

AGENDA

KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
ANNUAL MEETING
NOVEMBER 21, 2014 8:00 A.M.
KENDALL COUNTY HEALTH DEPARTMENT
2nd FLOOR CONFERENCE ROOM
811 WEST JOHN STREET
YORKVILLE, ILLINOIS

1. CALL TO ORDER PROCHASKA
2. ROLL CALL PROCHASKA
3. PUBLIC COMMENT (Limit of 5 minutes per person)
4. APPROVAL OF MINUTES
 - October 17, 2014
5. FINANCIAL REPORT DARZINSKIS
 - September-October 2014 Financial Report
 - Cash and Net Restricted Assets position
6. NEW BUSINESS

Election of Board Chairman, Vice-Chairman and Secretary/Treasurer for 2015

Resolutions

 - Resolution 2014-14 Approval of FY 2015 Budget
 - Resolution 2014-15 Adoption of 2015 KHA Board Meeting Schedule
 - Resolution 2014-16 Signing Authority for Financial Transactions
 - Resolution 2014-17 Signing Authority (HUD, IHDA, Kendall County)
 - Resolution 2014-18 Appointment of FOIA Officers
 - Resolution 2014-19 Approval of Administrative Plan Revisions – November 2014
7. EXECUTIVE DIRECTOR'S REPORT DARZINSKIS
8. EXECUTIVE SESSION (per Section 2 of the Illinois Open Meetings Act)
 - Approval of Minutes of Prior Meetings Lawfully Closed (Section 2(c)(21))
 - Litigation (Section 2(c)(11))
 - Personnel (Section 2(c)(1))
9. ACTIONS TO BE TAKEN AS A RESULT OF THE EXECUTIVE SESSION (if necessary)
10. FUTURE DISCUSSION/ACTION ITEMS DARZINSKIS
 - January meeting – Approval of audit firm for FY 2014
 - Need for Finance Committee
11. ADJOURNMENT

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
SPECIAL MEETING
October 17, 2014

The October 17, 2014 Board of Commissioners special meeting of the Kendall Housing Authority (KHA) was held in the Kendall County Health Department, 2nd floor Conference Room, 811 West John Street, Yorkville, IL

In Attendance: KHA Commissioners Tom Grant, Carl Gutierrez, Robyn Ingemunson, and Chairman Matt Prochaska. Also present were Executive Director Deborah Darzinskis, HCV Director Kenneth Coles, and Sr. Administrative Assistant Greg Lippert.

1. **CALL TO ORDER**

The meeting was called to order by Chairman Prochaska at 8:00 a.m.

2. **ROLL CALL AND CERTIFICATION OF QUORUM**

A roll call showed that 4 Commissioners were present, a quorum.

3. **PUBLIC COMMENT**

No members of the public attended the meeting.

4. **APPROVAL OF BOARD MINUTES OF SEPTEMBER 19, 2014**

Commissioner Ingemunson made a motion, seconded by Commissioner Gutierrez, to approve the minutes of the Board's September 19, 2014 meeting. The motion carried unanimously.

5. **NEW BUSINESS**

Resolutions

- Resolution 2014-12 Approval of FY 2015 Payment Standards – Executive Director Darzinskis discussed the process for setting the KHA Payment Standards, which is done annually. In response to a question by Chairman Prochaska, she said the KHA could afford the higher Payment Standards in 2015, despite the possibility of a temporary shortfall of funds for Housing Assistance Payments to landlords; that situation was caused in part because HUD had improperly underfunded KHA in September and October, she said. The KHA is trying to reach a 95% voucher lease-up rate by 12/31/14 because it is the basis for HUD funding authorization in 2015 and because a 95% rate will add points to the KHA's SEMAP score, she said. There was a discussion about rents in Kendall County compared with neighboring Counties, and about how a tenant's rent portion is calculated. Commissioner Grant made a motion, seconded by Commissioner Gutierrez, to approve Resolution 2014-12. The motion carried unanimously.
- Resolution 2014-13 Approval to Use Unrestricted Net Assets to Cover HAP Shortfall – Executive Director Darzinskis said Resolution 2014-13 was a precaution in the event that Housing Assistance Payment funds are insufficient to pay KHA landlords. She said it was not expected that a shortfall will require the use of Unrestricted Net Assets. She discussed changes made to strengthen the Finance staff. Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve Resolution 2014-13. The motion carried unanimously.

6. EXECUTIVE DIRECTOR'S REPORT

Executive Director Darzinskis said she and Commissioner Ingemunson had met to discuss the KHA's operations. She invited the Commissioners to ask questions at any time about the Authority.

7. EXECUTIVE SESSION

There was no Executive Session.

8. ADJOURNMENT

Chairman Prochaska adjourned the meeting at 8:24 a.m. on a motion by Commissioner Gutierrez, seconded by Commissioner Grant. The motion carried unanimously.

Respectfully Submitted,
Gregory Lippert
Sr. Administrative Assistant/Recording Secretary

KENDALL HOUSING AUTHORITY
RESOLUTION NO. 2014 – 14
APPROVAL OF FY 2015 BUDGET

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KENDALL HOUSING AUTHORITY, as follows:

Section 1: It is in the best interest of the Kendall Housing Authority (KHA) to take the following action:

To adopt the attached FY 2015 Budget.

Section 2: This Resolution is effective upon its adoption.

Approved by the Kendall Housing Authority Board of Commissioners, on this 21st day of November, 2014.

Matthew Prochaska
Chairman

Tom Grant
Secretary/Treasurer

Ayes: _____

Nays: _____

Abstain: _____

Kendall Housing Authority
2015 Budget - HCV

	2014 Budget (a)	2014 Forecast	2015 Budget
<u>Operating Revenues</u>			
HCV - Admin Fees	76,000.00	110,000.00	108,000.00
Port-Ins - Admin Fee	66,000.00	82,800.00	57,600.00 (b)
Interest Income	200.00	100.00	100.00
Total Operating Revenues	<u>142,200.00</u>	<u>192,900.00</u>	<u>165,700.00</u>
<u>Operating Expenses - Admin</u>			
Management Fees	113,600.00	159,060.00 (c)	140,760.00 (c)
Staff Training	800.00	0.00	0.00
Travel	3,000.00	5,000.00	5,000.00
Accounting Fees	6,400.00	6,400.00	7,000.00
Association Dues	1,600.00	600.00	1,600.00
Consulting Fees	1,000.00	1,000.00	1,000.00
Office Supplies/Printing	1,800.00	500.00	500.00
Postage	1,000.00	0.00	0.00
Conferences & Meetings	200.00	200.00	200.00
Software & Misc Equip	1,000.00	11,100.00 (d)	500.00
Software Maintenance	1,000.00	0.00	0.00
Rent - Office	4,800.00	4,800.00	4,800.00
Telephone	600.00	0.00	0.00
Miscellaneous	1,400.00	1,000.00	1,000.00
Legal	1,000.00	1,000.00	1,000.00
Utilities	800.00	0.00	0.00
Board Expense	200.00	200.00	200.00
Insurance	2,000.00	1,870.00	2,000.00
Total Operating Expense	<u>142,200.00</u>	<u>192,730.00</u>	<u>165,560.00</u>
Net Operating Income/(Loss)	<u>0.00</u>	<u>170.00</u>	<u>140.00</u>

- (a) Approved 2014 Budget showed a Operating Loss of \$2,000 - HUD advised that Operating Budgets for the HCV programs can not show an operating loss. A \$1,000 reduction was made to both Software & Misc Equip and Software Maintenance to arrive at breakeven for the 2014 Budget.
- (b) Expect a 35% - 40% reduction in Port-In vouchers in 2015 due to the expected lowering of HUD rent standards. Estimated reduction to 100 Port-Ins in 2015 from 150 in 2014.
- (c) Assumes an increase, starting July 1, 2014, of Management Fee paid to DHA to 85% of HUD Admin Fees earned from the prior agreement of 80%.
- (d) 2014 Forecast includes a on-time fee for the Yardi Voyager implementation.

Note: The RHSP program for Kendall / Grundy Counties is being transitioned to KHA financial statements.

KENDALL HOUSING AUTHORITY
RESOLUTION NO. 2014 – 15
ADOPTION OF 2015 KHA BOARD MEETING SCHEDULE

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KENDALL HOUSING AUTHORITY, as follows:

Section 1: It is in the best interest of the Kendall Housing Authority (KHA) to take the following action:

To adopt the attached meeting schedule for 2015.

Section 2: This Resolution is effective upon its adoption.

Approved by the Kendall Housing Authority Board of Commissioners, on this 21st day of November, 2014.

Matthew Prochaska
Chairman

Tom Grant
Secretary/Treasurer

Ayes: _____

Nays: _____

Abstain: _____

KENDALL HOUSING AUTHORITY

BOARD OF COMMISSIONERS 2015 MEETING SCHEDULE

JANUARY 23, 2015

FEBRUARY 20, 2015

MARCH 27, 2015

MAY 29, 2015

JULY 24, 2015

SEPTEMBER 25, 2015

NOVEMBER 20, 2015

PLACE

KENDALL COUNTY HEALTH DEPARTMENT
2nd FLOOR CONFERENCE ROOM
811 WEST JOHN STREET
YORKVILLE, ILLINOIS

TIME

8:00 a.m.

Standing Committees will meet as necessary. Notices of these meetings will be sent and posted.

KENDALL HOUSING AUTHORITY
RESOLUTION NO. 2014-16
SIGNING AUTHORITY FOR FINANCIAL TRANSACTIONS

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KENDALL HOUSING AUTHORITY, as follows:

Section 1: It is in the best interest of the Kendall Housing Authority (KHA) to take the following action:

That effective January 1, 2015, the following parties are authorized individually to sign all checks and to authorize electronic EFT payments on behalf of the Kendall Housing Authority up to the amount of \$5,000.00 each check/EFT.

Kenneth Coles	Executive Director
Edward McGoey	Chief Financial Officer
Matthew Prochaska	KHA Board Chairman

Individual checks and individual electronic EFT transfers in excess of \$5,000.00 require the signatures of Kenneth Coles and a second authorized representative.

Section 2: This Resolution is effective upon its adoption.

Approved by the Kendall Housing Authority Board of Commissioners on this 21st day of November, 2014.

Matthew Prochaska
Chairman

Tom Grant
Secretary/Treasurer

Ayes: _____

Nays: _____

Abstain: _____

KENDALL HOUSING AUTHORITY
RESOLUTION NO. 2014-17
SIGNING AUTHORITY (HUD, IHDA, KENDALL COUNTY)

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KENDALL HOUSING AUTHORITY, as follows:

Section 1: It is in the best interest of the Kendall Housing Authority (KHA) to take the following action:

To authorize Kenneth Coles, KHA Executive Director as of January 1, 2015,

1. To sign all documents required to execute actions on behalf of the Kendall Housing Authority with the U.S. Department of Housing and Urban Development, including contracts, agreements, authorization for access to HUD systems by agency personnel for billing, service reporting, and other such activities / documents as may be required to conduct business.

2. To sign all documents required to execute actions on behalf of the Kendall Housing Authority with Kendall County, the Illinois Department of Human Services, the Illinois Housing Development Authority, the Illinois Department of Commerce and Economic Opportunity, and any other branch of Illinois government, including contracts, agreements, and authorizations to secure access to electronic systems by agency personnel, and other such documents as may be required.

Section 2: This Resolution is effective upon its adoption.

Approved by the Kendall Housing Authority Board of Commissioners on this 21st day of November, 2014.

Matthew Prochaska
Chairman

Tom Grant
Secretary/Treasurer

Ayes: _____

Nays: _____

Abstain: _____

KENDALL HOUSING AUTHORITY
RESOLUTION NO. 2014 – 18
APPOINTMENT OF FOIA OFFICERS

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KENDALL HOUSING AUTHORITY (KHA), as follows:

Section 1: It is in the best interest of the Kendall Housing Authority to take the following action:

Appoint the following individuals, as of January 1, 2015, as the Freedom of Information Act Officers for the Kendall Housing Authority:

Kenneth Coles	– Executive Director
Nicole Glynn	– Officer Manager
Greg Lippert	– Sr. Administrative Assistant

Section 2: This Resolution is effective upon its adoption.

Approved by the Kendall Housing Authority Board of Commissioners on the 21st day of November, 2014.

Matthew Prochaska
Chairman

Tom Grant
Secretary/Treasurer

Ayes: _____

Nays: _____

Abstain: _____

KENDALL HOUSING AUTHORITY
RESOLUTION NO. 2014 – 19
APPROVAL OF ADMINISTRATIVE PLAN REVISIONS – NOVEMBER 2014

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KENDALL HOUSING AUTHORITY, as follows:

Section 1: It is in the best interest of the Kendall Housing Authority to take the following action:

Approve the attached revisions dated November 2014 to the Kendall Housing Authority Administrative Plan.

Section 2: This Resolution is effective upon its adoption.

Approved by the Kendall Housing Authority Board of Commissioners on the 21st day of November, 2014.

Matthew Prochaska
Chairman

Tom Grant
Secretary/Treasurer

Ayes: _____

Nays: _____

Abstain: _____

6-II.B. DEPENDENT DEDUCTION

A deduction of \$480 is taken for each dependent [24 CFR 5.611(a)(1)]. *Dependent* is defined as any family member other than the head, spouse, or co-head who is under the age of 18 or who is 18 or older and is a person with disabilities or a full-time student. Foster children, foster adults, and live-in aides are never considered dependents [24 CFR 5.603(b)].

6-II.C. ELDERLY OR DISABLED FAMILY DEDUCTION

A single deduction of \$400 is taken for any elderly or disabled family [24 CFR 5.611(a)(2)]. An *elderly family* is a family whose head, spouse, co-head, or sole member is 62 years of age or older, and a *disabled family* is a family whose head, spouse, co-head, or sole member is a person with disabilities [24 CFR 5.403].

6-II.D. MEDICAL EXPENSES DEDUCTION [24 CFR 5.611(a)(3)(i)]

Unreimbursed medical expenses may be deducted to the extent that, in combination with any disability assistance expenses, they exceed three percent of annual income.

The medical expense deduction is permitted only for families in which the head, spouse, or co-head is at least 62 or is a person with disabilities. If a family is eligible for a medical expense deduction, the medical expenses of all family members are counted [VG, p. 28].

Definition of *Medical Expenses*

HUD regulations define *medical expenses* at 24 CFR 5.603(b) to mean “medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance.”

KHA Policy

The most current IRS Publication 502, *Medical and Dental Expenses*, will be used to determine the costs that qualify as medical expenses.

In addition, for individuals with disabilities who reside in Shared Housing settings, medical expenses will include the amount of unearned income (SSI, SSA Disability payments) which is considered as the income to the service provider who oversees the case management services needed by the individual to maintain their ability to function in the least restrictive setting which is neither a nursing home nor long term care facility. Housing may be referred to as a Community Integrated Living Arrangement.

responsible and will have 20 days to hire a professional exterminator. The tenant must then provide KHA with a receipt of purchase.

If the presence of bedbugs is discovered in a low-rise, high-rise or townhouse unit, the inspector will decide whether the tenant or landlord is responsible for hiring a professional exterminator. The party that is deemed responsible will have 20 days to comply and must send in a receipt of purchase to KHA. ~~If the presence of bedbugs is discovered in a low-rise, high-rise or townhouse, the landlord will be responsible for and have 20 days to hire a professional exterminator to treat the unit. The landlord must then provide KHA with a receipt of purchase.~~ If the presence of bedbugs is discovered in a single family home the tenant will be held responsible and have 20 days to hire a professional exterminator. The tenant must then provide KHA with a receipt of purchase.

Mold Complaints – Detection and Repair

KHA inspectors are required to visually assess each reported / alleged mold violation. If during the inspection the mold is visible to the naked eye the landlord is responsible for treating and/or removing the affected area within the given timeframe allowed by KHA (not to exceed 30 days). If, in the opinion of the Inspector a serious mold condition exists, the time allowed for remediation of the condition may be reduced to 24 hours. If, after being visually inspected by a KHA inspector no mold is seen, the tenant has the option of ordering mold tests through the local municipality. It is the responsibility of the tenant to pay the cost of the additional tests. If mold is found as a result of such tests, the landlord is responsible for treating and/or removing the mold from the affected area. If the landlord does not treat the affected area and/or remove the mold, the presence of mold will be considered a violation of HQS and HAP may be abated or terminated.

8-I.C. LIFE THREATENING CONDITIONS [24 CFR 982.404(a)]

HUD requires the KHA to define life threatening conditions and to notify the owner or the family (whichever is responsible) of the corrections required. The responsible party must correct life threatening conditions within 24 hours of KHA notification.

KHA Policy

The following are considered life threatening conditions:

Any condition that jeopardizes the security of the unit

Major plumbing leaks or flooding, waterlogged ceiling or floor in imminent danger of falling

Natural or LP gas or fuel oil leaks

Any electrical problem or condition that could result in shock or fire

Absence of a working heating system when outside temperature is below 60 degrees Fahrenheit.

13-I.C. OWNER RESPONSIBILITIES [24 CFR 982.452]

The basic owner responsibilities in the HCV program are outlined in the regulations as follows:

- Performing all of the owner's obligations under the housing assistance payments (HAP) contract and the lease
- Performing all management and rental functions for the assisted unit, including selecting a voucher-holder to lease the unit, and deciding if the family is suitable for tenancy of the unit
- Maintaining the unit in accordance with the Housing Quality Standards (HQS), including performance of ordinary and extraordinary maintenance
- Complying with equal opportunity requirements
- Preparing and furnishing to the KHA information required under the HAP contract
- Collecting from the family any security deposit, the tenant's contribution to rent (that part of rent to owner not covered by the housing assistance payment from the KHA), and any charges for unit damage by the family.
- Enforcing tenant obligations under the dwelling lease
- Paying for utilities and services (unless paid by the family under the lease)
- Making modifications to a dwelling unit occupied or to be occupied by a disabled person [24 CFR 100.203]
- Complying with the Violence against Women Reauthorization Act of 2005 (VAWA) when screening prospective HCV tenants or terminating the tenancy of an HCV family (see 24 CFR Part 5, Subpart L; 24 CFR 982.310(h)(4); and 24 CFR 982.452(b)(1))

13-I.D. OWNER QUALIFICATIONS

The KHA does not formally approve an owner to participate in the HCV program. However, there are a number of criteria where the KHA may deny approval of an assisted tenancy based on past owner behavior, conflict of interest, or other owner-related issues. No owner has a right to participate in the HCV program [24 CFR 982.306(e)].

Owners/Areas Barred from Participation [24 CFR 982.306(a) and (b)]

The Kendall Housing Authority must not approve the assisted tenancy if the KHA has been informed that the owner has been debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24. HUD may direct the KHA not to approve a tenancy request if a court or administrative agency has determined that the owner violated the Fair Housing Act or other federal equal opportunity requirements, or if such an action is pending.

A landlord/owner and/or area can be barred due to the following:

- Site and Neighborhood conditions that can present health and safety concerns.
- Area that consistently has criminal activity complaints or calls to municipal enforcement agencies.

- Area for which there are 2 or more condemned or abandoned properties within 1 block of the subsidized unit.
- Landlord/owner has history of non-compliance
 - o If owner with multiple subsidized properties has payments abated 2 or more times in one calendar year at any property, the landlord/owner can be barred for a period of 1 calendar year.
 - o If owner has one property and has 2 consecutive years of abated payments due to non-compliance, landlord/owner can be barred for 1 calendar year.

Suitability for landlord/owner and/or area can be re-determined after year-long ban has been lifted. An assessment will be made with the assistance of the appropriate municipal enforcement agency and an HQS inspection of property.

Kendall Housing Authority

Board of Commissioners Financial Report

Period Ending 10/31/14

Meeting – November 21, 2014

KHA
Board of Commissioners Financial Report
Period Ending 10/31/14

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KHA – HCV Metrics

KHA – Financial Highlights

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KHA – HCV Trended Income Statement

KHA – Payment Summary

KHA – HCV Balance Sheet

Open Financial Issues/Activities

KHA – HCV Metrics

KHA

Board of Commissioners Financial Report Period Ending 10/31/14

Metrics

HCV Vouchers

	<u>ACC</u>	<u>Sept '14</u>	<u>Oct '14</u>
Total Available	160		
Actual Under Lease Utilization		139 87%	137 86%

	<u>ABA</u>	<u>Sept '14</u>	<u>Oct '14</u>
Total Available	\$ 114,138 (a)		
Actual Spent		124,987	122,870
Per Unit Cost		\$899.19	\$896.86

Portability Vouchers

Vouchers Administered	153
HAP Disbursed	\$170,969
Per Unit Cost	1,117

(a) C2014 Renewal Funding = \$1,369,659 per 3/1/14 letter from FMC

KHA - HCV Metrics

Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

HCV Vouchers Utilization

Actual	91%	92%	91%	91%	90%	89%	89%	88%	87%	86%
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HCV Portability Vouchers Administered

Actual	147	150	150	148	146	149	146	148	153	156
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KHA – Financial Highlights

KHA

Board of Commissioners Financial Report

Period Ending 10/31/14

Financial Highlights

Year-to-Date Admin Fee Revenue is favorable to budget \$118K due to increased rates for regular and portability vouchers, the first quarter true up received from HUD and a recent increase in Portability vouchers administered. Total expenses year-to-date are favorable \$7k primarily due to the timing of audit fees and other miscellaneous expenses.

HAP and Admin Equity balances are under review. Appears that HUD Cash received in prior years may have been incorrectly classified as Admin Equity. Need to resolve before next HUD funding cycle.

Work continues on Portability receivable and payable balances to arrive at accurate client billing statements by PHA. No significant exposure is expected. There are a few balance sheet accounts with 6/30/13 balances that are under review and expected to be written off (net effect is expected to be immaterial).

KHA – HCV Income Statement,
KHA – HCV Trended Income Statement
and Payment Summary

VMS - KHA All Properties (z_vmskha)
KHA - HCV Income Statement

Period = Oct 2014

Book = Accrual ; Tree = ysl_is

	Oct Actual	Oct Budget	\$ Var	% Var	YTD Actual	YTD Budget	\$ Var	% Var
Revenue & Expenses								
INCOME								
3400-00-000								
3401-00-000	218,183.00	0.00	218,183.00	N/A	1,341,331.00	0.00	1,341,331.00	N/A
3410-02-000	10,203.00	6,333.33	3,869.67	61.10	108,219.00	63,333.30	44,885.70	70.87
3410-04-000	7,549.67	5,500.00	2,049.67	37.27	70,524.62	55,000.00	15,524.62	28.23
3410-06-000	178,936.64	0.00	178,936.64	N/A	1,715,812.88	0.00	1,715,812.88	N/A
TOTAL GRANT INCOME	414,872.31	11,833.33	403,038.98	N/A	3,235,887.50	118,333.30	3,117,554.20	N/A
OTHER INCOME								
3610-00-000	0.00	8.33	-8.33	-100.00	78.66	83.30	-4.64	-5.57
3611-00-000	0.00	8.33	-8.33	-100.00	66.34	83.30	-16.96	-20.36
3640-00-000	623.50	0.00	623.50	N/A	11,207.00	0.00	11,207.00	N/A
TOTAL OTHER INCOME	623.50	16.66	606.84	N/A	11,352.00	166.60	11,185.40	N/A
TOTAL INCOME	415,495.81	11,849.99	403,645.82	N/A	3,247,239.50	118,499.90	3,128,739.60	N/A
EXPENSES								
ADMINISTRATIVE								
4130-04-000	0.00	83.33	83.33	100.00	647.50	833.30	185.80	22.30
4140-00-000	0.00	83.33	83.33	100.00	647.50	833.30	185.80	22.30
4150-00-000	0.00	66.67	66.67	100.00	0.00	666.70	666.70	100.00
4171-00-000	1,243.01	250.00	-993.01	-397.20	6,476.75	2,500.00	-3,976.75	-159.07
4172-00-000	0.00	533.33	533.33	100.00	0.00	5,333.30	5,333.30	100.00
4172-10-000	0.00	0.00	0.00	N/A	1,944.30	0.00	-1,944.30	N/A
4173-00-000	353.02	0.00	-353.02	N/A	2,004.67	0.00	-2,004.67	N/A
4180-00-000	2,730.00	9,466.67	6,736.67	71.16	91,920.00	94,666.70	2,746.70	2.90
4182-00-000	0.00	400.00	400.00	100.00	3,600.00	4,000.00	400.00	10.00
	0.00	83.33	83.33	100.00	0.00	833.30	833.30	100.00
Total Other Admin Expenses	4,326.03	10,800.00	6,473.97	59.94	105,945.72	108,000.00	2,054.28	1.90
Miscellaneous Admin Expenses								
4190-01-000	0.00	133.33	133.33	100.00	250.00	1,333.30	1,083.30	81.25
4190-03-000	0.00	0.00	0.00	N/A	79.53	0.00	-79.53	N/A
4190-04-000	101.03	150.00	48.97	32.65	733.78	1,500.00	766.22	51.08
4190-06-000	0.00	166.67	166.67	100.00	0.00	1,666.70	1,666.70	100.00
4190-07-000	169.30	50.00	-119.30	-238.60	448.20	500.00	51.80	10.36
4190-08-000	21.37	83.33	61.96	74.36	21.37	833.30	811.93	97.44

VMS - KHA All Properties (z_vmskha)
KHA - HCV Income Statement

Period = Oct 2014
 Book = Accrual ; Tree = ysl_jis

	Oct Actual	Oct Budget	\$ Var	% Var	YTD Actual	YTD Budget	\$ Var	% Var
4190-09-000	0.00	0.00	0.00	0.00	1,050.00	0.00	-1,050.00	N/A
4190-10-000	0.00	166.67	166.67	100.00	1,870.00	1,666.70	-203.30	-12.20
4190-12-000	0.00	66.67	66.67	100.00	224.52	666.70	442.18	66.32
4190-15-000	60.00	0.00	-60.00	N/A	90.00	0.00	-90.00	N/A
4190-20-000	0.00	0.00	0.00	0.00	20.42	0.00	-20.42	N/A
4190-22-000	0.00	150.00	150.00	100.00	450.00	1,500.00	1,050.00	70.00
Total Miscellaneous Admin Expenses	351.70	966.67	614.97	63.62	5,237.82	9,666.70	4,428.88	45.82
TOTAL ADMINISTRATIVE EXPENSES	4,677.73	11,850.00	7,172.27	60.53	111,831.04	118,500.00	6,668.96	5.63
GENERAL EXPENSES								
4585-00-000	175,492.00	0.00	-175,492.00	N/A	1,704,052.00	0.00	-1,704,052.00	N/A
TOTAL GENERAL EXPENSES	175,492.00	0.00	-175,492.00	N/A	1,704,052.00	0.00	-1,704,052.00	N/A
HOUSING ASSISTANCE PAYMENTS								
4715-00-000	0.00	0.00	0.00	0.00	730,047.00	0.00	-730,047.00	N/A
4715-01-000	0.00	0.00	0.00	0.00	13,640.00	0.00	-13,640.00	N/A
4715-02-000	0.00	0.00	0.00	0.00	34,556.00	0.00	-34,556.00	N/A
4715-03-000	0.00	0.00	0.00	0.00	-2,105.00	0.00	2,105.00	N/A
4715-10-000	116,202.00	0.00	-116,202.00	N/A	468,184.00	0.00	-468,184.00	N/A
4715-11-000	3,064.00	0.00	-3,064.00	N/A	10,948.00	0.00	-10,948.00	N/A
4715-12-000	6,200.00	0.00	-6,200.00	N/A	33,202.00	0.00	-33,202.00	N/A
TOTAL HOUSING ASSISTANCE PAYMENTS	125,466.00	0.00	-125,466.00	N/A	1,288,472.00	0.00	-1,288,472.00	N/A
TOTAL EXPENSES	305,635.73	11,850.00	-293,785.73	N/A	3,104,355.04	118,500.00	-2,985,855.04	N/A
NET INCOME	109,860.08	-0.01	109,860.09	N/A	142,894.46	-0.10	142,894.56	N/A

NOTE: 2014 Budget did not include HAP Receipts and Disbursements causing Total Income and Total Expenses variances not to be meaningful.

VMS - KHA All Properties (Z_vmskha)
KHA - HCV Trended Income Statement

Period = Jan 2014-Oct 2014
 Book = Accrual ; Tree = yslis

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Total
2999-99-999 Revenue & Expenses											
3000-00-000 INCOME											
3100-00-000 TENANT INCOME											
3101-00-000 Rental Income	8,343.93	1,146.16	-2,118.13	-8,355.21	-99,482.62	-2,338.05	14,917.79	88,380.76	-494.63	0.00	0.00
3115-00-000 Prepaid HAP & Admin	8,343.93	1,146.16	-2,118.13	-8,355.21	-99,482.62	-2,338.05	14,917.79	88,380.76	-494.63	0.00	0.00
3119-00-000 Total Rental Income	8,343.93	1,146.16	-2,118.13	-8,355.21	-99,482.62	-2,338.05	14,917.79	88,380.76	-494.63	0.00	0.00
3199-00-000 NET TENANT INCOME	112,534.00	333,646.00	112,534.00	113,914.00	114,138.00	114,138.00	108,106.00	114,138.00	0.00	218,183.00	1,341,331.00
3400-00-000 GRANT INCOME											
3401-00-000 HCV - HAP	7,933.00	7,933.00	8,623.00	8,623.00	8,293.64	17,480.00	9,764.00	16,418.00	12,948.36	10,203.00	108,219.00
3410-02-000 HCV - Admin. Fee	6,051.54	6,235.05	7,369.74	6,658.05	8,560.02	6,863.84	7,227.84	7,090.50	6,918.37	7,549.67	70,524.62
3410-04-000 HCV - Port-In Admin Fee	165,805.00	173,221.00	171,387.00	154,066.74	195,968.00	169,547.00	171,719.00	169,573.00	165,589.50	178,936.64	1,715,812.88
3410-05-000 HCV - Port In HAP											
3499-00-000 TOTAL GRANT INCOME	292,323.54	521,035.05	299,913.74	283,261.79	326,959.66	308,028.84	296,816.84	307,219.50	185,456.23	414,872.31	3,235,887.50
3600-00-000 OTHER INCOME											
3610-00-000 Investment Income - Unrestricted	5.90	8.83	14.29	13.32	14.39	12.33	0.00	0.00	9.60	0.00	78.66
3611-00-000 Investment Income - Restricted	5.90	8.83	14.29	13.32	14.40	0.00	0.00	0.00	9.60	0.00	66.34
3640-00-000 Fraud Recovery	0.00	0.00	0.00	6,438.00	0.00	0.00	750.00	0.00	3,395.50	623.50	11,207.00
3699-00-000 TOTAL OTHER INCOME	11.80	17.66	28.58	6,464.64	28.79	12.33	750.00	0.00	3,414.70	623.50	11,352.00
3999-00-000 TOTAL INCOME	300,679.27	522,198.87	297,824.19	281,371.22	227,505.83	305,703.12	312,484.63	395,600.26	188,376.30	415,495.81	3,247,239.50
4000-00-000 EXPENSES											
4100-00-000 ADMINISTRATIVE											
4130-00-000 Legal Expense	647.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	647.50
4130-04-000 General Legal Expense	647.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	647.50
4131-00-000 Total Legal Expense	647.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	647.50
4139-00-000 Other Admin Expenses											
4150-00-000 Travel	673.15	505.49	552.32	245.33	670.02	284.11	819.12	833.35	650.85	1,243.01	6,476.75
4172-00-000 Port Out Admin Fee Paid	311.71	266.80	667.57	303.72	350.35	0.00	0.00	0.00	44.15	0.00	1,944.30
4172-10-000 Port Out - Admin	0.00	0.00	0.00	0.00	0.00	500.50	350.35	350.35	450.45	353.02	2,004.67
4173-00-000 Management Fee	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	11,730.00	11,730.00	20,730.00	2,730.00	100,920.00
4180-00-000 Office Rent	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	0.00	3,600.00
4189-00-000 Total Other Admin Expenses	10,384.86	10,172.29	10,619.89	9,949.05	10,420.37	10,184.61	13,299.47	13,313.70	22,275.45	4,326.03	114,945.72
4190-00-000 Miscellaneous Admin Expenses											
4190-01-000 Membership and Fees	0.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	250.00
4190-03-000 Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79.53	0.00	0.00	79.53
4190-04-000 Office Supplies	86.58	0.00	0.00	57.00	0.00	0.00	0.00	474.28	14.89	101.03	733.78
4190-07-000 Telephone & Internet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	278.90	169.30	448.20
4190-08-000 Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.37	21.37
4190-09-000 Software License Fees	0.00	0.00	0.00	0.00	0.00	0.00	1,050.00	0.00	0.00	0.00	1,050.00
4190-10-000 Insurance	1,870.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,870.00
4190-12-000 Utilities	225.09	-449.62	0.00	0.00	0.00	0.00	0.00	0.00	449.05	0.00	224.52
4190-15-000 Cell Phones/Pagers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	60.00	90.00
4190-20-000 Bank Fees	0.00	0.00	0.00	0.00	16.75	0.00	0.00	3.67	0.00	0.00	20.42

VMS - KHA All Properties (z_vmskha)
KHA - HCV Trended Income Statement

Period = Jan 2014-Oct 2014
 Book = Accrual ; Tree = ysls

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Total
4190-22-000	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00
4191-00-000	2,631.67	-449.62	0.00	57.00	266.75	0.00	1,050.00	557.48	772.84	351.70	5,237.82
4199-00-000	13,664.03	9,722.67	10,619.89	10,006.05	10,687.12	10,184.61	14,349.47	13,871.18	23,048.29	4,677.73	120,831.04
Other Misc Admin Expenses											
Total Miscellaneous Admin Expenses	170,907.00	169,913.00	170,596.00	158,069.00	184,162.00	167,617.00	171,719.00	169,610.00	165,967.00	175,492.00	1,704,052.00
TOTAL ADMINISTRATIVE EXPENSES	170,907.00	169,913.00	170,596.00	158,069.00	184,162.00	167,617.00	171,719.00	169,610.00	165,967.00	175,492.00	1,704,052.00
GENERAL EXPENSES											
Port-in HAP Expense	170,907.00	169,913.00	170,596.00	158,069.00	184,162.00	167,617.00	171,719.00	169,610.00	165,967.00	175,492.00	1,704,052.00
TOTAL GENERAL EXPENSES	170,907.00	169,913.00	170,596.00	158,069.00	184,162.00	167,617.00	171,719.00	169,610.00	165,967.00	175,492.00	1,704,052.00
HOUSING ASSISTANCE PAYMENTS											
Housing Assistance Payments	117,613.00	125,475.00	120,065.00	112,014.00	121,575.00	127,827.00	0.00	0.00	5,478.00	0.00	730,047.00
Tenant Utility Payments	2,531.00	2,042.00	2,007.00	2,007.00	2,387.00	2,581.00	0.00	0.00	0.00	0.00	13,640.00
Portable Out HAP Payments	6,144.00	5,107.00	10,090.00	5,186.00	6,960.00	0.00	0.00	0.00	1,169.00	0.00	34,556.00
FSS Escrow Payments	624.00	624.00	624.00	-3,977.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,105.00
HAP	0.00	0.00	0.00	0.00	0.00	0.00	117,934.00	117,222.00	116,826.00	116,202.00	468,184.00
URP	0.00	0.00	0.00	0.00	0.00	0.00	2,458.00	2,450.00	2,976.00	3,064.00	10,948.00
Port Out - HAP	0.00	0.00	0.00	0.00	0.00	7,749.00	5,925.00	5,925.00	7,403.00	6,200.00	33,202.00
TOTAL HOUSING ASSISTANCE PAYMENTS	126,912.00	133,248.00	132,871.00	115,230.00	130,922.00	138,157.00	126,317.00	125,597.00	133,852.00	125,466.00	1,288,472.00
TOTAL EXPENSES	311,483.03	312,883.67	314,086.89	283,305.05	325,671.12	315,958.61	312,385.47	309,078.18	322,867.29	305,635.73	3,113,355.04
NET INCOME	-10,803.76	209,315.20	-16,262.70	-1,933.83	-98,165.29	-10,255.49	99.16	86,522.08	-134,490.99	109,860.08	133,884.46

Kendall Housing Authority September '14 AP Payment Summary

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Description
khaadmin - k	10020	v0002235 - Comcast Cable	09/04/2014	09/2014	278.90	Commercial Installation of Internet with 1 Year contract at Kendall Office
khaadmin - k	10021	V0002285 - Moore III	09/04/2014	09/2014	234.64	August Mileage reimbursement
khaadmin - k	10022	V0002305 - Ross	09/04/2014	09/2014	461.10	August Mileage and Cell phone reimbursement, purchase of Ink Cartridge
khaadmin - k	10023	v0002845 - The County of Kendall	09/04/2014	09/2014	400.00	September Rent payment
khaadmin - k	10024	v0002855 - DHA Development Fund	09/04/2014	09/2014	9,000.00	Monthly Management fee to DHA - Development
Total Accounts Payable					10,374.64	
Non AP Transactions						
					494.60	Port Out Admin fees
					11,730.00	Management Fee (Extra due to check 10024 voided in Oct'14)
					449.05	FY'13 Comcast Bank Rec True - Up
Total AP Expenses					23,048.29	
Total Administrative Expenses					23,048.29	

Kendall Housing Authority October '14 Payment Summary

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
khaadmin - K	10027	v0002235 - Comcast Cable	10/10/2014	10/2014	79.90	September Internet
khaadmin - K	10028	V0002246 - Darzinskis	10/10/2014	10/2014	77.28	Board Meeting Mileage Reimbursement
khaadmin - K	10029	V0002285 - Moore III	10/10/2014	10/2014	203.84	September Mileage Reimbursement
khaadmin - K	10030	V0002305 - Ross	10/10/2014	10/2014	583.83	September Mileage & Phone Reimbursement
khaadmin - K	10031	v0002565 - Carrasco	10/10/2014	10/2014	42.32	September Mileage Reimbursement
khaadmin - K	10032	v0002856 - Lippert	10/10/2014	10/2014	55.34	Board Meeting Mileage Reimbursement
khaadmin - K	10033	v0003030 - McGoey	10/10/2014	10/2014	37.72	Board Meeting Mileage Reimbursement
khaadmin - K	10034	V0002295 - PHADA	10/17/2014	10/2014	1,797.50	Nov'14 - Oct'15 PHADA Membership split with DHA
khaadmin - K	10036	V0002213 - A Reliable Printing	10/24/2014	10/2014	101.03	#10 KHA Envelopes
khaadmin - K	10037	v0002235 - Comcast Cable	10/24/2014	10/2014	89.40	October Internet Service
Total AP Expenses					3,068.16	
Non AP Transactions						
		Port Out Admin Fees			353.02	
		Voided September Management Fee Check			(9,000.00)	
		October Management Fee			11,730.00	
		PHADA Nov '14 - Oct '15 Membership in Prepaid			(1,797.50)	
		Accrued October Mileage Reimbursements			324.05	
Total Administrative Expenses					4,677.73	
Total Administrative Expenses					4,677.73	

KHA – HCV Balance Sheet

VMS - KHA All Properties (z_vmskha)

KHA - HCV Balance Sheet

Period = Oct 2014

Book = Accrual ; Tree = Ysl_bs

Current Balance **Comments**

ASSETS

CURRENT ASSETS:			
CASH			
Restricted Cash			
Cash Restricted - HAP	306,375.61		
Cash Restricted - Admin	6,299.41		
Total Restricted Cash	<u>312,675.02</u>		
TOTAL CASH	<u>312,675.02</u>		
ACCOUNTS AND NOTES RECEIVABLE			
A/R-Port-In HAP	66,047.29		Impacted by Portability Clean - Up
A/R - TPA	3,641.50		receivable recorded when Tenant Payback agreement is signed vs. previously recording when cash received
A/R-Port-In Admin	3,550.98		Impacted by Portability Clean - Up
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>73,239.77</u>		
OTHER CURRENT ASSETS			
Prepaid Expenses and Other Assets	3,036.50		\$1,459 potential write off. PHADA membership NOV 2014-Oct 2015
TOTAL OTHER CURRENT ASSETS	<u>3,036.50</u>		
TOTAL CURRENT ASSETS	<u>388,951.29</u>		
NONCURRENT ASSETS:			
FIXED ASSETS			
Furniture and Equipment-Admin.	12,191.85		Account under review, potential write off
Accum Depreciation-Furn & Equip Admin	-11,310.30		Account under review, potential write off
Accum Depreciation-Leashold Improvements	-562.00		Account under review, potential write off
TOTAL FIXED ASSETS (NET)	<u>319.55</u>		
TOTAL NONCURRENT ASSETS	<u>319.55</u>		
INTERCOMPANY			
Due from DHA	1,140.96		Incorrectly deposited portability check
Due From KHA	30,650.25		Offset by Due to KHA - Admin fees and temporary funding between HCV and Admin

VMS - KHA All Properties (z_vmskha)

KHA - HCV Balance Sheet

Period = Oct 2014

Book = Accrual ; Tree = Ysl_bs

	Current Balance	Comments
TOTAL INTERCOMPANY	31,791.21	
TOTAL ASSETS	421,062.05	
LIABILITIES & EQUITY		
LIABILITIES:		
CURRENT LIABILITIES:		
2111-00-000 A/P Vendors and Contractors	8,960.29	
2215-00-000 Deferred Port HAP & Admin	108,944.00	
2240-00-000 Tenant Prepaid Rents	550.00	
TOTAL CURRENT LIABILITIES	118,454.29	Tenant Payback receipts with no Agreement in System. Money will apply when agreement entered
TOTAL LIABILITIES	118,454.29	
INTERCOMPANY		
2700-00-000 Due To DHA	5,369.78	Incorrectly deposited portability check
2705-00-000 Due to KHA	30,650.25	Offset by Due from KHA - Admin fees and temporary funding between HCV and Admin
2715-00-000 Due to RHSP	1,341.00	Landlord overpayment check deposited into KHA Main Account
2720-00-000 Due to Development	28,920.00	Monthly management fees
TOTAL INTERCOMPANY	66,281.03	
EQUITY		
RESERVED FUND BALANCE:		
2807-01-000 Admin Equity	339,976.27	
2807-02-000 HAP Equity	-270,592.01	Under review to determine if both Equity accounts need to be corrected
TOTAL RESERVED FUND BALANCE	69,384.26	
RETAINED EARNINGS:		
2809-02-000 Retained Earnings-Unrestricted Net Assets	166,942.47	
TOTAL RETAINED EARNINGS:	166,942.47	
TOTAL EQUITY	236,326.73	
TOTAL LIABILITIES AND EQUITY	421,062.05	

KHA – Open Financial Issues/Activities

KHA

Board of Commissioners Financial Report

Period Ending 10/31/14

Open Financial Issues/Activities

- HAP utilization and available funds for 2014. HAP and Admin Equity balance under review as HAP cash may have been incorrectly recorded as Admin Equity in prior years.
- Portability clean-up work continues due to Finance Organization changes. Best estimate entries (AR and Prepaid HAP & Admin) made to properly state accounts impacted by Portability transactions. Yardi system issues have been corrected and next step is the reconciliation of individual client billing statements. Expect resolution by 12.31.14. Potential exposure (e.g., Cook County and CHA payments for non DHA port) exists.
- Yardi training after fully documenting current financial processes (especially Portability) – part of Nan McKay project
- Balance Sheet account analysis
- Cash Flow statements generated in Yardi.
- Yardi financial reporting (e.g., VMS to Financial Statements) needs to be validated
- Open Audit Issues
 - Full Accrual Accounting (e.g., Deferred Revenue, Fraud Recovery, Insurance, etc.) to be implemented '15
 - AP and Unclaimed Property by 12/31/14
- File (electronic and hard copy) organization – compliance with Record Retention Policy
- Implement Positive Pay and ACH disbursement controls.
- RHSP Kendall / Grundy from DHA consolidation to KHA. May have a prior year restatement requirement.
- Additional audit requirements for RHSP programs
- Nan McKay project still in process.