



# **AGENDA AND NOTICE**

---

**Board of Commissioners Meeting  
Tuesday, December 27, 2016**



Spartanburg Housing Authority  
Regular Board Meeting  
Tuesday, December 27, 2016  
04:00 P.M.

**NOTICE**

The Spartanburg Housing Authority will hold its regularly scheduled meeting at **04:00 P.M. Tuesday, December 27, 2016**, in the Executive Board Room at the Spartanburg Housing Authority offices, located at 2271 S. Pine St., Spartanburg, S.C., 29302

**AGENDA**

**CALL MEETING TO ORDER**

- I. Moment of Silence**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes—Regular Board Meeting November 22, 2016**
- V. Commission Comments**
- VI. Public Comments on Agenda Action Actions**
- ~~VII. Action Items and Resolutions~~**
- VIII. Information Items**
  1. HCV SEMAP Status
  2. Highland Response
  3. 2017 Board of Commissioners Meetings
- IX. Monthly Reports**
  1. Executive Director (Ms. Bates)
  2. Finance (Joe Calicdan)
  3. Housing Choice Voucher (Ms. Bates)
  4. Human Resources (Shannell Hardwick)
  5. Community and Supportive Services (Shannell Hardwick)
  6. Development (Joseph Jackson)
  7. Asset Management (Jessica M. Holcomb)
  8. ~~RAD (Cindi Herrera)~~
- X. SHA Staff Comments**
- XI. Public Comments**
- XII. Adjournment**



**Approval of Minutes—  
Regular Board Meeting  
November 22, 2016**

---

**Board of Commissioners Meeting  
Tuesday, December 27, 2016**

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF  
SPARTANBURG, SOUTH CAROLINA  
November 22, 2016**

**MOMENT OF SILENCE - *observed***

**PRESENT:** Thomas Lounds, Jr., Brenda Thomas, Andrew Poliakoff, Molly Talbot-Metz, and Chuck White

**ABSENT:** Mac Hogan, Kittie Collins-Tullis, Terril Bates

The meeting was held in the Executive Board Room of the Spartanburg Housing Authority, 2271 South Pine Street, Spartanburg, SC 29302.

Chair Talbot-Metz called the meeting to order at 4:05 p.m. She then announced that public notice of this meeting was posted at least twenty-four (24) hours prior to the commencement of the meeting as required by the South Carolina Freedom of Information Act.

**ROLL CALL:** Brenda Thomas, Thomas Lounds, Jr., Chuck White, Molly Talbot- Metz, and Andrew Poliakoff

**APPROVAL OF THE AGENDA:**

- Commissioner Lounds asked that the changes to the agenda be noted for the record. Chair Talbot-Metz read the following changes: Removal of Resolution 2016-77, and Addition of Resolutions 2016-84.

A motion to approve the agenda was made by Commissioner White, seconded by Commissioner Lounds, and unanimously carried.

**COMMISSION COMMENTS:**

- Commissioner Molly Talbot- Metz asked the Commissioners for their thoughts on the recruitment process of a new board member.
  - Commissioner Lounds responded he would like to see us grow among ourselves and draw up an analysis and a list of talents of what we need as we move forward into the future. We would need to know what kind of talents that we would be needing to make some of the important decisions that we would have to make we not only need just a good person, we also need someone with specific talents.
  - Commissioner White responded there needs to be a clear communication of expectations theoretically.

**PUBLIC COMMENTS ON AGENDA ACTION ITEMS:**

- None

**APPROVAL OF MINUTES**

- A motion to approve the minutes of the Regular November Board Meeting was made by Commissioner Lounds, seconded by Commissioner White, and unanimously carried.

**ACTION ITEMS AND RESOLUTIONS**

**1. Resolution 2016-77 Northside Development Corporation**

- a. Martin Livingston of the City of Spartanburg gave a brief overview of the action item.

A motion to approve Resolution 2016-77 **Northside Development Corporation** was made by Commissioner Lounds seconded by Commissioner White, and unanimously carried.

**2. Resolution 2016-87 : SEMAP**

- a. Tiffany Askew gave a brief overview of the action item.

A motion to approve Resolution 2016-87 SEMAP was made by Commissioner White, seconded by Commissioner Lounds and unanimously carried.

**3. Resolution 2016-88: MASC Contract**

- a. Jessica Holcomb gave a brief overview of the action item.

A motion to approve Resolution 2016-88: **MASC Contract** was made by Commissioner Lounds, seconded by Commissioner Poliakoff, and unanimously carried.

**INFORMATION ITEMS**

1. NONE

**MONTHLY REPORTS**

**1. Executive Director (Ms. Bates):**

- a. Jessica Holcomb provided a brief overview of the written report.
- b. Commissioner White asked whether there would be a meeting with the Forrester Center. Jessica Holcomb responded that it would be arranged.

**2. Finance (Joe Calicdan):**

- a. Joe Calicdan provided a brief overview to the written report.
- b. *Please refer to written report for more detailed figures.*

**3. Housing Choice Voucher (Tiffany Askew)**

- a. Tiffany Askew provided a brief overview of her written report.

**4. Asset Management (Jessica M. Holcomb)**

- a. Jessica Holcomb provided a brief overview of her written report.

**5. Development (Joe Jackson)**

- a. Joseph Jackson provided a brief overview of his written report.

**6. RAD (Cindi Herrera)**

- a. Jessica Holcomb provided a brief overview to the written report.

**7. Community and Supportive Services (Shannell Hardwick)**

- a. Shannell Hardwick provided a brief overview of her written report.

**SHA STAFF COMMENTS:**

- None

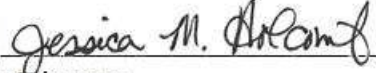
**PUBLIC COMMENTS:**

- None

**ADJOURN:**

A motion to adjourn was made by Commissioner White, seconded by Commissioner Lounds, and unanimously carried.

Meeting Adjourned.

Respectfully Submitted,   
\_\_\_\_\_  
Jessica Holcomb, Deputy Director  
Spartanburg Housing Authority



**Information Item**  
**HCV SEMAP Status**

---

**Board of Commissioners Meeting**  
**Tuesday, December 27, 2016**



December 27, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29304

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**INFORMATION ITEM – HOUSING CHOICE VOUCHER PROGRAM  
HIGH PERFORMER STATUS FOR FYE SEPTEMBER 30, 2016**

**CONTACT PERSON:**

Tiffany Askew  
HCV Administrator  
864-598-6053

**SUMMARY:**

Housing Urban Development (HUD) requires that all Public Housing Agency (PHA) administering a Housing Choice Voucher tenant-based assistance program to submit an annual Section Eight Management Assessment Program (SEMAP) Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

The Spartanburg Housing Authority's (SHA) Housing Choice Voucher (HCV) Program, received official HUD notification of High Performer status on the following fourteen (14) indicators:

- Indicator 1: Selection from the waiting list**
- Indicator 2: Rent reasonableness**
- Indicator 3: Determination of adjusted income**
- Indicator 4: Utility allowance schedule**
- Indicator 5: HQS quality control inspections**
- Indicator 6: HQS enforcement**
- Indicator 7: Expanding housing opportunities**
- Indicator 8: FMR limit and payment standards**
- Indicator 9: Annual reexaminations**
- Indicator 10: Correct tenant rent calculations**



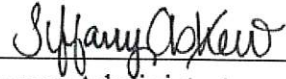
**Indicator 11: Pre-contract HQS inspections**

**Indicator 12: Annual HQS inspections**

**Indicator 13: Lease-up**

**Indicator 14: Family self-sufficiency (FSS) enrollment and escrow account balances**

We received a total of 145 points out of a maximum 145.

Respectfully Submitted,   
Tiffany Askew, HCV Program Administrator  
Spartanburg Housing Authority



U. S. Department of Housing and Urban Development

South Carolina Office  
Strom Thurmond Federal Building  
1835 Assembly Street  
Columbia, South Carolina 29201-2480

December 9, 2016

Ms. Terril Bates  
Executive Director  
Spartanburg Housing Authority  
2271 South Pine Street  
Spartanburg, SC 29306

Dear Ms. Bates:

Subject: SEMAP Score Fiscal Year End (FYE) September 30, 2016

We have reviewed your Section Eight Management Assessment Program (SEMAP) certification for the Spartanburg Housing Authority (SHA) for September 30, 2016. As you are aware, SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 Housing Choice Voucher Program. As a result, HUD is able to provide more effective program assistance to PHAs.

The Spartanburg Housing Authority's final SEMAP score for the fiscal year ended September 30, 2016, is **100%**. The following are your scores on each indicator:

Indicator 1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	15
Indicator 2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20
Indicator 3	Determination of Adjusted Income (24 CFR part 5 (F) and 24 CFR 982.516)	20
Indicator 4	Utility Allowance Schedule (24 CFR 982.517)	5
Indicator 5	HQS Quality Control (24 CFR 982.405(b))	5
Indicator 6	HQS Enforcement (24 CFR 982.404)	10
Indicator 7	Expanding Housing Opportunities	5
Indicator 8	Payment Standards (24 CFR 982.503)	5
Indicator 9	Timely Annual Reexaminations (24 CFR 5.617)	10
Indicator 10	Correct Tenant Rent Calculations (24 CFR 982, Subpart K)	5
Indicator 11	Pre-Contract HQS Inspections (24 CFR 982.305)	5
Indicator 12	Annual HQS Inspections (24 CFR 982.405(a))	10
Indicator 13	Lease-Up	20
Indicator 14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	10
Indicator 15	Deconcentration Bonus	NA

Your overall performance rating is **HIGH**.

For Indicator 8, Payment Standards, we noted that SHA used the incorrect amount for the 2016 Fair Market Rents (FMRs). Although the incorrect FMRs were used the Payment Standards still fell within the acceptable range when applying the correct FMRs; therefore, we are in agreement that the full 5 points may be awarded for Indicator 8. For future calculations of Payment Standards, SHA must ensure that the correct FMRs are used.

If you have any questions concerning your SEMAP score or the rating process, please contact Randy Dyal at (803) 765-5312.

Sincerely,



Eric Bickley  
Director  
Public Housing Program Center



**Information Item**  
**Highland Response**

---

**Board of Commissioners Meeting**  
**Tuesday, December 27, 2016**



SPARTANBURG  
HOUSING AUTHORITY

WWW.SHASC.ORG

December 22, 2016

Mr. Leroy Jeter, President  
Highland Neighborhood Association  
P. O. Box 5274  
Spartanburg, S. C. 29304

Re: Communication to City Of Spartanburg

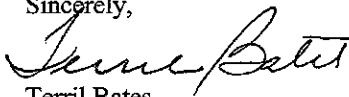
Dear Mr. Jeter:

The Spartanburg Housing Authority is in receipt of communication which the Highland Neighborhood Association prepared for the City of Spartanburg regarding a development opportunity in the Highland Community.

Thank you for sharing your organization's position with regard to the proposed \$14million multi-family development in the Highland area. SHA will continue its efforts with the City of Spartanburg to apply for funds through the State of South Carolina to be used for the demolition of the remaining units at Cammie Claggett. It is noted that you anticipate a Master Planning process to be completed. The SHA will be issuing an RFP for repositioning of the Prince Hall property in 2017. We will keep you informed as this process moves forward.

We look forward to growth and opportunity in the Highland community, consistent with your preferences for Highland.

Sincerely,



Terril Bates  
Executive Director

Cc: SHA Board of Commissioners  
Ed Memmott, City Manager  
Representative Harold Mitchell, Jr.  
City Councilman Jerome Rice  
City Councilman Michael Brown  
Patrina Mims – Bethlehem Center Director  
Leon Wiles – Chairman (CDC)  
Martin Livingston – Neighborhood Service Director



2271 S Pine Street, Spartanburg SC 29302  
PHONE: 864.598.6010



EQUAL HOUSING OPPORTUNITY  
TTY# 1-800-735-8583





---

## HIGHLAND NEIGHBORHOOD ASSOCIATION INC.

P O Box 5274, Spartanburg, SC 29304  
Mr. Leroy Jeter, President – 864 415-1508

November 27, 2016

Mr. Martin Livingston  
Neighborhood Service Director  
City of Spartanburg  
145 W Broad Street  
Spartanburg, SC 29306

Dear Mr. Livingston:


The Highland Neighborhood Association (HNA) appreciates the efforts made to bring new housing development to the Highland community. The Highland community leaders, residents, and community stakeholders have met and discussed the options and schemes provided by the developer. It is the consensus of the group to not move forward with the project proposed for multi-family housing. It has been and continues to be the desire of the community to have single family residential housing. This community has expressed this for a number of years and including in surveys conducted.


We are thankful for community leaders that support this effort and for City of Spartanburg and the Spartanburg Housing Authority's leaders who have worked diligently to assist in bringing a project to the Highland community.

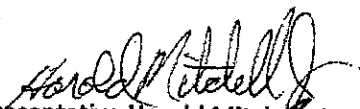
We are looking forward to working with the City of Spartanburg as we move forward in the effort to bring single family residential living back to the Highland Community.

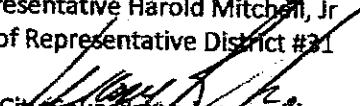
It is also the consensus of this group that prior to any development of the community that the efforts be led by the Master Planning process. We are also looking forward to the next phase which will help us set direction as well as identify and assess needs/resources for the community.


Sincerely Yours,

  
Leroy Jeter  
Highland Neighborhood Association President

  
County Councilman Michael Brown  
Spartanburg County

  
Representative Harold Mitchell, Jr.  
SC House of Representative District #31

  
City Councilman Jereme Rice  
Spartanburg City



Patriona Mims, Bethlehem Center Director



Leon Wiles, Chairman  
Community Development Corporation (CDC)

L/mes

Cc:file



**Information Item**

**2017 Board of  
Commissioners Meetings**

---

**Board of Commissioners Meeting**  
**Tuesday, December 27, 2016**





2271 S. Pine Street • Spartanburg, SC 29302

**Schedule of Board of Commissioners  
Regular Monthly Meetings for 2016**

*Revised 12-14-16*

The Board Meetings are held on the **Fourth Tuesday** of each month starting at **4:00 p.m.**

<b><u>DATE</u></b>	<b><u>LOCATION</u></b>
January 24, 2017	Executive Board Room (SHA) 2271 S. Pine Street, Spartanburg, SC 29302
February 28, 2017	Executive Board Room (SHA) 2271 S. Pine Street, Spartanburg, SC 29302
March 28, 2017	Executive Board Room (SHA) 2271 S. Pine Street, Spartanburg, SC 29302
April 25, 2017	Executive Board Room (SHA) 2271 S. Pine Street, Spartanburg, SC 29302
May 23, 2017	Executive Board Room (SHA) 2271 S. Pine Street, Spartanburg, SC 29302
June 27, 2017	Executive Board Room (SHA) 2271 S. Pine Street, Spartanburg, SC 29302
July 25, 2017	Executive Board Room (SHA) 2271 S. Pine Street, Spartanburg, SC 29302
August 22, 2017	Executive Board Room (SHA) 2271 S. Pine Street, Spartanburg, SC 29302
September 26, 2017	Executive Board Room (SHA) 2271 S. Pine Street, Spartanburg, SC 29302
October 24, 2017	Executive Board Room (SHA) 2271 S. Pine Street, Spartanburg, SC 29302
November 28, 2017	Executive Board Room (SHA) 2271 S. Pine Street, Spartanburg, SC 29302
*December 26, 2017*	Executive Board Room (SHA) 2271 S. Pine Street, Spartanburg, SC 29302



**Monthly Reports:  
Executive Director  
Terril Bates**

---

**Board of Commissioners Meeting  
Tuesday, December 27, 2016**



WWW.SHASC.ORG

**December 27, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:  
EXECUTIVE DIRECTOR REPORT FOR THE MONTH OF NOVEMBER 2016**

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**OVERVIEW:**

This report provides an update of activities of the Executive Director during the month of November. Significant effort was attributed to engagement with the Development Team, charged with preparing architectural designs and proformas. The team includes Creative Builders, NHE Inc., the Stratford Capital Group, which formed a new LLC for purposes of managing this project. The developers, the financial team, members of the City of Spartanburg and representatives from SHA met over a three-day period. A meeting was held with the Highland Neighborhood Association, during which development concepts for 78 units was presented. Draft final draft approvals have not yet been accepted.

A visit to the Highland Crossings group was conducted with members of the City of Spartanburg and City Councilman Rice on November 11. It is anticipated that tenants will begin leasing in December.

The United Way, Mary Black Foundation and a member of the Born Learning Center of Greenville, met several times in preparation for the installation and opening of a Born Learning Center at Prince Hall. These organizations have contributed approximately \$4000 and numerous volunteers to this effort. Children ages zero to three will receive services via this program. It is expected that the program will begin in December. There are further plans to expand this program to Victoria Gardens.

Several organizations provided Thanksgiving programs for our residents. They include City Councilman Rice (via his church) which provided 300 meals at Prince Hall on Thanksgiving Day, First Baptist Church, which provided a meal to every public housing resident that signed up and the Soup Kitchen, which provided a meal to Archibald residents. SHA staff conducted several special holiday programs as well.

The month included continued engagement with new staff in acclimating them with their responsibilities. The Director of Assisted Housing and Deputy Director of Development are expected to support the professional needs of SHA. An agreement was entered into with Gans and Gans for the recruitment of a Director of Finance. An arrangement was made with consultants to support the HCV Administrator during her planned absence.

The Face Forward Program has begun to exit participants in anticipation of the grant close out, expected in approximately 4-5 months. YouthBuild has begun construction of a Habitat Home on Vernon Street. Ongoing interaction occurs with staff, partners and the DOL with regard to these grants.

Continued meetings and events with partners and community members included United Way's Financial Stability Task Force, Tom Plemmons of Inman, Habitat, Northside Development Group, Rotary and the Chapman Cultural Center.

Respectfully Submitted, \_\_\_\_\_  
Terril Bates, Executive Director  
Spartanburg Housing Authority



# **Monthly Reports:**

## **Finance**

**Joe Calicdan**

---

**Board of Commissioners Meeting**

**Tuesday, December 27, 2016**



**December 15, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**NOVEMBER 2016 - MONTHLY FINANCIAL AND CASH FLOW REPORTS**

**CONTACT PERSON:**

Joe Gomez Calicdan  
Accounting Manager  
864-598-6041

**OVERVIEW:**

**I: Summary of Financial Results – Core Programs**

Please refer to the one page Spreadsheet, (Attachment 1), attached to this Narrative for a Summary of the financial results for Public Housing, HCV Program HAP Only, HCV Program Admin Only, COCC program and the JC Bull program..

**II: Unrestricted Cash in Flows and (Out) Flows (Position)**

Cash flow report shows the sources and uses of cash by major programs. In November, the total Inflows amounted to \$1,279,596 and the total Outflow was \$1,750,359 resulting in a net outflow of \$470,763 that was offset by reserve.

**III: Restricted Cash Position**

Detail breakdowns of all restricted bank balances (reserves) listed below.

**Reserve Cash in Bank**

HCVP (Sec8) HAP Savings + Checking	\$ 859,242
Sec 8 - HAP -NRP	89,244
Sec 8 Adm. Fees	225,716
<u>MOD Rehab Adm. Fees</u>	92,399
<b>Total</b>	<b>\$1,266,601</b>

**IV: Overall, Asset Management Properties on a PTD basis had losses (NOL) in 3 properties, and 10 properties had a NOI. The details are as follows:**

**A: 4 Asset Management Properties (AMP's) (in thousands rounded)**

	PROPERTY (AMP)	MTD Actual Income	PTD Actual Income	PTD Budget Income	PTD Variance
1	Appian	(\$0.2)	(\$0.1)	0	(\$0.1)
2	Archibald Hi-Rise	(8.7)	29.0	(6.2)	35.2
3	Archibald Village	6.7	15.6	(6.3)	21.9
4	Cammie Clagett	19.8	16.3	(1.3)	17.6
5	Camp Croft	(5.0)	17.4	0.01	17.3
6	Prince Hall	(0.6)	(5.6)	11.00	16.6
7	Scattered Sites	2.1	3.6	(2.0)	5.6
8	Victoria Gardens	2.2	14.3	(10.4)	24.7
9	JC Bull (100 units)	(6.7)	26.5	12.6	13.9
10	SLHC (32 units)	6.3	13.7	(6.6)	20.3
11	Cambridge Place	7.1	8.4	3.7	4.7
12	Liberty	0.5	1.3	0	1.3
13	Page Lake	(6.4)	(6.6)	0	(6.6)

**V: Status of Grants Programs – November 2016**

SHA's open/unspent *capital fund grant awards* total \$2,018,114 dollars of which \$305,067 has been drawdown to date. The remaining balance of all capital grants funds totals \$1,713,047 or 85.0 % of the total balance.

Specific details and composition of each grant award and their respective status are noted below:

- 1) **Open Replacement Housing Factor funds (RHF)** total awarded was \$728,472 and \$176,103 drawn against these grants leaving about \$552,369 available to spend.
- 2) There are currently three **ROSS** grant awards totaling \$1,272,112 and the balance remaining unspent is \$491,246.
- 3) The **YOUTH BUILD** grant of \$994,474 for the year 2016-2019 and fund expended \$141,088.
- 4) The **Face Forward Grant** award totaled \$999,923 and fund expended \$815,239.

Respectfully Submitted,

  
 Joe Calicdan, Accounting Manager

**SHA - Summary of Financial Results - November, 2016**

		MTD	MTD	MTD		2 months	2 months	2 months
		Actual	Budget	Variance	Note	PTD	PTD	PTD
						Actual	Budget	Variance
<b>1</b>	<b>Public Housing</b>							
	Total Revenue	\$ 374,000	\$ 264,000	\$ 110,000		\$ 748,000	\$ 528,000	\$ 220,000
	Total Operating Expenses	\$ 268,000	\$ 270,000	\$ (2,000)		\$ 478,000	\$ 540,000	\$ (62,000)
	Net Operating Income	\$ 106,000	\$ (6,000)	\$ 112,000	1	\$ 270,000	\$ (12,000)	\$ 282,000
	Note (1) - Revenue for NOV is \$110k higher than budget primarily due to HUD subsidy. This is primarily driven by conservative budget assumptions in the FY 2017 budget and the timing of HUD funding of subsidy for the fiscal year.							
<b>2</b>	<b>HCV Program - HAP Only</b>							
	Total Revenue	\$ 446,000	\$ 925,000	\$ (479,000)		\$ 1,244,000	\$ 1,851,000	\$ (607,000)
	Total Expenses	\$ 801,000	\$ 924,000	\$ (123,000)		\$ 1,582,000	\$ 1,848,000	\$ (266,000)
	Net Operating Income	\$ (355,000)	\$ 1,000	\$ (356,000)		\$ (338,000)	\$ 3,000	\$ (341,000)
	This program is a passed through obligation -meaning -HUD is wholly funding the activities based on the actual HAP disbursements. It is a \$1 for \$1 reimbursement. FY 2016 there was underutilization of funds of \$500k ( excess cash ), HUD recaptured \$355K in November.							
<b>3</b>	<b>HCV Program - Admin Only</b>							
	Total Revenue	\$ 75,000	\$ 101,000	\$ (26,000)		\$ 165,000	\$ 203,000	\$ (38,000)
	Total Expenses	\$ 106,000	\$ 102,000	\$ 4,000		\$ 187,000	\$ 203,000	\$ (16,000)
	Net Operating Income	\$ (31,000)	\$ (1,000)	\$ (30,000)		\$ (22,000)	\$ -	\$ (22,000)
	For the month of Nov , admin revenue received was \$75k as compared to total expenses of \$106K resulting to net loss of \$31K .							
<b>4</b>	<b>COCC Program Only</b>							
	Total Revenue	\$ 118,000	\$ 136,000	\$ (18,000)		\$ 235,000	\$ 271,000	\$ (36,000)
	Total Expenses	\$ 148,000	\$ 142,000	\$ 6,000		\$ 248,000	\$ 287,000	\$ (39,000)
	Net Operating Income	\$ (30,000)	\$ (6,000)	\$ (24,000)	(2)	\$ (13,000)	\$ (16,000)	\$ 3,000
	Note (2) - COCC Net income is under budget primarily because COCC's misc other income was below budget by \$20K.							
<b>5</b>	<b>JC BULLS ( 100 &amp; 32 units)</b>							
	Total Revenue	\$ 87,000	\$ 84,000	\$ 3,000		\$ 174,000	\$ 168,000	\$ 6,000
	Total Operating Expenses	\$ 62,000	\$ 81,000	\$ (19,000)		\$ 108,000	\$ 162,000	\$ (54,000)
	Net Operating Income	\$ 25,000	\$ 3,000	\$ 22,000	(3)	\$ 66,000	\$ 6,000	\$ 60,000
	Note (3) - Revenue is higher than budgeted due to lower operating expenses incurred.							



**SPARTANBURG HOUSING AUTHORITY**  
**AGENCY WIDE INCOME STATEMENT - CORE PROGRAMS**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	140,246.64	132,051.00	8,195.64	6.21	280,718.10	264,102.00	16,616.10	6.29
311900-000	Total Rental Income	140,246.64	132,051.00	8,195.64	6.21	280,718.10	264,102.00	16,616.10	6.29
312000-000	Other Tenant Income								
312003-000	Damages	1,359.05	1,311.00	48.05	3.67	5,750.05	2,622.00	3,128.05	119.30
312004-000	Late Charges	1,220.00	1,086.00	134.00	12.34	2,650.00	2,172.00	478.00	22.01
312005-000	Legal Fees - Tenant	880.00	796.00	84.00	10.55	2,420.00	1,592.00	828.00	52.01
312006-000	NSF Charges	50.00	-	50.00	N/A	125.00	0.00	125.00	N/A
312007-000	Tenant Owed Utilities - Excess	8,881.19	6,442.00	2,439.19	37.86	15,982.59	12,884.00	3,098.59	24.05
312009-000	Misc.Tenant Income	553.34	221.00	332.34	150.38	921.44	442.00	479.44	108.47
312010-000	Maintenance Charges	-	-	-	N/A	12.50	0.00	12.50	N/A
312900-000	Total Other Tenant Income	12,943.58	9,856.00	3,087.58	31.33	27,861.58	19,712.00	8,149.58	41.34
319900-000	NET TENANT INCOME	153,190.22	141,907.00	11,283.22	7.95	308,579.68	283,814.00	24,765.68	8.73
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	258,120.00	136,547.00	121,573.00	89.03	492,007.00	273,094.00	218,913.00	80.16
340111-000	Pet Fee Income	120.00	-	120.00	N/A	250.00	0.00	250.00	N/A
341001-000	Section 8 HAP Earned	451,778.00	924,000.00	(472,222.00)	-51.11	1,248,536.00	1,848,000.00	-599,464.00	-32.44
341002-000	Sec 8 Admin. Fee Inc-HCV	74,354.00	100,000.00	(25,646.00)	-25.65	163,150.00	200,000.00	-36,850.00	-18.42
341004-000	Section 8 Port-In Admin Fees	(750.00)	125.00	(875.00)	-700.00	-750.00	250.00	-1,000.00	-400.00
341006-000	Port In HAP Earned	(6,782.00)	833.00	(7,615.00)	-914.17	-6,782.00	1,666.00	-8,448.00	-507.08
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	17,483.00	(3,780.00)	-21.62	27,406.00	34,966.00	-7,560.00	-21.62
341011-000	Mod Rehab- HAP EARNED	119,121.00	109,044.00	10,077.00	9.24	238,242.00	218,088.00	20,154.00	9.24
341500-000	Other Govt and Private Grants	51,299.00	47,917.00	3,382.00	7.06	102,349.00	95,834.00	6,515.00	6.80
349900-000	TOTAL GRANT INCOME	960,963.00	1,335,949.00	(374,986.00)	-28.07	2,264,408.00	2,671,898.00	-407,490.00	-15.25
360000-000	OTHER INCOME								
362000-000	Management Fee Income	68,682.18	66,713.00	1,969.18	2.95	142,672.74	133,426.00	9,246.74	6.93
362001-000	Bookkeeping fee income	21,675.00	22,049.00	(374.00)	-1.70	43,177.50	44,098.00	-920.50	-2.09
364000-000	Fraud Recovery Income-Admin	1,043.51	500.00	543.51	108.70	2,316.72	1,000.00	1,316.72	131.67
364001-000	Fraud Recovery - HAP	1,043.51	500.00	543.51	108.70	2,316.71	1,000.00	1,316.71	131.67
365000-000	Miscellaneous Other Income	29,619.09	69,279.00	(39,659.91)	-57.25	73,112.11	138,558.00	-65,445.89	-47.23
365002-000	Bad Debt Recovery	1,453.24	-	1,453.24	N/A	2,164.55	0.00	2,164.55	N/A
369900-000	TOTAL OTHER INCOME	123,516.53	159,041.00	(35,524.47)	-22.34	265,760.33	318,082.00	-52,321.67	-16.45
399900-000	TOTAL INCOME	1,237,669.75	1,636,897.00	(399,227.25)	-24.39	2,838,748.01	3,273,794.00	-435,045.99	-13.29
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	149,031.71	134,747.00	(14,284.71)	-10.60	224,991.67	269,494.00	44,502.33	16.51

**SPARTANBURG HOUSING AUTHORITY**  
**AGENCY WIDE INCOME STATEMENT - CORE PROGRAMS**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
411002-000	Administrative Overtime	1,392.85	1,500.00	107.15	7.14	2,300.08	3,000.00	699.92	23.33
411003-000	Administrative: Employer FICA/SUI	10,632.18	13,002.00	2,369.82	18.23	15,984.85	26,004.00	10,019.15	38.53
411004-000	Administrative: Employee Benefits	29,435.76	29,783.00	347.24	1.17	58,207.05	59,566.00	1,358.95	2.28
411005-000	Administrative: Retirees Medical ER share	2,952.52	3,083.00	130.48	4.23	7,459.40	6,166.00	-1,293.40	-20.98
411006-000	Administrative: Emp Incentive	68.44	2,250.00	2,181.56	96.96	365.44	3,500.00	3,134.56	89.56
411099-000	Total Administrative Salaries	193,513.46	184,365.00	(9,148.46)	-4.96	309,308.49	367,730.00	58,421.51	15.89
413000-000	Legal Expense								
413001-000	Legal Expense	3,050.50	4,551.00	1,500.50	32.97	3,365.50	9,102.00	5,736.50	63.02
413003-000	Credit Reports	662.50	1,198.00	535.50	44.70	914.50	2,396.00	1,481.50	61.83
413100-000	Total Legal Expense	3,713.00	5,749.00	2,036.00	35.41	4,280.00	11,498.00	7,218.00	62.78
413900-000	Other Admin Expenses								
414000-000	Staff Training	259.77	2,730.00	2,470.23	90.48	5,465.69	6,960.00	1,494.31	21.47
415000-000	Travel	227.01	2,083.00	1,855.99	89.10	3,969.42	4,166.00	196.58	4.72
417000-000	Bookkeeping Fees	20,227.50	20,313.00	85.50	0.42	40,230.00	40,626.00	396.00	0.97
417001-000	Bookkeeping Fees-MOD Rehab	1,447.50	1,500.00	52.50	3.50	2,947.50	3,000.00	52.50	1.75
417100-000	Auditing Fees	650.00	2,427.00	1,777.00	73.22	650.00	4,854.00	4,204.00	86.61
417200-000	Port Out Admin Fee	948.52	667.00	(281.52)	-42.21	1,785.18	1,334.00	-451.18	-33.82
417300-000	Management Fee	60,922.18	58,151.00	(2,771.18)	-4.77	119,252.74	116,302.00	-2,950.74	-2.54
417302-000	Asset Management Fee	6,560.00	6,260.00	(300.00)	-4.79	13,120.00	12,520.00	-600.00	-4.79
417303-000	Management Fee- MOD Rehab	-	2,400.00	2,400.00	100.00	2,400.00	4,800.00	2,400.00	50.00
418000-000	Office Rent	11,656.25	11,668.00	11.75	0.10	23,312.50	23,336.00	23.50	0.10
418900-000	Total Other Admin Expenses	102,898.73	108,199.00	5,300.27	4.90	213,133.03	217,898.00	4,764.97	2.19
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	3,762.14	2,425.00	(1,337.14)	-55.14	5,053.63	4,850.00	-203.63	-4.20
419003-000	Printing	2,904.84	-	(2,904.84)	N/A	2,904.84	0.00	-2,904.84	N/A
419004-000	Telephone	7,109.28	6,361.00	(748.28)	-11.76	9,720.62	12,722.00	3,001.38	23.59
419005-000	Postage	31.66	2,557.00	2,525.34	98.76	35.04	5,114.00	5,078.96	99.31
419006-000	Forms and Computer Supplies	-	1,864.00	1,864.00	100.00	0.00	3,728.00	3,728.00	100.00
419007-000	Court Costs	630.00	1,614.00	984.00	60.97	2,215.00	3,228.00	1,013.00	31.38
419008-000	Subscriptions and Fees	-	635.00	635.00	100.00	1,595.00	1,270.00	-325.00	-25.59
419009-000	Sundry Miscellaneous	4,887.56	3,300.00	(1,587.56)	-48.11	5,474.56	6,600.00	1,125.44	17.05
419010-000	Newspaper ADS (Advertising)	815.37	700.00	(115.37)	-16.48	815.37	1,400.00	584.63	41.76
419011-000	Sundry Service Contracts	18,293.60	14,638.00	(3,655.60)	-24.97	55,561.28	29,276.00	-26,285.28	-89.78
419012-000	Software	222.60	-	(222.60)	N/A	445.20	0.00	-445.20	N/A
419017-000	Temporary Administrative Labor	5,657.94	1,945.00	(3,712.94)	-190.90	17,543.17	3,890.00	-13,653.17	-350.98
419018-000	False Alarms	-	3.00	3.00	100.00	0.00	6.00	6.00	100.00
419020-000	Bank Fees	2,930.50	292.00	(2,638.50)	-903.60	3,000.50	584.00	-2,416.50	-413.78
419021-000	Discretionary	-	158.00	158.00	100.00	0.00	316.00	316.00	100.00
419022-000	Other Misc Admin Expenses	145.00	417.00	272.00	65.23	4,610.32	834.00	-3,776.32	-452.80
419100-000	Total Miscellaneous Admin Expenses	47,390.49	36,909.00	(10,481.49)	-28.40	108,974.53	73,818.00	-35,156.53	-47.63
419900-000	TOTAL ADMINISTRATIVE EXPENSES	347,515.68	335,222.00	(12,293.68)	-3.67	635,696.05	670,944.00	35,247.95	5.25

**SPARTANBURG HOUSING AUTHORITY**  
**AGENCY WIDE INCOME STATEMENT - CORE PROGRAMS**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
420000-000	TENANT SERVICES								
422000-000	Tenant Services	745.10	2,351.00	1,605.90	68.31	1,506.50	4,702.00	3,195.50	67.96
422001-000	Other Tenant Svcs.	60.00	-	(60.00)	N/A	420.00	0.00	-420.00	N/A
423000-000	Tenant Services -PH ADD ON	425.00	-	(425.00)	N/A	1,224.35	0.00	-1,224.35	N/A
429900-000	TOTAL TENANT SERVICES EXPENSES	1,230.10	2,351.00	1,120.90	47.68	3,150.85	4,702.00	1,551.15	32.99
430000-000	UTILITIES								
431000-000	Water	28,681.17	13,333.00	(15,348.17)	-115.11	29,735.61	26,666.00	-3,069.61	-11.51
432000-000	Electricity	55,200.24	34,300.00	(20,900.24)	-60.93	95,950.29	68,600.00	-27,350.29	-39.87
433000-000	Gas	19,402.96	16,742.00	(2,660.96)	-15.89	26,999.45	33,484.00	6,484.55	19.37
439000-000	Sewer	32,597.32	18,933.00	(13,664.32)	-72.17	34,039.06	37,866.00	3,826.94	10.11
439900-000	TOTAL UTILITY EXPENSES	135,881.69	83,308.00	(52,573.69)	-63.11	186,724.41	166,616.00	-20,108.41	-12.07
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	22,889.04	26,123.00	3,233.96	12.38	36,153.01	56,246.00	20,092.99	35.72
441002-000	Maintenance: Overtime	1,076.27	1,098.00	21.73	1.98	2,555.97	2,196.00	-359.97	-16.39
441003-000	Maintenance: Employer FICA/SUI	1,750.56	3,280.00	1,529.44	46.63	2,750.72	6,560.00	3,809.28	58.07
441004-000	Temp Maintenance Labor	4,271.73	5,285.00	1,013.27	19.17	11,195.64	6,570.00	-4,625.64	-70.41
441005-000	Maintenance: Employee Benefits	5,545.10	9,397.00	3,851.90	40.99	9,558.25	18,794.00	9,235.75	49.14
441100-000	Maintenace Uniforms	-	246.00	246.00	100.00	0.00	492.00	492.00	100.00
441200-000	Vehicle Repair	2,907.67	2,661.00	(246.67)	-9.27	4,903.94	5,322.00	418.06	7.86
441210-000	Equipment Repair	-	278.00	278.00	100.00	0.00	556.00	556.00	100.00
441300-000	Gasoline Purchases	1,884.56	1,767.00	(117.56)	-6.65	3,696.58	3,534.00	-162.58	-4.60
441900-000	Total General Maint Expense	40,324.93	50,135.00	9,810.07	19.57	70,814.11	100,270.00	29,455.89	29.38
442000-000	Materials								
442002-000	Appliance-Maint Materials	36.97	3,910.00	3,873.03	99.05	952.03	7,820.00	6,867.97	87.83
442003-000	Painting-Maint Materials	1,337.49	1,778.00	440.51	24.78	1,337.49	3,556.00	2,218.51	62.39
442004-000	Electrical-Maint Materials	167.88	1,778.00	1,610.12	90.56	307.30	3,556.00	3,248.70	91.36
442005-000	Heating/AC-Maint Materials	-	5,143.00	5,143.00	100.00	0.00	10,286.00	10,286.00	100.00
442006-000	Janitorial Supplies	134.37	666.00	531.63	79.82	448.69	1,332.00	883.31	66.31
442008-000	Plumbing-Maint Materials	57.10	2,362.00	2,304.90	97.58	828.81	4,724.00	3,895.19	82.46
442009-000	Hand Tools-Maint Materials	27.98	516.00	488.02	94.58	27.98	1,032.00	1,004.02	97.29
442010-000	Maintenance Materials	3,691.76	5,259.00	1,567.24	29.80	6,984.71	14,518.00	7,533.29	51.89
442011-000	Safety equipment/shoes	15.87	451.00	435.13	96.48	-83.77	902.00	985.77	109.29
442900-000	Total Materials	5,469.42	21,863.00	16,393.58	74.98	10,803.24	47,726.00	36,922.76	77.36
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	355.45	1,371.00	1,015.55	74.07	1,075.43	2,742.00	1,666.57	60.78
443002-000	Extermination Contract	3,537.00	4,725.00	1,188.00	25.14	5,880.00	9,450.00	3,570.00	37.78
443005-000	Unit Turnaround-Contract	2,705.00	3,988.00	1,283.00	32.17	13,055.00	7,976.00	-5,079.00	-63.68

**SPARTANBURG HOUSING AUTHORITY**  
**AGENCY WIDE INCOME STATEMENT - CORE PROGRAMS**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443006-000	Electrical-Contract	-	1,841.00	1,841.00	100.00	0.00	3,682.00	3,682.00	100.00
443007-000	Disposal Contract	8,496.04	4,404.00	(4,092.04)	-92.92	8,496.04	8,808.00	311.96	3.54
443009-000	Landscaping-Contract	21,843.50	11,029.00	(10,814.50)	-98.06	43,613.25	22,058.00	-21,555.25	-97.72
443011-000	Heating/AC-Contract	796.96	10,539.00	9,742.04	92.44	6,196.96	21,078.00	14,881.04	70.60
443013-000	Contract: Uniform Rental	479.35	693.00	213.65	30.83	611.55	1,386.00	774.45	55.88
443015-000	Janitorial-Contract	1,600.00	1,533.00	(67.00)	-4.37	4,593.94	3,066.00	-1,527.94	-49.84
443017-000	Elevator-Contract	-	2,583.00	2,583.00	100.00	5,125.41	5,166.00	40.59	0.79
443018-000	Plumbing-Contract	-	7,957.00	7,957.00	100.00	2,591.00	15,914.00	13,323.00	83.72
443019-000	Miscellaneous Contracts	1,071.46	10,650.00	9,578.54	89.94	1,497.68	21,300.00	19,802.32	92.97
443023-000	Con:Consultant/Mentoring	25,489.27	18,375.00	(7,114.27)	-38.72	31,140.41	36,750.00	5,609.59	15.26
443099-000	Maintenance Misc-Contracts	2,655.80	10,500.00	7,844.20	74.71	6,110.54	21,000.00	14,889.46	70.90
443900-000	Total Contract Costs	69,029.83	90,188.00	21,158.17	23.46	129,987.21	180,376.00	50,388.79	27.94
449900-000	TOTAL MAINTENANCE EXPENSES	114,824.18	162,186.00	47,361.82	29.20	211,604.56	328,372.00	116,767.44	35.56
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	9,932.29	13,546.00	3,613.71	26.68	19,864.58	27,092.00	7,227.42	26.68
451100-000	Property Tax	-	2,304.00	2,304.00	100.00	0.00	4,608.00	4,608.00	100.00
452100-000	Workers Comp Insurance	2,890.94	6,817.00	3,926.06	57.59	5,781.88	13,634.00	7,852.12	57.59
453010-000	SHA-Board/Commissioner exp	133.13	1,250.00	1,116.87	89.35	133.13	2,500.00	2,366.87	94.67
457000-000	Bad Debt-Tenant Rents	-	2,243.00	2,243.00	100.00	0.00	4,486.00	4,486.00	100.00
458000-000	All Protective Services	-	-	-	N/A	1,093.00	0.00	-1,093.00	N/A
459900-000	TOTAL GENERAL EXPENSES	12,956.36	26,160.00	13,203.64	50.47	26,872.59	52,320.00	25,447.41	48.64
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	942,177.00	981,998.00	39,821.00	4.06	1,879,616.00	1,963,996.00	84,380.00	4.30
471501-000	Tenant Utility Payments	38,585.00	31,447.00	(7,138.00)	-22.70	73,080.00	62,894.00	-10,186.00	-16.20
471502-000	Portable Out HAP Payments	18,685.00	17,797.00	(888.00)	-4.99	36,266.00	35,594.00	-672.00	-1.89
471503-000	FSS Escrow Payments	3,436.00	1,854.00	(1,582.00)	-85.33	6,560.00	3,708.00	-2,852.00	-76.91
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,002,883.00	1,033,096.00	30,213.00	2.92	1,995,522.00	2,066,192.00	70,670.00	3.42
480000-000	FINANCING EXPENSE								
485100-000	Interest Expense-BBT SL	227.66	-	(227.66)	N/A	449.22	0.00	-449.22	N/A
485500-000	Interest Expense-Mortgage Payable	71.19	-	(71.19)	N/A	71.19	0.00	-71.19	N/A
489900-000	TOTAL FINANCING EXPENSES	298.85	-	(298.85)	N/A	520.41	0.00	-520.41	N/A
	<b>TOTAL OPERATING EXPENSES</b>	<b>1,615,589.86</b>	<b>1,642,323.00</b>	<b>26,733.14</b>	<b>1.63%</b>	<b>3,060,090.87</b>	<b>3,289,146.00</b>	<b>229,055.13</b>	<b>6.96%</b>
	<b>NET OPERATING INCOME</b>	<b>(377,920.11)</b>	<b>(5,426.00)</b>	<b>(425,960.39)</b>	<b>7850.36%</b>	<b>(221,342.86)</b>	<b>(15,352.00)</b>	<b>(664,101.12)</b>	<b>4325.83%</b>
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	(62,550.00)	-	62,550.00	N/A	-62,550.00	0.00	62,550.00	N/A
523405-000	Flow Through Subsidy remitted to RAD	89,876.09	-	(89,876.09)	N/A	182,003.17	0.00	-182,003.17	N/A
523409-000	RAD SUBSIDY-LIHTC-PBV	(82,384.00)	-	82,384.00	N/A	-171,640.00	0.00	171,640.00	N/A

**SPARTANBURG HOUSING AUTHORITY  
AGENCY WIDE INCOME STATEMENT - CORE PROGRAMS**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
523410-000	Pinnacle shortfall	(7,492.09)	-	7,492.09	N/A	-10,363.17	0.00	10,363.17	N/A
523413-000	Appliances Replacement	25,822.37	-	(25,822.37)	N/A	25,822.37	0.00	-25,822.37	N/A
599900-000	TOTAL NON-OPERATING ITEMS	(36,727.63)	-	36,727.63	N/A	-36,727.63	0.00	36,727.63	N/A
900000-000	<b>NET INCOME</b>	<b>(341,192.48)</b>	<b>(5,426.00)</b>	<b>(335,766.48)</b>	<b>6188.10%</b>	<b>(184,615.23)</b>	<b>(15,352.00)</b>	<b>(169,263.23)</b>	<b>1102.55%</b>
	<b>PROOF</b>								
	Sec 8 All	(379,168.23)				(351,706.25)			
	Conventional PH	16,652.79				87,917.35			
	COCC	(30,617.58)				(13,428.50)			
	JC BULL	(394.40)				40,180.99			
		(393,527.42)				(237,036.41)			
	025-bac	58,343.79				57,824.55			
	181-page	(6,363.33)				(6,599.19)			
	Appian	(195.34)				(97.07)			
	Liberty	549.82				1,292.89			
		(341,192.48)				(184,615.23)			
		-	checked			(0.00)	checked		

**SPARTANBURG HOUSING AUTHORITY  
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	100,188.64	96,474.00	3,714.64	3.85	202,583.24	192,948.00	9,635.24	4.99
311900-000	Total Rental Income	100,188.64	96,474.00	3,714.64	3.85	202,583.24	192,948.00	9,635.24	4.99
312000-000	Other Tenant Income								
312003-000	Damages	1,346.55	1,261.00	85.55	6.78	5,737.55	2,522.00	3,215.55	127.50
312004-000	Late Charges	1,200.00	1,040.00	160.00	15.38	2,550.00	2,080.00	470.00	22.60
312005-000	Legal Fees - Tenant	870.00	759.00	111.00	14.62	2,320.00	1,518.00	802.00	52.83
312006-000	NSF Charges	50.00	-	50.00	N/A	125.00	-	125.00	N/A
312007-000	Tenant Owed Utilities - Excess	8,503.48	6,167.00	2,336.48	37.89	15,319.06	12,334.00	2,985.06	24.20
312009-000	Misc. Tenant Income	553.34	208.00	345.34	166.03	921.44	416.00	505.44	121.50
312010-000	Maintenance Charges	-	-	-	N/A	12.50	-	12.50	N/A
312900-000	Total Other Tenant Income	12,523.37	9,435.00	3,088.37	32.73	26,985.55	18,870.00	8,115.55	43.01
319900-000	NET TENANT INCOME	112,712.01	105,909.00	6,803.01	6.42	229,568.79	211,818.00	17,750.79	8.38
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	258,120.00	136,547.00	121,573.00	89.03	492,007.00	273,094.00	218,913.00	80.16
340111-000	Pet Fee Income	120.00	-	120.00	N/A	250.00	-	250.00	N/A
349900-000	TOTAL GRANT INCOME	258,240.00	136,547.00	121,693.00	89.12	492,257.00	273,094.00	219,163.00	80.25
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	1,879.12	21,554.00	(19,674.88)	-91.28	23,613.89	43,108.00	(19,494.11)	-45.22
365002-000	Bad Debt Recovery	1,453.24	-	1,453.24	N/A	2,164.55	-	2,164.55	N/A
369900-000	TOTAL OTHER INCOME	3,332.36	21,554.00	(18,221.64)	-84.54	25,778.44	43,108.00	(17,329.56)	-40.20
399900-000	TOTAL INCOME	374,284.37	264,010.00	110,274.37	41.77	747,604.23	528,020.00	219,584.23	41.59
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	32,520.29	34,450.00	1,929.71	5.60	52,664.44	68,900.00	16,235.56	23.56
411002-000	Administrative Overtime	1,324.74	562.00	(762.74)	-135.72	2,185.34	1,124.00	(1,061.34)	-94.43
411003-000	Administrative: Employer FICA/SUI	2,584.15	3,498.00	913.85	26.12	4,149.06	6,996.00	2,846.94	40.69
411004-000	Administrative: Employee Benefits	7,949.16	7,725.00	(224.16)	-2.90	16,872.55	15,450.00	(1,422.55)	-9.21
411005-000	Administrative: Retirees Medical ER share	-	-	-	N/A	1,292.80	-	(1,292.80)	N/A
411006-000	Administrative: Emp Incentive	-	-	-	N/A	297.00	-	(297.00)	N/A
411099-000	Total Administrative Salaries	44,378.34	46,235.00	1,856.66	4.02	77,461.19	92,470.00	15,008.81	16.23
413000-000	Legal Expense								
413001-000	Legal Expense	20.00	129.00	109.00	84.50	335.00	258.00	(77.00)	-29.84
413003-000	Credit Reports	230.50	563.00	332.50	59.06	314.50	1,126.00	811.50	72.07
413100-000	Total Legal Expense	250.50	692.00	441.50	63.80	649.50	1,384.00	734.50	53.07
413900-000	Other Admin Expenses								

**SPARTANBURG HOUSING AUTHORITY  
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
414000-000	Staff Training	199.77	1,009.00	809.23	80.20	719.77	2,018.00	1,298.23	64.33
415000-000	Travel	-	806.00	806.00	100.00	83.79	1,612.00	1,528.21	94.80
417000-000	Bookkeeping Fees	3,615.00	3,602.00	(13.00)	-0.36	7,252.50	7,204.00	(48.50)	-0.67
417100-000	Auditing Fees	-	510.00	510.00	100.00	-	1,020.00	1,020.00	100.00
417300-000	Management Fee	26,119.58	26,010.00	(109.58)	-0.42	52,401.73	52,020.00	(381.73)	-0.73
417302-000	Asset Management Fee	5,070.00	4,940.00	(130.00)	-2.63	10,140.00	9,880.00	(260.00)	-2.63
418900-000	Total Other Admin Expenses	35,004.35	36,877.00	1,872.65	5.08	70,597.79	73,754.00	3,156.21	4.28
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	90.46	578.00	487.54	84.35	359.14	1,156.00	796.86	68.93
419003-000	Printing	566.08	-	(566.08)	N/A	566.08	-	(566.08)	N/A
419004-000	Telephone	2,009.79	1,797.00	(212.79)	-11.84	2,818.18	3,594.00	775.82	21.59
419005-000	Postage	-	295.00	295.00	100.00	-	590.00	590.00	100.00
419006-000	Forms and Computer Supplies	-	855.00	855.00	100.00	-	1,710.00	1,710.00	100.00
419007-000	Court Costs	620.00	1,392.00	772.00	55.46	2,115.00	2,784.00	669.00	24.03
419008-000	Subscriptions and Fees	-	97.00	97.00	100.00	-	194.00	194.00	100.00
419009-000	Sundry Miscellaneous	3,252.73	1,346.00	(1,906.73)	-141.66	3,252.73	2,692.00	(560.73)	-20.83
419010-000	Newspaper ADS (Advertising)	99.30	166.00	66.70	40.18	99.30	332.00	232.70	70.09
419011-000	Sundry Service Contracts	7,663.52	5,009.00	(2,654.52)	-53.00	34,631.85	10,018.00	(24,613.85)	-245.70
419017-000	Temporary Administrative Labor	-	737.00	737.00	100.00	-	1,474.00	1,474.00	100.00
419021-000	Discretionary	-	75.00	75.00	100.00	-	150.00	150.00	100.00
419100-000	Total Miscellaneous Admin Expenses	14,301.88	12,347.00	(1,954.88)	-15.83	43,842.28	24,694.00	(19,148.28)	-77.54
419900-000	TOTAL ADMINISTRATIVE EXPENSES	93,935.07	96,151.00	2,215.93	2.30	192,550.76	192,302.00	(248.76)	-0.13
420000-000	TENANT SERVICES								
422000-000	Tenant Services	620.10	2,024.00	1,403.90	69.36	1,374.42	4,048.00	2,673.58	66.05
422001-000	Other Tenant Svcs.	-	-	-	N/A	300.00	-	(300.00)	N/A
423000-000	Tenant Services -PH ADD ON	-	-	-	N/A	374.35	-	(374.35)	N/A
429900-000	TOTAL TENANT SERVICES EXPENSES	620.10	2,024.00	1,403.90	69.36	2,048.77	4,048.00	1,999.23	49.39
430000-000	UTILITIES								
431000-000	Water	17,534.26	10,700.00	(6,834.26)	-63.87	18,485.38	21,400.00	2,914.62	13.62
432000-000	Electricity	42,864.99	25,300.00	(17,564.99)	-69.43	73,769.27	50,600.00	(23,169.27)	-45.79
433000-000	Gas	13,013.21	11,767.00	(1,246.21)	-10.59	18,583.01	23,534.00	4,950.99	21.04
439000-000	Sewer	27,405.11	15,683.00	(11,722.11)	-74.74	28,846.85	31,366.00	2,519.15	8.03
439900-000	TOTAL UTILITY EXPENSES	100,817.57	63,450.00	(37,367.57)	-58.89	139,684.51	126,900.00	(12,784.51)	-10.07
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	18,651.24	21,094.00	2,442.76	11.58	29,886.51	46,188.00	16,301.49	35.29
441002-000	Maintenance: Overtime	859.03	952.00	92.97	9.77	2,163.54	1,904.00	(259.54)	-13.63
441003-000	Maintenance: Employer FICA/SUI	1,441.76	2,760.00	1,318.24	47.76	2,291.18	5,520.00	3,228.82	58.49

**SPARTANBURG HOUSING AUTHORITY  
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441004-000	Temp Maintenance Labor	2,864.86	4,805.00	1,940.14	40.38	5,851.99	5,610.00	(241.99)	-4.31
441005-000	Maintenance: Employee Benefits	5,545.11	7,659.00	2,113.89	27.60	9,558.27	15,318.00	5,759.73	37.60
441100-000	Maintenance Uniforms	-	246.00	246.00	100.00	-	492.00	492.00	100.00
441200-000	Vehicle Repair	529.92	669.00	139.08	20.79	1,513.10	1,338.00	(175.10)	-13.09
441300-000	Gasoline Purchases	917.17	667.00	(250.17)	-37.51	1,555.31	1,334.00	(221.31)	-16.59
441900-000	Total General Maint Expense	30,809.09	38,852.00	8,042.91	20.70	52,819.90	77,704.00	24,884.10	32.02
442000-000	Materials								
442002-000	Appliance-Maint Materials	36.97	1,877.00	1,840.03	98.03	171.52	3,754.00	3,582.48	95.43
442003-000	Painting-Maint Materials	1,337.49	1,570.00	232.51	14.81	1,337.49	3,140.00	1,802.51	57.40
442004-000	Electrical-Maint Materials	167.88	1,653.00	1,485.12	89.84	307.30	3,306.00	2,998.70	90.70
442005-000	Heating/AC-Maint Materials	-	1,960.00	1,960.00	100.00	-	3,920.00	3,920.00	100.00
442006-000	Janitorial Supplies	134.37	475.00	340.63	71.71	448.69	950.00	501.31	52.77
442008-000	Plumbing-Maint Materials	57.10	1,653.00	1,595.90	96.55	828.81	3,306.00	2,477.19	74.93
442009-000	Hand Tools-Maint Materials	27.98	400.00	372.02	93.00	27.98	800.00	772.02	96.50
442010-000	Maintenance Materials	1,693.86	3,218.00	1,524.14	47.36	3,295.25	6,436.00	3,140.75	48.80
442011-000	Safety equipment/shoes	15.87	335.00	319.13	95.26	63.59	670.00	606.41	90.51
442900-000	Total Materials	3,471.52	13,141.00	9,669.48	73.58	6,480.63	26,282.00	19,801.37	75.34
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	127.75	690.00	562.25	81.49	847.73	1,380.00	532.27	38.57
443002-000	Extermination Contract	2,630.00	4,375.00	1,745.00	39.89	4,148.00	8,750.00	4,602.00	52.59
443005-000	Unit Turnaround-Contract	2,320.00	2,967.00	647.00	21.81	12,670.00	5,934.00	(6,736.00)	-113.52
443006-000	Electrical-Contract	-	1,675.00	1,675.00	100.00	-	3,350.00	3,350.00	100.00
443007-000	Disposal Contract	6,288.33	3,514.00	(2,774.33)	-78.95	6,288.33	7,028.00	739.67	10.52
443009-000	Landscaping-Contract	16,857.00	7,048.00	(9,809.00)	-139.17	32,558.25	14,096.00	(18,462.25)	-130.98
443011-000	Heating/AC-Contract	796.96	2,523.00	1,726.04	68.41	796.96	5,046.00	4,249.04	84.21
443013-000	Contract: Uniform Rental	317.73	462.00	144.27	31.23	417.71	924.00	506.29	54.79
443015-000	Janitorial-Contract	-	250.00	250.00	100.00	1,393.94	500.00	(893.94)	-178.79
443017-000	Elevator-Contract	-	2,583.00	2,583.00	100.00	5,125.41	5,166.00	40.59	0.79
443018-000	Plumbing-Contract	-	7,374.00	7,374.00	100.00	2,116.00	14,748.00	12,632.00	85.65
443019-000	Miscellaneous Contracts	-	1,858.00	1,858.00	100.00	122.40	3,716.00	3,593.60	96.71
443023-000	Con: Consultant/Mentoring	-	542.00	542.00	100.00	-	1,084.00	1,084.00	100.00
443099-000	Maintenance Misc-Contracts	947.53	10,417.00	9,469.47	90.90	4,235.73	20,834.00	16,598.27	79.67
443900-000	Total Contract Costs	30,285.30	46,278.00	15,992.70	34.56	70,720.46	92,556.00	21,835.54	23.59
449900-000	TOTAL MAINTENACE EXPENSES	64,565.91	98,271.00	33,705.09	34.30	130,020.99	196,542.00	66,521.01	33.85
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,595.56	3,802.00	1,206.44	31.73	5,191.12	7,604.00	2,412.88	31.73
451100-000	Property Tax	-	1,561.00	1,561.00	100.00	-	3,122.00	3,122.00	100.00
452100-000	Workers Comp Insurance	1,040.28	2,425.00	1,384.72	57.10	2,080.56	4,850.00	2,769.44	57.10
457000-000	Bad Debt-Tenant Rents	-	2,034.00	2,034.00	100.00	-	4,068.00	4,068.00	100.00
458000-000	All Protective Services	-	-	-	N/A	1,093.00	-	(1,093.00)	N/A



**SPARTANBURG HOUSING AUTHORITY  
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
459900-000	TOTAL GENERAL EXPENSES	3,635.84	9,822.00	6,186.16	62.98	8,364.68	19,644.00	11,279.32	57.42
470000-000	HOUSING ASSISTANCE PAYMENTS								
471501-000	Tenant Utility Payments -SHA7	3,348.00	-	(3,348.00)	N/A	3,348.00	-	(3,348.00)	N/A
471503-000	FSS Escrow Payments	833.00	52.00	(781.00)	-1,501.92	1,666.00	104.00	(1,562.00)	-1,501.92
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	4,181.00	52.00	(4,129.00)	-7,940.38	5,014.00	104.00	(4,910.00)	-4,721.15
	<b>TOTAL OPERATING EXPENSES</b>	<b>267,755.49</b>	<b>269,770.00</b>	<b>2,014.51</b>	<b>0.7468%</b>	<b>477,683.71</b>	<b>539,540.00</b>	<b>61,856.29</b>	<b>11.4646%</b>
	<b>NET OPERATING INCOME</b>	<b>106,528.88</b>	<b>(5,760.00)</b>	<b>112,288.88</b>	<b>-1949.46%</b>	<b>269,920.52</b>	<b>(11,520.00)</b>	<b>281,440.52</b>	<b>-2443.06%</b>
500000-000	NON-OPERATING ITEMS								
523405-000	Flow Through Subsidy remitted to RAD	89,876.09	-	(89,876.09)	N/A	182,003.17	-	(182,003.17)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	89,876.09	-	(89,876.09)	N/A	182,003.17	-	(182,003.17)	N/A
900000-000	<b>NET INCOME</b>	<b>16,652.79</b>	<b>(5,760.00)</b>	<b>22,412.79</b>	<b>-389.11%</b>	<b>87,917.35</b>	<b>(11,520.00)</b>	<b>99,437.35</b>	<b>-863.17%</b>
	<b>PROOF:</b>								
	Archibald hi-Rise	(8,690.93)				28,944.07			
	Archibald Village	6,687.23				15,600.63			
	Cammie Clagget	19,768.13				16,336.19			
	Camp Croft	(4,928.00)				17,398.31			
	Prince Hall	(608.84)				(5,582.01)			
	Scattered Sites	2,119.82				3,626.41			
	Victoria Gardens	2,209.32				14,318.78			
	Cambridge Place	7,063.01				8,398.27			
	Sub-total	23,619.74				99,040.65			
	<b>RAD SITES:</b>								
	Tobias	(2,193.24)				(2,953.65)			
	Ellen C. Watson	(403.06)				(616.12)			
	Frank Gooch	(1,394.08)				(3,246.12)			
	JC Anderson	(1,382.91)				(1,793.82)			
	Barksdale	(618.54)				(953.35)			
	Leland	(752.18)				(1,226.36)			
	Spruce	(222.94)				(333.88)			
	Sub-total ( Oct 2016 )	(6,966.95)				(11,123.30)			
	<b>Grand total</b>	<b>16,652.79</b>				<b>87,917.35</b>			
		(0.00)	check			-	check		

**SPARTANBURG HOUSING AUTHORITY  
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
362000-000	Management Fee Income	68,682.18	66,713.00	1,969.18	2.95	142,672.74	133,426.00	9,246.74	6.93
362001-000	Bookkeeping fee income	21,675.00	22,049.00	(374.00)	-1.70	43,177.50	44,098.00	(920.50)	-2.09
365000-000	Miscellaneous Other Income	27,374.98	46,892.00	(19,517.02)	-41.62	48,695.48	93,784.00	(45,088.52)	-48.08
369900-000	TOTAL OTHER INCOME	117,732.16	135,654.00	(17,921.84)	-13.21	234,545.72	271,308.00	(36,762.28)	-13.55
399900-000	TOTAL INCOME	117,732.16	135,654.00	(17,921.84)	-13.21	234,545.72	271,308.00	(36,762.28)	-13.55
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	59,263.17	56,417.00	(2,846.17)	-5.04	89,925.85	112,834.00	22,908.15	20.30
411002-000	Administrative Overtime	-	833.00	833.00	100.00	-	1,666.00	1,666.00	100.00
411003-000	Administrative: Employer FICA/SUI	3,908.75	5,062.00	1,153.25	22.78	5,824.37	10,124.00	4,299.63	42.47
411004-000	Administrative: Employee Benefits	12,187.22	11,275.00	(912.22)	-8.09	22,941.18	22,550.00	(391.18)	-1.73
411005-000	Administrative: Retirees Medical ER share	2,952.52	3,083.00	130.48	4.23	6,166.60	6,166.00	(0.60)	-0.01
411006-000	Administrative: Emp Incentive	68.44	2,250.00	2,181.56	96.96	68.44	3,500.00	3,431.56	98.04
411099-000	Total Administrative Salaries	78,380.10	78,920.00	539.90	0.68	124,926.44	156,840.00	31,913.56	20.35
413000-000	Legal Expense								
413001-000	Legal Expense	3,030.50	4,167.00	1,136.50	27.27	3,030.50	8,334.00	5,303.50	63.64
413003-000	Credit Reports	-	42.00	42.00	100.00	70.00	84.00	14.00	16.67
413100-000	Total Legal Expense	3,030.50	4,209.00	1,178.50	28.00	3,100.50	8,418.00	5,317.50	63.17
413900-000	Other Admin Expenses								
414000-000	Staff Training	30.00	342.00	312.00	91.23	1,635.00	684.00	(951.00)	-139.04
415000-000	Travel	227.01	510.00	282.99	55.49	3,447.63	1,020.00	(2,427.63)	-238.00
417100-000	Auditing Fees	650.00	417.00	(233.00)	-55.88	650.00	834.00	184.00	22.06
418000-000	Office Rent	8,156.25	8,168.00	11.75	0.14	16,312.50	16,336.00	23.50	0.14
418900-000	Total Other Admin Expenses	9,063.26	9,437.00	373.74	3.96	22,045.13	18,874.00	(3,171.13)	-16.80
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	3,158.24	597.00	(2,561.24)	-429.02	3,678.78	1,194.00	(2,484.78)	-208.11
419003-000	Printing	1,093.68	-	(1,093.68)	N/A	1,093.68	-	(1,093.68)	N/A
419004-000	Telephone	3,551.35	2,730.00	(821.35)	-30.09	4,803.05	5,460.00	656.95	12.03
419005-000	Postage	31.66	833.00	801.34	96.20	35.04	1,666.00	1,630.96	97.90
419006-000	Forms and Computer Supplies	-	167.00	167.00	100.00	-	334.00	334.00	100.00
419008-000	Subscriptions and Fees	-	271.00	271.00	100.00	1,595.00	542.00	(1,053.00)	-194.28
419009-000	Sundry Miscellaneous	1,325.83	1,309.00	(16.83)	-1.29	1,837.39	2,618.00	780.61	29.82

**SPARTANBURG HOUSING AUTHORITY  
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419010-000	Newspaper ADS (Advertising)	105.72	417.00	311.28	74.65	105.72	834.00	728.28	87.32
419011-000	Sundry Service Contracts	3,325.64	4,687.00	1,361.36	29.05	6,770.55	9,374.00	2,603.45	27.77
419012-000	Software	222.60	-	(222.60)	N/A	445.20	-	(445.20)	N/A
419017-000	Temporary Administrative Labor	4,952.34	1,000.00	(3,952.34)	-395.23	15,432.67	2,000.00	(13,432.67)	-671.63
419020-000	Bank Fees	-	125.00	125.00	100.00	35.00	250.00	215.00	86.00
419021-000	Discretionary	-	83.00	83.00	100.00	-	166.00	166.00	100.00
419022-000	Other Misc Admin Expenses	145.00	417.00	272.00	65.23	4,610.32	834.00	(3,776.32)	-452.80
419100-000	Total Miscellaneous Admin Expenses	17,912.06	12,636.00	(5,276.06)	-41.75	40,442.40	25,272.00	(15,170.40)	-60.03
419900-000	TOTAL ADMINISTRATIVE EXPENSES	108,385.92	105,202.00	(3,183.92)	-3.03	190,514.47	209,404.00	18,889.53	9.02
430000-000	UTILITIES								
431000-000	Water	191.37	133.00	(58.37)	-43.89	191.37	266.00	74.63	28.06
432000-000	Electricity	1,184.06	2,500.00	1,315.94	52.64	2,494.59	5,000.00	2,505.41	50.11
433000-000	Gas	47.47	225.00	177.53	78.90	92.34	450.00	357.66	79.48
439000-000	Sewer	-	250.00	250.00	100.00	-	500.00	500.00	100.00
439900-000	TOTAL UTILITY EXPENSES	1,422.90	3,108.00	1,685.10	54.22	2,778.30	6,216.00	3,437.70	55.30
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	2,329.07	1,367.00	(962.07)	-70.38	3,135.32	2,734.00	(401.32)	-14.68
441210-000	Equipment Repair	-	278.00	278.00	100.00	-	556.00	556.00	100.00
441300-000	Gasoline Purchases	556.33	825.00	268.67	32.57	1,415.20	1,650.00	234.80	14.23
441900-000	Total General Maint Expense	2,885.40	2,470.00	(415.40)	-16.82	4,550.52	4,940.00	389.48	7.88
442000-000	Materials								
442003-000	Painting-Maint Materials	-	83.00	83.00	100.00	-	166.00	166.00	100.00
442006-000	Janitorial Supplies	-	108.00	108.00	100.00	-	216.00	216.00	100.00
442009-000	Hand Tools-Maint Materials	-	25.00	25.00	100.00	-	50.00	50.00	100.00
442010-000	Maintenance Materials	74.97	1,083.00	1,008.03	93.08	848.09	6,166.00	5,317.91	86.25
442011-000	Safety equipment/shoes	-	25.00	25.00	100.00	(147.36)	50.00	197.36	394.72
442900-000	Total Materials	74.97	1,324.00	1,249.03	94.34	700.73	6,648.00	5,947.27	89.46
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	85.00	85.00	100.00	-	170.00	170.00	100.00
443007-000	Disposal Contract	247.62	290.00	42.38	14.61	247.62	580.00	332.38	57.31
443009-000	Landscaping-Contract	1,104.00	2,523.00	1,419.00	56.24	3,030.75	5,046.00	2,015.25	39.94
443013-000	Contract: Uniform Rental	66.72	60.00	(6.72)	-11.20	86.35	120.00	33.65	28.04

**SPARTANBURG HOUSING AUTHORITY  
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443015-000	Janitorial-Contract	1,600.00	1,200.00	(400.00)	-33.33	2,720.00	2,400.00	(320.00)	-13.33
443019-000	Miscellaneous Contracts	1,071.46	292.00	(779.46)	-266.94	1,375.28	584.00	(791.28)	-135.49
443023-000	Con:Consultant/Mentoring	25,489.27	16,500.00	(8,989.27)	-54.48	31,140.41	33,000.00	1,859.59	5.64
443099-000	Maintenance Misc-Contracts	1,139.96	83.00	(1,056.96)	-1,273.45	1,239.88	166.00	(1,073.88)	-646.92
443900-000	Total Contract Costs	30,719.03	21,033.00	(9,686.03)	-46.05	39,840.29	42,066.00	2,225.71	5.29
449900-000	TOTAL MAINTENANCE EXPENSES	33,679.40	24,827.00	(8,852.40)	-35.66	45,091.54	53,654.00	8,562.46	15.96
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	3,727.21	5,310.00	1,582.79	29.81	7,454.42	10,620.00	3,165.58	29.81
452100-000	Workers Comp Insurance	1,001.18	2,546.00	1,544.82	60.68	2,002.36	5,092.00	3,089.64	60.68
453010-000	SHA-Board/Commissioner exp	133.13	1,250.00	1,116.87	89.35	133.13	2,500.00	2,366.87	94.67
459900-000	TOTAL GENERAL EXPENSES	4,861.52	9,106.00	4,244.48	46.61	9,589.91	18,212.00	8,622.09	47.34
	<b>TOTAL OPERATING EXPENSES</b>	<b>148,349.74</b>	<b>142,243.00</b>	<b>(6,106.74)</b>	<b>-4.29%</b>	<b>247,974.22</b>	<b>287,486.00</b>	<b>39,511.78</b>	<b>13.74%</b>
900000-000	<b>NET INCOME</b>	<b>(30,617.58)</b>	<b>(6,589.00)</b>	<b>(24,028.58)</b>	<b>364.68%</b>	<b>(13,428.50)</b>	<b>(16,178.00)</b>	<b>2,749.50</b>	<b>-17.00%</b>
	COCC	(46,762.29)				(45,808.73)			
	LANDSCAPE	16,144.71				32,380.23			
		(30,617.58)				(13,428.50)			
		-	check			-	check		

## SPARTANBURG HOUSING AUTHORITY

## HCV PROGRAM INCLUDING MOD REHAB

## Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	451,778.00	924,000.00	(472,222.00)	-51.11	1,248,536.00	1,848,000.00	(599,464.00)	-32.44
341002-000	Sec 8 Admin. Fee Inc-HCV	74,354.00	100,000.00	(25,646.00)	-25.65	163,150.00	200,000.00	(36,850.00)	-18.42
341004-000	Section 8 Port-In Admin Fees	(750.00)	125.00	(875.00)	-700.00	(750.00)	250.00	(1,000.00)	-400.00
341006-000	Port In HAP Earned	(6,782.00)	833.00	(7,615.00)	-914.17	(6,782.00)	1,666.00	(8,448.00)	-507.08
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	17,483.00	(3,780.00)	-21.62	27,406.00	34,966.00	(7,560.00)	-21.62
341011-000	Mod Rehab- HAP EARNED	119,121.00	109,044.00	10,077.00	9.24	238,242.00	218,088.00	20,154.00	9.24
349900-000	TOTAL GRANT INCOME	651,424.00	1,151,485.00	(500,061.00)	-43.43	1,669,802.00	2,302,970.00	(633,168.00)	-27.49
360000-000	OTHER INCOME								
364000-000	Fraud Recovery Income-Admin	1,043.51	500.00	543.51	108.70	2,316.72	1,000.00	1,316.72	131.67
364001-000	Fraud Recovery - HAP	1,043.51	500.00	543.51	108.70	2,316.71	1,000.00	1,316.71	131.67
365000-000	Miscellaneous Other Income	-	833.00	(833.00)	-100.00	-	1,666.00	(1,666.00)	-100.00
369900-000	TOTAL OTHER INCOME	2,087.02	1,833.00	254.02	13.86	4,633.43	3,666.00	967.43	26.39
399900-000	TOTAL INCOME	653,511.02	1,153,318.00	(499,806.98)	-43.34	1,674,435.43	2,306,636.00	(632,200.57)	-27.41
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	49,982.00	35,752.00	(14,230.00)	-39.80	71,684.27	71,504.00	(180.27)	-0.25
411002-000	Administrative Overtime	55.60	-	(55.60)	N/A	84.73	-	(84.73)	N/A
411003-000	Administrative: Employer FICA/SUI	3,646.80	3,623.00	(23.80)	-0.66	5,226.70	7,246.00	2,019.30	27.87
411004-000	Administrative: Employee Benefits	8,000.88	9,142.00	1,141.12	12.48	15,799.94	18,284.00	2,484.06	13.59
411099-000	Total Administrative Salaries	61,685.28	48,517.00	(13,168.28)	-27.14	92,795.64	97,034.00	4,238.36	4.37
413000-000	Legal Expense								
413001-000	Legal Expense	-	167.00	167.00	100.00	-	334.00	334.00	100.00
413003-000	Credit Reports	301.50	500.00	198.50	39.70	399.50	1,000.00	600.50	60.05
413100-000	Total Legal Expense	301.50	667.00	365.50	54.80	399.50	1,334.00	934.50	70.05
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	1,000.00	1,000.00	100.00	2,469.88	3,500.00	1,030.12	29.43
415000-000	Travel	-	500.00	500.00	100.00	438.00	1,000.00	562.00	56.20
417000-000	Bookkeeping Fees	15,562.50	15,750.00	187.50	1.19	30,885.00	31,500.00	615.00	1.95
417001-000	Bookkeeping Fees-MOD Rehab	1,447.50	1,500.00	52.50	3.50	2,947.50	3,000.00	52.50	1.75
417100-000	Auditing Fees	-	792.00	792.00	100.00	-	1,584.00	1,584.00	100.00
417200-000	Port Out Admin Fee	948.52	667.00	(281.52)	-42.21	1,785.18	1,334.00	(451.18)	-33.82
417300-000	Management Fee	27,216.00	25,200.00	(2,016.00)	-8.00	51,732.00	50,400.00	(1,332.00)	-2.64
417303-000	Management Fee- MOD Rehab	-	2,400.00	2,400.00	100.00	2,400.00	4,800.00	2,400.00	50.00
418000-000	Office Rent	3,500.00	3,500.00	-	0.00	7,000.00	7,000.00	-	0.00
418900-000	Total Other Admin Expenses	48,674.52	51,309.00	2,634.48	5.13	99,657.56	104,118.00	4,460.44	4.28
419000-000	Miscellaneous Admin Expenses								

**SPARTANBURG HOUSING AUTHORITY**  
**HCV PROGRAM INCLUDING MOD REHAB**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419001-000	Office Expense	513.44	1,000.00	486.56	48.66	1,015.71	2,000.00	984.29	49.21
419003-000	Printing	1,116.16	-	(1,116.16)	N/A	1,116.16	-	(1,116.16)	N/A
419004-000	Telephone	1,241.96	1,250.00	8.04	0.64	1,605.52	2,500.00	894.48	35.78
419005-000	Postage	-	1,333.00	1,333.00	100.00	-	2,666.00	2,666.00	100.00
419006-000	Forms and Computer Supplies	-	125.00	125.00	100.00	-	250.00	250.00	100.00
419008-000	Subscriptions and Fees	-	125.00	125.00	100.00	-	250.00	250.00	100.00
419009-000	Sundry Miscellaneous	-	416.00	416.00	100.00	-	832.00	832.00	100.00
419010-000	Newspaper ADS (Advertising)	610.35	17.00	(593.35)	-3,490.29	610.35	34.00	(576.35)	-1,695.15
419011-000	Sundry Service Contracts	6,076.00	4,317.00	(1,759.00)	-40.75	11,702.00	8,634.00	(3,068.00)	-35.53
419017-000	Temporary Administrative Labor	705.60	208.00	(497.60)	-239.23	2,110.50	416.00	(1,694.50)	-407.33
419020-000	Bank Fees	-	167.00	167.00	100.00	-	334.00	334.00	100.00
419100-000	Total Miscellaneous Admin Expenses	10,263.51	8,958.00	(1,305.51)	-14.57	18,160.24	17,916.00	(244.24)	-1.36
419900-000	TOTAL ADMINISTRATIVE EXPENSES	120,924.81	109,451.00	(11,473.81)	-10.48	211,012.94	220,402.00	9,389.06	4.26
430000-000	UTILITIES								
431000-000	Water	63.80	250.00	186.20	74.48	63.80	500.00	436.20	87.24
432000-000	Electricity	394.69	1,000.00	605.31	60.53	831.54	2,000.00	1,168.46	58.42
433000-000	Gas	15.83	250.00	234.17	93.67	30.79	500.00	469.21	93.84
439000-000	Sewer	-	250.00	250.00	100.00	-	500.00	500.00	100.00
439900-000	TOTAL UTILITY EXPENSES	474.32	1,750.00	1,275.68	72.90	926.13	3,500.00	2,573.87	73.54
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	-	250.00	250.00	100.00	206.84	500.00	293.16	58.63
441300-000	Gasoline Purchases	209.88	167.00	(42.88)	-25.68	488.97	334.00	(154.97)	-46.40
441900-000	Total General Maint Expense	209.88	417.00	207.12	49.67	695.81	834.00	138.19	16.57
443000-000	Contract Costs								
443015-000	Janitorial-Contract	-	-	-	N/A	480.00	-	(480.00)	N/A
443023-000	Con:Consultant/Mentoring	-	1,250.00	1,250.00	100.00	-	2,500.00	2,500.00	100.00
443099-000	Maintenance Misc-Contracts	33.31	-	(33.31)	N/A	99.93	-	(99.93)	N/A
443900-000	Total Contract Costs	33.31	1,250.00	1,216.69	97.34	579.93	2,500.00	1,920.07	76.80
449900-000	TOTAL MAINTENACE EXPENSES	243.19	1,667.00	1,423.81	85.41	1,275.74	3,334.00	2,058.26	61.74
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,578.41	2,145.00	566.59	26.41	3,156.82	4,290.00	1,133.18	26.41
452100-000	Workers Comp Insurance	632.61	1,340.00	707.39	52.79	1,265.22	2,680.00	1,414.78	52.79
459900-000	TOTAL GENERAL EXPENSES	2,211.02	3,485.00	1,273.98	36.56	4,422.04	6,970.00	2,547.96	36.56
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	942,177.00	981,998.00	39,821.00	4.06	1,879,616.00	1,963,996.00	84,380.00	4.30

**SPARTANBURG HOUSING AUTHORITY**  
**HCV PROGRAM INCLUDING MOD REHAB**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
471501-000	Tenant Utility Payments	35,237.00	31,447.00	(3,790.00)	-12.05	69,732.00	62,894.00	(6,838.00)	-10.87
471502-000	Portable Out HAP Payments	18,685.00	17,797.00	(888.00)	-4.99	36,266.00	35,594.00	(672.00)	-1.89
471503-000	FSS Escrow Payments	2,603.00	1,802.00	(801.00)	-44.45	4,894.00	3,604.00	(1,290.00)	-35.79
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	998,702.00	1,033,044.00	34,342.00	3.32	1,990,508.00	2,066,088.00	75,580.00	3.66
	<b>TOTAL OPERATING EXPENSES</b>	<b>1,122,555.34</b>	<b>1,149,397.00</b>	<b>26,841.66</b>	<b>2.34%</b>	<b>2,208,144.85</b>	<b>2,300,294.00</b>	<b>92,149.15</b>	<b>4.01%</b>
	<b>NET OPERATING INCOME</b>	<b>(469,044.32)</b>	<b>3,921.00</b>	<b>(526,648.64)</b>	<b>-13431.49%</b>	<b>(533,709.42)</b>	<b>6,342.00</b>	<b>(724,349.72)</b>	<b>-11421.47%</b>
500000-000	NON-OPERATING ITEMS								
523409-000	RAD SUBSIDY-LIHTC-PBV	(82,384.00)	-	82,384.00	N/A	(171,640.00)	-	171,640.00	N/A
523410-000	Pinnacle shortfall	(7,492.09)	-	7,492.09	N/A	(10,363.17)	-	10,363.17	N/A
599900-000	TOTAL NON-OPERATING ITEMS	(89,876.09)	-	89,876.09	N/A	(182,003.17)	-	182,003.17	N/A
900000-000	<b>NET INCOME</b>	<b>(379,168.23)</b>	<b>3,921.00</b>	<b>(383,089.23)</b>	<b>-9770.19%</b>	<b>(351,706.25)</b>	<b>6,342.00</b>	<b>(358,048.25)</b>	<b>-5645.67%</b>
	PROOF:								
	HAP	(354,674.40)				(337,531.12)			
	HAP ADMIN	(31,242.96)				(22,360.27)			
	Mod Rehab HAP	11,009.00				11,339.00			
	Mod Rehab Admin	(4,259.87)				(3,153.86)			
		(379,168.23)				(351,706.25)			
		-	CHECK			-	CHECK		

**SPARTANBURG HOUSING AUTHORITY**

**HCV PROGRAM - HAP**

Actual to Budget Variance Comparison

11/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	451,778.00	924,000.00	(472,222.00)	-51.11	1,248,536.00	1,848,000.00	(599,464.00)	-32.44
341006-000	Port In HAP Earned	(6,782.00)	833.00	(7,615.00)	-914.17	(6,782.00)	1,666.00	(8,448.00)	-507.08
364001-000	Fraud Recovery - HAP	1,043.51	500.00	543.51	108.70	2,316.71	1,000.00	1,316.71	131.67
399900-000	TOTAL INCOME	446,039.51	925,333.00	(479,293.49)	-51.80%	1,244,070.71	1,850,666.00	(606,595.29)	-32.78%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	834,641.00	873,445.00	38,804.00	4.44	1,654,128.00	1,746,890.00	92,762.00	5.31
471501-000	Tenant Utility Payments	34,661.00	30,956.00	(3,705.00)	-11.97	68,317.00	61,912.00	(6,405.00)	-10.35
471502-000	Portable Out HAP Payments	18,685.00	17,797.00	(888.00)	-4.99	36,266.00	35,594.00	(672.00)	-1.89
471503-000	FSS Escrow Payments	2,603.00	1,802.00	(801.00)	-44.45	4,894.00	3,604.00	(1,290.00)	-35.79
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	890,590.00	924,000.00	33,410.00	3.62	1,763,605.00	1,848,000.00	84,395.00	4.57
500000-000	NON-OPERATING ITEMS								
523409-000	RAD SUBSIDY-LIHTC-PBV	(82,384.00)	-	82,384.00	N/A	(171,640.00)	-	171,640.00	N/A
523410-000	Pinnacle shortfall	(7,492.09)	-	7,492.09	N/A	(10,363.17)	-	10,363.17	N/A
599900-000	TOTAL NON-OPERATING ITEMS	(89,876.09)	-	89,876.09	N/A	(182,003.17)	-	182,003.17	N/A
<b>900000-000</b>	<b>NET INCOME</b>	<b>(354,674.40)</b>	<b>1,333.00</b>	<b>(356,007.40)</b>	<b>-26707.23%</b>	<b>(337,531.12)</b>	<b>2,666.00</b>	<b>(340,197.12)</b>	<b>-12760.58%</b>



**SPARTANBURG HOUSING AUTHORITY  
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

11/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341002-000	Sec 8 Admin. Fee Inc-HCV	74,354.00	100,000.00	(25,646.00)	-25.65	163,150.00	200,000.00	(36,850.00)	-18.42
341004-000	Section 8 Port-In Admin Fees	(750.00)	125.00	(875.00)	-700.00	(750.00)	250.00	(1,000.00)	-400.00
364000-000	Fraud Recovery Income-Admin	1,043.51	500.00	543.51	108.70	2,316.72	1,000.00	1,316.72	131.67
365000-000	Miscellaneous Other Income	-	833.00	(833.00)	-100.00	-	1,666.00	(1,666.00)	-100.00
399900-000	TOTAL INCOME	74,647.51	101,458.00	(26,810.49)	-26.43%	164,716.72	202,916.00	(38,199.28)	-18.83%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	40,926.63	29,263.00	(11,663.63)	-39.86	58,250.29	58,526.00	275.71	0.47
411002-000	Administrative Overtime	45.59	-	(45.59)	N/A	68.38	-	(68.38)	N/A
411003-000	Administrative: Employer FICA/SUI	2,986.38	2,965.00	(21.38)	-0.72	4,248.55	5,930.00	1,681.45	28.36
411004-000	Administrative: Employee Benefits	5,886.44	7,483.00	1,596.56	21.34	11,715.43	14,966.00	3,250.57	21.72
411099-000	Total Administrative Salaries	49,845.04	39,711.00	(10,134.04)	-25.52	74,282.65	79,422.00	5,139.35	6.47
413000-000	Legal Expense								
413001-000	Legal Expense	-	167.00	167.00	100.00	-	334.00	334.00	100.00
413003-000	Credit Reports	301.50	410.00	108.50	26.46	399.50	820.00	420.50	51.28
413100-000	Total Legal Expense	301.50	577.00	275.50	47.75	399.50	1,154.00	754.50	65.38
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	1,000.00	1,000.00	100.00	2,469.88	3,500.00	1,030.12	29.43
415000-000	Travel	-	500.00	500.00	100.00	438.00	1,000.00	562.00	56.20
417000-000	Bookkeeping Fees	15,562.50	15,750.00	187.50	1.19	30,885.00	31,500.00	615.00	1.95
417100-000	Auditing Fees	-	625.00	625.00	100.00	-	1,250.00	1,250.00	100.00
417200-000	Port Out Admin Fee	948.52	667.00	(281.52)	-42.21	1,785.18	1,334.00	(451.18)	-33.82
417300-000	Management Fee	24,900.00	25,200.00	300.00	1.19	49,416.00	50,400.00	984.00	1.95
418000-000	Office Rent	3,500.00	3,500.00	-	0.00	7,000.00	7,000.00	-	0.00
418900-000	Total Other Admin Expenses	44,911.02	47,242.00	2,330.98	4.93	91,994.06	95,984.00	3,989.94	4.16
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	385.08	820.00	434.92	53.04	761.78	1,640.00	878.22	53.55
419003-000	Printing	1,116.16	-	(1,116.16)	N/A	1,116.16	-	(1,116.16)	N/A
419004-000	Telephone	931.47	1,025.00	93.53	9.12	1,204.14	2,050.00	845.86	41.26
419005-000	Postage	-	1,093.00	1,093.00	100.00	-	2,186.00	2,186.00	100.00
419006-000	Forms and Computer Supplies	-	83.00	83.00	100.00	-	166.00	166.00	100.00
419008-000	Subscriptions and Fees	-	125.00	125.00	100.00	-	250.00	250.00	100.00
419009-000	Sundry Miscellaneous	-	333.00	333.00	100.00	-	666.00	666.00	100.00
419010-000	Newspaper ADS (Advertising)	610.35	17.00	(593.35)	-3,490.29	610.35	34.00	(576.35)	-1,695.15
419011-000	Sundry Service Contracts	4,557.00	3,417.00	(1,140.00)	-33.36	8,776.50	6,834.00	(1,942.50)	-28.42
419017-000	Temporary Administrative Labor	705.60	208.00	(497.60)	-239.23	2,110.50	416.00	(1,694.50)	-407.33
419020-000	Bank Fees	-	167.00	167.00	100.00	-	334.00	334.00	100.00
419100-000	Total Miscellaneous Admin Expenses	8,305.66	7,288.00	(1,017.66)	-13.96	14,579.43	14,576.00	(3.43)	-0.02

**SPARTANBURG HOUSING AUTHORITY  
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

11/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419900-000	TOTAL ADMINISTRATIVE EXPENSES	103,363.22	94,818.00	(8,545.22)	-9.01	181,255.64	191,136.00	9,880.36	5.17
430000-000	UTILITIES								
431000-000	Water	63.80	167.00	103.20	61.80	63.80	334.00	270.20	80.90
432000-000	Electricity	394.69	833.00	438.31	52.62	831.54	1,666.00	834.46	50.09
433000-000	Gas	15.83	167.00	151.17	90.52	30.79	334.00	303.21	90.78
439000-000	Sewer	-	167.00	167.00	100.00	-	334.00	334.00	100.00
439900-000	TOTAL UTILITY EXPENSES	474.32	1,334.00	859.68	64.44	926.13	2,668.00	1,741.87	65.29
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	-	250.00	250.00	100.00	206.84	500.00	293.16	58.63
441300-000	Gasoline Purchases	209.88	167.00	(42.88)	-25.68	488.97	334.00	(154.97)	-46.40
441900-000	Total General Maint Expense	209.88	417.00	207.12	49.67	695.81	834.00	138.19	16.57
443000-000	Contract Costs								
443015-000	Janitorial-Contract	-	-	-	N/A	480.00	-	(480.00)	N/A
443023-000	Con:Consultant/Mentoring	-	1,250.00	1,250.00	100.00	-	2,500.00	2,500.00	100.00
443099-000	Maintenance Misc-Contracts	33.31	-	(33.31)	N/A	99.93	-	(99.93)	N/A
443900-000	Total Contract Costs	33.31	1,250.00	1,216.69	97.34	579.93	2,500.00	1,920.07	76.80
449900-000	TOTAL MAINTENACE EXPENSES	243.19	1,667.00	1,423.81	85.41	1,275.74	3,334.00	2,058.26	61.74
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,291.94	1,756.00	464.06	26.43	2,583.88	3,512.00	928.12	26.43
452100-000	Workers Comp Insurance	517.80	1,097.00	579.20	52.80	1,035.60	2,194.00	1,158.40	52.80
459900-000	TOTAL GENERAL EXPENSES	1,809.74	2,853.00	1,043.26	36.57	3,619.48	5,706.00	2,086.52	36.57
	<b>TOTAL OPERATING EXPENSES</b>	<b>105,890.47</b>	<b>100,672.00</b>	<b>(5,218.47)</b>	<b>-5.18%</b>	<b>187,076.99</b>	<b>202,844.00</b>	<b>15,767.01</b>	<b>7.77%</b>
900000-000	<b>NET INCOME</b>	<b>(31,242.96)</b>	<b>786.00</b>	<b>(32,028.96)</b>	<b>-4074.93%</b>	<b>(22,360.27)</b>	<b>72.00</b>	<b>(22,432.27)</b>	<b>-31155.93%</b>

**SPARTANBURG HOUSING AUTHORITY  
HCV PROGRAM - MOD REHAB HAP**

Actual to Budget Variance Comparison

11/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341011-000	Mod Rehab- HAP EARNED	119,121.00	109,044.00	10,077.00	9.24	238,242.00	218,088.00	20,154.00	9.24
399900-000	TOTAL INCOME	119,121.00	109,044.00	10,077.00	9.24%	238,242.00	218,088.00	20,154.00	9.24%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	107,536.00	108,553.00	1,017.00	0.94	225,488.00	217,106.00	-8,382.00	-3.86
471501-000	Tenant Utility Payments	576.00	491.00	-85.00	-17.31	1,415.00	982.00	-433.00	-44.09
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	108,112.00	109,044.00	932.00	0.85	226,903.00	218,088.00	-8,815.00	-4.04
900000-000	<b>NET INCOME</b>	<b>11,009.00</b>	<b>-</b>	<b>11,009.00</b>		<b>11,339.00</b>	<b>-</b>	<b>11,339.00</b>	

**SPARTANBURG HOUSING AUTHORITY  
HCV PROGRAM - MOD REHAB ADMINISTRATIVE**

Actual to Budget Variance Comparison

11/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	17,483.00	-3,780.00	-21.62	27,406.00	34,966.00	-7,560.00	-21.62
399900-000	TOTAL INCOME	13,703.00	17,483.00	-3,780.00	-21.62%	27,406.00	34,966.00	-7,560.00	-21.62%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	9,055.37	6,489.00	(2,566.37)	-39.55	13,433.98	12,978.00	(455.98)	-3.51
411002-000	Administrative Overtime	10.01	-	(10.01)	N/A	16.35	-	(16.35)	N/A
411003-000	Administrative: Employer FICA/SUI	660.42	658.00	(2.42)	-0.37	978.15	1,316.00	337.85	25.67
411004-000	Administrative: Employee Benefits	2,114.44	1,659.00	(455.44)	-27.45	4,084.51	3,318.00	(766.51)	-23.10
411099-000	Total Administrative Salaries	11,840.24	8,806.00	(3,034.24)	-34.46	18,512.99	17,612.00	(900.99)	-5.12
413000-000	Legal Expense								
413003-000	Credit Reports	-	90.00	90.00	100.00	-	180.00	180.00	100.00
413100-000	Total Legal Expense	-	90.00	90.00	100.00	-	180.00	180.00	100.00
413900-000	Other Admin Expenses								
417001-000	Bookkeeping Fees-MOD Rehab	1,447.50	1,500.00	52.50	3.50	2,947.50	3,000.00	52.50	1.75
417100-000	Auditing Fees	-	167.00	167.00	100.00	-	334.00	334.00	100.00
417300-000	Management Fee	2,316.00	-	(2,316.00)	N/A	2,316.00	-	(2,316.00)	N/A
417303-000	Management Fee- MOD Rehab	-	2,400.00	2,400.00	100.00	2,400.00	4,800.00	2,400.00	50.00
418900-000	Total Other Admin Expenses	3,763.50	4,067.00	303.50	7.46	7,663.50	8,134.00	470.50	5.78
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	128.36	180.00	51.64	28.69	253.93	360.00	106.07	29.46
419004-000	Telephone	310.49	225.00	(85.49)	-38.00	401.38	450.00	48.62	10.80
419005-000	Postage	-	240.00	240.00	100.00	-	480.00	480.00	100.00
419006-000	Forms and Computer Supplies	-	42.00	42.00	100.00	-	84.00	84.00	100.00
419009-000	Sundry Miscellaneous	-	83.00	83.00	100.00	-	166.00	166.00	100.00
419011-000	Sundry Service Contracts	1,519.00	900.00	(619.00)	-68.78	2,925.50	1,800.00	(1,125.50)	-62.53
419100-000	Total Miscellaneous Admin Expenses	1,957.85	1,670.00	(287.85)	-17.24	3,580.81	3,340.00	(240.81)	-7.21
419900-000	TOTAL ADMINISTRATIVE EXPENSES	17,561.59	14,633.00	(2,928.59)	-20.01	29,757.30	29,266.00	(491.30)	-1.68

**SPARTANBURG HOUSING AUTHORITY  
HCV PROGRAM - MOD REHAB ADMINISTRATIVE**

Actual to Budget Variance Comparison

11/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
430000-000	UTILITIES								
431000-000	Water	-	83.00	83.00	100.00	-	166.00	166.00	100.00
432000-000	Electricity	-	167.00	167.00	100.00	-	334.00	334.00	100.00
433000-000	Gas	-	83.00	83.00	100.00	-	166.00	166.00	100.00
439000-000	Sewer	-	83.00	83.00	100.00	-	166.00	166.00	100.00
439900-000	TOTAL UTILITY EXPENSES	-	416.00	416.00	100.00	-	832.00	832.00	100.00
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	286.47	389.00	102.53	26.36	572.94	778.00	205.06	26.36
452100-000	Workers Comp Insurance	114.81	243.00	128.19	52.75	229.62	486.00	256.38	52.75
459900-000	TOTAL GENERAL EXPENSES	401.28	632.00	230.72	36.51	802.56	1,264.00	461.44	36.51
	<b>TOTAL OPERATING EXPENSES</b>	<b>17,962.87</b>	<b>15,681.00</b>	<b>(2,281.87)</b>	<b>-14.55%</b>	<b>30,559.86</b>	<b>31,362.00</b>	<b>802.14</b>	<b>2.56%</b>
900000-000	<b>NET INCOME</b>	<b>(4,259.87)</b>	<b>1,802.00</b>	<b>(6,061.87)</b>	<b>-336.40%</b>	<b>(3,153.86)</b>	<b>3,604.00</b>	<b>(6,757.86)</b>	<b>-187.51%</b>

All voucher properties (.hcv\_all)  
**Trial Balance Cr, Dr Details**

Period = Nov 2016

Book = Accrual ; Tree = ysl\_lb

		Forward Balance	Debit	Credit	November transactions	Ending Balance
111102-000	Cash - Restricted	87,708.47	1,689.95	154.45		89,243.97
111111-000	Cash -Unrestricted	225,716.00	-	-		225,716.00
111117-000	HAP Disbursement Fund	602,450.79	557,489.00	1,006,813.31		153,126.48
111120-000	General Fund Operating	(25,434.09)	7,536.09	7,532.00		(25,430.00)
111124-000	Cash - FSS Escrow	23,660.85	-	-		23,660.85
112200-000	A/R-Tenants	56,924.68	8,869.02	14,847.42		50,946.28
112201-000	Allowance for Doubtful Accounts-Tenants	(16,058.13)	-	-		(16,058.13)
112928-000	A/R from Developers -TC 4%	-	189.75	-		189.75
113503-000	A/R-Other Government	829.26	750.00	1,500.00		79.26
129500-000	Interprogram-Due From	(26,762.01)	195,335.61	109,092.43		59,481.17
145001-000	Accum Depreciation-Site Improvement	(125,922.83)	-	-		(125,922.83)
147501-000	Non Dwelling Equip	133,977.43	-	-		133,977.43
211100-000	A/P Vendors and Contractors	(89,327.24)	949,337.21	964,778.70		(104,768.73)
211500-000	A/P Other	(109,327.02)	-	-		(109,327.02)
211750-000	A/P-Medical Insurance	(3.85)	-	-		(3.85)
211758-000	A/P-Mutual of America Retirement	(1,107.88)	-	-		(1,107.88)
211761-000	SRS-401-A Retirement Plan	(321.31)	-	-		(321.31)
224000-000	Tenant Prepaid Rents	(405.10)	154.45	406.53		(657.18)
226000-000	Accrued Paid Leave-Current	(5,068.65)	-	-		(5,068.65)
230500-000	Accrued Paid Leave-LT	(28,722.36)	-	-		(28,722.36)
230700-000	A/P FSS Escrow	(48,343.34)	800.40	2,944.00		(50,486.94)
237010-000	Escheat Funds -(O/S chks)	(4,228.00)	-	-		(4,228.00)
280902-000	Unrestricted Net Assets (UNA)	(71,391.09)	-	-		(71,391.09)
341001-000	Section 8 HAP Earned	(10,338,008.00)	-	451,778.00	(451,778.00)	(10,789,786.00)
341002-000	Sec 8 Admin. Fee Inc-HCV	(1,171,037.66)	-	74,354.00	(74,354.00)	(1,245,391.66)
341004-000	Section 8 Port-In Admin Fees	(3,055.23)	750.00	-	750.00	(2,305.23)
341006-000	Port In HAP Earned	(39,559.47)	6,782.00	-	6,782.00	(32,777.47)
364000-000	Fraud Recovery Income-Admin	(13,373.96)	-	1,043.51	(1,043.51)	(14,417.47)
364001-000	Fraud Recovery - HAP	(15,103.97)	1,043.51	2,087.02	(1,043.51)	(16,147.48)
365000-000	Miscellaneous Other Income	(1,864.00)	-	-	-	(1,864.00)
365002-000	Bad Debt Recovery	(387.00)	-	-	-	(387.00)
365003-000	Pinnacle Subsidy for Shortfall	(114,452.94)	-	-	-	(114,452.94)
411000-000	Administrative Salaries and Wages	330,322.94	40,926.63	-	40,926.63	371,249.57
411002-000	Administrative Overtime	955.62	45.59	-	45.59	1,001.21
411003-000	Administrative: Employer FICA/SUI	27,964.46	2,986.38	-	2,986.38	30,950.84
411004-000	Administrative: Employee Benefits	70,932.55	6,258.26	371.82	5,886.44	76,818.99
413001-000	Legal Expense	1,653.75	-	-	-	1,653.75
413003-000	Credit Reports	6,180.76	301.50	-	301.50	6,482.26
414000-000	Staff Training	9,555.32	-	-	-	9,555.32
415000-000	Travel	6,272.38	-	-	-	6,272.38
417000-000	Bookkeeping Fees	190,541.00	15,562.50	-	15,562.50	206,103.50
417100-000	Auditing Fees	6,675.00	-	-	-	6,675.00
417200-000	Port Out Admin Fee	9,055.95	948.52	-	948.52	10,004.47
417300-000	Management Fee	303,288.00	24,900.00	-	24,900.00	328,188.00
418000-000	Office Rent	43,409.35	3,500.00	-	3,500.00	46,909.35
419001-000	Office Expense	9,697.84	517.53	132.45	385.08	10,082.92
419003-000	Printing	2,377.00	1,116.16	-	1,116.16	3,493.16
419004-000	Telephone	10,677.31	1,241.96	310.49	931.47	11,608.78
419005-000	Postage	15,025.14	-	-	-	15,025.14
419006-000	Forms and Computer Supplies	1,348.38	-	-	-	1,348.38
419009-000	Sundry Miscellaneous	2,529.42	-	-	-	2,529.42
419010-000	Newspaper ADS (Advertising)	262.82	610.35	-	610.35	873.17
419011-000	Sundry Service Contracts	47,555.72	6,076.00	1,519.00	4,557.00	52,112.72
419017-000	Temporary Administrative Labor	4,018.25	705.60	-	705.60	4,723.85
419020-000	Bank Fees	1,153.14	-	-	-	1,153.14
431000-000	Water	-	63.80	-	63.80	63.80
432000-000	Electricity	436.85	394.69	-	394.69	831.54
433000-000	Gas	14.96	15.83	-	15.83	30.79
441004-000	Temp Maintenance Labor	-	302.40	302.40	-	-
441200-000	Vehicle Repair	3,249.97	-	-	-	3,249.97
441300-000	Gasoline Purchases	2,392.83	209.88	-	209.88	2,602.71
442010-000	Maintenance Materials	3,288.09	-	-	-	3,288.09
443001-000	Alarm/Extinguisher Contract	380.92	-	-	-	380.92
443015-000	Janitorial-Contract	5,767.50	-	-	-	5,767.50
443019-000	Miscellaneous Contracts	419.54	-	-	-	419.54
443023-000	Con:Consultant/Mentoring	5,737.15	-	-	-	5,737.15

All voucher properties (.hcv\_all)

**Trial Balance Cr, Dr Details**

Period = Nov 2016

Book = Accrual ; Tree = ysl\_lb

		<b>Forward Balance</b>	<b>Debit</b>	<b>Credit</b>	<b>November transactions</b>	<b>Ending Balance</b>
443099-000	Maintenance Misc-Contracts	524.63	33.31	-	33.31	557.94
451000-000	General Liability Insurance	21,258.10	1,291.94	-	1,291.94	22,550.04
452100-000	Workers Comp Insurance	11,404.24	517.80	-	517.80	11,922.04
452500-000	Relocation exp-	5,430.91	-	-	-	5,430.91
					105,890.47	
				Less: Audit fee	-	
					105,890.47	
471500-000	Housing Assistance Payments	10,118,340.00	859,018.00	24,377.00	834,641.00	10,952,981.00
523409-000	RAD SUBSIDY-LIHTC-PBV	(942,662.00)	7,492.09	89,876.09	(82,384.00)	(1,025,046.00)
523410-000	Pinnacle shortfall	111,581.86	-	7,492.09	(7,492.09)	104,089.77
					744,764.91	
471501-000	Tenant Utility Payments	421,740.00	35,839.00	1,178.00	34,661.00	456,401.00
471502-000	Portable Out HAP Payments	222,396.00	18,685.00	-	18,685.00	241,081.00
471503-000	FSS Escrow Payments	24,844.00	2,944.00	341.00	2,603.00	27,447.00
					800,713.91	
	<b>Total</b>	-	<b>2,763,231.71</b>	<b>2,763,231.71</b>		-

**SPARTANBURG HOUSING AUTHORITY**  
**JC BULL (100 units) & SLHC (32 units)**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	35,529.00	35,577.00	(48.00)	-0.13	70,436.86	71,154.00	(717.14)	-1.01
311900-000	Total Rental Income	35,529.00	35,577.00	(48.00)	-0.13	70,436.86	71,154.00	(717.14)	-1.01
312000-000	Other Tenant Income								
312003-000	Damages	12.50	50.00	(37.50)	-75.00	12.50	100.00	(87.50)	-87.50
312004-000	Late Charges	20.00	46.00	(26.00)	-56.52	80.00	92.00	(12.00)	-13.04
312005-000	Legal Fees - Tenant	-	37.00	(37.00)	-100.00	45.00	74.00	(29.00)	-39.19
312007-000	Tenant Owed Utilities - Excess	377.71	275.00	102.71	37.35	663.53	550.00	113.53	20.64
312009-000	Misc. Tenant Income	-	13.00	(13.00)	-100.00	-	26.00	(26.00)	-100.00
312900-000	Total Other Tenant Income	410.21	421.00	(10.79)	-2.56	801.03	842.00	(40.97)	-4.87
319900-000	NET TENANT INCOME	35,939.21	35,998.00	(58.79)	-0.16	71,237.89	71,996.00	(758.11)	-1.05
340000-000	GRANT INCOME								
341500-000	Other Govt and Private Grants	51,299.00	47,917.00	3,382.00	7.06	102,349.00	95,834.00	6,515.00	6.80
349900-000	TOTAL GRANT INCOME	51,299.00	47,917.00	3,382.00	7.06	102,349.00	95,834.00	6,515.00	6.80
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	364.99	-	364.99	N/A	802.74	-	802.74	N/A
369900-000	TOTAL OTHER INCOME	364.99	-	364.99	N/A	802.74	-	802.74	N/A
399900-000	TOTAL INCOME	87,603.20	83,915.00	3,688.20	4.40	174,389.63	167,830.00	6,559.63	3.91
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	6,994.66	8,128.00	1,133.34	13.94	10,278.13	16,256.00	5,977.87	36.77
411002-000	Administrative Overtime	11.94	105.00	93.06	88.63	28.63	210.00	181.37	86.37
411003-000	Administrative: Employer FICA/SUI	472.51	819.00	346.49	42.31	752.49	1,638.00	885.51	54.06
411004-000	Administrative: Employee Benefits	1,253.41	1,641.00	387.59	23.62	2,503.13	3,282.00	778.87	23.73
411099-000	Total Administrative Salaries	8,732.52	10,693.00	1,960.48	18.33	13,562.38	21,386.00	7,823.62	36.58
413000-000	Legal Expense								
413001-000	Legal Expense	-	88.00	88.00	100.00	-	176.00	176.00	100.00
413003-000	Credit Reports	-	93.00	93.00	100.00	-	186.00	186.00	100.00
413100-000	Total Legal Expense	-	181.00	181.00	100.00	-	362.00	362.00	100.00
413900-000	Other Admin Expenses								
414000-000	Staff Training	30.00	379.00	349.00	92.08	641.04	758.00	116.96	15.43
415000-000	Travel	-	267.00	267.00	100.00	-	534.00	534.00	100.00
417000-000	Bookkeeping Fees	952.50	961.00	8.50	0.88	1,920.00	1,922.00	2.00	0.10



**SPARTANBURG HOUSING AUTHORITY**  
**JC BULL (100 units) & SLHC (32 units)**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
417100-000	Auditing Fees	-	708.00	708.00	100.00	-	1,416.00	1,416.00	100.00
417300-000	Management Fee	6,882.13	6,941.00	58.87	0.85	13,872.64	13,882.00	9.36	0.07
417302-000	Asset Management Fee	1,320.00	1,320.00	-	0.00	2,640.00	2,640.00	-	0.00
418900-000	Total Other Admin Expenses	9,184.63	10,576.00	1,391.37	13.16	19,073.68	21,152.00	2,078.32	9.83
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	-	250.00	250.00	100.00	-	500.00	500.00	100.00
419003-000	Printing	120.70	-	(120.70)	N/A	120.70	-	(120.70)	N/A
419004-000	Telephone	306.18	584.00	277.82	47.57	371.94	1,168.00	796.06	68.16
419005-000	Postage	-	96.00	96.00	100.00	-	192.00	192.00	100.00
419006-000	Forms and Computer Supplies	-	717.00	717.00	100.00	-	1,434.00	1,434.00	100.00
419007-000	Court Costs	-	222.00	222.00	100.00	45.00	444.00	399.00	89.86
419008-000	Subscriptions and Fees	-	142.00	142.00	100.00	-	284.00	284.00	100.00
419009-000	Sundry Miscellaneous	289.25	229.00	(60.25)	-26.31	364.69	458.00	93.31	20.37
419010-000	Newspaper ADS (Advertising)	-	100.00	100.00	100.00	-	200.00	200.00	100.00
419011-000	Sundry Service Contracts	1,157.15	625.00	(532.15)	-85.14	2,314.30	1,250.00	(1,064.30)	-85.14
419018-000	False Alarms	-	3.00	3.00	100.00	-	6.00	6.00	100.00
419020-000	Bank Fees	-	-	-	N/A	35.00	-	(35.00)	N/A
419100-000	Total Miscellaneous Admin Expenses	1,873.28	2,968.00	1,094.72	36.88	3,251.63	5,936.00	2,684.37	45.22
419900-000	TOTAL ADMINISTRATIVE EXPENSES	19,790.43	24,418.00	4,627.57	18.95	35,887.69	48,836.00	12,948.31	26.51
420000-000	TENANT SERVICES								
422000-000	Tenant Services	125.00	327.00	202.00	61.77	132.08	654.00	521.92	79.80
422001-000	Other Tenant Svcs.	60.00	-	(60.00)	N/A	120.00	-	(120.00)	N/A
423000-000	Tenant Services -PH ADD ON	425.00	-	(425.00)	N/A	850.00	-	(850.00)	N/A
429900-000	TOTAL TENANT SERVICES EXPENSES	610.00	327.00	(283.00)	-86.54	1,102.08	654.00	(448.08)	-68.51
430000-000	UTILITIES								
431000-000	Water	3,795.56	2,250.00	(1,545.56)	-68.69	3,795.56	4,500.00	704.44	15.65
432000-000	Electricity	10,294.88	5,500.00	(4,794.88)	-87.18	18,277.81	11,000.00	(7,277.81)	-66.16
433000-000	Gas	6,326.45	4,500.00	(1,826.45)	-40.59	8,293.31	9,000.00	706.69	7.85
439000-000	Sewer	4,974.56	2,750.00	(2,224.56)	-80.89	4,974.56	5,500.00	525.44	9.55
439900-000	TOTAL UTILITY EXPENSES	25,391.45	15,000.00	(10,391.45)	-69.28	35,341.24	30,000.00	(5,341.24)	-17.80
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	4,237.80	5,029.00	791.20	15.73	6,266.50	10,058.00	3,791.50	37.70
441002-000	Maintenance: Overtime	217.24	146.00	(71.24)	-48.79	392.43	292.00	(100.43)	-34.39
441003-000	Maintenance: Employer FICA/SUI	308.80	520.00	211.20	40.62	459.54	1,040.00	580.46	55.81

**SPARTANBURG HOUSING AUTHORITY**  
**JC BULL (100 units) & SLHC (32 units)**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441004-000	Temp Maintenance Labor	1,406.87	480.00	(926.87)	-193.10	5,343.65	960.00	(4,383.65)	-456.63
441005-000	Maintenance: Employee Benefits	(0.01)	1,738.00	1,738.01	100.00	(0.02)	3,476.00	3,476.02	100.00
441200-000	Vehicle Repair	45.58	375.00	329.42	87.85	45.58	750.00	704.42	93.92
441300-000	Gasoline Purchases	194.37	108.00	(86.37)	-79.97	230.29	216.00	(14.29)	-6.62
441900-000	Total General Maint Expense	6,410.65	8,396.00	1,985.35	23.65	12,737.97	16,792.00	4,054.03	24.14
442000-000	Materials								
442002-000	Appliance-Maint Materials	-	2,033.00	2,033.00	100.00	780.51	4,066.00	3,285.49	80.80
442003-000	Painting-Maint Materials	-	125.00	125.00	100.00	-	250.00	250.00	100.00
442004-000	Electrical-Maint Materials	-	125.00	125.00	100.00	-	250.00	250.00	100.00
442005-000	Heating/AC-Maint Materials	-	3,183.00	3,183.00	100.00	-	6,366.00	6,366.00	100.00
442006-000	Janitorial Supplies	-	83.00	83.00	100.00	-	166.00	166.00	100.00
442008-000	Plumbing-Maint Materials	-	709.00	709.00	100.00	-	1,418.00	1,418.00	100.00
442009-000	Hand Tools-Maint Materials	-	91.00	91.00	100.00	-	182.00	182.00	100.00
442010-000	Maintenance Materials	1,922.93	958.00	(964.93)	-100.72	2,841.37	1,916.00	(925.37)	-48.30
442011-000	Safety equipment/shoes	-	91.00	91.00	100.00	-	182.00	182.00	100.00
442900-000	Total Materials	1,922.93	7,398.00	5,475.07	74.01	3,621.88	14,796.00	11,174.12	75.52
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	48.00	596.00	548.00	91.95	48.00	1,192.00	1,144.00	95.97
443002-000	Extermination Contract	792.00	350.00	(442.00)	-126.29	1,617.00	700.00	(917.00)	-131.00
443005-000	Unit Turnaround-Contract	385.00	1,021.00	636.00	62.29	385.00	2,042.00	1,657.00	81.15
443006-000	Electrical-Contract	-	166.00	166.00	100.00	-	332.00	332.00	100.00
443007-000	Disposal Contract	1,960.09	600.00	(1,360.09)	-226.68	1,960.09	1,200.00	(760.09)	-63.34
443009-000	Landscaping-Contract	2,561.50	1,458.00	(1,103.50)	-75.69	5,278.25	2,916.00	(2,362.25)	-81.01
443011-000	Heating/AC-Contract	-	8,016.00	8,016.00	100.00	5,400.00	16,032.00	10,632.00	66.32
443013-000	Contract: Uniform Rental	86.07	171.00	84.93	49.67	97.85	342.00	244.15	71.39
443015-000	Janitorial-Contract	-	83.00	83.00	100.00	-	166.00	166.00	100.00
443018-000	Plumbing-Contract	-	583.00	583.00	100.00	475.00	1,166.00	691.00	59.26
443019-000	Miscellaneous Contracts	-	8,500.00	8,500.00	100.00	-	17,000.00	17,000.00	100.00
443023-000	Con:Consultant/Mentoring	-	83.00	83.00	100.00	-	166.00	166.00	100.00
443900-000	Total Contract Costs	5,832.66	21,627.00	15,794.34	73.03	15,261.19	43,254.00	27,992.81	64.72
449900-000	TOTAL MAINTENACE EXPENSES	14,166.24	37,421.00	23,254.76	62.14	31,621.04	74,842.00	43,220.96	57.75
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,009.07	2,289.00	279.93	12.23	4,018.14	4,578.00	559.86	12.23
451100-000	Property Tax	-	743.00	743.00	100.00	-	1,486.00	1,486.00	100.00
452100-000	Workers Comp Insurance	208.04	506.00	297.96	58.89	416.08	1,012.00	595.92	58.89
457000-000	Bad Debt-Tenant Rents	-	209.00	209.00	100.00	-	418.00	418.00	100.00

**SPARTANBURG HOUSING AUTHORITY  
JC BULL (100 units) & SLHC (32 units)**

Actual to Budget Variance Comparison

November 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
459900-000	TOTAL GENERAL EXPENSES	2,217.11	3,747.00	1,529.89	40.83	4,434.22	7,494.00	3,059.78	40.83
	<b>TOTAL OPERATING EXPENSES</b>	<b>62,175.23</b>	<b>80,913.00</b>	<b>18,737.77</b>	<b>23.16%</b>	<b>108,386.27</b>	<b>161,826.00</b>	<b>53,439.73</b>	<b>33.02%</b>
	<b>NET OPERATING INCOME</b>	<b>25,427.97</b>	<b>3,002.00</b>	<b>(15,049.57)</b>	<b>-501.32%</b>	<b>66,003.36</b>	<b>6,004.00</b>	<b>(46,880.10)</b>	<b>-780.81%</b>
500000-000	NON-OPERATING ITEMS								
523413-000	Appliances Replacement	25,822.37	-	(25,822.37)	N/A	25,822.37	-	(25,822.37)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	25,822.37	-	(25,822.37)	N/A	25,822.37	-	(25,822.37)	N/A
900000-000	<b>NET INCOME</b>	<b>(394.40)</b>	<b>3,002.00</b>	<b>(3,396.40)</b>	<b>-113.14%</b>	<b>40,180.99</b>	<b>6,004.00</b>	<b>34,176.99</b>	<b>569.24%</b>
	Proof :								
	JC Bull -100 units	(6,689.53)				26,467.55			
	JC Bull -32 units	6,295.13				13,713.44			
		(394.40)				40,180.99			
		(0.00)	CHECK			-	CHECK		

**SPARTANBURG HOUSING AUTHORITY**

**Cash Flow**

November 30, 2016

<b>INFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>TOTAL</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	
Section 8 HAP Subsidy	796,758	451,778											1,248,536
Section 8 Admin Subsidy	88,796	74,354											163,150
Mod Rehab HAP	119,121	119,121											238,242
Mod Rehab Admin	13,703	13,703											27,406
Public Housing Subsidy	233,887	258,120											492,007
Tax Credit Properties Subsidy	96,330	24,402											120,732
SLHC PBV Subsidy	8,086	9,482											17,568
SC State Grant for JCB	42,964	41,817											84,781
<b>1) HUD &amp; State Subsidy</b>	<b>1,399,645</b>	<b>992,777</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,392,422</b>
ROSS	17,836	23,590											41,426
Youthbuild - 022-yb -NEW GRANT	16,940	42,841											59,781
YB -Face Forward	15,742	15,432											31,174
CFP and RHF	98,964	-											98,964
<b>2) Other Grant Revenue</b>	<b>149,482</b>	<b>81,864</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>231,345</b>
Public Housing Rents	102,395	100,189											202,583
JC Bull Rents	26,002	26,288											52,290
SLHC Rents	8,906	9,241											18,147
<b>3) Rent Revenue</b>	<b>137,302</b>	<b>135,718</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>273,020</b>
<b>4) Misc Receipts</b>	<b>24,630</b>	<b>69,238</b>											<b>93,868</b>
<b>5) Other Cash-In</b>													
Section 8 Reserves Transfer In													
Working Capital Adjustment/Inter fund settlement	-	-											
<b>TOTAL CASH INFLOW</b>	<b>1,711,059</b>	<b>1,279,596</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,990,655</b>
<p>1) HUD subsidy for Section 8 is based on the prior year actual costs. Public Housing Subsidy is a formula based calculation using rents, three year rolling based utility costs calculation, and other add-ons for audit, PILOT, IT, etc. This is also done annually and there will be a change in January. The SC State subsidy is for JC Bull and it is submitted monthly based on units leased. The TBRA is a grant and the funds have to be requested as needed.</p>													
<p>2) Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.</p>													
<p>3) Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.</p>													
<p>4) Misc revenue includes payments for court costs, resident work orders for maintenance and repair as well as, Section 8 repayment agreements, Public Housing bad debt recovery, laundry facility rebates, tower rental, proceeds from the sale of homes, and any other miscellaneous income. Also, included the W/C refund of \$291,460.00</p>													
<p>5) Other cash-in will include transfers from reserve accounts, and any adjustment to working capital.</p>													

927

**SPARTANBURG HOUSING AUTHORITY**  
**Cash Flow**  
**November 30, 2016**

<b>OUTFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8:													
Housing Assistance	780,888	800,714											1,581,602
Mod Rehab Vouchers	118,791	108,112											226,903
HAP Payments	899,679	908,826	0	0	-	-	-	-	-	-	-	-	1,808,505
Payroll	166,126	194,412											360,538
Benefits/Deductions	3,146	3,126											6,272
Payroll & Benefits	169,272	197,538	0	0	0	-	-	-	-	-	-	-	366,810
State Insurance	38,753	37,716											76,469
Rent	11,656	11,656											23,312
Wright Center Payables ( 301-wc & 300-mrc)	0	0											0
Debt/Insurance/Rent	50,409	49,372	-	-	-	-	-	-	-	-	-	-	99,781
Operating	509,946	567,905	0	0	0	0	0	0	0	0	0	0	1,077,851
Capital Fund and RHF	15,854	0											15,854
Ross	89	1,683											1,773
Youth Build and Face Forward	7,765	10,380											18,146
Homeownership	237	1,020											1,257
Other Transfers	0												0
HAP/ Admin Transfer	-	-	-	-	-	-	-	-	-	-	-	-	0
1 Payables/Check Adjustment	402,771	13,634											416,405
Capital & Program Expenses	426,717	26,718	0	0	-	-	-	-	-	-	-	-	453,434
<b>TOTAL CASH OUTFLOW</b>	<b>2,056,022</b>	<b>1,750,359</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,806,381</b>
<b>Net Inflow(Outflow)</b>	<b>(344,962)</b>	<b>(470,763)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(815,725)</b>
Net outflow offset by reserve	344,962	470,763											815,725
Total	(0)	0	-	-	-	-	-	-	-	-	-	-	(0)
Beginning Cash : (Unrestricted)	4,735,496	4,390,534	3,919,771	3,919,771	3,919,771	3,919,771	3,919,771	3,919,771	3,919,771	3,919,771	3,919,771	3,919,771	0
Ending Cash	4,390,534	3,919,771	3,919,771	3,919,771	3,919,771	3,919,771	3,919,771	3,919,771	3,919,771	3,919,771	3,919,771	3,919,771	(815,725)
<b>Bank Account Balances-</b>													
General A/C (Net of O/S Cks)	2,120,085	2,104,573											
Section 8 HAP Disbursements	1,284,678	859,242											
J C Bull Operating	758,511	728,567											
SLHC Operating	227,261	227,389											
Sub Total	4,390,534	3,919,771	0	0	0	0	0	0	0	0	0	0	
Coventional Housing Surplus	4,874,290	4,890,942											
Average No. Of Months Cash Reserves	14.13	10.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Footnotes:													
1 Outstanding checks that were remaining at month end.													

-403185

**SPARTANBURG HOUSING AUTHORITY**  
**Section 8 Reserved & Restricted Cash Flow**  
**November 30, 2016**

<b>INFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8 HAP Subsidy	796,758	451,778											1,248,536
Inter fund settlement //HAP acct	-	-	-	-	-	-	-	-	-	-	-	-	-
Section 8 Admin Subsidy	88,796	74,354											163,150
Section 8 Port-In Admin Fees	-												-
Mod Rehab HAP	119,121	0											119,121
Mod Rehab Admin	13,703	13,703											27,406
Port in -HAP Earned	-	13,703											13,703.00
HCV Refunds/Recovery/Interest	2,546	2,087											4,633
<b>HUD Subsidy</b>	<b>1,020,924</b>	<b>555,625</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,576,549</b>
<b>OUTFLOWS:</b>													
	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8:													
Housing Assistance	780,888	800,714											1,581,602
Mod Rehab Vouchers	118,791	108,112											226,903
Sec 8 Admin Expenses	81,187	105,890											187,077
Mod Rehab Admin	12,597	17,963											30,560
<b>Total Payments</b>	<b>993,463</b>	<b>1,032,679</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,026,142</b>
<b>Net Inflow (Outflow)</b>	<b>27,462</b>	<b>(477,054)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(449,593)</b>
<b>Reserve Account INFLOW(OUTFLOW)</b>													
Net Section 8 HAP	18,416	(346,849)	-	-	-	-	-	-	-	-	-	-	-
Net Mod Rehab HAP	330	(108,112)	-	-	-	-	-	-	-	-	-	-	-
Section 8 Admin	7,609	(31,536)	-	-	-	-	-	-	-	-	-	-	-
Mod Rehab Admin	1,106	(4,260)	-	-	-	-	-	-	-	-	-	-	-
	27,462	(490,757)	-	-	-	-	-	-	-	-	-	-	-
<b>Reserve Bank Accounts</b>													
<b>Section 8 and Mod Rehab disbursement</b>	<b>1,284,678</b>	<b>859,242</b>											
<b>Sec 8 HAP -NRA</b>	<b>87,708</b>	<b>89,244</b>											
<b>Sec 8 - Operations -UNA</b>	<b>225,716</b>	<b>225,716</b>											
<b>Mod Rehab -ADMIN</b>	<b>92,399</b>	<b>92,399</b>											
	<b>1,690,501</b>	<b>1,266,601</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Spartanburg Housing Authority**

**Capital Grant Programs**

November 30, 2016

<b>CAPITAL FUND 2016</b>					
<b>Obligation Date: 4/13/2016</b>		<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>	<b>% Completion</b>
<b>End date : 12/2018</b>					
0100 Reserved Budget		980,128	-	980,128	
1408 Management Improvement		180,550	-	180,550	
1410 Administration		128,964	128,964	-	
		<b>1,289,642</b>	<b>128,964</b>	<b>1,160,678</b>	
<b>Replacement Housing Factor Funds</b>					
		<b>Authorized</b>	<b>Draws</b>	<b>Balance</b>	<b>% Complete</b>
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2014</b>					
<b>Obligation Date:</b>					
<b>Term Date:</b>					
1410 Administration		17,051	-	17,051	
1499 Development Activity		99,771	9,968	89,803	
1501 Collateral Exp/Debt serv		167,360	166,135	1,225	
		<b>284,182</b>	<b>176,103</b>	<b>108,079</b>	
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2015</b>					
<b>Obligation Date:</b>					
<b>Term Date:</b>					
1499 Development Activity		218,757	0	218,757	0%
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2016</b>					
<b>Obligation Date:</b>					
<b>Term Date:</b>					
1499 Development Activity		225,533	0	225,533	0%
<b>TOTAL RHF FUNDS</b>		<b>728,472</b>	<b>176,103</b>	<b>552,369</b>	<b>24%</b>
<b>TOTAL CAPITAL GRANTS</b>		<b>2,018,114</b>	<b>305,067</b>	<b>1,713,047</b>	<b>15%</b>

<b>Spartanburg Housing Authority</b>					
<b>Grant Programs</b>					
<b>Period Ending November 30, 2016</b>					
<b>SC003RPS030A012</b>					
<b>ROSS - Resident Self Sufficiency ( \$480,000)</b>				<b>Term Date:</b>	
				<b>9/28/2016</b>	<b>%</b>
<b>FUND 579-cnho</b>		<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>	<b>Completion</b>
	1168 - Project Coordinator	408,000	290,437	117,563	
	1268 - Training Costs	12,000	2,899	9,101	
	1868 - Administrative Costs	60,000	42,656	17,344	
		480,000	335,992	144,008	
<b>SC003RPS111A015</b>					
<b>ROSS - Resident Self Sufficiency ( \$229,293)</b>				<b>Term Date:</b>	
				<b>12/20/2018</b>	<b>%</b>
<b>FUND 579-cnho</b>		<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>	<b>Completion</b>
	1168 - Project Coordinator	193,293	-	193,293	
	1268 - Training Costs	6,000	-	6,000	
	1868 - Administrative Costs	30,000	-	30,000	
		229,293	-	229,293	
<b>SC003FSH571A016</b>					
<b>ROSS - Resident Self Sufficiency ( \$109,364)</b>				<b>Term Date:</b>	
				<b>12/20/2018</b>	<b>%</b>
<b>FUND 581</b>		<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>	<b>Completion</b>
	1168 - Project Coordinator	109,364	1,345	108,019	
<b>SC16HS04003</b>					
<b>Service Coordinator Multifamily ( \$453,455)</b>				<b>Term Date:</b>	
				<b>12/31/2016</b>	<b>%</b>
<b>FUND 582</b>		<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>	<b>Completion</b>
	1010 - Salary	332,996	332,996	-	
	1020 - Fringe Benefits	49,503	49,503	-	
	1040 - Quality Assurance	8,405	8,405	-	
	1045 - Training	7,124	7,075	49	



**Spartanburg Housing Authority**  
**Grant Programs**  
**Period Ending November 30, 2016**

1050 - Travel	3,799	1,799	2,000
1055 - Supplies and Materials	39,982	36,587	3,395
1060 - Start-Up Costs	-	-	-
1065 - Other Direct Costs	3,729	3,729	-
1070 - Indirect Costs	7,916	3,435	4,481
	453,455	443,530	9,925

**YOUTH BUILD (\$994,474)**

**Obligation Date: 1/1/2016**

**FUND 22**

**Term Date: 4/30/2019**

<b>SUMMARY</b>	<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>
PERSONNEL	359,143	64,086	295,057
FRINGE BENEFITS	146,393	18,266	128,127
TRAVEL	7,000	2,119	4,881
EQUIPMENT	5,707	1,313	4,394
STUDENT WORK SUPPLIES	115,306	2,180	113,126
CONTRACTUAL	50,000	304	49,696
OTHER	310,925	52,820	258,105
TOTAL DIRECT	994,474	141,088	853,386
INDIRECT	-	-	-
TOTALS	994,474	141,088	853,386

**FACE FORWARD (\$999,923)**

**Obligation Date: 7/1/2013**

**FUND 22**

**Term Date: 9/30/2016**

<b>SUMMARY</b>	<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>
PERSONNEL	292,974	259,161	33,813
FRINGE BENEFITS	71,020	70,272	748
TRAVEL	19,375	14,808	4,567

<b>Spartanburg Housing Authority</b>				
<b>Grant Programs</b>				
<b>Period Ending November 30, 2016</b>				
	SUPPLIES	24,183	30,943	(6,760)
	CONTRACTUAL	48,951	22,130	26,821
	OTHER	543,420	417,924	125,496
	TOTAL DIRECT	999,923	815,238	184,685
	INDIRECT	-		-
	TOTALS	999,923	815,238	184,685
	<b>Total Money Remaining for all Grants</b>			<b>1,529,317</b>



**Monthly Reports:**  
**Housing Choice Voucher**  
**Terril Bates**

---

**Board of Commissioners Meeting**  
**Tuesday, December 27, 2016**



December 27, 2016

**Spartanburg Housing Authority  
Spartanburg, SC 29304**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**HOUSING CHOICE VOUCHER REPORT FOR THE MONTH OF NOVEMBER 2016**

**CONTACT PERSON:**

Tiffany Askew  
HCV Administrator  
864-598-6053

**OVERVIEW:**

The Spartanburg Housing Authority's Section 8 Housing Choice Voucher (HCV) Program provides rental assistance through a variety of voucher-based programs. The HCV Program is approved to administer **1,952** Housing Choice/Project-based Vouchers, and **226** Moderate Rehabilitation units at Morningside and Norris Ridge Apartments. The Tenant Based Rental Assistance Program receives funding from the Department of Housing and Urban Development.

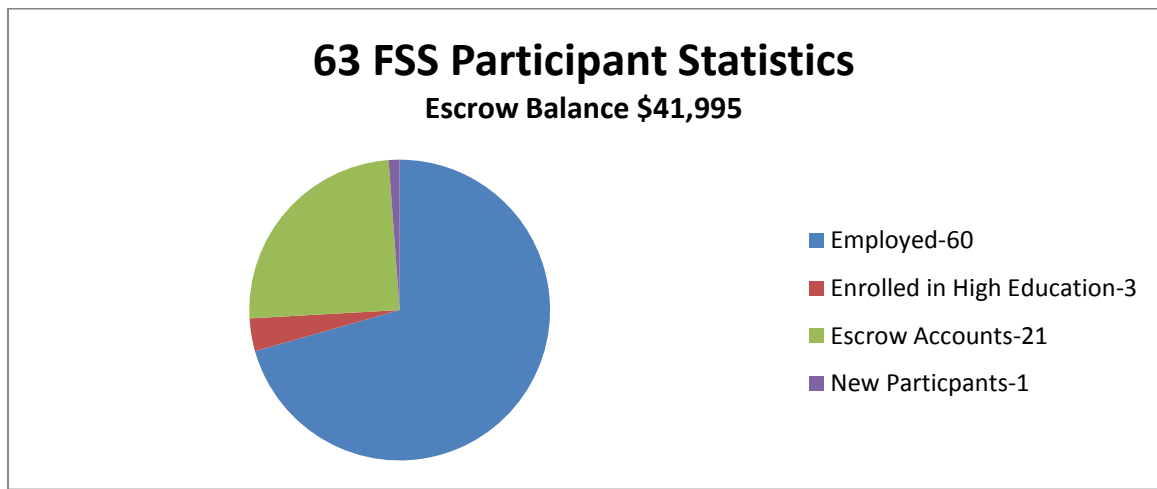
**Section 8 Programs**

1. **SEMAP- HCV PIC Report**

The Section Eight Management Assessment Program reports on the HUD requirements for proper management of the Section 8 HCV program. This information is contained in HUD's PIH Information Center (PIC) system and is monitored monthly to ensure compliance with Federal requirements.

HOUSING CHOICE VOUCHER PROGRAM STATUS REPORT November 2016		
SEMAP Indicators	Current	HUD FYE Requirement
MTCS Reporting Rate	100%	95% or more
Indicator 9 Timely Reexaminations	100%	96% or more
Indicator 10 Correct Rent Calculations	100%	98% or more
Indicator 11 Pre-Contract HQS Inspections	100%	98% or more
Indicator 12 Annual HQS Inspections	100%	96% or more
Indicator 13 Lease Up (Calendar Year 2015): The higher of Budget Utilization or Units Leased.	95%	95% - 100%
	97.9%	
Indicator 14 Family Self Sufficiency		
FSS Enrollment: # of SHA participants and # of HUD required slots  *Total includes 18 RAD participants, who are were previous public housing families.	78*	80% or more
	16	
FSS Escrow Accounts	43%	30% or more

2. HCV Family Self-Sufficiency Program



3. Voucher/ Mod Rehab Utilization Report

This report shows the actual lease up rates in comparison to the total allocation.

<b>Program</b>	<b>Units Allocated</b>	<b>Units Leased</b>	<b>Utilization Rate</b>
Housing Choice Vouchers	1700	1648	96%
Project Based Vouchers	232	219	94%
<b>Voucher Total</b>	<b>1952</b>	1867	95%
<b>Mod Rehab</b>	<b>228</b>	197	86%
<b>RAD</b>	<b>338</b>	226	66%
<b>TBRA</b>	<b>12</b>	0	0

4. Budget Utilization- Actual / Forecast

**Budget Utilization Forecast CY 2016 Calendar Year Budget Authority:**

<b>Month</b>	<b>Monthly Budget*</b>	<b>HAP Actual</b>	<b>HAP Forecast</b>	<b>Variance (Budget/ Forecast)</b>	<b>Variance (Budget/ Actual)</b>
<b>Jan</b>	\$776,962	\$708,047	\$764,085		
<b>Feb</b>	\$756,375	\$766,050	\$763,571	(\$7,196)	(\$9,675)
<b>Mar</b>	\$756,375	\$741,758	\$757,304	(\$929)	\$14,617
<b>Apr</b>	\$780,827	\$745,868	\$738,903	\$41,924	\$34,959
<b>May</b>	\$768,470	\$737,630	\$753,577	\$14,893	\$30,840
<b>Jun</b>	\$768,470	\$732,196	\$753,577	\$14,893	\$36,274
<b>Jul</b>	\$768,470	\$738,971	\$732,087	\$36,383	\$29,499
<b>Aug</b>	\$768,470	\$776,718	\$738,500	(\$38,218)	(\$8,248)
<b>Sept</b>	\$768,470	\$760,179	\$776,863	(\$8,393)	(\$8291)
<b>Oct</b>	\$768,470	\$808,392	\$786,385	(\$17,915)	(\$39,922)
<b>Nov</b>	\$768,470	\$812,935	\$809,273	(\$3,662)	(\$44,465)
<b>Dec</b>					
<b>Total</b>					

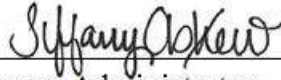
4. Homeownership

<b>Current # of Participants</b>	31
<b>Total Request Received</b>	0
<b>Total Closings</b>	0

5. Summary for November 2016

The Housing Choice Voucher Program lease up rate has increase. The current monthly lease up rate is 95%. There were forty-one (41) move ins and nine (9) move outs this month. One hundred and thirty-eight (138) families are currently searching for housing. There are sixteen (16) pending Request for Tenancy Approvals, with will be leased up in the month of November. These move-ins are pending inspection results or the submission of the tenant/owner lease. The HUD requirement is that the PHA utilizes 98% of its

vouchers or 98% of its allocated funding. SHA cumulative budget utilization is 97.9%. The HCV Department is currently working to address the leasing deficiency and the corrective actions are making improvements to meet program requirements. Tenant Based Rental Assistance Program (TBRA) currently has six veterans searching for housing.

Respectfully Submitted,   
Tiffany Askew, HCV Program Administrator  
Spartanburg Housing Authority



**Monthly Reports:  
Human Resources  
Shannell Hardwick**

---

**Board of Commissioners Meeting  
Tuesday, December 27, 2016**





**December 27, 2016**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**MONTHLY REPORT ON HUMAN RESOURCES STAFFING ACTIVITIES FOR THE MONTH OF NOVEMBER 2016**

**CONTACT PERSON:**

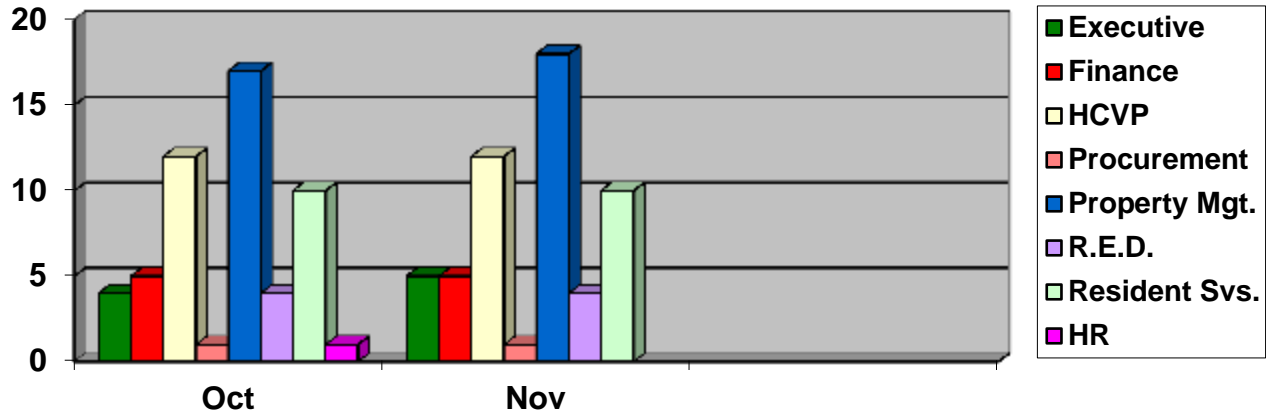
Shannell Hardwick  
Director of Administration  
864-598-6084

**SUMMARY:**

SHA is committed to recruiting and retaining exceptional employees. In an effort to do so, we offer competitive salaries, healthcare coverage and a retirement plan. Currently, we are recruiting for an Assistant Community Manager, Housing Specialist II, Procurement Specialist and a YouthBuild Employment Specialist.

The following chart summarizes SHA's employee staff count, by department, and any temporary/contracted employees that we have procured.

## STAFF COUNT (November 2016)



<u>DEPT.</u>	<u>FTE</u>	<u>TEMP</u>	<u>CONTRACT</u>	
Executive	5	1	0	<b>TOTAL FULL-TIME EMPLOYEES: 55</b>
Finance	5	0	1	<b>TOTAL TEMP/CONTRACT EMPLOYEES: 9</b>
HCVP	12	1	3	<b>NEW HIRE(S): 4</b>
Procurement	1	0	0	Executive - 1
Property Mgt.	18	3	0	HCVP - 1
R.E.D.	4	0	0	Property Mgt. - 2
Resident Services	10	0	0	<b>TERMINATION(S): 1</b>
				Property Mgt. - 1
				<b>RESIGNATION(S): 2</b>
				HCVP - 1
				HR - 1

Respectfully Submitted, \_\_\_\_\_  
Shannell Hardwick, Director of Administration  
Spartanburg Housing Authority



# **Monthly Reports:**

**Community and Supportive Services**

**Shannell Hardwick**

---

**Board of Commissioners Meeting**

**Tuesday, December 27, 2016**



**December 27, 2016**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**MONTHLY REPORT ON COMMUNITY & SUPPORTIVE SERVICES DEPARTMENT  
ACTIVITIES FOR THE MONTH OF NOVEMBER 2016**

**CONTACT PERSON:**

Shannell Hardwick  
Director of Administration  
864-598-6084

**SUMMARY:**

This report details activities of the Community and Supportive Services Department for the month of November 2016.

First Baptist began an afterschool program, for kids at Camp Croft, on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month.

Wellcare is hosting a Family Fun Night at Prince Hall and, in partnership with 107.3 Jamz and InnerSole, will donate free shoes to 30 kids, between the ages of 5 to 12. Free food, music and fun will also be provided for the residents.

First Baptist Church of Spartanburg provided Thanksgiving dinner boxes to all public housing residents that signed up for the dinners.

The Soup Kitchen provided a hot Thanksgiving Day meal, to over 50 residents at Archibald.

Councilman Rice's church reported that 300 persons received Thanksgiving dinner served from Prince Hall, on Thanksgiving Day.

**PUBLIC HOUSING FSS PROGRAM:**

**Grant Period Totals to the end of October 2016, with November 2016 Additions**  
**(Grant Period runs from 1/1/16 to 12/31/16)**

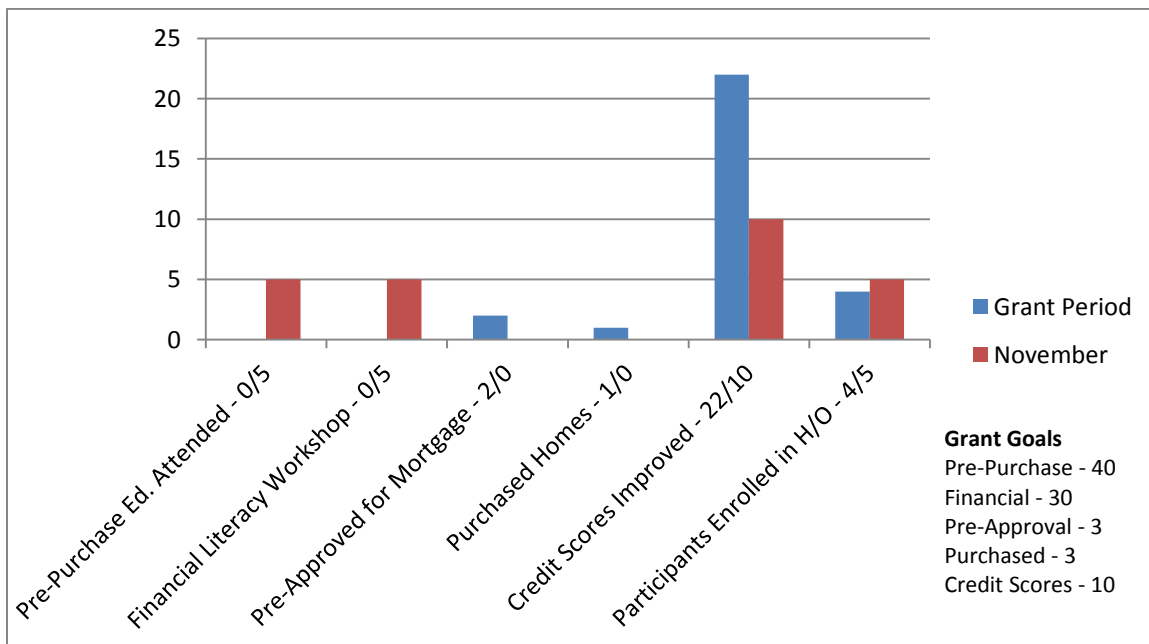


**\*\*This column indicates that 15, of the 17 escrow accounts opened during the grant cycle, received escrow funds, during the month of November 2016.**

**\*\*\*This column indicates that 50, of the 61 families enrolled, participated in FSS service(s) offered, during the month of November 2016.**

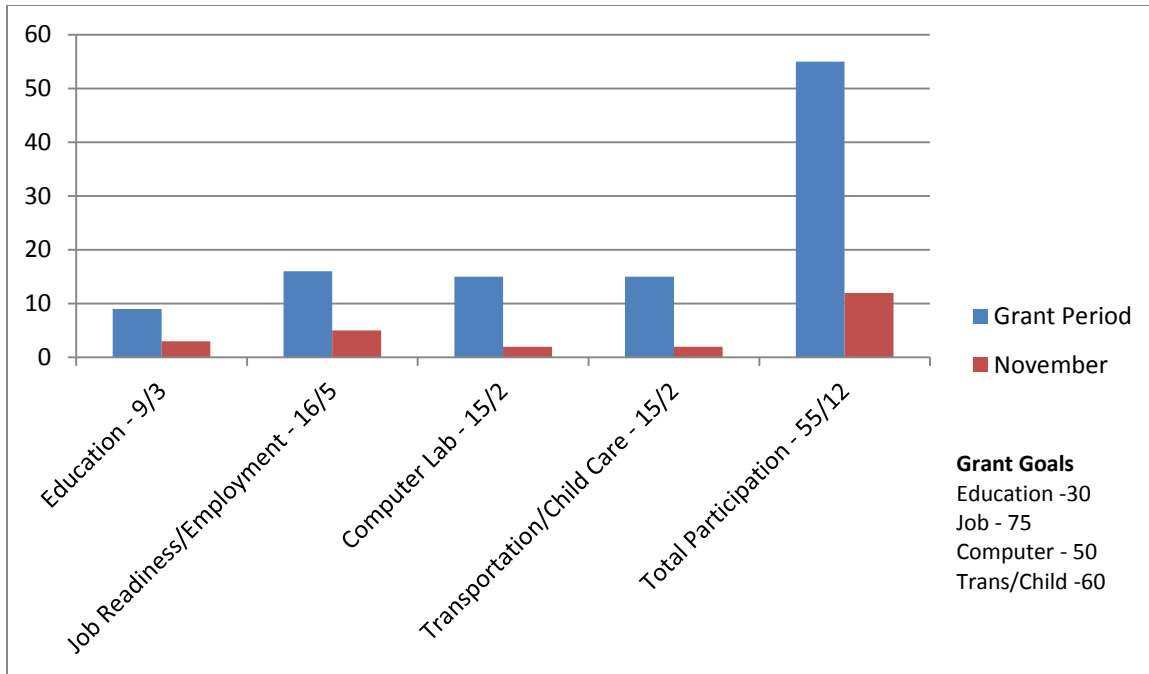
**HOMEOWNERSHIP PROGRAM:**

**Grant Period Totals to the end of October 2016, with November 2016 Additions**  
**(Grant Period runs from 8/28/16 to 8/27/17)**

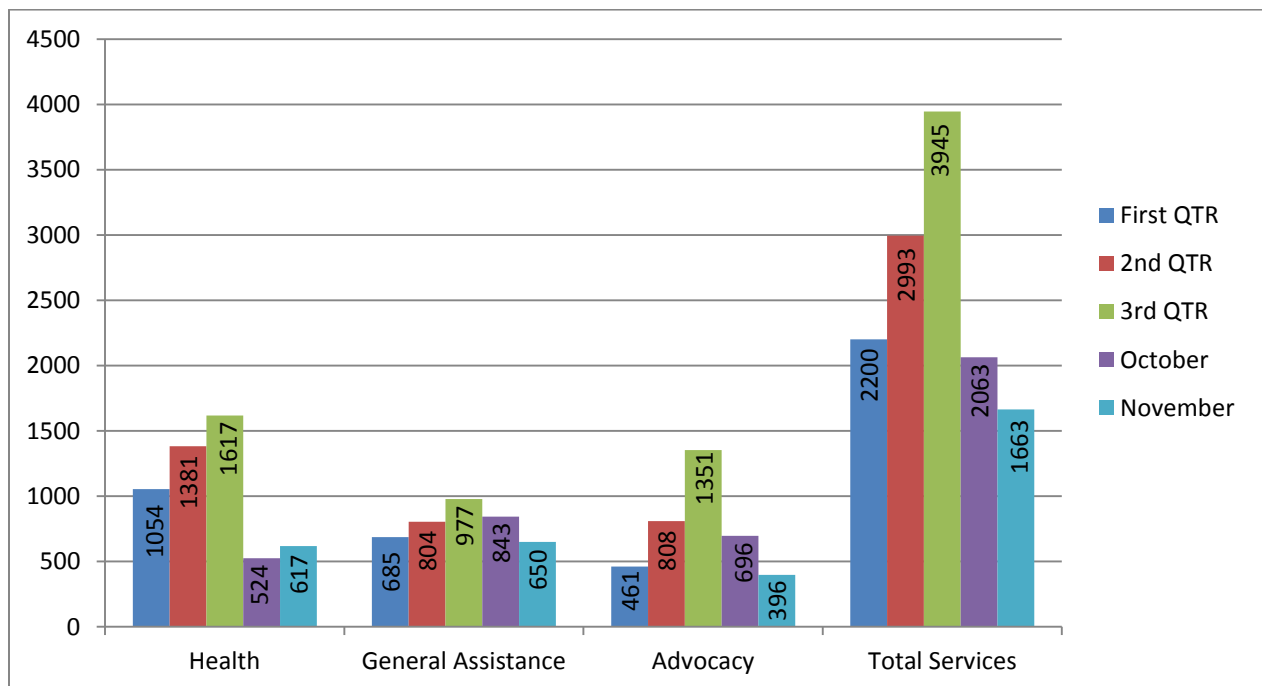


**CONNECTIONS PROGRAM:**

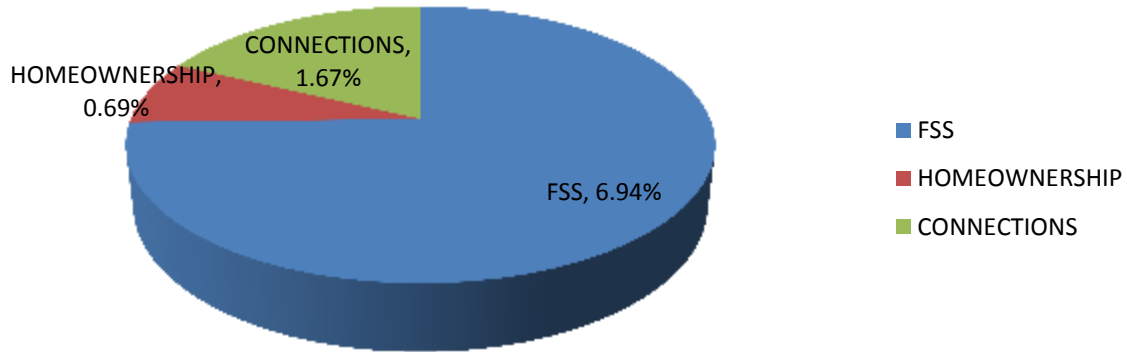
**Grant Period Totals to the end of October 2016, with November 2016 Additions  
(Grant Period runs from 8/28/16 to 8/27/17)**



**ELDERLY AND DISABLED PROGRAM – Year-to-Date Quarters  
Compared to October/November 2016 - # of Services**



**PERCENTAGES OF SERVICES RENDERED TO  
PUBLIC HOUSING FAMILIES DURING MONTH  
OF NOVEMBER 2016**



Respectfully Submitted, \_\_\_\_\_  
Shannell Hardwick, Director of Administration  
Spartanburg Housing Authority



**Monthly Reports:  
Development  
Joseph Jackson**

---

**Board of Commissioners Meeting  
Tuesday, December 27, 2016**





**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**December 27, 2016**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**MONTHLY REPORT ON DEVELOPMENT DEPARTMENT ACTIVITIES FOR THE  
MONTH OF DECEMBER 2016**

**CONTACT PERSON:**

Joseph Jackson  
Deputy Director, Capital Funds and Development  
864-598-6052

**OVERVIEW:**

This report provides an update of current and ongoing project activities and identifies top priorities. The highlights of this month's report are:

**Project Development Activity:**

**Spartanburg Housing Partners, LLC**

I attended the opening meeting for the Northside and Highland Development team. The meeting was held at the Northside Development Group office on November 17. In attendance were the following: Stratford Capital Group (Finance), Spartanburg Housing Partners (Developer), Creative Builders (Contractor), JHP Architecture, City of Spartanburg (Mitch Kennedy and Martin Livingston), Northside Development (Bill Barnet), SHA (Terril Bates) and Cindi Herrera. After a brief introduction of all attendees, the meeting covered a wide area of topics that included financing, areas of development, construction, and architectural renditions of the sites. The majority of the meeting focused on the planned evening meeting with the Highland residents where a presentation of architectural renditions was scheduled.

During the month, I also attended meetings with the plumber under contract with SHA on issues at Victoria Gardens and Prince Hall.

## **Capital Fund Report**

### **Replacement Housing Factor Grant No. SC16R003502-15**

Original Award Amount: \$218,757  
Obligation Deadline: 10/29/2017  
Expenditure Deadline: 10/29/2019

### **Replacement Housing Factor Grant No. SC16R003502-16**

Original Award Amount: \$225,533  
Obligation Deadline: 10/29/2018  
Expenditure Deadline: 10/29/2020

### **Capital Fund Program Grant No. SC16P003501-16**

Original Award Amount: \$1,289,642.00  
Amount Obligated: \$159,452.28  
Amount Available: \$1,130,189.72  
Obligation Deadline: 10/29/2018  
Expenditure Deadline: 10/29/2020

## **Office Construction at Camp Croft and Archibald Hi-Rise**

SHA received competitive bids for this work. An award was made to Green Earth Partners, which represented the best value and technical skills for the scope of work. The work includes improvement in the staff offices spaces at Archibald and Camp Croft to improve efficiency and customer service.

Respectfully Submitted, Joseph Jackson, Deputy Director Capital Funds and Development  
Spartanburg Housing Authority



**Monthly Reports:  
Asset Management  
Jessica Holcomb**

---

**Board of Commissioners Meeting  
Tuesday, December 27, 2016**



December 27, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29302

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

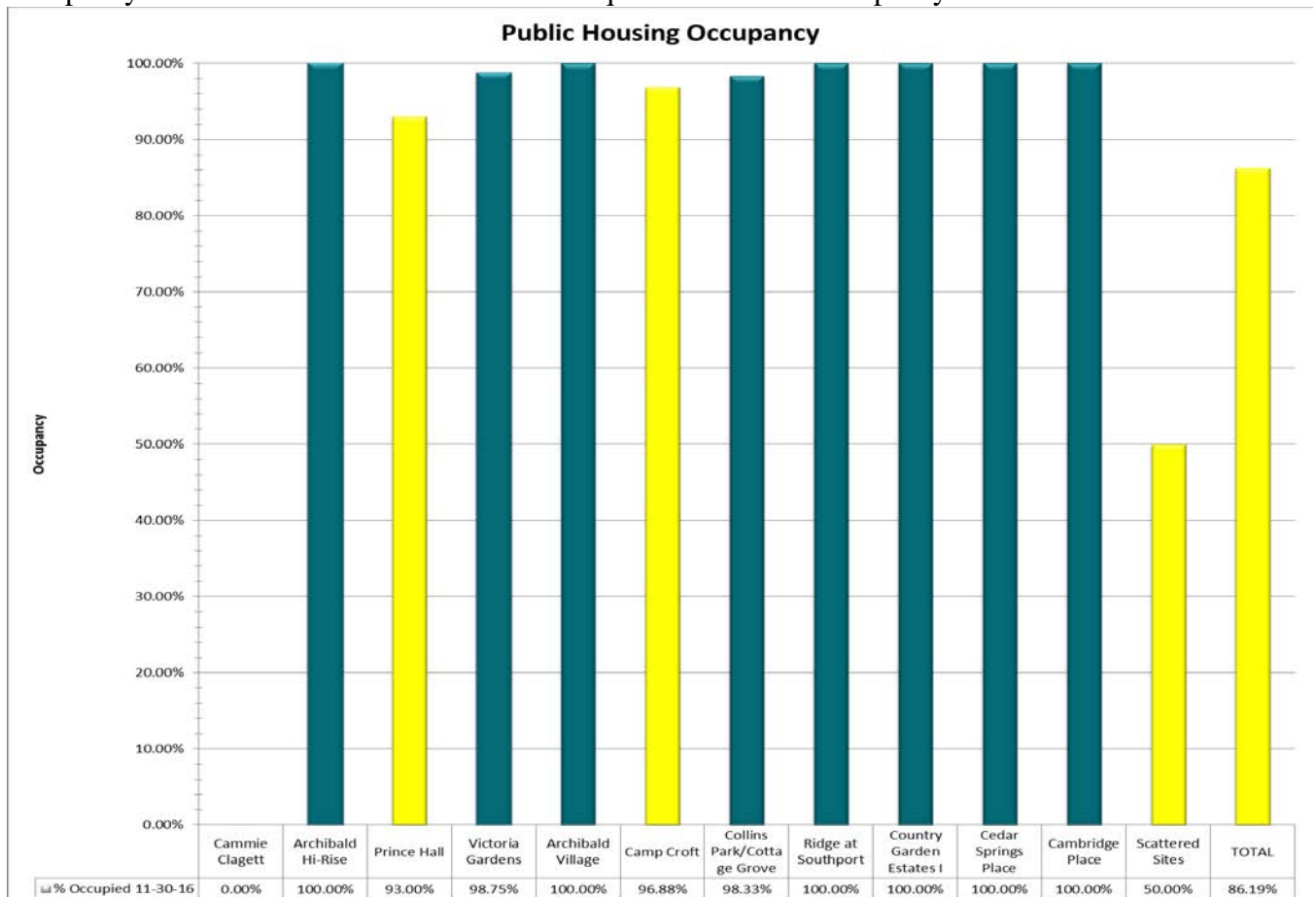
**ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—NOVEMBER 2016**

**CONTACT PERSON:**

Jessica Holcomb  
Deputy Director  
864-598-6023

**OCCUPANCY**

The occupancy rate at the end of November 2016 for all of our Public Housing is 86.19% or 12 vacant units. Excluding vacant units at Cammie Clagett Courts and the Scattered Sites, the occupancy rate would be 98.33%. The HUD required minimum occupancy rate is 98%.



**TENANT ACCOUNTS RECEIVABLE REPORTS:**

The tenant accounts receivable rate at the end of November 2016 is 94.10%. A total of 5.90% of rent went uncollected from 55 residents.

RENT ANALYSIS REPORT FOR NOVEMBER 2016								
Property	CHARGED	COLLECTED	% COLLECTED	# Tenants Not Paid	% of Tenants Not Paid	AGED TENANT ACCOUNTS RECEIVABLES		
						ACTIVE	INACTIVE	TOTAL
Camp Croft	\$ 22,617.00	20,575.95	90.98%	11	11.46%	\$ 238.50	1,219.32	\$1,457.82
Archibald Village	12,608.00	12,608.00	100.00%	0	0.00%	(705.13)	897.00	\$191.87
Archibald Rutledge	35,660.00	35,179.50	98.65%	6	4.00%	(1,911.24)	(34.00)	\$(1,945.24)
Scattered Sites	4,585.00	4,579.00	99.87%	1	11.11%	(18.19)	-	\$(18.19)
Prince Hall	9,694.00	7,533.04	77.71%	17	17.00%	986.24	1,689.77	\$2,676.01
Victoria Gardens	11,873.04	10,036.16	84.53%	13	16.25%	2,484.03	5,313.78	\$7,797.81
Cambridge Place/Brawley	2,699.00	2,643.12	97.93%	1	16.67%	0.90	-	\$0.90
Page Lake	1,714.00	1,714.00	100.00%	0	0.00%	-	-	\$0.00
JC Bull	26,258.00	25,508.03	97.14%	3	3.00%	(534.03)	(714.00)	\$(1,248.03)
Spartanburg Leased Housing	9,191.00	8,278.79	90.07%	3	9.38%	(372.07)	-	\$(372.07)
Liberty	2,165.00	2,165.00	100.00%	0	0.00%	(9.00)	-	\$(9.00)
Appian	650.00	650.00	100.00%	0	0.00%	(163.00)	-	\$(163.00)
<b>Total</b>	<b>\$ 139,714.04</b>	<b>131,470.59</b>	<b>94.10%</b>	<b>55</b>	<b>9%</b>	<b>(2.99)</b>	<b>8,371.87</b>	<b>8,368.88</b>

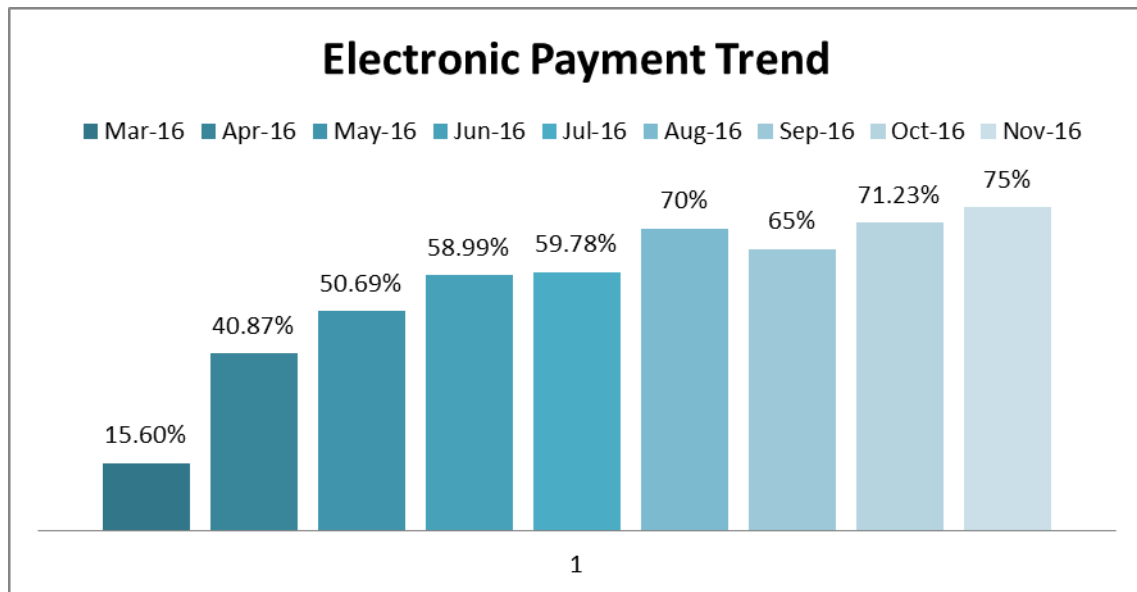
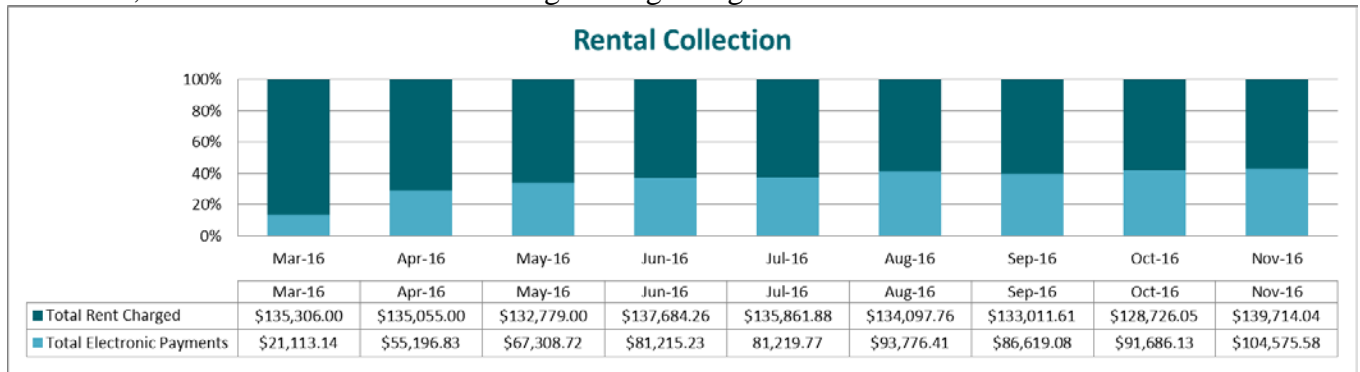
Note: Charges and collected amounts are for rent only. Tenant Accts. Rec. includes outstanding rents and other charges (exc utilities etc.)

Month	Percent Unpaid
Nov-16	5.09%
Oct-16	8.03%
Sep-16	6.36%
Aug-16	7.67%
Jul-16	6.26%
Jun-16	8.41%
May-16	6.56%
Apr-16	7.49%
Mar-16	5.05%
Feb-16	8.97%

Month	# of Residents W/ Unpaid Rent
<b>Nov-16</b>	<b>55</b>
<b>Oct-16</b>	<b>66</b>

**ELECTRONIC PAYMENTS TREND REPORTS:**

The electronic payments report highlights 75% of payments made in November 2016 were electronic, an increase from 15.60% during the beginning of the WIPS/ACH transition.



**WORK ORDER REPORTS:**

Maintenance Technicians completed 479 Work Orders in the month of November 2016 were electronic, an increase from 450 Work Orders completed in October 2016.

**Work Order Priority**

Property	Emergency	Routine	Make Ready	Preventative Maintenance	Inspection	After Hours	Total
Archibald Rutledge Hi-Rise(103-arh)	3	117	1	0	0	2	123
Archibald Rutledge Village(102-arv)	0	14	0	0	0	1	15
Cambridge Place/Brawley(180-cpb)	2	0	0	0	0	0	2
Cammie Clagett Courts(106-cam)	0	1	0	0	0	0	1
Camp Croft Courts(100-ccc)	1	82	1	14	9	4	111
Dr. John C. Bull Apartments(059-sihc)	1	14	0	0	0	3	18
Dr. John C. Bull Apts. (058-jcb)	2	69	5	0	0	4	80
Liberty-Bomar(liberty)	0	3	0	0	0	0	3
Page Lake Property(181-page)	0	1	0	0	0	2	3
Prince Hall Apartments(108-pha)	23	29	0	0	1	4	57
Scattered Sites(104-sca)	0	4	0	0	0	0	4
Victoria Gardens Apartments(120-vga)	5	51	0	0	4	2	62
<b>Total:</b>	<b>37</b>	<b>385</b>	<b>7</b>	<b>14</b>	<b>14</b>	<b>22</b>	<b>479</b>

Respectfully Submitted, *Jessica M. Holcomb*  
 Jessica Holcomb, Deputy Director  
 Spartanburg Housing Authority



**Monthly Reports:**

**RAD**

**Cindi Herrera**

---

**NO REPORT**

**Board of Commissioners Meeting  
Tuesday, December 27, 2016**