

AVON PARK HOUSING DEVELOPMENT CORPORATION

**Board of Directors Regular Meeting
North Central Heights Community Center
709 Juneberry Street, Avon Park, Florida
Wednesday October 25, 2017; 4:00 P.M.
Meeting Agenda**

ROLL CALL;

PREVIOUS MINUTES: Previous Minutes

COMMUNICATIONS: None

I. OLD BUSINESS;

1. APHA- RAD Conversion: Secretary will provide the Board with an update on the APHA's progress in completing conversion process.
2. 2016 Audit

II. NEW BUSINESS;

1. Hurricane Irma report
2. Pet Policies
3. Accounting policies
4. Potential development opportunity

Other matters to come before the Board:

Next Board Meeting(s): TBD.

VI. ADJOURN

In accordance with the American Disabilities Act and Section 286.26 Florida Statutes, any person with disabilities requiring reasonable accommodations to participate in this meeting should call the Housing Authority offices five days prior to the meeting.

AVON PARK HOUSING DEVELOPMENT CORPORATION

**Board of Directors Regular Meeting
North Central Heights Community Center
709 Juneberry Street, Avon Park, Florida
Wednesday July 26, 2017; 4:00 P.M.**

Meeting Minutes

ROLL CALL; Chairman Greg Wade requested the Secretary to call the roll, with the following results: Directors Present; Wade, Roberts, Harris, Windsor, Brojek, Johnson, Barnard and Eldred. Directors Absent; Daffner and Stukes.

PREVIOUS MINUTES: Regular Board Meeting Minutes; June 2017 were circulated by the Secretary in advance of the Meeting; moved by Director Roberts, seconded by Director Brojek to approve the minutes; motion carried unanimously.

COMMUNICATIONS: None

OLD BUSINESS;

Projects Report; The Secretary provided the Board with a summary narrative & general performance status of each of the respective projects.

Rental Assistance Demonstration Application: Rudy informed the Board that the RAD conversion was still in process and a closing should be scheduled soon.

Cornell Colony; project development status report; Rudy informed the Board that the Cornell Colony project was scheduled to close on August 1, 2017.

Brickell Building: Rudy reported to the Board that discussions were ongoing with the City on the possible purchase of the Brickell Building.

NEW BUSINESS;

Resolution Number 17-05; on a motion by Director Roberts seconded by Director Eldred the board unanimously passed resolution 17-05 authorizing the Secretary to close bank accounts and transfer funds as necessary for RAD conversion and closing of Public Housing.

APHA CEO Employment contract: Rudy informed the Board that APHA had approved a new two year employment agreement for her to remain as CEO. And asked if the Board wanted to consider any changes to the arrangement that the CEO of APHA serve as the Secretary of the Board of the Development Corporation. By unanimous consent the Board did not so desire to make any changes.

The next scheduled Regular APHDC Board Meeting is August 16th 2017 at 4:00pm.

VI. ADJOURN; There being no further business to come before the Board, Chairman Wade adjourned the meeting at 4:40 pm.

Accepted

Attest
SEAL

AVON PARK HOUSING AUTHORITY
CASH Analysis
NORTH CENTRAL HEIGHTS *L*
As Of Date: 7/31/2017

	Balance
General Fund	55,777.58
Section 8 PH Funds	0.00
Security Deposits	0.00
PNC Account	13,350.00
Petty Cash	0.00
Investment CD at Highlands Bank	0.00
Investment CD at PNC	0.00
Investment MM at Highlands Bank	0.00
Investment MM	0.00
Utility Deposit Escrow Fund	0.00
FSS Escrow	0.00
Development Corporation	0.00
Cornell Colony - General Fund	0.00
Lakeside Park 2 - RAD	0.00
Cornell Colony-Operating Deficit Reserves	0.00
Cornell Colony-Security Deposit	0.00

AVON PARK HOUSING AUTHORITY

CASH Analysis

NORTH CENTRAL HEIGHTS II

As Of Date: 7/31/2017

Balance

General Fund	35,547.11
Section 8 PH Funds	0.00
Security Deposits	10,450.00
PNC Account	0.00
Petty Cash	0.00
Investment CD at Highlands Bank	0.00
Investment CD at PNC	0.00
Investment MM at Highlands Bank	0.00
Investment MM	0.00
Utility Deposit Escrow Fund	0.00
FSS Escrow	0.00
Development Corporation	0.00
Cornell Colony - General Fund	0.00
Lakeside Park 2 - RAD	0.00
Cornell Colony-Operating Deficit Reserves	0.00
Cornell Colony-Security Deposit	0.00

AVON PARK HOUSING AUTHORITY

CASH Analysis

CORNELL COLONY

As Of Date: 7/31/2017

Balance

General Fund	0.00
Section 8 PH Funds	0.00
Security Deposits	0.00
PNC Account	0.00
Petty Cash	0.00
Investment CD at Highlands Bank	0.00
Investment CD at PNC	0.00
Investment MM at Highlands Bank	0.00
Investment MM	0.00
Utility Deposit Escrow Fund	0.00
PSS Escrow	305,281.12
Development Corporation	0.00
Cornell Colony - General Fund	305,281.12
Lakeside Park 2 - RAD	0.00
Cornell Colony-Operating Deficit Reserves	0.00
Cornell Colony-Security Deposit	13,201.00

AVON PARK HOUSING AUTHORITY

CASH Analysis

RIDGEDALE

As Of Date: 7/31/2017

Balance

General Fund	101,582.70
Section 8 PH Funds	0.00
Security Deposits	6,656.66
PNC Account	0.00
Petty Cash	0.00
Investment CD at Highlands Bank	0.00
Investment CD at PNC	0.00
Investment MM at Highlands Bank	0.00
Investment MM	0.00
Utility Deposit Escrow Fund	0.00
FSS Escrow	0.00
Development Corporation	0.00
Cornell Colony - General Fund	0.00
Lakeside Park 2 - RAD	0.00
Cornell Colony-Operating Deficit Reserves	0.00
Cornell Colony-Security Deposit	0.00

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
AVON PARK PUBLIC HOUSING

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended July 31, 2017	7 Month(s) Ended July 31, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	01 001 4110.00 5		14,398.24	107,650.62	99,974.56	(7,676.06)
Legal Expense	01 001 4130.00 5		0.00	358.90	2,712.50	2,353.60
Staff Training	01 001 4140.00 5		0.00	299.00	2,858.31	2,559.31
Travel	01 001 4150.00 5		0.00	2,032.01	3,762.50	1,730.49
Accounting Fees	01 001 4170.00 5		0.00	3,876.00	4,666.62	790.62
Computer Support/Licensing Fees	01 001 4170.2 5		0.00	2,721.00	0.00	(2,721.00)
Audit Fees	01 001 4171.00 5		0.00	0.00	8,166.62	8,166.62
Employee Benefits Cont - Admin	01 001 4182.00 5		4,691.22	44,141.02	36,855.56	(7,285.46)
Sundry	01 001 4190.00 5		379.90	3,619.59	7,875.00	4,255.41
Advertising	01 001 4190.18 5		0.00	98.00	0.00	(98.00)
Bank Fees	01 001 4190.19 5		81.56	106.56	0.00	(106.56)
Telephone/Communications	01 001 4190.2 5		828.29	5,677.28	5,133.31	(543.97)
Postage	01 001 4190.3 5		54.85	1,441.57	2,187.50	745.93
Eviction Costs	01 001 4190.4 5		0.00	0.00	583.31	583.31
Contract Costs- Copier	01 001 4190.6 5		125.51	468.23	70.00	(398.23)
Contract Costs-Admin Security	01 001 4190.7 5		120.00	360.00	280.00	(80.00)
Pre-employment testing	01 001 4190.8 5		0.00	204.10	0.00	(204.10)
Contract Costs-Admin	01 001 4190.9 5		0.00	1,772.04	14,000.00	12,227.96
Ten Services - RAB	01 001 4220.00 5		0.00	0.00	309.12	309.12
Water	01 001 4310.00 5		311.16	1,929.35	1,837.50	(91.85)
Electricity	01 001 4320.00 5		3,004.39	16,953.40	16,870.00	(83.40)
Natural Gas	01 001 4330.00 5		84.62	564.25	659.12	94.87
Sewer	01 001 4390.00 5		559.80	3,534.01	3,558.31	24.30
Labor	01 001 4410.00 5		5,576.64	41,406.46	41,410.25	3.79
Maintenance Materials	01 001 4420.00 5		495.12	7,510.82	16,695.00	9,184.18
Pest Control	01 001 4430.1 5		470.00	3,290.00	3,762.50	472.50
Contract Costs - Lawn	01 001 4430.3 5		2,079.00	14,079.00	14,000.00	(79.00)
Contract Costs-Air Conditioning	01 001 4430.4 5		0.00	200.00	5,250.00	5,050.00
Contract Costs-Plumbing	01 001 4430.5 5		0.00	0.00	1,312.50	1,312.50
GARBAGE AND TRASH	01 001 4431.00 5		772.00	4,693.56	(3,558.31)	(8,251.87)
Emp Benefit Cont - Maintenance	01 001 4433.00 5		2,030.04	16,942.68	16,018.87	(923.81)
Insurance - Property	01 001 4510.00 5		2,624.93	17,945.07	16,916.62	(1,028.45)
Worker's Comp Insurance	01 001 4510.1 5		678.25	4,747.75	5,066.25	318.50
Other Insurance-Crime, Auto, Direc&C	01 001 4510.2 5		1,362.82	4,212.55	1,166.62	(3,045.93)
Liability Insurance	01 001 4510.3 5		288.47	3,175.53	2,916.62	(258.91)
Payment in Lieu of Taxes	01 001 4520 5		0.00	0.00	6,879.25	6,879.25
Collection Losses	01 001 4570.00 5		0.00	588.00	4,602.50	4,014.50
FSS Monthly Contributions	01 001 4590.02 5		876.00	6,933.00	0.00	(6,933.00)
Other General Expense	01 001 4590.00 5		180.60	4,856.94	5,833.31	976.37
Extraordinary Maintenance	01 001 4610 5		0.00	0.00	8,750.00	8,750.00
Total Operating Expenses			42,073.41	328,388.29	359,381.82	30,993.53
Operating Revenues						
Dwelling Rent	01 001 3110.00 5		11,357.00	79,633.00	87,779.37	(8,146.37)
Operating Subsidy	01 001 3401.00 5		33,797.00	244,415.00	284,656.12	(40,241.12)
Total Operating Revenues			45,154.00	324,048.00	372,435.49	(48,387.49)
Total Operating Revenues and Expenses			3,080.59	(4,340.29)	13,053.67	(17,393.96)
Other Revenues and Expenses						
Other Revenues and Expenses						
RESTRICTED INTEREST	01 001 3431.00 5		0.00	0.00	29.12	(29.12)
Investment Income - Unrestricted	01 001 3610.00 5		107.80	1,047.34	1,394.12	(346.78)
Other Income - Tenant	01 001 3690.00 5		654.38	3,541.76	3,937.50	(395.74)
Other Income - Rent for Tulane Ave B	01 001 3690.13 5		750.00	4,650.00	8,866.62	(4,216.62)
Other Income - Insurance	01 001 3690.14 5		0.00	6,696.00	0.00	6,696.00
Leave with no Notice	01 001 3690.16 5		0.00	223.50	0.00	223.50
Other Income - Copies & Fax	01 001 3690.2 5		0.00	42.25	0.00	42.25
Other Income - Misc - Non Tenant	01 001 3690.6 5		0.00	1,962.00	0.00	1,962.00
Other Income-Laundry	01 001 3690.7 5		0.00	726.50	0.00	726.50
Other Income - Community Rm Rent	01 001 3690.8 5		0.00	225.00	0.00	225.00

Report Criteria PHA: 01 Project: '001','002','003'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: False

SUBMITTED BY PENNY PIERATT, COMPTROLLER

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
AVON PARK PUBLIC HOUSING

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended July 31, 2017	7 Month(s) Ended July 31, 2017	Budget	Variance
Other General Expense-Unemployment	01 001 4590.01 5		(1,650.00)	(1,650.00)	0.00	(1,650.00)
Total Other Revenues and Expenses			(137.82)	17,464.35	14,227.36	3,236.99
Total Other Revenues and Expenses			(137.82)	17,464.35	14,227.36	3,236.99
Total Net Income (Loss)			2,942.77	13,124.06	27,281.03	(14,156.97)

Report Criteria PHA: 01 Project: '001','002','003'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: False

SUBMITTED BY PENNY PIERATT, COMPTROLLER

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
AVON PARK PUBLIC HOUSING
OTHER BUSINESS ACTIVITIES

Fiscal Year End Date: 12/31/2017		ACCOUNT	1 Month(s) Ended July 31, 2017	7 Month(s) Ended July 31, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Admin Salaries - NCH I	01 100 4110.01 5		799.26	5,800.10	8,750.00	2,949.90
Admin Salaries - NCH II	01 100 4110.02 5		642.34	4,661.66	8,367.31	3,705.65
Admin Salaries - Ridgedale	01 100 4110.03 5		885.04	6,423.20	11,666.62	5,243.42
Accounting Fees	01 100 4170.00 5		0.00	900.00	1,341.62	441.62
Computer Support	01 100 4170.20 5		0.00	3,426.15	0.00	(3,426.15)
Audit Fees	01 100 4171.00 5		0.00	0.00	291.62	291.62
Employee Benefits Cont - Admin-Ridg	01 100 4182.00 5		239.05	1,830.64	4,083.31	2,252.67
Employee Benefits Cont - Admin - NC	01 100 4182.1 5		191.03	1,435.89	2,041.62	605.73
Employee Benefits Cont - Admin - NC	01 100 4182.2 5		167.28	1,274.29	1,890.00	615.71
Sundry	01 100 4190.00 5		129.63	473.70	87.50	(386.20)
MARKETING/ADVERTISING	01 100 4190.18 5		0.00	250.00	0.00	(250.00)
Insurance - Workers Comp	01 100 4510.40 5		80.33	562.31	924.56	362.25
Other General Expense	01 100 4590 5		0.00	150.00	291.62	141.62
Total Operating Expenses			3,133.96	27,187.94	39,735.78	12,547.84
Total Operating Revenues and Expenses			(3,133.96)	(27,187.94)	(39,735.78)	12,547.84
Other Revenues and Expenses						
Other Revenues and Expenses						
Revenue-Management Fees-Ridgedale	01 100 3690.00 5		5,898.14	21,737.78	23,333.31	(1,595.53)
Revenue - Management Fees - NCH I	01 100 3690.1 5		831.85	6,127.37	6,416.62	(289.25)
Revenue - Management Fees - NCH I	01 100 3690.2 5		1,037.30	7,742.51	7,954.87	(212.36)
Other Income/Donations	01 100 3690.40 5		0.00	0.00	132,857.06	(132,857.06)
Other Income - Contribution-NCH	01 100 3690.50 5		0.00	84,889.09	0.00	84,889.09
Other Income - Cornell Colony	01 100 3690.60 5		1,087.94	13,953.78	0.00	13,953.78
Total Other Revenues and Expenses			8,855.23	134,450.53	170,561.86	(36,111.33)
Total Other Revenues and Expenses			8,855.23	134,450.53	170,561.86	(36,111.33)
Total Net Income (Loss)			5,721.27	107,262.59	130,826.08	(23,563.49)

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
NORTH CENTRAL HEIGHTS
N CENTRAL HEIGHTS MGMT

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended July 31, 2017	7 Month(s) Ended July 31, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	02 001 4110.00 5		1,117.18	8,456.15	8,467.62	11.47
Legal Expense	02 001 4130.00 5		917.75	917.75	0.00	(917.75)
Accounting Fees	02 001 4170.00 5		0.00	2,049.00	2,391.62	342.62
COMPUTER SUPPORT/LICENSING	02 001 4170.2 5		0.00	998.00	0.00	(998.00)
Audit Fees	02 001 4171.00 5		0.00	0.00	2,916.62	2,916.62
Employee Benefits Cont - Admin	02 001 4182.00 5		399.05	3,863.86	4,149.81	285.95
Sundry	02 001 4190.00 5		0.00	138.75	3,033.31	2,894.56
Advertising and Marketing	02 001 4190.08 5		0.00	74.00	0.00	(74.00)
Bank Fees	02 001 4190.18 5		0.00	10.00	0.00	(10.00)
Telephone	02 001 4190.2 5		86.03	604.98	1,003.31	398.33
Postage	02 001 4190.3 5		61.71	61.71	17.50	(44.21)
Eviction Costs	02 001 4190.4 5		0.00	360.00	320.81	(39.19)
Contract Costs - Admin	02 001 4190.9 5		0.00	0.00	6,458.06	6,458.06
DO NOT USE-Water	02 001 4310 5		0.00	0.00	700.00	700.00
Water	02 001 4310.00 5		18.47	282.50	822.50	540.00
Electricity	02 001 4320.00 5		513.63	2,339.90	3,470.81	1,130.91
Sewer	02 001 4390.00 5		40.30	280.06	600.81	320.75
Labor	02 001 4410.00 5		1,182.84	8,586.09	8,786.75	200.66
Maintenance Materials	02 001 4420.00 5		2,351.63	5,863.22	5,833.31	(29.91)
Contract Costs	02 001 4430.00 5		0.00	435.00	0.00	(435.00)
Contract Costs-Pest Control	02 001 4430.1 5		100.80	705.60	810.81	105.21
Contract Costs-Plumbing	02 001 4430.2 5		0.00	0.00	131.25	131.25
Contract Costs - AC	02 001 4430.4 5		0.00	2,816.00	3,908.31	1,092.31
Contract Costs - Lawn	02 001 4430.5 5		2,028.00	12,806.00	1,895.81	(10,910.19)
Garbage and Trash Collection	02 001 4431.00 5		25.00	217.50	320.81	103.31
Emp Benefit Cont - Maintenance	02 001 4433.00 5		761.99	6,005.00	5,590.62	(414.38)
Insurance - Property	02 001 4510.00 5		832.33	6,273.11	7,583.31	1,310.20
Insurance - Workers Comp	02 001 4510.1 5		71.08	497.56	583.31	85.75
Other Insurance-Crime,Auto,Direct&O	02 001 4510.2 5		79.49	238.47	0.00	(238.47)
Insurance - Liability	02 001 4510.3 5		91.47	977.49	1,170.12	192.63
Payment in Lieu of Taxes	02 001 4520 5		0.00	0.00	2,916.62	2,916.62
Bad Debts - Other	02 001 4570.00 5		0.00	3,257.44	1,866.62	(1,390.82)
Bonneville Interest	02 001 4580.01 5		3,826.61	30,667.93	30,129.12	(538.81)
Other General Expense	02 001 4590.00 5		56.00	89.00	58.31	(30.69)
Management Fees	02 001 4590.02 5		831.85	6,127.37	6,327.37	200.00
Total Operating Expenses			15,393.21	105,999.44	112,265.23	6,265.79
Operating Revenues						
Dwelling Rent	02 001 3110.00 5		17,089.00	123,497.04	121,936.50	1,560.54
Total Operating Revenues			17,089.00	123,497.04	121,936.50	1,560.54
Total Operating Revenues and Expenses			1,695.79	17,497.60	9,671.27	7,826.33
Other Revenues and Expenses						
Other Revenues and Expenses						
Interest - Restricted	02 001 3431.00 5		0.00	20.04	0.00	20.04
Investment Income - Unrestricted	02 001 3610.00 5		0.00	0.00	46.62	(46.62)
Other Income - Tenant	02 001 3690.00 5		79.92	3,402.35	4,608.31	(1,205.96)
Other Income - Non Tenant	02 001 3690.3 5		0.00	8.16	0.00	8.16
Other Income - Community Rental	02 001 3690.5 5		125.00	500.00	0.00	500.00
Total Other Revenues and Expenses			204.92	3,930.55	4,654.93	(724.38)
Total Other Revenues and Expenses			204.92	3,930.55	4,654.93	(724.38)
Total Net Income (Loss)			1,900.71	21,428.15	14,326.20	7,101.95

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
NORTH CENTRAL HEIGHTS
NORTH CENTRAL HEIGHTS II

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended July 31, 2017	7 Month(s) Ended July 31, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	02 002 4110.00	5	920.02	6,963.84	6,785.31	(178.53)
Legal Expense	02 002 4130.00	5	917.75	917.75	2,041.62	1,123.87
Accounting Fees	02 002 4170.00	5	0.00	3,446.00	2,391.62	(1,054.38)
COMPUTER SUPPORT/LICENSING	02 002 4170.2	5	0.00	651.00	0.00	(651.00)
Audit Fees	02 002 4171.00	5	0.00	0.00	2,333.31	2,333.31
Employee Benefits Cont - Admin	02 002 4182.00	5	328.62	3,181.93	3,341.31	159.38
Sundry	02 002 4190.00	5	0.00	61.25	583.31	522.06
Advertising and Marketing	02 002 4190.08	5	0.00	74.00	0.00	(74.00)
Telephone	02 002 4190.2	5	0.00	0.00	262.50	262.50
Postage	02 002 4190.3	5	61.71	61.71	14.56	(47.15)
Eviction Costs	02 002 4190.4	5	0.00	360.00	0.00	(360.00)
Contract Costs - Admin	02 002 4190.9	5	0.00	0.00	2,041.62	2,041.62
Ten Services - After School Program	02 002 4220.20	5	0.00	0.00	583.31	583.31
Water	02 002 4310.00	5	42.92	227.52	236.25	8.73
Electricity	02 002 4320.00	5	79.47	740.57	723.87	(16.70)
Sewer	02 002 4390.00	5	9.33	61.60	55.37	(6.23)
Labor	02 002 4410.00	5	1,182.83	8,586.06	8,786.75	200.69
Maintenance Materials	02 002 4420.00	5	2,066.46	5,245.89	4,474.12	(771.77)
Contract Costs-Pest Control	02 002 4430.1	5	79.20	554.40	635.81	81.41
Contract Costs - Lawn	02 002 4430.3	5	1,622.00	9,194.00	1,376.62	(7,817.38)
Contract Costs - AC	02 002 4430.4	5	0.00	1,130.00	1,225.00	95.00
Contract Costs - Plumbing	02 002 4430.5	5	0.00	2,455.00	985.81	(1,469.19)
Garbage and Trash Collection	02 002 4431.00	5	18.00	75.50	332.50	257.00
Emp Benefit Cont - Maintenance	02 002 4433.00	5	761.92	6,004.47	5,590.62	(413.85)
Insurance - Property	02 002 4510.00	5	915.04	5,672.20	5,833.31	161.11
Insurance - Workers Comp	02 002 4510.1	5	64.33	450.31	649.81	199.50
Other Insurance-Crime,Auto,Direct&O	02 002 4510.2	5	87.39	262.17	0.00	(262.17)
Insurance - Liability	02 002 4510.3	5	100.56	854.12	875.00	20.88
Bad Debts - Other	02 002 4570.00	5	(158.27)	3,299.36	1,954.12	(1,345.24)
Bonneville Interest	02 002 4580.01	5	3,461.61	27,742.68	27,253.31	(489.37)
Other General Expense	02 002 4590.00	5	44.80	70.80	58.31	(12.49)
Management Fees	02 002 4590.02	5	1,037.30	7,742.51	8,303.12	560.61
Total Operating Expenses			13,642.99	96,086.64	89,728.17	(6,358.47)
Operating Revenues						
Dwelling Rent	02 002 3110.00	5	14,174.00	98,812.85	100,042.25	(1,229.40)
Total Operating Revenues			14,174.00	98,812.85	100,042.25	(1,229.40)
Total Operating Revenues and Expenses			531.01	2,726.21	10,314.08	(7,587.87)
Other Revenues and Expenses						
Other Revenues and Expenses						
INTEREST - RESTRICTED	02 002 3431.00	5	0.00	16.04	37.87	(21.83)
Investment Income - Unrestricted	02 002 3610.00	5	1.99	20.43	17.50	2.93
Other Income - Tenant	02 002 3690.00	5	378.34	4,784.95	3,745.00	1,039.95
Other Income - Non Tenant	02 002 3690.3	5	0.00	18.74	291.62	(272.88)
Total Other Revenues and Expenses			380.33	4,840.16	4,091.99	748.17
Total Other Revenues and Expenses			380.33	4,840.16	4,091.99	748.17
Total Net Income (Loss)			911.34	7,566.37	14,406.07	(6,839.70)

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
CORNELL COLONY
CORNELL COLONY LLC

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended July 31, 2017	7 Month(s) Ended July 31, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	03 001 4110.00 5		0.00	0.00	5,681.06	5,681.06
Legal Expense	03 001 4130.00 5		160.00	725.50	0.00	(725.50)
Staff Training	03 001 4140.00 5		0.00	0.00	291.62	291.62
Accounting Fees	03 001 4170.00 5		0.00	1,784.00	2,041.62	257.62
Computer Support/Licensing Fees	03 001 4170.20 5		0.00	2,008.50	0.00	(2,008.50)
Audit Fees	03 001 4171.00 5		0.00	0.00	2,333.31	2,333.31
Employee Benefits Cont - Admin	03 001 4182.00 5		0.00	0.00	2,313.50	2,313.50
Sundry	03 001 4190.00 5		0.00	660.75	7,000.00	6,339.25
Advertising and Marketing	03 001 4190.08 5		0.00	74.00	0.00	(74.00)
Bank Fees	03 001 4190.19 5		0.00	10.00	0.00	(10.00)
Telephone/Communications	03 001 4190.20 5		126.03	897.03	583.31	(313.72)
Postage	03 001 4190.30 5		0.00	0.00	46.62	46.62
Eviction Costs	03 001 4190.40 5		0.00	360.00	0.00	(360.00)
Water	03 001 4310.00 5		44.91	119.46	4,042.50	3,923.04
Electricity	03 001 4320.00 5		146.14	1,195.07	2,361.31	1,166.24
Sewer	03 001 4390.00 5		31.20	187.20	4,042.50	3,855.30
Labor	03 001 4410.00 5		0.00	0.00	8,057.00	8,057.00
Materials	03 001 4420.00 5		12.99	1,735.16	2,916.62	1,181.46
Contract Costs - Pest Control	03 001 4430.10 5		158.00	1,106.00	0.00	(1,106.00)
Contract Costs-Lawn	03 001 4430.30 5		2,300.00	10,422.88	0.00	(10,422.88)
Garbage and Trash Collection	03 001 4431.00 5		113.18	422.58	116.62	(305.96)
Emp Benefit Cont - Maintenance	03 001 4433.00 5		0.00	0.00	5,972.75	5,972.75
Property Insurance	03 001 4510.00 5		1,725.58	14,696.26	5,833.31	(8,862.95)
Workers Comp	03 001 4510.10 5		43.25	302.75	1,166.62	863.87
Insurance - General Liability	03 001 4510.30 5		288.60	2,164.39	2,087.75	(76.64)
Bad Debts - Other	03 001 4570.00 5		0.00	4,111.84	0.00	(4,111.84)
Management Fees	03 001 4590.01 5		1,087.94	13,953.78	9,375.87	(4,577.91)
Total Operating Expenses			6,237.82	56,937.15	66,263.89	9,326.74
Operating Revenues						
Dwelling Rent	03 001 3110.00 5		20,865.60	153,499.94	156,263.87	(2,763.93)
Total Operating Revenues			20,865.60	153,499.94	156,263.87	(2,763.93)
Total Operating Revenues and Expenses			14,627.78	96,562.79	89,999.98	6,562.81
Other Revenues and Expenses						
Other Revenues and Expenses						
Investment Income - Restricted	03 001 3610.00 5		0.00	1.43	0.00	1.43
Other Income - Misc Other Revenue	03 001 3690.00 5		336.00	3,316.56	0.00	3,316.56
Leave with no Notice	03 001 3690.16 5		0.00	300.00	0.00	300.00
Other Income - Community Center Re	03 001 3690.50 5		0.00	125.00	0.00	125.00
Contract Costs	03 001 4430.00 5		0.00	(280.00)	0.00	(280.00)
Other General Expense	03 001 4590.02 5		(250.00)	(6,648.00)	0.00	(6,648.00)
Interest on Loan - Heartland National	03 001 5610.00 5		(5,317.36)	(41,412.30)	(47,469.87)	6,057.57
Total Other Revenues and Expenses			(5,231.36)	(44,597.31)	(47,469.87)	2,872.56
Total Other Revenues and Expenses			(5,231.36)	(44,597.31)	(47,469.87)	2,872.56
Total Net Income (Loss)			9,396.42	51,965.48	42,530.11	9,435.37

Report Criteria PHA: 03 Project: '001'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: False

SUBMITTED BY PENNY PIERATT, COMPTROLLER

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
RIDGEDALE
RIDGEDALE APARTMENTS LLC

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended July 31, 2017	7 Month(s) Ended July 31, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	07 002 4110.00 5		985.74	7,461.29	7,701.12	239.83
Staff Training	07 002 4140.00 5		0.00	973.00	0.00	(973.00)
Travel	07 002 4150.00 5		236.00	733.00	0.00	(733.00)
Accounting Fees	07 002 4170.00 5		0.00	1,873.50	2,041.62	168.12
COMPUTER SUPPORT/LICENSING	07 002 4170.2 5		0.00	769.00	0.00	(769.00)
Audit Fees	07 002 4171.00 5		0.00	0.00	2,741.62	2,741.62
Employee Benefits Cont - Admin	07 002 4182.00 5		352.10	3,409.30	3,755.50	346.20
Sundry	07 002 4190.00 5		0.00	491.54	2,070.81	1,579.27
Postage	07 002 4190.03 5		0.00	760.25	29.12	(731.13)
Advertising	07 002 4190.08 5		222.00	222.00	0.00	(222.00)
Other General Expense	07 002 4190.10 5		0.00	12.50	0.00	(12.50)
Bank Fees	07 002 4190.18 5		5.03	42.86	0.00	(42.86)
Administrative Contracts	07 002 4190.19 5		50.00	50.00	0.00	(50.00)
Telephone	07 002 4190.2 5		105.98	790.22	1,020.81	230.59
Eviction Costs	07 002 4190.4 5		0.00	0.00	116.62	116.62
Contract Costs - Admin	07 002 4190.9 5		0.00	300.00	3,659.81	3,359.81
Tenant Services	07 002 4220.00 5		0.00	0.00	35.00	35.00
Water	07 002 4310.00 5		835.33	4,528.88	3,937.50	(591.38)
Electricity	07 002 4320.00 5		443.30	1,867.38	1,965.81	98.43
Sewer	07 002 4390.00 5		1,048.30	6,514.32	6,416.62	(97.70)
Labor	07 002 4410.00 5		2,227.20	21,982.10	28,254.31	6,272.21
Maintenance Materials	07 002 4420.00 5		349.54	5,854.25	3,033.31	(2,820.94)
Contract Costs	07 002 4430.00 5		0.00	1,579.00	5,541.62	3,962.62
Pest Control	07 002 4430.1 5		122.00	854.00	1,166.62	312.62
Contract Costs-Lawn	07 002 4430.3 5		495.00	3,115.00	2,625.00	(490.00)
Contract Costs-Air Conditioning	07 002 4430.4 5		385.00	1,431.00	291.62	(1,139.38)
Contract Costs-Plumbing	07 002 4430.5 5		0.00	650.00	291.62	(358.38)
Garbage and Trash Collection	07 002 4431.00 5		642.10	3,909.42	3,908.31	(1.11)
Emp Benefit Cont - Maintenance	07 002 4433.00 5		167.32	2,793.69	9,156.56	6,362.87
Insurance - Property	07 002 4510.00 5		785.96	5,358.60	5,833.31	474.71
Insurance - Workers Comp	07 002 4510.1 5		185.58	1,299.06	583.31	(715.75)
Other Insurance-Crime,Auto,Direct&O	07 002 4510.2 5		75.06	225.18	0.00	(225.18)
Insurance - Liability	07 002 4510.3 5		86.37	911.95	2,086.00	1,174.05
Payment in Lieu of Taxes	07 002 4520.00 5		0.00	0.00	583.31	583.31
Bad Debts - Other	07 002 4570.00 5		0.00	155.55	7,583.31	7,427.76
Interest on Notes Payable-Centennial	07 002 4580.03 5		3,091.14	24,951.86	38,721.62	13,769.76
Management Fees	07 002 4590.00 5		5,898.14	21,737.78	18,180.75	(3,557.03)
Other General Expense	07 002 4590.01 5		50.40	80.40	4,083.31	4,002.91
Total Operating Expenses			18,844.59	127,687.88	167,415.85	39,727.97
Operating Revenues						
Dwelling Rent	07 002 3110.00 5		456.00	10,671.57	25,444.37	(14,772.80)
HAP Subsidy	07 002 3110.01 5		0.00	0.00	202,007.12	(202,007.12)
Total Operating Revenues			456.00	10,671.57	227,451.49	(216,779.92)
Total Operating Revenues and Expenses			(18,388.59)	(117,016.31)	60,035.64	(177,051.95)
Other Revenues and Expenses						
Other Revenues and Expenses						
Interest - Restricted	07 002 3431.00 5		20.10	175.15	262.50	(87.35)
Investment Income - Unrestricted	07 002 3610.00 5		4.34	22.24	29.12	(6.88)
Other Income - Tenant	07 002 3690.00 5		288.06	2,139.30	4,019.12	(1,879.82)
Other Income/Laundry	07 002 3690.7 5		0.00	562.70	641.62	(78.92)
Total Other Revenues and Expenses			312.50	2,899.39	4,952.36	(2,052.97)
Total Other Revenues and Expenses			312.50	2,899.39	4,952.36	(2,052.97)
Total Net Income (Loss)			(18,076.09)	(114,116.92)	64,988.00	(179,104.92)

Report Criteria PHA: 07 Project: '002'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: False

SUBMITTED BY PENNY PIERATT, COMPTROLLER

Tenants Accounts Receivable

July 31, 2017

Delaney Heights

Nina Branch	\$9.00	Garbage
Kathleen Cook	5.00	Balance on rent
DH Total	\$14.00	

Lakeside Park I

Khalilah Debrown	\$75.97	Excess electric
Ernest Dorn	11.34	Excess electric
Ajaita Hampton	41.37	Excess electric
Terranie Hill	16.99	Excess electric
Genise Horton	24.23	Excess electric
Temika Jones	94.33	Excess electric
Lyd Navarro	21.03	Excess electric
Chelsea Seivwright	20.03	Excess electric
Kayla Springfield	55.63	Excess electric
Jessica Toney	95.54	Excess electric
Carol Wooden	43.12	Excess electric

Lakeside I Total \$499.58

Lakeside Park II

Vanessa Gonzalez	\$203.92	Balance on rent (making pmts)
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Lakeside II Total \$203.92

NCH I

Judy Hamilton	\$555.00	Rent (ALPI to pay)
Nery Pantoja	\$ 50.00	Pet deposit (making pmts)

NCH I Total \$605.00

NCH II

Michael Mcelaney	\$200.00	Pet deposit (making pmts)
Naketa McQueen	\$905.00	2 mths Rent and late fee
Felicia Strouse	590.00	Rent and late fee

NCH II Total \$1,695.00

Cornell Colony

Cynthia Delapaz	\$535.00	Rent (ALPI to pay) and late fee
Letrease Hartsfield	\$586.16	Rent and Work order
Christine Mcalister	35.00	Late fee
Shari McKeithan	476.00	Rent (ALPI to pay)
Maria Mendoza	476.00	Rent
Alexis Roper	60.25	Work order

CORNELL Total \$2,168.41

Ridgedale

Shelea Black	\$ 11.16	Work order (making pmts)
Sophia Coleman	62.49	Excess water
Natria Davis	310.50	Rent and work order
Jatan Ehrhart	222.00	Rent
Jetzabel Rojas	16.49	Water
Claribel Vazquez	73.74	Water

RD Total \$696.38

GRAND TOTAL \$5,882.29

*WRITE OFFS for Delaney
Total Delaney \$0

*WRITE OFFS for NCH
N. Agosto \$623.01

*WRITE OFFS for Ridgedale

Total NCH \$623.01

Total RD \$0

*WRITE OFFS for Lakeside Park I
Total LPI \$0

*WRITE OFFS for Lakeside Park II *WRITE OFFS Cornell

Total LPII \$0

Total CC \$0

Approved—Tracey Rudy, Chief Executive Officer

July 2017

MAINTENANCE MONTHLY REPORT

Daily tasks:

General cleaning of Admin./Maintenance Bld. & grounds, work orders.

Special Work:

Preventive Maintenance:

Work from preventive maintenance inspections are on-going. 72 hours were taken during the month of July for sick, annual and holiday leave.

Delaney Heights Preventive/Annual Inspections	8
Lakeside I Preventive Maintenance Inspections	4
Lakeside Park II Preventive/Annual Inspections	7
Ridgedale Preventive/Annual Inspections	5
North Central Heights I Preventive/AI	5
North Central Heights II Preventive/AI	2
Cornell Colony Preventive/AI	1
Delaney Heights Vacancies	0
Lakeside Park I Vacancies	0
Lakeside Park II Vacancies	1
Ridgedale Vacancies	0
North Central Heights I Vacancies	2
North Central Heights II Vacancies	1
Cornell Colony Vacancies	1
Delaney Heights Move Ins	0
Lakeside Park I Move Ins	0
Lakeside Park II Move-In's	0
Ridgedale Move Ins	0
North Central Heights I Move Ins	0
North Central Heights II Move Ins	1
Cornell Colony Move Ins	1
Delaney Heights Move Outs	0
Lakeside Park I Move Outs	0
Lakeside Park II Move-Out's	1
Ridgedale Move Outs	0
North Central Heights I Move Outs	0
North Central Heights II Move Outs	1
Cornell Colony Move Outs	2

Submitted by: Penny Pieratt, Comptroller

OCCUPANCY/VACANCY REPORT

July 2017

<u>Delaney Heights</u>	<u>Unit #</u>	<u>Brms.</u>	<u>Move-Out</u>	<u>Move-In Date</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u># vacancydays</u>	<u>Reason for Vacancy</u>
TOTAL DELANEY HEIGHTS VACANT - 0								
<u>Lakeside Park I</u>	<u>Unit #</u>	<u>Brms.</u>	<u>Move-Out</u>	<u>Move-In Date</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u># vacancydays</u>	<u>Reason for Vacancy</u>
TOTAL LAKESIDE PARK I VACANT - 0								
<u>Lakeside Park II</u>	<u>Unit #</u>	<u>Brms.</u>	<u>Move-Out</u>	<u>Move-In Date</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u># vacancydays</u>	<u>Reason for Vacancy</u>
	207(232)	1	6/1/15			21		Tax fraud
	222(213)	3	6/4/15			19		Tax fraud
	102(202)	2	7/1/15					30 day notice not given
	313(350)	1	7/31/15			1		Transferred to NCH
	329(317)	1	8/18/15			7		Abandoned unit
	309(334)	3	8/31/15			6		Moved out of town
	214(245)	2	8/31/15			3		Moved in with aunt/medical
	310(338)	2	9/3/15			8		Criminal activity
	223(207)	4	10/19/15			5		Eviction/unauthorized guest
	325(333)	1	12/10/15			7		No notice given
	322(345)	3	1/19/16			4		Abandoned unit
	306(322)	2	2/16/16			1		Evicted
	215(241)	3	4/1/16			1		Abandoned unit
	303(310)	3	4/21/16			1		Moved to Highlands Apts
	302(306)	3	5/10/16			4		Tax fraud
	225(201)	3	5/10/16			1		Moving in with daughter
	101(200)	4	5/19/16			1		Lease violation/3 pets unauthorized
	218(233)	3	7/5/16					Unreported income
	314(354)	2	7/12/16					Moved to Cornell Colony
	103(204)	3	7/19/16					Moved to Cornell Colony
	216(239)	4	8/9/16					Evicted/tattoo business in unit
	317(363)	1	10/10/16					Moved to NCH
	209(240)	5	11/16/16					Tenant passed away
	219(229)	4	11/30/16					Abandoned/non pmt rent
	330(313)	1	12/29/16					No notice given
	204(220)	4	3/31/17					No notice given
	104(206)	4	5/25/17					Purchased home
	202(212)	2	5/25/17					Moved to NCH
	331(309)	3	7/10/17					Cannot afford/going school
TOTAL LAKESIDE PARK II VACANT - 29								

Submitted by: Penny Pieratt, Comptroller

OCCUPANCY/VACANCY REPORT

July 2017

Intent to Vacate -

Evictions-

Abandoned Units -

WAITING LIST

LAKE SIDE PARK II

1-BRM	304
2-BRM	340
3-BRM	249
4-BRM	79
5-BRM	16
TOTAL	988

DELANEY HEIGHTS

1-BRM	223
TOTAL	223

RIDGEDALE

1-BRM	539
2-BRM	507
3-BRM	337
4-BRM	123
TOTAL	1506

NORTH CENTRAL HEIGHTS

2-BRM	647
3-BRM	452
4-BRM	178
	1277

LAKE SIDE PARK I

1-BRM	1
2-BRM	392
3-BRM	322
4-BRM	115
5-BRM	25
TOTAL	855

CORNELL COLONY

3-BRM	416
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AVON PARK HOUSING AUTHORITY

CASH Analysis

AVON PARK PUBLIC HOUSING

As Of Date: 8/31/2017

	Balance
General Fund	42,310.61
Section 8 PH Funds	0.00
Security Deposits	23,545.00
PNC Account	0.00
Petty Cash	100.00
Investment CD at Highlands Bank	43,482.06
Investment CD at PNC	0.00
Investment MM at Highlands Bank	0.00
Investment MM	147,363.20
Utility Deposit Escrow Fund	3,000.00
FSS Escrow	8,784.57
Development Corporation	54,901.12
Cornell Colony - General Fund	8,784.57
Lakeside Park 2 - RAD	100.00
Cornell Colony-Operating Deficit Reserves	0.00
Cornell Colony-Security Deposit	0.00

AVON PARK HOUSING AUTHORITY

CASH Analysis

NORTH CENTRAL HEIGHTS **I**

As Of Date: 8/31/2017

	Balance
General Fund	55,852.76
Section 8 PH Funds	0.00
Security Deposits	14,000.00
PNC Account	0.00
Petty Cash	0.00
Investment CD at Highlands Bank	0.00
Investment CD at PNC	0.00
Investment MM at Highlands Bank	0.00
Investment MM	0.00
Utility Deposit Escrow Fund	0.00
FSS Escrow	0.00
Development Corporation	0.00
Cornell Colony - General Fund	0.00
Lakeside Park 2 - RAD	0.00
Cornell Colony-Operating Deficit Reserves	0.00
Cornell Colony-Security Deposit	0.00

AVON PARK HOUSING AUTHORITY

CASH Analysis

NORTH CENTRAL HEIGHTS II

As Of Date: 8/31/2017

	Balance
General Fund	34,338.57
Section 8 PH Funds	0.00
Security Deposits	10,500.00
PNC Account	0.00
Petty Cash	0.00
Investment CD at Highlands Bank	0.00
Investment CD at PNC	0.00
Investment MM at Highlands Bank	0.00
Investment MM	0.00
Utility Deposit Escrow Fund	0.00
FSS Escrow	0.00
Development Corporation	0.00
Cornell Colony - General Fund	0.00
Lakeside Park 2 - RAD	0.00
Cornell Colony-Operating Deficit Reserves	0.00
Cornell Colony-Security Deposit	0.00

AVON PARK HOUSING AUTHORITY

CASH Analysis

CORNELL COLONY

As Of Date: 8/31/2017

	Balance
General Fund	0.00
Section 8 PH Funds	0.00
Security Deposits	0.00
PNC Account	0.00
Petty Cash	0.00
Investment CD at Highlands Bank	0.00
Investment CD at PNC	0.00
Investment MM at Highlands Bank	0.00
Investment MM	0.00
Utility Deposit Escrow Fund	0.00
FSS Escrow	144,272.52
Development Corporation	0.00
Cornell Colony - General Fund	144,272.52
Lakeside Park 2 - RAD	0.00
Cornell Colony-Operating Deficit Reserves	0.00
Cornell Colony-Security Deposit	14,101.00

AVON PARK HOUSING AUTHORITY

CASH Analysis

RIDGEDALE

As Of Date: 8/31/2017

	Balance
General Fund	58,340.32
Section 8 PH Funds	0.00
Security Deposits	6,656.66
PNC Account	0.00
Petty Cash	0.00
Investment CD at Highlands Bank	0.00
Investment CD at PNC	0.00
Investment MM at Highlands Bank	0.00
Investment MM	0.00
Utility Deposit Escrow Fund	0.00
FSS Escrow	0.00
Development Corporation	0.00
Cornell Colony - General Fund	0.00
Lakeside Park 2 - RAD	0.00
Cornell Colony-Operating Deficit Reserves	0.00
Cornell Colony-Security Deposit	0.00

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
AVON PARK PUBLIC HOUSING

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended August 31, 2017	8 Month(s) Ended August 31, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	01 001 4110.00 5		12,749.08	120,399.70	114,256.64	(6,143.06)
Legal Expense	01 001 4130.00 5		279.00	637.90	3,100.00	2,462.10
Staff Training	01 001 4140.00 5		0.00	299.00	3,266.64	2,967.64
Travel	01 001 4150.00 5		0.00	2,032.01	4,300.00	2,267.99
Accounting Fees	01 001 4170.00 5		0.00	3,876.00	5,333.28	1,457.28
Computer Support/Licensing Fees	01 001 4170.2 5		0.00	2,721.00	0.00	(2,721.00)
Audit Fees	01 001 4171.00 5		0.00	0.00	9,333.28	9,333.28
Employee Benefits Cont - Admin	01 001 4182.00 5		5,249.79	49,390.81	42,120.64	(7,270.17)
Sundry	01 001 4190.00 5		338.73	3,958.32	9,000.00	5,041.68
Advertising	01 001 4190.18 5		0.00	98.00	0.00	(98.00)
Bank Fees	01 001 4190.19 5		40.00	146.56	0.00	(146.56)
Telephone/Communications	01 001 4190.2 5		1,618.83	7,296.11	5,866.64	(1,429.47)
Postage	01 001 4190.3 5		0.00	1,441.57	2,500.00	1,058.43
Eviction Costs	01 001 4190.4 5		0.00	0.00	666.64	666.64
Contract Costs- Copier	01 001 4190.6 5		114.74	582.97	80.00	(502.97)
Contract Costs-Admin Security	01 001 4190.7 5		0.00	360.00	320.00	(40.00)
Pre-employment testing	01 001 4190.8 5		122.35	326.45	0.00	(326.45)
Contract Costs-Admin	01 001 4190.9 5		0.00	1,772.04	16,000.00	14,227.96
Ten Services - RAB	01 001 4220.00 5		0.00	0.00	353.28	353.28
Water	01 001 4310.00 5		320.72	2,250.07	2,100.00	(150.07)
Electricity	01 001 4320.00 5		3,889.95	20,843.35	19,280.00	(1,563.35)
Natural Gas	01 001 4330.00 5		78.46	642.71	753.28	110.57
Sewer	01 001 4390.00 5		559.80	4,093.81	4,066.64	(27.17)
Labor	01 001 4410.00 5		5,460.80	46,867.26	47,326.00	458.74
Maintenance Materials	01 001 4420.00 5		1,394.93	8,905.75	19,080.00	10,174.25
Pest Control	01 001 4430.1 5		470.00	3,760.00	4,300.00	540.00
Contract Costs - Lawn	01 001 4430.3 5		1,921.00	16,000.00	16,000.00	0.00
Contract Costs-Air Conditioning	01 001 4430.4 5		0.00	200.00	6,000.00	5,800.00
Contract Costs-Plumbing	01 001 4430.5 5		0.00	0.00	1,500.00	1,500.00
GARBAGE AND TRASH	01 001 4431.00 5		776.50	5,470.06	(4,066.64)	(9,536.70)
Emp Benefit Cont - Maintenance	01 001 4433.00 5		2,021.17	18,963.85	18,307.28	(656.57)
Insurance - Property	01 001 4510.00 5		2,624.93	20,570.00	19,333.28	(1,236.72)
Worker's Comp Insurance	01 001 4510.1 5		678.25	5,426.00	5,790.00	364.00
Other Insurance-Crime, Auto, Direc&C	01 001 4510.2 5		1,362.82	5,575.37	1,333.28	(4,242.09)
Liability Insurance	01 001 4510.3 5		288.47	3,464.00	3,333.28	(130.72)
Payment in Lieu of Taxes	01 001 4520 5		0.00	0.00	7,862.00	7,862.00
Collection Losses	01 001 4570.00 5		0.00	588.00	5,260.00	4,672.00
FSS Monthly Contributions	01 001 4590.02 5		397.00	7,330.00	0.00	(7,330.00)
Other General Expense	01 001 459000 5		0.00	4,856.94	6,666.64	1,809.70
Extraordinary Maintenance	01 001 4610 5		0.00	0.00	10,000.00	10,000.00
Total Operating Expenses			42,757.32	371,145.61	410,722.08	39,576.47
Operating Revenues						
Dwelling Rent	01 001 3110.00 5		10,484.00	90,117.00	100,319.28	(10,202.28)
Operating Subsidy	01 001 3401.00 5		35,682.00	280,097.00	325,321.28	(45,224.28)
Total Operating Revenues			46,166.00	370,214.00	425,640.56	(55,426.56)
Total Operating Revenues and Expenses			3,408.68	(931.61)	14,918.48	(15,850.09)

Other Revenues and Expenses**Other Revenues and Expenses**

RESTRICTED INTEREST	01 001 3431.00 5	0.00	0.00	33.28	(33.28)
Investment Income - Unrestricted	01 001 3610.00 5	41.02	1,088.36	1,593.28	(504.92)
Other Income - Tenant	01 001 3690.00 5	563.56	4,105.32	4,500.00	(394.68)
Other Income - Rent for Tulane Ave B	01 001 3690.13 5	750.00	5,400.00	10,133.28	(4,733.28)
Other Income - Insurance	01 001 3690.14 5	575.27	7,271.27	0.00	7,271.27
Leave with no Notice	01 001 3690.16 5	0.00	223.50	0.00	223.50
Other Income - Copies & Fax	01 001 3690.2 5	0.90	43.15	0.00	43.15
Other Income - Misc - Non Tenant	01 001 3690.6 5	0.00	1,962.00	0.00	1,962.00
Other Income-Laundry	01 001 3690.7 5	1,015.90	1,742.40	0.00	1,742.40
Other Income - Community Rm Rent	01 001 3690.8 5	0.00	225.00	0.00	225.00

Report Criteria PHA 01 Project: '001','002','003'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: False

SUBMITTED BY PENNY PIERATT, COMPTROLLER

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
AVON PARK PUBLIC HOUSING

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended August 31, 2017	8 Month(s) Ended August 31, 2017	Budget	Variance
Other General Expense-Unemployment	01 001 4590.01 5		0.00	(1,650.00)	0.00	(1,650.00)
Total Other Revenues and Expenses			2,946.65	20,411.00	16,259.84	4,151.16
Total Other Revenues and Expenses			2,946.65	20,411.00	16,259.84	4,151.16
Total Net Income (Loss)			6,355.33	19,479.39	31,178.32	(11,698.93)

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
NORTH CENTRAL HEIGHTS
N CENTRAL HEIGHTS MGMT

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended August 31, 2017	8 Month(s) Ended August 31, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	02 001 4110.00 5		1,122.28	9,578.43	9,677.28	98.85
Legal Expense	02 001 4130.00 5		0.00	917.75	0.00	(917.75)
Accounting Fees	02 001 4170.00 5		0.00	2,049.00	2,733.28	684.28
COMPUTER SUPPORT/LICENSING	02 001 4170.2 5		0.00	998.00	0.00	(998.00)
Audit Fees	02 001 4171.00 5		0.00	0.00	3,333.28	3,333.28
Employee Benefits Cont - Admin	02 001 4182.00 5		399.25	4,263.11	4,742.64	479.53
Sundry	02 001 4190.00 5		0.00	138.75	3,466.64	3,327.89
Advertising and Marketing	02 001 4190.08 5		0.00	74.00	0.00	(74.00)
Bank Fees	02 001 4190.18 5		0.00	10.00	0.00	(10.00)
Telephone	02 001 4190.2 5		0.00	604.98	1,146.64	541.66
Postage	02 001 4190.3 5		0.00	61.71	20.00	(41.71)
Eviction Costs	02 001 4190.4 5		0.00	360.00	366.64	6.64
Contract Costs - Admin	02 001 4190.9 5		0.00	0.00	7,380.64	7,380.64
DO NOT USE-Water	02 001 4310 5		0.00	0.00	800.00	800.00
Water	02 001 4310.00 5		107.40	389.90	940.00	550.10
Electricity	02 001 4320.00 5		566.46	2,906.36	3,966.64	1,060.28
Sewer	02 001 4390.00 5		49.63	329.69	666.64	356.95
Labor	02 001 4410.00 5		1,171.07	9,757.16	10,042.00	284.84
Maintenance Materials	02 001 4420.00 5		597.17	6,460.39	6,666.64	206.25
Contract Costs	02 001 4430.00 5		1,951.14	2,386.14	0.00	(2,386.14)
Contract Costs-Pest Control	02 001 4430.1 5		100.80	806.40	926.64	120.24
Contract Costs-Plumbing	02 001 4430.2 5		0.00	0.00	150.00	150.00
Contract Costs - AC	02 001 4430.4 5		115.00	2,931.00	4,466.64	1,535.64
Contract Costs - Lawn	02 001 4430.5 5		2,028.00	14,834.00	2,166.64	(12,667.36)
Garbage and Trash Collection	02 001 4431.00 5		52.50	270.00	366.64	96.64
Emp Benefit Cont - Maintenance	02 001 4433.00 5		761.09	6,766.09	6,389.28	(376.81)
Insurance - Property	02 001 4510.00 5		832.33	7,105.44	8,666.64	1,561.20
Insurance - Workers Comp	02 001 4510.1 5		71.08	568.64	666.64	98.00
Other Insurance-Crime,Auto,Direct&O	02 001 4510.2 5		79.49	317.96	0.00	(317.96)
Insurance - Liability	02 001 4510.3 5		91.47	1,068.96	1,337.28	268.32
Payment in Lieu of Taxes	02 001 4520 5		0.00	0.00	3,333.28	3,333.28
Bad Debts - Other	02 001 4570.00 5		0.00	3,257.44	2,133.28	(1,124.16)
Bonneville Interest	02 001 4580.01 5		3,824.61	34,492.54	34,433.28	(59.26)
Other General Expense	02 001 4590.00 5		0.00	89.00	66.64	(22.36)
Management Fees	02 001 4590.02 5		884.64	7,012.01	7,231.28	219.27
Total Operating Expenses			14,805.41	120,804.85	128,303.12	7,498.27
Operating Revenues						
Dwelling Rent	02 001 3110.00 5		17,475.89	140,972.93	139,356.00	1,616.93
Total Operating Revenues			17,475.89	140,972.93	139,356.00	1,616.93
Total Operating Revenues and Expenses			2,670.48	20,168.08	11,052.88	9,115.20
Other Revenues and Expenses						
Other Revenues and Expenses						
Interest - Restricted	02 001 3431.00 5		0.00	20.04	0.00	20.04
Investment Income - Unrestricted	02 001 3610.00 5		0.00	0.00	53.28	(53.28)
Other Income - Tenant	02 001 3690.00 5		160.18	3,562.53	5,266.64	(1,704.11)
Other Income - Non Tenant	02 001 3690.3 5		0.00	8.16	0.00	8.16
Other Income - Community Rental	02 001 3690.5 5		0.00	500.00	0.00	500.00
Total Other Revenues and Expenses			160.18	4,090.73	5,319.92	(1,229.19)
Total Other Revenues and Expenses			160.18	4,090.73	5,319.92	(1,229.19)
Total Net Income (Loss)			2,830.66	24,258.81	16,372.80	7,886.01

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
NORTH CENTRAL HEIGHTS
NORTH CENTRAL HEIGHTS II

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended August 31, 2017	8 Month(s) Ended August 31, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	02 002 4110.00 5		924.22	7,888.06	7,754.64	(133.42)
Legal Expense	02 002 4130.00 5		0.00	917.75	2,333.28	1,415.53
Accounting Fees	02 002 4170.00 5		0.00	3,446.00	2,733.28	(712.72)
COMPUTER SUPPORT/LICENSING	02 002 4170.2 5		0.00	651.00	0.00	(651.00)
Audit Fees	02 002 4171.00 5		0.00	0.00	2,666.64	2,666.64
Employee Benefits Cont - Admin	02 002 4182.00 5		328.79	3,510.72	3,818.64	307.92
Sundry	02 002 4190.00 5		0.00	61.25	666.64	605.39
Advertising and Marketing	02 002 4190.08 5		0.00	74.00	0.00	(74.00)
Telephone	02 002 4190.2 5		86.03	86.03	300.00	213.97
Postage	02 002 4190.3 5		0.00	61.71	16.64	(45.07)
Eviction Costs	02 002 4190.4 5		0.00	360.00	0.00	(360.00)
Contract Costs - Admin	02 002 4190.9 5		0.00	0.00	2,333.28	2,333.28
Ten Services - After School Program	02 002 4220.20 5		0.00	0.00	666.64	666.64
Water	02 002 4310.00 5		42.92	270.44	270.00	(0.44)
Electricity	02 002 4320.00 5		51.70	792.27	827.28	35.01
Sewer	02 002 4390.00 5		11.20	72.80	63.28	(9.52)
Labor	02 002 4410.00 5		1,171.07	9,757.13	10,042.00	284.87
Maintenance Materials	02 002 4420.00 5		181.55	5,427.44	5,113.28	(314.16)
Contract Costs	02 002 4430.00 5		1,259.98	1,259.98	0.00	(1,259.98)
Contract Costs-Pest Control	02 002 4430.1 5		79.20	633.60	726.64	93.04
Contract Costs - Lawn	02 002 4430.3 5		1,622.00	10,816.00	1,573.28	(9,242.72)
Contract Costs - AC	02 002 4430.4 5		0.00	1,130.00	1,400.00	270.00
Contract Costs - Plumbing	02 002 4430.5 5		0.00	2,455.00	1,126.64	(1,328.36)
Garbage and Trash Collection	02 002 4431.00 5		11.50	87.00	380.00	293.00
Emp Benefit Cont - Maintenance	02 002 4433.00 5		761.03	6,765.50	6,389.28	(376.22)
Insurance - Property	02 002 4510.00 5		915.04	6,587.24	6,666.64	79.40
Insurance - Workers Comp	02 002 4510.1 5		64.33	514.64	742.64	228.00
Other Insurance-Crime,Auto,Direct&O	02 002 4510.2 5		87.39	349.56	0.00	(349.56)
Insurance - Liability	02 002 4510.3 5		100.56	954.68	1,000.00	45.32
Bad Debts - Other	02 002 4570.00 5		1,456.20	4,755.56	2,233.28	(2,522.28)
Bonneville Interest	02 002 4580.01 5		3,459.80	31,202.48	31,146.64	(55.84)
Other General Expense	02 002 4590.00 5		0.00	70.80	66.64	(4.16)
Management Fees	02 002 4590.02 5		1,065.62	8,808.13	9,489.28	681.15
Total Operating Expenses			13,680.13	109,766.77	102,546.48	(7,220.29)
Operating Revenues						
Dwelling Rent	02 002 3110.00 5		13,948.00	112,760.85	114,334.00	(1,573.15)
Total Operating Revenues			13,948.00	112,760.85	114,334.00	(1,573.15)
Total Operating Revenues and Expenses			267.87	2,994.08	11,787.52	(8,793.44)
Other Revenues and Expenses						
Other Revenues and Expenses						
INTEREST - RESTRICTED	02 002 3431.00 5		0.00	16.04	43.28	(27.24)
Investment Income - Unrestricted	02 002 3610.00 5		1.80	22.23	20.00	2.23
Other Income - Tenant	02 002 3690.00 5		803.20	5,588.15	4,280.00	1,308.15
Other Income - Non Tenant	02 002 3690.3 5		0.00	18.74	333.28	(314.54)
Total Other Revenues and Expenses			805.00	5,645.16	4,676.56	968.60
Total Other Revenues and Expenses			805.00	5,645.16	4,676.56	968.60
Total Net Income (Loss)			1,072.87	8,639.24	16,464.08	(7,824.84)

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
CORNELL COLONY
CORNELL COLONY LLC

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended August 31, 2017	8 Month(s) Ended August 31, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	03 001 4110.00 5		0.00	0.00	6,492.64	6,492.64
Legal Expense	03 001 4130.00 5		288.50	1,014.00	0.00	(1,014.00)
Staff Training	03 001 4140.00 5		0.00	0.00	333.28	333.28
Accounting Fees	03 001 4170.00 5		0.00	1,784.00	2,333.28	549.28
Computer Support/Licensing Fees	03 001 4170.20 5		0.00	2,008.50	0.00	(2,008.50)
Audit Fees	03 001 4171.00 5		0.00	0.00	2,666.64	2,666.64
Employee Benefits Cont - Admin	03 001 4182.00 5		0.00	0.00	2,644.00	2,644.00
Sundry	03 001 4190.00 5		0.00	660.75	8,000.00	7,339.25
Advertising and Marketing	03 001 4190.08 5		0.00	74.00	0.00	(74.00)
Bank Fees	03 001 4190.19 5		0.00	10.00	0.00	(10.00)
Telephone/Communications	03 001 4190.20 5		280.54	1,177.57	666.64	(510.93)
Postage	03 001 4190.30 5		0.00	0.00	53.28	53.28
Eviction Costs	03 001 4190.40 5		0.00	360.00	0.00	(360.00)
Water	03 001 4310.00 5		27.83	147.29	4,620.00	4,472.71
Electricity	03 001 4320.00 5		472.20	1,667.27	2,698.64	1,031.37
Sewer	03 001 4390.00 5		42.40	229.60	4,620.00	4,390.40
Labor	03 001 4410.00 5		0.00	0.00	9,208.00	9,208.00
Materials	03 001 4420.00 5		15.93	1,751.09	3,333.28	1,582.19
Contract Costs - Pest Control	03 001 4430.10 5		158.00	1,264.00	0.00	(1,264.00)
Contract Costs-Lawn	03 001 4430.30 5		2,300.00	12,722.88	0.00	(12,722.88)
Garbage and Trash Collection	03 001 4431.00 5		117.68	540.26	133.28	(406.98)
Emp Benefit Cont - Maintenance	03 001 4433.00 5		0.00	0.00	6,826.00	6,826.00
Property Insurance	03 001 4510.00 5		1,725.58	16,421.84	6,666.64	(9,755.20)
Workers Comp	03 001 4510.10 5		43.25	346.00	1,333.28	987.28
Insurance - General Liability	03 001 4510.30 5		288.60	2,452.99	2,386.00	(66.99)
Bad Debts - Other	03 001 4570.00 5		1,483.83	5,595.67	0.00	(5,595.67)
Management Fees	03 001 4590.01 5		1,235.33	15,189.11	10,715.28	(4,473.83)
Total Operating Expenses			8,479.67	65,416.82	75,730.16	10,313.34
Operating Revenues						
Dwelling Rent	03 001 3110.00 5		21,775.81	175,275.75	178,587.28	(3,311.53)
Total Operating Revenues			21,775.81	175,275.75	178,587.28	(3,311.53)
Total Operating Revenues and Expenses			13,296.14	109,858.93	102,857.12	7,001.81
Other Revenues and Expenses						
Other Revenues and Expenses						
Investment Income - Restricted	03 001 3610.00 5		0.00	1.43	0.00	1.43
Other Income - Misc Other Revenue	03 001 3690.00 5		666.75	3,983.31	0.00	3,983.31
Leave with no Notice	03 001 3690.16 5		0.00	300.00	0.00	300.00
Other Income - Community Center Re	03 001 3690.50 5		0.00	125.00	0.00	125.00
Contract Costs	03 001 4430.00 5		0.00	(280.00)	0.00	(280.00)
Other General Expense	03 001 4590.02 5		0.00	(6,648.00)	0.00	(6,648.00)
Interest on Loan - Heartland National	03 001 5610.00 5		(4,004.06)	(45,416.36)	(54,251.28)	8,834.92
Total Other Revenues and Expenses			(3,337.31)	(47,934.62)	(54,251.28)	6,316.66
Total Other Revenues and Expenses			(3,337.31)	(47,934.62)	(54,251.28)	6,316.66
Total Net Income (Loss)			9,958.83	61,924.31	48,605.84	13,318.47

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
RIDGEDALE
RIDGEDALE APARTMENTS LLC

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended August 31, 2017	8 Month(s) Ended August 31, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	07 002 4110.00 5		990.24	8,451.53	8,801.28	349.75
Staff Training	07 002 4140.00 5		510.00	1,483.00	0.00	(1,483.00)
Travel	07 002 4150.00 5		0.00	733.00	0.00	(733.00)
Accounting Fees	07 002 4170.00 5		0.00	1,873.50	2,333.28	459.78
COMPUTER SUPPORT/LICENSING	07 002 4170.2 5		0.00	769.00	0.00	(769.00)
Audit Fees	07 002 4171.00 5		0.00	0.00	3,133.28	3,133.28
Employee Benefits Cont - Admin	07 002 4182.00 5		352.29	3,761.59	4,292.00	530.41
Sundry	07 002 4190.00 5		0.00	491.54	2,366.64	1,875.10
Postage	07 002 4190.03 5		0.00	760.25	33.28	(726.97)
Advertising	07 002 4190.08 5		0.00	222.00	0.00	(222.00)
Other General Expense	07 002 4190.10 5		0.00	12.50	0.00	(12.50)
Bank Fees	07 002 4190.18 5		3.98	46.84	0.00	(46.84)
Administrative Contracts	07 002 4190.19 5		0.00	50.00	0.00	(50.00)
Telephone	07 002 4190.2 5		105.98	896.20	1,166.64	270.44
Eviction Costs	07 002 4190.4 5		0.00	0.00	133.28	133.28
Contract Costs - Admin	07 002 4190.9 5		0.00	300.00	4,182.64	3,882.64
Tenant Services	07 002 4220.00 5		0.00	0.00	40.00	40.00
Water	07 002 4310.00 5		779.78	5,308.66	4,500.00	(808.66)
Electricity	07 002 4320.00 5		466.28	2,333.66	2,246.64	(87.02)
Sewer	07 002 4390.00 5		1,048.30	7,562.62	7,333.28	(229.34)
Labor	07 002 4410.00 5		2,227.20	24,209.30	32,290.64	8,081.34
Maintenance Materials	07 002 4420.00 5		292.68	6,146.93	3,466.64	(2,680.29)
Contract Costs	07 002 4430.00 5		21,589.95	23,168.95	6,333.28	(16,835.67)
Pest Control	07 002 4430.1 5		122.00	976.00	1,333.28	357.28
Contract Costs-Lawn	07 002 4430.3 5		495.00	3,610.00	3,000.00	(610.00)
Contract Costs-Air Conditioning	07 002 4430.4 5		210.00	1,641.00	333.28	(1,307.72)
Contract Costs-Plumbing	07 002 4430.5 5		0.00	650.00	333.28	(316.72)
Garbage and Trash Collection	07 002 4431.00 5		642.10	4,551.52	4,466.64	(84.88)
Emp Benefit Cont - Maintenance	07 002 4433.00 5		1,141.66	3,935.35	10,464.64	6,529.29
Insurance - Property	07 002 4510.00 5		785.96	6,144.56	6,666.64	522.08
Insurance - Workers Comp	07 002 4510.1 5		185.58	1,484.64	666.64	(818.00)
Other Insurance-Crime,Auto,Direct&O	07 002 4510.2 5		75.06	300.24	0.00	(300.24)
Insurance - Liability	07 002 4510.3 5		86.37	998.32	2,384.00	1,385.68
Payment in Lieu of Taxes	07 002 4520.00 5		0.00	0.00	666.64	666.64
Bad Debts - Other	07 002 4570.00 5		0.00	155.55	8,666.64	8,511.09
Interest on Notes Payable-Centennial	07 002 4580.03 5		3,083.11	28,034.97	44,253.28	16,218.31
Management Fees	07 002 4590.00 5		314.24	22,052.02	20,778.00	(1,274.02)
Other General Expense	07 002 4590.01 5		0.00	80.40	4,666.64	4,586.24
Total Operating Expenses			35,507.76	163,195.64	191,332.40	28,136.76
Operating Revenues						
Dwelling Rent	07 002 3110.00 5		1,178.00	11,849.57	29,079.28	(17,229.71)
HAP Subsidy	07 002 3110.01 5		0.00	0.00	230,865.28	(230,865.28)
Total Operating Revenues			1,178.00	11,849.57	259,944.56	(248,094.99)
Total Operating Revenues and Expenses			(34,329.76)	(151,346.07)	68,612.16	(219,958.23)
Other Revenues and Expenses						
Other Revenues and Expenses						
Interest - Restricted	07 002 3431.00 5		15.90	191.05	300.00	(108.95)
Investment Income - Unrestricted	07 002 3610.00 5		4.02	26.26	33.28	(7.02)
Other Income - Tenant	07 002 3690.00 5		298.62	2,437.92	4,593.28	(2,155.36)
Other Income/Laundry	07 002 3690.7 5		589.22	1,151.92	733.28	418.64
Total Other Revenues and Expenses			907.76	3,807.15	5,659.84	(1,852.69)
Total Other Revenues and Expenses			907.76	3,807.15	5,659.84	(1,852.69)
Total Net Income (Loss)			(33,422.00)	(147,538.92)	74,272.00	(221,810.92)

Report Criteria PHA: 07 Project: '002'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: False

Tenants Accounts Receivable

August 31, 2017

Delaney Heights

Kathleen Cook	\$10.00	Balance on rent
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DH Total	\$10.00	
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Lakeside Park I

Khalilah Debrown	\$55.32	Excess electric
Ernest Dorn	121.12	Work order
Ajaita Hampton	462.37	Rent, late fee
Genise Horton	18.20	Excess electric
Temika Jones	107.06	Excess electric
Lyd Navarro	21.03	Excess electric
Chelsea Seivwright	5.90	Excess electric
Kayla Springfield	34.25	Excess electric
Jessica Toney	28.56	Excess electric
Carol Wooden	263.81	Rent, late fee

Lakeside I Total	\$1,117.62	
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Lakeside Park II

Vanessa Gonzalez	\$152.92	Balance on rent (making pmts)
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Lakeside II Total	\$152.92	
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NCH I

Judy Hamilton	\$555.00	Rent (ALPI to pay)
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NCH I Total	\$555.00	
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NCH II

Michael Mcelaney	\$150.00	Pet deposit (making pmts)
Michael Mcelaney	25.00	Work order
Rokeisha Johnson	318.00	Balance on rent, late fee
Naketa McQueen	1,396.38	3 mths Rent and late fee
Felicia Strouse	388.50	Rent and late fee (pmts)
Abby Tolar	277.30	Balance on rent

NCH II Total	\$2,555.18	
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Cornell Colony

Cherelle Bivens	\$508.48	Rent, late fee, washer/dryer
Cynthia Delapaz	59.00	Late fee
Luz Fernandez	30.00	Washer/dryer
Letrease Hartsfield	1,147.16	Rent and Work order
Maria Mendoza	952.00	2 mths Rent
Nestor Miranda	30.00	Washer/dryer
Stephanie Pinon	481.00	Rent and washer/dryer
Alexis Roper	536.25	Rent and Work order

CORNELL Total	\$3,743.89	
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Ridgedale

Natria Davis	\$97.50	Balance work order
Jatan Ehrhart	476.00	2 mths Rent
Verkesha Matthew	5.49	Excess water
Abimael Morales	224.85	Balance on rent
Claribel Vazquez	52.24	Excess Water
Torshell Weatherspoon	10.40	Excess water
Chiquita Wooden	23.49	Excess water

RD Total	\$889.97	
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GRAND TOTAL \$9,024.58

***WRITE OFFS for Delaney**
Total Delaney \$0

***WRITE OFFS for NCH**
T.English \$1,456.20

***WRITE OFFS for Ridgedale**

Total NCH \$1,456.20

Total RD \$0

***WRITE OFFS for Lakeside Park I**
Total LPI \$0

***WRITE OFFS for Lakeside Park II**

***WRITE OFFS Cornell**
K.Johnson \$1,473.83

Total LPII \$0

Total CC \$1,473.83

Approved—Tracey Rudy, Chief Executive Officer

August 2017

MAINTENANCE MONTHLY REPORT

Daily tasks:

General cleaning of Admin./Maintenance Bld. & grounds, work orders.

Special Work:

Preventive Maintenance:

Work from preventive maintenance inspections are on-going. 8 hours were taken during the month of August for sick, annual and holiday leave.

Delaney Heights Preventive/Annual Inspections	4
Lakeside I Preventive Maintenance Inspections	1
Lakeside Park II Preventive/Annual Inspections	3
Ridgedale Preventive/Annual Inspections	1
North Central Heights I Preventive/AI	5
North Central Heights II Preventive/AI	4
Cornell Colony Preventive/AI	1
Delaney Heights Vacancies	1
Lakeside Park I Vacancies	0
Lakeside Park II Vacancies	0
Ridgedale Vacancies	0
North Central Heights I Vacancies	1
North Central Heights II Vacancies	0
Cornell Colony Vacancies	2
Delaney Heights Move Ins	0
Lakeside Park I Move Ins	0
Lakeside Park II Move-In's	0
Ridgedale Move Ins	0
North Central Heights I Move Ins	2
North Central Heights II Move Ins	1
Cornell Colony Move Ins	4
Delaney Heights Move Outs	1
Lakeside Park I Move Outs	2
Lakeside Park II Move-Out's	0
Ridgedale Move Outs	1
North Central Heights I Move Outs	2
North Central Heights II Move Outs	1
Cornell Colony Move Outs	1

Submitted by: Penny Pieratt, Comptroller

OCCUPANCY/VACANCY REPORT

August 2017

Delaney Heights

<u>Unit #</u>	<u>Brms.</u>	<u>Move-Out</u>	<u>Move-In Date</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u># vacancydays</u>
22(317)	1	8/3				

Reason for Vacancy
No notice

TOTAL DELANEY HEIGHTS VACANT – 1

Lakeside Park I

<u>Unit #</u>	<u>Brms.</u>	<u>Move-Out</u>	<u>Move-In Date</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u># vacancydays</u>
25	2	8/29				
35	2	8/31				

Reason for Vacancy
Moved to Arcadia
Moved to NCH

TOTAL LAKESIDE PARK I VACANT – 2

Lakeside Park II

<u>Unit #</u>	<u>Brms.</u>	<u>Move-Out</u>	<u>Move-In Date</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u># vacancydays</u>
207(232)	1	6/1/15			21	
222(213)	3	6/4/15			19	
102(202)	2	7/1/15			1	
313(350)	1	7/31/15			7	
329(317)	1	8/18/15			6	
309(334)	3	8/31/15			3	
214(245)	2	8/31/15			8	
310(338)	2	9/3/15			5	
223(207)	4	10/19/15			7	
325(333)	1	12/10/15			4	
322(345)	3	1/19/16			1	
306(322)	2	2/16/16			1	
215(241)	3	4/1/16			1	
303(310)	3	4/21/16			4	
302(306)	3	5/10/16			1	
225(201)	3	5/10/16			1	
101(200)	4	5/19/16			1	
218(233)	3	7/5/16			1	
314(354)	2	7/12/16				
103(204)	3	7/19/16				
216(239)	4	8/9/16				
317(363)	1	10/10/16				
209(240)	5	11/16/16				
219(229)	4	11/30/16				
330(313)	1	12/29/16				
204(220)	4	3/31/17				
104(206)	4	5/25/17				
202(212)	2	5/25/17				
331(309)	3	7/10/17				

Reason for Vacancy
Tax fraud
Tax fraud
30 day notice not given
Transferred to NCH
Abandoned unit
Moved out of town
Moved in with aunt/medical
Criminal activity
Eviction/unauthorized guest
No notice given
Abandoned unit
Evicted
Abandoned unit
Moved to Highlands Apts
Tax fraud
Moving in with daughter
Lease violation/3 pets unauthorized
Unreported income
Moved to Cornell Colony
Moved to Cornell Colony
Evicted/tattoo business in unit
Moved to NCH
Tenant passed away
Abandoned/non pmt rent
No notice given
No notice given
Purchased home
Moved to NCH
Cannot afford/going school

Submitted by: Penny Pieratt, Comptroller

OCCUPANCY/VACANCY REPORT

August 2017

<u>Ridgedale</u>		<u>Move-Out</u>	<u>Move-In Date</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u># vacancydays</u>	<u>Reason for Vacancy</u>
<u>Unit #</u>	<u>Brms.</u>						
05(736)	1	8/15					Health issues

TOTAL RIDGEDALE VACANT— 1

<u>North Central Heights I - (40 units total)</u>		<u>Move-Out</u>	<u>Move-In</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u># vacancydays</u>	<u>Reason for Vacancy</u>
<u>Unit#</u>	<u>Brms</u>						
636	2	6/30	8/9	32	8	40	Moving out of area
659	3	6/30	8/3	26	8	34	Over income
620	2	8/7					Health issues
641	3	8/25					Passed away

TOTAL NCH I VACANT— 2

<u>North Central Heights II - (32 units total)</u>		<u>Move-Out</u>	<u>Move-In</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u>#vacancy days</u>	<u>Reason for Vacancy</u>
<u>Unit #</u>	<u>Brms</u>						
742	4	7/11	8/1	5	16	21	Non pmt rent
662	4	8/25					Non pmt rent

TOTAL NCH II VACANT—1

<u>Cornell Colony - (44 units total)</u>		<u>Move-Out</u>	<u>Move-In</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u>#vacancy days</u>	<u>Reason for Vacancy</u>
<u>Unit #</u>	<u>Brms</u>						
38184	3	6/20	8/1	38	3	41	Evicted
38240	3	6/22	8/1	38	1	39	Purchased home
38266	3	7/11	8/28	32	16	48	Non pmt rent
38284	3	7/31					Non pmt rent
38253	3	8/22	8/25	1	2	3	No reason given

TOTAL CORNELL COLONY VACANT – 1

OCCUPANCY/VACANCY REPORT
August 2017

Intent to Vacate –

Evictions-

Abandoned Units –

WAITING LIST

<u>LAKESIDE PARK II</u>	
1-BRM	312
2-BRM	367
3-BRM	270
4-BRM	91
5-BRM	18
TOTAL	1058

<u>RIDGEDALE</u>	
1-BRM	550
2-BRM	538
3-BRM	349
4-BRM	126
TOTAL	1563

<u>LAKESIDE PARK I</u>	
1-BRM	3
2-BRM	423
3-BRM	339
4-BRM	121
5-BRM	24
TOTAL	910

DELANEY HEIGHTS

1-BRM	235
TOTAL	235

NORTH CENTRAL HEIGHTS

2-BRM	681
3-BRM	472
4-BRM	185
	1338

CORNELL COLONY

3-BRM	431
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Tenants Accounts Receivable
September 30, 2017

<u>Delaney Heights</u>			
Kathleen Cook		\$58.00	Balance on rent
DH Total	\$58.00		
<u>Lakeside Park I</u>			
Khalilah Debrown		\$310.32	Rent, work orders, Excess electric
Ajaita Hampton		462.37	Rent, late fee
Lakeside I Total	\$772.69		
<u>Lakeside Park II</u>			
Jeannette Cedenio		\$ 49.00	Rent
Vanessa Gonzalez		151.92	Rent (making pmts)
Lakeside II Total	\$200.92		
<u>NCH I</u>			
Sonya Harris		\$ 25.00	Balance on NSF fee
Juan Hernandez		63.89	Water
Ernestine Matthews		5.00	Balance on rent
Jocelyn Merlo		25.00	Work order
NCH I Total	\$118.89		
<u>NCH II</u>			
Kimeko Billy		\$104.58	Work order (pmts)
Dora Cuevas		417.00	Rent
Rokeisha Johnson		4.00	Balance on rent
Michael Mcelaney		100.00	Pet deposit (making pmts)
Felicia Strouse		943.50	Rent and late fee (pmts)
Abby Tolar		232.30	Balance on rent (pmts)
NCH II Total	\$1,801.38		
<u>Cornell Colony</u>			
Besaida Antonio		\$ 30.00	Washer/dryer
Cherelle Bivens		1,125.48	2 mths Rent, late fee, washer/dryer
Jeaveanna Caldwell		595.00	Rent
Cynthia Delapaz		565.00	Rent and Late fee
Luz Fernandez		60.00	Washer/dryer
Letrease Hartsfield		1,764.16	3 mths Rent and Work order
Maria Mendoza		1,493.00	3 mths Rent
Nestor Miranda		30.00	Washer/dryer
Stephanie Pinon		481.00	Rent and washer/dryer
Alexis Roper		1,158.25	Rent and Work order
Evena Saintal		561.00	Rent
Candeedress Simmons		481.00	Rent
CORNELL Total	\$8,343.89		
<u>Ridgedale</u>			
Jasmine Childs		\$ 3.50	Balance work order
Sophia Coleman		59.99	Work order
Lisa Jackson		147.00	Rent (lost money order)
Abimael Morales		125.09	Balance on rent
Chiquita Wooden		68.99	Excess water
RD Total	\$404.57		
GRAND TOTAL	\$11,700.34		

***WRITE OFFS for Delaney**
Total Delaney \$0

***WRITE OFFS for NCH**
I.Santiago \$545.00
Naketa McQueen \$2,262.88
Total NCH \$2,807.88

***WRITE OFFS for Ridgedale**

Total RD \$0

***WRITE OFFS for Lakeside Park I**
Total LPI \$0

***WRITE OFFS for Lakeside Park II**
Total LPII \$0

***WRITE OFFS Cornell**
Charnae Bailey \$801.00
Pedro Renta \$221.00
Frankie Rodriguez \$295.00
Total Cornell \$1,317.00

Approved—Tracey Rudy, Chief Executive Officer

August 2017

MAINTENANCE MONTHLY REPORT

Daily tasks:

General cleaning of Admin./Maintenance Bld. & grounds, work orders.

Special Work:

Preventive Maintenance:

Work from preventive maintenance inspections are on-going. 56 hours were taken during the month of September for sick, annual and holiday leave.

Delaney Heights Preventive/Annual Inspections	3
Lakeside I Preventive Maintenance Inspections	0
Lakeside Park II Preventive/Annual Inspections	1
Ridgedale Preventive/Annual Inspections	5
North Central Heights I Preventive/AI	3
North Central Heights II Preventive/AI	3
Cornell Colony Preventive/AI	0
Delaney Heights Vacancies	0
Lakeside Park I Vacancies	0
Lakeside Park II Vacancies	0
Ridgedale Vacancies	1
North Central Heights I Vacancies	1
North Central Heights II Vacancies	1
Cornell Colony Vacancies	0
Delaney Heights Move Ins	0
Lakeside Park I Move Ins	0
Lakeside Park II Move-In's	0
Ridgedale Move Ins	0
North Central Heights I Move Ins	0
North Central Heights II Move Ins	0
Cornell Colony Move Ins	1
Delaney Heights Move Outs	0
Lakeside Park I Move Outs	0
Lakeside Park II Move-Out's	0
Ridgedale Move Outs	1
North Central Heights I Move Outs	0
North Central Heights II Move Outs	1
Cornell Colony Move Outs	3

Submitted by: Penny Pieratt, Comptroller

OCCUPANCY/VACANCY REPORT

September 2017

<u>Delaney Heights</u>		<u>Move-Out</u>	<u>Move-In Date</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u># vacancydays</u>	<u>Reason for Vacancy</u>
<u>Unit #</u>	<u>Brms.</u>						
22(317)	1	8/3					No notice
TOTAL DELANEY HEIGHTS VACANT - 1							
<u>Lakeside Park I</u>		<u>Move-Out</u>	<u>Move-In Date</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u># vacancydays</u>	<u>Reason for Vacancy</u>
<u>Unit #</u>	<u>Brms.</u>						
25	2	8/29					Moved to Arcadia
35	2	8/31					Moved to NCH
TOTAL LAKESIDE PARK I VACANT - 2							
<u>Lakeside Park II</u>		<u>Move-Out</u>	<u>Move-In Date</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u># vacancydays</u>	<u>Reason for Vacancy</u>
<u>Unit #</u>	<u>Brms.</u>						
207(232)	1	6/1/15			21		Tax fraud
222(213)	3	6/4/15			19		Tax fraud
102(202)	2	7/1/15			1		30 day notice not given
313(350)	1	7/31/15			7		Transferred to NCH
329(317)	1	8/18/15			6		Abandoned unit
309(334)	3	8/31/15			3		Moved out of town
214(245)	2	8/31/15			8		Moved in with aunt/medical
310(338)	2	9/3/15			5		Criminal activity
223(207)	4	10/19/15			7		Eviction/unauthorized guest
325(333)	1	12/10/15			4		No notice given
322(345)	3	1/19/16			1		Abandoned unit
306(322)	2	2/16/16			1		Evicted
215(241)	3	4/1/16			1		Abandoned unit
303(310)	3	4/21/16			4		Moved to Highlands Apts
302(306)	3	5/10/16			1		Tax fraud
225(201)	3	5/10/16			1		Moving in with daughter
101(200)	4	5/19/16			1		Lease violation/3 pets unauthorized
218(233)	3	7/5/16					Unreported income
314(354)	2	7/12/16					Moved to Cornell Colony
103(204)	3	7/19/16					Moved to Cornell Colony
216(239)	4	8/9/16					Evicted/tattoo business in unit
317(363)	1	10/10/16					Moved to NCH
209(240)	5	11/16/16					Tenant passed away
219(229)	4	11/30/16					Abandoned/non pmt rent
330(313)	1	12/29/16					No notice given
204(220)	4	3/31/17					No notice given
104(206)	4	5/25/17					Purchased home
202(212)	2	5/25/17					Moved to NCH
331(309)	3	7/10/17					Cannot afford/going school

Submitted by: Penny Pieratt, Comptroller

TOTAL LAKESIDE PARK II VACANT – 29

Page 2

OCCUPANCY/VACANCY REPORT September 2017

Ridgedale

<u>Unit #</u>	<u>Brms.</u>	<u>Move-Out</u>	<u>Move-In Date</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u># vacancydays</u>	<u>Reason for Vacancy</u>
05(736)	1	8/15					Health issues
35(705)	2	9/4					Moved to Cornell Colony
TOTAL RIDGEDALE VACANT— 2							

North Central Heights I - (40 units total)

<u>Unit#</u>	<u>Brms</u>	<u>Move-Out</u>	<u>Move-In</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u># vacancydays</u>	<u>Reason for Vacancy</u>
620	2	8/7					Health issues
641	3	8/25					Passed away
TOTAL NCH I VACANT— 2							

North Central Heights II – (32 units total)

<u>Unit #</u>	<u>Brms</u>	<u>Move-Out</u>	<u>Move-In</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u>#vacancy days</u>	<u>Reason for Vacancy</u>
662	4	8/25					Non pmt rent
732	3	9/6					Moved back in with mom
TOTAL NCH II VACANT—2							

Cornell Colony – (44 units total)

<u>Unit #</u>	<u>Brms</u>	<u>Move-Out</u>	<u>Move-In</u>	<u># days in Mgmt</u>	<u>#days in Maint</u>	<u>#vacancy days</u>	<u>Reason for Vacancy</u>
38284	3	7/31	9/5	15	21	36	Non pmt rent
38274	3	9/21					Moved to PR
38188	3	9/28					Moved to Mississippi
38296	3	9/29					Moved to Lake Wales
TOTAL CORNELL COLONY VACANT – 3							

OCCUPANCY/VACANCY REPORT
September 2017

Intent to Vacate -

Evictions-

Abandoned Units -

WAITING LIST

LAKE SIDE PARK II

1-BRM	340
2-BRM	383
3-BRM	281
4-BRM	95
5-BRM	21
TOTAL	1120

DELANEY HEIGHTS

1-BRM	244
TOTAL	244

RIDGEDALE

1-BRM	580
2-BRM	554
3-BRM	360
4-BRM	131
TOTAL	1625

NORTH CENTRAL HEIGHTS

2-BRM	705
3-BRM	492
4-BRM	193
	1390

LAKE SIDE PARK I

1-BRM	7
2-BRM	441
3-BRM	351
4-BRM	126
5-BRM	27
TOTAL	952

CORNELL COLONY

3-BRM	446
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AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
AVON PARK PUBLIC HOUSING

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended September 30, 2017	9 Month(s) Ended September 30, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	01 001 4110.00	5	13,889.81	134,289.51	128,538.72	(5,750.79)
Legal Expense	01 001 4130.00	5	0.00	637.90	3,487.50	2,849.60
Staff Training	01 001 4140.00	5	0.00	299.00	3,674.97	3,375.97
Travel	01 001 4150.00	5	0.00	2,032.01	4,837.50	2,805.49
Accounting Fees	01 001 4170.00	5	0.00	3,876.00	5,999.94	2,123.94
Computer Support/Licensing Fees	01 001 4170.2	5	0.00	2,721.00	0.00	(2,721.00)
Audit Fees	01 001 4171.00	5	0.00	0.00	10,499.94	10,499.94
Employee Benefits Cont - Admin	01 001 4182.00	5	4,817.79	54,208.60	47,385.72	(6,822.88)
Sundry	01 001 4190.00	5	0.00	3,958.32	10,125.00	6,166.68
Advertising	01 001 4190.18	5	0.00	98.00	0.00	(98.00)
Bank Fees	01 001 4190.19	5	0.00	146.56	0.00	(146.56)
Telephone/Communications	01 001 4190.2	5	0.00	7,296.11	6,599.97	(696.14)
Postage	01 001 4190.3	5	40.38	1,481.95	2,812.50	1,330.55
Eviction Costs	01 001 4190.4	5	0.00	0.00	749.97	749.97
Contract Costs- Copier	01 001 4190.6	5	29.87	612.84	90.00	(522.84)
Contract Costs-Admin Security	01 001 4190.7	5	0.00	360.00	360.00	0.00
Pre-employment testing	01 001 4190.8	5	(70.00)	256.45	0.00	(256.45)
Contract Costs-Admin	01 001 4190.9	5	0.00	1,772.04	18,000.00	16,227.96
Ten Services - RAB	01 001 4220.00	5	0.00	0.00	397.44	397.44
Water	01 001 4310.00	5	45.80	2,295.87	2,362.50	66.63
Electricity	01 001 4320.00	5	425.75	21,269.10	21,690.00	420.90
Natural Gas	01 001 4330.00	5	106.49	749.20	847.44	98.24
Sewer	01 001 4390.00	5	71.50	4,165.31	4,574.97	409.66
Labor	01 001 4410.00	5	5,460.80	52,328.06	53,241.75	913.69
Maintenance Materials	01 001 4420.00	5	495.21	9,400.96	21,465.00	12,064.04
Pest Control	01 001 4430.1	5	0.00	3,760.00	4,837.50	1,077.50
Contract Costs - Lawn	01 001 4430.3	5	0.00	16,000.00	18,000.00	2,000.00
Contract Costs-Air Conditioning	01 001 4430.4	5	115.00	315.00	6,750.00	6,435.00
Contract Costs-Plumbing	01 001 4430.5	5	0.00	0.00	1,687.50	1,687.50
GARBAGE AND TRASH	01 001 4431.00	5	75.00	5,545.06	(4,574.97)	(10,120.03)
Emp Benefit Cont - Maintenance	01 001 4433.00	5	2,021.17	20,985.02	20,595.69	(389.33)
Insurance - Property	01 001 4510.00	5	2,624.93	23,194.93	21,749.94	(1,444.99)
Worker's Comp Insurance	01 001 4510.1	5	678.25	6,104.25	6,513.75	409.50
Other Insurance-Crime, Auto, Direc&C	01 001 4510.2	5	1,362.82	6,938.19	1,499.94	(5,438.25)
Liability Insurance	01 001 4510.3	5	288.47	3,752.47	3,749.94	(2.53)
Payment in Lieu of Taxes	01 001 4520	5	0.00	0.00	8,844.75	8,844.75
Collection Losses	01 001 4570.00	5	0.00	588.00	5,917.50	5,329.50
FSS Monthly Contributions	01 001 4590.02	5	0.00	7,330.00	0.00	(7,330.00)
Other General Expense	01 001 459000	5	599.00	5,455.94	7,499.97	2,044.03
Extraordinary Maintenance	01 001 4610	5	0.00	0.00	11,250.00	11,250.00
Total Operating Expenses			33,078.04	404,223.65	462,062.34	57,838.69
Operating Revenues						
Dwelling Rent	01 001 3110.00	5	0.00	90,117.00	112,859.19	(22,742.19)
Operating Subsidy	01 001 3401.00	5	35,682.00	315,779.00	365,986.44	(50,207.44)
Total Operating Revenues			35,682.00	405,896.00	478,845.63	(72,949.63)
Total Operating Revenues and Expenses			2,603.96	1,672.35	16,783.29	(15,110.94)

Other Revenues and Expenses**Other Revenues and Expenses**

RESTRICTED INTEREST	01 001 3431.00	5	0.00	0.00	37.44	(37.44)
Investment Income - Unrestricted	01 001 3610.00	5	39.72	1,128.08	1,792.44	(664.36)
Other Income - Tenant	01 001 3690.00	5	409.15	4,514.47	5,062.50	(548.03)
Other Income - Rent for Tulane Ave B	01 001 3690.13	5	0.00	5,400.00	11,399.94	(5,999.94)
Other Income - Insurance	01 001 3690.14	5	0.00	7,271.27	0.00	7,271.27
Leave with no Notice	01 001 3690.16	5	40.00	263.50	0.00	263.50
Other Income - Copies & Fax	01 001 3690.2	5	0.00	43.15	0.00	43.15
Other Income - Misc - Non Tenant	01 001 3690.6	5	0.00	1,962.00	0.00	1,962.00
Other Income-Laundry	01 001 3690.7	5	0.00	1,742.40	0.00	1,742.40
Other Income - Community Rm Rent	01 001 3690.8	5	0.00	225.00	0.00	225.00

Report Criteria PHA: 01 Project: '001','002','003'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: False

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
AVON PARK PUBLIC HOUSING

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended September 30, 2017	9 Month(s) Ended September 30, 2017	Budget	Variance
Other General Expense-Unemployment	01 001 4590.01 5		0.00	(1,650.00)	0.00	(1,650.00)
TRANSFER OUT	01 001 9111.00 5		(25,000.00)	(25,000.00)	0.00	(25,000.00)
Total Other Revenues and Expenses			<u>(24,511.13)</u>	<u>(4,100.13)</u>	<u>18,292.32</u>	<u>(22,392.45)</u>
Total Other Revenues and Expenses			(24,511.13)	(4,100.13)	18,292.32	(22,392.45)
Total Net Income (Loss)			<u>(21,907.17)</u>	<u>(2,427.78)</u>	<u>35,075.61</u>	<u>(37,503.39)</u>

Report Criteria PHA: 01 Project: '001','002','003'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: False

SUBMITTED BY PENNY PIERATT, COMPTROLLER

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
AVON PARK PUBLIC HOUSING
OTHER BUSINESS ACTIVITIES

Fiscal Year End Date: 12/31/2017		ACCOUNT	1 Month(s) Ended September 30, 2017	9 Month(s) Ended September 30, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	01 100 4110.00 5		0.00	8,416.00	0.00	(8,416.00)
Admin Salaries - NCH I	01 100 4110.01 5		829.26	7,869.22	11,250.00	3,380.78
Admin Salaries - NCH II	01 100 4110.02 5		662.34	6,396.94	10,757.97	4,361.03
Admin Salaries - Ridgedale	01 100 4110.03 5		910.04	8,859.18	14,999.94	6,140.76
Accounting Fees	01 100 4170.00 5		0.00	900.00	1,724.94	824.94
Computer Support	01 100 4170.20 5		0.00	4,129.90	0.00	(4,129.90)
Audit Fees	01 100 4171.00 5		0.00	0.00	374.94	374.94
Employee Benefits Cont - Admin-Ridg	01 100 4182.00 5		239.05	2,952.57	5,249.97	2,297.40
Employee Benefits Cont - Admin - NC	01 100 4182.1 5		191.03	1,817.95	2,624.94	806.99
Employee Benefits Cont - Admin - NC	01 100 4182.2 5		167.28	1,608.85	2,430.00	821.15
Sundry	01 100 4190.00 5		73.09	2,175.07	112.50	(2,062.57)
MARKETING/ADVERTISING	01 100 4190.18 5		0.00	250.00	0.00	(250.00)
Contract Costs/Admin	01 100 4190.90 5		390.00	930.00	0.00	(930.00)
Labor	01 100 4410.00 5		0.00	7,980.00	0.00	(7,980.00)
Emp Benefit Cont - Maintenance	01 100 4433.00 5		0.00	610.46	0.00	(610.46)
Insurance - Workers Comp	01 100 4510.40 5		80.33	722.97	1,188.72	465.75
Other General Expense	01 100 4590 5		(150.00)	0.00	374.94	374.94
Total Operating Expenses			3,392.42	55,619.11	51,088.86	(4,530.25)
Total Operating Revenues and Expenses			(3,392.42)	(55,619.11)	(51,088.86)	(4,530.25)
Other Revenues and Expenses						
Other Revenues and Expenses						
Revenue-Management Fees-Ridgedal	01 100 3690.00 5		530.05	22,582.07	29,999.97	(7,417.90)
Revenue - Management Fees - NCH I	01 100 3690.1 5		958.95	7,970.96	8,249.94	(278.98)
Revenue - Management Fees - NCH I	01 100 3690.2 5		1,042.13	9,850.26	10,227.69	(377.43)
Other Income/Donations	01 100 3690.40 5		0.00	0.00	170,816.22	(170,816.22)
Other Income - Contribution-NCH	01 100 3690.50 5		0.00	84,889.09	0.00	84,889.09
Revenue-Mgmt Fees - Cornell Colony	01 100 3690.60 5		1,069.68	86,725.67	0.00	86,725.67
Transfer Out	01 100 9111.00 5		0.00	(150,000.00)	0.00	(150,000.00)
Total Other Revenues and Expenses			3,600.81	62,018.05	219,293.82	(157,275.77)
Total Other Revenues and Expenses			3,600.81	62,018.05	219,293.82	(157,275.77)
Total Net Income (Loss)			208.39	6,398.94	168,204.96	(161,806.02)

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
NORTH CENTRAL HEIGHTS
N CENTRAL HEIGHTS MGMT

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended September 30, 2017	9 Month(s) Ended September 30, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	02 001 4110.00 5		734.22	10,312.65	10,886.94	574.29
Legal Expense	02 001 4130.00 5		0.00	917.75	0.00	(917.75)
Accounting Fees	02 001 4170.00 5		0.00	2,049.00	3,074.94	1,025.94
COMPUTER SUPPORT/LICENSING	02 001 4170.2 5		0.00	998.00	0.00	(998.00)
Audit Fees	02 001 4171.00 5		0.00	0.00	3,749.94	3,749.94
Employee Benefits Cont - Admin	02 001 4182.00 5		390.82	4,653.93	5,335.47	681.54
Sundry	02 001 4190.00 5		0.00	138.75	3,899.97	3,761.22
Advertising and Marketing	02 001 4190.08 5		0.00	74.00	0.00	(74.00)
Bank Fees	02 001 4190.18 5		10.00	20.00	0.00	(20.00)
Telephone	02 001 4190.2 5		86.03	691.01	1,289.97	598.96
Postage	02 001 4190.3 5		0.00	61.71	22.50	(39.21)
Eviction Costs	02 001 4190.4 5		0.00	360.00	412.47	52.47
Contract Costs - Admin	02 001 4190.9 5		0.00	0.00	8,303.22	8,303.22
DO NOT USE-Water	02 001 4310 5		0.00	0.00	900.00	900.00
Water	02 001 4310.00 5		68.76	458.66	1,057.50	598.84
Electricity	02 001 4320.00 5		578.05	3,484.41	4,462.47	978.06
Sewer	02 001 4390.00 5		67.19	396.88	772.47	375.59
Labor	02 001 4410.00 5		1,174.69	10,931.85	11,297.25	365.40
Maintenance Materials	02 001 4420.00 5		371.65	6,832.04	7,499.97	667.93
Contract Costs	02 001 4430.00 5		178.87	2,565.01	0.00	(2,565.01)
Contract Costs-Pest Control	02 001 4430.1 5		100.80	907.20	1,042.47	135.27
Contract Costs-Plumbing	02 001 4430.2 5		0.00	0.00	168.75	168.75
Contract Costs - AC	02 001 4430.4 5		535.00	3,466.00	5,024.97	1,558.97
Contract Costs - Lawn	02 001 4430.5 5		2,028.00	16,862.00	2,437.47	(14,424.53)
Garbage and Trash Collection	02 001 4431.00 5		31.00	301.00	412.47	111.47
Emp Benefit Cont - Maintenance	02 001 4433.00 5		761.36	7,527.45	7,187.94	(339.51)
Insurance - Property	02 001 4510.00 5		832.33	7,937.77	9,749.97	1,812.20
Insurance - Workers Comp	02 001 4510.1 5		71.08	639.72	749.97	110.25
Other Insurance-Crime,Auto,Direct&O	02 001 4510.2 5		79.49	397.45	0.00	(397.45)
Insurance - Liability	02 001 4510.3 5		91.47	1,160.43	1,504.44	344.01
Payment in Lieu of Taxes	02 001 4520 5		0.00	0.00	3,749.94	3,749.94
Bad Debts - Other	02 001 4570.00 5		545.00	3,802.44	2,399.94	(1,402.50)
Bonneville Interest	02 001 4580.01 5		3,822.60	38,315.14	38,737.44	422.30
Other General Expense	02 001 4590.00 5		0.00	89.00	74.97	(14.03)
Management Fees	02 001 4590.02 5		958.95	7,970.96	8,135.19	164.23
Total Operating Expenses			13,517.36	134,322.21	144,341.01	10,018.80
Operating Revenues						
Dwelling Rent	02 001 3110.00 5		16,594.50	157,567.43	156,775.50	791.93
Total Operating Revenues			16,594.50	157,567.43	156,775.50	791.93
Total Operating Revenues and Expenses			3,077.14	23,245.22	12,434.49	10,810.73
Other Revenues and Expenses						
Other Revenues and Expenses						
Interest - Restricted	02 001 3431.00 5		20.90	40.94	0.00	40.94
Investment Income - Unrestricted	02 001 3610.00 5		0.00	0.00	59.94	(59.94)
Other Income - Tenant	02 001 3690.00 5		780.89	4,343.42	5,924.97	(1,581.55)
Other Income - Non Tenant	02 001 3690.3 5		0.00	8.16	0.00	8.16
Other Income - Community Rental	02 001 3690.5 5		0.00	500.00	0.00	500.00
Total Other Revenues and Expenses			801.79	4,892.52	5,984.91	(1,092.39)
Total Other Revenues and Expenses			801.79	4,892.52	5,984.91	(1,092.39)
Total Net Income (Loss)			3,878.93	28,137.74	18,419.40	9,718.34

Report Criteria PHA: 02 Project: '001'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: False

SUBMITTED BY PENNY PIERATT, COMPTROLLER

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
NORTH CENTRAL HEIGHTS
NORTH CENTRAL HEIGHTS II

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended September 30, 2017	9 Month(s) Ended September 30, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	02 002 4110.00	5	604.66	8,492.72	8,723.97	231.25
Legal Expense	02 002 4130.00	5	0.00	917.75	2,624.94	1,707.19
Accounting Fees	02 002 4170.00	5	0.00	3,446.00	3,074.94	(371.06)
COMPUTER SUPPORT/LICENSING	02 002 4170.2	5	0.00	651.00	0.00	(651.00)
Audit Fees	02 002 4171.00	5	0.00	0.00	2,999.97	2,999.97
Employee Benefits Cont - Admin	02 002 4182.00	5	321.85	3,832.57	4,295.97	463.40
Sundry	02 002 4190.00	5	0.00	61.25	749.97	688.72
Advertising and Marketing	02 002 4190.08	5	0.00	74.00	0.00	(74.00)
Telephone	02 002 4190.2	5	0.00	86.03	337.50	251.47
Postage	02 002 4190.3	5	0.00	61.71	18.72	(42.99)
Eviction Costs	02 002 4190.4	5	0.00	360.00	0.00	(360.00)
Contract Costs - Admin	02 002 4190.9	5	0.00	0.00	2,624.94	2,624.94
Ten Services - After School Program	02 002 4220.20	5	0.00	0.00	749.97	749.97
Water	02 002 4310.00	5	18.47	288.91	303.75	14.84
Electricity	02 002 4320.00	5	51.27	843.54	930.69	87.15
Sewer	02 002 4390.00	5	40.30	113.10	71.19	(41.91)
Labor	02 002 4410.00	5	1,174.69	10,931.82	11,297.25	365.43
Maintenance Materials	02 002 4420.00	5	506.85	5,934.29	5,752.44	(181.85)
Contract Costs	02 002 4430.00	5	505.83	1,765.81	0.00	(1,765.81)
Contract Costs-Pest Control	02 002 4430.1	5	79.20	712.80	817.47	104.67
Contract Costs - Lawn	02 002 4430.3	5	1,622.00	12,438.00	1,769.94	(10,668.06)
Contract Costs - AC	02 002 4430.4	5	0.00	1,130.00	1,575.00	445.00
Contract Costs - Plumbing	02 002 4430.5	5	0.00	2,455.00	1,267.47	(1,187.53)
Garbage and Trash Collection	02 002 4431.00	5	35.50	122.50	427.50	305.00
Emp Benefit Cont - Maintenance	02 002 4433.00	5	761.30	7,526.80	7,187.94	(338.86)
Insurance - Property	02 002 4510.00	5	915.04	7,502.28	7,499.97	(2.31)
Insurance - Workers Comp	02 002 4510.1	5	64.33	578.97	835.47	256.50
Other Insurance-Crime,Auto,Direct&O	02 002 4510.2	5	87.39	436.95	0.00	(436.95)
Insurance - Liability	02 002 4510.3	5	100.56	1,055.24	1,125.00	69.76
Bad Debts - Other	02 002 4570.00	5	2,262.88	7,018.44	2,512.44	(4,506.00)
Bonneville Interest	02 002 4580.01	5	3,457.98	34,660.46	35,039.97	379.51
Other General Expense	02 002 4590.00	5	0.00	70.80	74.97	4.17
Management Fees	02 002 4590.02	5	1,042.13	9,850.26	10,675.44	825.18
Total Operating Expenses			13,652.23	123,419.00	115,364.79	(8,054.21)
Operating Revenues						
Dwelling Rent	02 002 3110.00	5	13,240.00	126,000.85	128,625.75	(2,624.90)
Total Operating Revenues			13,240.00	126,000.85	128,625.75	(2,624.90)
Total Operating Revenues and Expenses			(412.23)	2,581.85	13,260.96	(10,679.11)
Other Revenues and Expenses						
Other Revenues and Expenses						
INTEREST - RESTRICTED	02 002 3431.00	5	16.72	32.76	48.69	(15.93)
Investment Income - Unrestricted	02 002 3610.00	5	1.69	23.92	22.50	1.42
Other Income - Tenant	02 002 3690.00	5	1,343.76	6,931.91	4,815.00	2,116.91
Other Income - Non Tenant	02 002 3690.3	5	0.00	18.74	374.94	(356.20)
Total Other Revenues and Expenses			1,362.17	7,007.33	5,261.13	1,746.20
Total Other Revenues and Expenses			1,362.17	7,007.33	5,261.13	1,746.20
Total Net Income (Loss)			949.94	9,589.18	18,522.09	(8,932.91)

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
CORNELL COLONY
CORNELL COLONY LLC

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended September 30, 2017	9 Month(s) Ended September 30, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	03 001 4110.00 5		0.00	0.00	7,304.22	7,304.22
Legal Expense	03 001 4130.00 5		0.00	1,014.00	0.00	(1,014.00)
Staff Training	03 001 4140.00 5		0.00	0.00	374.94	374.94
Accounting Fees	03 001 4170.00 5		0.00	1,784.00	2,624.94	840.94
Computer Support/Licensing Fees	03 001 4170.20 5		0.00	2,008.50	0.00	(2,008.50)
Audit Fees	03 001 4171.00 5		0.00	0.00	2,999.97	2,999.97
Employee Benefits Cont - Admin	03 001 4182.00 5		0.00	0.00	2,974.50	2,974.50
Sundry	03 001 4190.00 5		0.00	660.75	9,000.00	8,339.25
Advertising and Marketing	03 001 4190.08 5		0.00	74.00	0.00	(74.00)
Bank Fees	03 001 4190.19 5		0.00	10.00	0.00	(10.00)
Telephone/Communications	03 001 4190.20 5	184.51	1,362.08	749.97	(612.11)	
Postage	03 001 4190.30 5	0.00	0.00	59.94	59.94	
Eviction Costs	03 001 4190.40 5	0.00	360.00	0.00	(360.00)	
Water	03 001 4310.00 5	30.00	177.29	5,197.50	5,020.21	
Electricity	03 001 4320.00 5	65.97	1,733.24	3,035.97	1,302.73	
Sewer	03 001 4390.00 5	0.00	229.60	5,197.50	4,967.90	
Labor	03 001 4410.00 5	0.00	0.00	10,359.00	10,359.00	
Materials	03 001 4420.00 5	198.56	1,949.65	3,749.94	1,800.29	
Contract Costs - Pest Control	03 001 4430.10 5	158.00	1,422.00	0.00	(1,422.00)	
Contract Costs-Lawn	03 001 4430.30 5	2,300.00	15,022.88	0.00	(15,022.88)	
Garbage and Trash Collection	03 001 4431.00 5	41.00	581.26	149.94	(431.32)	
Emp Benefit Cont - Maintenance	03 001 4433.00 5	0.00	0.00	7,679.25	7,679.25	
Property Insurance	03 001 4510.00 5	1,725.58	18,147.42	7,499.97	(10,647.45)	
Workers Comp	03 001 4510.10 5	43.25	389.25	1,499.94	1,110.69	
Insurance - General Liability	03 001 4510.30 5	288.60	2,741.59	2,684.25	(57.34)	
Bad Debts - Other	03 001 4570.00 5	1,317.00	6,912.67	0.00	(6,912.67)	
Management Fees	03 001 4590.01 5	1,069.68	16,258.79	12,054.69	(4,204.10)	
Total Operating Expenses			7,422.15	72,838.97	85,196.43	12,357.46
Operating Revenues						
Dwelling Rent	03 001 3110.00 5		20,985.86	196,261.61	200,910.69	(4,649.08)
Total Operating Revenues			20,985.86	196,261.61	200,910.69	(4,649.08)
Total Operating Revenues and Expenses			13,563.71	123,422.64	115,714.26	7,708.38
Other Revenues and Expenses						
Other Revenues and Expenses						
Investment Income - Restricted	03 001 3610.00 5		0.00	1.43	0.00	1.43
Other Income - Misc Other Revenue	03 001 3690.00 5		2,775.58	6,758.89	0.00	6,758.89
Leave with no Notice	03 001 3690.16 5		0.00	300.00	0.00	300.00
Other Income - Community Center Re	03 001 3690.50 5		0.00	125.00	0.00	125.00
Contract Costs	03 001 4430.00 5		0.00	(280.00)	0.00	(280.00)
Other General Expense	03 001 4590.02 5	(3,180.00)	(9,828.00)	0.00	(9,828.00)	
Interest on Loan - Heartland National	03 001 5610.00 5	(4,769.04)	(50,185.40)	(61,032.69)	10,847.29	
Total Other Revenues and Expenses			(5,173.46)	(53,108.08)	(61,032.69)	7,924.61
Total Other Revenues and Expenses			(5,173.46)	(53,108.08)	(61,032.69)	7,924.61
Total Net Income (Loss)			8,390.25	70,314.56	54,681.57	15,632.99

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
RIDGEDALE
RIDGEDALE APARTMENTS LLC

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended September 30, 2017	9 Month(s) Ended September 30, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	07 002 4110.00 5		647.85	9,099.38	9,901.44	802.06
Staff Training	07 002 4140.00 5		0.00	1,483.00	0.00	(1,483.00)
Travel	07 002 4150.00 5		536.00	1,269.00	0.00	(1,269.00)
Accounting Fees	07 002 4170.00 5		0.00	1,873.50	2,624.94	751.44
COMPUTER SUPPORT/LICENSING	07 002 4170.2 5		0.00	769.00	0.00	(769.00)
Audit Fees	07 002 4171.00 5		0.00	0.00	3,524.94	3,524.94
Employee Benefits Cont - Admin	07 002 4182.00 5		344.83	4,106.42	4,828.50	722.08
Sundry	07 002 4190.00 5		0.00	491.54	2,662.47	2,170.93
Postage	07 002 4190.03 5		0.00	760.25	37.44	(722.81)
Advertising	07 002 4190.08 5		0.00	222.00	0.00	(222.00)
Other General Expense	07 002 4190.10 5		225.00	237.50	0.00	(237.50)
Bank Fees	07 002 4190.18 5		4.02	50.86	0.00	(50.86)
Administrative Contracts	07 002 4190.19 5		0.00	50.00	0.00	(50.00)
Telephone	07 002 4190.2 5		105.98	1,002.18	1,312.47	310.29
Eviction Costs	07 002 4190.4 5		0.00	0.00	149.94	149.94
Contract Costs - Admin	07 002 4190.9 5		0.00	300.00	4,705.47	4,405.47
Tenant Services	07 002 4220.00 5		0.00	0.00	45.00	45.00
Water	07 002 4310.00 5		890.23	6,198.89	5,062.50	(1,136.39)
Electricity	07 002 4320.00 5		184.78	2,518.44	2,527.47	9.03
Sewer	07 002 4390.00 5		1,048.30	8,610.92	8,249.94	(360.98)
Labor	07 002 4410.00 5		2,248.08	26,457.38	36,326.97	9,869.59
Maintenance Materials	07 002 4420.00 5		1,010.17	7,157.10	3,899.97	(3,257.13)
Contract Costs	07 002 4430.00 5		19,080.00	42,248.95	7,124.94	(35,124.01)
Pest Control	07 002 4430.1 5		122.00	1,098.00	1,499.94	401.94
Contract Costs-Lawn	07 002 4430.3 5		495.00	4,105.00	3,375.00	(730.00)
Contract Costs-Air Conditioning	07 002 4430.4 5		265.00	1,906.00	374.94	(1,531.06)
Contract Costs-Plumbing	07 002 4430.5 5		0.00	650.00	374.94	(275.06)
Garbage and Trash Collection	07 002 4431.00 5		642.10	5,193.62	5,024.97	(168.65)
Emp Benefit Cont - Maintenance	07 002 4433.00 5		756.19	4,691.54	11,772.72	7,081.18
Insurance - Property	07 002 4510.00 5		785.96	6,930.52	7,499.97	569.45
Insurance - Workers Comp	07 002 4510.1 5		185.58	1,670.22	749.97	(920.25)
Other Insurance-Crime,Auto,Direct&O	07 002 4510.2 5		75.06	375.30	0.00	(375.30)
Insurance - Liability	07 002 4510.3 5		86.37	1,084.69	2,682.00	1,597.31
Payment in Lieu of Taxes	07 002 4520.00 5		0.00	0.00	749.97	749.97
Bad Debts - Other	07 002 4570.00 5		18.00	173.55	9,749.97	9,576.42
Interest on Notes Payable-Centennial	07 002 4580.03 5		3,075.05	31,110.02	49,784.94	18,674.92
Management Fees	07 002 4590.00 5		530.05	22,582.07	23,375.25	793.18
Other General Expense	07 002 4590.01 5		0.00	80.40	5,249.97	5,169.57
Total Operating Expenses			33,361.60	196,557.24	215,248.95	18,691.71
Operating Revenues						
Dwelling Rent	07 002 3110.00 5		239.50	12,089.07	32,714.19	(20,625.12)
HAP Subsidy	07 002 3110.01 5		3,492.00	3,492.00	259,723.44	(256,231.44)
Total Operating Revenues			3,731.50	15,581.07	292,437.63	(276,856.56)
Total Operating Revenues and Expenses			(29,630.10)	(180,976.17)	77,188.68	(258,164.85)
Other Revenues and Expenses						
Other Revenues and Expenses						
Interest - Restricted	07 002 3431.00 5		16.05	207.10	337.50	(130.40)
Investment Income - Unrestricted	07 002 3610.00 5		2.04	28.30	37.44	(9.14)
Other Income - Tenant	07 002 3690.00 5		700.32	3,138.24	5,167.44	(2,029.20)
Other Income/Laundry	07 002 3690.7 5		0.00	1,151.92	824.94	326.98
Total Other Revenues and Expenses			718.41	4,525.56	6,367.32	(1,841.76)
Total Other Revenues and Expenses			718.41	4,525.56	6,367.32	(1,841.76)
Total Net Income (Loss)			(28,911.69)	(176,450.61)	83,556.00	(260,006.61)

Report Criteria PHA: 07 Project: '002'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: False

SUBMITTED BY PENNY PIERATT, COMPTROLLER

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
PBRA
LAKESIDE PARK I - PBRA

Fiscal Year End Date: 12/31/2017		ACCOUNT	1 Month(s) Ended September 30, 2017	9 Month(s) Ended September 30, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Telephone/Communications	04 001 4190.20 5		191.92	191.92	0.00	(191.92)
Water	04 001 4310.00 5		25.84	25.84	0.00	(25.84)
Electricity	04 001 4320.00 5		296.53	296.53	0.00	(296.53)
Sewer	04 001 4390.00 5		42.00	42.00	0.00	(42.00)
Maintenance Materials	04 001 4420.00 5		130.55	130.55	0.00	(130.55)
Contract Costs - Pest Control	04 001 4430.10 5		58.55	58.55	0.00	(58.55)
Contract Costs-Lawn	04 001 4430.30 5		270.00	270.00	0.00	(270.00)
Garbage and Trash Collection	04 001 4431.00 5		22.50	22.50	0.00	(22.50)
Total Operating Expenses			1,037.89	1,037.89	0.00	(1,037.89)
Operating Revenues						
Dwelling Rent	04 001 3110.00 5		(258.00)	(258.00)	0.00	(258.00)
Total Operating Revenues			(258.00)	(258.00)	0.00	(258.00)
Total Operating Revenues and Expenses			(1,295.89)	(1,295.89)	0.00	(1,295.89)
Other Revenues and Expenses						
Other Revenues and Expenses						
Investment Income - Restricted	04 001 3610.00 5		0.03	0.03	0.00	0.03
Other Income - Tenant	04 001 3690.00 5		879.51	879.51	0.00	879.51
Contract Costs	04 001 4430.00 5		(152.49)	(152.49)	0.00	(152.49)
Other General Expense	04 001 4590.02 5		(0.20)	(0.20)	0.00	(0.20)
TRANSFER IN	04 001 9110.00 5		3,100.00	3,100.00	0.00	3,100.00
Total Other Revenues and Expenses			3,826.85	3,826.85	0.00	3,826.85
Total Other Revenues and Expenses			3,826.85	3,826.85	0.00	3,826.85
Total Net Income (Loss)			2,530.96	2,530.96	0.00	2,530.96

Report Criteria PHA: 04 Project: '001'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: False

SUBMITTED BY PENNY PIERATT, COMPTROLLER

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
 PBRA
 LAKESIDE PARK II - PBRA

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended September 30, 201	9 Month(s) Ended September 30, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Bank Fees	04 002 4190.19 5		0.00	15.00	0.00	(15.00)
Telephone/Communications	04 002 4190.20 5		25.94	25.94	0.00	(25.94)
Electricity	04 002 4320.00 5		682.00	682.00	0.00	(682.00)
Maintenance Materials	04 002 4420.00 5		263.50	263.50	0.00	(263.50)
Contract Costs - Pest Control	04 002 4430.10 5		230.50	230.50	0.00	(230.50)
Contract Costs-Lawn	04 002 4430.30 5		1,063.00	1,063.00	0.00	(1,063.00)
Garbage and Trash Collection	04 002 4431.00 5		30.00	30.00	0.00	(30.00)
Total Operating Expenses			2,294.94	2,309.94	0.00	(2,309.94)
Operating Revenues						
Dwelling Rent	04 002 3110.00 5		2,217.00	2,217.00	0.00	2,217.00
Total Operating Revenues			2,217.00	2,217.00	0.00	2,217.00
Total Operating Revenues and Expenses			(77.94)	(92.94)	0.00	(92.94)
Other Revenues and Expenses						
Other Revenues and Expenses						
Investment Income - Restricted	04 002 3610.00 5		0.07	0.07	0.00	0.07
Other Income - Tenants	04 002 3690.00 5		25.00	25.00	0.00	25.00
Interest on Loan	04 002 5610.00 5		(180.34)	(180.34)	0.00	(180.34)
TRANSFER IN	04 002 9110.00 5		12,210.00	12,210.00	0.00	12,210.00
Total Other Revenues and Expenses			12,054.73	12,054.73	0.00	12,054.73
Total Other Revenues and Expenses			12,054.73	12,054.73	0.00	12,054.73
Total Net Income (Loss)			11,976.79	11,961.79	0.00	11,961.79

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
PBRA
DELANEY HEIGHTS - PBRA

Fiscal Year End Date:	12/31/2017	ACCOUNT	1 Month(s) Ended September 30, 201	9 Month(s) Ended September 30, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Maintenance Materials	04 003 4420.00 5		226.12	226.12	0.00	(226.12)
Contract Costs - Pest Control	04 003 4430.10 5		180.95	180.95	0.00	(180.95)
Contract Costs-Lawn	04 003 4430.30 5		667.00	667.00	0.00	(667.00)
Total Operating Expenses			1,074.07	1,074.07	0.00	(1,074.07)
Operating Revenues						
Dwelling Rent	04 003 3110.00 5		2,876.00	2,876.00	0.00	2,876.00
Total Operating Revenues			2,876.00	2,876.00	0.00	2,876.00
Total Operating Revenues and Expenses			1,801.93	1,801.93	0.00	1,801.93
Other Revenues and Expenses						
Other Revenues and Expenses						
Investment Income - Restricted	04 003 3610.00 5		0.06	0.06	0.00	0.06
TRANSFER IN	04 003 9110.00 5		9,690.00	9,690.00	0.00	9,690.00
Total Other Revenues and Expenses			9,690.06	9,690.06	0.00	9,690.06
Total Other Revenues and Expenses			9,690.06	9,690.06	0.00	9,690.06
Total Net Income (Loss)			11,491.99	11,491.99	0.00	11,491.99

Report Criteria PHA: 04 Project: '003'

Include Unapproved: False Include Zero Balance: False Include Full Year Budget: False Show Variance Percentage: False

SUBMITTED BY PENNY PIERATT, COMPTROLLER

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
COCC
COCC

Fiscal Year End Date: 12/31/2017		ACCOUNT	1 Month(s) Ended September 30, 2017	9 Month(s) Ended September 30, 2017	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Legal Expense	05 001 4130.00 5		170.50	170.50	0.00	(170.50)
Sundry	05 001 4190.00 5		207.88	207.88	0.00	(207.88)
Telephone/Communications	05 001 4190.20 5		686.92	686.92	0.00	(686.92)
Contract Costs - Copier	05 001 4190.60 5		90.44	90.44	0.00	(90.44)
Materials	05 001 4420.00 5		305.38	305.38	0.00	(305.38)
Total Operating Expenses			1,461.12	1,461.12	0.00	(1,461.12)
Total Operating Revenues and Expenses			(1,461.12)	(1,461.12)	0.00	(1,461.12)
Other Revenues and Expenses						
Other Revenues and Expenses						
Other Income - Rent for Tulane Ave B	05 001 3690.13 5		750.00	750.00	0.00	750.00
TRANSFER IN	05 001 9110.00 5		0.00	150,000.00	0.00	150,000.00
Total Other Revenues and Expenses			750.00	150,750.00	0.00	150,750.00
Total Other Revenues and Expenses			750.00	150,750.00	0.00	150,750.00
Total Net Income (Loss)			(711.12)	149,288.88	0.00	149,288.88

AVON PARK
HOUSING AUTHORITY

FISCAL YEAR ENDING DECEMBER 31, 2017

CONSOLIDATED
Financial Statements

June 30, 2017

AVON PARK HOUSING AUTHORITY

FINANCIAL STATEMENT SUMMARY

PUBLIC HOUSING

INCOME

1. Total income is down by (\$34,929). Total tenant rental revenue is down by (\$6,964). Other tenant revenue is down by (\$488).

EXPENSES

2. Total operating expense are down by (\$20,327) compared to the budgeted amount.
3. Administrative expenses are down by (\$7,962).
4. Maintenance expenses are down by (\$10,735).
5. Utility expenses are down by (\$629).
6. Total insurance expense is up by \$2,784.
7. Total General expense is down by (\$3,520).

Public Housing's projected net income is scheduled YTD to be \$17,284. Current net income is \$10,181.

NORTH CENTRAL HEIGHTS I

INCOME

1. Total income is up by \$2,527 compared to budgeted amounts. Total tenant revenue is up by \$1,891.

EXPENSES

2. Total operating expense is down by (\$5,622) compared to the budgeted amount.
3. Administrative expenses are down by (\$9,826).
4. Maintenance expenses are up by \$7,603.
5. Utility expense is down (\$1,865).
6. Total insurance expense is down by (\$1,091).
7. Total General expense is up by \$157.

North Central Heights I projected net income is scheduled YTD to be \$12,279. Current net income is \$19,527.

AVON PARK HOUSING AUTHORITY

FINANCIAL STATEMENT SUMMARY

NORTH CENTRAL Height II

INCOME

1. Total income is down by (\$159) compared to budgeted amounts. Total tenant revenue is down by (\$1,112).

EXPENSES

2. Total operating expense is up by \$5,533, compared to the budgeted amount.
3. Administrative expenses are down by (\$3,890).
4. Maintenance expenses are up by \$7,451.
5. Utility expense is up by \$27.
6. Total insurance expense is down by (\$236).
7. Total General expense is up by \$2,680.

North Central Heights II projected net income is scheduled YTD to be \$12,348. Current net income is \$6,655.

RIDGEDALE

INCOME

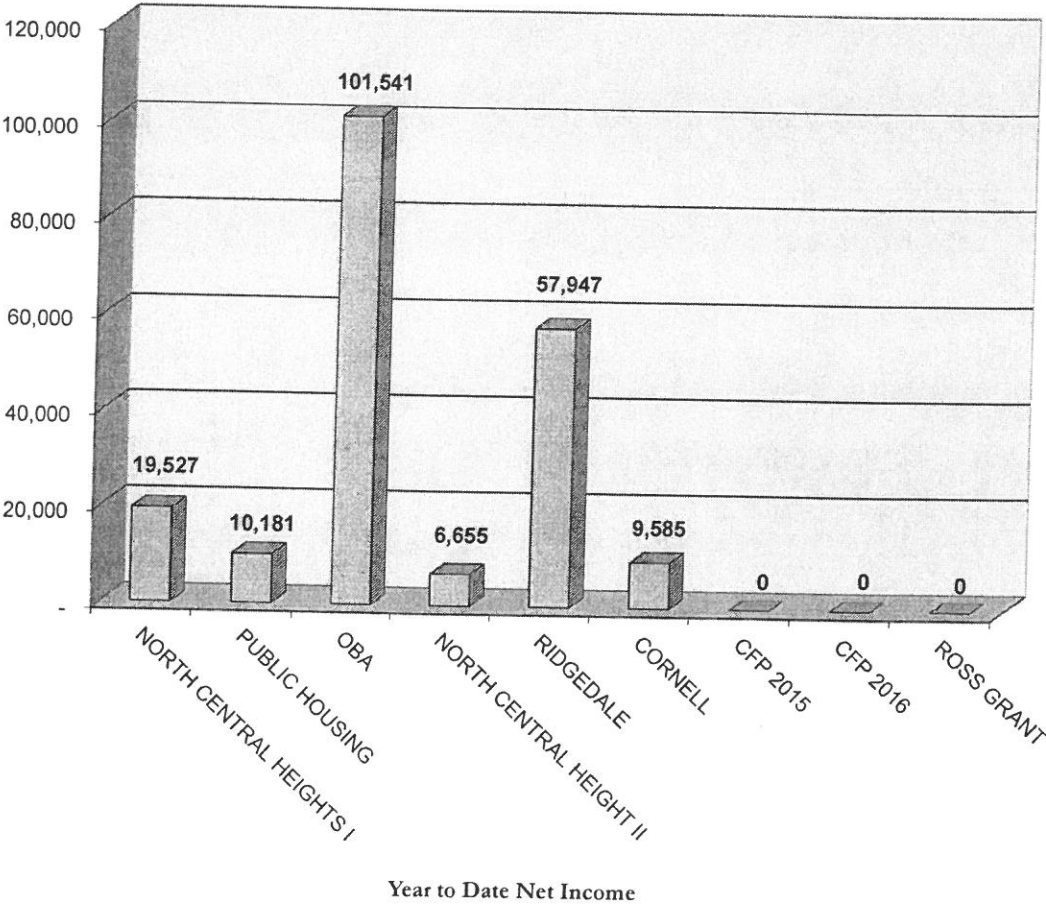
1. Total income is down by (\$186,401) compared to budgeted amounts. Total tenant revenue is down by (\$11,594).
Grant subsidy is down compared to budgeted amounts by (\$173,149). Other revenue is up by \$13.

EXPENSES

2. Total operating expense is down by (\$34,657) compared to the budgeted amount.
3. Administrative expense is down by (\$3,644).
4. Maintenance expenses are down by (\$8,736).
5. Utility expense is up \$24.
6. Total insurance expense is down by (\$627).
7. Total General expense are down by (\$21,644).

Ridgedale's projected net income is scheduled YTD to be \$55,703. Current net income is \$57,947.

Avon Park Housing Authority



AVON PARK HOUSING AUTHORITY
SCHEDULE OF CASH/INVESTMENT ACCOUNT BALANCES
AS OF June 30, 2017

PUBLIC HOUSING

1111.01 GENERAL FUND CHECKING	29,108
1111.40 FSS ESCROW	8,691
1111.06 UTILITY DEPOSIT ESCROW FUND	3,000
1111.09 S8 FUNDS	-
1114.00 SECURITY DEPOSITS	23,795
1117.00 PETTY CASH	100
1162.10 INVESTMENTS - CD HIGHLANDS BNK	43,438
1162.01 LAKESIDE PARK 1 ESCROW	663
1162.02 LAKESIDE PARK I RESERVES	21,140
1162.60 NEW INVESTMENT ACCOUNT	1,045,070

TOTAL 1,175,006

OTHER BUSINESS ACTIVITY

1111.3 APHDC--OBA	139,271
1111.50 LAKE SIDE PARK - RAD	100

TOTAL 139,371

CORNELL COLONY

1111.40 GENERAL FUND-CORNELL COLONY	82,273
1111.60 CORNELL COLONY - OP DEF RESERVES	-
1114.00 CORNELL COLONY - SECURITY DEPOSITS	13,201
1162.10 ESCROW INSURANCE & TAXES	8,800
1162.12 ESCROW REPLACE RESERVE	5,288

TOTAL 109,562

NORTH CENTRAL HEIGHTS I

1111.01 GENERAL FUND CHECKING	54,841
1114.00 SECURITY DEPOSITS	13,900
1162.1 ESCROW -BONNEVILLE-TAXES	30,244
1162.11 ESCROW-BONNEVILLE-INSURANCE	6,384
1162.12 ESCROW-BONNEVILLE-REPL RS	66,864

TOTAL 172,233

NORTH CENTRAL HEIGHT II

1111.01 GENERAL FUND CHECKING	36,811
1114.00 SECURITY DEPOSITS	10,100
1162.1 ESCROW-BONNEVILLE-TAXES	24,302
1162.11 ESCROW-BONNEVILLE - INSURANCE	8,057
1162.12 ESCROW-BONNEVILLE-REPL RES	53,504

TOTAL 132,773

RIDGEDALE

1111.01 GENERAL FUND CHECKING	51,590
1114.00 SECURITY DEPOSITS	6,657
1162.05 ESCROW MIP	3,841
1162.06 ESCROW RESERVE REPLACEMENT	79,828
1162.07 ESCROW INSURANCE	3,627
1162.08 RESIDUAL RECEIPTS RESERVES	170,332

TOTAL 315,874

GRAND TOTAL CASH ACCOUNTS 2,044,818

AVON PARK HOUSING AUTHORITY
SCHEDULE OF UNRESTRICTED NET POSITION
AS OF June 30, 2017

NORTH CENTRAL HEIGHTS I

UNRESTRICTED NET ASSETS	132,403
YEAR TO DATE EARNINGS	19,527
TOTAL	<u>151,931</u>

NORTH CENTRAL HEIGHTS II

UNRESTRICTED NET ASSETS	68,826
YEAR TO DATE EARNINGS	6,655
TOTAL	<u>75,481</u>

PUBLIC HOUSING

UNRESTRICTED NET ASSETS	1,399,440
YEAR TO DATE EARNINGS	10,181
TOTAL	<u>1,409,622</u>

RIDGEDALE

UNRESTRICTED NET ASSETS	27,147
YEAR TO DATE EARNINGS	57,947
TOTAL	<u>85,094</u>

OTHER BUSINESS

UNRESTRICTED NET ASSETS	89,094
YEAR TO DATE EARNINGS	101,541
TOTAL	<u>190,636</u>

CAPITAL FUND 2016

UNRESTRICTED NET ASSETS	-
YEAR TO DATE EARNINGS	-
TOTAL	<u>-</u>

CORNELL COLONY

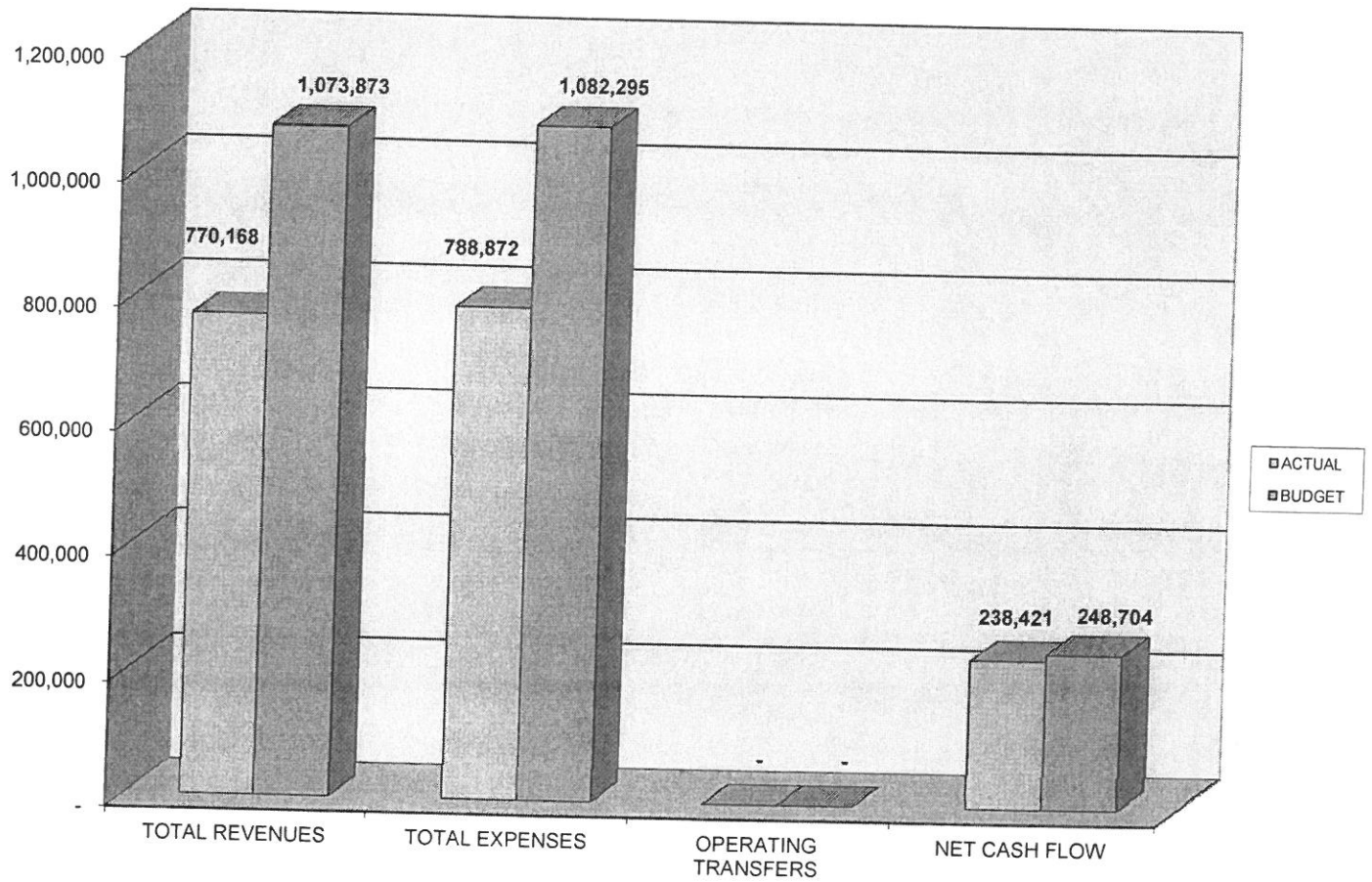
UNRESTRICTED NET ASSETS	(32,984)
YEAR TO DATE EARNINGS	42,569
TOTAL	<u>9,585</u>

CAPITAL FUND 2015

UNRESTRICTED NET ASSETS	-
YEAR TO DATE EARNINGS	-
TOTAL	<u>-</u>

TOTAL RESERVE BALANCES **1,922,349**

APHA CONSOLIDATED



APHA CONSOLIDATED

LINE	ACCT		CURRENT	CURRENT		% OF	YEAR	YEAR		% OF	ANNUAL	BUDGET
ITEM	#	DESCRIPTION	MONTH	MONTH		MTD	TO DATE	TO DATE		YTD	BUDGET	BALANCE
			ACTUAL	BUDGET	DIFF	BUDGET	ACTUAL	BUDGET	DIFF	BUDGET	BUDGET	REMAINING
ORDINARY MAINT & OPERATIONS												
941	4410	LABOR	10,083	13,614	(3,531)	74%	70,391	81,682	(11,290)	86%	163,363	92,972
945	4433	EMPLOYEE BENEFITS - MAINTENANCE	3,718	6,047	(2,329)	61%	28,025	36,283	(8,258)	77%	72,565	44,540
943	4420	MATERIALS	2,481	4,291	(1,810)	58%	20,934	25,745	(4,811)	81%	56,490	35,556
CONTRACT COSTS												
943		GARBAGE & TRASH	1,555	1,177	379	132%	7,748	7,060	688	110%	14,120	6,372
		COOLING / AIR CONDITIONING	1,951	1,525	426	128%	5,192	9,150	(3,958)	57%	18,300	13,108
		ELEVATOR MAINTENANCE	-	-	-	-	-	-	-	-	-	-
		LANDSCAPE & GROUNDS	12,975	2,843	10,132	456%	41,093	17,055	24,038	241%	34,110	(6,983)
		UNIT TURNAROUNDS	-	-	-	-	-	-	-	-	-	-
		ELECTRICAL	-	-	-	-	-	-	-	-	-	-
		PLUMBING	-	389	(389)	0%	3,105	2,333	773	133%	4,665	1,560
		EXTERMINATION	930	911	19	102%	5,580	5,465	115	102%	10,930	5,350
		JANITORIAL	-	-	-	-	-	-	-	-	-	-
		ROUTINE MAINTENANCE	-	10,890	(10,890)	0%	435	65,343	(64,908)	1%	130,685	130,250
943	4430	OTHER MISCELLANEOUS CONTRACT COSTS	-	792	(792)	0%	1,850	4,750	(2,891)	39%	9,500	7,641
TOTAL ORDINARY MAINT & OPER			33,692	42,477	(8,786)	79%	184,362	254,864	(70,502)	72%	514,728	330,366
PROTECTIVE SERVICES												
4480		PROTECTIVE SERVICES CONTRACT COSTS	-	-	-	-	-	-	-	-	-	-
		PROTECTIVE SERVICES OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL PROTECTIVE SERVICES			-	-	-	-	-	-	-	-	-	-
INSURANCE												
961	4510	PROPERTY	6,884	6,501	383	106%	43,061	39,005	4,056	110%	78,010	34,949
		GENERAL LIABILITY	855	497	358	172%	7,228	2,983	4,246	242%	5,965	(1,263)
		WORKER'S COMPENSATION	1,123	1,160	(37)	97%	6,737	6,958	(221)	97%	13,916	7,179
		AUTO INSURANCE	-	-	-	-	-	-	-	-	-	-
		OTHER INSURANCE	1,605	596	1,009	269%	3,334	3,577	(243)	93%	7,154	3,820
969		TOTAL INSURANCE EXPENSES	10,467	8,754	1,713	120%	60,360	52,523	7,837	115%	105,045	44,685
GENERAL EXPENSES												
962	4590	OTHER GENERAL EXPENSES	4,206	1,475	2,731	285%	17,370	8,850	8,520	196%	17,700	330
		COMPENSATED ABSENCES	-	-	-	-	-	-	-	-	-	-
		PAYMENTS IN LIEU OF TAXES	-	1,483	(1,483)	0%	-	8,897	(8,897)	0%	17,793	17,793
		BAD DEBTS	3,677	2,287	1,391	161%	11,570	13,720	(2,150)	84%	27,440	15,870
		INTEREST EXPENSE	17,938	20,511	(2,572)	87%	109,078	123,064	(13,985)	89%	246,127	137,049
TOTAL GENERAL EXPENSES			25,822	25,755	67	100%	138,019	154,530	(16,511)	89%	309,060	171,041
969		TOTAL OPERATING EXPENDITURES	131,401	136,278	(4,877)	96%	685,734	817,669	(131,935)	84%	1,640,338	954,604
970		CASH FLOW FROM OPERATIONS	5,091	42,701	(37,609)	12%	84,433	256,204	(171,771)	33%	507,408	422,975
OTHER FINANCIAL ITEMS-SOURCES & (USES)												
		OPERATING TRANSFERS IN	-	-	-	-	-	-	-	-	-	-
		OPERATING TRANSFERS OUT	-	-	-	-	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - INTEREST	-	-	-	-	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - PRINCIPAL	-	-	-	-	-	-	-	-	-	-
971	4610	EXTRAORDINARY MAINTENANCE	-	1,250	(1,250)	0%	-	7,500	(7,500)	0%	15,000	15,000
		CAPITAL EXPENDITURES	42,854	42,854	-	100%	257,126	257,126	-	100%	514,252	257,126
973	4715	HOUSING ASSISTANCE PAYMENTS	-	-	-	-	-	-	-	-	-	-
		OTHER ITEMS	(31,759)	-	(31,759)	-	(153,988)	-	(153,988)	-	-	153,988
TOTAL OTHER EXPENSES			11,095	44,104	(33,009)	25%	103,138	264,626	(161,488)	39%	529,252	426,114
900		TOTAL EXPENDITURES	142,496	180,383	(37,886)	79%	788,872	1,082,295	(293,423)	73%	2,169,590	1,380,718
		DEPRECIATION ADD BACK	42,854	42,854	-	100%	257,126	257,126	-	100%	514,252	257,126
		NET CASH FLOW	36,850	41,451	(4,600)	89%	238,421	248,704	(10,283)	96%	492,408	253,987

AVON PARK
HOUSING AUTHORITY

FISCAL YEAR ENDING DECEMBER 31, 2017

CONSOLIDATED

Financial Statements

July 31, 2017

AVON PARK HOUSING AUTHORITY

FINANCIAL STATEMENT SUMMARY

PUBLIC HOUSING

INCOME

1. Total income is down by (\$43,501). Total tenant rental revenue is down by (\$8,146). Other tenant revenue is down by (\$396).

EXPENSES

2. Total operating expense are down by (\$27,710) compared to the budgeted amount.
3. Administrative expenses are down by (\$14,300).
4. Maintenance expenses are down by (\$13,885).
5. Utility expenses are up by \$56.
6. Total insurance expense is up by \$4,015.
7. Total General expense is down by (\$3,287).

Public Housing's projected net income is scheduled YTD to be \$20,165. Current net income is \$13,124.

NORTH CENTRAL HEIGHTS I

INCOME

1. Total income is up by \$709 compared to budgeted amounts. Total tenant revenue is up by \$1,561.

EXPENSES

2. Total operating expense is down by (\$6,267) compared to the budgeted amount.
3. Administrative expenses are down by (\$11,425).
4. Maintenance expenses are up by \$10,157.
5. Utility expense is down (\$1,992).
6. Total insurance expense is down by (\$1,350).
7. Total General expense is down by (\$956).

North Central Heights I projected net income is scheduled YTD to be \$14,326. Current net income is \$21,428.

AVON PARK HOUSING AUTHORITY

FINANCIAL STATEMENT SUMMARY

NORTH CENTRAL Height II

INCOME

1. Total income is down by (\$481) compared to budgeted amounts. Total tenant revenue is down by (\$1,229).

EXPENSES

2. Total operating expense is up by \$6,358, compared to the budgeted amount.
3. Administrative expenses are down by (\$4,639).
4. Maintenance expenses are up by \$9,838.
5. Utility expense is up by \$14.
6. Total insurance expense is down by (\$119).
7. Total General expense is up by \$1,847.

North Central Heights II projected net income is scheduled YTD to be \$14,405. Current net income is \$7,566.

RIDGEDALE

INCOME

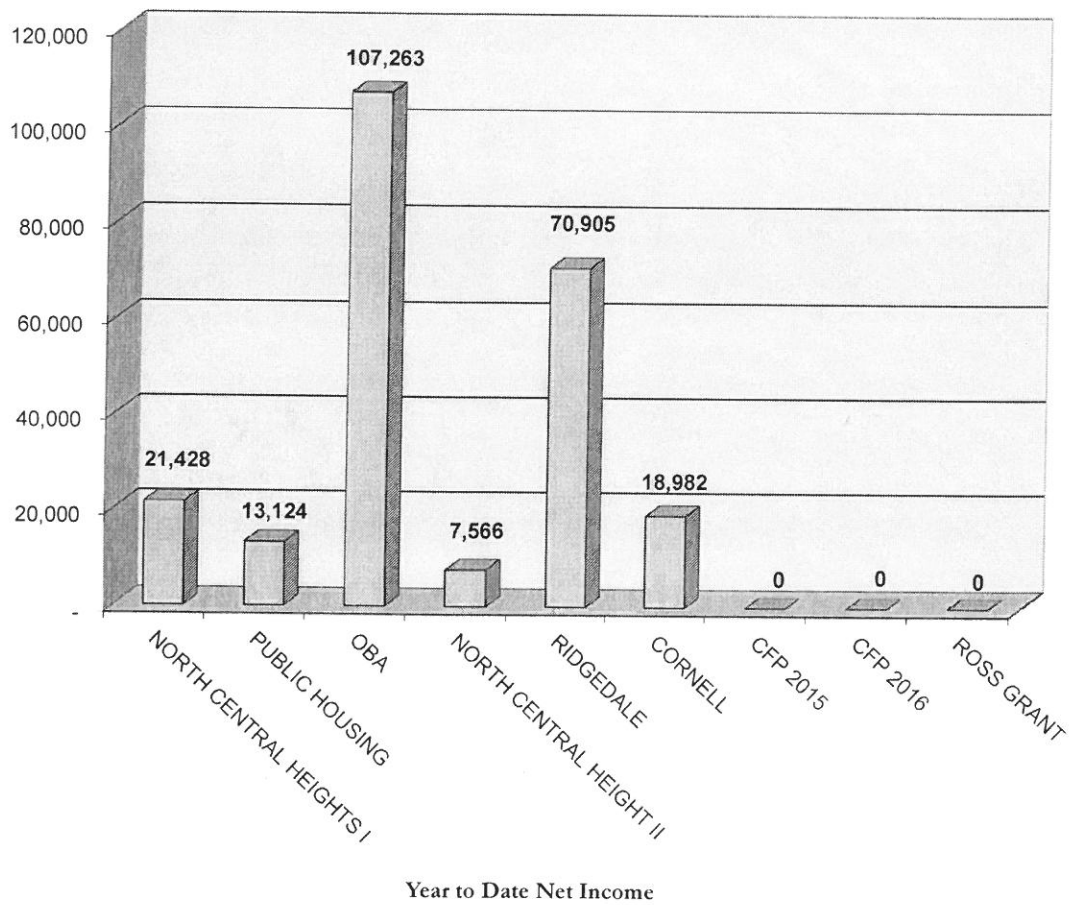
1. Total income is down by (\$218,833) compared to budgeted amounts. Total tenant revenue is down by (\$14,773).
Grant subsidy is down compared to budgeted amounts by (\$202,007). Other revenue is down by \$173.

EXPENSES

2. Total operating expense is down by (\$39,729) compared to the budgeted amount.
3. Administrative expense is down by (\$1,692).
4. Maintenance expenses are down by (\$12,101).
5. Utility expense is up \$591.
6. Total insurance expense is down by (\$708).
7. Total General expense are down by (\$25,784).

Ridgedale's projected net income is scheduled YTD to be \$64,987. Current net income is \$70,905.

Avon Park Housing Authority



AVON PARK HOUSING AUTHORITY
SCHEDULE OF CASH/INVESTMENT ACCOUNT BALANCES
AS OF July 31, 2017

PUBLIC HOUSING

1111.01 GENERAL FUND CHECKING	24,083
1111.40 ESS ESCROW	9,568
1111.06 UTILITY DEPOSIT ESCROW FUND	3,000
1111.09 S8 FUNDS	-
1114.00 SECURITY DEPOSITS	23,545
1117.00 PETTY CASH	100
1162.10 INVESTMENTS - CD HIGHLANDS BNK	43,460
1162.01 LAKESIDE PARK 1 ESCROW	1,612
1162.02 LAKESIDE PARK 1 RESERVES	21,940
1162.60 NEW INVESTMENT ACCOUNT	232,404
TOTAL	359,712

OTHER BUSINESS ACTIVITY

1111.3 APHDC--OBA	159,788
1111.50 LAKE SIDE PARK - RAD	100
TOTAL	159,888

CORNELL COLONY

1111.40 GENERAL FUND-CORNELL COLONY	305,281
1111.60 CORNELL COLONY - OP DEF RESERVES	-
1114.00 CORNELL COLONY - SECURITY DEPOSITS	13,201
1162.10 ESCROW INSURANCE & TAXES	9,900
1162.12 ESCROW REPLACE RESERVE	7,932
TOTAL	336,314

NORTH CENTRAL HEIGHTS I

1111.01 GENERAL FUND CHECKING	55,778
1114.00 SECURITY DEPOSITS	13,350
1162.1 ESCROW -BONNEVILLE-TAXES	31,257
1162.11 ESCROW-BONNEVILLE-INSURANCE	7,859
1162.12 ESCROW-BONNEVILLE-REPL RS	67,975
TOTAL	176,218

NORTH CENTRAL HEIGHT II

1111.01 GENERAL FUND CHECKING	35,547
1114.00 SECURITY DEPOSITS	10,450
1162.1 ESCROW-BONNEVILLE-TAXES	25,120
1162.11 ESCROW-BONNEVILLE - INSURANCE	9,842
1162.12 ESCROW-BONNEVILLE-REPL RES	54,393
TOTAL	135,352

RIDGEDALE

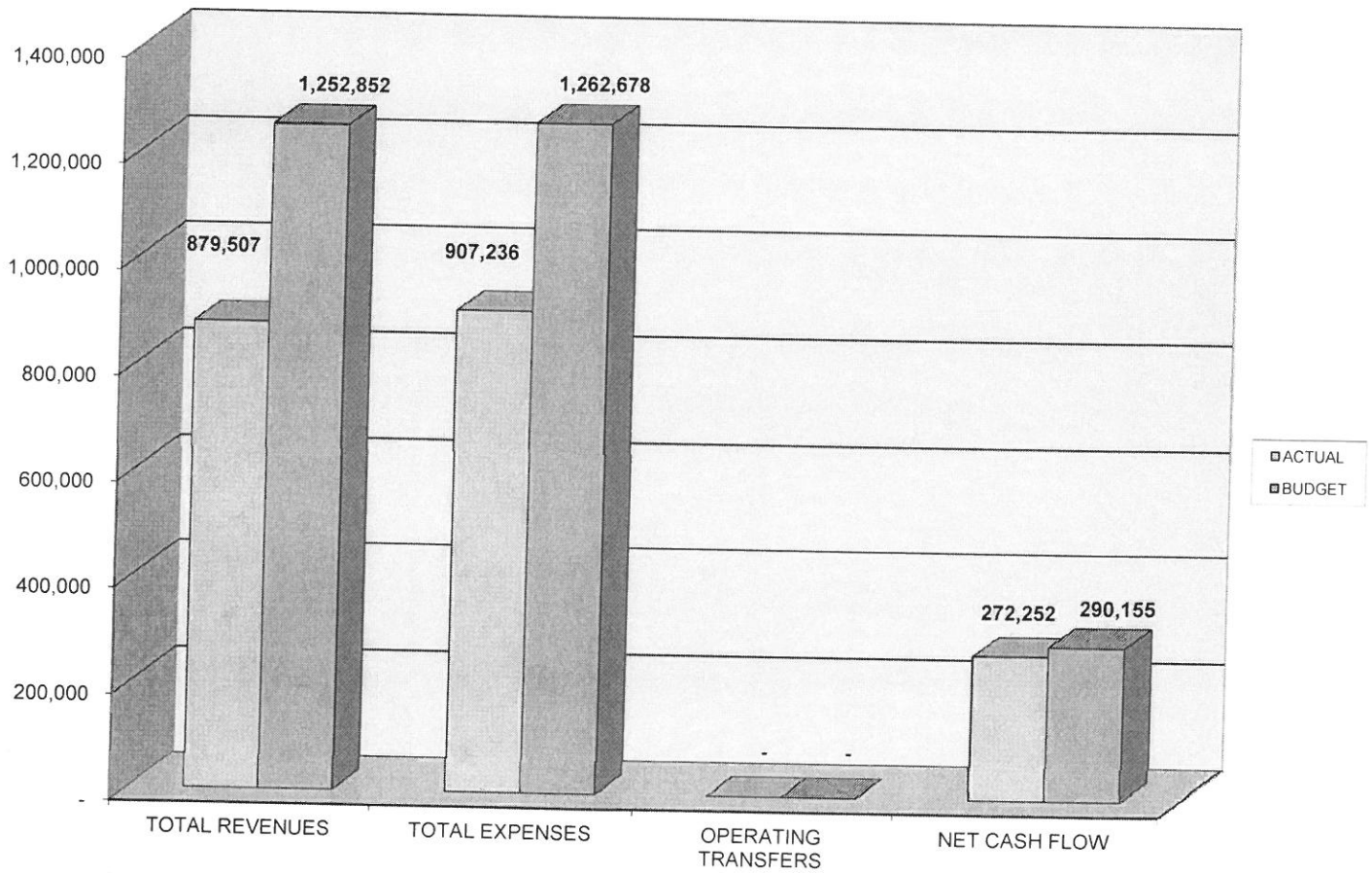
1111.01 GENERAL FUND CHECKING	101,583
1114.00 SECURITY DEPOSITS	6,657
1162.05 ESCROW MIP	4,220
1162.06 ESCROW RESERVE REPLACEMENT	81,124
1162.07 ESCROW INSURANCE	4,656
1162.08 RESIDUAL RECEIPTS RESERVES	107,632
TOTAL	305,872

GRAND TOTAL CASH ACCOUNTS **1,473,356**

AVON PARK HOUSING AUTHORITY
SCHEDULE OF UNRESTRICTED NET POSITION
AS OF July 31, 2017

NORTH CENTRAL HEIGHTS I					
	UNRESTRICTED NET ASSETS		132,403		
	YEAR TO DATE EARNINGS		21,428		
	TOTAL		<u>153,831</u>		
PUBLIC HOUSING					
	UNRESTRICTED NET ASSETS		1,399,440		
	YEAR TO DATE EARNINGS		13,124		
	TOTAL		<u>1,412,564</u>		
OTHER BUSINESS					
	UNRESTRICTED NET ASSETS		89,094		
	YEAR TO DATE EARNINGS		107,263		
	TOTAL		<u>196,357</u>		
CORNELL COLONY					
	UNRESTRICTED NET ASSETS		(32,984)		
	YEAR TO DATE EARNINGS		51,965		
	TOTAL		<u>18,982</u>		
NORTH CENTRAL HEIGHTS II					
	UNRESTRICTED NET ASSETS			68,826	
	YEAR TO DATE EARNINGS			7,566	
	TOTAL			<u>76,393</u>	
RIDGEDALE					
	UNRESTRICTED NET ASSETS			27,147	
	YEAR TO DATE EARNINGS			70,905	
	TOTAL			<u>98,052</u>	
CAPITAL FUND 2016					
	UNRESTRICTED NET ASSETS			-	
	YEAR TO DATE EARNINGS			-	
	TOTAL			<u>-</u>	
CAPITAL FUND 2015					
	UNRESTRICTED NET ASSETS			-	
	YEAR TO DATE EARNINGS			-	
	TOTAL			<u>-</u>	
TOTAL RESERVE BALANCES				<u><u>1,956,179</u></u>	

APHA CONSOLIDATED



APHA CONSOLIDATED

LINE	ACCT		CURRENT	CURRENT		% OF	YEAR	YEAR		% OF	ANNUAL	BUDGET
ITEM	#	DESCRIPTION	MONTH	MONTH		MTD	TO DATE	TO DATE		YTD	BUDGET	BALANCE
			ACTUAL	BUDGET	DIFF	BUDGET	ACTUAL	BUDGET	DIFF	BUDGET	BUDGET	REMAINING
ORDINARY MAINT & OPERATIONS												
941	4410	LABOR	10,170	13,614	(3,444)	75%	80,561	95,295	(14,734)	85%	163,363	82,802
945	4433	EMPLOYEE BENEFITS - MAINTENANCE	3,721	6,047	(2,326)	62%	31,746	42,330	(10,584)	75%	72,565	40,819
943	4420	MATERIALS	5,276	4,291	985	123%	26,209	30,036	(3,826)	87%	56,490	30,281
CONTRACT COSTS												
943		GARBAGE & TRASH	1,570	1,177	393	133%	9,319	8,237	1,082	113%	14,120	4,801
		COOLING / AIR CONDITIONING	385	1,525	(1,140)	25%	5,577	10,675	(5,098)	52%	18,300	12,723
		ELEVATOR MAINTENANCE	-	-	-	-	-	-	-	-	-	-
		LANDSCAPE & GROUNDS	8,524	2,843	5,682	300%	49,617	19,898	29,719	249%	34,110	(15,507)
		UNIT TURNAROUNDS	-	-	-	-	-	-	-	-	-	-
		ELECTRICAL	-	-	-	-	-	-	-	-	-	-
		PLUMBING	-	389	(389)	0%	3,105	2,721	384	114%	4,665	1,560
		EXTERMINATION	930	911	19	102%	6,510	6,376	134	102%	10,930	4,420
		JANITORIAL	-	-	-	-	-	-	-	-	-	-
		ROUTINE MAINTENANCE	-	10,890	(10,890)	0%	435	76,233	(75,798)	1%	130,685	130,250
943	4430	OTHER MISCELLANEOUS CONTRACT COSTS	-	792	(792)	0%	1,859	5,542	(3,683)	34%	9,500	7,641
TOTAL ORDINARY MAINT & OPER			30,576	42,477	(11,902)	72%	214,937	297,341	(82,404)	72%	514,728	299,791
PROTECTIVE SERVICES												
4480		PROTECTIVE SERVICES CONTRACT COSTS	-	-	-	-	-	-	-	-	-	-
		PROTECTIVE SERVICES OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL PROTECTIVE SERVICES			-	-	-	-	-	-	-	-	-	-
INSURANCE												
961	4510	PROPERTY	6,884	6,501	383	106%	49,945	45,506	4,439	110%	78,010	28,065
		GENERAL LIABILITY	855	497	358	172%	8,083	3,480	4,604	232%	5,965	(2,118)
		WORKER'S COMPENSATION	1,123	1,160	(37)	97%	7,860	8,118	(258)	97%	13,916	6,056
		AUTO INSURANCE	-	-	-	-	-	-	-	-	-	-
		OTHER INSURANCE	1,605	506	1,099	269%	4,938	4,173	765	118%	7,154	2,216
969		TOTAL INSURANCE EXPENSES	10,467	8,754	1,713	120%	70,827	61,276	9,551	116%	105,045	34,218
GENERAL EXPENSES												
962	4590	OTHER GENERAL EXPENSES	3,108	1,475	1,633	211%	20,478	10,325	10,153	198%	17,700	(2,778)
		COMPENSATED ABSENCES	-	-	-	-	-	-	-	-	-	-
		PAYMENTS IN LIEU OF TAXES	-	1,483	(1,483)	0%	-	10,379	(10,379)	0%	17,793	17,793
		BAD DEBTS	(158)	2,287	(2,445)	-7%	11,412	16,007	(4,594)	71%	27,440	16,028
		INTEREST EXPENSE	15,697	20,511	(4,814)	77%	124,775	143,574	(18,799)	87%	246,127	121,352
TOTAL GENERAL EXPENSES			18,646	25,755	(7,109)	72%	156,665	180,285	(23,620)	87%	309,060	152,395
969		TOTAL OPERATING EXPENDITURES	106,543	136,278	(29,735)	78%	792,278	953,947	(161,670)	83%	1,640,338	848,060
970		CASH FLOW FROM OPERATIONS	2,796	42,701	(39,904)	7%	87,230	298,905	(211,675)	29%	507,408	420,178
OTHER FINANCIAL ITEMS-SOURCES & (USES)												
		OPERATING TRANSFERS IN	-	-	-	-	-	-	-	-	-	-
		OPERATING TRANSFERS OUT	-	-	-	-	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - INTEREST	-	-	-	-	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - PRINCIPAL	-	-	-	-	-	-	-	-	-	-
971	4610	EXTRAORDINARY MAINTENANCE	-	1,250	(1,250)	0%	-	8,750	(8,750)	0%	15,000	15,000
		CAPITAL EXPENDITURES	42,854	42,854	-	100%	299,980	299,980	-	100%	514,252	214,272
973	4715	HOUSING ASSISTANCE PAYMENTS	-	-	-	-	-	-	-	-	-	-
		OTHER ITEMS	(31,034)	-	(31,034)	-	(185,022)	-	(185,022)	-	-	185,022
TOTAL OTHER EXPENSES			11,820	44,104	(32,284)	27%	114,958	308,730	(193,772)	37%	529,252	414,294
900		TOTAL EXPENDITURES	118,364	180,383	(62,019)	66%	907,236	1,262,678	(355,442)	72%	2,169,590	1,262,354
DEPRECIATION ADD BACK			42,854	42,854	-	100%	299,980	299,980	-	100%	514,252	214,272
NET CASH FLOW			33,830	41,451	(7,620)	82%	272,252	290,155	(17,903)	94%	492,408	220,156

APHA CONSOLIDATED ACCOUNT DETAIL

LINE ACCT		CURRENT	CURRENT		% OF	YEAR	YEAR		% OF		BUDGET
ITEM #	DESCRIPTION	MONTH	MONTH		MTD	TO DATE	TO DATE		YTD	ANNUAL	BALANCE
INCOME		ACTUAL	BUDGET	DIFF	BUDGET	ACTUAL	BUDGET	DIFF	BUDGET	BUDGET	REMAINING
HUD PHA GRANTS											
3401.01	CAPITAL FUND REVENUE - SOFT COSTS	33,797	51,556	(17,759)	66%	244,415	360,889	(116,474)	68%	618,667	374,252
3401.1	CFP CAPITAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-
3410	SECTION 8 HAP INCOME	-	28,858	(28,858)	0%	-	202,007	(202,007)	0%	346,298	346,298
3410.1	ADMINISTRATIVE FEES EARNED	-	-	-	-	-	-	-	-	-	-
3410.2	PORT IN ADMINISTRATIVE FEES EARNED	-	-	-	-	-	-	-	-	-	-
TOTAL HUD PHA GRANTS		<u>33,797</u>	<u>80,414</u>	<u>(46,617)</u>	<u>42%</u>	<u>244,415</u>	<u>562,896</u>	<u>(318,481)</u>	<u>43%</u>	<u>964,965</u>	<u>720,550</u>
EXPENSES											
ADMINISTRATIVE OFFICE EXPENSES											
4130	LEGAL	1,836	679	1,156	270%	2,194	4,754	(2,560)	46%	8,150	5,956
4140	STAFF TRAINING	160	450	(290)	36%	1,998	3,150	(1,153)	63%	5,400	3,403
4150	TRAVEL	236	538	(302)	44%	2,765	3,763	(997)	73%	6,450	3,685
4170	ACCOUNTING	-	1,833	(1,833)	0%	15,571	12,833	2,737	121%	22,000	6,429
4190	SUNDRY	596	1,950	(1,354)	31%	6,472	13,650	(7,178)	47%	23,400	16,928
4190.2	TELEPHONE/COMMUNICATIONS	1,020	1,352	(331)	75%	8,856	9,462	(605)	94%	16,220	7,364
4190.3	POSTAGE	178	1,321	(1,143)	13%	5,004	9,249	(4,244)	54%	15,855	10,851
4190	OFFICE SUPPLIES	126	83	43	151%	897	583	314	154%	1,000	103
4190	CONTRACT COST-COPIER/SECURITY	246	50	196	491%	1,479	350	1,129	423%	600	(879)
4190	EVICTON COST	-	146	(146)	0%	720	1,021	(301)	71%	1,750	1,030
4190.9	CONTRACT COST - ADMIN	50	3,744	(3,694)	1%	5,612	26,206	(20,594)	21%	44,925	39,313
TOTAL ADMINISTRATIVE		<u>2,612</u>	<u>11,467</u>	<u>(8,854)</u>	<u>23%</u>	<u>49,374</u>	<u>80,267</u>	<u>(30,892)</u>	<u>62%</u>	<u>137,600</u>	<u>88,226</u>
TOTAL GENERAL EXPENSES											
4590	OTHER GENENERAL EXPENSE	1,982	1,073	909	185%	6,897	7,508	(610)	92%	12,871	5,974
4590	FSS CONTRIBUTIONS	1,162	1,826	(664)	64%	13,379	12,781	598	105%	21,910	8,531
4590.5	ASSET MANAGEMENT FEE	286	1,423	(1,137)	20%	6,446	9,963	(3,518)	65%	17,080	10,634
4590.6	OTHER FEES	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER GENERAL EXPENSES		<u>3,430</u>	<u>4,322</u>	<u>(892)</u>	<u>79%</u>	<u>26,722</u>	<u>30,252</u>	<u>(3,530)</u>	<u>88%</u>	<u>51,861</u>	<u>25,139</u>

AVON PARK
HOUSING AUTHORITY

FISCAL YEAR ENDING DECEMBER 31, 2017

CONSOLIDATED

Financial Statements

August 31, 2017

AVON PARK HOUSING AUTHORITY

FINANCIAL STATEMENT SUMMARY

PUBLIC HOUSING

INCOME

1. Total income is down by (\$50,220). Total tenant rental revenue is down by (\$10,796). Other tenant revenue is down by (\$395).

EXPENSES

2. Total operating expense are down by (\$36,060) compared to the budgeted amount.
3. Administrative expenses are down by (\$20,806).
4. Maintenance expenses are down by (\$16,413).
5. Utility expenses are up by \$1,630.
6. Total insurance expense is up by \$5,264.
7. Total General expense is down by (\$5,364).

Public Housing's projected net income is scheduled YTD to be \$23,045. Current net income is \$18,885.

NORTH CENTRAL HEIGHTS I

INCOME

1. Total income is down by (\$174) compared to budgeted amounts. Total tenant revenue is down by (\$87).

EXPENSES

2. Total operating expense are down by (\$7,499), compared to the budgeted amount.
3. Administrative expenses are down by (\$14,031).
4. Maintenance expenses are up by \$13,037.
5. Utility expense is down by (\$1,967).
6. Total insurance expense is down by (\$1,610).
7. Total General expense is down by (\$2,128).

North Central Heights I projected net income is scheduled YTD to be \$16,372. Current net income is \$24,259.

AVON PARK HOUSING AUTHORITY

FINANCIAL STATEMENT SUMMARY

NORTH CENTRAL Height II

INCOME

1. Total income is down by (\$605) compared to budgeted amounts. Total tenant revenue is down by (\$265).

EXPENSES

2. Total operating expense is up by \$7,219, compared to the budgeted amount.
3. Administrative expenses are down by (\$6,248).
4. Maintenance expenses are up by \$11,580.
5. Utility expense is down by (\$25).
6. Total insurance expense is down by (\$3).
7. Total General expense is up by \$2,582.

North Central Heights II projected net income is scheduled YTD to be \$16,463. Current net income is \$8,639.

RIDGEDALE

INCOME

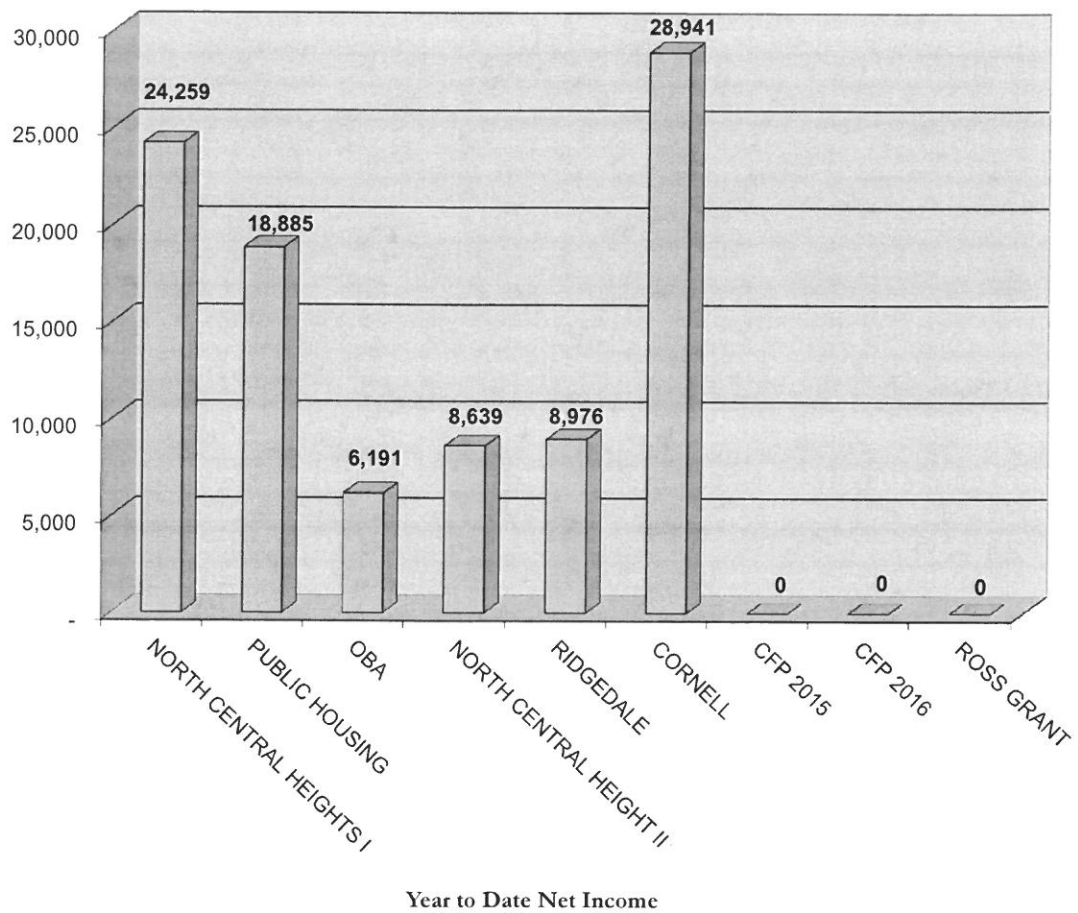
1. Total income is down by (\$249,948) compared to budgeted amounts. Total tenant revenue is down by (\$19,385).
Grant subsidy is down compared to budgeted amounts by (\$230,865). Other revenue is up by \$303.

EXPENSES

2. Total operating expense is down by (\$28,138) compared to the budgeted amount.
3. Administrative expense is down by (\$5,318).
4. Maintenance expenses are up by \$6,867.
5. Utility expense is up \$1,125.
6. Total insurance expense is down by (\$790).
7. Total General expense are down by (\$29,982).

Ridgedale's projected net income is scheduled YTD to be \$74,271. Current net income is \$8,976.

Avon Park Housing Authority



AVON PARK HOUSING AUTHORITY
SCHEDULE OF CASH/INVESTMENT ACCOUNT BALANCES
AS OF August 31, 2017

PUBLIC HOUSING

1111.01 GENERAL FUND CHECKING	42,311
1111.40 FSS ESCROW	8,785
1111.06 UTILITY DEPOSIT ESCROW FUND	3,000
1111.09 S8 FUNDS	-
1114.00 SECURITY DEPOSITS	23,545
1117.00 PETTY CASH	100
1162.10 INVESTMENTS - CD HIGHLANDS BNK	43,482
1162.01 LAKESIDE PARK I ESCROW	2,087
1162.02 LAKESIDE PARK I RESERVES	22,340
1162.60 NEW INVESTMENT ACCOUNT	147,363
TOTAL	<u>293,012</u>

OTHER BUSINESS ACTIVITY

1111.3 APHDC--OBA	54,901
1111.50 LAKE SIDE PARK - RAD	100
TOTAL	<u>55,001</u>

CORNELL COLONY

1111.40 GENERAL FUND-CORNELL COLONY	144,273
1111.60 CORNELL COLONY - OP DEF RESERVES	-
1114.00 CORNELL COLONY - SECURITY DEPOSITS	14,101
1162.10 ESCROW INSURANCE & TAXES	11,000
1162.12 ESCROW REPLACE RESERVE	10,575
TOTAL	<u>179,949</u>

LAKESIDE PARK I

1111.00 GENERAL FUND-LAKESIDE PARK I	60
TOTAL	<u>60</u>

DELANEY HEIGHTS LLC

1111.00 GENERAL FUND-DELANEY HEIGHTS LLC	131
TOTAL	<u>131</u>

NORTH CENTRAL HEIGHTS I

1111.01 GENERAL FUND CHECKING	55,853
1114.00 SECURITY DEPOSITS	14,000
1162.1 ESCROW-BONNEVILLE-TAXES	32,270
1162.11 ESCROW-BONNEVILLE-INSURANCE	9,334
1162.12 ESCROW-BONNEVILLE-REPL RS	69,086
TOTAL	<u>180,542</u>

NORTH CENTRAL HEIGHT II

1111.01 GENERAL FUND CHECKING	34,339
1114.00 SECURITY DEPOSITS	10,500
1162.1 ESCROW-BONNEVILLE-TAXES	25,938
1162.11 ESCROW-BONNEVILLE - INSURANCE	11,628
1162.12 ESCROW-BONNEVILLE-REPL RES	55,282
TOTAL	<u>137,686</u>

RIDGEDALE

1111.01 GENERAL FUND CHECKING	58,340
1114.00 SECURITY DEPOSITS	6,657
1162.05 ESCROW MIP	4,599
1162.06 ESCROW RESERVE REPLACEMENT	82,422
1162.07 ESCROW INSURANCE	5,685
1162.08 RESIDUAL RECEIPTS RESERVES	107,639
TOTAL	<u>265,342</u>

LAKESIDE PARK II

1111.00 GENERAL FUND-LAKESIDE PARK II	9,174
TOTAL	<u>9,174</u>

COCC

1111.00 GENERAL FUND-COCC	150,000
TOTAL	<u>150,000</u>

GRAND TOTAL CASH ACCOUNTS 1,270,897

AVON PARK HOUSING AUTHORITY
SCHEDULE OF UNRESTRICTED NET POSITION
AS OF August 31, 2017

NORTH CENTRAL HEIGHTS I

UNRESTRICTED NET ASSETS	132,403
YEAR TO DATE EARNINGS	24,259
TOTAL	<u>156,662</u>

PUBLIC HOUSING

UNRESTRICTED NET ASSETS	1,399,440
YEAR TO DATE EARNINGS	18,885
TOTAL	<u>1,418,326</u>

OTHER BUSINESS

UNRESTRICTED NET ASSETS	89,094
YEAR TO DATE EARNINGS	6,191
TOTAL	<u>95,285</u>

CORNELL COLONY

UNRESTRICTED NET ASSETS	(32,984)
YEAR TO DATE EARNINGS	61,924
TOTAL	<u>28,941</u>

NORTH CENTRAL HEIGHTS II

UNRESTRICTED NET ASSETS	68,826
YEAR TO DATE EARNINGS	8,639
TOTAL	<u>77,465</u>

RIDGEDALE

UNRESTRICTED NET ASSETS	27,147
YEAR TO DATE EARNINGS	8,976
TOTAL	<u>36,123</u>

CAPITAL FUND 2016

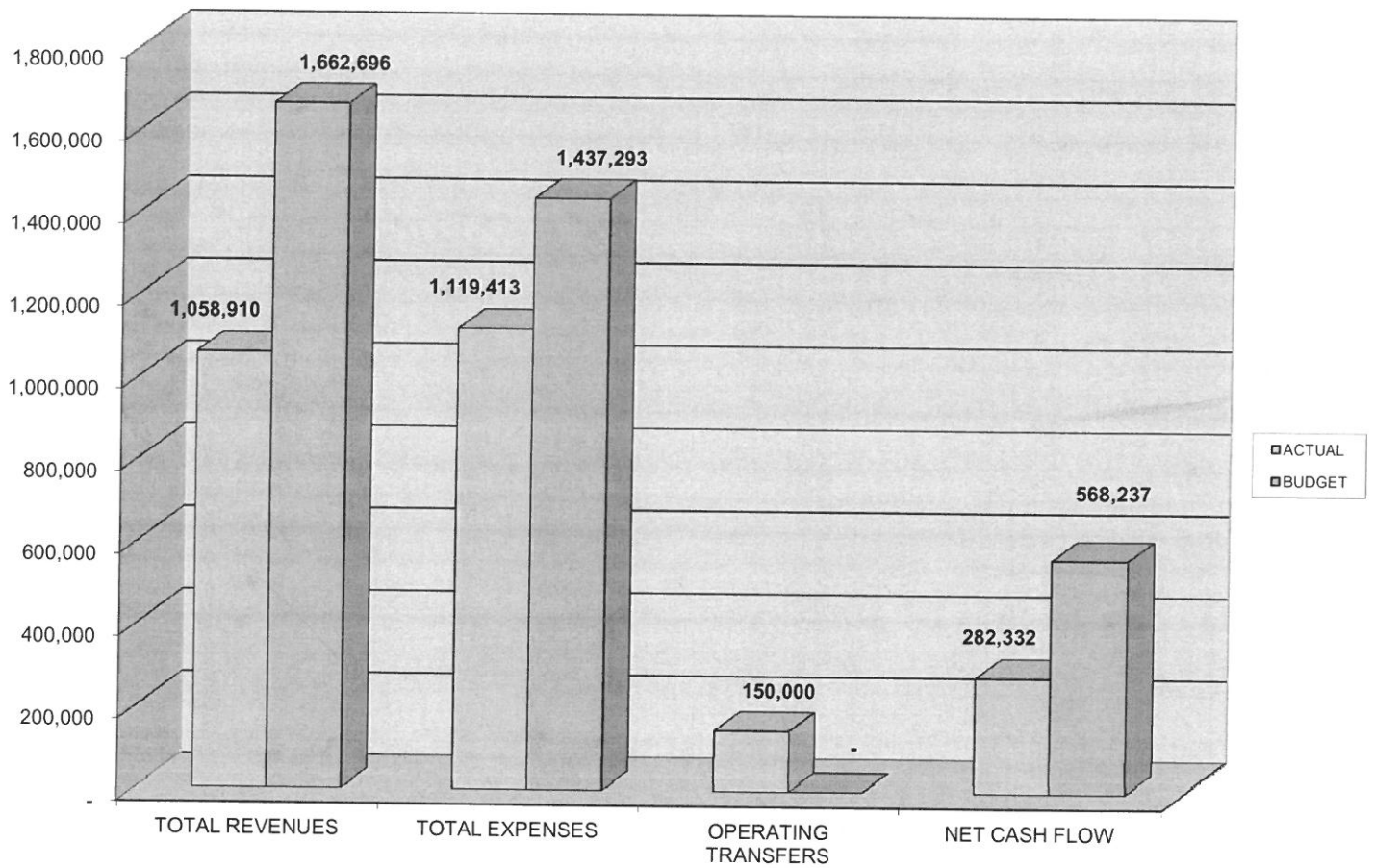
UNRESTRICTED NET ASSETS	-
YEAR TO DATE EARNINGS	-
TOTAL	<u>-</u>

CAPITAL FUND 2015

UNRESTRICTED NET ASSETS	-
YEAR TO DATE EARNINGS	-
TOTAL	<u>-</u>

TOTAL RESERVE BALANCES **1,812,802**

APHA CONSOLIDATED



APHA CONSOLIDATED- STATEMENT OF NET POSITION

ASSETS

Current Assets:	
Cash	
111	Unrestricted
115	Cash - Restricted for Payment of Current Liabilities
112	Cash - Restricted Mod and Development
113	Cash - Other restricted
114	Cash - Tenant Security Deposits
100	Total Cash
Receivables	
121	Accounts Receivable - PHA Projects
122	Accounts Receivable - HUD Other Projects
124	Accounts Receivable - Other Government
125	Accounts Receivable - Miscellaneous
126	Accounts Receivable - Tenants Dwelling Rents
126.1	Allowance for Doubtful Accounts - Dwelling Rents
126.2	Allowance for Doubtful Accounts - Other
127	Notes and Mortgages Receivable - Current
128	Fraud Recovery
128.1	Allowance for Doubtful Accounts - Fraud
129	Accrued Interest Receivable
120	Total Receivables - Net of Allowances for doubtful accts
131	Investments - Unrestricted
135	Investments - Restricted for Payments of Current Liabilities
132	Investments - Restricted
142	Prepaid Expenses and Other Assets
143	Inventories
143.1	Allowance for Obsolete Inventory
144	Interprogram Due From
145	Assets Held for Sale
146	Amounts To Be Provided
	Total Other Current Assets
150	Total Current Assets
Non-current Assets:	
Fixed Assets	
161	Land
168	Infrastructure
162	Buildings
163	Furniture, Equipment & Machinery- Dwellings
164	Furniture, Equipment & Machinery - Administration
165	Leasehold Improvements
166	Accumulated Depreciation
167	Construction in Progress
160	Total Fixed Assets - Net of Accumulated Depreciation
171	Notes, Loans, Mortgages Receivable - Non Current
172	Notes, Loans, Mortgages Receivable - Non Current - Past Due
173	Grants Receivable - Non Current
174	Other Assets
176	Investments in Joint Ventures
	Total Non-Current Assets
	Total Assets
200	Deferred Outflows of Resources - Pension Plan
	Total Assets & Deferred Outflows of Resources

LIABILITIES

Current Liabilities:	
311	Bank Overdraft
312	Accounts Payable ≤ 90 Days
313	Accounts payable >90 Days Past Due
321	Accrued Wage/Payroll Taxes Payable
322	Accrued Compensated Absences - Current Portion
324	Accrued Contingency Liability
325	Accrued Interest Payable
331	Accounts Payable - HUD PHA Programs
332	Accounts Payable - PHA Projects
333	Accounts Payable - Other Government
341	Tenant Security Deposits
342	Unearned Revenue
343	Current Portion of Long-term Debt - Capital Projects
344	Current Portion of Long-term Debt - Operating Borrowings
348	Loan Liability - Current
345	Other Current Liabilities
346	Accrued Liabilities - Other
347	Interprogram Due To
310	Total Current Liabilities
Non-current Liabilities:	
351	Long-term Debt, Net of Current - Capital Projects
352	Net Pension Liability & OPEB
354	Accrued Compensated Absences - Non Current
355	Loan Liability - Non Current
353	Noncurrent Liabilities - Other
350	Total Noncurrent Liabilities
300	Total Liabilities
DEFERRED INFLOWS OF RESOURCES	
400	Deferred Inflows of Resources - Pension Related Items
EQUITY:	
501	Investment in General Fixed Assets
Contributed Capital	
502	Project Notes (HUD)
503	Long-term Debt - HUD Guaranteed
504	Net HUD PHA Contributions
505	Other HUD Contributions
507	Other Contributions
508	Total Contributed Capital
508.1	Net Investment in Capital Assets
Reserved Fund Balance:	
509	Fund Balance Reserved for Encumbrances/
	Designated Fund Balance
510	Fund Balance Reserved for Capital Activities
511	Total Reserved Fund Balance
511.1	Restricted Net Position
512	Undesignated Fund Balance/Retained Earnings
512.1	Unrestricted Net Position
513	Total Equity
600	Total Liabilities and Equity

APHA CONSOLIDATED

LINE	ACCT		CURRENT	CURRENT		% OF	YEAR	YEAR		% OF		BUDGET
ITEM	#	DESCRIPTION	MONTH	MONTH		MTD	TO DATE	TO DATE		YTD	ANNUAL	BALANCE
REVENUE			ACTUAL	BUDGET	DIFF	BUDGET	ACTUAL	BUDGET	DIFF	BUDGET	BUDGET	REMAINING
OPERATING INCOME												
703	3110	GROSS POTENTIAL RENT	64,268	70,210	(5,942)	92%	530,382	561,676	(31,294)	94%	842,514	312,132
		NET TENANT REVENUE	64,268	70,210	(5,942)	92%	530,382	561,676	(31,294)	94%	842,514	312,132
3401		TENANT REVENUE - OTHER	1,826	2,330	(504)	78%	15,694	18,640	(2,946)	84%	27,960	12,266
3404		TENANT REVENUE - EXCESS UTILITY	-	-	-	-	-	-	-	-	-	-
3430		TENANT REVENUE - MAINTENANCE	-	-	-	-	-	-	-	-	-	-
3450		TENANT REVENUE - LATE CHARGES	-	-	-	-	-	-	-	-	-	-
3431		NET OPERATING REVENUE	66,093	72,540	(6,446)	91%	546,076	580,316	(34,240)	94%	870,474	324,398
706		HUD PHA OPERATING GRANT CFP	35,682	80,414	(44,732)	44%	280,097	643,310	(363,213)	44%	964,965	684,868
708		OTHER GOVERNMENT GRANTS	-	28,858	(28,858)	0%	-	230,865	(230,865)	0%	346,298	346,298
711		INVESTMENT INCOME - UNRESTRICTED	47	213	(166)	22%	1,157	1,700	(543)	68%	2,550	1,393
		MANAGEMENT FEE INCOME	2,265	5,386	(3,122)	42%	37,872	43,091	(5,219)	88%	64,637	26,765
		BOOKKEEPING FEE INCOME	-	-	-	-	-	-	-	-	-	-
		ASSET MANAGEMENT FEE INCOME	-	-	-	-	-	-	-	-	-	-
714		FRAUD RECOVERY	-	-	-	-	-	-	-	-	-	-
715		OTHER REVENUE	75,300	20,380	54,921	369%	193,500	163,037	30,463	119%	244,555	51,055
720		INVESTMENT INCOME - RESTRICTED	16	47	(31)	34%	209	377	(168)	55%	565	308
700		TOTAL REVENUES	179,403	207,837	(28,434)	86%	1,058,910	1,662,696	(603,786)	64%	2,494,044	1,435,085
OPERATING EXPENDITURES												
ADMINISTRATIVE												
911	4110	ADMINISTRATIVE SALARIES	28,041	22,485	5,556	125%	175,457	179,879	(4,421)	98%	269,818	94,361
912	4182	EBC - ADMIN	7,571	8,347	(776)	91%	66,708	66,778	(70)	100%	100,167	33,459
	4171	AUDITING FEES	-	2,683	(2,683)	0%	-	21,467	(21,467)	0%	32,200	32,200
		MANAGEMENT FEES	3,500	6,027	(2,527)	58%	53,061	48,214	4,847	110%	72,321	19,260
		BOOKKEEPING FEES	-	-	-	-	-	-	-	-	-	-
		ADVERTISING & MARKETING	-	-	-	-	542	-	542	-	-	(542)
		OFFICE EXPENSE	-	-	-	-	-	-	-	-	-	-
		LEGAL EXPENSE	-	-	-	-	-	-	-	-	-	-
		TRAVEL	-	-	-	-	-	-	-	-	-	-
916	4190	OTHER	6,123	11,425	(5,302)	54%	55,069	91,400	(36,331)	60%	137,100	82,031
		TOTAL ADMINISTRATIVE	45,235	50,967	(5,732)	89%	350,838	407,737	(56,899)	86%	611,606	260,768
TENANT SERVICES												
921	4210	SALARIES	-	-	-	-	-	-	-	-	-	-
923	4222	EBC - TNT SVCS	-	-	-	-	-	-	-	-	-	-
924	4230	OTHER	-	233	(233)	0%	-	1,860	(1,860)	0%	2,790	2,790
		TOTAL TENANT SERVICES	-	233	(233)	0%	-	1,860	(1,860)	0%	2,790	2,790
UTILITIES												
931	4310	WATER	1,279	1,554	(275)	82%	8,366	12,430	(4,064)	67%	18,645	10,279
932	4320	ELECTRICITY	5,447	3,627	1,819	150%	28,543	29,019	(476)	98%	43,529	14,986
933	4330	NATURAL GAS	78	94	(16)	83%	643	753	(111)	85%	1,130	487
938	4390	SEWER AND OTHER	1,711	2,096	(385)	82%	12,289	16,770	(4,481)	73%	25,155	12,866
		TOTAL UTILITIES	8,515	7,372	1,143	116%	49,841	58,973	(9,132)	85%	88,459	38,619

APHA CONSOLIDATED

LINE	ACCT		CURRENT	CURRENT		% OF	YEAR	YEAR		% OF	ANNUAL	BUDGET
ITEM	#	DESCRIPTION	MONTH	MONTH	DIFF	MTD	TO DATE	TO DATE	DIFF	YTD	BUDGET	BALANCE
			ACTUAL	BUDGET		BUDGET	ACTUAL	BUDGET		BUDGET		REMAINING
ORDINARY MAINT & OPERATIONS												
941	4410	LABOR	18,010	13,614	4,397	132%	98,571	108,909	(10,338)	91%	163,363	64,792
945	4433	EMPLOYEE BENEFITS - MAINTENANCE	5,295	6,047	(752)	88%	37,041	48,377	(11,335)	77%	72,565	35,524
943	4420	MATERIALS	2,482	4,291	(1,809)	58%	28,692	34,327	(5,635)	84%	56,490	27,798
CONTRACT COSTS												
943		GARBAGE & TRASH	1,600	1,177	424	136%	10,919	9,413	1,506	116%	14,120	3,201
		COOLING / AIR CONDITIONING	325	1,525	(1,200)	21%	5,902	12,200	(6,298)	48%	18,300	12,398
		ELEVATOR MAINTENANCE	-	-	-	-	-	-	-	-	-	-
		LANDSCAPE & GROUNDS	8,366	2,843	5,524	294%	57,983	22,740	35,243	255%	34,110	(23,873)
		UNIT TURNAROUNDS	-	-	-	-	-	-	-	-	-	-
		ELECTRICAL	-	-	-	-	-	-	-	-	-	-
		PLUMBING	-	389	(389)	0%	3,105	3,110	(5)	100%	4,665	1,560
		EXTERMINATION	930	911	19	102%	7,440	7,287	153	102%	10,930	3,490
		JANITORIAL	-	-	-	-	-	-	-	-	-	-
		ROUTINE MAINTENANCE	3,211	10,890	(7,679)	29%	3,646	87,123	(83,477)	4%	130,685	127,039
943	4430	OTHER MISCELLANEOUS CONTRACT COSTS	21,590	792	20,798	2727%	23,449	6,333	17,116	370%	9,500	(13,949)
TOTAL ORDINARY MAINT & OPER			61,810	42,477	19,333	146%	276,747	339,819	(63,071)	81%	514,728	237,981
PROTECTIVE SERVICES												
4480		PROTECTIVE SERVICES CONTRACT COSTS	-	-	-	-	-	-	-	-	-	-
		PROTECTIVE SERVICES OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL PROTECTIVE SERVICES			-	-	-	-	-	-	-	-	-	-
INSURANCE												
961	4510	PROPERTY	6,884	6,501	383	106%	56,829	52,007	4,822	109%	78,010	21,181
		GENERAL LIABILITY	855	497	358	172%	8,939	3,977	4,962	225%	5,965	(2,974)
		WORKERS COMPENSATION	1,123	1,160	(37)	97%	8,983	9,277	(295)	97%	13,916	4,933
		AUTO INSURANCE	-	-	-	-	-	-	-	-	-	-
		OTHER INSURANCE	1,605	596	1,009	269%	6,543	4,769	1,774	137%	7,154	611
969		TOTAL INSURANCE EXPENSES	10,467	8,754	1,713	120%	81,294	70,030	11,264	116%	105,045	23,751
GENERAL EXPENSES												
962	4590	OTHER GENERAL EXPENSES	397	1,475	(1,078)	27%	20,875	11,800	9,075	177%	17,700	(3,175)
		COMPENSATED ABSENCES	-	-	-	-	-	-	-	-	-	-
		PAYMENTS IN LIEU OF TAXES	-	1,483	(1,483)	0%	-	11,862	(11,862)	0%	17,793	17,793
		BAD DEBTS	2,940	2,287	653	129%	14,352	18,293	(3,941)	78%	27,440	13,088
		INTEREST EXPENSE	14,372	20,511	(6,139)	70%	139,146	164,085	(24,938)	85%	246,127	106,981
TOTAL GENERAL EXPENSES			17,709	25,755	(8,046)	69%	174,374	206,040	(31,666)	85%	309,060	134,686
969		TOTAL OPERATING EXPENDITURES	143,736	135,557	8,178	106%	933,093	1,084,459	(151,365)	86%	1,631,688	698,595
970		CASH FLOW FROM OPERATIONS	35,667	72,280	(36,613)	49%	125,817	578,237	(452,421)	22%	862,356	736,490
OTHER FINANCIAL ITEMS-SOURCES & (USES)												
		OPERATING TRANSFERS IN	(150,000)	-	(150,000)	-	(150,000)	-	(150,000)	-	-	150,000
		OPERATING TRANSFERS OUT	150,000	-	150,000	-	150,000	-	150,000	-	-	(150,000)
		DEBT SERVICE PAYMENT - INTEREST	-	-	-	-	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - PRINCIPAL	-	-	-	-	-	-	-	-	-	-
971	4610	EXTRAORDINARY MAINTENANCE	-	1,250	(1,250)	0%	-	10,000	(10,000)	0%	15,000	15,000
		CAPITAL EXPENDITURES	42,854	42,854	-	100%	342,835	342,835	-	100%	514,252	171,417
973	4715	HOUSING ASSISTANCE PAYMENTS	-	-	-	-	-	-	-	-	-	-
		OTHER ITEMS	(28,507)	-	(28,507)	-	(156,515)	-	(156,515)	-	-	156,515
TOTAL OTHER EXPENSES			14,347	44,104	(29,757)	33%	186,320	352,835	(166,515)	53%	529,252	342,932
900		TOTAL EXPENDITURES	158,083	179,662	(21,579)	88%	1,119,413	1,437,293	(317,880)	78%	2,160,940	1,041,527
DEPRECIATION ADD BACK			42,854	42,854	-	100%	342,835	342,835	-	100%	514,252	171,417
NET CASH FLOW			64,174	71,030	(6,856)	90%	282,332	568,237	(285,906)	50%	847,356	564,975

APHA CONSOLIDATED ACCOUNT DETAIL

LINE	ACCT		CURRENT	CURRENT		% OF	YEAR	YEAR		% OF	ANNUAL	BUDGET
ITEM	#	DESCRIPTION	MONTH	MONTH	DIFF	MTD	TO DATE	TO DATE	DIFF	YTD	BUDGET	BALANCE
INCOME			ACTUAL	BUDGET		BUDGET	ACTUAL	BUDGET		BUDGET	BUDGET	REMAINING
HUD PHA GRANTS												
3401.01		CAPITAL FUND REVENUE - SOFT COSTS	35,682	51,556	(15,874)	69%	280,097	412,445	(132,348)	68%	618,667	338,570
3401.1		CFP CAPITAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-
3410		SECTION 8 HAP INCOME	-	28,858	(28,858)	0%	-	230,865	(230,865)	0%	346,298	346,298
3410.1		ADMINISTRATIVE FEES EARNED	-	-	-	-	-	-	-	-	-	-
3410.2		PORT IN ADMINISTRATIVE FEES EARNED	-	-	-	-	-	-	-	-	-	-
TOTAL HUD PHA GRANTS			<u>35,682</u>	<u>80,414</u>	<u>(44,732)</u>	<u>44%</u>	<u>280,097</u>	<u>643,310</u>	<u>(363,213)</u>	<u>44%</u>	<u>964,965</u>	<u>684,868</u>
EXPENSES												
ADMINISTRATIVE OFFICE EXPENSES												
4130		LEGAL	568	721	(153)	79%	3,487	5,767	(2,279)	60%	8,650	5,163
4140		STAFF TRAINING	510	408	102	125%	1,782	3,267	(1,485)	55%	4,900	3,118
4150		TRAVEL	15	538	(523)	3%	2,780	4,300	(1,520)	65%	6,450	3,670
4170		ACCOUNTING	-	2,125	(2,125)	0%	13,929	17,000	(3,072)	82%	25,500	11,572
4190		SUNDRY	2,837	2,950	(113)	96%	15,351	23,600	(8,249)	65%	35,400	20,049
4190.2		TELEPHONE/COMMUNICATIONS	2,091	1,143	948	183%	10,061	9,147	914	110%	13,720	3,659
4190.3		POSTAGE	-	328	(328)	0%	2,325	2,623	(298)	89%	3,935	1,610
4190		OFFICE SUPPLIES	15	-	15	-	15	-	15	-	-	(15)
4190		CONTRACT COST-COPIER/SECURITY	115	50	65	229%	1,594	400	1,194	398%	600	(994)
4190		EVICTON COST	-	146	(146)	0%	1,080	1,167	(87)	93%	1,750	670
4190.9		CONTRACT COST - ADMIN	540	3,737	(3,197)	14%	6,152	29,897	(23,745)	21%	44,845	38,693
TOTAL ADMINISTRATIVE			<u>6,123</u>	<u>11,425</u>	<u>(5,302)</u>	<u>54%</u>	<u>55,069</u>	<u>91,400</u>	<u>(36,331)</u>	<u>60%</u>	<u>137,100</u>	<u>82,031</u>
TOTAL GENERAL EXPENSES												
4590		OTHER GENENERAL EXPENSE	-	1,073	(1,073)	0%	13,545	8,580	4,965	158%	12,870	(675)
4590		FSS CONTRIBUTIONS	397	403	(6)	99%	7,330	3,220	4,110	228%	4,830	(2,500)
4590.5		ASSET MANAGEMENT FEE	-	-	-	-	-	-	-	-	-	-
4590.6		OTHER FEES	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER GENERAL EXPENSES			<u>397</u>	<u>1,475</u>	<u>(1,078)</u>	<u>27%</u>	<u>20,875</u>	<u>11,800</u>	<u>9,075</u>	<u>177%</u>	<u>17,700</u>	<u>(3,175)</u>

COAN & LYONS

ATTORNEYS AT LAW

SUITE 600

1100 CONNECTICUT AVENUE, N.W.

WASHINGTON, DC 20036

TELEPHONE (202) 728-1070

FACSIMILE (202) 293-2448

CARL A. S. COAN, JR. (1934 – 2013)

OF COUNSEL

RAYMOND K. JAMES

CARL A. S. COAN, III
SHEILA C. SALMON

October 3, 2017

Dear Executive Director:

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Many housing authorities have joined the second lawsuit. However, many others, particularly the small agencies, have told us they want to join the lawsuit but they do not have any non-federal funds to pay the flat fee of \$1,000 for agencies with fewer than 250 public housing units, or \$3,000 for agencies with 250 or more public housing units. **As a result, almost \$100 million in potential money damages could go unclaimed.**

In order to address the problem that many housing authorities cannot raise non-federal funds, we are offering to waive our up-front, flat fee for 200 housing authorities. Pursuant to this offer, we will pay any required filing fees out of our funds and bear all litigation risks. Those housing authorities that become plaintiffs under this no-fee, no-risk initiative will in turn pay Coan &

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Sincerely,

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Carl A. S. Coan, III

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PHA No.: _____

Address of Housing Authority: _____

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COAN & LYONS

By: _____

By: _____

Date: _____

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APPROVED: HOUSING AUTHORITY

COAN & LYONS

By: _____

By: _____

Date: _____

Date: _____

Avon Park Housing Authority

Accounting Policies and Procedures Manual

Avon Park Housing Authority
Accounting Policies and Procedures Manual

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Introduction

This manual has been prepared to document the internal accounting procedures for the Avon Park Housing Authority. Its purpose is to ensure that assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship.

All personnel with a role in the management of Avon Park Housing Authority's fiscal operations are expected to uphold the policies in this manual. It is the intention of Avon Park Housing Authority that this accounting manual serve as our commitment to proper, accurate financial management and reporting.

Revised 3/1/2011

Division of Duties

The following is a list of personnel who have responsibilities within the accounting department:

Executive Director/Chief Executive Officer/Chief Executive Officer:

1. Reviews and approves all financial reports.
2. Reviews and approves annual budget.
3. Reviews the payroll summary for the correct payee, hours worked and check amount.
4. Reviews all vouchers and invoices for those checks which require his or her signature.
5. Reviews and approves all contracts for goods and services that will exceed \$5,000 over the year.
6. Authorizes all interfund transfers.
7. Reviews all bank reconciliations.
8. Approves all reimbursements.
9. Approves all vouchers, invoices and checks.
10. Acts as ~~second~~ signator on checks.
11. Reviews all vouchers and invoices for those checks which require his or her signature.
12. Develops first draft of department budgets.
13. Accountability to approved departmental budgets in purchasing decisions and in preparing check request vouchers with the proper account code.
14. Processes credit card payments for member dues and conference registration fees.

Comptroller:

1. Approves all vouchers, invoices and checks.
2. Receives unopened bank statements.
3. With the Fiscal Manager, and input from the ~~President~~ CEO and Program Directors, develops the annual budget.
4. Reviews and approves all financial reports.
5. Reviews and approves list of pending check disbursements.
6. ~~Reviews all vouchers and invoices for those checks which require his or her signature.~~
7. Reviews the payroll summary for the correct payee, hours worked and check amount.
8. Manages the assets accounts.
9. Processes all receipts and disbursements.
10. Processes the payroll, including payroll tax returns.
11. Submits requests for interfund transfers.
12. Maintains and reconciles the general ledger monthly.
13. Prepares all financial reports, including requests for reimbursements.
14. Manages the petty cash fund.
15. Reconciles the bank accounts.
16. Reconciles the statement of credit card deposits and service charges.

- | 17. Doublechecks all reimbursement requests against receipts provided.
- | 18. Processes bi-weekly check runs and prepares checks for signature.

Processing Clerk:

- 1. Receives and opens all incoming mail, *except* the bank statements.
- 2. Processes invoices.
- 3. Prepares cash receipts log and invoice log.
- 4. Mails all checks for payments.
- 5. Processes credit card payments for publications.

Designated Board Members (Currently the Chair and Vice Chair)

- 1. Check signing authority on all Avon Park Housing Authority accounts.
- 2. Authorizes expenditures in excess of \$5,000, except preapproved capital expenditures
| which might exceed \$5,000 and preapproved monthly debt service payments.

Cash Receipts Accounts Receivable Procedures

The Processing Clerk receives all incoming mail. All checks received by the Receptionist or Processing Clerk should be recorded on a cash receipts log which states the department to which the income is attributed, and stamped Afor deposit only@.

Next, the Processing Clerk prepares a deposit slip and deposits the funds into the proper account. The validated deposit slip should be attached to the Comptroller's cash receipts log and filed. All check copies should be filed according to month received in the bank reconciliation file.

A deposit not forwarded or mailed to the bank should be locked in the accounting department's lock box. No deposit should be locked in the file cabinet for more than 72 hours. If the funds are mailed to the bank, the Comptroller should indicate the date mailed and received on the cash receipts log. The Comptroller should make a copy of each check mailed and file them in the bank reconciliation file.

No single account should contain more than \$100,000 - or the amount over which the FDIC will not insure.

No cash payments are accepted by APHA.

Funds Received by Wire Transfer:

The ~~Executive Director~~Chief Executive Officer will request a wire transfer of funds. This request will be prepared by the Comptroller and should be signed by the ~~Executive Director~~Chief Executive Officer.

Where appropriate - as in reimbursement of federal funds - the Comptroller should forward a project financial statement to the ~~Executive Director~~Chief Executive Officer who prepares a request for reimbursement or advance and files or mails the necessary documents, providing a copy to the Comptroller.

Next, the Comptroller will monitor the transfer of funds and maintain the appropriate records of this transaction.

As soon as the funds are credited to the Avon Park Housing Authority savings account, the bank should send a credit memo to the Comptroller. The Comptroller should reconcile these credit memos to the total cash received at the end of the month.

In the absence of the ~~Executive Director~~Chief Executive Officer, the ~~President~~Comptroller or, in dire emergencies, the ~~Treasurer~~a member of the Board of Directors who has check signing authority, should authorize wire transfers.

Inter-Fund Transfers:

The Avon Park Housing Authority operating checking account should not exceed \$10,000 at any time. All funds received should be deposited into the savings account. It will be necessary to transfer funds from the savings account into the checking account. In order to transfer funds from the savings into the checking account, the following procedures should be followed:

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The Comptroller should monitor the balance in the checking account, and determine if there are adequate funds to pay the daily expenses. The Comptroller should prepare a transfer memo for signature by the ~~Executive Director~~ Chief Executive Officer to transfer the necessary amounts from the savings account to the checking account, as long as the remaining balance does not exceed \$10,000. These transfers will occur concurrently with the associated disbursements.

Funds received from Credit Card Charges:

The *Office Assistant* and the *Program Assistant, Membership* are responsible for processing the receipt of funds through the credit card authorizer directly into the savings account. Transactions should be processed on a weekly basis, with a list of the credits and date processed delivered to the fiscal manager in order to doublecheck against the bank statement. The statement of deposits and service charges will be reconciled by the *Fiscal Manager*.

Cash Disbursements Accounts Payable Procedures

1. Incoming invoices will be logged in by the Office Assistant (naming the staff person responsible for ordering the product or service) and delivered to the responsible staff person. for his/her approval and to prepare a check request voucher prior to disbursement dates.
2. The staff person responsible for ordering the product or service will check the validity of the invoice against proposals/bids, etc. and work accomplished/delivered and prepare a check request voucher prior to disbursement dates.
3. ~~Twice monthly on the 1st and 16th days (or the next business day if the date falls on a weekend or holiday), cash disbursements~~ Every other Monday payables should be prepared by the Fiscal Manager for signature by authorized Avon Park Housing Authority officials for expenses, debts and liabilities of Avon Park Housing Authority.
4. The Comptroller is responsible for the preparation of disbursements. All disbursements are to be made by check unless the item is considered a petty cash item.
5. A check request voucher should then be completed by the purchasing staff person and attached to the original vendor invoice, and/or any other supporting documentation. The voucher should include the account codes to which the expense will be applied. Approval for an expense by the ~~Executive Director~~ Chief Executive Officer must be indicated on the check request voucher.
6. After inputting all the check requests, the Comptroller will prepare a master list of all checks to be paid for approval by the ~~Executive Director~~ Chief Executive Officer. If there are any questions or concerns about the amounts, the Comptroller should provide necessary information prior to running any disbursements. If there are any items removed from the batch, the totals on the payment summary form should be corrected, initialed and dated by the ~~Executive Director~~ Chief Executive Officer.
7. The Comptroller should then run an aging accounts payable, which is generated by the accounting software. A total of the disbursements to be paid will be recorded on the form and sent to the ~~Executive Director~~ Chief Executive Officer for approval, along with the current balance in any and all cash accounts.
8. Once the amount to be disbursed has been received, the Comptroller should print the checks from the computer system. The checks should be attached to the invoice, and other supporting documentation, being paid and submitted for signatures. A check register should be run and filed together with the disbursement transmittal form.
9. ~~While the signs each check, he/she should double check the check request voucher. This approval is to ensure the account and grant/project is charged to the correct expense and line item. Any checks made to pay invoices in excess of \$10,000 must be signed by the Executive Director and authorized for payment in writing by one of~~

~~the Board of Directors authorized for signature. Once checks are prepared they are to be submitted, with all the necessary back up and invoices and the check register, to the Chief Executive Officer for final approval and signature.~~

10. ~~After the checks have been signed, the second signatory will double check the work, cancel the invoice by stamping APAID@ on it in red ink, and pass the checks on to the Processing Clerk for mailing. In the event that the Processing Clerk is out, the administrative assistant will assume these duties.~~
11. All checks will be mailed as soon as this process is completed unless other arrangements have been made for the delivery or pick up of the check with the vendor.
12. Supporting documentation should be filed by the Comptroller in appropriate vendor files.
13. The Comptroller will utilize the paid invoice files to respond to any discrepancies which arise with vendors or other payees.
14. Once monthly, the Comptroller will check the invoice log to determine if there are any outstanding invoices which have not yet been paid. If so, the Comptroller will investigate the nonpayment of these invoices with the responsible staff member.

Reconciliations

Cash Flow:

Avon Park Housing Authority is to maintain a minimum of ten percent (10%) of the operating budget between its operating and savings bank accounts at all times. In the event that balances fall below that amount the President and Treasurer should be notified immediately.

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Bank Reconciliations:

1. Bank statements are to be received unopened by the ~~Executive Director~~Chief Executive Officer. The receiving party should review the contents for inconsistent check numbers, signatures, cash balances and payees and endorsements at a minimum. After this cursory review is conducted, the official should initial and date the bottom, right hand corner of the first page of each bank statement reviewed. The reviewed bank statement should then be forwarded to the Comptroller (an individual without check signing rights) to reconcile the bank accounts using the approved reconciliation form.
2. The person charged with this responsibility should reconcile each account promptly upon receipt of the bank statements. All accounts will be reconciled no later than 7 days after receipt of the monthly bank statements. In the event it is not possible to reconcile the bank statements in this period of time, the ~~Executive Director~~Chief Executive Officer should be notified by a written memo from the Comptroller.
3. When reconciling the bank accounts, the following items should be included in the procedures:
 - a. A comparison of dates and amounts of daily deposits as shown on the bank statements with the cash receipts journal.
 - b. A comparison of inter-organization bank transfers to be certain that both sides of the transactions have been recorded on the books.
 - c. An investigation of items rejected by the bank, i.e., returned checks or deposits.
 - d. A comparison of wire transfers dates received with dates sent.
 - e. A comparison of canceled checks with the disbursement journal as to check number, payee and amount.
 - f. An accounting for the sequence of checks both from month to month and within a month.
 - g. An examination of canceled checks for authorized signatures, irregular endorsements, and alterations.
 - h. A review and proper mutilation of void check.

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- i. Investigate and write off checks which have been outstanding for more than six months.
4. Completed bank reconciliations should be reviewed by the ~~Executive Director~~Chief Executive Officer and initialed and dated by the reviewer.
5. The Comptroller upon receipt of the completed bank reconciliations, prepares any general ledger adjustments.
6. Copies of the completed bank reconciliations will be forwarded to the Treasurer for his/her review.

Reconciliations of Other General Ledger Accounts:

1. Each month the Comptroller and ~~Executive Director~~Chief Executive Officer should review the ending balance shown on balance sheet accounts such as the cash accounts, accounts receivable, accounts payable and deferred revenue. The Comptroller and ~~Executive Director~~Chief Executive Officer should review the bank reconciliations, schedules of accounts receivable and deferred revenue and the aging of accounts payable to support the balances shown on the balance sheet.
2. Assets - These accounts will include cash, petty cash, prepaids, property, equipment and fixtures, security deposits, and intangible assets.
 - a. Cash - The balances in cash accounts should agree with the balances shown on the bank reconciliations for each month.
 - b. Petty Cash - The balance in this account should always equal the maximum amount of all petty cash funds. The current amount equals \$100.00.
 - c. Prepaids - The amounts in these accounts should equal advance payments paid to vendors at the end of the accounting period.
 - d. Property, Equipment & Fixtures - The amounts in this account should equal the totals generated from the audited depreciation schedules. When additional purchases are made during the year, the balances in the accounts may be updated accordingly.
 - e. Security Deposits - The balance in this account should equal amounts paid in escrow to landlords and lessors and should not change frequently, but should be updated as applicable.
3. Liabilities - These accounts are described as accounts payable, payroll tax liabilities, loans and mortgages payable, and amounts due to others.
 - a. Accounts Payable - The balance in this account should equal amounts owed to vendors at the end of the accounting period and the aging report.
 - b. Payroll Tax Liabilities - The amounts in these accounts should equal amounts withheld from employee paychecks as well as the employers portion of the expense for the period, that has not been remitted to the government authorities.

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- c. Due to Others - If there are any amounts owed to others at the end of the period they should be recorded and the correct balance maintained in the general ledger accounts.
- 4. Income/Expenses - These accounts are described as income from membership, contributions, publications, and other expense line items such as salaries, consulting fees, etc.
 - a. Income - The amounts charged to the various cash accounts should be reconciled with funding requests, funders reports, draw down schedules, etc.
 - b. Gross Salary Accounts - The balances in the gross salary accounts should be added together and reconciled with the amounts reported on quarterly payroll returns.
 - c. Consulting - The amounts charged should be reconciled to the contracts.

Petty Cash Fund

1. The petty cash fund should never exceed \$100.00.
2. The Comptroller is the custodian of the petty cash fund.
3. A single disbursement from petty cash shall never exceed \$15.00.
4. The petty cash fund shall be operated on an impress basis. This means that when it is time to replenish the petty cash fund, the Comptroller shall total out the expenses made and identify those expenses by general ledger account number. When the check request is submitted for payment it should indicate the total amount needed to bring the fund back up to \$100.00. Also, the check request should breakdown the various expense accounts being charged and the amount charged to each.
5. When a request for petty cash reimbursement is made to the Comptroller, the item will be listed on the Petty Cash Fund Reconciliation Sheet. A description of the item charged should be recorded together with the amount. A vendor receipt must be received by the Comptroller for the amount of the request in order for the request to be approved.
6. The recipient of the petty cash funds must sign the sheet to indicate receipt of the funds. The paid receipt should be attached to the sheet. All paid information should remain in the locked petty cash box until it is time to replenish the fund. At that time, the Petty Cash Fund Reconciliation Sheet and associated receipts are attached to the check request voucher.
7. The petty cash box is to be locked at all times when the Comptroller is not disbursing or replenishing the fund. The locked petty cash box is to be kept in the locked file cabinets within the finance office.
8. At least once annually, the ~~Executive Director~~ Chief Executive Officer should conduct a ~~Asurprise@~~ review of the fund. When this is done, he/she should count, while the Comptroller is in attendance, the total monies on hand and the total amount of receipts in the petty cash box. The two amounts should equal exactly \$100.00. Any discrepancies should be discussed and resolved immediately.
9. It is a policy of Avon Park Housing Authority not to cash checks of any kind through the petty cash fund.
10. The Avon Park Housing Authority postage meter is not to be used for personal mailings under any circumstances. Staff may use the UPS service provided they indicate that the mailing is personal and reimburse Avon Park Housing Authority at the time the appropriate invoice is paid.

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Purchases

To Prompt a Purchase:

1. When the normal cash disbursement procedure of invoice, etc., is not appropriate, (i.e., postage, petty cash, etc.) a check request should be completed and forwarded with any order form or other documentation to the ~~Executive Director~~ Chief Executive Officer for approval. If the check is made out to either the ~~Executive Director~~ Chief Executive Officer, that individual cannot approve the check request voucher.
2. Approved check requests should be sent to the Comptroller for payment.
3. In the absence of backup materials, receipts for the purchase must be provided to the Comptroller for attachment to the check request within two weeks from the check date.

Credit Card Purchases:

1. Only the ~~Executive Director~~ Chief Executive Officer carries corporate credit cards in his or her name. The purchase of airline tickets and other authorized business expenditures may be made by other employees or board members using the corporate credit card. In every case of credit card usage, the individual charging an Avon Park Housing Authority account will be held personally responsible in the event that the charge is deemed personal or unauthorized.
2. Authorized uses of the credit card include:
 - a. Airline or rail tickets (at coach class or lower rates) for properly authorized business trips. Avon Park Housing Authority's designated travel agency will require that employees supply the travel agency with an account code in order to charge to the Avon Park Housing Authority American Express. The account code will help reconcile the costs of travel with the proper Avon Park Housing Authority program to be charged. The travel agency will provide Avon Park Housing Authority a monthly report of all travel charged to the American Express.
 - b. Lodging and meal charges that do not exceed the authorized reimbursement rate for persons traveling on official Avon Park Housing Authority business
 - c. Car rental charges (for mid-size or smaller vehicles) for properly authorized business trips
 - d. Properly authorized expenditures for which a credit card is the only allowed method of payment (such as monthly internet access)
 - e. Business telephone calls

- f. Properly authorized entertainment at a rate which is consistent with the employee's level of responsibility within, or on behalf of, Avon Park Housing Authority and within the limits of the approved budget.
- 3. Receipts should be compiled and submitted with an expense report on a weekly basis.
- 4. Unauthorized use of the credit card includes:
 - a. Personal or non-business expenditures of any kind.
 - b. Expenditures which have not been properly authorized.
 - c. Meals, entertainment, gifts or other expenditures which are prohibited by:
 - 1. Avon Park Housing Authority budget and/or policies
 - 2. Federal, state, or local laws or regulations
 - 3. Grant conditions or policies of the entities from which Avon Park Housing Authority receives funds.

Proper Documentation for all Purchases, including Avon Park Housing Authority Credit Card Purchases:

Every instance of credit card or other purchase use must be documented with travel authorizations, receipts, individuals paid for, nature of business, etc. before the expense will be considered authorized and will be approved for reimbursement. See details below.

- A. Lodging - Provide an itemized receipt from the hotel detailing every charge and the name of the person(s) for whom lodging was provided.
- B. Meals/Entertainment - Provide a receipt showing separately the cost for food/beverage and gratuities, and including the names of every person for whom food or beverage was provided and the specific business purpose which was furthered by the expenditure. For example, A Luncheon Meeting with Nancy Neville, president of the Des Moines Economic Development Corporation, and Reginald Burke, ~~executive director~~ Chief Executive Officer of the Iowa Housing Partnership, to finalize the speakers and program for the November 10-12, 1996 Avon Park Housing Authority annual conference in Des Moines.@
- C. Other Expenditures - A receipt from the vendor detailing every individual good or service purchased (including class of service for commercial transportation) accompanied by an explanation of the specific business purpose which was furthered by each expenditure. For example, A Round trip coach flight Washington to Des Moines for Conference Director Susie Reed to review hotel proposals and facilities for the 1996 Avon Park Housing Authority annual conference.@

The Comptroller will doublecheck all reimbursement requests against receipts provided and run a calculator tape which will be attached to the reimbursement form.

Capital Expenditures:

For all major expenditures such as computers, furniture, audit services, printing services, etc., three bids must be obtained before a purchasing decision is made. If the annual amount will exceed \$2,000, a bidding process and review will be conducted. All bids, including phone quotes, must be recorded and kept on file.

Consultants:

Contracts with consultants will include rate and schedule of pay, deliverables, time frame, and other information such as workplan, etc. Justification for payment should be submitted to file. For example, if Avon Park Housing Authority hired a writer to create a publication, a copy of the final version should be included in the file.

Contracts:

Contracts for purchasing products or services, similar to a purchase order, should be created and maintained for the file whenever appropriate. All contracts to exceed \$10,000 over the course of the year should be approved by the ~~Executive Director~~ Chief Executive Officer.

Fixed Asset Management

1. A permanent property log or database is to be maintained by the Comptroller for all fixed assets purchased by Avon Park Housing Authority.
2. The log should contain the following information:
 - a. date of purchase
 - b. description of item purchased
 - c. received by donation or purchased
 - d. cost or fair market value on the date receipt
 - e. donor or funding source, if applicable
 - f. funding source restrictions on use or disposition
 - g. identification/serial number (if appropriate)
 - h. depreciation period
 - i. vendor name and address
 - j. warranty period
 - k. inventory tag number (all fixed assets should be tagged with a unique identifying number)
 - l. number of the Avon Park Housing Authority check used to pay for the equipment
3. At least annually, a physical inspection and inventory should be taken of all Avon Park Housing Authority fixed assets and reconciled to the general ledger balances. Adjustments for dispositions should be made.
4. The Comptroller should be informed, in writing, via an interoffice memorandum of any material changes in the status of property and equipment. This should include changes in location, sale of, scrapping of and/or obsolescence of items and any purchase or sale of real estate.
5. All capital items which have a cost greater than \$250.00 will be capitalized and depreciated.

Payroll

Personnel:

1. The Comptroller is charged with the responsibility of maintaining personnel files on staff persons.
2. Each personnel file should contain the following information, at a minimum.
 - a. Employment application or resume
 - b. A record of background investigation
 - c. date of employment
 - d. position, pay rates and changes therein
 - e. authorization of payroll deductions
 - f. earnings records for non-active employees
 - g. W-4 Form, withholding authorization
 - h. I-9 Immigration Form
 - I. termination data, when applicable
3. All personnel records are to be kept locked in a locking file cabinet in the ~~Executive Director~~Chief Executive Officer's office. Access to these files other than by the Comptroller, ~~Executive Director~~Chief Executive Officer, or the auditor should be requested in writing to the ~~Executive Director~~Chief Executive Officer.

Payroll Preparation and Timekeeping:

1. Timesheets are to be prepared by all staff persons and submitted semi-monthly on the 15th and last day of each month. Time should be input on a daily basis and, if in writing, completed in ink. Correction fluid should never be used in preparing timesheets. If an error needs to be corrected, a line should be drawn through the item and the corrected information recorded, and initialed by the person who made the correction.
2. Timesheets are to include specific time spent on each grant/project.
3. Timesheets are to be signed by the staff person and his/her supervisor.
4. All approved timesheets should be submitted to the Comptroller, who will verify the hours worked against his/her record.
5. The Comptroller should then process the time and report the information to the payroll service bureau. The information reported should include:
 - a. hours worked, by cost center

- b. changes in pay rates or employment status
 - c. vacation, sick or personal hours used and earned
- | 6. The ~~Executive Director~~Chief Executive Officer should review the payroll summary page of the payroll service report for inappropriate payees or unusual hours.
7. Paychecks should be distributed by the Comptroller on the designated day and hour, one week after the end of the pay period according to a prearranged schedule distributed by the Comptroller. In the event that a paycheck is picked up by a designated person other than the staff person, a memo should be received in writing from the staff person and proper identification should be requested from the party picking up the pay check.
8. As an employee benefit, Avon Park Housing Authority offers direct deposit through the employee=s own financial institution. Through direct deposit, payroll is deposited as cash into the employee=s account on payday.

Financial Reporting

Monthly Reports:

The Comptroller should prepare a set of monthly financial reports for distribution to the ~~Executive Director~~ Chief Executive Officer and the Board Members. The reports should include: a balance sheet and a statement of income and expenses for each department (operating, project); a consolidated balance sheet and consolidated income and expense report which show all departments combined; a budget-to-actual report for all accounts included in the annual operating budget; a list of deferred and receivable funds, and a cash flow projection. In addition, the monthly reports for the quarterly periods (December, March, June, September) will be submitted to the full board for their review and acceptance at the following board meeting.

The monthly statements should be reviewed by the ~~Executive Director~~ Chief Executive Officer prior to distribution to the Board Members for initial comments. After the ~~Executive Director~~ Chief Executive Officer's approval, the statements will be mailed to the Budget and Finance Committee every month and to the full board as stated above. The monthly statements will be finalized by the conclusion of the month following the statement period.

Year-End Report/Audit:

At fiscal year-end, and in time for the winter retreat of the Board of Directors, a year end Audit report should be prepared summarizing the total income and expense activity for the year. A balance sheet should be prepared as of September 30 and should be attached to the income and expense report. This report will be initially reviewed by the ~~Executive Director~~ Chief Executive Officer, prior to distribution at the annual meeting.

Bids for an independent auditor to conduct this review will be accepted between September 1 and October 15. In accordance with Avon Park Housing Authority policy, at least three proposals will be considered. The auditing process will begin on or about November 1.

Grant Compliance

1. When a new grant is received or renewed, a copy of the executed grant must be forwarded to the ~~Executive Director~~ Chief Executive Officer.
2. The ~~Executive Director~~ Chief Executive Officer should set up a permanent file for the grant and maintain the contract along with any other financial correspondence regarding the grant.
3. It is the responsibility of the ~~Executive Director~~ Chief Executive Officer to review the grant contract and extract any fiscal items which must be complied with by Avon Park Housing Authority. Typically, for government grants, reference will be made to various publications put out by the Office of Management and Budget (OMB) and the Comptroller General's Office to which Avon Park Housing Authority is responsible for adhering.

Currently, the publications include:

OMB Circular A-110	AGrants and Agreements with Institutions of Higher Learning, Hospitals and Other Non-Profit Organizations@
OMB Circular A-122	ACost Principles for Non-Profit Organizations@
OMB Circular A-133	AAudits of Institutions of Higher Learning & Other Non-Profit Organizations@

Governmental Generally Accepted Accounting Principles:

4. It is a policy of Avon Park Housing Authority to adhere to any restrictions imposed by its funders, both governmental and private. Therefore, Avon Park Housing Authority employees are expected to bring to the attention of management, any instances of non-compliance.
5. When Avon Park Housing Authority is expending federal funds, prior written approval from the funder agency is required for the purchase of:
 - a. Capital expenditures for land or buildings
 - b. Insurance and indemnification expenses
 - c. Preaward costs
 - d. Public information service costs
 - e. Publication and printing costs
 - f. Rearrangement and alteration costs
6. Avon Park Housing Authority will never request federal funds to pay for the following costs:

- a. Bad debt expense
 - b. Contingencies
 - c. Contributions or donations to others
 - d. Entertainment expenses
 - e. Fines and penalties
 - f. Interest, fundraising and other financial costs
7. Federal funds received in advance will be deposited into a separate federally insured bank account. Any interest earned from those monies will be submitted to the funder agency. [It is Avon Park Housing Authority's current policy to receive federal funds only on a reimbursement basis.]

Fiscal Policy Statements

1. All cash accounts owned by Avon Park Housing Authority will be held in financial institutions which are federally insured and have received a favorable CRA (Community Reinvestment Act) rating.
2. All capital expenditures which exceed \$250.00 will be capitalized on the books and records of Avon Park Housing Authority.
3. Employee paychecks and/or personal checks will not be cashed through the petty cash fund of Avon Park Housing Authority.
4. No salary advances will be made under any circumstances.
5. No travel cash advances will be made except under special conditions and preapproved by the Treasurer of the Board of Directors. Reimbursements will be paid upon full expense reporting using the official Avon Park Housing Authority form within the normal disbursement schedule.
6. Any item whose value exceeds \$50.00, received via donation, will be recorded in the books and records of Avon Park Housing Authority.
7. Fiscal Management personnel are required to take annual vacation which will not interfere with fiscal procedures. Variances to this policy shall be made in special circumstances, with written permission from the President.
8. All volunteer time which exceeds \$50.00 shall be recorded in the books and records of Avon Park Housing Authority.
9. It is the policy of Avon Park Housing Authority to reimburse out of pocket expenses only when supporting documentation has been presented for approved costs incurred.
10. It is the policy of Avon Park Housing Authority to establish pay rates which equal or surpass the federal minimum wage.
11. It is the goal of Avon Park Housing Authority to maintain a minimum of ten percent (10%) of the operating budget between its operating and savings bank accounts at all times. In the event that balances fall below that amount the ~~Executive Director~~Chief Executive Officer should be notified immediately.
12. All funds received by Avon Park Housing Authority for each project will be segregated into separate project accounts in the general ledger to avoid any possibility of commingling project monies with general operating funds. A full computerized ledger accounting system will be maintained. Monthly financial statements including Balance Sheet and Statement of Revenues and Expenses will be produced for each project as a separate Department.
13. The ~~Executive Director~~Chief Executive Officer are signators of all Avon Park Housing Authority bank accounts. A third signator will consist of the Avon Park Housing Authority Director with the most seniority. Two signatures are required for

all disbursements and any disbursements exceeding \$10,000 must be authorized in writing by one of the Board of Directors with signature authority, currently the Chair, Vice-Chair, and Treasurer.

14. Bank statements will be reconciled monthly in order to account for any outstanding or lost checks.
15. Expense reports will be maintained which will disclose the nature of expenses, and the dates incurred.
16. Separate files will be maintained for each bank account and each vendor. Files will be kept separately for each fiscal year.
17. The services of a Certified Public Accountant will be engaged to prepare a formal financial audit of the Avon Park Housing Authority fiscal year-end.
18. Correction fluid should never be used in preparing timesheets or any accounting documents.

Annual Meeting Checklist

During each annual meeting, the following procedures will be performed.

1. The board of directors shall approve new signers to each bank account.
2. The board of directors shall approve any new and necessary bank accounts.
3. As required, new signers shall complete the appropriate signature card and corporate resolutions.
4. Name, address and telephone directory of new board of directors officers will be obtained for the Fiscal Manager.
5. A review of the current operating procedures should be made with the chairperson and treasurer and reaffirmed or revised.
6. All financial institutions should be notified of any changes to the authorized signers of the accounts within three (3) business days following the annual meeting.

Computer System Backup Procedures

1. The Comptroller is responsible for backing up the hard drive of the accounting system at the close of business each day.
2. Avon Park Housing Authority uses a five (5) day tape rotation and back up system. There should be five (5) tapes numbered A1" through A5". Each label should also contain the date of backup.
3. Each day the next sequentially ordered tape should be used to back up the accounting files. Complete, not *modified*, backups should be done.
4. When a tape is ready to be replaced, a newly formatted tape should be labeled with the day=s date. The old tape should be discarded.
5. The Comptroller should lock up the tape in a fire proof safe overnight. All tapes should be kept in a fire proof safe at all times. The following day, the tape will be placed at the end of the tapes to be rotated.
6. At monthend, backup tapes should be produced and stored off premises by the Fiscal Manager for safeguarding.
7. Annual tapes should be compressed and stored in a fire proof safe.