



AGENDA AND NOTICE

**Board of Commissioners Meeting
Tuesday, April 25, 2017**



WWW.SHASC.ORG

**Spartanburg Housing Authority
Regular Board Meeting
Tuesday, April 25, 2017
04:00 P.M.**

NOTICE

The Housing Authority of the City of Spartanburg will hold its regularly scheduled meeting at 04:00 P.M. Tuesday, April 25, 2017, 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 March 28, 2017**
- V. Commission Comments**
- VI. Public Comments on Agenda & Action Items**
- VII. Executive Session to discuss a legal matter pursuant to Section 30-40-70 (a) of the South Carolina Code.**
 1. Legal Matter – Section 30-40-70 (a) 2
- VIII. Special Presentation – Rubino & Company**
 1. Presentation Provided as an Attachment
- IX. Action Items and Resolutions**
 1. Resolution 2017-15: Audit FY 2016
 - i. Audit Provided as an Attachment
 2. Resolution 2017-11 (Revised): Commissioner Emeritus
 3. Resolution 2017-12: Whistle Blower
 4. Resolution 2017-16: Bad Debt Write-Off
 5. Resolution 2017-17: GreenEarth Change Order #2
- X. Information Items**
 1. Norris Ridge
 2. Vehicle Disposition
- XI. Monthly Reports**
 1. Executive Director (Ms. Bates)
 2. Finance (Joe Calicdan)
 3. RAD (Cindi Herrera)
 4. Development (Joseph Jackson)
 5. Capital Funds (Joseph Jackson)
 6. Housing Choice Voucher (Tiffany Askew)
 7. Asset Management (Jessica M. Holcomb)
 8. Human Resources (Shannell Hardwick)
 9. Community and Supportive Services (Shannell Hardwick)
- XII. SHA Staff Comments**
- XIII. Public Comments**
- XIV. Adjournment**



**Approval of Minutes –
Regular Board Meeting
March 28, 2017**

**Board of Commissioners Meeting
Tuesday, April 25, 2017**



**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
March 28, 2016**

MOMENT OF SILENCE: - *observed*

PRESENT: Molly Talbot-Metz, Matthew Myers, Andrew Poliakoff, Thomas Lounds, Jr., Brenda Thomas, and Kittie Collins-Tullis

ABSENT: Mac Hogan

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 4:00 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.

APPROVAL OF THE AGENDA:

The order of the agenda was changed. The Executive Session followed Public Comments, immediately followed by the Information Item. The Resident Services Monthly Report is an amended version, distributed at the meeting.

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

APPROVAL OF THE PREVIOUS MEETING MINUTES:

A motion to approve the minutes of the March 28, 2017 Board meeting was made by Commissioner Lounds, seconded by Commissioner Thomas, and unanimously carried.

COMMISSION COMMENTS:

Commissioner Talbot-Metz welcomed the new Commissioner, Matthew Myers. Commissioner Myers gave brief comments and welcomed the opportunity to serve on the Board. Commissioner Lounds welcomed Commissioner Myers.

PUBLIC COMMENTS ON AGENDA ACTION ITEMS:

None.

Commissioner Talbot-Metz stated that SHA should consider a process for public comments similar to the City of Spartanburg's.



EXECUTIVE SESSION:

A motion to enter Executive Session was made by Commissioner Collins-Tullis and seconded by Commissioner Thomas to discuss an Employee Matter pursuant to SC Code Section 30-40-70 (a) 1, and to discuss a Legal Matter pursuant to SC Code Section 30-40-70 (a). Upon return Commissioner Talbot-Metz noted that no decision was made during the session.

A motion to end the Executive Session was made by Commissioner Lounds, and seconded by Commissioner Poliakoff, and unanimously carried.

INFORMATION ITEMS:

1. Ray of Hope Food Program-Information Item

- a. Ms. Bates gave an overview of a hot meal food program that staff may serve the SHA community including public housing residents. The sponsor would be to implement to the residents of SHA. Ray of Hope, a Columbia based firm. The program is supported by USDA, Department of Education and the Department of Social Services.

ACTION ITEMS AND RESOLUTIONS:

1. Resolution 2017-11 – Adoption Amendment of By-Laws – Commissioner Emeritus

- a. Terril Bates gave a brief overview of the action item.

A motion to approve **Resolution 2017-11 – Commissioner Emeritus** was made by Commissioner Thomas, seconded by Commissioner Poliakoff, and unanimously carried.

2. Resolution 2017-12 – Adoption of Whistle Blower Policy

- a. Shannell Hardwick gave a brief overview of the action item.
- b. Ms. Bates asked before adoption is considered, that an amendment to include an avenue for reports concerning the Executive Director.

A motion to approve **Amended Resolution 2017-11** was made by Commissioner Lounds, seconded by Commissioner Poliakoff.

Discussion:

Commissioner Myers raised a question about the language of the resolution including “person” in the portion that states, “If any employee reasonably believes that some *policy, practice, or activity*, of the Spartanburg Housing Authority, is in violation of the law...”

Commissioner Talbot-Metz stated the usage of employee may suffice. Ms. Bates pointed out that the violation could possibly occur from a vendor.

Ms. Bates asked if the resolution could be tabled to readdress the language. Commissioner Lounds also stated that the possibility of the language change could include part of the Summary language presented in the resolution.



There was a motion to table **Resolution 2017-12** by Commissioner Thomas, seconded by Commissioner Lounds and unanimously carried.

3. Resolution 2017-13 – Authorization to amend the (SHA) Procurement Policy

- a. Shannell Hardwick gave a brief overview of the action item.
- b. Ms. Bates stated that this resolution was generated as a result of a recent change in the Procurement Policy without language clarifying change order processes.

A motion to approve Resolution 2017-13 was made by Commissioner Lounds, seconded by Commissioner Collins-Tullis, and unanimously carried.

4. Resolution 2017-14 – Approve the Operating Budget Revision 1

- a. Joe Calicdan gave a brief overview of the action item.
- b. Ms. Bates pointed out that the 2016 pro-ration was at 85%, and the 2017 pro-ration is at 78%. SHA prepared for the decrease by setting the budget at a 77% pro-ration. SHA will monitor its expenditures and manage the budget accordingly.

A motion to approve **Resolution 2017-14** was made by Commissioner Lounds, seconded by Commissioner Thomas.

Discussion:

Ms. Bates stated that the 2018 budget would be presented in July.

Resolution 2017-14 was carried unanimously by the Board.

MONTHLY REPORTS:

1. Executive Director (Ms. Bates):

- a. Ms. Bates provided an overview of her written report.

2. Finance (Joe Calicdan):

- a. Accounting Manager Joe Calicdan provided a brief overview to the written report.
- b. *Please refer to written report for more detailed figures.*
- c. Ms. Bates shared that SHA interviewed a qualified candidate for the Director of Finance position.

3. Asset Management (Jessica M. Holcomb):

- a. Jessica Holcomb provided a brief overview of her written report.
- b. Commissioner Talbot-Metz asked when the vacant properties of Cammie Clagett would not count against our reporting. Ms. Bates stated an application for disposition has been submitted to HUD. Once we receive approval, we will be able to take them out of our inventory and subsequently from the reporting.
- c. Commissioner Myers asked about the difference between rent that is highly collected and not. Jessica stated the properties that have elderly residents are highly collected, and the family sites are the ones that are not highly collected.
- d. Ms. Bates noted that March will be a year that we have tracked electronic rental payments and that will conclude the reporting of the tracking.



4. Planning & Development (Joseph Jackson):

- a. Joseph Jackson provided a brief overview of his written report.
- b. Ms. Bates added information regarding SHA's current development project in the Northside.

5. Capital Funds (Joseph Jackson):

- a. Joseph Jackson provided a brief overview of his written report.
- b. Ms. Bates stated at the recommendation of HUD, we requested an extension of RHF Grants due to RAD conversion for the maximum extension date of April 12, 2021. Commissioner Myers asked if we had a response. Ms. Bates stated that we have not, but the important fact is that we have our request on record when HUD reviews the request.

6. Human Resources (Shannell Hardwick):

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

7. Resident Services (Shannell Hardwick):

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

8. Housing Choice Voucher (Tiffany Askew):

- a. Tiffany Askew provided a brief overview of the HCV program and her written report.
- b. Ms. Bates added information regarding Norris Ridge. There was a request from Norris Ridge for a rent increase. Ms. Bates stated SHA's position is to not support the rent increase due to the poor physical and social conditions of the property. Ms. Bates informed Norris Ridge to file an appeal with HUD so that SHA can be on record as a responsible entity unwilling to support poor conditions for the residents from a contract administrator standpoint. Ms. Bates will submit a request to HUD to remove SHA as contract administrator. The possibility of no longer administering the contract is contingent upon the response from HUD.
- c. Commissioner Myers asked about the ownership of the property. Ms. Bates stated that information will be included in next month's report.

9. RAD (Cindi Herrera):

- a. No change in update since the last report.

SHA STAFF COMMENTS:

- None

PUBLIC COMMENTS:

- None

Commissioner Talbot-Metz made two additional comments:


- a. For the April Board Meeting, it was previously announced that the board meeting would be moved to April 28th. It has been determined that the April meeting will be conducted at its regularly scheduled date and time, April 25th, at 4p., and now it has been changed back to the regular meeting date of April 25th.
- b. Board members were asked to review their schedules and communicate with Ms. Bates on their availability for the June Strategic Planning retreat.



ADJOURN:

A motion to adjourn was made by Commissioner Poliakoff, seconded by Commissioner Thomas, and unanimously carried.

Meeting Adjourned at 5:35PM.

Respectfully Submitted, 
Rickie D. Sarratt, Executive Assistant
The Housing Authority of the City of Spartanburg



Action Items & Resolution

2017-15

Audit FY2016

**Board of Commissioners Meeting
Tuesday, April 25, 2017**



April 25, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

**SUBJECT:
AUDIT FY2016
Resolution #2017-15**

RECOMMENDATION:

Staff recommends that the Board of Commissioners accept and approve **Resolution 2017-15** for the audit of FY2016 as presented.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

POLICY CONSIDERATIONS:

Pursuant to the Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200, Subpart F; Audit Requirements, non-Federal entities that expend \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year. Reporting is done in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Government Accounting Standards Board (GASB). All PHAs report the results of their audits electronically through HUD's FASS-PH system.

Respectfully Submitted, _____
Terril Bates, Executive Director
The Housing Authority of the City of Spartanburg



DRAFT

**HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
FINANCIAL STATEMENTS AND SUPPLEMENTAL INFORMATION
WITH INDEPENDENT AUDITORS' REPORT**

Year Ended September 30, 2016

SEE ATTACHMENT



**RESOLUTION NO. 2017-15
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
April 25, 2017**

WHEREAS, the Commissioners of the Housing Authority of the City of Spartanburg have received and reviewed the audit for the period of 10/01/2015 through 09/30/2016.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of Spartanburg, Spartanburg, South Carolina, accept and approve the audit as presented.

RECORDING OFFICER'S CERTIFICATION

I, Thomas A. Lounds, Jr., the duly appointed Vice-Chairman of The Spartanburg Housing Authority, do hereby certify that this resolution was properly adopted at a regular meeting of The Spartanburg Housing Authority held on April 25, 2017.

Thomas A. Lounds, Jr., VICE-CHAIR

ATTEST:

SECRETARY
FOR CLERK USE ONLY
RESOLUTION NO. 2017-15
DATE ADOPTED: April 25, 2017



RESOLUTION NO. 2017-15

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

APRIL 25, 2017

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

Staff recommends adoption of Resolution No. 2017-15. The Board of Commissioners accepts and approves the audit as presented.

Thomas A. Lounds, Jr., VICE-CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-15

DATE ADOPTED: _____



Action Items & Resolution

2017-11 REVISED

Commissioner Emeritus

**Board of Commissioners Meeting
Tuesday, April 25, 2017**



April 25, 2015

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Amendment to By-laws - Commissioner Emeritus
Resolution #2017-11 REVISED**

RECOMMENDATION:

Authorize the adoption of an amendment to the By Laws, governing the Board of Commissioners, to reflect an opportunity for a Commissioner Emeritus status.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

The SHA Board of Commissioner members serve a five year term. The Board of Commissioners would like for retiring Commissioners to have the opportunity to attend board meetings, share perspective and remain active in understanding the affairs of SHA. A Commissioner Emeritus would not have voting rights and may attend meetings in this capacity for up to twenty four months beyond retirement from active board service. Participation as a Commissioner Emeritus would require the approval of the Board of Commissioners.

BACKGROUND:

SHA seeks to honor the service of retiring Commissioners by permitting them to remain engaged by attending board meetings in the capacity of Commissioner Emeritus.

POLICY CONSIDERATIONS:

The Board of Commissioners must adopt revisions to the By Laws governing the Board of Commissioners.

Respectfully Submitted, _____
Terril Bates, Executive Director
The Housing Authority of the City of Spartanburg



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**RESOLUTION NO. 2017-11 REVISED
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
April 25, 2017**

WHEREAS, the Spartanburg Housing Authority (SHA), Board of Commissioners, recognizes the need to amend its by-laws to include provisional language for retiring board members; and,

WHEREAS, it is determined that a retiring board member may hold the status of Commissioner Emeritus for a period of up to twenty-four months from the date of their retirement from the SHA Board of Commissioners upon approval of the Board of Commissioners; and,

WHEREAS, Commissioner Emeritus board members may join Board of Commissioner meetings as a guest, participate in meeting discussions, make recommendations, comments, or suggestions; and,

WHEREAS, Commissioner Emeritus board members do not retain nor have the opportunity to invoke voting authority; and,

WHEREAS, Commissioner Emeritus board members are in full agreement with all policy and procedures of the SHA and Board of Commissioners statutes; and,

WHEREAS, the Board of Commissioners are not obligated to lobbying efforts from a Commissioner Emeritus either by his/her direct or indirect business affiliations; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of Spartanburg, Spartanburg, South Carolina, under this resolution hereby approves the following amendment:

1. Retiring members of the Board of Commissioners of The Housing Authority of the City of Spartanburg may hold the status of Commissioner Emeritus for a 24 month period from the date of retirement upon approval of the Board of Commissioners.
2. Commissioner Emeritus board members retain the right to join Board of Commissioner meetings as a guest with participating privileges, with the exception of voting authority.

RECORDING OFFICER'S CERTIFICATION

I, Thomas A. Lounds, Jr., the duly appointed Vice-Chairman of The Spartanburg Housing Authority, do hereby certify that this resolution was properly adopted at a regular meeting of The Spartanburg Housing Authority held on April 25, 2017.

Thomas A. Lounds, Jr., VICE-CHAIR

ATTEST:

SECRETARY
FOR CLERK USE ONLY
RESOLUTION NO. 2017-11 REVISED



RESOLUTION NO. 2017-11 REVISED

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG**

APRIL 25, 2017

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

Staff recommends adoption of Resolution No. 2017-11 REVISED. The Board of Commissioners authorizes the Housing Authority of the City of Spartanburg authorizes the adoption of an amendment to the By Laws, governing the Board of Commissioners, to reflect an opportunity for a Commissioner Emeritus status.

Thomas A. Lounds, Jr., VICE-CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-11 REVISED

DATE ADOPTED: _____



Action Items & Resolution

2017-12

Whistle Blower

**Board of Commissioners Meeting
Tuesday, April 25, 2017**



April 25, 2017

SUBJECT:

**Whistle-Blower Policy
Resolution 2017-12**

CONTACT PERSON:

**Shannell Hardwick
Director of Administration
864-598-6084**

RECOMMENDATION:

Authorize the Executive Director to implement a Whistle-Blower Policy. The purpose of this Policy is to support the organization's goal of regulatory compliance.

SUMMARY:

SHA will include the following policy statement, along with specific language that prohibits retaliation, in its revised Employee Guidebook:

If any employee reasonably believes that some policy, practice, or activity, of the Spartanburg Housing Authority (SHA), a vendor or partner of the SHA, a specific employee of SHA, or a participant of an SHA program, is in violation of law, then (s)he may file a written complaint with the Executive Director or with the Chairman of SHA's Board of Commissioners, if there is concern about the Executive Director's action(s).

The purpose of the Whistle-Blower Policy is to:

- *Prevent and detect improper activities;*
- *Encourage each reporting individual to report what he/she in good faith believes to be a material violation of law, policy and/or questionable accounting or auditing matter;*
- *Protect reporting individuals from retaliatory action.*

All reports of unlawful or unethical behavior will be dealt with in a confidential manner. Confidentiality will be maintained to the fullest extent possible, consistent with the need to conduct an adequate investigation of the report and legal regulations. SHA will not discharge, demote, suspend, threaten, harass, or in any other manner discriminate against you in response to your reporting a breach in accordance with this Policy.



BACKGROUND:

The Spartanburg Housing Authority continues to review and update procedures and policies, relevant to operating in compliance with all regulatory requirements.

FINANCIAL CONSIDERATIONS:

None.

Respectfully submitted, _____
Shannell Hardwick, Director of Administration
The Housing Authority of the City of Spartanburg



RESOLUTION NO. 2017-12

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG**

APRIL 25, 2017

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

Staff recommends adoption of Resolution No. 2017-12. The Board of Commissioners authorizes the Housing Authority of the City of Spartanburg to implement a Whistle-Blower Policy, which prohibits retaliation against any employee who, in good faith, has made complaints against SHA and/or its affiliates, vendors, partners, participants, employees or the Executive Director, and/or has disclosed or threatened to disclose, any activity, policy and/or practice that the employee reasonably believes is in violation of law.

Thomas A. Lounds, Jr., VICE-CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-12

DATE ADOPTED: _____



Action Items & Resolution

2017-16

Bad Debt Write-Offs

Board of Commissioners Meeting

Tuesday, April 25, 2017



April 25, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Second Quarter FY 2017 Bad Debt Write-Offs
Resolution #2017-16**

RECOMMENDATION:

Approve write-off of uncollected accounts receivables from January 1, 2017 – March 31, 2017 in the amount of \$10,421.76.

CONTACT PERSON:

Joe Gomez Calicdan
Accounting Manager
864-598-6041

SUMMARY

The amount presented for board approval for write-off for all properties for the period of January 1, 2017 – March 31, 2017 (second quarter FY 2017) is \$10,421.76. This represents an increase of 109.5%, with the highest percentage of increase at Victoria Gardens. No individual tenant contributed to this increase. SHA is unaware of particular economic or social indicators which may have impacted this outcome (please refer to the attached summaries).

BACKGROUND:

(Past due Rent Collection Process)

Tenants are sent a late notice if rent remains unpaid after the eighth day of the month. Indicated in the late notice, the tenant has fourteen days from the date of the letter to pay the outstanding rent amount. The tenant is also advised in the late notice that if rent remains unpaid after the fourteenth day that the landlord would begin eviction proceedings against the tenant. Monthly, subsequent to the above time deadlines, if rent is still unpaid and sufficient arrangements have not been made with the site manager, an eviction list is forwarded to the magistrate for processing. These annually uncollected rents are submitted to the Board of Commissioners for approval to be written off.



FINANCIAL CONSIDERATIONS:

The Municipal Association of South Carolina (MASC) does not charge Spartanburg Housing Authority for this service. All fees are paid by the past tenants' set-offs collected.

POLICY CONSIDERATIONS:

Once approved a detailed listing of the tenants with unpaid rents is submitted to the Municipal Association of South Carolina (MASC) who then works with the South Carolina Department of Revenue (DOR) to offset any tax refund that may be generated for the tenant in the future. During this process the MASC system generates notices to the past tenant that advised them of the process. A separate notice is also sent at the time an offset is made and a refund is sent to the Spartanburg Housing Authority.

Respectfully Submitted, _____

Joe Calicdan, Accounting Manager

The Housing Authority of the City of Spartanburg



**Spartanburg Housing Authority
Bad Debt Write Off
January 1, 2017 - March 31, 2017**

<u>Properties (AMP's)</u>	<u>FY 2017</u> <u>2nd QTR</u> <u>Amount</u>	<u>FY 2016</u> <u>2nd QTR</u> <u>Amount</u>	<u>Dollars</u> <u>Inc./((Dec.)</u>	<u>Percent</u> <u>Inc/(Dec)</u>
1 Camp Croft	\$ 2,432.06	\$ 836.10	\$ 1,595.96	190.9%
2 Archibald Village Archibald	\$ 6.00	\$ -	\$ 6.00	-
3 Rutledge	\$ 542.50	\$ 794.00	\$ (251.50)	-31.7%
4 Scattered Sites	\$ -	\$ -	\$ -	-
5 Prince Hall	\$ 4,271.65	\$ 3,133.21	\$ 1,138.44	36.3%
6 Victoria Garden	\$ 3,169.55	\$ 210.48	\$ 2,959.07	1405.9%
7 Cambridge Place	\$ -	\$ -	\$ -	-
8 Page Lake	\$ -	\$ -	\$ -	-
9 JC Bull	\$ -	\$ -	\$ -	-
10 SLHC	\$ -	\$ -	\$ -	-
11 Liberty	\$ -	\$ -	\$ -	-
12 Appian	\$ -	\$ -	\$ -	-
Total	\$10,421.76	\$4,973.79	\$5,447.97	109.5%

Charge Register - Camp Croft

Property=100-ccc AND post date mm/yy=03/2017-03/2017 AND Charge Code=writeoff

Charge	Receipt	Property	Status	Date Due/Pay	Period	Charge Code	Account/AR Acct	Charge Amount	Amount Paid	Remarks
Control 144472										
C-144472		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-50.00	0.00	:Prog Gen WriteOff for chg# 133357
	R-94567			03/31/2017			112200000	0.00	-50.00	:Prog Gen WriteOff for chg# 133357
Total Control 144472								-50.00	-50.00	
Control 144473										
C-144473		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-22.25	0.00	:Prog Gen WriteOff for chg# 136292
	R-94568			03/31/2017			112200000	0.00	-22.25	:Prog Gen WriteOff for chg# 136292
Total Control 144473								-22.25	-22.25	
Control 144474										
C-144474		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-50.00	0.00	:Prog Gen WriteOff for chg# 136724
	R-94569			03/31/2017			112200000	0.00	-50.00	:Prog Gen WriteOff for chg# 136724
Total Control 144474								-50.00	-50.00	
Control 144475										
C-144475		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-45.36	0.00	:Prog Gen WriteOff for chg# 137586
	R-94570			03/31/2017			112200000	0.00	-45.36	:Prog Gen WriteOff for chg# 137586
Total Control 144475								-45.36	-45.36	
Control 144476										
C-144476		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-50.00	0.00	:Prog Gen WriteOff for chg# 137701
	R-94571			03/31/2017			112200000	0.00	-50.00	:Prog Gen WriteOff for chg# 137701
Total Control 144476								-50.00	-50.00	
Control 144477										
C-144477		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-82.53	0.00	:Prog Gen WriteOff for chg# 137721
	R-94572			03/31/2017			112200000	0.00	-82.53	:Prog Gen WriteOff for chg# 137721
Total Control 144477								-82.53	-82.53	
Control 144478										
C-144478		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-12.66	0.00	:Prog Gen WriteOff for chg# 139125
	R-94573			03/31/2017			112200000	0.00	-12.66	:Prog Gen WriteOff for chg# 139125
Total Control 144478								-12.66	-12.66	
Control 144479										
C-144479		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-553.00	0.00	:Prog Gen WriteOff for chg# 139827
	R-94574			03/31/2017			112200000	0.00	-553.00	:Prog Gen WriteOff for chg# 139827
Total Control 144479								-553.00	-553.00	
Control 144480										
C-144480		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-231.76	0.00	:Prog Gen WriteOff for chg# 139893
	R-94575			03/31/2017			112200000	0.00	-231.76	:Prog Gen WriteOff for chg# 139893
Total Control 144480								-231.76	-231.76	
Control 144481										
C-144481		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-50.00	0.00	:Prog Gen WriteOff for chg# 139904
	R-94576			03/31/2017			112200000	0.00	-50.00	:Prog Gen WriteOff for chg# 139904
Total Control 144481								-50.00	-50.00	
Control 144482										
C-144482		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-45.00	0.00	:Prog Gen WriteOff for chg# 140448
	R-94577			03/31/2017			112200000	0.00	-45.00	:Prog Gen WriteOff for chg# 140448
Total Control 144482								-45.00	-45.00	
Control 144483										

C-144483		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-10.00	0.00	:Prog Gen WriteOff for chg# 140667
	R-94578			03/31/2017			112200000	0.00	-10.00	:Prog Gen WriteOff for chg# 140667
Total Control 144483								-10.00	-10.00	
Control 144484										
C-144484		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-372.00	0.00	:Prog Gen WriteOff for chg# 141161
	R-94579			03/31/2017			112200000	0.00	-372.00	:Prog Gen WriteOff for chg# 141161
Total Control 144484								-372.00	-372.00	
Control 144485										
C-144485		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-553.00	0.00	:Prog Gen WriteOff for chg# 141211
	R-94580			03/31/2017			112200000	0.00	-553.00	:Prog Gen WriteOff for chg# 141211
Total Control 144485								-553.00	-553.00	
Control 144486										
C-144486		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-50.00	0.00	:Prog Gen WriteOff for chg# 141234
	R-94581			03/31/2017			112200000	0.00	-50.00	:Prog Gen WriteOff for chg# 141234
Total Control 144486								-50.00	-50.00	
Control 144487										
C-144487		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-4.00	0.00	:Prog Gen WriteOff for chg# 141695
	R-94582			03/31/2017			112200000	0.00	-4.00	:Prog Gen WriteOff for chg# 141695
Total Control 144487								-4.00	-4.00	
Control 144488										
C-144488		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-40.00	0.00	:Prog Gen WriteOff for chg# 141699
	R-94583			03/31/2017			112200000	0.00	-40.00	:Prog Gen WriteOff for chg# 141699
Total Control 144488								-40.00	-40.00	
Control 144489										
C-144489		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-133.00	0.00	:Prog Gen WriteOff for chg# 142557
	R-94584			03/31/2017			112200000	0.00	-133.00	:Prog Gen WriteOff for chg# 142557
Total Control 144489								-133.00	-133.00	
Control 144490										
C-144490		100-ccc	Past	03/31/2017	03/2017	writeoff	457000000	-77.50	0.00	:Prog Gen WriteOff for chg# 142691
	R-94585			03/31/2017			112200000	0.00	-77.50	:Prog Gen WriteOff for chg# 142691
Total Control 144490								-77.50	-77.50	
								-2432.06	-2432.06	

Charge Register - Prince Hall

Property=108-pha AND post date mm/yy=03/2017-03/2017 AND Charge Code=writeoff

Charge	Receipt	Property	Status	Date Due/Pay	Period	Charge Code	Account/AR Acct	Charge Amount	Amount Paid	Remarks
Control 144498										
C-144498		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-40.56	0.00	:Prog Gen WriteOff for chg# 136786
	R-94593			03/31/2017			112200000	0.00	-40.56	:Prog Gen WriteOff for chg# 136786
Total Control 144498								-40.56	-40.56	
Control 144499										
C-144499		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-70.00	0.00	:Prog Gen WriteOff for chg# 136886
	R-94594			03/31/2017			112200000	0.00	-70.00	:Prog Gen WriteOff for chg# 136886
Total Control 144499								-70.00	-70.00	
Control 144500										
C-144500		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-4.88	0.00	:Prog Gen WriteOff for chg# 138014
	R-94595			03/31/2017			112200000	0.00	-4.88	:Prog Gen WriteOff for chg# 138014
Total Control 144500								-4.88	-4.88	
Control 144501										
C-144501		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-90.01	0.00	:Prog Gen WriteOff for chg# 138048
	R-94596			03/31/2017			112200000	0.00	-90.01	:Prog Gen WriteOff for chg# 138048
Total Control 144501								-90.01	-90.01	
Control 144502										
C-144502		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-17.50	0.00	:Prog Gen WriteOff for chg# 138282
	R-94597			03/31/2017			112200000	0.00	-17.50	:Prog Gen WriteOff for chg# 138282
Total Control 144502								-17.50	-17.50	
Control 144503										
C-144503		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-63.50	0.00	:Prog Gen WriteOff for chg# 138303
	R-94598			03/31/2017			112200000	0.00	-63.50	:Prog Gen WriteOff for chg# 138303
Total Control 144503								-63.50	-63.50	
Control 144504										
C-144504		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-177.00	0.00	:Prog Gen WriteOff for chg# 138321
	R-94599			03/31/2017			112200000	0.00	-177.00	:Prog Gen WriteOff for chg# 138321
Total Control 144504								-177.00	-177.00	
Control 144505										
C-144505		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-19.00	0.00	:Prog Gen WriteOff for chg# 138330
	R-94600			03/31/2017			112200000	0.00	-19.00	:Prog Gen WriteOff for chg# 138330
Total Control 144505								-19.00	-19.00	
Control 144506										
C-144506		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-15.60	0.00	:Prog Gen WriteOff for chg# 138348
	R-94601			03/31/2017			112200000	0.00	-15.60	:Prog Gen WriteOff for chg# 138348
Total Control 144506								-15.60	-15.60	
Control 144507										
C-144507		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-88.50	0.00	:Prog Gen WriteOff for chg# 138351
	R-94602			03/31/2017			112200000	0.00	-88.50	:Prog Gen WriteOff for chg# 138351
Total Control 144507								-88.50	-88.50	
Control 144508										
C-144508		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-77.00	0.00	:Prog Gen WriteOff for chg# 138363
	R-94603			03/31/2017			112200000	0.00	-77.00	:Prog Gen WriteOff for chg# 138363
Total Control 144508								-77.00	-77.00	
Control 144509										

C-144509		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-96.69	0.00	:Prog Gen WriteOff for chg# 139049
	R-94604			03/31/2017			112200000	0.00	-96.69	:Prog Gen WriteOff for chg# 139049
Total Control 144509								-96.69	-96.69	
Control 144510										
C-144510		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-4.97	0.00	:Prog Gen WriteOff for chg# 139050
	R-94605			03/31/2017			112200000	0.00	-4.97	:Prog Gen WriteOff for chg# 139050
Total Control 144510								-4.97	-4.97	
Control 144511										
C-144511		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-177.00	0.00	:Prog Gen WriteOff for chg# 139591
	R-94606			03/31/2017			112200000	0.00	-177.00	:Prog Gen WriteOff for chg# 139591
Total Control 144511								-177.00	-177.00	
Control 144512										
C-144512		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-29.42	0.00	:Prog Gen WriteOff for chg# 139606
	R-94607			03/31/2017			112200000	0.00	-29.42	:Prog Gen WriteOff for chg# 139606
Total Control 144512								-29.42	-29.42	
Control 144513										
C-144513		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-38.00	0.00	:Prog Gen WriteOff for chg# 139613
	R-94608			03/31/2017			112200000	0.00	-38.00	:Prog Gen WriteOff for chg# 139613
Total Control 144513								-38.00	-38.00	
Control 144514										
C-144514		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-38.00	0.00	:Prog Gen WriteOff for chg# 139614
	R-94609			03/31/2017			112200000	0.00	-38.00	:Prog Gen WriteOff for chg# 139614
Total Control 144514								-38.00	-38.00	
Control 144515										
C-144515		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-31.72	0.00	:Prog Gen WriteOff for chg# 139615
	R-94610			03/31/2017			112200000	0.00	-31.72	:Prog Gen WriteOff for chg# 139615
Total Control 144515								-31.72	-31.72	
Control 144516										
C-144516		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-167.00	0.00	:Prog Gen WriteOff for chg# 139619
	R-94611			03/31/2017			112200000	0.00	-167.00	:Prog Gen WriteOff for chg# 139619
Total Control 144516								-167.00	-167.00	
Control 144517										
C-144517		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-28.00	0.00	:Prog Gen WriteOff for chg# 139622
	R-94612			03/31/2017			112200000	0.00	-28.00	:Prog Gen WriteOff for chg# 139622
Total Control 144517								-28.00	-28.00	
Control 144518										
C-144518		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-38.00	0.00	:Prog Gen WriteOff for chg# 139624
	R-94613			03/31/2017			112200000	0.00	-38.00	:Prog Gen WriteOff for chg# 139624
Total Control 144518								-38.00	-38.00	
Control 144519										
C-144519		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-19.00	0.00	:Prog Gen WriteOff for chg# 139627
	R-94614			03/31/2017			112200000	0.00	-19.00	:Prog Gen WriteOff for chg# 139627
Total Control 144519								-19.00	-19.00	
Control 144520										
C-144520		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-162.00	0.00	:Prog Gen WriteOff for chg# 139650
	R-94615			03/31/2017			112200000	0.00	-162.00	:Prog Gen WriteOff for chg# 139650
Total Control 144520								-162.00	-162.00	
Control 144521										
C-144521		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-77.00	0.00	:Prog Gen WriteOff for chg# 139656
	R-94616			03/31/2017			112200000	0.00	-77.00	:Prog Gen WriteOff for chg# 139656
Total Control 144521								-77.00	-77.00	

Control 144522										
C-144522		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-172.09	0.00	:Prog Gen WriteOff for chg# 139658
	R-94617			03/31/2017			112200000	0.00	-172.09	:Prog Gen WriteOff for chg# 139658
Total Control 144522								-172.09	-172.09	
Control 144523										
C-144523		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-13.55	0.00	:Prog Gen WriteOff for chg# 139659
	R-94618			03/31/2017			112200000	0.00	-13.55	:Prog Gen WriteOff for chg# 139659
Total Control 144523								-13.55	-13.55	
Control 144524										
C-144524		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-19.00	0.00	:Prog Gen WriteOff for chg# 139669
	R-94619			03/31/2017			112200000	0.00	-19.00	:Prog Gen WriteOff for chg# 139669
Total Control 144524								-19.00	-19.00	
Control 144525										
C-144525		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-10.00	0.00	:Prog Gen WriteOff for chg# 139677
	R-94620			03/31/2017			112200000	0.00	-10.00	:Prog Gen WriteOff for chg# 139677
Total Control 144525								-10.00	-10.00	
Control 144526										
C-144526		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-1.24	0.00	:Prog Gen WriteOff for chg# 140462
	R-94621			03/31/2017			112200000	0.00	-1.24	:Prog Gen WriteOff for chg# 140462
Total Control 144526								-1.24	-1.24	
Control 144527										
C-144527		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-18.64	0.00	:Prog Gen WriteOff for chg# 140463
	R-94622			03/31/2017			112200000	0.00	-18.64	:Prog Gen WriteOff for chg# 140463
Total Control 144527								-18.64	-18.64	
Control 144528										
C-144528		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-20.50	0.00	:Prog Gen WriteOff for chg# 140464
	R-94623			03/31/2017			112200000	0.00	-20.50	:Prog Gen WriteOff for chg# 140464
Total Control 144528								-20.50	-20.50	
Control 144529										
C-144529		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-76.16	0.00	:Prog Gen WriteOff for chg# 140540
	R-94624			03/31/2017			112200000	0.00	-76.16	:Prog Gen WriteOff for chg# 140540
Total Control 144529								-76.16	-76.16	
Control 144530										
C-144530		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-39.36	0.00	:Prog Gen WriteOff for chg# 140541
	R-94625			03/31/2017			112200000	0.00	-39.36	:Prog Gen WriteOff for chg# 140541
Total Control 144530								-39.36	-39.36	
Control 144531										
C-144531		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-42.15	0.00	:Prog Gen WriteOff for chg# 140542
	R-94626			03/31/2017			112200000	0.00	-42.15	:Prog Gen WriteOff for chg# 140542
Total Control 144531								-42.15	-42.15	
Control 144532										
C-144532		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-44.60	0.00	:Prog Gen WriteOff for chg# 140543
	R-94627			03/31/2017			112200000	0.00	-44.60	:Prog Gen WriteOff for chg# 140543
Total Control 144532								-44.60	-44.60	
Control 144533										
C-144533		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-87.00	0.00	:Prog Gen WriteOff for chg# 140552
	R-94628			03/31/2017			112200000	0.00	-87.00	:Prog Gen WriteOff for chg# 140552
Total Control 144533								-87.00	-87.00	
Control 144534										
C-144534		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-7.00	0.00	:Prog Gen WriteOff for chg# 140554
	R-94629			03/31/2017			112200000	0.00	-7.00	:Prog Gen WriteOff for chg# 140554

Total Control 144534								-7.00	-7.00	
Control 144535										
C-144535		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-7.00	0.00	:Prog Gen WriteOff for chg# 140555
	R-94630			03/31/2017			112200000	0.00	-7.00	:Prog Gen WriteOff for chg# 140555
Total Control 144535								-7.00	-7.00	
Control 144536										
C-144536		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-73.00	0.00	:Prog Gen WriteOff for chg# 140557
	R-94631			03/31/2017			112200000	0.00	-73.00	:Prog Gen WriteOff for chg# 140557
Total Control 144536								-73.00	-73.00	
Control 144537										
C-144537		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-31.06	0.00	:Prog Gen WriteOff for chg# 140589
	R-94632			03/31/2017			112200000	0.00	-31.06	:Prog Gen WriteOff for chg# 140589
Total Control 144537								-31.06	-31.06	
Control 144538										
C-144538		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-77.03	0.00	:Prog Gen WriteOff for chg# 140590
	R-94633			03/31/2017			112200000	0.00	-77.03	:Prog Gen WriteOff for chg# 140590
Total Control 144538								-77.03	-77.03	
Control 144539										
C-144539		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-312.05	0.00	:Prog Gen WriteOff for chg# 140591
	R-94634			03/31/2017			112200000	0.00	-312.05	:Prog Gen WriteOff for chg# 140591
Total Control 144539								-312.05	-312.05	
Control 144540										
C-144540		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-1.50	0.00	:Prog Gen WriteOff for chg# 140671
	R-94635			03/31/2017			112200000	0.00	-1.50	:Prog Gen WriteOff for chg# 140671
Total Control 144540								-1.50	-1.50	
Control 144541										
C-144541		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-60.00	0.00	:Prog Gen WriteOff for chg# 140673
	R-94636			03/31/2017			112200000	0.00	-60.00	:Prog Gen WriteOff for chg# 140673
Total Control 144541								-60.00	-60.00	
Control 144542										
C-144542		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-137.00	0.00	:Prog Gen WriteOff for chg# 140675
	R-94637			03/31/2017			112200000	0.00	-137.00	:Prog Gen WriteOff for chg# 140675
Total Control 144542								-137.00	-137.00	
Control 144543										
C-144543		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-125.00	0.00	:Prog Gen WriteOff for chg# 140677
	R-94638			03/31/2017			112200000	0.00	-125.00	:Prog Gen WriteOff for chg# 140677
Total Control 144543								-125.00	-125.00	
Control 144544										
C-144544		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-14.91	0.00	:Prog Gen WriteOff for chg# 141243
	R-94639			03/31/2017			112200000	0.00	-14.91	:Prog Gen WriteOff for chg# 141243
Total Control 144544								-14.91	-14.91	
Control 144545										
C-144545		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-32.30	0.00	:Prog Gen WriteOff for chg# 141245
	R-94640			03/31/2017			112200000	0.00	-32.30	:Prog Gen WriteOff for chg# 141245
Total Control 144545								-32.30	-32.30	
Control 144546										
C-144546		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-47.51	0.00	:Prog Gen WriteOff for chg# 141318
	R-94641			03/31/2017			112200000	0.00	-47.51	:Prog Gen WriteOff for chg# 141318
Total Control 144546								-47.51	-47.51	
Control 144547										
C-144547		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-167.00	0.00	:Prog Gen WriteOff for chg# 141324

C-144560		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-12.00	0.00	:Prog Gen WriteOff for chg# 144256
	R-94655			03/31/2017			112200000	0.00	-12.00	:Prog Gen WriteOff for chg# 144256
Total Control 144560								-12.00	-12.00	
Control 144561										
C-144561		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-8.39	0.00	:Prog Gen WriteOff for chg# 144366
	R-94656			03/31/2017			112200000	0.00	-8.39	:Prog Gen WriteOff for chg# 144366
Total Control 144561								-8.39	-8.39	
Control 144562										
C-144562		108-pha	Past	03/31/2017	03/2017	writeoff	457000000	-42.24	0.00	:Prog Gen WriteOff for chg# 144367
	R-94657			03/31/2017			112200000	0.00	-42.24	:Prog Gen WriteOff for chg# 144367
Total Control 144562								-42.24	-42.24	
								-4271.65	-4271.65	

Charge Register - Victoria Gardens

Property=120-vga AND post date mm/yy=03/2017-03/2017 AND Charge Code=writeoff

Charge	Receipt	Property	Status	Date Due/Pay	Period	Charge Code	Account/AR Acct	Charge Amount	Amount Paid	Remarks
Control 144563										
C-144563		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-10.00	0.00	:Prog Gen WriteOff for chg# 131788
	R-94658			03/31/2017			112200000	0.00	-10.00	:Prog Gen WriteOff for chg# 131788
Total Control 144563								-10.00	-10.00	
Control 144564										
C-144564		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-59.60	0.00	:Prog Gen WriteOff for chg# 133799
	R-94659			03/31/2017			112200000	0.00	-59.60	:Prog Gen WriteOff for chg# 133799
Total Control 144564								-59.60	-59.60	
Control 144565										
C-144565		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-132.59	0.00	:Prog Gen WriteOff for chg# 133804
	R-94660			03/31/2017			112200000	0.00	-132.59	:Prog Gen WriteOff for chg# 133804
Total Control 144565								-132.59	-132.59	
Control 144566										
C-144566		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-10.00	0.00	:Prog Gen WriteOff for chg# 133813
	R-94661			03/31/2017			112200000	0.00	-10.00	:Prog Gen WriteOff for chg# 133813
Total Control 144566								-10.00	-10.00	
Control 144567										
C-144567		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-126.72	0.00	:Prog Gen WriteOff for chg# 136409
	R-94662			03/31/2017			112200000	0.00	-126.72	:Prog Gen WriteOff for chg# 136409
Total Control 144567								-126.72	-126.72	
Control 144568										
C-144568		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-46.91	0.00	:Prog Gen WriteOff for chg# 136410
	R-94663			03/31/2017			112200000	0.00	-46.91	:Prog Gen WriteOff for chg# 136410
Total Control 144568								-46.91	-46.91	
Control 144569										
C-144569		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-284.00	0.00	:Prog Gen WriteOff for chg# 136431
	R-94664			03/31/2017			112200000	0.00	-284.00	:Prog Gen WriteOff for chg# 136431
Total Control 144569								-284.00	-284.00	
Control 144570										
C-144570		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-81.00	0.00	:Prog Gen WriteOff for chg# 136437
	R-94665			03/31/2017			112200000	0.00	-81.00	:Prog Gen WriteOff for chg# 136437
Total Control 144570								-81.00	-81.00	
Control 144571										
C-144571		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-10.00	0.00	:Prog Gen WriteOff for chg# 137006
	R-94666			03/31/2017			112200000	0.00	-10.00	:Prog Gen WriteOff for chg# 137006
Total Control 144571								-10.00	-10.00	
Control 144572										
C-144572		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-10.00	0.00	:Prog Gen WriteOff for chg# 137737
	R-94667			03/31/2017			112200000	0.00	-10.00	:Prog Gen WriteOff for chg# 137737
Total Control 144572								-10.00	-10.00	
Control 144573										
C-144573		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-218.00	0.00	:Prog Gen WriteOff for chg# 137750
	R-94668			03/31/2017			112200000	0.00	-218.00	:Prog Gen WriteOff for chg# 137750
Total Control 144573								-218.00	-218.00	
Control 144574										

C-144574		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-63.00	0.00	:Prog Gen WriteOff for chg# 137751
	R-94669			03/31/2017			112200000	0.00	-63.00	:Prog Gen WriteOff for chg# 137751
Total Control 144574								-63.00	-63.00	
Control 144575										
C-144575		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-284.00	0.00	:Prog Gen WriteOff for chg# 137770
	R-94670			03/31/2017			112200000	0.00	-284.00	:Prog Gen WriteOff for chg# 137770
Total Control 144575								-284.00	-284.00	
Control 144576										
C-144576		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-81.00	0.00	:Prog Gen WriteOff for chg# 137776
	R-94671			03/31/2017			112200000	0.00	-81.00	:Prog Gen WriteOff for chg# 137776
Total Control 144576								-81.00	-81.00	
Control 144577										
C-144577		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-81.00	0.00	:Prog Gen WriteOff for chg# 139486
	R-94672			03/31/2017			112200000	0.00	-81.00	:Prog Gen WriteOff for chg# 139486
Total Control 144577								-81.00	-81.00	
Control 144578										
C-144578		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-284.00	0.00	:Prog Gen WriteOff for chg# 139494
	R-94673			03/31/2017			112200000	0.00	-284.00	:Prog Gen WriteOff for chg# 139494
Total Control 144578								-284.00	-284.00	
Control 144579										
C-144579		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-63.00	0.00	:Prog Gen WriteOff for chg# 139506
	R-94674			03/31/2017			112200000	0.00	-63.00	:Prog Gen WriteOff for chg# 139506
Total Control 144579								-63.00	-63.00	
Control 144580										
C-144580		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-218.00	0.00	:Prog Gen WriteOff for chg# 139507
	R-94675			03/31/2017			112200000	0.00	-218.00	:Prog Gen WriteOff for chg# 139507
Total Control 144580								-218.00	-218.00	
Control 144581										
C-144581		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-13.00	0.00	:Prog Gen WriteOff for chg# 140519
	R-94676			03/31/2017			112200000	0.00	-13.00	:Prog Gen WriteOff for chg# 140519
Total Control 144581								-13.00	-13.00	
Control 144582										
C-144582		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-16.44	0.00	:Prog Gen WriteOff for chg# 140560
	R-94677			03/31/2017			112200000	0.00	-16.44	:Prog Gen WriteOff for chg# 140560
Total Control 144582								-16.44	-16.44	
Control 144583										
C-144583		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-24.00	0.00	:Prog Gen WriteOff for chg# 140562
	R-94678			03/31/2017			112200000	0.00	-24.00	:Prog Gen WriteOff for chg# 140562
Total Control 144583								-24.00	-24.00	
Control 144584										
C-144584		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-284.00	0.00	:Prog Gen WriteOff for chg# 141395
	R-94679			03/31/2017			112200000	0.00	-284.00	:Prog Gen WriteOff for chg# 141395
Total Control 144584								-284.00	-284.00	
Control 144585										
C-144585		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-37.89	0.00	:Prog Gen WriteOff for chg# 141405
	R-94680			03/31/2017			112200000	0.00	-37.89	:Prog Gen WriteOff for chg# 141405
Total Control 144585								-37.89	-37.89	
Control 144586										
C-144586		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-218.00	0.00	:Prog Gen WriteOff for chg# 141429
	R-94681			03/31/2017			112200000	0.00	-218.00	:Prog Gen WriteOff for chg# 141429
Total Control 144586								-218.00	-218.00	

Control 144587										
C-144587		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-20.00	0.00	:Prog Gen WriteOff for chg# 141697
	R-94682			03/31/2017			112200000	0.00	-20.00	:Prog Gen WriteOff for chg# 141697
Total Control 144587								-20.00	-20.00	
Control 144588										
C-144588		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-70.00	0.00	:Prog Gen WriteOff for chg# 142052
	R-94683			03/31/2017			112200000	0.00	-70.00	:Prog Gen WriteOff for chg# 142052
Total Control 144588								-70.00	-70.00	
Control 144589										
C-144589		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-50.00	0.00	:Prog Gen WriteOff for chg# 142641
	R-94684			03/31/2017			112200000	0.00	-50.00	:Prog Gen WriteOff for chg# 142641
Total Control 144589								-50.00	-50.00	
Control 144590										
C-144590		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-205.56	0.00	:Prog Gen WriteOff for chg# 143570
	R-94685			03/31/2017			112200000	0.00	-205.56	:Prog Gen WriteOff for chg# 143570
Total Control 144590								-205.56	-205.56	
Control 144591										
C-144591		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-15.00	0.00	:Prog Gen WriteOff for chg# 143572
	R-94686			03/31/2017			112200000	0.00	-15.00	:Prog Gen WriteOff for chg# 143572
Total Control 144591								-15.00	-15.00	
Control 144592										
C-144592		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-25.10	0.00	:Prog Gen WriteOff for chg# 144264
	R-94687			03/31/2017			112200000	0.00	-25.10	:Prog Gen WriteOff for chg# 144264
Total Control 144592								-25.10	-25.10	
Control 144593										
C-144593		120-vga	Past	03/31/2017	03/2017	writeoff	457000000	-127.74	0.00	:Prog Gen WriteOff for chg# 144361
	R-94688			03/31/2017			112200000	0.00	-127.74	:Prog Gen WriteOff for chg# 144361
Total Control 144593								-127.74	-127.74	
								-3169.55	-3169.55	

Charge Register - Archibald Rutledge

Property=103-arh AND post date mm/yy=03/2017-03/2017 AND Charge Code=writeoff

Charge	Receipt	Property	Status	Date Due/Pay	Period	Charge Code	Account/AR Acct	Charge Amount	Amount Paid	Remarks
Control 144492										
C-144492		103-arh	Past	03/31/2017	03/2017	writeoff	457000000	-62.50	0.00	:Prog Gen WriteOff for chg# 140969
	R-94587			03/31/2017			112200000	0.00	-62.50	:Prog Gen WriteOff for chg# 140969
Total Control 144492								-62.50	-62.50	
Control 144493										
C-144493		103-arh	Past	03/31/2017	03/2017	writeoff	457000000	-15.00	0.00	:Prog Gen WriteOff for chg# 140999
	R-94588			03/31/2017			112200000	0.00	-15.00	:Prog Gen WriteOff for chg# 140999
Total Control 144493								-15.00	-15.00	
Control 144494										
C-144494		103-arh	Past	03/31/2017	03/2017	writeoff	457000000	-75.00	0.00	:Prog Gen WriteOff for chg# 142733
	R-94589			03/31/2017			112200000	0.00	-75.00	:Prog Gen WriteOff for chg# 142733
Total Control 144494								-75.00	-75.00	
Control 144495										
C-144495		103-arh	Past	03/31/2017	03/2017	writeoff	457000000	-210.00	0.00	:Prog Gen WriteOff for chg# 142850
	R-94590			03/31/2017			112200000	0.00	-210.00	:Prog Gen WriteOff for chg# 142850
Total Control 144495								-210.00	-210.00	
Control 144496										
C-144496		103-arh	Past	03/31/2017	03/2017	writeoff	457000000	-7.00	0.00	:Prog Gen WriteOff for chg# 143363
	R-94591			03/31/2017			112200000	0.00	-7.00	:Prog Gen WriteOff for chg# 143363
Total Control 144496								-7.00	-7.00	
Control 144497										
C-144497		103-arh	Past	03/31/2017	03/2017	writeoff	457000000	-173.00	0.00	:Prog Gen WriteOff for chg# 143503
	R-94592			03/31/2017			112200000	0.00	-173.00	:Prog Gen WriteOff for chg# 143503
Total Control 144497								-173.00	-173.00	
								-542.50	-542.50	

Charge Register - Archibald Village

Property=102-arv AND post date mm/yy=03/2017-03/2017 AND Charge Code=writeoff

Charge	Receipt	Property	Status	Date Due/Pay	Period	Charge Code	Account/AR Acct	Charge Amount	Amount Paid	Remarks
Control 144491										
C-144491		102-arv	Past	03/31/2017	03/2017	writeoff	457000000	-6.00	0.00	:Prog Gen WriteOff for chg# 140939
	R-94586			03/31/2017			112200000	0.00	-6.00	:Prog Gen WriteOff for chg# 140939
Total Control 144491								-6.00	-6.00	
								-6.00	-6.00	



RESOLUTION NO. 2017-16

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

April 25, 2017

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

Staff recommends adoption of Resolution No. 2017-16, that the Board of Commissioners approve the write-offs of uncollected rents incurred by vacated tenants for the second quarter of Fiscal Year 2017 (January 1, 2017 – March 31, 2017) in the amount of \$10,421.76. No individual/family may be readmitted to any Federally Funded Program unit until such debt is paid.

Thomas A. Lounds, Jr., VICE-CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-16

DATE ADOPTED: _____



Action Items & Resolution

2017-17

GreenEarth Change Order #2

Board of Commissioners Meeting

Tuesday, April 25, 2017



April 25, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**GreenEarth Partners C/O #2
Resolution 2017-17**

RECOMMENDATION:

Authorize the Executive Director, to execute change order #2 to GreenEarth Partners in an amount NTE \$25,000.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

GreenEarth Partners is a general contractor that has done quality work for SHA at Camp Croft Apartments and Archibald Hi-Rise. They have also completed REAC repair work at Prince Hall and Victoria Gardens. JC Bull Apartments Community Office houses a space for a Community Manager, Assistant Community Manager, Maintenance Technician, and Multi-Family Elderly and Disabled Services Case Manager. Currently, the Case Manger does not have the privacy of an office space. This change order will allot funds for our general contractor to be able to add a wall inside of the community room to create a private office for the Case Manager.

BACKGROUND:

On March 15, 2016, the SHA Board of Commissioners approved Resolution 2016-28 authorizing a contract for \$40,000 to a qualified vendor to complete office spaces at Victoria Gardens, Camp Croft, and Archibald Hi-Rise. GreenEarth Partners was selected as the vendor for two of the three office spaces in the amount \$30,000. On January 24, 2017, the Commissioners approved Changed Order #01 to GreenEarth Partners in an amount NTE an additional \$50,000 for FY17. This change order allowed for improvements to Prince Hall and Victoria Gardens in preparation



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for REAC. In addition, it added to additional construction costs of the Archibald Hi-Rise offices. SHA would like to amend this contract as Change Order #2 to add a NTE amount to FY2017 in the amount of \$25,000. The additional costs include the following repairs:

Construction Job	Amount	Budget
JC Bull(Wall to create office space)	\$4,526.31	JC Bull Reserves
JC Bull(New Flooring)	\$6,574.41	JC Bull Reserves
JC Bull(Office Painting and Baseboards)	\$10,756.95	JC Bull Reserves
Total	\$21,857.67	

FINANCIAL CONSIDERATIONS:

All costs associated with this expense will come from the reserves at JC Bull.

POLICY CONSIDERATIONS:

The Board of Commissioners shall approve the award of all contracts in the amount greater than \$35,000. The Board of Commissioners must also approve any change order or contract modification where the conditions that follow occur:

- a. Any cumulative change order that exceeds ten percent (10%) of the original contract amount, provided that the contract value exceeds \$35,000, or will exceed \$35,000 if such change order is approved.
- b. Any change order that would increase the contract to an amount that exceeds \$35,000.

Respectfully Submitted, _____
Terril Bates, Executive Director
The Housing Authority of the City of Spartanburg



RESOLUTION NOL: 2017-17

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

April 25, 2017

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

Staff recommends adoption of Resolution No: 2017-17, that the Board of Commissioners to authorize the Executive Director, to execute Change Order #2 to GreenEarth Partners in an amount NTE \$25,000.

Thomas A. Lounds, Jr., VICE-CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-17

DATE ADOPTED: _____



Information Item:

Norris Ridge

Ms. Terril Bates

Board of Commissioners Meeting

Tuesday, April 25, 2017



April 25, 2017

The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

INFORMATION ITEM – NORRIS RIDGE

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

On September 20, 2016, SHA received a request for a rent increase from Norris Ridge management. The request included a market study, which compared Norris Ridge with properties such as Eastridge Apartments, Country Club Apartments, Arbor Glen, Hillcrest Townhomes, Georgetown Village and Timbercreek Apartments. While SHA is in no way endorsing or promoting these properties, it is clear that they do not serve as a reasonable basis for comparability with Norris Ridge, even with adjustments reportedly contained in the market study. Several of these are actually town home communities; several are communities with amenities such as pools, energy efficient windows, central heat and air, and brick construction, with well maintained, esthetically pleasing grounds. Norris Ridge contains very small block construction units, a through the wall units providing heat and air, exposed pipes that contain electric lines, bare bulbs, old appliances, high crime and high poverty. The property is aged with little investment beyond the initial modernization project decades ago.

Norris Ridge management requested a meeting with me which was held on March 8, 2017. Their management company shared photos of improvements made to the property at the time of purchase in the 1990's. During the meeting information was provided regarding some of the community thoughts regarding Norris Ridge. Norris Ridge management asked if SHA would approve the increase if all funds were committed to property improvements. SHA agreed to review a proposal regarding this suggestion. Norris Ridge failed to submit the proposal, instead submitted an email requesting contact with HUD. SHA suggested that the property consider a Rental Assistance Demonstration for MOD application for this property. On March 28, 2017 SHA was contacted by an attorney that formerly represented SHA with a similar matter involving Norris Ridge. On March 29, 2017 SHA was contacted directly by an attorney representing Norris Ridge. The attorney was also provided HUD contact information.

SHA has had numerous conversations with HUD regarding this property which is funded under the MOD REHABILITATION program. This program only remains a program in the HUD portfolio for a few existing properties nationwide. SHA received notice of a 77% funding proration from HUD, for the HCV program in March. It is not in the best interest of the authority to expend limited funds in a legal



matter with this property. Additionally, SHA continually has to defend its position as Contract Administrator to the community. The Spartanburg community does not fully understand the relationship that SHA is engaged in with Norris Ridge and is not pleased that SHA is unable to take action to improve this community. The property is considered a blight by many in the Spartanburg community. SHA is often contacted by community members regarding conditions at this property. It is not in the best interest of the SHA to continue to serve as Contract Administrator for the MOD property. SHA has submitted a formal request to HUD to assign a new Contract Administrator.

Respectfully Submitted, _____
Terril Bates, Executive Director
The Housing Authority of the City of Spartanburg



Information Item:

Vehicle Disposition

Tyrone Meadows

Board of Commissioners Meeting

Tuesday, April 25, 2017



April 25, 2017

The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

INFORMATION ITEM – VEHICLE DISPOSITION

CONTACT PERSON:

Tyrone Meadows
Special Projects Supervisor
864-598-6132

SUMMARY:

SHA sponsored a Board Approved disposition of three surplus vehicles from its fleet vehicles approved SHA held a sealed bid Public Auction, resulting in the sale of two of the three vehicles. The vehicles not sold during the public auction will be submitted to a larger Auction House, Government Deals, for disposition.

Results of the Public Auction are as follows:

Total number of bidders	3
Total number of bids received	4
Total number of vehicles sold	2
Total amount received from Public Auction	\$1,462.50

Vehicles Sold

- 1- 2004 FORD TAURUS SE 4 DOOR TOTAL AMOUNT SALE \$762.50
- 1- 2006 CHEVEROLET COBALT LE 4 DOOR TOTAL AMOUNT OF SALE \$700.00

Vehicle Not Sold was:

- 1- 2002 Chevrolet 3500 Express van

Respectfully Submitted, _____
Tyrone Meadows, Special Projects Supervisor
The Housing Authority of the City of Spartanburg



Monthly Reports:

Executive Director

Ms. Terril Bates

Board of Commissioners Meeting

Tuesday, March 28, 2017



April 25, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

**SUBJECT:
EXECUTIVE DIRECTOR REPORT FOR THE MONTH OF MARCH 2017**

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 March. The month's activity included a visit from DOL, which included a review of the YouthBuild Program. Deficiencies were noted, and corrective action implemented including changes in staffing. There were also interviews conducted in search of a construction supervisor for this program. Meetings were conducted with one of the partners, Habitat for Humanity, with very good outcomes. The positive for this grant is that students participated in the completion of a Habitat Home on Vernon St. Additionally, four students have received their GED.

I have been involved in weekly calls with the development and financial partners, the SHA RAD consultant, and other principals in the 78 unit construction project as it continues. The SHA consultant has submitted a disposition application to HUD. SHA has received verbal reports that the application has been approved. Fifty-eight contracts were prepared for signature conveying the units to the City of Spartanburg as the designated non-profit. This process is required for use of NIP funds which will be utilized in disposition of the Cammie Clagett units. A replacement plan was required by HUD in order to receive approval for demolition. The SHA monthly transaction call with HUD occurred on March 13, 2017.

Communication occurred with the McNair Law Firm regarding its representation of the SHA. Several documents were provided which will enable the firm to support SHA in a number of areas.

Ongoing work continues on the 5 Year Plan Process. SHA received proposals from firms providing facilitation of the strategic plan process. It was determined that the Weathers group possessed local knowledge, competitive pricing, and availability. A Board Retreat is scheduled for June 23rd and 24th.



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I was also involved with staffing changes and on-boarding in the Connections Program. Meetings were conducted with the Resident Council. Several interviews were conducted with candidates for the Director of Finance position. An offer is being considered to a well-qualified candidate, currently employed by a PHA in Colorado. The candidate is well experienced in PHA finance and has tax credit experience.

I visited the Born Learning Center at Victoria Gardens. Plans were developed to support the United Way, Mary Black Foundation and V-Com. This is a significant program not being utilized by residents.

Initial meetings were conducted with the city of Spartanburg staff, Hope Blackley, Clerk of Court, and Victor Durrah of BRUH Mentor, with plans for Father's Day Programs in June outlined. Programs will be held at Barnet Park for males on June 10, 2016. A Dinner with Daddy program will be held exclusively for girls residing in public housing at CC Woodson on June 16, 2017. SHA will submit funding support requests to the Rotary Club, "Youth At Risk", Spartanburg County Foundation and the AKA Sorority. Additional financial support will be provided by sponsors.

SHA was asked to work with the Monarch Café and Fresh Food Store to determine why residents at Victoria Gardens do not utilize the facility. A meeting was held with the owner, and plans were made to host an event at the Monarch on April 18th. The program is underwritten by a community interest. Meetings occurred with Ray of Hope, a Columbia based food program. SHA continues to explore opportunities for providing food services for Spartanburg.

The Management Agent for Norris Ridge requested a meeting with me which occurred on March 8th. The topic concerned SHA's denial of a rent increase. An Information Item was prepared for the SHA Board of Commissioners. Special meetings included a visit to the Greenville Housing Authority for a discussion regarding procurement. I attended the Chamber of Commerce Annual Celebration, a bowling fund raiser for the Big Brothers Big Sisters Organization. Regular meetings I attended included City Council, United Way Financial Stability Task force, Northside Development Group, and weekly and bi-weekly meetings with various staff.

Respectfully Submitted, _____

Terril Bates, Executive Director

The Housing Authority of the City of Spartanburg



Monthly Reports:

FINANCE

Joe Calicdan

Board of Commissioners Meeting

Tuesday, April 25, 2017



April 25, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29306**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

MARCH 2017 - 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 March, the total Inflows amounted to \$2,045,888 and the total Outflow was \$2,069,397 resulting in a net outflow of \$23,508.

III: Restricted Cash Position

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

Reserve Cash in Bank

HCVP (Sec8) HAP Savings + Checking	\$ 656,023
Sec 8 - HAP -NRP	537,805
Sec 8 Adm. Fees	241,381
<u>MOD Rehab Adm. Fees</u>	92,399
Total	\$1,527,608



IV: Overall, Asset Management Properties on a PTD basis had losses (NOL) in 4 properties, and 9 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)	(\$1.3)	0	(\$1.3)
2	Archibald Hi-Rise	(15.8)	6.0	48.2	(42.2)
3	Archibald Village	(9.1)	13.4	15.4	(2.0)
4	Cammie Clagett	21.9	119.7	0.2	119.5
5	Camp Croft	(13.7)	4.0	14.4	(10.4)
6	Prince Hall	(22.6)	(35.7)	11.5	(47.2)
7	Scattered Sites	(0.6)	0.4	8.0	(7.6)
8	Victoria Gardens	(25.4)	(20.7)	10.9	31.6
9	JC Bull (100 units)	19.4	125.7	84.5	41.2
10	SLHC (32 units)	4.1	0.1	(11.1)	11.2
11	Cambridge Place	2.0	15.6	14.6	1.0
12	Liberty	(2.8)	0.3	0	0.3
13	Page Lake	0.3	(2.6)	0	(2.6)

V: Status of Grants Programs – March, 2017

SHA's open/unspent *capital fund grant awards* total \$2,018,114 dollars of which \$509,238 has been drawdown to date. The remaining balance of all capital grants funds totals \$1,508,876 or 75.0 % 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 and Multi-family awards totaling \$1,345,793 and the balance remaining unspent is \$376,339.



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- 3) The YOUTH BUILD grant of \$994,474 for the years 2016-2019, and fund expended \$265,778.
- 4) The **Face Forward Grant** award totaled \$999,923, and fund expended \$861,793.

Respectfully Submitted,



Joe Calicdan, Accounting Manager
The Housing Authority of the City of Spartanburg

SHA - Summary of Financial Results - March, 2017

		MTD	MTD	MTD		6 months	6 months	6 months
		Actual	Budget	Variance	Note	PTD	PTD	PTD
		Actual	Budget	Variance	Note	Actual	Budget	Variance
1	Public Housing							
	Total Revenue	\$ 256,500	\$ 261,500	\$ (5,000)		\$ 2,006,000	\$ 1,587,000	\$ 419,000
	Total Operating Expenses	320,000	240,000	80,000		1,635,000	1,464,000	171,000
	Total Non- operating Expenses	-	-	-		282,000	-	282,000
	Net Operating Income	\$ (63,500)	\$ 21,500	\$ (85,000)	1	\$ 89,000	\$ 123,000	\$ (34,000)
<p>Note (1) - Revenue for March is \$5k lower 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.</p>								
2	HCV Program - HAP Only							
	Total Revenue	\$ 1,009,000	\$ 997,000	\$ 12,000		\$ 5,091,000	\$ 4,938,000	\$ 153,000
	Total Expenses	\$ 893,500	\$ 956,600	\$ (63,100)		\$ 5,046,100	\$ 5,174,000	\$ (127,900)
	Net Operating Income	\$ 115,500	\$ 40,400	\$ 75,100		\$ 44,900	\$ (236,000)	\$ 280,900
<p>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.</p>								
3	HCV Program - Admin Only							
	Total Revenue	\$ 128,000	\$ 109,000	\$ 19,000		\$ 533,000	\$ 539,000	\$ (6,000)
	Total Expenses	\$ 130,000	\$ 113,000	\$ 17,000		\$ 593,000	\$ 585,000	\$ 8,000
	Net Operating Income	\$ (2,000)	\$ (4,000)	\$ 2,000		\$ (60,000)	\$ (46,000)	\$ (14,000)
<p>For the month of March admin revenue received was \$128k as compared to total expenses of \$130K resulting to net loss of \$2K . The YTD net loss is \$60K.</p>								
4	COCC Program Only							
	Total Revenue	\$ 249,000	\$ 140,000	\$ 109,000		\$ 822,000	\$ 742,000	\$ 80,000
	Total Expenses	\$ 154,000	\$ 142,000	\$ 12,000		\$ 727,000	\$ 731,000	\$ (4,000)
	Net Operating Income	\$ 95,000	\$ (2,000)	\$ 97,000	(2)	\$ 95,000	\$ 11,000	\$ 84,000
<p>Note (2) - COCC Net income is higher by \$95K than budget primarily due to tax credit cash distribution received from Vista Management.</p>								
5	JC BULLS (100 & 32 units)							
	Total Revenue	\$ 84,000	\$ 86,000	\$ (2,000)		\$ 537,000	\$ 521,000	\$ 16,000
	Total Operating Expenses	\$ 61,000	\$ 81,000	\$ (20,000)		\$ 411,000	\$ 448,000	\$ (37,000)
	Net Operating Income	\$ 23,000	\$ 5,000	\$ 18,000	(3)	\$ 126,000	\$ 73,000	\$ 53,000
<p>Note (3) - Revenue is higher than budgeted due to lower operating expenses incurred.</p>								

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT - CORE PROGRAMS

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	144,310.95	135,893.00	8,417.95	6.19	860,952.47	834,960.00	25,992.47	3.11
311900-000	Total Rental Income	144,310.95	135,893.00	8,417.95	6.19	860,952.47	834,960.00	25,992.47	3.11
312000-000	Other Tenant Income								
312003-000	Damages	2,026.43	1,851.00	175.43	9.48	12,672.48	12,618.00	54.48	0.43
312004-000	Late Charges	1,295.00	1,196.00	99.00	8.28	8,432.50	8,079.00	353.50	4.38
312005-000	Legal Fees - Tenant	870.00	651.00	219.00	33.64	5,330.00	4,842.00	488.00	10.08
312006-000	NSF Charges	50.00	19.00	31.00	163.16	560.00	473.00	87.00	18.39
312007-000	Tenant Owed Utilities - Excess	6,522.48	6,764.00	(241.52)	-3.57	36,045.81	40,260.00	(4,214.19)	-10.47
312009-000	Misc.Tenant Income	333.35	69.00	264.35	383.12	2,861.40	2,346.00	515.40	21.97
312900-000	Total Other Tenant Income	11,097.26	10,550.00	547.26	5.19	65,902.19	68,618.00	(2,715.81)	-3.96
319900-000	NET TENANT INCOME	155,408.21	146,443.00	8,965.21	6.12	926,854.66	903,578.00	23,276.66	2.58
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	137,191.00	150,147.00	(12,956.00)	-8.63	1,283,084.00	868,997.00	414,087.00	47.65
340111-000	Pet Fee Income	100.00	-	100.00	N/A	743.00	512.00	231.00	45.12
341001-000	Section 8 HAP Earned	1,008,297.00	995,820.00	12,477.00	1.25	5,091,598.00	4,938,524.00	153,074.00	3.10
341002-000	Sec 8 Admin. Fee Inc-HCV	126,440.00	106,669.00	19,771.00	18.53	526,138.00	531,939.00	(5,801.00)	-1.09
341004-000	Section 8 Port-In Admin Fees	-	-	-	N/A	(750.00)	(750.00)	-	0.00
341006-000	Port In HAP Earned	-	-	-	N/A	(6,782.00)	(6,782.00)	-	0.00
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	13,703.00	-	0.00	82,218.00	82,218.00	-	0.00
341011-000	Mod Rehab- HAP EARNED	119,121.00	103,612.00	15,509.00	14.97	714,726.00	683,708.00	31,018.00	4.54
341500-000	Other Govt and Private Grants	49,035.00	50,691.00	(1,656.00)	-3.27	304,056.00	304,145.00	(89.00)	-0.03
349900-000	TOTAL GRANT INCOME	1,453,887.00	1,420,642.00	33,245.00	2.34	7,995,031.00	7,402,511.00	592,520.00	8.00
360000-000	OTHER INCOME								
362000-000	Management Fee Income	68,927.23	65,266.00	3,661.23	5.61	417,907.09	411,121.00	6,786.09	1.65
362001-000	Bookkeeping fee income	21,960.00	22,234.00	(274.00)	-1.23	130,800.00	131,445.00	(645.00)	-0.49
364000-000	Fraud Recovery Income-Admin	610.88	750.00	(139.12)	-18.55	6,495.19	5,787.00	708.19	12.24
364001-000	Fraud Recovery - HAP	610.88	1,072.00	(461.12)	-43.01	6,495.17	6,431.00	64.17	1.00
364002-000	TBRA -HAP Earned	924.00	-	924.00	N/A	924.00	-	924.00	N/A
365000-000	Miscellaneous Other Income	159,782.65	54,293.00	105,489.65	194.30	316,530.52	227,299.00	89,231.52	39.26
365002-000	Bad Debt Recovery	4,831.75	500.00	4,331.75	866.35	17,124.24	6,063.00	11,061.24	182.44
369900-000	TOTAL OTHER INCOME	257,647.39	144,115.00	113,532.39	78.78	896,276.21	788,146.00	108,130.21	13.72
399900-000	TOTAL INCOME	1,866,942.60	1,711,200.00	155,742.60	9.10	9,818,161.87	9,094,235.00	723,926.87	7.96
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	175,901.31	136,322.00	(39,579.31)	-29.03	715,135.08	706,664.00	(8,471.08)	-1.20

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT - CORE PROGRAMS

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
411002-000	Administrative Overtime	2,109.83	1,077.00	(1,032.83)	-95.90	12,192.70	7,736.00	(4,456.70)	-57.61
411003-000	Administrative: Employer FICA/SUI	18,534.23	14,665.00	(3,869.23)	-26.38	66,487.84	65,299.00	(1,188.84)	-1.82
411004-000	Administrative: Employee Benefits	39,947.97	31,418.00	(8,529.97)	-27.15	188,913.30	181,326.00	(7,587.30)	-4.18
411005-000	Administrative: Retirees Medical ER share	3,008.38	3,108.00	99.62	3.21	18,145.26	18,352.00	206.74	1.13
411006-000	Administrative: Emp Incentive	190.00	1,892.00	1,702.00	89.96	2,402.15	4,713.00	2,310.85	49.03
411099-000	Total Administrative Salaries	239,691.72	188,482.00	(51,209.72)	-27.17	1,003,276.33	984,090.00	(19,186.33)	-1.95
413000-000	Legal Expense								
413001-000	Legal Expense	-	-	-	N/A	335.00	335.00	-	0.00
413003-000	Credit Reports	633.00	376.00	(257.00)	-68.35	3,348.50	2,108.00	(1,240.50)	-58.85
413100-000	Total Legal Expense	633.00	376.00	(257.00)	-68.35	3,683.50	2,443.00	(1,240.50)	-50.78
413900-000	Other Admin Expenses								
414000-000	Staff Training	1,674.00	527.00	(1,147.00)	-217.65	4,483.89	3,548.00	(935.89)	-26.38
415000-000	Travel	67.07	597.00	529.93	88.77	1,103.86	1,524.00	420.14	27.57
417000-000	Bookkeeping Fees	20,452.50	20,673.00	220.50	1.07	121,845.00	121,976.00	131.00	0.11
417001-000	Bookkeeping Fees-MOD Rehab	1,507.50	1,675.00	167.50	10.00	8,955.00	9,276.00	321.00	3.46
417100-000	Auditing Fees	-	4,632.00	4,632.00	100.00	6,500.00	10,764.00	4,264.00	39.61
417200-000	Port Out Admin Fee	639.66	552.00	(87.66)	-15.88	5,173.60	4,688.00	(485.60)	-10.36
417300-000	Management Fee	58,755.23	58,599.00	(156.23)	-0.27	353,835.09	348,675.00	(5,160.09)	-1.48
417302-000	Asset Management Fee	6,560.00	5,961.00	(599.00)	-10.05	39,360.00	37,482.00	(1,878.00)	-5.01
417303-000	Management Fee- MOD Rehab	2,412.00	2,969.00	557.00	18.76	12,012.00	15,418.00	3,406.00	22.09
418000-000	Office Rent	11,889.38	11,919.00	29.62	0.25	70,636.89	70,462.00	(174.89)	-0.25
418900-000	Total Other Admin Expenses	103,957.34	108,104.00	4,146.66	3.84	623,905.33	623,813.00	(92.33)	-0.01
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,341.63	1,559.00	217.37	13.94	18,886.15	12,636.00	(6,250.15)	-49.46
419003-000	Printing	1,251.02	63.00	(1,188.02)	-1,885.75	8,036.01	3,022.00	(5,014.01)	-165.92
419004-000	Telephone	4,174.07	6,549.00	2,374.93	36.26	34,926.17	35,810.00	883.83	2.47
419005-000	Postage	2,138.55	2,034.00	(104.55)	-5.14	14,301.74	16,241.00	1,939.26	11.94
419006-000	Forms and Computer Supplies	-	-	-	N/A	462.58	-	(462.58)	N/A
419007-000	Court Costs	995.00	888.00	(107.00)	-12.05	5,390.00	5,576.00	186.00	3.34
419008-000	Subscriptions and Fees	5,123.88	5,000.00	(123.88)	-2.48	7,643.88	6,595.00	(1,048.88)	-15.90
419009-000	Sundry Miscellaneous	1,328.36	3,296.00	1,967.64	59.70	24,227.03	26,178.00	1,950.97	7.45
419010-000	Newspaper ADS (Advertising)	-	126.00	126.00	100.00	1,106.96	1,326.00	219.04	16.52
419011-000	Sundry Service Contracts	21,385.97	14,421.00	(6,964.97)	-48.30	151,324.24	117,608.00	(33,716.24)	-28.67
419012-000	Software	658.91	-	(658.91)	N/A	1,771.91	669.00	(1,102.91)	-164.86
419017-000	Temporary Administrative Labor	5,497.67	5,193.00	(304.67)	-5.87	39,592.93	34,842.00	(4,750.93)	-13.64
419018-000	False Alarms	-	-	-	N/A	240.00	230.00	(10.00)	-4.35
419020-000	Bank Fees	88.21	90.00	1.79	1.99	3,313.45	310.00	(3,003.45)	-968.85
419021-000	Discretionary	-	63.00	63.00	100.00	-	126.00	126.00	100.00
419022-000	Other Misc Admin Expenses	(1,905.00)	201.00	2,106.00	1,047.76	4,951.82	5,208.00	256.18	4.92
419100-000	Total Miscellaneous Admin Expenses	42,078.27	39,483.00	(2,595.27)	-6.57	316,174.87	266,377.00	(49,797.87)	-18.69
419900-000	TOTAL ADMINISTRATIVE EXPENSES	386,360.33	336,445.00	(49,915.33)	-14.84	1,947,040.03	1,876,723.00	(70,317.03)	-3.75

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT - CORE PROGRAMS

Actual to Budget Variance Comparison

March 31, 2017

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var	
420000-000	TENANT SERVICES								
422000-000	Tenant Svcs-Participation Fund \$15	77.76	707.00	629.24	89.00	5,871.58	6,052.00	180.42	2.98
422001-000	Tenant Svcs.-Stipend only \$10	512.62	485.00	(27.62)	-5.69	2,316.24	2,095.00	(221.24)	-10.56
423000-000	Tenant Svcs-PH ESDC	383.96	1,289.00	905.04	70.21	5,047.49	5,639.00	591.51	10.49
429900-000	TOTAL TENANT SERVICES EXPENSES	974.34	2,481.00	1,506.66	60.73	13,235.31	13,786.00	550.69	3.99
430000-000	UTILITIES								
431000-000	Water	20,702.76	10,478.00	(10,224.76)	-97.58	82,349.64	62,236.00	(20,113.64)	-32.32
432000-000	Electricity	32,093.87	38,710.00	6,616.13	17.09	217,002.04	234,856.00	17,853.96	7.60
433000-000	Gas	17,911.29	17,301.00	(610.29)	-3.53	120,312.54	112,508.00	(7,804.54)	-6.94
439000-000	Sewer	31,615.26	15,313.00	(16,302.26)	-106.46	111,384.78	92,411.00	(18,973.78)	-20.53
439900-000	TOTAL UTILITY EXPENSES	102,323.18	81,802.00	(20,521.18)	-25.09	531,049.00	502,011.00	(29,038.00)	-5.78
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	27,728.99	24,364.00	(3,364.99)	-13.81	121,168.63	122,770.00	1,601.37	1.30
441002-000	Maintenance: Overtime	3,030.49	903.00	(2,127.49)	-235.60	12,071.35	7,993.00	(4,078.35)	-51.02
441003-000	Maintenance: Employer FICA/SUI	3,481.63	2,489.00	(992.63)	-39.88	12,398.51	11,442.00	(956.51)	-8.36
441004-000	Temp Maintenance Labor	7,647.56	1,467.00	(6,180.56)	-421.31	41,159.11	20,452.00	(20,707.11)	-101.25
441005-000	Maintenance: Employee Benefits	4,440.85	7,400.00	2,959.15	39.99	30,520.46	35,439.00	4,918.54	13.88
441100-000	Maintenace Uniforms	100.68	-	(100.68)	N/A	100.68	-	(100.68)	N/A
441200-000	Vehicle Repair	3,546.61	2,730.00	(816.61)	-29.91	15,219.22	15,871.00	651.78	4.11
441210-000	Equipment Repair	1,212.22	375.00	(837.22)	-223.26	1,747.80	750.00	(997.80)	-133.04
441300-000	Gasoline Purchases	1,434.07	1,727.00	292.93	16.96	9,668.40	9,700.00	31.60	0.33
441900-000	Total General Maint Expense	52,623.10	41,455.00	(11,168.10)	-26.94	244,054.16	224,417.00	(19,637.16)	-8.75
442000-000	Materials								
442002-000	Appliance-Maint Materials	1,601.75	1,025.00	(576.75)	-56.27	6,527.55	3,950.00	(2,577.55)	-65.25
442003-000	Painting-Maint Materials	1,324.62	276.00	(1,048.62)	-379.93	5,720.59	2,005.00	(3,715.59)	-185.32
442004-000	Electrical-Maint Materials	862.41	301.00	(561.41)	-186.52	7,140.93	1,557.00	(5,583.93)	-358.63
442005-000	Heating/AC-Maint Materials	888.27	613.00	(275.27)	-44.91	6,660.89	5,722.00	(938.89)	-16.41
442006-000	Janitorial Supplies	449.95	194.00	(255.95)	-131.93	2,719.02	1,053.00	(1,666.02)	-158.22
442008-000	Plumbing-Maint Materials	4,373.83	1,238.00	(3,135.83)	-253.30	15,447.60	8,386.00	(7,061.60)	-84.21
442009-000	Hand Tools-Maint Materials	401.07	13.00	(388.07)	-2,985.15	491.22	54.00	(437.22)	-809.67
442010-000	Maintenance Materials	1,300.59	3,970.00	2,669.41	67.24	32,781.20	25,578.00	(7,203.20)	-28.16
442011-000	Work Supplies/Safety/Materials	1,200.00	64.00	(1,136.00)	-1,775.00	1,116.23	45.00	(1,071.23)	-2,380.51
442900-000	Total Materials	12,402.49	7,694.00	(4,708.49)	-61.20	78,605.23	48,350.00	(30,255.23)	-62.58
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	1,247.70	407.00	(840.70)	-206.56	7,105.25	3,995.00	(3,110.25)	-77.85
443002-000	Extermination Contract	3,583.00	2,976.00	(607.00)	-20.40	21,244.30	19,571.00	(1,673.30)	-8.55
443005-000	Unit Turnaround-Contract	3,380.00	2,625.00	(755.00)	-28.76	31,390.00	31,490.00	100.00	0.32

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443006-000	Electrical-Contract	775.00	250.00	(525.00)	-210.00	1,374.50	590.00	(784.50)	-132.97
443007-000	Disposal Contract	4,618.91	2,777.00	(1,841.91)	-66.33	20,851.78	16,983.00	(3,868.78)	-22.78
443009-000	Landscaping-Contract	21,999.67	11,830.00	(10,169.67)	-85.97	127,651.67	102,701.00	(24,950.67)	-24.29
443010-000	Contract:	-	-	-	N/A	119.96	-	(119.96)	N/A
443011-000	Heating/AC-Contract	4,085.80	2,813.00	(1,272.80)	-45.25	11,654.76	12,397.00	742.24	5.99
443013-000	Contract: Uniform Rental	143.90	524.00	380.10	72.54	1,785.59	1,964.00	178.41	9.08
443015-000	Janitorial-Contract	1,390.36	1,446.00	55.64	3.85	7,790.71	7,486.00	(304.71)	-4.07
443017-000	Elevator-Contract	5,611.31	2,700.00	(2,911.31)	-107.83	16,417.12	16,205.00	(212.12)	-1.31
443018-000	Plumbing-Contract	5,513.36	4,313.00	(1,200.36)	-27.83	52,645.45	36,236.00	(16,409.45)	-45.28
443019-000	Miscellaneous Contracts	4,314.26	23,969.00	19,654.74	82.00	24,305.65	56,868.00	32,562.35	57.26
443023-000	Con:Consultant/Mentoring	47,116.22	39,036.00	(8,080.22)	-20.70	107,395.99	103,952.00	(3,443.99)	-3.31
443099-000	Maintenance Misc-Contracts	7,833.61	3,438.00	(4,395.61)	-127.85	48,760.20	25,765.00	(22,995.20)	-89.25
443900-000	Total Contract Costs	111,613.10	99,104.00	(12,509.10)	-12.62	480,492.93	436,203.00	(44,289.93)	-10.15
449900-000	TOTAL MAINTENACE EXPENSES	176,638.69	148,253.00	(28,385.69)	-19.15	803,152.32	708,970.00	(94,182.32)	-13.28
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	11,946.15	12,830.00	883.85	6.89	73,551.14	68,866.00	(4,685.14)	-6.80
451100-000	Property Tax	-	-	-	N/A	64,872.91	60,358.00	(4,514.91)	-7.48
452100-000	Workers Comp Insurance	2,890.94	6,477.00	3,586.06	55.37	18,885.82	26,020.00	7,134.18	27.42
453010-000	SHA-Board/Commissioner exp	68.31	1,250.00	1,181.69	94.54	1,436.69	3,344.00	1,907.31	57.04
457000-000	Bad Debt-Tenant Rents	10,421.76	1,769.00	(8,652.76)	-489.13	21,785.09	14,902.00	(6,883.09)	-46.19
458000-000	All Protective Services	1,012.00	-	(1,012.00)	N/A	5,970.03	3,333.00	(2,637.03)	-79.12
459900-000	TOTAL GENERAL EXPENSES	26,339.16	22,326.00	(4,013.16)	-17.98	186,501.68	176,823.00	(9,678.68)	-5.47
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	958,763.00	1,016,436.00	57,673.00	5.67	5,659,932.00	5,505,362.00	(154,570.00)	-2.81
471501-000	Tenant Utility Payments	34,287.00	29,843.00	(4,444.00)	-14.89	210,755.00	200,576.00	(10,179.00)	-5.07
471502-000	Portable Out HAP Payments	14,811.00	17,776.00	2,965.00	16.68	106,628.00	106,910.00	282.00	0.26
471503-000	FSS Escrow Payments	5,705.00	1,744.00	(3,961.00)	-227.12	23,643.00	17,108.00	(6,535.00)	-38.20
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,013,566.00	1,065,799.00	52,233.00	4.90	6,000,958.00	5,829,956.00	(171,002.00)	-2.93
480000-000	FINANCING EXPENSE								
485100-000	Interest Expense-BBT SL	220.68	-	(220.68)	N/A	1,379.32	-	(1,379.32)	N/A
485500-000	Interest Expense-Mortgage Payable	-	-	-	N/A	(3,245.71)	-	3,245.71	N/A
489900-000	TOTAL FINANCING EXPENSES	220.68	-	(220.68)	N/A	(1,866.39)	-	1,866.39	N/A
	TOTAL OPERATING EXPENSES	1,706,422.38	1,657,106.00	(49,316.38)	-2.98%	9,480,069.95	9,108,269.00	(371,800.95)	-4.08%
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	(48,350.00)	14,200.00	62,550.00	440.49
523401-000	Bedbug expense	-	-	-	N/A	489.94	490.00	0.06	0.01
523405-000	Flow Through Subsidy remitted to RAD	-	-	-	N/A	280,842.79	-	(280,842.79)	N/A

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT - CORE PROGRAMS

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
523406-000	Mold Assessment and Abatement	-	-	-	N/A	550.00	-	(550.00)	N/A
523409-000	RAD SUBSIDY-LIHTC-PBV	-	-	-	N/A	(260,676.00)	-	260,676.00	N/A
523410-000	Pinnacle shortfall	-	-	-	N/A	(20,166.79)	-	20,166.79	N/A
523413-000	Appliances Replacement	-	-	-	N/A	25,822.37	25,822.00	(0.37)	0.00
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	(21,487.69)	40,512.00	61,999.69	153.04
900000-000	NET INCOME	160,520.22	54,094.00	106,426.22	196.74%	359,579.61	(54,546.00)	414,125.61	-759.22%
	PROOF:								
	Sec 8 All	110,910.68				19,891.55			
	Conventional PH	(63,572.53)				88,879.32			
	COCC	95,020.61				94,372.13			
	JC BULL	23,550.55				125,869.40			
		165,909.31				329,012.40			
	025-bac	(2,653.97)				34,212.88			
	181-page	297.61				(2,647.06)			
	Appian	(256.15)				(1,328.41)			
	Liberty	(2,776.58)				329.80			
		160,520.22				359,579.61			
		-	checked			-	checked		

**SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	103,217.95	100,605.00	2,612.95	2.60	616,589.61	621,351.00	(4,761.39)	-0.77
311900-000	Total Rental Income	103,217.95	100,605.00	2,612.95	2.60	616,589.61	621,351.00	(4,761.39)	-0.77
312000-000	Other Tenant Income								
312003-000	Damages	1,883.93	1,826.00	57.93	3.17	12,517.48	12,556.00	(38.52)	-0.31
312004-000	Late Charges	1,305.00	1,183.00	122.00	10.31	8,232.50	7,913.00	319.50	4.04
312005-000	Legal Fees - Tenant	825.00	638.00	187.00	29.31	5,005.00	4,636.00	369.00	7.96
312006-000	NSF Charges	50.00	6.00	44.00	733.33	500.00	387.00	113.00	29.20
312007-000	Tenant Owed Utilities - Excess	6,519.77	6,576.00	(56.23)	-0.86	34,611.17	38,470.00	(3,858.83)	-10.03
312009-000	Misc. Tenant Income	333.35	63.00	270.35	429.13	2,854.52	2,291.00	563.52	24.60
312900-000	Total Other Tenant Income	10,917.05	10,292.00	625.05	6.07	63,720.67	66,253.00	(2,532.33)	-3.82
319900-000	NET TENANT INCOME	114,135.00	110,897.00	3,238.00	2.92	680,310.28	687,604.00	(7,293.72)	-1.06
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	137,191.00	150,147.00	(12,956.00)	-8.63	1,283,084.00	868,997.00	414,087.00	47.65
340111-000	Pet Fee Income	100.00	-	100.00	N/A	743.00	512.00	231.00	45.12
349900-000	TOTAL GRANT INCOME	137,291.00	150,147.00	(12,856.00)	-8.56	1,283,827.00	869,509.00	414,318.00	47.65
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	481.60	-	481.60	N/A	24,725.66	24,159.00	566.66	2.35
365002-000	Bad Debt Recovery	4,690.75	500.00	4,190.75	838.15	16,983.24	6,063.00	10,920.24	180.11
369900-000	TOTAL OTHER INCOME	5,172.35	500.00	4,672.35	934.47	41,708.90	30,222.00	11,486.90	38.01
399900-000	TOTAL INCOME	256,598.35	261,544.00	(4,945.65)	-1.89	2,005,846.18	1,587,335.00	418,511.18	26.37
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	51,578.31	39,265.00	(12,313.31)	-31.36	196,013.25	191,741.00	(4,272.25)	-2.23
411002-000	Administrative Overtime	976.98	581.00	(395.98)	-68.15	9,449.86	5,403.00	(4,046.86)	-74.90
411003-000	Administrative: Employer FICA/SUI	5,473.96	4,457.00	(1,016.96)	-22.82	19,233.48	18,843.00	(390.48)	-2.07
411004-000	Administrative: Employee Benefits	12,848.19	8,758.00	(4,090.19)	-46.70	56,965.31	51,926.00	(5,039.31)	-9.70
411006-000	Administrative: Emp Incentive	132.00	63.00	(69.00)	-109.52	990.00	687.00	(303.00)	-44.10
411099-000	Total Administrative Salaries	71,009.44	53,124.00	(17,885.44)	-33.67	282,651.90	268,600.00	(14,051.90)	-5.23
413000-000	Legal Expense								
413001-000	Legal Expense	-	-	-	N/A	335.00	335.00	-	0.00
413003-000	Credit Reports	492.50	263.00	(229.50)	-87.26	1,755.50	1,334.00	(421.50)	-31.60
413100-000	Total Legal Expense	492.50	263.00	(229.50)	-87.26	2,090.50	1,669.00	(421.50)	-25.25
413900-000	Other Admin Expenses								
414000-000	Staff Training	699.00	63.00	(636.00)	-1,009.52	2,055.85	1,384.00	(671.85)	-48.54

**SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
415000-000	Travel	67.07	125.00	57.93	46.34	1,077.94	554.00	(523.94)	-94.57
417000-000	Bookkeeping Fees	3,547.50	3,630.00	82.50	2.27	21,420.00	21,648.00	228.00	1.05
417100-000	Auditing Fees	-	2,329.00	2,329.00	100.00	2,453.00	4,658.00	2,205.00	47.34
417300-000	Management Fee	25,631.87	26,221.00	589.13	2.25	154,766.64	156,377.00	1,610.36	1.03
417302-000	Asset Management Fee	5,070.00	4,702.00	(368.00)	-7.83	30,420.00	29,684.00	(736.00)	-2.48
418900-000	Total Other Admin Expenses	35,015.44	37,070.00	2,054.56	5.54	212,193.43	214,305.00	2,111.57	0.99
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	692.70	627.00	(65.70)	-10.48	5,155.33	3,051.00	(2,104.33)	-68.97
419003-000	Printing	283.04	-	(283.04)	N/A	1,698.24	566.00	(1,132.24)	-200.04
419004-000	Telephone	1,455.27	1,801.00	345.73	19.20	11,445.40	10,558.00	(887.40)	-8.40
419005-000	Postage	-	258.00	258.00	100.00	896.41	1,412.00	515.59	36.51
419007-000	Court Costs	905.00	794.00	(111.00)	-13.98	5,020.00	5,298.00	278.00	5.25
419009-000	Sundry Miscellaneous	273.49	1,214.00	940.51	77.47	5,475.10	6,131.00	655.90	10.70
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	99.30	99.00	(0.30)	-0.30
419011-000	Sundry Service Contracts	8,224.04	6,583.00	(1,641.04)	-24.93	66,462.67	43,676.00	(22,786.67)	-52.17
419017-000	Temporary Administrative Labor	2,331.00	2,000.00	(331.00)	-16.55	11,739.00	7,376.00	(4,363.00)	-59.15
419018-000	False Alarms	-	-	-	N/A	180.00	170.00	(10.00)	-5.88
419100-000	Total Miscellaneous Admin Expenses	14,164.54	13,277.00	(887.54)	-6.68	108,171.45	78,337.00	(29,834.45)	-38.08
419900-000	TOTAL ADMINISTRATIVE EXPENSES	120,681.92	103,734.00	(16,947.92)	-16.34	605,107.28	562,911.00	(42,196.28)	-7.50
420000-000	TENANT SERVICES								
422000-000	Tenant Svcs-Participation Fund \$15	62.56	447.00	384.44	86.00	4,051.46	4,408.00	356.54	8.09
422001-000	Tenant Svcs.-Stipend only \$10	440.00	485.00	45.00	9.28	1,580.00	1,870.00	290.00	15.51
423000-000	Tenant Svcs-PH ESDC	287.42	1,164.00	876.58	75.31	3,175.67	3,614.00	438.33	12.13
429900-000	TOTAL TENANT SERVICES EXPENSES	789.98	2,096.00	1,306.02	62.31	8,807.13	9,892.00	1,084.87	10.97
430000-000	UTILITIES								
431000-000	Water	15,561.21	8,603.00	(6,958.21)	-80.88	59,956.72	50,448.00	(9,508.72)	-18.85
432000-000	Electricity	24,766.02	29,085.00	4,318.98	14.85	172,100.56	183,114.00	11,013.44	6.01
433000-000	Gas	13,995.31	13,051.00	(944.31)	-7.24	89,255.87	83,195.00	(6,060.87)	-7.29
439000-000	Sewer	25,637.54	13,000.00	(12,637.54)	-97.21	94,427.91	77,315.00	(17,112.91)	-22.13
439900-000	TOTAL UTILITY EXPENSES	79,960.08	63,739.00	(16,221.08)	-25.45	415,741.06	394,072.00	(21,669.06)	-5.50
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	22,838.65	20,225.00	(2,613.65)	-12.92	99,940.46	101,321.00	1,380.54	1.36
441002-000	Maintenance: Overtime	2,763.01	761.00	(2,002.01)	-263.08	10,958.36	7,089.00	(3,869.36)	-54.58
441003-000	Maintenance: Employer FICA/SUI	3,019.21	2,248.00	(771.21)	-34.31	10,502.24	9,886.00	(616.24)	-6.23
441004-000	Temp Maintenance Labor	7,647.56	1,467.00	(6,180.56)	-421.31	35,815.46	15,108.00	(20,707.46)	-137.06
441005-000	Maintenance: Employee Benefits	3,343.89	6,165.00	2,821.11	45.76	27,505.52	32,116.00	4,610.48	14.36

**SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441200-000	Vehicle Repair	975.73	702.00	(273.73)	-38.99	4,102.86	4,232.00	129.14	3.05
441300-000	Gasoline Purchases	631.53	674.00	42.47	6.30	4,199.60	4,092.00	(107.60)	-2.63
441900-000	Total General Maint Expense	41,219.58	32,242.00	(8,977.58)	-27.84	193,024.50	173,844.00	(19,180.50)	-11.03
442000-000	Materials								
442002-000	Appliance-Maint Materials	1,601.75	150.00	(1,451.75)	-967.83	4,500.33	872.00	(3,628.33)	-416.09
442003-000	Painting-Maint Materials	1,324.62	276.00	(1,048.62)	-379.93	5,720.59	2,005.00	(3,715.59)	-185.32
442004-000	Electrical-Maint Materials	786.41	301.00	(485.41)	-161.27	7,059.55	1,557.00	(5,502.55)	-353.41
442005-000	Heating/AC-Maint Materials	724.21	613.00	(111.21)	-18.14	5,747.89	5,722.00	(25.89)	-0.45
442006-000	Janitorial Supplies	416.50	194.00	(222.50)	-114.69	1,824.14	1,053.00	(771.14)	-73.23
442008-000	Plumbing-Maint Materials	3,691.40	925.00	(2,766.40)	-299.07	11,380.66	4,918.00	(6,462.66)	-131.41
442009-000	Hand Tools-Maint Materials	401.07	13.00	(388.07)	-2,985.15	491.22	54.00	(437.22)	-809.67
442010-000	Maintenance Materials	1,401.46	2,532.00	1,130.54	44.65	24,984.95	15,976.00	(9,008.95)	-56.39
442011-000	Work Supplies/Safety/Materials	900.00	26.00	(874.00)	-3,361.54	963.59	116.00	(847.59)	-730.68
442900-000	Total Materials	11,247.42	5,030.00	(6,217.42)	-123.61	62,672.92	32,273.00	(30,399.92)	-94.20
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	497.19	219.00	(278.19)	-127.03	4,920.75	3,571.00	(1,349.75)	-37.80
443002-000	Extermination Contract	3,043.00	2,376.00	(667.00)	-28.07	15,162.30	15,805.00	642.70	4.07
443005-000	Unit Turnaround-Contract	2,980.00	2,375.00	(605.00)	-25.47	30,205.00	30,205.00	-	0.00
443006-000	Electrical-Contract	775.00	250.00	(525.00)	-210.00	1,374.50	590.00	(784.50)	-132.97
443007-000	Disposal Contract	3,721.68	2,101.00	(1,620.68)	-77.14	16,318.45	12,712.00	(3,606.45)	-28.37
443009-000	Landscaping-Contract	16,564.92	7,772.00	(8,792.92)	-113.14	95,987.92	79,179.00	(16,808.92)	-21.23
443011-000	Heating/AC-Contract	635.80	313.00	(322.80)	-103.13	1,895.26	1,885.00	(10.26)	-0.54
443013-000	Contract: Uniform Rental	103.53	297.00	193.47	65.14	1,251.14	1,229.00	(22.14)	-1.80
443015-000	Janitorial-Contract	190.36	126.00	(64.36)	-51.08	2,190.71	1,646.00	(544.71)	-33.09
443017-000	Elevator-Contract	5,611.31	2,700.00	(2,911.31)	-107.83	16,417.12	16,205.00	(212.12)	-1.31
443018-000	Plumbing-Contract	5,513.36	3,563.00	(1,950.36)	-54.74	39,776.83	29,384.00	(10,392.83)	-35.37
443019-000	Miscellaneous Contracts	3,609.62	1,344.00	(2,265.62)	-168.57	19,788.67	8,215.00	(11,573.67)	-140.88
443023-000	Con:Consultant/Mentoring	-	375.00	375.00	100.00	3,276.01	4,026.00	749.99	18.63
443099-000	Maintenance Misc-Contracts	7,535.53	3,313.00	(4,222.53)	-127.45	28,674.42	22,918.00	(5,756.42)	-25.12
443900-000	Total Contract Costs	50,781.30	27,124.00	(23,657.30)	-87.22	277,239.08	227,570.00	(49,669.08)	-21.83
449900-000	TOTAL MAINTENANCE EXPENSES	103,248.30	64,396.00	(38,852.30)	-60.33	532,936.50	433,687.00	(99,249.50)	-22.89
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,595.56	2,676.00	80.44	3.01	15,573.36	15,736.00	162.64	1.03
451100-000	Property Tax	-	-	-	N/A	19,080.00	19,080.00	-	0.00
452100-000	Workers Comp Insurance	1,040.28	1,127.00	86.72	7.69	6,241.68	6,414.00	172.32	2.69
457000-000	Bad Debt-Tenant Rents	10,421.76	1,769.00	(8,652.76)	-489.13	21,785.09	14,902.00	(6,883.09)	-46.19
471503-000	FSS Escrow Payments	421.00	375.00	(46.00)	-12.27	3,842.00	3,698.00	(144.00)	-3.89
458000-000	All Protective Services	1,012.00	-	(1,012.00)	N/A	5,970.03	3,333.00	(2,637.03)	-79.12
459900-000	TOTAL GENERAL EXPENSES	15,490.60	5,947.00	(9,543.60)	-160.48%	72,492.16	63,163.00	(9,329.16)	-14.77%

**SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

March 31, 2017

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
TOTAL OPERATING EXPENSES	320,170.88	239,912.00	(80,258.88)	-33.45%	1,635,084.13	1,463,725.00	(171,359.13)	-11.71%
500000-000 NON-OPERATING ITEMS								
523401-000 Bedbug expense	-	-	-	N/A	489.94	490.00	0.06	0.01
523405-000 Flow Through Subsidy remitted to RAD	-	-	-	N/A	280,842.79	-	(280,842.79)	N/A
523406-000 Mold Assessment and Abatement	-	-	-	N/A	550.00	-	(550.00)	N/A
599900-000 TOTAL NON-OPERATING ITEMS	-	-	-	N/A	281,882.73	490.00	(281,392.73)	-57,427.09
900000-000 NET INCOME	(63,572.53)	21,632.00	(85,204.53)	-393.88%	88,879.32	123,120.00	(34,240.68)	-27.81%
PROOF:								
Archibald hi-Rise	(15,858.74)				6,023.71			
Archibald Village	(9,158.87)				13,413.08			
Cammie Clagget	21,881.49				119,698.81			
Camp Croft	(13,734.94)				3,986.48			
Prince Hall	(22,625.08)				(35,726.79)			
Scattered Sites	(632.02)				427.59			
Victoria Gardens	(25,462.19)				(20,760.17)			
Cambridge Place	2,017.82				15,634.83			
Sub-total	(63,572.53)				102,697.54			
RAD SITES:								
Tobias					(4,824.21)			
Ellen C. Watson					(1,144.72)			
Frank Gooch					(1,471.80)			
JC Anderson					(2,207.70)			
Barksdale					(1,798.58)			
Leland					(1,880.62)			
Spruce					(490.59)			
Sub-total	-				(13,818.22)			
Grand total	(63,572.53)				88,879.32			
	-	check			-	check		

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

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
362000-000	Management Fee Income	68,927.23	65,266.00	3,661.23	5.61	417,907.09	411,121.00	6,786.09	1.65
362001-000	Bookkeeping fee income	21,960.00	22,234.00	(274.00)	-1.23	130,800.00	131,445.00	(645.00)	-0.49
365000-000	Miscellaneous Other Income	158,478.75	53,043.00	105,435.75	198.77	273,032.74	199,451.00	73,581.74	36.89
369900-000	TOTAL OTHER INCOME	249,365.98	140,543.00	108,822.98	77.43	821,739.83	742,017.00	79,722.83	10.74
399900-000	TOTAL INCOME	249,365.98	140,543.00	108,822.98	77.43	821,739.83	742,017.00	79,722.83	10.74
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	64,784.77	50,955.00	(13,829.77)	-27.14	266,001.95	266,956.00	954.05	0.36
411002-000	Administrative Overtime	659.76	250.00	(409.76)	-163.90	1,549.63	1,328.00	(221.63)	-16.69
411003-000	Administrative: Employer FICA/SUI	6,553.00	5,070.00	(1,483.00)	-29.25	23,996.24	23,476.00	(520.24)	-2.22
411004-000	Administrative: Employee Benefits	15,773.52	9,882.00	(5,891.52)	-59.62	71,632.99	65,924.00	(5,708.99)	-8.66
411005-000	Administrative: Retirees Medical ER share	3,008.38	3,108.00	99.62	3.21	18,145.26	18,352.00	206.74	1.13
411006-000	Administrative: Emp Incentive	25.00	1,829.00	1,804.00	98.63	1,379.15	4,026.00	2,646.85	65.74
411099-000	Total Administrative Salaries	90,804.43	71,094.00	(19,710.43)	-27.72	382,705.22	380,062.00	(2,643.22)	-0.70
413000-000	Legal Expense								
413003-000	Credit Reports	-	25.00	25.00	100.00	119.00	169.00	50.00	29.59
413100-000	Total Legal Expense	-	25.00	25.00	100.00	119.00	169.00	50.00	29.59
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	44.00	44.00	100.00	45.00	133.00	88.00	66.17
415000-000	Travel	-	75.00	75.00	100.00	-	150.00	150.00	100.00
417100-000	Auditing Fees	-	872.00	872.00	100.00	1,654.00	2,394.00	740.00	30.91
418000-000	Office Rent	8,319.38	8,340.00	20.62	0.25	49,496.89	49,304.00	(192.89)	-0.39
418900-000	Total Other Admin Expenses	8,319.38	9,331.00	1,011.62	10.84	51,195.89	51,981.00	785.11	1.51
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	588.29	187.00	(401.29)	-214.59	10,828.09	6,039.00	(4,789.09)	-79.30
419003-000	Printing	546.84	63.00	(483.84)	-768.00	3,408.13	1,220.00	(2,188.13)	-179.35
419004-000	Telephone	1,209.12	2,826.00	1,616.88	57.21	13,850.75	15,802.00	1,951.25	12.35
419005-000	Postage	1,138.55	500.00	(638.55)	-127.71	6,871.12	6,653.00	(218.12)	-3.28
419006-000	Forms and Computer Supplies	-	-	-	N/A	462.58	-	(462.58)	N/A
419008-000	Subscriptions and Fees	5,123.88	5,000.00	(123.88)	-2.48	7,643.88	6,595.00	(1,048.88)	-15.90
419009-000	Sundry Miscellaneous	1,054.87	1,331.00	276.13	20.75	13,187.75	13,223.00	35.25	0.27

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

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419010-000	Newspaper ADS (Advertising)	-	63.00	63.00	100.00	397.31	491.00	93.69	19.08
419011-000	Sundry Service Contracts	4,852.33	3,148.00	(1,704.33)	-54.14	23,009.06	18,723.00	(4,286.06)	-22.89
419012-000	Software	232.59	-	(232.59)	N/A	1,345.59	669.00	(676.59)	-101.13
419017-000	Temporary Administrative Labor	3,166.67	3,193.00	26.33	0.82	25,100.83	24,713.00	(387.83)	-1.57
419020-000	Bank Fees	88.21	81.00	(7.21)	-8.90	276.19	257.00	(19.19)	-7.47
419021-000	Discretionary	-	63.00	63.00	100.00	-	126.00	126.00	100.00
419022-000	Other Misc Admin Expenses	(2,000.00)	201.00	2,201.00	1,095.02	4,856.82	5,208.00	351.18	6.74
419100-000	Total Miscellaneous Admin Expenses	16,001.35	16,656.00	654.65	3.93	111,238.10	99,719.00	(11,519.10)	-11.55
419900-000	TOTAL ADMINISTRATIVE EXPENSES	115,125.16	97,106.00	(18,019.16)	-18.56	545,258.21	531,931.00	(13,327.21)	-2.51
430000-000	UTILITIES								
431000-000	Water	444.17	125.00	(319.17)	-255.34	859.49	556.00	(303.49)	-54.58
432000-000	Electricity	2,882.12	2,750.00	(132.12)	-4.80	7,899.26	10,518.00	2,618.74	24.90
433000-000	Gas	250.19	125.00	(125.19)	-100.15	1,635.80	1,039.00	(596.80)	-57.44
439000-000	Sewer	79.05	188.00	108.95	57.95	350.72	571.00	220.28	38.58
439900-000	TOTAL UTILITY EXPENSES	3,655.53	3,188.00	(467.53)	-14.67	10,745.27	12,684.00	1,938.73	15.28
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	1,699.18	1,158.00	(541.18)	-46.73	9,831.65	9,546.00	(285.65)	-2.99
441210-000	Equipment Repair	1,222.68	375.00	(847.68)	-226.05	1,758.26	750.00	(1,008.26)	-134.43
441300-000	Gasoline Purchases	526.64	788.00	261.36	33.17	3,594.04	3,819.00	224.96	5.89
441900-000	Total General Maint Expense	3,448.50	2,321.00	(1,127.50)	-48.58	15,183.95	14,115.00	(1,068.95)	-7.57
442000-000	Materials								
442006-000	Janitorial Supplies	-	-	-	N/A	845.45	-	(845.45)	N/A
442010-000	Maintenance Materials	59.74	563.00	503.26	89.39	3,046.52	3,764.00	717.48	19.06
442011-000	Work Supplies/Safety/Materials	300.00	38.00	(262.00)	-689.47	152.64	(71.00)	(223.64)	-314.99
442900-000	Total Materials	359.74	601.00	241.26	40.14	4,044.61	3,693.00	(351.61)	-9.52
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	330.00	-	(330.00)	N/A	437.75	-	(437.75)	N/A
443007-000	Disposal Contract	372.59	88.00	(284.59)	-323.40	1,096.16	650.00	(446.16)	-68.64
443009-000	Landscaping-Contract	1,413.75	2,033.00	619.25	30.46	7,952.25	8,846.00	893.75	10.10
443013-000	Contract: Uniform Rental	2.41	73.00	70.59	96.70	152.08	285.00	132.92	46.64
443015-000	Janitorial-Contract	720.00	1,200.00	480.00	40.00	4,160.00	5,120.00	960.00	18.75

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

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443019-000	Miscellaneous Contracts	704.64	125.00	(579.64)	-463.71	4,216.98	3,353.00	(863.98)	-25.77
443023-000	Con:Consultant/Mentoring	23,201.54	23,961.00	759.46	3.17	79,216.65	84,237.00	5,020.35	5.96
443099-000	Maintenance Misc-Contracts	214.81	125.00	(89.81)	-71.85	2,644.41	2,580.00	(64.41)	-2.50
443900-000	Total Contract Costs	26,959.74	27,605.00	645.26	2.34	99,876.28	105,071.00	5,194.72	4.94
449900-000	TOTAL MAINTENACE EXPENSES	30,767.98	30,527.00	(240.98)	-0.79	119,104.84	122,879.00	3,774.16	3.07
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	3,727.21	6,101.00	2,373.79	38.91	22,363.26	27,110.00	4,746.74	17.51
451100-000	Property Tax	-	-	-	N/A	22,452.35	22,452.00	(0.35)	0.00
452100-000	Workers Comp Insurance	1,001.18	3,318.00	2,316.82	69.83	6,007.08	10,640.00	4,632.92	43.54
453010-000	SHA-Board/Commissioner exp	68.31	1,250.00	1,181.69	94.54	1,436.69	3,344.00	1,907.31	57.04
459900-000	TOTAL GENERAL EXPENSES	4,796.70	10,669.00	5,872.30	55.04	52,259.38	63,546.00	11,286.62	17.76
	TOTAL OPERATING EXPENSES	154,345.37	141,490.00	(12,855.37)	(0.09)	727,367.70	731,040.00	3,672.30	0.01
900000-000	NET INCOME	95,020.61	(947.00)	95,967.61	(101.34)	94,372.13	10,977.00	83,395.13	759.73%
	Proof								
	COCC	79,255.85				42.40			
	Landscape	15,764.76				94,329.73			

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	1,008,297.00	995,820.00	12,477.00	1.25	5,091,598.00	4,938,524.00	153,074.00	3.10
341002-000	Sec 8 Admin. Fee Inc-HCV	126,440.00	106,669.00	19,771.00	18.53	526,138.00	531,939.00	(5,801.00)	-1.09
341004-000	Section 8 Port-In Admin Fees	-	-	-	N/A	(750.00)	(750.00)	-	0.00
341006-000	Port In HAP Earned	-	-	-	N/A	(6,782.00)	(6,782.00)	-	0.00
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	13,703.00	-	0.00	82,218.00	82,218.00	-	0.00
341011-000	Mod Rehab- HAP EARNED	119,121.00	103,612.00	15,509.00	14.97	714,726.00	683,708.00	31,018.00	4.54
349900-000	TOTAL GRANT INCOME	1,267,561.00	1,219,804.00	47,757.00	3.92%	6,407,148.00	6,228,857.00	178,291.00	2.86%
360000-000	OTHER INCOME								
364000-000	Fraud Recovery Income-Admin	610.88	750.00	(139.12)	-18.55	6,495.19	5,787.00	708.19	12.24
364001-000	Fraud Recovery - HAP	610.88	1,072.00	(461.12)	-43.01	6,495.17	6,431.00	64.17	1.00
364002-000	TBRA -HAP Earned	924.00	-	924.00	N/A	924.00	-	924.00	N/A
365000-000	Miscellaneous Other Income	792.40	1,250.00	(457.60)	-36.61	792.40	2,500.00	(1,707.60)	-68.30
369900-000	TOTAL OTHER INCOME	2,938.16	3,072.00	(133.84)	-4.36	14,706.76	14,718.00	(11.24)	-0.08
399900-000	TOTAL INCOME	1,270,499.16	1,222,876.00	47,623.16	3.89%	6,421,854.76	6,243,575.00	178,279.76	2.86%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	45,014.36	36,721.00	(8,293.36)	-22.58	204,078.97	203,378.00	(700.97)	-0.34
411002-000	Administrative Overtime	203.94	126.00	(77.94)	-61.86	513.69	476.00	(37.69)	-7.92
411003-000	Administrative: Employer FICA/SUI	5,050.68	4,173.00	(877.68)	-21.03	18,804.72	18,923.00	118.28	0.63
411004-000	Administrative: Employee Benefits	9,366.09	10,612.00	1,245.91	11.74	50,976.23	53,666.00	2,689.77	5.01
411099-000	Total Administrative Salaries	59,635.07	51,632.00	(8,003.07)	-15.50	274,373.61	276,443.00	2,069.39	0.75
413000-000	Legal Expense								
413003-000	Credit Reports	126.00	75.00	(51.00)	-68.00	1,191.50	550.00	(641.50)	-116.64
413100-000	Total Legal Expense	126.00	75.00	(51.00)	-68.00	1,191.50	550.00	(641.50)	-116.64
413900-000	Other Admin Expenses								
414000-000	Staff Training	975.00	-	(975.00)	N/A	1,152.00	-	(1,152.00)	N/A
417000-000	Bookkeeping Fees	15,825.00	16,083.00	258.00	1.60	94,012.50	94,574.00	561.50	0.59
417001-000	Bookkeeping Fees-MOD Rehab	1,507.50	1,675.00	167.50	10.00	8,955.00	9,276.00	321.00	3.46
417100-000	Auditing Fees	-	875.00	875.00	100.00	922.00	1,750.00	828.00	47.31
417200-000	Port Out Admin Fee	639.66	552.00	(87.66)	-15.88	5,173.60	4,688.00	(485.60)	-10.36
417300-000	Management Fee	25,320.00	25,442.00	122.00	0.48	152,736.00	150,736.00	(2,000.00)	-1.33
417303-000	Management Fee- MOD Rehab	2,412.00	2,969.00	557.00	18.76	12,012.00	15,418.00	3,406.00	22.09
418000-000	Office Rent	3,570.00	3,579.00	9.00	0.25	21,140.00	21,158.00	18.00	0.09
418900-000	Total Other Admin Expenses	50,249.16	51,175.00	925.84	1.81	296,103.10	297,600.00	1,496.90	0.50
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	60.64	626.00	565.36	90.31	2,187.77	2,996.00	808.23	26.98

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419003-000	Printing	356.68	-	(356.68)	N/A	2,542.88	1,116.00	(1,426.88)	-127.86
419004-000	Telephone	1,242.76	1,322.00	79.24	5.99	7,491.80	7,073.00	(418.80)	-5.92
419005-000	Postage	1,000.00	1,250.00	250.00	20.00	6,534.21	8,034.00	1,499.79	18.67
419009-000	Sundry Miscellaneous	-	188.00	188.00	100.00	142.48	396.00	253.52	64.02
419010-000	Newspaper ADS (Advertising)	-	63.00	63.00	100.00	610.35	736.00	125.65	17.07
419011-000	Sundry Service Contracts	6,143.81	3,502.00	(2,641.81)	-75.44	49,310.85	45,784.00	(3,526.85)	-7.70
419017-000	Temporary Administrative Labor	-	-	-	N/A	2,753.10	2,753.00	(0.10)	0.00
419100-000	Total Miscellaneous Admin Expenses	8,803.89	6,951.00	(1,852.89)	-26.66	71,573.44	68,888.00	(2,685.44)	-3.90
419900-000	TOTAL ADMINISTRATIVE EXPENSES	118,814.12	109,833.00	(8,981.12)	-8.18	643,241.65	643,481.00	239.35	0.04
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	741.43	313.00	(428.43)	-136.88	1,105.76	933.00	(172.76)	-18.52
441300-000	Gasoline Purchases	198.96	150.00	(48.96)	-32.64	1,316.77	1,180.00	(136.77)	-11.59
441900-000	Total General Maint Expense	940.39	463.00	(477.39)	-103.11	2,422.53	2,113.00	(309.53)	-14.65
443000-000	Contract Costs								
443015-000	Janitorial-Contract	480.00	120.00	(360.00)	-300.00	1,440.00	720.00	(720.00)	-100.00
443023-000	Con:Consultant/Mentoring	23,914.68	14,700.00	(9,214.68)	-62.68	24,903.33	15,689.00	(9,214.33)	-58.73
443099-000	Maintenance Misc-Contracts	83.27	-	(83.27)	N/A	416.37	267.00	(149.37)	-55.94
443900-000	Total Contract Costs	24,477.95	14,820.00	(9,657.95)	-65.17	26,759.70	16,676.00	(10,083.70)	-60.47
449900-000	TOTAL MAINTENANCE EXPENSES	25,418.34	15,283.00	(10,135.34)	-66.32	29,182.23	18,789.00	(10,393.23)	-55.32
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,578.41	2,428.00	849.59	34.99	9,470.46	11,171.00	1,700.54	15.22
452100-000	Workers Comp Insurance	632.61	1,694.00	1,061.39	62.66	3,795.66	5,918.00	2,122.34	35.86
459900-000	TOTAL GENERAL EXPENSES	2,211.02	4,122.00	1,910.98	46.36	13,266.12	17,089.00	3,822.88	22.37
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	958,763.00	1,016,436.00	57,673.00	5.67	5,659,932.00	5,505,362.00	(154,570.00)	-2.81
471501-000	Tenant Utility Payments	34,287.00	29,843.00	(4,444.00)	-14.89	210,755.00	200,576.00	(10,179.00)	-5.07
471502-000	Portable Out HAP Payments	14,811.00	17,776.00	2,965.00	16.68	106,628.00	106,910.00	282.00	0.26
471503-000	FSS Escrow Payments	5,284.00	1,369.00	(3,915.00)	-285.98	19,801.00	13,410.00	(6,391.00)	-47.66
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,013,145.00	1,065,424.00	52,279.00	4.91	5,997,116.00	5,826,258.00	(170,858.00)	-2.93
	TOTAL OPERATING EXPENSES	1,159,588.48	1,194,662.00	35,073.52	2.94%	6,682,806.00	6,505,617.00	(177,189.00)	-2.72%
500000-000	NON-OPERATING ITEMS								
523409-000	RAD SUBSIDY-LIHTC-PBV	-	-	-	N/A	(260,676.00)	-	260,676.00	N/A
523410-000	Pinnacle shortfall	-	-	-	N/A	(20,166.79)	-	20,166.79	N/A
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	(280,842.79)	-	280,842.79	N/A

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

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
900000-000	NET INCOME	110,910.68	28,214.00	82,696.68	293.11%	19,891.55	(262,042.00)	281,933.55	-107.59%
	PROOF:								
	HAP	115,354.88				45,250.96			
	HAP ADMIN	(2,036.57)				(60,517.14)			
	Mod Rehab HAP	453.00				45,437.00			
	Mod Rehab Admin	(2,953.03)				(10,371.67)			
	TBRA	92.40				92.40			
		110,910.68				19,891.55			
		-	CHECK			(0.00)	CHECK		

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM - HAP

Actual to Budget Variance Comparison

3/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	1,008,297.00	995,820.00	12,477.00	1.25	5,091,598.00	4,938,524.00	153,074.00	3.10
341006-000	Port In HAP Earned	-	-	-	N/A	(6,782.00)	(6,782.00)	-	0.00
364001-000	Fraud Recovery - HAP	610.88	1,072.00	(461.12)	-43.01	6,495.17	6,431.00	64.17	1.00
399900-000	TOTAL INCOME	1,008,907.88	996,892.00	12,015.88	1.21%	5,091,311.17	4,938,173.00	153,138.17	3.10%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	840,013.00	908,335.00	68,322.00	7.52	4,993,910.00	4,856,755.00	(137,155.00)	-2.82
471501-000	Tenant Utility Payments	33,445.00	29,163.00	(4,282.00)	-14.68	206,564.00	196,497.00	(10,067.00)	-5.12
471502-000	Portable Out HAP Payments	14,811.00	17,776.00	2,965.00	16.68	106,628.00	106,910.00	282.00	0.26
471503-000	FSS Escrow Payments	5,284.00	1,369.00	(3,915.00)	-285.98	19,801.00	13,410.00	(6,391.00)	-47.66
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	893,553.00	956,643.00	63,090.00	6.59	5,326,903.00	5,173,572.00	(153,331.00)	-2.96
500000-000	NON-OPERATING ITEMS								
523409-000	RAD SUBSIDY-LIHTC-PBV	-	-	-	N/A	(260,676.00)	-	260,676.00	N/A
523410-000	Pinnacle shortfall	-	-	-	N/A	(20,166.79)	-	20,166.79	N/A
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	(280,842.79)	-	280,842.79	N/A
900000-000	NET INCOME	115,354.88	40,249.00	75,105.88	186.60%	45,250.96	(235,399.00)	280,649.96	-119.22%

**SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

3/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341002-000	Sec 8 Admin. Fee Inc-HCV	126,440.00	106,669.00	19,771.00	18.53	526,138.00	531,939.00	(5,801.00)	-1.09
341004-000	Section 8 Port-In Admin Fees	-	-	-	N/A	(750.00)	(750.00)	-	0.00
364000-000	Fraud Recovery Income-Admin	610.88	750.00	(139.12)	-18.55	6,495.19	5,787.00	708.19	12.24
365000-000	Miscellaneous Other Income	700.00	1,250.00	(550.00)	-44.00	700.00	2,500.00	(1,800.00)	-72.00
399900-000	TOTAL INCOME	127,750.88	108,669.00	19,081.88	17.56%	532,583.19	539,476.00	(6,892.81)	-1.28%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	36,900.44	30,111.00	(6,789.44)	-22.55	167,300.52	166,446.00	(854.52)	-0.51
411002-000	Administrative Overtime	167.25	103.00	(64.25)	-62.38	420.16	389.00	(31.16)	-8.01
411003-000	Administrative: Employer FICA/SUI	4,152.14	3,422.00	(730.14)	-21.34	15,437.64	15,504.00	66.36	0.43
411004-000	Administrative: Employee Benefits	7,664.70	8,702.00	1,037.30	11.92	40,191.50	42,325.00	2,133.50	5.04
411099-000	Total Administrative Salaries	48,884.53	42,338.00	(6,546.53)	-15.46	223,349.82	224,664.00	1,314.18	0.58
413000-000	Legal Expense								
413003-000	Credit Reports	126.00	75.00	(51.00)	-68.00	1,191.50	550.00	(641.50)	-116.64
413100-000	Total Legal Expense	126.00	75.00	(51.00)	-68.00	1,191.50	550.00	(641.50)	-116.64
413900-000	Other Admin Expenses								
414000-000	Staff Training	975.00	-	(975.00)	N/A	1,152.00	-	(1,152.00)	N/A
417000-000	Bookkeeping Fees	15,825.00	16,083.00	258.00	1.60	94,012.50	94,574.00	561.50	0.59
417100-000	Auditing Fees	-	625.00	625.00	100.00	658.00	1,250.00	592.00	47.36
417200-000	Port Out Admin Fee	639.66	552.00	(87.66)	-15.88	5,173.60	4,688.00	(485.60)	-10.36
417300-000	Management Fee	25,320.00	25,442.00	122.00	0.48	150,420.00	150,736.00	316.00	0.21
418000-000	Office Rent	3,570.00	3,579.00	9.00	0.25	21,140.00	21,158.00	18.00	0.09
418900-000	Total Other Admin Expenses	46,329.66	46,281.00	(48.66)	-0.11	272,556.10	272,406.00	(150.10)	-0.06
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	49.72	513.00	463.28	90.31	1,681.62	2,344.00	662.38	28.26
419003-000	Printing	292.48	-	(292.48)	N/A	2,286.07	1,116.00	(1,170.07)	-104.84
419004-000	Telephone	1,019.06	1,084.00	64.94	5.99	5,929.10	5,586.00	(343.10)	-6.14
419005-000	Postage	820.00	1,025.00	205.00	20.00	2,637.58	3,868.00	1,230.42	31.81
419009-000	Sundry Miscellaneous	-	154.00	154.00	100.00	2,837.30	3,044.00	206.70	6.79
419010-000	Newspaper ADS (Advertising)	-	63.00	63.00	100.00	610.35	736.00	125.65	17.07
419011-000	Sundry Service Contracts	5,037.92	2,872.00	(2,165.92)	-75.42	37,345.25	35,346.00	(1,999.25)	-5.66
419017-000	Temporary Administrative Labor	-	-	-	N/A	2,634.97	2,635.00	0.03	0.00
419100-000	Total Miscellaneous Admin Expenses	7,219.18	5,711.00	(1,508.18)	-26.41	55,962.24	54,675.00	(1,287.24)	-2.35
419900-000	TOTAL ADMINISTRATIVE EXPENSES	102,559.37	94,405.00	(8,154.37)	-8.64	553,059.66	552,295.00	(764.66)	-0.14

**SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

3/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	741.43	313.00	(428.43)	-136.88	1,105.76	933.00	(172.76)	-18.52
441300-000	Gasoline Purchases	198.96	150.00	(48.96)	-32.64	1,316.77	1,180.00	(136.77)	-11.59
441900-000	Total General Maint Expense	940.39	463.00	(477.39)	-103.11	2,422.53	2,113.00	(309.53)	-14.65
443000-000	Contract Costs								
443015-000	Janitorial-Contract	480.00	120.00	(360.00)	-300.00	1,440.00	720.00	(720.00)	-100.00
443023-000	Con:Consultant/Mentoring	23,914.68	14,700.00	(9,214.68)	-62.68	24,903.33	15,689.00	(9,214.33)	-58.73
443099-000	Maintenance Misc-Contracts	83.27	-	(83.27)	N/A	416.37	267.00	(149.37)	-55.94
443900-000	Total Contract Costs	24,477.95	14,820.00	(9,657.95)	-65.17	26,759.70	16,676.00	(10,083.70)	-60.47
449900-000	TOTAL MAINTENANCE EXPENSES	25,418.34	15,283.00	(10,135.34)	-66.32	29,182.23	18,789.00	(10,393.23)	-55.32
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,291.94	1,991.00	699.06	35.11	7,751.64	9,150.00	1,398.36	15.28
452100-000	Workers Comp Insurance	517.80	1,389.00	871.20	62.72	3,106.80	4,850.00	1,743.20	35.94
459900-000	TOTAL GENERAL EXPENSES	1,809.74	3,380.00	1,570.26	46.46	10,858.44	14,000.00	3,141.56	22.44
	TOTAL OPERATING EXPENSES	129,787.45	113,068.00	(16,719.45)	-14.79%	593,100.33	585,084.00	(8,016.33)	-1.37%
900000-000	NET INCOME	(2,036.57)	(4,399.00)	2,362.43	-53.70%	(60,517.14)	(45,608.00)	(14,909.14)	32.69%

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

Actual to Budget Variance Comparison

3/31/2017

		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	103,612.00	15,509.00	14.97	714,726.00	683,708.00	31,018.00	4.54
399900-000	TOTAL INCOME	119,121.00	103,612.00	15,509.00	14.97%	714,726.00	683,708.00	31,018.00	4.54%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	117,900.00	108,101.00	(9,799.00)	-9.06	665,172.00	648,607.00	(16,565.00)	-2.55
471501-000	Tenant Utility Payments	768.00	680.00	(88.00)	-12.94	4,117.00	4,079.00	(38.00)	-0.93
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	118,668.00	108,781.00	(9,887.00)	-9.09	669,289.00	652,686.00	(16,603.00)	-2.54
900000-000	NET INCOME	453.00	(5,169.00)	5,622.00	-108.76%	45,437.00	31,022.00	14,415.00	46.47%

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

Actual to Budget Variance Comparison

3/31/2017

		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	13,703.00	-	0.00	82,218.00	82,218.00	-	0.00
399900-000	TOTAL INCOME	13,703.00	13,703.00	-	0.00	82,218.00	82,218.00	-	0.00
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	8,113.92	6,610.00	(1,503.92)	-22.75	36,778.45	36,932.00	153.55	0.42
411002-000	Administrative Overtime	36.69	23.00	(13.69)	-59.52	93.53	87.00	(6.53)	-7.51
411003-000	Administrative: Employer FICA/SUI	898.54	751.00	(147.54)	-19.65	3,367.08	3,419.00	51.92	1.52
411004-000	Administrative: Employee Benefits	1,701.39	1,910.00	208.61	10.92	10,784.73	11,341.00	556.27	4.90
411099-000	Total Administrative Salaries	10,750.54	9,294.00	(1,456.54)	-15.67	51,023.79	51,779.00	755.21	1.46
413900-000	Other Admin Expenses								
417001-000	Bookkeeping Fees-MOD Rehab	1,507.50	1,675.00	167.50	10.00	8,955.00	9,276.00	321.00	3.46
417100-000	Auditing Fees	-	250.00	250.00	100.00	264.00	500.00	236.00	47.20
417300-000	Management Fee	-	-	-	N/A	2,316.00	-	(2,316.00)	N/A
417303-000	Management Fee- MOD Rehab	2,412.00	2,969.00	557.00	18.76	12,012.00	15,418.00	3,406.00	22.09
418900-000	Total Other Admin Expenses	3,919.50	4,894.00	974.50	19.91	23,547.00	25,194.00	1,647.00	6.54
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	10.92	113.00	102.08	90.34	506.15	652.00	145.85	22.37
419003-000	Printing	64.20	-	(64.20)	N/A	256.81	-	(256.81)	N/A
419004-000	Telephone	223.70	238.00	14.30	6.01	1,562.70	1,487.00	(75.70)	-5.09
419005-000	Postage	180.00	225.00	45.00	20.00	3,896.63	4,166.00	269.37	6.47
419009-000	Sundry Miscellaneous	-	34.00	34.00	100.00	(2,694.82)	(2,648.00)	46.82	1.77
419011-000	Sundry Service Contracts	1,105.89	630.00	(475.89)	-75.54	11,965.60	10,438.00	(1,527.60)	-14.64
419017-000	Temporary Administrative Labor	-	-	-	N/A	118.13	118.00	(0.13)	-0.11
419100-000	Total Miscellaneous Admin Expenses	1,584.71	1,240.00	(344.71)	-27.80	15,611.20	14,213.00	(1,398.20)	-9.84
419900-000	TOTAL ADMINISTRATIVE EXPENSES	16,254.75	15,428.00	(826.75)	-5.36	90,181.99	91,186.00	1,004.01	1.10

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

Actual to Budget Variance Comparison

3/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	286.47	437.00	150.53	34.45	1,718.82	2,021.00	302.18	14.95
452100-000	Workers Comp Insurance	114.81	305.00	190.19	62.36	688.86	1,068.00	379.14	35.50
459900-000	TOTAL GENERAL EXPENSES	401.28	742.00	340.72	45.92	2,407.68	3,089.00	681.32	22.06
	TOTAL OPERATING EXPENSES	16,656.03	16,170.00	(486.03)	-3.01%	92,589.67	94,275.00	1,685.33	1.79%
900000-000	NET INCOME	(2,953.03)	(2,467.00)	(486.03)	19.70%	(10,371.67)	(12,057.00)	1,685.33	-13.98%

TBRA-HCV Program (075-tbra)

Budget Comparison (with PTD)

Period = Oct 2016-Mar 2017

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budge	Variance	% Var
360000-000	OTHER INCOME				
364002-000	TBRA -HAP Earned	924.00	-	924.00	N/A
365000-000	Miscellaneous Other Income	92.40	-	92.40	N/A
369900-000	TOTAL OTHER INCOME	1,016.40	-	1,016.40	N/A
399900-000	TOTAL INCOME	1,016.40	-	1,016.40	N/A
470000-000	HOUSING ASSISTANCE PAYMENTS				
471500-000	Housing Assistance Payments	850.00	-	(850.00)	N/A
471501-000	Tenant Utility Payments	74.00	-	(74.00)	N/A
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	924.00	-	(924.00)	N/A
900000-000	NET INCOME	92.40	-	92.40	N/A

PTD Actual	PTD Budget	Variance	% Var
924.00	-	924.00	N/A
92.40	-	92.40	N/A
1,016.40	-	1,016.40	N/A
1,016.40	-	1,016.40	N/A
850.00	-	(850.00)	N/A
74.00	-	(74.00)	N/A
924.00	-	(924.00)	N/A
92.40	-	92.40	N/A

All voucher properties (.hcv_all)					
Trial Balance Cr, Dr Details					
Period = Mar 2017					
Book = Accrual ; Tree = ysi_tb					
		Forward Balance	Debit	Credit	March transactions
111102-000	Cash - Restricted	535,913.98	2,054.42	163.56	
111111-000	Cash -Unrestricted	241,381.00	-	-	
111117-000	HAP Disbursement Fund	(269,606.61)	1,181,057.53	1,041,241.15	
111120-000	General Fund Operating	(25,957.46)	-	-	
111124-000	Cash - FSS Escrow	23,660.85	-	-	
112200-000	A/R-Tenants	52,298.57	1,221.76	1,209.05	
112201-000	Allowance for Doubtful Accounts-Tenants	(16,058.13)	-	-	
112928-000	A/R from Developers -TC 4%	189.75	-	-	
113503-000	A/R-Other Government	79.26	-	-	
129500-000	Interprogram-Due From	152,083.60	111,866.39	131,241.13	
145001-000	Accum Depreciation-Site Improvement	(125,922.83)	-	-	
147501-000	Non Dwelling Equip	133,977.43	-	-	
211100-000	A/P Vendors and Contractors	(97,365.09)	1,008,360.78	1,011,612.87	
211750-000	A/P-Medical Insurance	(3.85)	-	-	
211758-000	A/P-Mutual of America Retirement	(1,107.88)	-	-	
211761-000	SRS-401-A Retirement Plan	(321.31)	-	-	
224000-000	Tenant Prepaid Rents	(630.00)	163.56	845.37	
226000-000	Accrued Paid Leave-Current	(5,068.65)	-	-	
230500-000	Accrued Paid Leave-LT	(28,722.36)	-	-	
230700-000	A/P FSS Escrow	(55,007.94)	3,504.00	7,912.00	
280902-000	Unrestricted Net Assets (UNA)	(642,396.82)	-	-	
341001-000	Section 8 HAP Earned	(4,083,301.00)	-	1,008,297.00	(1,008,297.00)
341002-000	Sec 8 Admin. Fee Inc-HCV	(399,698.00)	-	126,440.00	(126,440.00)
341004-000	Section 8 Port-In Admin Fees	750.00	-	-	-
341006-000	Port In HAP Earned	6,782.00	-	-	-
364000-000	Fraud Recovery Income-Admin	(5,884.31)	-	610.88	(610.88)
364001-000	Fraud Recovery - HAP	(5,884.29)	610.88	1,221.76	(610.88)
365000-000	Miscellaneous Other Income	-	-	700.00	(700.00)
411000-000	Administrative Salaries and Wages	130,400.08	36,900.44	-	36,900.44
411002-000	Administrative Overtime	252.91	167.25	-	167.25
411003-000	Administrative: Employer FICA/SUI	11,285.50	4,152.14	-	4,152.14
411004-000	Administrative: Employee Benefits	32,526.80	7,664.70	-	7,664.70
413003-000	Credit Reports	1,065.50	126.00	-	126.00
414000-000	Staff Training	177.00	975.00	-	975.00
417000-000	Bookkeeping Fees	78,187.50	15,825.00	-	15,825.00
417100-000	Auditing Fees	658.00	-	-	-
417200-000	Port Out Admin Fee	4,533.94	903.83	264.17	639.66
417300-000	Management Fee	125,100.00	25,320.00	-	25,320.00
418000-000	Office Rent	17,570.00	3,570.00	-	3,570.00
419001-000	Office Expense	1,631.90	60.64	10.92	49.72
419003-000	Printing	1,993.59	356.68	64.20	292.48
419004-000	Telephone	4,910.04	1,242.76	223.70	1,019.06
419005-000	Postage	1,817.58	1,000.00	180.00	820.00
419009-000	Sundry Miscellaneous	2,837.30	-	-	-
419010-000	Newspaper ADS (Advertising)	610.35	-	-	-
419011-000	Sundry Service Contracts	32,307.33	6,143.81	1,105.89	5,037.92
419017-000	Temporary Administrative Labor	2,634.97	-	-	-
422000-000	Tenant Svcs-Participation Fund \$15	-	28.42	28.42	-
423000-000	Tenant Svcs-PH ESDC	-	49.34	49.34	-
441200-000	Vehicle Repair	364.33	741.43	-	741.43

All voucher properties (.hcv_all)					
Trial Balance Cr, Dr Details					
Period = Mar 2017					
Book = Accrual ; Tree = ysi_tb					
					March
					transactions
		Forward Balance	Debit	Credit	
441300-000	Gasoline Purchases	1,117.81	198.96	-	198.96
443015-000	Janitorial-Contract	960.00	480.00	-	480.00
443023-000	Con:Consultant/Mentoring	988.65	23,914.68	-	23,914.68
443099-000	Maintenance Misc-Contracts	333.10	83.27	-	83.27
451000-000	General Liability Insurance	6,459.70	1,291.94	-	1,291.94
452100-000	Workers Comp Insurance	2,589.00	517.80	-	517.80
					129,787.45
					Less: Audit fee
					-
					129,787.45
471500-000	Housing Assistance Payments	4,153,897.00	867,626.00	27,613.00	840,013.00
471501-000	Tenant Utility Payments	173,119.00	34,103.00	658.00	33,445.00
471502-000	Portable Out HAP Payments	91,817.00	32,095.12	17,284.12	14,811.00
471503-000	FSS Escrow Payments	14,517.00	5,284.00	-	5,284.00
523409-000	RAD SUBSIDY-LIHTC-PBV	(260,676.00)	-	-	-
523410-000	Pinnacle shortfall	(20,166.79)	-	-	-
Total		-			893,553.00

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

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	35,136.00	35,288.00	(152.00)	-0.43	213,137.86	213,609.00	(471.14)	-0.22
311900-000	Total Rental Income	35,136.00	35,288.00	(152.00)	-0.43	213,137.86	213,609.00	(471.14)	-0.22
312000-000	Other Tenant Income								
312003-000	Damages	142.50	25.00	117.50	470.00	155.00	62.00	93.00	150.00
312004-000	Late Charges	(20.00)	13.00	(33.00)	-253.85	150.00	166.00	(16.00)	-9.64
312005-000	Legal Fees - Tenant	45.00	13.00	32.00	246.15	225.00	206.00	19.00	9.22
312006-000	NSF Charges	-	13.00	(13.00)	-100.00	60.00	86.00	(26.00)	-30.23
312007-000	Tenant Owed Utilities - Excess	2.71	188.00	(185.29)	-98.56	1,434.64	1,790.00	(355.36)	-19.85
312009-000	Misc. Tenant Income	-	6.00	(6.00)	-100.00	6.88	55.00	(48.12)	-87.49
312900-000	Total Other Tenant Income	170.21	258.00	(87.79)	-34.03	2,031.52	2,365.00	(333.48)	-14.10
319900-000	NET TENANT INCOME	35,306.21	35,546.00	(239.79)	-0.67	215,169.38	215,974.00	(804.62)	-0.37
340000-000	GRANT INCOME								
341500-000	Other Govt and Private Grants	49,035.00	50,691.00	(1,656.00)	-3.27	304,056.00	304,145.00	(89.00)	-0.03
349900-000	TOTAL GRANT INCOME	49,035.00	50,691.00	(1,656.00)	-3.27	304,056.00	304,145.00	(89.00)	-0.03
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	29.90	-	29.90	N/A	17,979.72	1,189.00	16,790.72	1,412.17
369900-000	TOTAL OTHER INCOME	29.90	-	29.90	N/A	17,979.72	1,189.00	16,790.72	1,412.17
399900-000	TOTAL INCOME	84,371.11	86,237.00	(1,865.89)	-2.16	537,205.10	521,308.00	15,897.10	3.05
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	13,149.64	9,381.00	(3,768.64)	-40.17	46,219.41	44,589.00	(1,630.41)	-3.66
411002-000	Administrative Overtime	232.09	120.00	(112.09)	-93.41	617.18	529.00	(88.18)	-16.67
411003-000	Administrative: Employer FICA/SUI	1,297.71	965.00	(332.71)	-34.48	4,152.92	4,057.00	(95.92)	-2.36
411004-000	Administrative: Employee Benefits	1,564.86	2,166.00	601.14	27.75	8,355.19	9,810.00	1,454.81	14.83
411006-000	Administrative: Emp Incentive	33.00	-	(33.00)	N/A	33.00	-	(33.00)	N/A
411099-000	Total Administrative Salaries	16,277.30	12,632.00	(3,645.30)	-28.86	59,377.70	58,985.00	(392.70)	-0.67
413000-000	Legal Expense								
413003-000	Credit Reports	14.50	13.00	(1.50)	-11.54	58.00	55.00	(3.00)	-5.45
413100-000	Total Legal Expense	14.50	13.00	(1.50)	-11.54	58.00	55.00	(3.00)	-5.45
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	420.00	420.00	100.00	1,191.04	2,031.00	839.96	41.36
415000-000	Travel	-	397.00	397.00	100.00	25.92	820.00	794.08	96.84

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

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
417000-000	Bookkeeping Fees	952.50	960.00	7.50	0.78	5,730.00	5,754.00	24.00	0.42
417100-000	Auditing Fees	-	556.00	556.00	100.00	1,436.00	1,962.00	526.00	26.81
417300-000	Management Fee	6,882.13	6,936.00	53.87	0.78	41,401.16	41,562.00	160.84	0.39
417302-000	Asset Management Fee	1,320.00	1,259.00	(61.00)	-4.85	7,920.00	7,798.00	(122.00)	-1.56
418900-000	Total Other Admin Expenses	9,154.63	10,528.00	1,373.37	13.04	57,704.12	59,927.00	2,222.88	3.71
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	-	119.00	119.00	100.00	708.22	550.00	(158.22)	-28.77
419003-000	Printing	60.35	-	(60.35)	N/A	362.10	120.00	(242.10)	-201.75
419004-000	Telephone	266.92	600.00	333.08	55.51	1,900.46	2,377.00	476.54	20.05
419005-000	Postage	-	26.00	26.00	100.00	-	142.00	142.00	100.00
419007-000	Court Costs	45.00	94.00	49.00	52.13	225.00	278.00	53.00	19.06
419009-000	Sundry Miscellaneous	-	563.00	563.00	100.00	5,353.39	6,428.00	1,074.61	16.72
419011-000	Sundry Service Contracts	1,960.66	1,188.00	(772.66)	-65.04	11,566.62	9,425.00	(2,141.62)	-22.72
419012-000	Software	426.32	-	(426.32)	N/A	426.32	-	(426.32)	N/A
419018-000	False Alarms	-	-	-	N/A	60.00	60.00	-	0.00
419020-000	Bank Fees	-	9.00	9.00	100.00	35.00	53.00	18.00	33.96
419022-000	Other Misc Admin Expenses	95.00	-	(95.00)	N/A	95.00	-	(95.00)	N/A
419100-000	Total Miscellaneous Admin Expenses	2,854.25	2,599.00	(255.25)	-9.82	20,732.11	19,433.00	(1,299.11)	-6.69
419900-000	TOTAL ADMINISTRATIVE EXPENSES	28,300.68	25,772.00	(2,528.68)	-9.81	137,871.93	138,400.00	528.07	0.38
420000-000	TENANT SERVICES								
422000-000	Tenant Svcs-Participation Fund \$15	15.20	260.00	244.80	94.15	1,820.12	1,644.00	(176.12)	-10.71
422001-000	Tenant Svcs.-Stipend only \$10	72.62	-	(72.62)	N/A	736.24	225.00	(511.24)	-227.22
423000-000	Tenant Svcs-PH ESDC	96.54	125.00	28.46	22.77	1,871.82	2,025.00	153.18	7.56
429900-000	TOTAL TENANT SERVICES EXPENSES	184.36	385.00	200.64	52.11	4,428.18	3,894.00	(534.18)	-13.72
430000-000	UTILITIES								
431000-000	Water	4,132.28	1,750.00	(2,382.28)	-136.13	11,864.11	11,232.00	(632.11)	-5.63
432000-000	Electricity	4,388.05	6,875.00	2,486.95	36.17	36,225.15	41,224.00	4,998.85	12.13
433000-000	Gas	3,665.79	4,125.00	459.21	11.13	29,420.87	28,274.00	(1,146.87)	-4.06
439000-000	Sewer	5,660.69	2,125.00	(3,535.69)	-166.39	15,936.17	14,525.00	(1,411.17)	-9.72
439900-000	TOTAL UTILITY EXPENSES	17,846.81	14,875.00	(2,971.81)	-19.98	93,446.30	95,255.00	1,808.70	1.90
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	4,890.34	4,139.00	(751.34)	-18.15	21,228.17	21,449.00	220.83	1.03
441002-000	Maintenance: Overtime	267.48	142.00	(125.48)	-88.37	1,112.99	904.00	(208.99)	-23.12
441003-000	Maintenance: Employer FICA/SUI	462.42	241.00	(221.42)	-91.88	1,896.27	1,556.00	(340.27)	-21.87

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

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441004-000	Temp Maintenance Labor	-	-	-	N/A	5,343.65	5,344.00	0.35	0.01
441005-000	Maintenance: Employee Benefits	1,051.33	1,235.00	183.67	14.87	2,852.94	3,323.00	470.06	14.15
441100-000	Maintenace Uniforms	100.68	-	(100.68)	N/A	100.68	-	(100.68)	N/A
441200-000	Vehicle Repair	115.41	557.00	441.59	79.28	160.99	1,160.00	999.01	86.12
441210-000	Equipment Repair	(10.46)	-	10.46	N/A	(10.46)	-	10.46	N/A
441300-000	Gasoline Purchases	68.17	115.00	46.83	40.72	518.13	609.00	90.87	14.92
441900-000	Total General Maint Expense	6,945.37	6,429.00	(516.37)	-8.03	33,203.36	34,345.00	1,141.64	3.32
442000-000	Materials								
442002-000	Appliance-Maint Materials	-	875.00	875.00	100.00	1,579.41	3,078.00	1,498.59	48.69
442004-000	Electrical-Maint Materials	76.00	-	(76.00)	N/A	81.38	-	(81.38)	N/A
442005-000	Heating/AC-Maint Materials	164.06	-	(164.06)	N/A	868.00	-	(868.00)	N/A
442006-000	Janitorial Supplies	33.45	-	(33.45)	N/A	49.43	-	(49.43)	N/A
442008-000	Plumbing-Maint Materials	682.43	313.00	(369.43)	-118.03	3,744.32	3,468.00	(276.32)	-7.97
442010-000	Maintenance Materials	51.96	875.00	823.04	94.06	4,962.30	5,838.00	875.70	15.00
442900-000	Total Materials	1,007.90	2,063.00	1,055.10	51.14	11,284.84	12,384.00	1,099.16	8.88
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	188.00	188.00	100.00	845.99	424.00	(421.99)	-99.53
443002-000	Extermination Contract	540.00	600.00	60.00	10.00	5,697.00	3,766.00	(1,931.00)	-51.27
443005-000	Unit Turnaround-Contract	400.00	250.00	(150.00)	-60.00	1,185.00	1,285.00	100.00	7.78
443007-000	Disposal Contract	524.64	588.00	63.36	10.78	3,437.17	3,621.00	183.83	5.08
443009-000	Landscaping-Contract	2,820.25	2,025.00	(795.25)	-39.27	16,110.75	14,676.00	(1,434.75)	-9.78
443011-000	Heating/AC-Contract	-	2,500.00	2,500.00	100.00	5,512.50	10,512.00	4,999.50	47.56
443013-000	Contract: Uniform Rental	33.44	154.00	120.56	78.29	342.49	450.00	107.51	23.89
443018-000	Plumbing-Contract	-	750.00	750.00	100.00	12,868.62	6,852.00	(6,016.62)	-87.81
443019-000	Miscellaneous Contracts	-	22,500.00	22,500.00	100.00	300.00	45,300.00	45,000.00	99.34
443900-000	Total Contract Costs	4,318.33	29,555.00	25,236.67	85.39	46,299.52	86,886.00	40,586.48	46.71
449900-000	TOTAL MAINTENACE EXPENSES	12,271.60	38,047.00	25,775.40	67.75	90,787.72	133,615.00	42,827.28	32.05
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,009.07	1,625.00	(384.07)	-23.64	23,997.96	14,849.00	(9,148.96)	-61.61
451100-000	Property Tax	-	-	-	N/A	17,992.82	18,826.00	833.18	4.43
452100-000	Workers Comp Insurance	208.04	338.00	129.96	38.45	2,788.42	3,048.00	259.58	8.52
459900-000	TOTAL GENERAL EXPENSES	2,217.11	1,963.00	(254.11)	-12.94	44,779.20	36,723.00	(8,056.20)	-21.94
	TOTAL OPERATING EXPENSES	60,820.56	81,042.00	20,221.44	24.95%	371,313.33	407,887.00	36,573.67	8.97%
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	14,200.00	14,200.00	-	0.00
523413-000	Appliances Replacement	-	-	-	N/A	25,822.37	25,822.00	(0.37)	0.00

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

Actual to Budget Variance Comparison

March 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	40,022.37	40,022.00	(0.37)	0.00
900000-000	NET INCOME	23,550.55	5,195.00	18,355.55	353.33%	125,869.40	73,399.00	52,470.40	71.49%
	PROOF								
	JC Bull -100 units	19,443.66				125,737.48			
	JC Bull -32 units	4,106.89				131.92			
		23,550.55				125,869.40			
		-	CHECK			-	CHECK		

SPARTANBURG HOUSING AUTHORITY

Cash Flow

March 31, 2017

INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	TOTAL
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
Section 8 HAP Subsidy	796,758	451,778	841,047	857,301	1,136,417	1,008,297							5,091,598
Section 8 Admin Subsidy	88,796	74,354	74,354	81,097	81,097	126,440							526,138
Mod Rehab HAP	119,121	119,121	119,121	119,121	119,121	119,121							714,726
Mod Rehab Admin	13,703	13,703	13,703	13,703	13,703	13,703							82,218
Public Housing Subsidy	233,887	258,120	288,411	152,164	213,311	137,191							1,283,084
Tax Credit Properties Subsidy	96,330	24,402	27,649	24,330	23,860	23,860							220,431
SLHC PBV Subsidy	8,086	9,482	9,238	9,320	10,559	8,522							55,207
SC State Grant for JCB	42,964	41,817	41,030	40,826	41,699	40,513							248,849
1) HUD & State Subsidy	1,399,645	992,777	1,414,553	1,297,862	1,639,767	1,477,647	-	-	-	-	-	-	8,222,251
ROSS	17,836	23,590	22,229	104,394	28,557	32,693							229,298
Youthbuild - 022-yb -NEW GRANT	16,940	42,841	25,222	36,606	17,543	49,777							188,930
YB -Face Forward	15,742	15,432	16,319	13,692	11,787	-							72,973
CFP and RHF	98,964	-	-	-	-	204,170							303,134
2) Other Grant Revenue	149,482	81,864	63,770	154,691	57,887	286,641	-	-	-	-	-	-	794,335
Public Housing Rents	102,395	100,189	104,567	112,991	93,230	103,218							616,590
JC Bull Rents	26,002	26,288	24,974	29,635	25,772	26,240							158,911
SLHC Rents	8,906	9,241	9,241	8,746	9,197	8,896							54,227
3) Rent Revenue	137,302	135,718	138,782	151,372	128,199	138,354	-	-	-	-	-	-	829,727
4) Misc Receipts	24,630	69,238	5,461	3,852	57,186	143,247							303,613
5) Other Cash-In													
Section 8 Reserves Transfer In				-	-	-							-
Working Capital Adjustment/Inter fund settlement	-	-	-	-	-	-							-
TOTAL CASH INFLOW	1,711,059	1,279,596	1,622,566	1,607,777	1,883,040	2,045,888	-	-	-	-	-	-	10,149,926

- 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.
- 2) Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.
- 3) Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.
- 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
- 5) Other cash-in will include transfers from reserve accounts, and any adjustment to working capital.

SPARTANBURG HOUSING AUTHORITY

**Cash Flow
March 31, 2017**

OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	TOTAL	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual		
Section 8:														
Housing Assistance	780,888	800,714	797,382	881,302	892,221	893,553							5,046,060	
Mod Rehab Vouchers	118,791	108,112	99,805	109,561	114,352	118,668							669,289	
HAP Payments	899,679	908,826	897,187	990,863	1,006,573	1,012,221	-	-	-	-	-	-	5,715,349	
Payroll	166,126	194,412	169,628	172,893	168,097	266,634							1,137,790	
Benefits/Deductions	3,146	3,126	2,966	2,966	2,966	2,925							18,094	
Payroll & Benefits	169,272	197,538	172,593	175,859	171,063	269,559	-	-	-	-	-	-	1,155,884	
State Insurance	38,753	37,716	37,977	39,102	37,992	40,904							232,443	
Rent	11,656	11,656	11,656	11,656	12,122	11,889							70,635	
Wright Center Payables (301-wc & 300-mrc)	0	0	0	0	0	0							0	
Debt/Insurance/Rent	50,409	49,372	49,633	50,758	50,114	52,793	-	-	-	-	-	-	303,078	
Operating	509,946	567,905	601,359	311,599	517,475	461,612	0	0	0	0	0	0	2,969,895	
Capital Fund and RHF	15,854	0	11,643	0	0	132,635							160,132	
Ross	89	1,683	1,357	1,018	229	269							4,646	
Youth Build and Face Forward	7,765	10,380	13,035	16,369	5,748	32,839							86,136	
Homeownership	237	1,020	2,635	630	1,107	1,824							7,454	
Other Transfers	0	0	-	-	-	-							0	
HAP/ Admin Transfer	-	-	-	-	-	-							0	
1 Payables/Check Adjustment	402,771	13,634	(1,154,642)	1,172,861	178,205	105,645							718,474	
Capital & Program Expenses	426,717	26,718	(1,125,971)	1,190,878	185,290	273,212	-	-	-	-	-	-	976,843	
TOTAL CASH OUTFLOW	2,056,022	1,750,359	594,801	2,719,957	1,930,514	2,069,397	-	-	-	-	-	-	11,121,050	
Net Inflow(Outflow)	(344,962)	(470,763)	1,027,764	(1,112,180)	(47,474)	(23,508)	-	-	-	-	-	-	(971,124)	
Net outflow offset by reserve	344,962	470,763	1,027,764	1,027,764	(47,474)	(23,508)	-	-	-	-	-	-	1,843,489	
Total	(0)	0	1,027,764	(84,416)	(47,474)	(23,508)	-	-	-	-	-	-	872,366	
Beginning Cash : (Unrestricted)	4,735,496	4,390,534	3,919,771	4,947,535	3,835,355	3,787,881	3,764,372	3,764,372	3,764,372	3,764,372	3,764,372	3,764,372	3,764,372	0
Ending Cash	4,390,534	3,919,771	4,947,535	3,835,355	3,787,881	3,764,372	3,764,372	3,764,372	3,764,372	3,764,372	3,764,372	3,764,372	3,764,372	(971,124)
Bank Account Balances-														
General A/C (Net of O/S Cks)	2,120,085	2,104,573	2,069,739	2,016,438	1,995,561	1,795,757								
Section 8 HAP Disbursements	1,284,678	859,242	1,830,621	278,588	510,321	656,023								
Transfer to UNA AND NRA				456,579	0	0								
J C Bull Operating	758,511	728,567	750,856	780,791	975,725	1,002,346								
SLHC Operating	227,261	227,389	296,320	302,959	306,274	310,246								
Sub Total	4,390,534	3,919,771	4,947,535	3,835,355	3,787,881	3,764,372	0	0	0	0	0	0	0	
Coventional Housing Surplus	4,874,290	4,890,942	4,930,490	4,952,366	4,929,716	4,866,144								
Average No. Of Months Cash Reserves	14.13	10.83	10.92	10.97	10.92	10.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Footnotes:														
1 Outstanding checks that were remaining at month end.														

105645

SPARTANBURG HOUSING AUTHORITY
Section 8 Reserved & Restricted Cash Flow
March 31, 2017

INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8 HAP Subsidy	796,758	451,778	841,047	857,301	1,136,417	1,008,297							5,091,598
Inter fund settlement //HAP acct	-	-	-	-	-	-	-	-	-	-	-	-	-
Section 8 Admin Subsidy	88,796	74,354	74,354	81,097	81,097	126,440							526,138
Section 8 Port-In Admin Fees	-	(750)	-	-	-	-							(750)
Mod Rehab HAP	119,121	119,121	119,121	119,121	119,121	119,121							714,726
Mod Rehab Admin	13,703	13,703	13,703	13,703	13,703	13,703							82,218
Port in -HAP Earned	-	(6,782)	-	-	-	-							(6,782)
HCV Refunds/Recovery/Interest	2,546	2,087	2,012	1,927	3,196	2,938							14,706
HUD Subsidy	1,020,924	653,511	1,050,237	1,073,149	1,353,534	1,270,499	0	0	0	0	0	0	6,421,854
OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8:													
Housing Assistance	780,888	800,714	797,382	881,302	892,221	893,553							5,046,060
Mod Rehab Vouchers	118,791	108,112	99,805	109,561	114,352	118,668							669,289
Sec 8 Admin Expenses	81,187	105,890	97,114	110,769	94,626	129,787							619,374
Mod Rehab Admin	12,597	17,963	17,401	13,975	13,998	16,656							92,590
Total Payments	993,463	1,032,679	1,011,702	1,115,607	1,115,197	1,158,664	0	0	0	0	0	0	6,427,313
Net Inflow (Outflow)	27,462	(379,168)	38,535	(42,458)	238,336	111,835	0	0	0	0	0	0	(5,458)
Reserve Account INFLOW(OUTFLOW)													
Net Section 8 HAP	18,416	(346,849)	45,677	(22,074)	247,392	117,682	-	-	-	-	-	-	
Net Mod Rehab HAP	330	11,009	19,316	9,560	4,769	453	-	-	-	-	-	-	
Section 8 Admin	7,609	(31,536)	(22,760)	(29,672)	(13,529)	(3,347)	-	-	-	-	-	-	
Mod Rehab Admin	1,106	(4,260)	(3,698)	(272)	(295)	(2,953)	-	-	-	-	-	-	
	27,462	(371,636)	38,535	(42,458)	238,336	111,835	-	-	-	-	-	-	
Reserve Bank Accounts													
Section 8 and Mod Rehab disbursement	1,284,678	859,242	1,830,621	278,588	510,321	656,023							
Sec 8 HAP -NRA	87,708	89,244	90,354	532,154	535,846	537,805							
Sec 8 - Operations -UNA	225,716	225,716	225,716	241,381	241,381	241,381							
Mod Rehab -ADMIN	92,399	92,399	92,399	92,399	92,399	92,399							
	1,690,501	1,266,601	2,239,090	1,144,522	1,379,947	1,527,608	0	0	0	0	0	0	

Spartanburg Housing Authority

Capital Grant Programs

March 31, 2017

CAPITAL FUND 2016						
Obligation Date: 4/13/2016		Budget	Drawn	Balance	% Completion	
End date : 12/2018						
1408 Management Improvement		125,500	-	125,500		
1410 Administration		128,964	128,964	-		
1430 Fees and Costs		300,000		300,000		
1460 Dwelling Structures		310,726	30,395	280,331		
1475 Non-Dwelling Structures		110,000		110,000		
1495 Relocation Costs		45,000		45,000		
1503 RAD-CFP		159,452	146,278	13,174		
1504 RAD Investment Activity		110,000	27,497	82,503		
		1,289,642	333,134	956,508	26%	
Replacement Housing Factor Funds						
		Authorized	Draws	Balance	% Complete	Obligated in ELOCCS
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2014						
Obligation Date:						
Term Date:						
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		
		284,182	176,103	108,079		
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2015						
Obligation Date:						
Term Date:						
1499 Development Activity		218,757	0	218,757	0%	
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2016						
Obligation Date:						
Term Date:						
1499 Development Activity		225,533	0	225,533	0%	
TOTAL RHF FUNDS		728,472	176,103	552,369	24%	
TOTAL CAPITAL GRANTS		2,018,114	509,238	1,508,876	25%	

Spartanburg Housing Authority

Grant Programs

Period Ending March 31, 2017

SC003RPS030A012					
ROSS - Resident Self Sufficiency (\$480,000)		Term Date:			%
		9/28/2016			
FUND 579-cnho		Budget	Drawn	Balance	Completion
	1168 - Project Coordinator	408,000	351,698	56,302	
	1268 - Training Costs	12,000	3,773	8,227	
	1868 - Administrative Costs	60,000	49,243	10,757	
		480,000	404,714	75,286	
SC003RPS111A015					
ROSS - Resident Self Sufficiency (\$229,293)		Term Date:			%
		12/20/2018			
FUND 579-cnho		Budget	Drawn	Balance	Completion
	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	
SC003FSH571A016					
ROSS - Resident Self Sufficiency (\$109,364)		Term Date:			%
		12/20/2018			
FUND 581		Budget	Drawn	Balance	Completion
	1168 - Project Coordinator	109,364	50,885	58,479	
SC16HS04003					
Service Coordinator Multifamily (\$527,136)		Term Date:			%
		12/31/2016			
FUND 582		Budget	Drawn	Balance	Completion
	1010 - Salary	391,514	382,523	8,992	
	1020 - Fringe Benefits	72,034	68,511	3,523	
	1040 - Quality Assurance	8,405	8,405	-	
	1045 - Training	7,704	7,704	-	

Spartanburg Housing Authority

Grant Programs

Period Ending March 31, 2017

1050 - Travel	1,799	1,799	-
1055 - Supplies and Materials	35,406	35,140	266
1060 - Start-Up Costs	-	-	-
1065 - Other Direct Costs	7,122	6,621	501
1070 - Indirect Costs	3,152	3,152	-
	527,136	513,855	13,281

YOUTH BUILD (\$994,474)

Obligation Date: 1/1/2016

FUND 22

Term Date: 4/30/2019

SUMMARY	Budget	Drawn	Balance
PERSONNEL	359,143	104,193	254,950
FRINGE BENEFITS	146,393	32,371	114,022
TRAVEL	7,000	5,566	1,434
EQUIPMENT	5,707	2,016	3,691
STUDENT WORK SUPPLIES	115,306	36,122	79,184
CONTRACTUAL	50,000	1,484	48,516
OTHER	310,925	84,026	226,899
TOTAL DIRECT	994,474	265,778	728,696
INDIRECT	-	-	-
TOTALS	994,474	265,778	728,696

FACE FORWARD (\$999,923)

Obligation Date: 7/1/2013

FUND 22

Term Date: 9/30/2016

SUMMARY	Budget	Drawn	Balance
PERSONNEL	209,988	266,890	(56,902)
FRINGE BENEFITS	75,600	74,596	1,004
TRAVEL	6,400	5,960	440

Spartanburg Housing Authority			
Grant Programs			
Period Ending March 31, 2017			
SUPPLIES	40,313	31,946	8,367
CONTRACTUAL	71,511	25,475	46,036
OTHER	496,109	361,988	134,121
TOTAL DIRECT	899,921	766,855	133,066
ADMIN -10%	99,992	94,938	5,054
TOTALS	999,913	861,793	138,120
Total Money Remaining for all Grants			1,243,156



Monthly Reports:

RAD

Cindi Herrera

Board of Commissioners Meeting

Tuesday, April 25, 2017



Spartanburg Housing Authority
Spartanburg, SC 29306

April 25, 2017

HONORABLE MEMBERS IN SESSION:

SUBJECT:

MONTHLY REPORT ON RAD ACTIVITY AS OF MARCH 31, 2017

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

HIGHLAND CROSSINGS (Cammie Clagett Phase I)

Project Summary - Community Housing Partners (CHP), a non-profit developer with corporate offices located in Christiansburg, Virginia is leading the development of Highland Crossings. The project is financed with 9% Low Income Housing Tax Credits, mortgage proceeds and SHA secondary financing. The equity investor is Community Housing Capital and the mortgage lender is Bank of America.

Highland Crossings includes 16 one bedroom units; 32 two bedroom units; and 24 three bedroom units. The project will offer amenities including a clubhouse with an office and computer lab; a fitness facility, laundry, maintenance facility, and an outdoor gazebo. The new complex, which will be managed by CHP's property management division, will offer Project Based Rental Assistance (PBRA) under a contract with HUD. SHA will have no ongoing involvement with the funding or management of Highland Crossings.

Project Status – The project was fully occupied as of January 2017. Currently the developer is completing the conversion of the construction loan to the permanent loan. SHA will have very limited involvement in this project going forward until the end of the tax credit compliance period, when SHA will have the right of first refusal to purchase the property. Unless there are any specific issues that arise we will no longer include this project in the development report.



RAD GROUP 1 (SHA 7)

Project Summary - The Authority partnered with Hunt Development Companies from El Paso, Texas for the RAD conversion of 338 residential units in 7 public housing communities.

1. Tobias Booker Hartwell – 118 units for families
2. Louvenia D. Barksdale – 44 units for families
3. J. Curtis Anderson Townhomes – 54 units for families
4. Leland Street Apartments – 46 units for families
5. Ellen C. Watson – 28 units for families
6. Spruce Street Apartments – 12 units for families
7. Frank Gooch Apartments – 36 units for seniors

Rehabilitation work was financed with short term tax exempt bonds, 4% Low Income Housing Tax credits, and secondary financing from the Authority. The short term bonds will be replaced with permanent financing under an FHA mortgage.

These 7 properties are managed by Pinnacle Property Management, an arm of Hunt Development based in Dallas, Texas. Rental Assistance at the SHA 7 properties will be provided with Project Based Vouchers administered by SHA.

The RAD closing occurred in late January 2016 and construction commenced the first of March. The construction schedule is designed to allow for multiple phases which will permit temporary relocation on-site at the same property for most tenants.

Project Status - Below is a summary of the status of construction as of March 31st.

PROPERTY	UNITS	STATUS
Tobias Booker Hartwell	118	Construction 90% complete; 1 tenant remaining to be relocated pending completion of unit.
Louvenia D. Barksdale	44	Complete – all tenants relocated back to units.
J. Curtis Anderson Townhomes	54	Complete – all tenants relocated back to units.
Leland Street Apartments	46	Construction 80% complete; 2 tenants remaining to be relocated pending completion of units.
Ellen C. Watson	28	Construction 70% complete; 2 tenants remaining to be relocated pending completion of units.
Spruce Street Apartments	12	Complete – all tenants relocated back to units.
Frank Gooch Apartments	36	Complete – all tenants relocated back to units.



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Occupancy of Vacant Units - The overall occupancy rate after completion of construction was 72%. Waiting lists for all properties were opened and a process was implemented to coordinate the occupancy between SHA Housing Choice Voucher staff and the Property Management Company. The goal is to have all properties fully occupied by June 30, 2017.

HAP Amendments – Pursuant to RAD requirements the annual Operating Cost Adjustment Factor (OCAF) published by HUD is automatically applicable to all RAD HAP contracts. The anniversary date of the SHA7 HAP contract is February 1st, so contract amendments were processed for each property.

Rehab Assistance Payments (RAP) – RAD requires a payment for vacant units during construction. The RAD rider for SHA7 had inadvertently eliminated the RAP payment at the time of closing the RAD transaction. After multiple attempts to get HUD guidance on how to correct this issue, we finally received direction in March that provided the per unit amount of the RAP payment and direction to amend the RAD riders from the closing and resubmit to HUD. We have determined the amount of payment, processed a revision of the Capital Fund budget, revised the RAD riders, and will resubmit to HUD.

RAD GROUP 2

Project Summary - This project is the second phase of the RAD portfolio conversion and includes the following properties.

PROPERTY	TOTAL UNITS	PUBLIC HOUSING UNITS CONVERTING TO RAD
Country Garden Estates	50	10
Cedar Springs Townhomes	44	19
Collins Park	100	24
The Ridge at Southport	78	54
Cottage Grove	8	32
Single Family Houses	26	18
Cammie Clagett Phase II	78	78
TOTAL	384	235

The first five properties are mixed finance projects (former HOPE VI development) and will be simple conversions from Public Housing to RAD Project Based vouchers with minor repairs. The single family homes and Cammie Clagett Phase II are more complex. The single family homes will require substantial rehabilitation and Cammie Clagett Phase II is a demolition and new construction project.

Project Status



Country Garden Estates – We have been in ongoing dialogue with SunTrust to exercise the first right of refusal to enable us to “buy-out” the limited partner (a related entity of SunTrust and tax credit investor). The first right of refusal agreement executed at closing 16 years ago calls for SHA to purchase the property for the exit taxes of the investment partner or appraised value whichever is greater. SunTrust has agreed to accept \$200,000 for the limited partnership and while much less than the appraised value and exit taxes, it is still more than what wanted to pay. We are working on revisions to the financial proforma to determine feasibility and will continue to negotiate to see if we can reduce the costs any further.

Cedar Springs, Collins Park, The Ridge and Cottage Grove – We have initiated the RAD financing plan and are working with the RBC the tax credit investor to negotiate the conversion and financing of repairs.

Single Family Homes – We are moving forward to dispose of these properties under a “diminimis” disposition permissible under RAD.

NORTHSIDE AND HIGHLAND NEIGHBORHOODS (Cammie Clagett Phase II)

Project Summary – This project is a collaborative effort of the City, Northside Redevelopment Corporation, and SHA. The project will consist of new construction of 190-240 multi-family rental units at two locations; one in the Northside Neighborhood on land acquired by the City; and the second on the former Cammie Clagett site.

Project Status – We submitted an application to HUD for early disposition and demolition for the remaining units at the Cammie site. We have been verbally advised by HUD that the demolition can be completed but that RAD guidelines do not permit early disposition. The RAD office is conferring with HUD General Legal Counsel to determine if a waiver is permissible and the City is conferring with the State to determine if the demolition can proceed without transfer of ownership.

We continue to work on all financing applications to move forward with the financing of the residential component of the project.



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Project Summary – The final group of Public Housing properties to be converted under the RAD portfolio conversion include the following communities.

1. Archibald Rutledge – 150 units
2. Archibald Village – 50 units
3. Camp Croft Courts – 98 units
4. Prince Hall Apartments – 100 units
5. Victoria Garden Apartments – 108 units

Project Status - We have just secured the RAD Physical Condition Assessments for all properties to estimate the level of rehab and determine the final disposition strategy for each property. We have also secured the engineering services needed to determine if Prince Hall will meet HUD's obsolescence test for demolition.



Monthly Reports:

Development

Joseph Jackson

Board of Commissioners Meeting

Tuesday, April 25, 2017



**Spartanburg Housing Authority
Spartanburg, SC 29306**

April 25, 2017

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**MONTHLY REPORT ON DEVELOPMENT DEPARTMENT ACTIVITIES FOR THE
MONTH OF MARCH 2017**

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:

SHA 7

The last monthly SHA7 meeting took place on March 30, 2017 at the Roy C. Henderson Opportunity Center at Tobias Booker Hartwell Apartments. The majority of the meeting focused on the projects close out documents and procedures. This consisted of the approval of change orders from HUD, warranties, and certified payrolls. Punch list items were established for all sites during the meeting. A landscape walk-thru is scheduled in early April for all sites. The project will meet the tax credit deadline which made all parties extremely proud of this project.



Archibald Hi-Rise Offices

Construction of the project started on March 6, 2017. The contractor, GreenEarth Partner is on schedule to have the offices completed by the first week in April. The project consisted of constructing new offices for both managers. New LED lights were installed as a result of a rebate program that Duke Power is offering until April 17, 2017. The new lighting will help save on the usage of power and lowering the power bill. The new offices will be located in the community room. The project is designed to provide more visibility between management and staff. This will also assist management in identifying unauthorized persons entering the building.

Northside Development Meeting

Attended the monthly meeting at Northside Development Office to discuss the 78 RAD units on the Northside. Stratford Capital Development Group presented a sample lease proposal for office space in a handout. They also presented a conceptual site plan that showed an aerial view of all the units and offices placed on the site. Once a final proposed rendering has been prepared, it will be presented to the SHA Commissioners. I continue to participate in a weekly call with the principles in this structure.

Minor Development Activity

SHA will be doing minor upgrades to occupied scattered sites. A few upgrades include roofing repairs, driveway replacements, tree removal, painting, and flooring. I met with contractors to issue scopes of work to receive bids. Four of the sites had hail and wind damage that SHA filed claims with the insurance reserve funds. I was able to meet the adjuster at all four sites to make sure that a good assessment of the roofs were done.

SHA has also approved a few upgrades for JC Bull administration office. Those upgrades include painting, flooring, and a new wall to create office space. New LED lighting will be installed as a result of the Duke Energy rebate. The new lighting will have a significant affect on saving energy and reducing the power bill at this office. GreenEarth Partners is the contractor of choice for these upgrades. SHA is in the beginning stages of preparing an RFQ for the units at JC Bull that experienced a recent fire. This came as a result of a meeting with the City of Spartanburg building officials. SHA has since provided architectural drawings of the affected units at JC Bull to the plan reviewer for approval. Once approved, SHA will produce an RFQ for contractors to submit bids to reconstruct the units.

Respectfully Submitted, _____

Joseph Jackson, Deputy Director Capital Funds and Development
The Housing Authority of the City of Spartanburg



Monthly Reports:

Capital Funds

Joseph Jackson

Board of Commissioners Meeting

Tuesday, April 25, 2017



April 25, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29306**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**MONTHLY REPORT ON CAPITAL FUND ACTIVITIES FOR THE MONTH OF
MARCH 2017**

CONTACT PERSON:

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

OVERVIEW:

This report provides an update of current activities in the Capital Fund Program. There are three new expenditures to report for the month of March.

Replacement Housing

SHA received notification from HUD that transitions in the department have contributed to a delay in approving the SHA request for extension of the RHF grants SC16R003502-15 and SC16R003502-16. This grant obligation is associated with the development project in the Northside.

Capital Funds

Under the Capital Fund Grant SC16P003501-16, SHA has dispersed the following during the month of March: \$173,775 for RAD Activity, and \$30,394.86 for lock replacements at Archibald Hi-Rise.



Table 1

Replacement Housing Factor		Grant No. SC16R003502-14			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Dispersed		Amount Available
\$284,182	10/29/2016	10/29/2019	\$176,103.22		\$108,078.78
Replacement Housing Factor		Grant No. SC16R003502-15			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Dispersed		Amount Available
\$218,757	4/12/2017*	4/12/2019			\$218,757
Replacement Housing Factor		Grant No. SC16R003502-16			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Dispersed		Amount Available
\$225,533	4/12/2018*	4/12/2020			\$225,533
Capital Fund Program		Grant No. SC16P003501-16			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,289,642.00	4/12/2018	4/12/2020	\$159,452.28	\$333,134.37	\$956,507.63

*- Request for extension deadline submitted to HUD

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



Monthly Reports:
Housing Choice Voucher
Tiffany Askew

Board of Commissioners Meeting
Tuesday, April 25, 2017



April 25, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29304**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

HOUSING CHOICE VOUCHER REPORT FOR THE MONTH OF MARCH 2017

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, **226** Moderate Rehabilitation units at Morningside and Norris Ridge Apartments, and **338** Rental Demonstration Units. The Tenant Based Rental Assistance Program receives funding from the Department of Housing and Urban Development.

Section 8 Programs

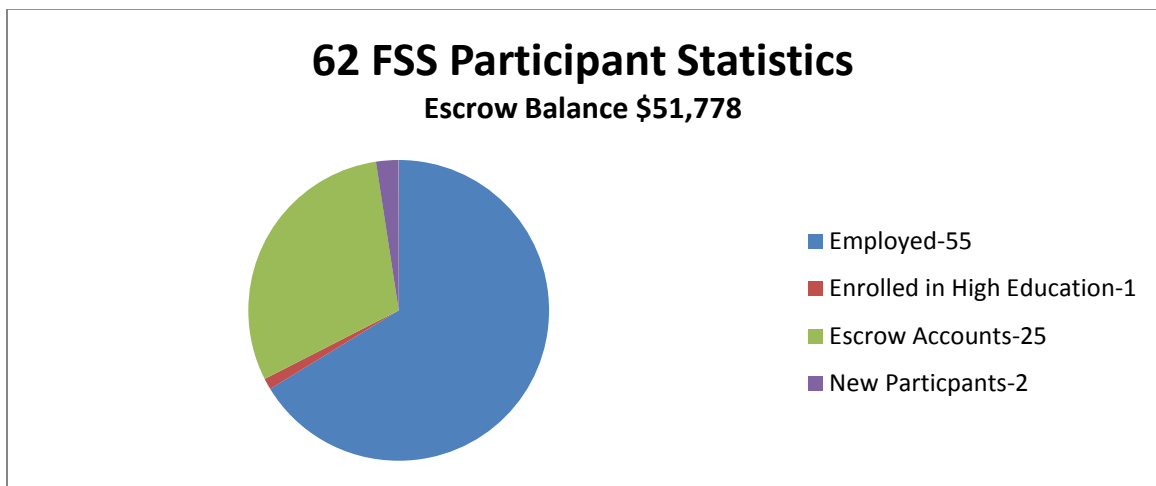
1. **SEMAP- HCV PIC Report**
The Section Eight Management Assessment Program reports on the HUD requirements for proper management of the Section 8 HCV program. This information is contained in HUD's PIH Information Center (PIC) system and is monitored monthly to ensure compliance with Federal requirements.



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HOUSING CHOICE VOUCHER PROGRAM STATUS REPORT March 2017		
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.	98	95% - 100%
	97%	
Indicator 14 Family Self Sufficiency		
FSS Enrollment: # of SHA participants # of HUD required slots <small>*Total includes RAD participants, who were previous public housing families.</small>	74*	80% or more
	16	
FSS Escrow Accounts	38%	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.

Program	Units Allocated	Units Leased	Utilization Rate
Housing Choice Vouchers	1700	1682	98%
Project Based Vouchers	232	224	96%
Voucher Total	1952	1906	97%
Mod Rehab	228	210	92%
RAD	338	248	73%
TBRA	12	1	8%

4. Budget Utilization- Actual / Forecast

Budget Utilization Forecast CY 2017 Calendar Year Budget Authority:

Month	Monthly Budget	HAP Actual	HAP Forecast	Variance (Budget/ Forecast)	Variance (Budget/ Actual)
Jan	\$726,595	\$787,016	\$816,382	\$29,366	(\$60,421)
Feb	\$726,595	\$786,188	\$799,304	(\$72,709)	(\$59,593)
Mar	\$924,804*	891,100	\$891,338	33,466	33,704
Apr					
May					
Jun					
Jul					
Aug					
Sept					
Oct					
Nov					
Dec					
Total					

*Includes RAD funding

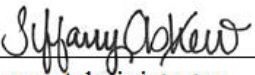
4. Homeownership

Current # of Participants	29
Total Homeownership Information Request Received for the month	4
Total Closings for the month	0



5. Summary for March 2017

The Housing Choice Voucher Program lease up rate remains the same. The current monthly lease up rate is 97%. There were fifty (50) move ins, thirty (30) were for the RAD properties. Sixteen (16) move outs this month. Eighteen vouchers (18) were issued and forty-eight (48) families are currently searching for housing. The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding. SHA cumulative budget utilization is 98.0%. The HCV Department is currently working to address leasing within the HCV program, the PBV and MOD Rehab programs to ensure that the program meets HUD requirements. The Tenant Based Rental Assistance Program (TBRA) has one participant and currently has four veterans searching for housing.

Respectfully Submitted, 
Tiffany Askew, HCV Program Administrator
The Housing Authority of the City of Spartanburg



Monthly Reports:

Asset Management

Jessica M. Holcomb

Board of Commissioners Meeting

Tuesday, April 25, 2017



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April 25, 2017

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

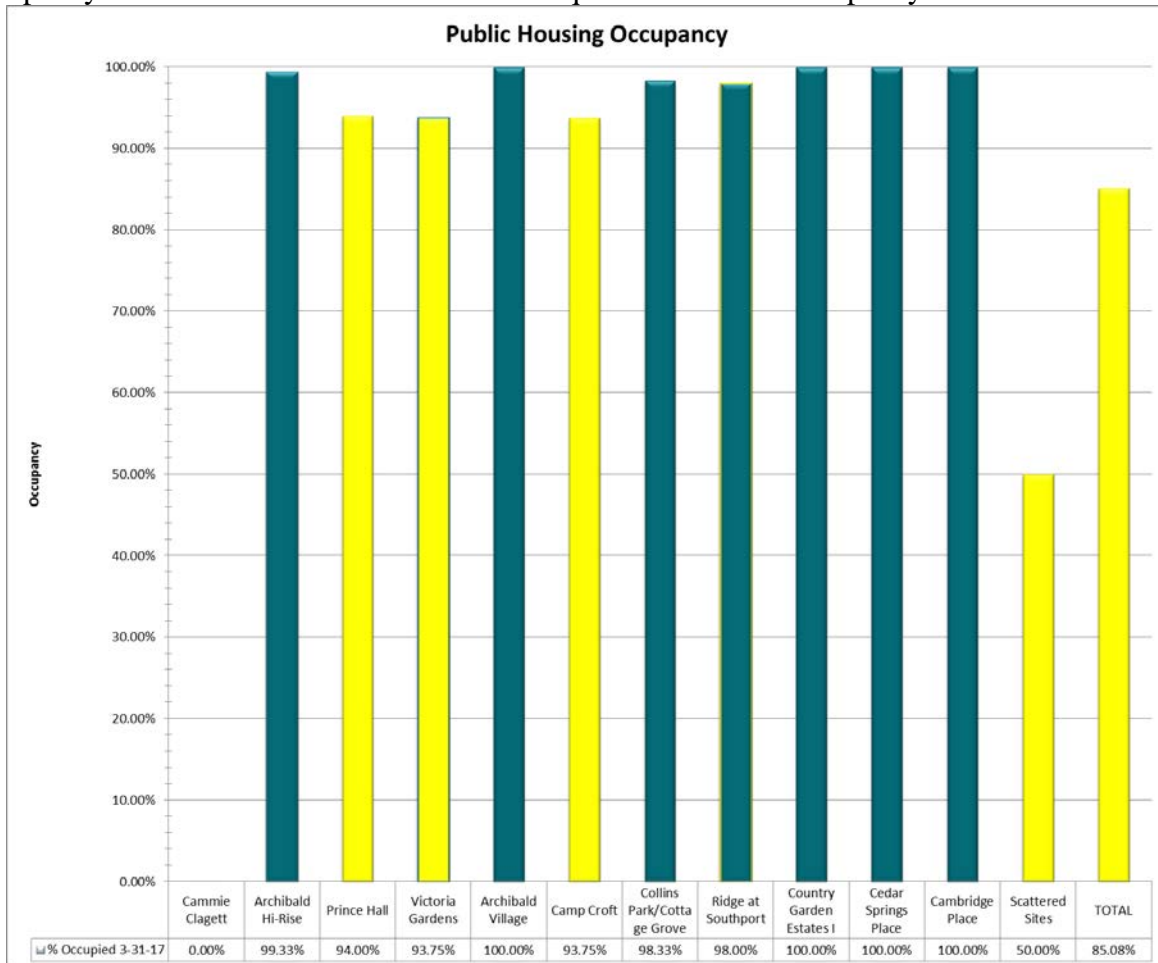
ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—MARCH 2017

CONTACT PERSON:

Jessica Holcomb
 Deputy Director
 864-598-6023

OCCUPANCY

The occupancy rate at the end of March 2017 for all of our Public Housing is 85.08% or 20 (107) vacant units. Excluding vacant units at Cammie Clagett Courts and the Scattered Sites, the occupancy rate would be 97.21%. The HUD required minimum occupancy rate is 98%.





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TENANT ACCOUNTS RECEIVABLE REPORTS:

The tenant accounts receivable rate at the end of March 2017 is 96.60%. A total of 3.4% of rent went uncollected from 43 residents.

RENT ANALYSIS REPORT FOR MARCH 2017								
Property	CHARGED	COLLECTED	% COLLECTED	# Tenants Not Paid	% of Tenants Not Paid	AGED TENANT ACCOUNTS RECEIVABLES		
						ACTIVE	INACTIVE	TOTAL
Camp Croft	\$ 20,704.50	19,900.97	96.12%	7	7%	\$ (1,823.31)	761.80	\$(1,061.51)
Archibald Village	11,901.00	11,901.00	100.00%	2	4%	751.37	(431.00)	\$320.37
Archibald Rutledge	35,997.00	35,823.00	99.52%	2	1%	(5,761.23)	(194.00)	\$(5,955.23)
Scattered Sites	5,042.00	5,037.00	99.90%	1	13%	(1,303.19)	-	\$(1,303.19)
Prince Hall	8,244.00	8,125.19	98.56%	5	5%	(3,104.54)	(120.11)	\$(3,224.65)
Victoria Gardens	15,568.00	13,094.27	84.11%	23	29%	6,587.13	(121.19)	\$6,465.94
Cambridge Place/Brawley	2,735.00	2,735.00	100.00%	0	0%	(521.73)	-	\$(521.73)
Page Lake	3,038.00	3,038.00	100.00%	0	0%	(15.00)	-	\$(15.00)
JC Bull	26,160.00	24,941.00	95.34%	3	3%	1,718.62	(1,556.00)	\$162.62
Spartanburg Leased Housing	8,846.00	8,846.00	100.00%	0	0%	(350.84)	-	\$(350.84)
Liberty	2,207.00	2,207.00	100.00%	0	0%	(29.00)	-	\$(29.00)
Appian	712.00	712.00	100.00%	0	0%	(1,228.00)	-	\$(1,228.00)
Total	\$ 141,154.50	136,360.43	96.60%	43	5%	(5,079.72)	(1,660.50)	(6,740.22)

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

Month	Percent Unpaid
March-17	3.40%
Feb-17	6.57%
Jan-17	8.95%
Dec-16	6.57%
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
March-17	43
Feb-17	45
Jan-17	104
Dec-16	80
Nov-16	55
Oct-16	66

Respectfully Submitted, *Jessica M. Holcomb*
 Jessica Holcomb, Deputy Director
 The Housing Authority of the City of Spartanburg



Monthly Reports:

Human Resources

Shannell Hardwick

Board of Commissioners Meeting

Tuesday, April 25, 2017



April 25, 2017

HONORABLE MEMBERS IN SESSION:

SUBJECT:

MONTHLY REPORT ON HUMAN RESOURCES STAFFING ACTIVITIES FOR THE MONTH OF MARCH 2017

CONTACT PERSON:

Shannell Hardwick
Director of Administration
864-598-6084

SUMMARY:

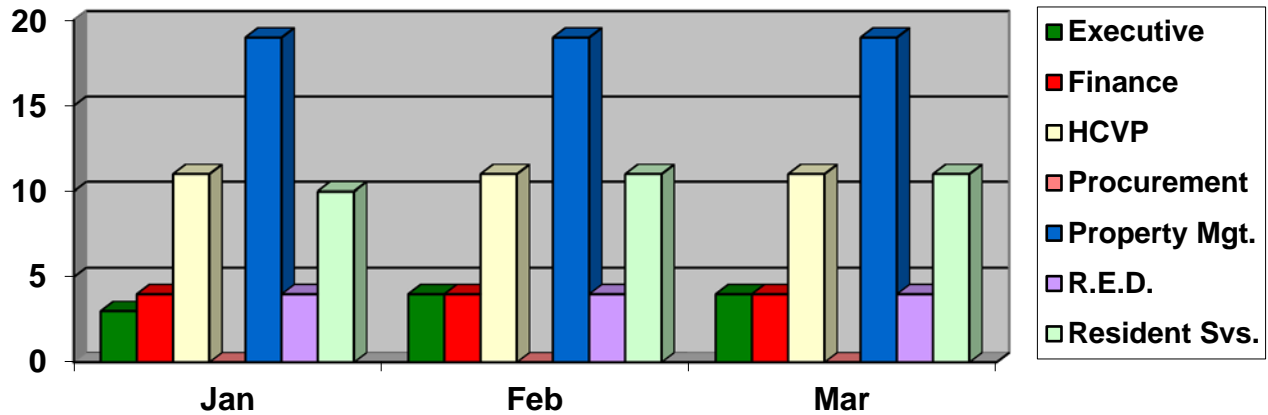
SHA is committed to recruiting and retaining exceptional employees. In an effort to do so, we offer competitive salaries, healthcare coverage and a retirement plan. Currently, we are recruiting for a Community Manager, Maintenance Technician and a Youth-Build Program Coordinator.

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



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**STAFF COUNT
(March 2017)**



<u>DEPT.</u>	<u>FTE</u>	<u>TEMP</u>	<u>CONTRACT</u>
Executive	4	0	1
Finance	4	0	1
HCVP	11	0	0
Procurement	0	0	0
Property Mgt.	19	3	0
R.E.D.	4	0	0
Resident Services	11	0	0

TOTAL FULL-TIME EMPLOYEES: 53
TOTAL TEMP/CONTRACT EMPLOYEES: 5

NEW HIRE(S): 1
 Resident Services - 1

TERMINATION(S): 0

RESIGNATION(S): 1
 Resident Services - 1

Respectfully Submitted, _____

Shannell Hardwick, Director of Administration
 The Housing Authority of the City of Spartanburg



Monthly Reports:

Community and Supportive Services

Shannell Hardwick

Board of Commissioners Meeting

Tuesday, April 25, 2017



April 25, 2017

HONORABLE MEMBERS IN SESSION:

SUBJECT:

MONTHLY REPORT ON RESIDENT SERVICES DEPARTMENT ACTIVITIES FOR THE MONTH OF MARCH 2017

CONTACT PERSON:

Shannell Hardwick
Director of Administration
864-598-6084

SUMMARY:

This report details activities of the Resident Services Department for the month of March 2017.

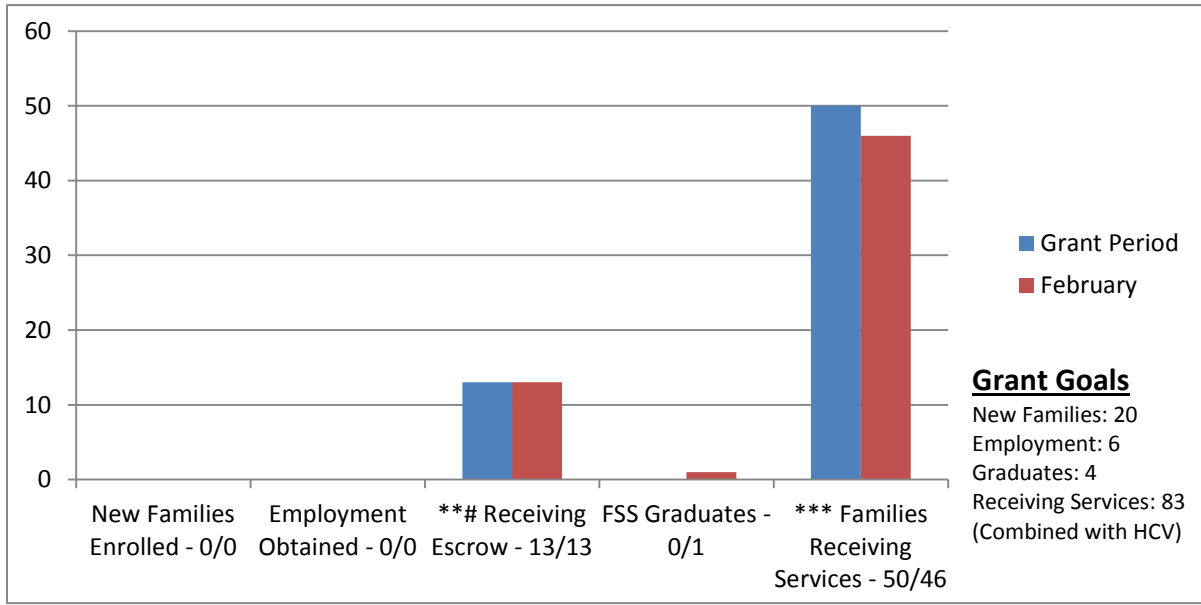
SHA hosted a “Meet and Greet”, on April 6, 2017, to introduce SHA’s community partners and residents to the Resident Services staff and to provide information on the various resident services programs that SHA offers.

The Born Learning Centers are open at Prince Hall and Victoria Gardens. The United Way and the Mary Black Foundation have unlimited access to the Centers. They are working with students from USC Upstate to provide facilitated services to our residents with children ages zero to three.

Residents are not availing themselves of these opportunities. The department will focus on measures to increase resident engagement.



PUBLIC HOUSING FSS PROGRAM
Grant Period Totals to the end of February 2017, with March 2017 Additions
(Grant Period runs from 1/1/17 to 12/31/17)



****This column indicates that 13, of the 13 escrow accounts opened during the grant cycle, received escrow funds, during the month of March 2017.**

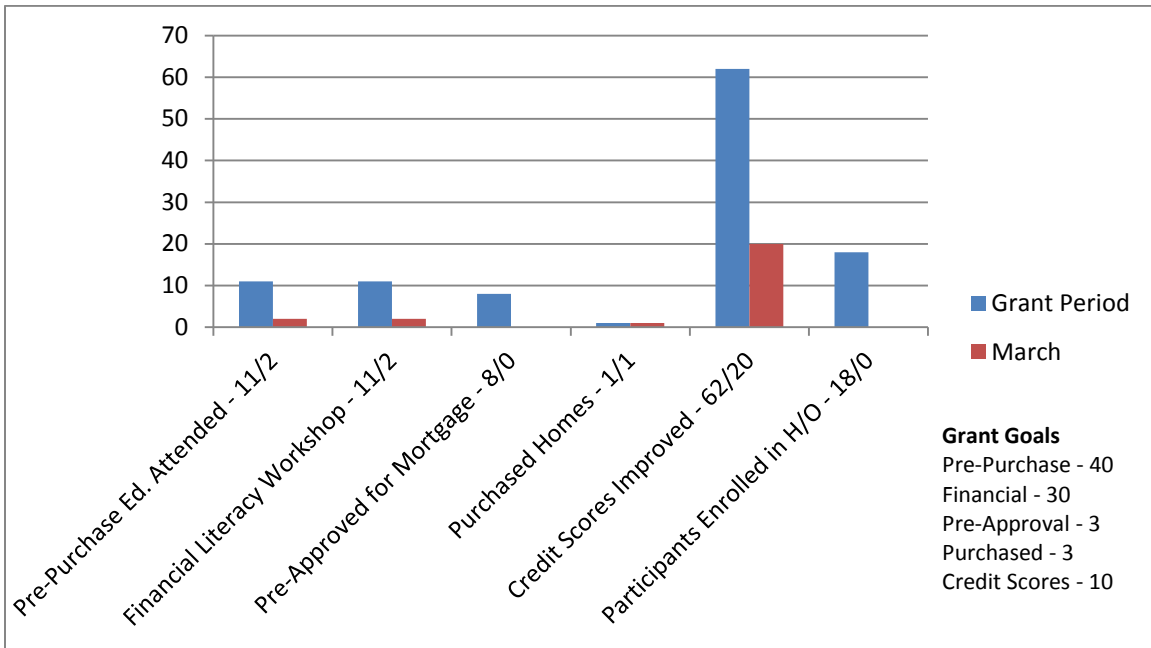
*****This column indicates that 46, of the 50 families enrolled, participated in FSS service(s) offered, during the month of March 2017.**



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HOMEOWNERSHIP PROGRAM:

Grant Period Totals to the end of February 2017, with March 2017 Additions
(Grant Period runs from 8/28/16 to 8/27/17)

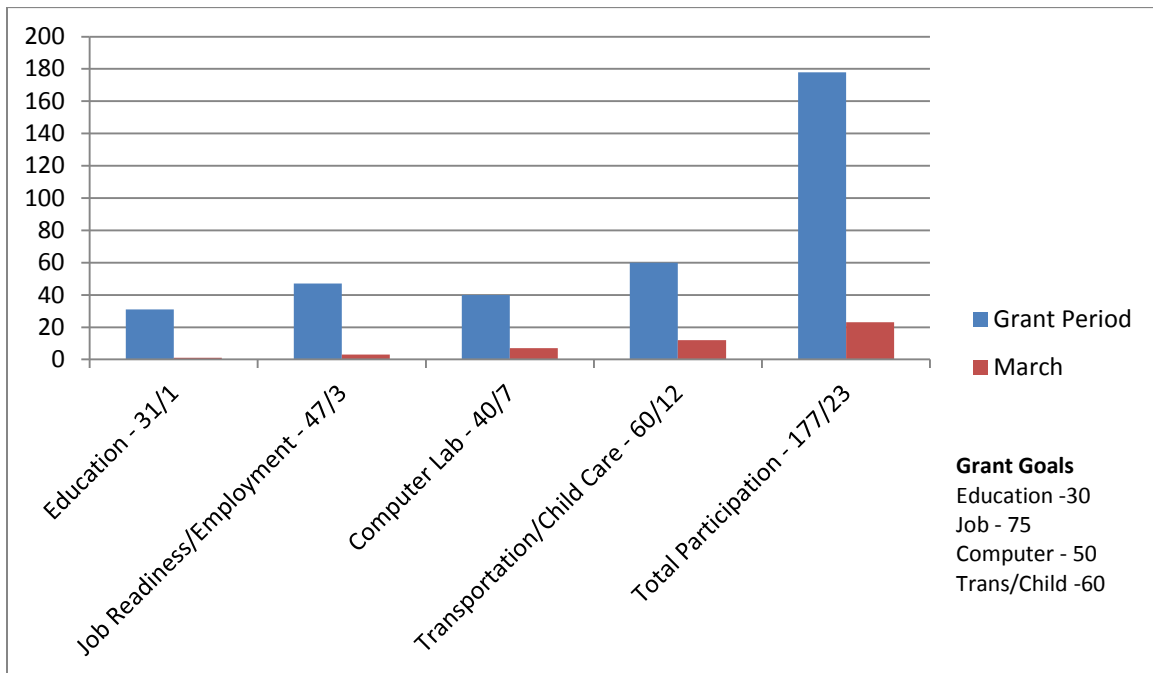


- The Coordinator is working with four families, currently in scattered-sites, to improve their credit scores to purchase their current residence
- Four participants are current searching for homes, with pre-approved mortgages
- Twenty participants improved their credit scores, by at least one point, this month
- The Coordinator counseled over 30 residents on home ownership
- Two participants are awaiting requested funds, from the BB&T Grant, to use as down payment on a home



CONNECTIONS PROGRAM:

Grant Period Totals to the end of February 2017, with March 2017 Additions
(Grant Period runs from 8/28/16 to 8/27/17)



- One resident enrolled in Adult Basic Education and GED, through ZL Madden
- Seven residents received help with completing job applications and/or gathering needed information needed to enroll in training courses
- Twelve residents were assisted with planning for transportation/childcare needs, in an effort to gain employment
- Seven residents used the computer lab to research/apply for jobs, gather information about vocational training classes enrollment and/or do homework for enrolled classes



ELDERLY AND DISABLED COORDINATOR PROGRAM:

The Elderly and Disabled Coordinator staff hosted multiple, routine workshops and activities, during the month of March, to include:

- **Daily:** Computer Lab, Walk-In appointments and referrals for health care, general care and advocacy services
- **Weekly:** Blood Pressure Clinics, Basic Adult Education and Bible Study classes
- **Bi-Weekly:** Shopping Excursions
- **Quarterly:** SHA CA\$H store

Special Programs offered during the month included:

- “Walk a Mile in my Shoes” – interactive program with behavioral therapist – H & W Enterprises
- Piedmont Cares presented a program about STD’s, AIDS and Blood borne Pathogens
- Safe-Link assistance for government phones
- Genoa Healthcare did a presentation regarding prescription medications

Respectfully Submitted,

Shannell Hardwick, Director of Administration
The Housing Authority of the City of Spartanburg