although the majority of public housing agencies (PHA) comply with these rules and regulations, we are issuing this bulletin to assist you in identifying weaknesses in procurement and contracting procedures. Weak procurement policies or nonexistent oversight can entice some employees to manipulate contracts to their personal benefit. However, the very act of monitoring procurements and contracts has a deterrent effect on fraud and thereby enhances the integrity of the program.

While the information contained in this procurement process bulletin does not supersede HUD Handbook 7460.8, REV 2 (dated February 2007), or other issued guidance currently in effect, it should serve as a useful tool in highlighting important requirements and establishing self-assessments of your PHA’s procurement and contracting activities.

### Background



PHAs are local governments, and their operating and capital assistance funds are considered Federal grants covered by 24 CFR (Code of Federal Regulations) Part 85, Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments. Part 85 is also known as the “Common Rule” in that it

applies to all State and local government recipients of Federal housing assistance grants. The Office of Management and Budget will supersede this regulation in late 2014 when it issues an update to the Common Rule in 2 CFR Part 200. HUD will then revise 24 CFR to incorporate this revision. PHAs are also required to follow applicable State or local laws on procurement, depending on their location. If there are inconsistencies among Federal, State, or local laws, the strictest of the requirements applies.

Although the administrative procedures concerning procurement may vary from agency to agency, there are several major requirements that should be met consistently. While reviewers must concentrate on administrative compliance, they also should be alert to indications of fraud and abuse. When indications of irregularity are uncovered, additional assessment of the situation may be needed. It is prudent for board members to be alert to any controversies or complaints regarding these activities and the staff responsible for them.

## Ensure That Five Ground Rules Are in Place

A primary duty of the board of commissioners in regard to procurement and contracts is to ensure that policies and procedures are in place and comply with all Federal, State, and local requirements. Ask any business leader what is the greatest challenge in these times, and the most likely answer will be “to manage costs.” Procurement and contracting are key areas in which PHAs can control costs. Generally, the board approves the procurement policy, and the executive director is responsible for executing the policy and ensuring that it is followed. Regardless of whether the executive director administers procurement directly, delegates it to other officials, or contracts out the procurement process, the PHA and its board are ultimately responsible. You should ensure that checks and balances are in place to detect and prevent violations of procurement rules and procedures. In other words, internal controls and a quality control system should be in place so you can have assurances that rules are followed. While you must follow all requirements, you will position yourself well for meeting other rules by ensuring that the following five basics are in place:

### 1. Maintain Separation of Duties

The most direct way to prevent fraud is to eliminate the opportunity.

The person delegated to do the ordering should be different from the person(s) receiving and accepting the goods and the person(s) paying for the order. When this is not possible due to the limited size of staff, or when the process is decentralized, as in the case of an out-stationed project manager, additional rules should be used, such as limiting dollar authorizations and periodic reviews by an independent individual. The board should ensure that only designated individuals have the authority to bind the PHA to contracts. If you have a small staff, the board should provide increased oversight.

#### Example of Inadequate Separation of Duties

A Georgia housing authority used \$891,468 in Federal funds to pay ineligible and unsupported costs. The authority's board did not ensure that the former executive director expended funds in accordance with the authority's and HUD's requirements, adequately documented expenditures, and followed procurement policies. This condition occurred because the former executive director controlled all expenditure functions and did not establish proper separation of duties. She could prepare, sign, and code checks for accounting purposes. Only one signature was required on checks. She also reviewed and approved invoices. The board did not review any of the expenditures, nor did the former executive director provide the board with a list of expenditures. Among the former executive director's ineligible personal purchases were landscaping, televisions, cameras, Christmas decorations, dog food, veterinarian fees, and a waterslide. We recommended that HUD require the Authority to repay \$185,764 for ineligible payments made to or on behalf of the former board chairman, support \$182,369 in payments made to or on the behalf of the former executive director and the former lease enforcement officer, provide documentation to support \$523,335 in payments made for various purchases or repay its public housing program, and ensure that its board performs its oversight duties in a responsible manner. PHA officials responsible for improper payments were referred to the Departmental Enforcement Center for appropriate administrative actions.

### 2. Provide Competencies and Training

A best practice for the board is to ensure that there are requirements in place to have procurement and contracting staffs sufficiently trained to conduct their duties.





Federal and State contracting officers have strict training requirements, but these requirements generally do not flow down to the PHA level. So much of the PHA's expenditures flow through this process, that it is a high-risk area, and requires competent and ethical staff to perform at a high level.

Consequently, it is up to the board to ensure that a standard is in place and that any executive director it may hire has training and experience in this area. The board should also receive training in procurement and contracting and understand the PHA's policies for procurement and contracting. Training is usually available from industry associations and State agencies.

#### Example of Poor Training

A Louisiana housing authority did not always follow procurement regulations for its accounting, legal, and auditing services. It did not (1) use the proper procurement method, (2) execute complete bid packages and contracts, (3) maintain required contract documentation, or (4) renew contracts before their expiration date. These conditions occurred because the executive director did not always understand Federal requirements. As a result, payments totaling \$176,827 were unsupported. The Office of Inspector General (OIG) recommended, among other things, that the executive director and other staff be given procurement training.

### **3. Insist on Good Record Keeping**



Board members will want to ensure that policies and procedures are comprehensive regarding the level of documentation to be maintained on procurements and contracts. The HUD handbook discusses in section 3-3 the types of documents to be kept for each procurement or contract. While outside parties may sometimes assist in the procurement process, all records should be maintained in one location so that overseers can view the complete picture.

While not required, you may want to consider requiring that periodic reports on procurement activities be submitted to the board or executive director to ensure transparency in the process. Reviewing these reports may disclose conflicts of interest or other abuses. Such reports to consider obtaining regularly are

- A "spend map" – a periodic plan for what is to be bought. Understand what (and how) your PHA spends.
- A contracts register of vendors, contractors, and subcontractors by date and type of procurement (micro-purchases, small purchases, requests for proposals, sole-source and competitive bids), funding source, and amount of the contract, along with a brief description.
- Summary of change orders by contract.
- A report that cross-checks vendor addresses and phone numbers with those of PHA employees.
- A report of any purchases lacking invoices.

#### Example of Poor Record Keeping

A south Texas housing authority failed to follow Federal regulations and its own procurement policy in its procurement and contracting for goods and services. Also, contrary to Federal requirements, the authority lacked a contract monitoring or administration system and failed to maintain procurement or contract files. Therefore, it was unable to provide records sufficient to detail the significant history of its procurements, including independent cost estimates, evidence of adequate competition when required, and clearly written contracts. As a result, the

authority incurred \$453,864 in ineligible costs and could not support almost \$1.8 million in procurement and contracting costs. OIG recommended that HUD determine whether the authority was in substantial default of its annual contributions contract and take appropriate administrative actions against its executive director and commissioners and support or repay undocumented costs.

#### 4. Uphold Ethics and Bar Conflicts of Interest

Policies should apply to all board members as well as all PHA employees involved in PHA contracts and purchases. HUD requires that a written code of standards be included in the PHA's procurement policy, and many State and local conflict-of-interest laws exist. Ensure that your guiding principles bar those in positions of trust from personally gaining from transactions and that the process is fair to all seeking business with the PHA.



A common problem is the lack of understanding of what “appearances of conflicts” entails. Too often, PHA boards and managers believe that indirect or noncash gifts are not considered a conflict of interest. Examples are: vendor or contractor donations to PHA employee fund-raising drives, event tickets, meals, or giveaway gifts like a Thanksgiving turkey or iPad drawing, given to a PHA employee or board member or their affiliated organization. These gifts would be considered potential conflicts of interest so it's best to be wary of accepting anything of value from a contractor. If you are unsure whether it is legal, seek expert advice.

As a board member, you have an obligation to not only avoid conflicts of interest yourself, but also to be alert and question real or apparent conflicts by any other PHA employee or board member. Conflict-of-interest restrictions also extend to immediate family members, business partners, or organizations where they may be currently employed or are seeking employment. Generally, there is also a restriction for a 1-year period after leaving the PHA that prohibits PHA employees and their businesses from selling or attempting to sell goods and services to the PHA. See the HUD handbook, section 4-4, for more detailed restrictions or seek PHA counsel if you are in doubt about any situation.

##### Example of Ethical Violations

An investigation by HUD-OIG found that the director of modernization of a South Dakota housing authority accepted kickbacks from a contractor to garner favor for future contracts. The director pled guilty to one count of bribery concerning programs receiving Federal funds. He was sentenced to 1 year and 1 day incarceration and 3 years supervised release, fined \$10,800, and ordered to pay restitution of \$7,500. The HUD Departmental Enforcement Center debarred him from participation in procurement and non-procurement transactions for 36 months.

#### 5. Maximize Competition

Ensuring that procurements are conducted and contracts are awarded in a way that obtains the most competition will serve the agency well. Things to look for and scrutinize are

- Sole-source contracts,
- A failure to rotate vendors on lower priced purchases,
- The use of unreasonably narrow or specific qualification criteria or bid specifications,



- Short timeframes for responding to offers,
- An insufficient number of responsive bidders,
- The overuse of small purchase contracts,
- An excessive number of small purchase contracts close to the small purchase dollar limit, and
- Insufficient price or rate quotes from qualified sources.

#### Example of Restricting Competition

The prior executive director of a Florida housing authority spent more than \$1.1 million for services provided by three firms without support that he acquired the services in compliance with HUD's and the authority's procurement requirements. He purchased the services on a case-by-case basis through a series of smaller purchases, which individually fell within his purchase authority but in total exceeded his \$100,000 purchase authority. Before the OIG audit, a new board chairperson began to question actions by the prior executive director, and the board prepared a formal evaluation of his performance. The evaluation resulted in a decision by the board to terminate the prior executive director's employment contract.

### **In Summary – Stay Alert**

Most procurement and contracting problems come to light through complaints, protests, and alertness to unusual circumstances. Be sensitive to any audit findings on the procurement process by your independent public auditor. Board members must be vigilant for any controversies or complaints regarding these activities and the staff members who are responsible for them. You should understand the types of purchases that are not allowed or exceed needs. Remember, even allowable costs can be disallowed if they are unreasonable or not for an eligible or allowed purpose. Finally, HUD regulations specify the types of contracting actions that require HUD approval. Be sure your agency follows those rules. While there are many more schemes in the procurement and contracting areas, following the above basics will give you and your agency a head start in preventing abuses and fraud. If in doubt about a situation, don't ignore it. Get advice from your counsel, HUD office, or other experts.

**Serious allegations of fraud should be reported to your local  
HUD Office of Inspector General or to the HUD OIG hotline at**

<http://www.hudoig.gov/report-fraud>.



# Integrity Bulletin

U.S. Department of Housing and Urban Development  
Fall 2013

## A Primer for PHA Commissioners

The U.S. Department of Housing and Urban Development (HUD) Office of Inspector General (OIG) is the Department's law enforcement and auditing arm and is responsible for investigating complaints of fraud, waste and mismanagement in HUD funded programs.

**Reporting Fraud**  
**Serious**  
**allegations of**  
**fraud should be**  
**reported to your**  
**local**  
**HUD Office of**  
**Inspector**  
**General or to**  
**the HUD OIG**  
**Hotline at:**

<http://www.hudoig.gov/report-fraud>

This bulletin provides an overview of areas in which to prevent fraud and mismanagement. All public housing agency (PHA) commissioners should know steps to take in maintaining integrity at their PHA. HUD-OIG will issue more in-depth coverage for each of these areas in future bulletins.

### WHAT IS THE OFFICE OF INSPECTOR GENERAL?

New commissioners may not be aware of OIG. OIG conducts audits and criminal investigations of programs administered by HUD, including the public housing and Housing Choice Voucher programs among others. Its authority to audit PHAs is derived from the Inspector General Act of 1978 as well as contracts between HUD and PHAs.

Over the last 3 fiscal years (2010 to 2012), OIG conducted 149 PHA audits. Questioned costs in these audits were more than \$152 million dollars. There were also 1,464 criminal convictions or pretrial diversions resulting in nearly \$54 million in recoveries, and jail time for many of the subjects. There were also 1,036 administrative sanctions placed on employees or tenants.

Not having policies and procedures in place to ensure that Federal requirements are followed can be costly to a PHA. If Federal funds are misspent they must be repaid with non-Federal dollars. Following are two examples:

- An audit of the Stamford CT Housing Authority questioned more than \$17.7 million in procurements, inter fund transfers, and unsupported disbursements. In addition to repayment, we recommended that the Authority be referred for a substantial default under section 17 of its annual contributions contract. ([Audit Report: 2012-BO-1002](#))
- An audit of the Sanford Florida Housing Authority found that the executive director and board spent or allowed to be spent HUD funds for costs that were abusive or ineligible, not reasonable, or not properly supported. Recommended was repayment of \$1.2 million and that the Director of HUD's Enforcement Center initiate appropriate administrative or civil action against the Authority's prior executive director, past board chairperson, and an employee, who were responsible for the long-term mismanagement or abuse of the Authority's public housing and Section 8 program funds or operations. ([Audit Report: 2012-AT-1002](#)).

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**OIG gives its appreciation to the Public Housing Authorities Directors Association for its input to this bulletin**

## AREAS OF CONCERN

PHAs have a great many responsibilities specified in the annual contributions contract, Federal regulations, HUD handbooks, and State and local laws. In complying with these requirements, it is important for commissioners and executive directors to focus on their fiduciary responsibilities to maintain integrity in the operations of their PHA. They need to be aware of the serious things that can go wrong and have policies and programs in place to protect the PHA from fraud, waste and abuse.

Common areas in which to look for fraud, waste and mismanagement that are frequently disclosed in our audits and investigations are:

- Bookkeeping and accounting
- Personnel and hiring
- Procurement and contracts
- Ethics and standards of conduct
- Independent audits and HUD reviews
- Charge cards

## COMMISSIONERS' ROLE IN PREVENTING FRAUD AND ABUSE

Commissioners need to ensure that policies support the establishment of sound management controls to protect against fraud and abuse. Federal regulations may not provide specific guidance in every case, but commissioners should also know and abide by the applicable State and local laws and regulations on these matters. Below are some areas to which commissioners need to ensure that the PHA pays particular attention. We will issue more in-depth discussions of these items in future bulletins.

**Bookkeeping and accounting:** Policies and procedures for the handling of and accounting for funds is an area that demands your attention. Without good internal controls, separation of duties, and a strong system of checks and balances, PHAs often are subject to thefts and embezzlements by employees in positions of trust. While the majority of PHA employees are honest, it is the responsibility of the PHA to protect funds and assets against the few employees who succumb to the temptation to steal.

**Personnel and hiring:** Through effective screening the Executive Director can identify qualified personnel. The screening process for PHA staff should be just as inclusive as screening for residents. Commissioners should follow best practices and set policy for PHA employee screening that includes background, credit, and reference checks. This includes Commissioners' procedures for hiring Executive Directors.

**Procurement and contracts:** Goods and services must be procured in an effective manner in compliance with Federal, State and local laws. Weak procurement policies entice some employees to manipulate contracts to their personal benefit. Further, in these times of reduced budgets, the commissioners should be setting cost conscious examples and overseeing the PHA's spending.

## COMMISSIONERS' ROLE IN PREVENTING FRAUD AND ABUSE

**Ethics and standards of conduct:** Federal ethics rules for procurement and contracts apply to PHA employees, but you should also be aware that there are probably applicable State or local laws. As part of your role in a setting the “tone for integrity” you should work with your executive director in ensuring that applicable rules are established and followed by all PHA staff. Consult your counsel for ethics briefings and materials. Be the standard bearer for these at the PHA through both policies and by example.

**Tenant integrity:** Policies and procedures for screening and selecting residents, and dealing with the problem of untruthful residents, are key aspects of PHA operations. A poorly developed or managed policy can affect the ability of the PHA to lease vacant units; collect rents; maintain units; and deal with serious substance abuse, crime and vandalism problems

An effective admission and occupancy plan ensures that:

- Residents are selected based on eligibility and other PHA criteria,
- Accurate and complete information is received from the resident,
- Resident data are properly verified, and
- Procedures exist for correcting errors or acting on inaccurate information.

**Independent audits and HUD reviews:** Commissioners should understand the purpose, intent and significance of audits and HUD reviews. A review and discussion of the audit or review results should be conducted to obtain information or isolate problem areas. The results of an audit or review should be viewed as a management tool. The PHA should establish an audit committee so that the independent auditor or HUD reviewer will have a point of contact. Also, this committee could identify areas of concern before an audit or review.

**Credit cards:** Next to cash, credit card abuse is the most common form of fraud. Commissioners must ensure that there are strong policies and controls surrounding the use of the PHA's credit cards. Not only are credit cards often used to circumvent procurement rules but many times they are used for the credit card holder's personal expenses which have nothing to do with the PHA's operations. When these cases are disclosed it causes great harm to the PHA's reputation as well as leading to considerable negative press.

## COMMISSIONER DO's AND DON'Ts

This list of commissioner do's and don'ts is not all inclusive but it includes best practices for avoiding problems. However, even if a particular item on the list is not a requirement, experience has shown all of these to be a best practice for avoiding problems. Industry groups and your HUD office are also good sources for advice and best practices.



### DO

- ✓ Pass resolutions and implement policies to prevent fraud, and address unethical behavior.
- ✓ Properly train staff on HUD requirements and local procedures.
- ✓ Understand clearly your roles and responsibilities to the PHA.
- ✓ Monitor performance periodically to ensure that policies and procedures are effective or whether adjustments are needed.
- ✓ Establish monitoring controls to prevent or expose conflicts of interest, fraud and abuse.
- ✓ Ensure that an audit is conducted annually and that commissioners review the report. Ask the auditors to include areas of concern in their review.
- ✓ Establish high ethical standards for PHA staff and act as positive role models.
- ✓ Learn about common risks and be alert for problems (for example, embezzlement, improper procurement).



### DON'T

- ✗ Sign blank checks, or checks not backed up with bills, invoices, or vouchers.
- ✗ Allow deposits or disbursements controlled by signature.
- ✗ Allow reconciliation of bank statements by the person who signs the checks, if possible.
- ✗ Use PHA supplies, equipment, or staff for personal use.
- ✗ Use PHA credit cards for personal use even with reimbursement.
- ✗ Use PHA contractors for personal purposes while they are engaged in PHA work.
- ✗ Accept gifts or gratuities from people who do business with the PHA.
- ✗ Do business with the PHA while you are a commissioner.

## WHAT ELSE CAN COMMISSIONERS DO?

In addition to setting strong policies, the commissioners should ensure that the PHA has implemented some form of quality control in all its operations. Typical of a quality control program is having a person (or persons), independent of the function, periodically check the work to ensure that policies and procedures are followed by all employees, including the executive director.



[www.hudoig.gov](http://www.hudoig.gov)





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**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 07/25/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 07/29/2014

**SUBJECT:** Commissioner Training

---

### Executive Summary

In light of recent Department of Housing and Urban Development (HUD) and Office of the Inspector General (OIG) attention and scrutiny, it is recommended the agency take proactive steps to ensure the Commissioners remain informed on matters pertinent to service on the Knox County Housing Authority Board of Commissioners. Educated Boards are effective in the performance of their duties, and avoid the pitfalls many PHA Boards have succumb to in recent months. Sanctions levied on PHAs for noncompliance are often severe, and substantially impede an agency's ability to function as fines are required to be repaid from non-federal funds. As examples, attached to this memo are two audit reports in which the OIG required HUD to pursue the repayment of substantial funds from agencies.

Other states, such as Texas, have regulations requiring Commissioners to complete mandatory certification training prior to service on a housing authority Board. Illinois isn't at that point, but as we consider revisions to our Board of Commissioner by-laws, I feel comfortable recommending a measure of annual training/education to demonstrate to HUD and the OIG we have taken proactive steps to ensure compliance with federal regulation regarding the management of our programs.

In conjunction with area housing authorities, the intention is for the Knox County Housing Authority to host Commissioner training at its Moon Towers location. The initial one-day session will explore the roles and responsibilities of commissioners, enhance understanding of each commissioner's multi-faceted position as advocate, leader, team-builder, strategist, and increase effectiveness as a board member, teach the intricacies of board relationships and boundaries, and establish an understanding of professional conduct. Tentatively this will be scheduled in late summer or early fall, and will be open to all area housing authorities.

Additionally, the agency would like to host a series of training for Commissioners on an ongoing basis. These sessions would be targeted at specific topics, designed for Commissioners to hone their skills and stay abreast of pertinent topics. Ideally, these would be one or two hour sessions as opposed to a full day event.





**Harris County Housing Authority  
Houston, TX**

**Section 8 Housing Choice Voucher,  
Disaster Housing Assistance, Neighborhood  
Stabilization, and HOME Programs**



June 19, 2013

## **The Management and Board of Commissioners of the Harris County Housing Authority Mismanaged the Authority**

# **Highlights**

Audit Report 2013-FW-1006

### **What We Audited and Why**

We audited the Harris County Housing Authority, Houston, TX, at the request of the U.S. Department of Housing and Urban Development's (HUD) Fort Worth Office Director of Public and Indian Housing. The request followed a series of news articles alleging mismanagement and extravagant spending at the Authority, the removal or replacement of various former managers and board of commissioners members, and concerns expressed by the new managers.

Our objective was to determine whether the Authority's procurement, expenses, and financial records complied with HUD's requirements.

### **What We Recommend**

Our recommendations to HUD include determining whether the Authority is in significant default of its annual contributions contract, taking appropriate administrative actions against the Authority's former executive director and former board of commissioners members who were responsible for the mismanagement, and requiring the Authority repay \$4.5 million in ineligible costs, and support or repay more than \$23 million.

### **What We Found**

The Authority's management and board of commissioners failed to establish a control environment designed to provide reasonable assurance that it complied with Federal requirements. They failed to enact policies and procedures to ensure the integrity of financial operations and compliance with procurement requirements. Instead, they neglected their management and oversight responsibilities; wasted Authority funds, at times for personal gain; circumvented existing internal controls; and manipulated accounting records. These conditions occurred because the Authority's management and board failed to exercise their fiduciary responsibilities and did not act in the best interest of the Authority. As a result, the Authority incurred questioned costs of more than \$27 million. Further, due to their actions and inactions, the former executive director and the Authority's board put the Authority in a precarious financial position and it did not have sufficient funds to repay a \$3.8 million debt due to HUD.

In addition, there was a scope limitation on the audit because the Authority did not maintain accounting records that supported its sources and uses of funds or justified accounting entries in its books and records.



Issue Date

June 1, 2012

Audit Report Number

2012-FW-1008

TO: Donald J. Lavoy, Deputy Assistant Secretary for Field Operations, PQ  
Dan Rodriguez, Director, Office of Public Housing, 6EPH  
Judith Garza, Director, Program Support Division, PE  
Craig Clemmensen, Director, Departmental Enforcement Center, CACB

//signed//

FROM: Gerald R. Kirkland  
Regional Inspector General for Audit, Fort Worth Region, 6AGA

SUBJECT: The Management and Board of Commissioners of the Housing Authority of the  
City of Port Arthur, TX, Failed To Exercise Their Fiduciary Responsibilities

## **HIGHLIGHTS**

### **What We Audited and Why**

We audited the financial and procurement operations of the Housing Authority of the City of Port Arthur, TX. We conducted this audit due to deficiencies identified in a prior audit.<sup>1</sup> Our objectives were to determine whether the Authority had sufficient financial and procurement controls to ensure it used U. S. Department of Housing and Urban Development (HUD) funds in accordance with laws, regulations, and policies. This review included assessing whether the internal control environment was designed to provide reasonable assurance about the achievement of the Authority's mission, goals, and objectives. Also, as part of the assessment of financial controls, we reviewed the Authority's capital funds to determine whether the Authority complied with its consolidated annual contributions contract.

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<sup>1</sup> Audit Report 2011-FW-1005, The Housing Authority of the City of Port Arthur, TX, Mismanaged Its Recovery Act Funding, issued January 25, 2011

## **What We Found**

The Authority's management and board of commissioners failed to establish a control environment designed to provide reasonable assurance about the achievement of its mission, goals, and objectives. They failed to enact policies and procedures to ensure the integrity of financial operations and compliance with procurement requirements, even after repeated findings regarding financial and procurement weaknesses. Instead, they abused the Authority's charge card accounts and received ineligible and unsupported compensation. Also, the Authority's resident commissioner was not eligible according to HUD and State rules. These conditions occurred because the Authority's management and board failed to exercise their fiduciary responsibilities.

The Authority also improperly administered its public housing Capital Fund program and drew down \$469,359 in unused funds that it had not expended. These conditions occurred because management had no clear plan for how it would spend its capital funds. In addition, management and the Authority's attorneys imposed a scope limitation on the audit, which limited our ability to completely assess the Authority's operations.

As a result of these conditions, the Authority incurred questioned costs of more than \$5.9 million and was in violation of its annual contributions contract. Also, the Authority's lack of controls put it at substantial risk for fraud, errors, and financial misstatements.

## **What We Recommend**

We recommend that HUD determine if the Authority was in substantial default of its annual contributions contract and take appropriate administrative actions against its executive director and commissioners. We also recommend that HUD require the Authority to adopt and implement policies and procedures to control its financial and procurement operations, repay \$462,274 in ineligible costs, and support or repay almost \$5 million in unsupported costs to HUD. We further recommend that HUD recapture \$469,359 in capital funds.

For each recommendation without a management decision, please respond and provide status reports in accordance with HUD Handbook 2000.06, REV-4. Please furnish us copies of any correspondence or directives issued because of the audit.

## **Auditee's Response**

We issued a draft report to the Authority and HUD on April 19, 2012. We held an exit conference with the Authority on May 3, 2012, and requested written comments by May 7, 2012. At the Authority's request, we extended the date to provide comments until May 14, 2012. In its May 14, 2012 response, the Authority generally disagreed with the report. We made some revisions to the report language based on the Authority's comments, but did not revise the overall conclusions and recommendations. The complete text of the auditee's response, along with our evaluation of that response, can be found in appendix B of this report.

## BOARD MEMO


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[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 07/25/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 07/29/2014

**SUBJECT:** Website Update

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### Executive Summary

In recent weeks, the KHCA has been updating the agency website. A fresh, new, professional appearance and page upgrades are in progress which will establish the website as a true resource for applicants, residents, and the community at large. The updates will be complete and the new site will launch on 08/01/2014. The site address will stay the same – [www.knoxcountyhousing.org](http://www.knoxcountyhousing.org).

Specific upgrades are being done to the Board of Commissioners page as well. We are looking to add current pictures to the website, and thus will be taking new pictures of Commissioners at the upcoming meeting – 07/29/2014. Commissioners are asked to prepare for a portrait style photo accordingly.

Additionally, each Commissioner will now have an agency email address at their disposal, which can be accessed through the KCHA website. Specific Instructions for accessing each email account will be distributed at the meeting as well. This will provide an accessible avenue of communication to the Board for visitors to the site, without the need to divulge personal email addresses.

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**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 07/25/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 07/29/2014

**SUBJECT:** PHADA Legislative Conference

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### Executive Summary

The annual PHADA Legislative Forum will be held in Washington, DC from 09/07/2014 – 09/09/2014. Registration and agenda information are attached.

Commissioners interested in attending should complete the registration form and return it to the Executive Director at the upcoming Board meeting. Travel arrangements and registration will be handled through the agency.



# 2014 PHADA Legislative Forum

Washington, DC • September 7 -9

The next few months will be a critical time in Washington as Congress finalizes FY 2015 HUD appropriations and other legislation that will have a significant impact on the Public Housing and Housing Choice Voucher programs. Whether Congress completes a new budget by October 1 and exactly how it will be constituted are questionable at this stage. Meanwhile, there is a great deal going on at HUD as a new Secretary will soon take office along with a new leadership team within HUD-PIH. These changes could be important on any number of fronts including new rules on flat rents and physical needs assessments, among others. The Department is also conducting an important Housing Choice Voucher Cost Study that will affect the future of that program, and seeking passage of legislation mandating a new executive director compensation system (that PHADA strongly opposes). In addition, HUD is nearing completion of major new fair housing rule and considering changes/alternatives to the Public Housing Assessment System. There are a lot of possibilities and some op-

portunities available for public housing, which is why executive directors need to send a strong message to Congress and the Department. PHADA continually urges its membership to contact their elected officials to discuss ways to help ensure adequate funding for public housing. And what better way to contact your elected representatives than by a face-to-face meeting? The 2014 Legislative Forum, which will be held just steps away from congressional offices, will focus on helping housing professionals visit Capitol Hill and HUD to spread PHADA's message and objectives. While the Board of Trustees and committee members are strongly encouraged to attend, PHADA invites all executive directors to participate in this timely two-day meeting.

**PHADA committee members and trustees should plan to arrive in time for meetings that start Sunday morning, September 7.**

For further information on this year's legislative forum, please refer to the PHADA website, [www.phada.org](http://www.phada.org), or call (202) 546-5445.

## Register for the Forum:

Register online at [www.phada.org](http://www.phada.org), or fill out the form below and mail or fax it, along with the registration fee, to:

PHADA Legislative Forum  
511 Capitol Court NE  
Washington, DC 20002-4937  
FAX: (202) 546-4166

## Reserve Your Room with the Hotel:

Register with The Liaison Capitol Hill by calling (866) 233-4642. Mention that you are attending the PHADA meeting.

The Liaison Capitol Hill  
415 New Jersey Ave. NW  
Washington, DC 20001  
Rates: \$219.00 + tax, single/double

Reservation  
cut-off date  
**AUGUST 11**

*(Please fill out a separate form for each registrant, including spouses)*

Name \_\_\_\_\_ First Name for Name Badge \_\_\_\_\_

Housing Authority \_\_\_\_\_ Position \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email Address (required to receive confirmation) \_\_\_\_\_

Is this your first PHADA Meeting? ☐ yes ☐ no

☐ Please check this box if you require special services or assistance because of a disability. ☐

## Legislative Forum Registration

☐ Member or Non-Member—\$310

☐ Spouse—\$85

Registration will be available on site for \$340.

## PHADA/Rutgers EDEP (includes Legislative Forum registration)

☐ Option 1: Legal Issues (Fri., Sept. 5)—\$850

☐ Option 2: Procurement & Contract Management (Sat., Sept. 6)—\$850

☐ Option 3: Both classes—\$1400

## Payment method:

Check or money order enclosed in the following amount: \$ \_\_\_\_\_

Please bill my ☐ MasterCard ☐ VISA ☐ American Express Account # \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Exp. Date \_\_\_\_\_

*\* Cancellations received in writing before Monday, August 18, 2014 will be refunded less a \$80.00 administrative fee.*

*Substitutions are welcome if notified in writing. There will be no refunds after August 18, 2014. No refunds are given for no-shows.*

*BY SUBMITTING THIS REGISTRATION FORM YOU ARE AGREEING TO PHADA'S CANCELLATION POLICY.*

*EDEP registrants please note: On-site registrations are not accepted for the EDEP Program, and class size is limited to 40. Classes have been filling up, so early registration is recommended. You will receive confirmation of your EDEP registration from Rutgers University. If you do not receive a Rutgers confirmation, please contact the PHADA office at (202) 546-5445. Refunds will be issued only to registrants who withdraw on or before August 18, 2014.*



## Public Housing Authorities Directors Association



### Legislative Forum Agenda

*\*Agenda items and times are subject to change*

#### Friday, September 5

Time	Event
7:00 am–8:00 am	EDEP: Registration
8:00 am–5:00 pm	EDEP: Legal Issues
12:00 pm–1:00 pm	EDEP: Lunch

#### Saturday, September 6

7:00 am–8:00 am	EDEP: Registration
8:00 am–5:00 pm	EDEP: Procurement and Contract Management
12:00 pm–1:00 pm	EDEP: Lunch

#### Sunday, September 7

7:30 am–5:00 pm	Registration
8:00 am–9:30 am	Legislative/Regulatory Briefing
9:00 am–9:30 am	Golf Scholarship Committee Meeting
9:40 am–10:40 am	Small PHA Committee Meeting
10:40 am–11:40 am	Bollinger Committee Meeting

10:50 am–12:20 pm	Housing Committee Meeting
1:00 pm–2:30 pm	Professional Development Committee Meeting
2:30 pm–4:00 pm	Legislative Committee Meeting
4:10 pm–5:30 pm	Membership Committee Meeting

## Monday, September 8

7:15 am–5:00 pm	<b>Registration</b>
7:15 am–8:15 am	<b>Continental Breakfast</b>
8:15 am–8:30 am	<b>Brief Opening Session</b>
8:30 am–9:30 am	<b>Orientation Briefing for Attendees</b>
9:45 am–12:45 pm	<b>Sessions</b>
12:45 pm–open	<b>Congressional Office Visits</b>
3:00 pm–4:00 pm	Finance Committee Meeting (For committee members only)
5:30 pm–7:30 pm	<b>Reception</b>

## Tuesday, September 9

7:00 am–8:00 am	Executive Committee Meeting (For committee members only)
7:00 am–12:00 pm	<b>Registration</b>
7:00 am–8:00 am	<b>Continental Breakfast</b>
8:00 am–12:30 pm	<b>Sessions</b>
12:30 pm–open	<b>Congressional Office Visits</b>
12:30 pm–1:30 pm	Board of Trustees Lunch (For PHADA Trustees only)
1:30 pm–conclusion	Board of Trustees Meeting (For PHADA Trustees only)

For more information, contact **Stephanie White**, PHADA Director of Meetings, at 202-546-5445.