



AGENDA AND NOTICE

**Board of Commissioners Meeting
Tuesday, April 19, 2016**



Spartanburg Housing Authority
Regular Board Meeting
Tuesday, April 19, 2016
5:30 P.M.

NOTICE

The Spartanburg Housing Authority will hold its regularly scheduled meeting at **5:30 p.m. Tuesday, April 19, 2016**, in the Executive Board Room at the Spartanburg Housing Authority offices, located at 2271 S. Pine St., Spartanburg, S.C., 29302

AGENDA

CALL MEETING TO ORDER

- I. Moment of Silence**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes—March 15, 2016**
- V. Introduction of New Staff**
- VI. Commission Comments**
- VII. Public Comments on Agenda Action Actions**
- VIII. Action Items and Resolutions**
 - 1. Resolution 2016-30: Recognition of Service of Commissioner J. Stephen Rush
 - 2. Resolution 2016-31: Spartanburg County Foundation Account
 - 3. Resolution 2016-32: Receive All Assets of Spartanburg Leased Housing Corporation Upon Dissolution
 - 4. Resolution 2016-33: Second Quarter FY 2016 Bad Debt Write-offs
- IX. Information Reports**
 - 1. Home Sales Report
 - 2. Country Garden Estates
- X. Monthly Reports**
 - 1. Community and Supportive Services (Valerie Forsberg)
 - 2. Human Resources (Brooke Coleman)
 - 3. Finance (Philippe Lindsay)
 - 4. Asset Management (Jessica M. Holcomb)
 - 5. Housing Choice Voucher (Tiffany Askew)
 - 6. Claims and Settlements (Shamica Tyler)
 - 7. Development (RAD) (Ms. Bates)
 - 8. Capital Improvements (Ms. Bates)
 - 9. Procurement (Ms. Bates)
 - 10. Executive Director (Ms. Bates)
- XI. SHA Staff Comments**
- XII. Public Comments**
- XIII. Adjournment**



**Approval of Minutes—
Regular Board Meeting
March 15, 2016**

**Board of Commissioners Meeting
Tuesday, April 19, 2016**



Action Item & Resolution

2016-30

Board of Commissioners Meeting
Tuesday, April 19, 2016



RESOLUTION NO. 2016-30

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

APRIL 19, 2016

WHEREAS, J. Stephen Rush was appointed to serve his first term on the Spartanburg Housing Authority Board of Commissioners on July 6, 2003; and

WHEREAS, J. Stephen Rush was appointed to serve his second term on the Spartanburg Housing Authority Board of Commissioners on June 30, 2008; and

WHEREAS, J. Stephen Rush served as Chairman of the Board of Commissioners for four years; and

WHEREAS, J. Stephen Rush served as the Chairman of the Finance Committee; and

WHEREAS, J. Stephen Rush faithfully and dutifully served the Housing Authority of the City of Spartanburg providing excellent leadership to provide fiscal responsibility and integrity for ten years.

WHEREAS, the Board of Commissioners, Executive Director, and staff of the Spartanburg Housing Authority recognizes the significant contributions of J. Stephen Rush over the course of his distinguished career and honors the memory of his legacy.

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 re-affirms and declares its recognition and acknowledgment of the service and support provided by J. Stephen Rush, on the Spartanburg Housing Authority Board of Commissioners and extends sincerest condolences to his family and friends.

Adopted this 19th day of April 2016.

RECORDING OFFICER'S CERTIFICATION

I, Thomas Lounds, the duly appointed 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 19, 2016.

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2016-30

DATE ADOPTED: _____



Action Item & Resolution

2016-31

Board of Commissioners Meeting
Tuesday, April 19, 2016



April 19, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of the establishment of a new account with Spartanburg County Foundation

RECOMMENDATION:

Authorize Executive Director to open and serve as signatory for an account with Spartanburg County Foundation for purposes of accepting donations to support activities for residents.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

BACKGROUND:

This account requires a base deposit of \$5000 which will be deposited from COCC funds. The primary purpose of this account is to allow the SHA the ability to accept donations strictly for the support of activities for residents. The SHA will be partnering with community leaders in support of a Fatherhood Event at Wofford College. Over \$2,000 has already been pledged in support of this event. The funds will be deposited into the Spartanburg County Foundation account, Changing Lives. The SCF requires a committee for this account, which would consist of Thomas A. Lounds, Jr., Dr. Chuck White, Terril Bates and Valarie Forsberg.

FINANCIAL CONSIDERATIONS:

SHA will deposit \$5,000 from non-federal funds to be held in reserve.

POLICY CONSIDERATIONS:

Per SHA Operating policies and procedures, all banking accounts must be authorized by the Board of Commissioners prior to the establishment of an account.

Respectfully Submitted, _____
Terril Bates, Executive Director
Spartanburg Housing Authority



HRESOLUTION NO. 2016-31

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

April 19, 2016

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

Staff recommends adoption of Resolution No. 2016-31, authorizing the Executive Director to open and serve as signatory for an account with Spartanburg County Foundation for purposes of accepting donations to support activities for residents.

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. _____

DATE ADOPTED: _____



Action Item & Resolution

2016-32

Board of Commissioners Meeting
Tuesday, April 19, 2016

Assets owned by Spartanburg Leased Housing Corporation

Schedule prepared by: Daryl Dalton

Date prepared: 04/05/2016

Parcel Number	Address	Legal	Description	Estimated Value
7-12-01-058.00	638 FULTON AVE, SPARTANBURG 29303	LOT 26 VICTORIA GARDENS PH 2 PB 155-662 159-812 *	This is a vacant lot in the Northside plan to build a single family home in partner ship with YouthBuild and Habitat for Humanity	\$ 3,400.00
7-12-01-059.00	634 FULTON AVE, SPARTANBURG 29303	LOT 25 VICTORIA GARDENS PH 2 PB 155-662 *DEVELOPM	This is a vacant lot in the Northside plan to build a single family home in partner ship with YouthBuild and Habitat for Humanity	\$ 3,400.00
7-16-07-036.00	240 APPIAN DR, SPARTANBURG 29306	LOT 6 BLK A LIBERTY HEIGHTS SUB PB 2-113 161-61	This is a single family home in Spartanburg's Southside, it is rental property and is for sale.	\$ 26,100.00
7-16-07-043.00	251 APPIAN DR, SPARTANBURG 29306	LOT 11 BLK B LIBERTY HEIGHTS SUB PB 160-844 *LEASE	This is a duplex unit in Spartanburg's Southside, it is rental property and is for sale.	\$ 40,500.00
7-16-08-078.00	CAULDER AVE, SPARTANBURG	LOT 3 MELROSE SUB DB 48Y-651	This is a vacant lot in Spartanburg's Southside, SLHC owns 9 continuous lots. This is lot 1 of 11.	\$ 4,250.00
7-16-08-079.00	CAULDER AVE, SPARTANBURG	LOT 4 MELROSE SUB DB 48Y-651	This is a vacant lot in Spartanburg's Southside, SLHC owns 9 continuous lots. This is lot 2 of 11.	\$ 4,250.00
7-16-08-080.00	CAULDER AVE, SPARTANBURG	LOT 5 MELROSE SUB DB 48Y-651	This is a vacant lot in Spartanburg's Southside, SLHC owns 9 continuous lots. This is lot 3 of 11.	\$ 4,250.00
7-16-08-081.00	CAULDER AVE, SPARTANBURG	LOT 6 MELROSE SUB DB 48Y-651	This is a vacant lot in Spartanburg's Southside, SLHC owns 9 continuous lots. This is lot 4 of 11.	\$ 4,250.00
7-16-08-082.00	CAULDER AVE, SPARTANBURG	LOT 7 MELROSE SUB DB 48Y-651	This is a vacant lot in Spartanburg's Southside, SLHC owns 9 continuous lots. This is lot 5 of 11.	\$ 4,250.00
7-16-10-234.00	918 WIGGINS ST, SPARTANBURG 29306	LOT 2B SPARTANBURG HOUSING DEVELOPMENT CORP PB 162	This is a vacant lot in Spartanburg's Southside, it is under contract and we anticipate the sale within the next 60 days.	\$ 750.00
7-16-10-235.01	915 WIGGINS ST, SPARTANBURG 29306	LOT 1A SPARTANBURG HOUSING DEVELOPMENT CORP SURVEY	This is a vacant lot in Spartanburg's Southside, it is under contract and we anticipate the sale within the next 60 days.	\$ 11,500.00
7-16-10-235.07	235 BOMAR AVE, SPARTANBURG 29306	LT 4 PLT 3 BLK B ARNOLD J RAMSEY SURVEY PB 96-26	This is a vacant lot in Spartanburg's Southside, it is for sale.	\$ 3,400.00
7-16-12-002.00	CAULDER AVE, SPARTANBURG	LOT 8 MELROSE SUB DB 48Y-651	This is a vacant lot in Spartanburg's Southside, SLHC owns 9 continuous lots. This is lot 6 of 11.	\$ 4,250.00
7-16-12-003.00	CAULDER AVE, SPARTANBURG	LOT 9 MELROSE SUB DB 48Y-651	This is a vacant lot in Spartanburg's Southside, SLHC owns 9 continuous lots. This is lot 7 of 11.	\$ 4,250.00
7-16-12-004.00	CAULDER AVE, SPARTANBURG	LOT 10 MELROSE SUB DB 48Y-651	This is a vacant lot in Spartanburg's Southside, SLHC owns 9 continuous lots. This is lot 8 of 11.	\$ 4,250.00
7-16-12-005.00	CAULDER AVE, SPARTANBURG	LOT 11 MELROSE SUB DB 48Y-651	This is a vacant lot in Spartanburg's Southside, SLHC owns 9 continuous lots. This is lot 9 of 11.	\$ 4,250.00
7-16-12-006.00	CAULDER AVE, SPARTANBURG	LOT 2 MELROSE SUB DB 48Y-651	This is a vacant lot in Spartanburg's Southside, SLHC owns 9 continuous lots. This is lot 10 of 11.	\$ 4,250.00
7-16-12-007.00	CAULDER AVE, SPARTANBURG	LOT 1 MELROSE SUB DB 48Y-651	This is a vacant lot in Spartanburg's Southside, SLHC owns 9 continuous lots. This is lot 11 of 11.	\$ 4,250.00
7-16-03-107.01	101 MARION AVE, SPARTANBURG 29305	W SIDE OF HUDSON L BARKSDALE BLVD N OF MARION AVE	This is JC Bull apartments which consists of 32 1-bedroom units for seniors. This property is performing well and generates net income every year.	\$ 1,584,000.00
2-14-00-006.04	E UNION ST, CHESNEE 29323	LT 1 SPARTANBURG LEASED HOUSING CORP PB 159-112 *	This is a vacant lot in Chesnee. SLHC has agreed to sell this lot to Spartanburg County.	\$ 34,000.00
2-14-00-006.05	E UNION ST, CHESNEE 29323	LT 2 SPARTANBURG LEASED HOUSING CORP PB 159-112 *	This is a vacant lot in Chesnee. SLHC has agreed to sell this lot to Spartanburg County.	\$ 16,000.00
TOTAL				\$ 1,769,800.00



April 19, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**RECEIVE ALL ASSETS OF SPARTANBURG LEASED HOUSING CORPORATION
UPON DISSOLUTION**

RECOMMENDATION:

Authorize Executive Director to take necessary steps in properly transitioning holdings of SLHC to the Spartanburg Housing Authority.

CONTACT PERSON:

Daryl Dalton
Director of Planning, Development and Resident Services
(864) 598-6102

SUMMARY:

Spartanburg Leased Housing Corporation (SLHC) has decided to donate all of its assets, primarily to the Spartanburg Housing Authority (SHA) and dissolve the entity. SHA desires to receive these assets and assist SLHC with this dissolution.

BACKGROUND:

On Tuesday, March 15, 2016, the Board of Directors of Spartanburg Leased Housing Corporation (SLHC) held a Director's Meeting. In this meeting, the Board of Directors approved of the disposition of its assets, selling two lots in Chesnee to Spartanburg County, donating two lots on Fulton Street to Habitat for Humanity for SHA's YouthBuild Projects and transferring ownership of all remaining SLHC assets to the Spartanburg Housing Authority. In addition, the Board of Directors voted to dissolve SLHC after all of its assets has been disposed.

FINANCIAL CONSIDERATIONS:

Attached please find a schedule of assets that are currently owned by Spartanburg Leased Housing Corporation. These assets totaling to an estimated \$1,769,800.00 will predominately be transferred to the Spartanburg Housing Authority. The single greatest asset is JC Bull apartments, which are 32 units of 1-bedroom units for seniors. This property performs well and generates net income each year.

POLICY CONSIDERATIONS:

Resolution #2016-32

April 19, 2016

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SHA has asked David C. Sereque, Esq. of the law office of David G. White, P.A. to assist us with the legal transfer of all assets and the dissolution of SLHC. Our CFO, Philippe Lindsay will also be involved in this process so that these assets are properly recorded and categorized to the greatest benefit of the Authority.

Respectfully Submitted, _____
Daryl Dalton
Director of Planning, Development and Resident Services
Spartanburg Housing Authority



RESOLUTION NO. 2016-32

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

APRIL 19, 2016

Staff recommends adoption of Resolution No. 2016-32, authorizing the Executive Director to take necessary steps in properly transitioning holdings of SLHC to the Spartanburg Housing Authority.

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2016-32

DATE ADOPTED: _____



Action Item & Resolution

2016-33

Board of Commissioners Meeting
Tuesday, April 19, 2016



April 19, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Second Quarter FY 2016 Bad Debt Write-offs
Resolution #2016-33**

RECOMMENDATION:

Approve write-off of uncollected accounts receivables from January 1, 2016 – March 31, 2016 in the amount of \$4,973.79.

CONTACT PERSON:

Philippe Lindsay
Interim Chief Financial Officer
864-598-6029

SUMMARY:

The amount presented for board approval for write-off for all properties for the period of January 1, 2016 – March 31, 2016 (second quarter FY 2016) is \$4,973.79 (please refer to the attached summary) compared to the same period in FY 2015 write offs were \$10,585.44 or \$5,611.65 more than in the second quarter this fiscal year.

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.

Spartanburg Housing Authority					
Bad Debt Write Off					
January 1, 2016 - March 31, 2016					
<u>Properties (AMP's)</u>	<u>FY 2016</u>	<u>FY 2015</u>	<u>Dollars</u>	<u>Percent</u>	
	<u>2nd QTR</u>	<u>2nd QTR</u>	<u>Inc./ (Dec.)</u>	<u>Inc/(Dec)</u>	
	<u>Amount</u>	<u>Amount</u>			
1 Camp Croft	\$ 836.10	\$ -	\$ 836.10	100.0%	
2 Archibald Village	\$ -	\$ 123.00	\$ (123.00)	-100.0%	
3 Archibald Rutledge	\$ 794.00	\$ -	\$ 794.00	100.0%	
4 Scattered Sites	\$ -	\$ -	\$ -	-	
5 Prince Hall	\$ 3,133.21	\$ 3,688.10	\$ (554.89)	-15.0%	
6 Victoria Garden	\$ 210.48	\$ 6,483.34	\$ (6,272.86)	-96.8%	
7 Cambridge Place	\$ -	\$ -	\$ -	-	
8 JC Bull	\$ -	\$ 291.00	\$ (291.00)	-100.0%	
9 SLHC	\$ -	\$ -	\$ -	-	
10 Liberty	\$ -	\$ -	\$ -	-	
11 Appian	\$ -	\$ -	\$ -	-	
Total	\$4,973.79	\$10,585.44	(\$5,611.65)	-53.0%	

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, _____

Philippe Lindsay, Interim Chief Financial Officer
Spartanburg Housing Authority



RESOLUTION NO. 2016-33

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

April 19, 2016

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

Staff recommends adoption of Resolution No. 2016-33, that the Board of Commissioners approve the write-offs of uncollected rents incurred by vacated tenants for the second quarter of Fiscal Year 2016 (January 1, 2016 – March 31, 2016) in the amount of \$4,973.79. No individual/family may be readmitted to any Federally Funded Program unit until such debt is paid.

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. _____

DATE ADOPTED: _____



Information Reports

Home Sales Report

Board of Commissioners Meeting
Tuesday, April 19, 2016



April 19, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29306**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

HOME SALES REPORT

CONTACT PERSON:

Daryl Dalton
Director of Planning, Development & Resident Services
864-598-6102

SUMMARY:

Over the past three months, SHA has been successful in selling three homes as follows:

129 Keltner Circle	\$59,500.00	Section 32 Home
200 West Pearl Street	\$57,000.00	Section 32 Home
327 Wilmont Street	\$53,000.00	Foreclosed Home

For the first quarter of 2016, SHA sold three homes, totaling \$169,500.00. For the current fiscal year from October 1, 2015 to March 31, 2016 SHA sold 5 homes, totaling \$192,500.00.

SHA currently has four homes under contract, which we anticipate closing within the next 30 days. These homes are as follows:

160 Aden Street	\$50,000.00	Foreclosed Home	Northside Development Group
180 Aden Street	\$50,000.00	Foreclosed Home	Northside Development Group
186 Aden Street	\$50,000.00	Foreclosed Home	Northside Development Group
145 Fremont Avenue	\$45,000.00	Foreclosed Home	Northside Development Group

Note: The sale of these four homes will total to \$195,000.00. Currently the remaining balance on our BB&T loan is \$244,721.53. The balance after this repayment will leave approximately \$50,000.00. SHA still has three remaining home mortgages, which were facilitated by the BB&T Loan, all of which are in good standing. The remaining balances on each of these three home mortgages are as follows:

Loan 1 - \$70,034.91

Loan 2 - \$67,377.02

Loan 3 - \$56,591.89

Please understand that this means that SHA is still owed a total of \$194,003.82 on these three mortgages and all that SHA will owe BB&T is approximately \$50,000.00. Two of the clients are currently working to refinance their loans. These are for Loan 1 and Loan 3. If they are successful in their refinance, they will pay off their debt with SHA and SHA will be able to eliminate their debt with BB&T.

In addition, SHA has two vacant lots under contract, which we anticipate closing within the next 60 days. These lots are as follows:

916 Wiggins Street	\$11,500.00	Vacant Lot	95 Homes, LLC
918 Wiggins Street	\$750.00	Vacant Lot	95 Homes, LLC

Respectfully Submitted, _____
Daryl Dalton, Director of Planning, Development & Resident Services
Spartanburg Housing Authority



Information Reports

Country Garden Estates

Board of Commissioners Meeting
Tuesday, April 19, 2016



April 19, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

COUNTRY GARDEN ESTATES

CONTACT PERSON:

Daryl Dalton
Director of Planning, Development & Resident Services
864-598-6102

SUMMARY:

During the month of February, Ms. Bates worked with Spartanburg County to successfully have the taxes lowered at one of our tax credit properties, Country Garden Estates. The taxes were reduced from \$79,620.71 to approximately \$43,003.97. This is a reduction of \$36,616.74. Country Garden Estates was struggling to cash flow and this reduction with help this property significantly.

Respectfully Submitted, _____
Daryl Dalton, Director of Planning, Development & Resident Services
Spartanburg Housing Authority



Monthly Reports:

Community and Supportive Services

Valerie Forsberg

Board of Commissioners Meeting

Tuesday, April 19, 2016



April 12, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

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

CONTACT PERSON:

Valerie Forsberg
Community and Supportive Services Manager
864-598-6138

SUMMARY:

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

BACKGROUND:

The Community and Supportive Services Program at the Spartanburg Housing Authority strive to assist residents in becoming self-sufficient. For those interested residents, the Family Self-Sufficiency Program is a five-year program whose final goal is that the resident becomes free of government services. Many become homeowners. Our Homeownership Institute, which is part of our FSS Program, instructs residents in what it takes to become a homeowner and offers counseling so the residents can improve their credit score and ultimately become mortgage qualified. The Elderly and Disabled Program works with this population in self-sufficiency, which means they can continue to live independently with a good quality of life. SHA administers a "Connections" or pre-FSS program, which concentrates on group programming to foster self-improvement in adult residents, with case management available as necessary. We also provide resources for children to help them remain in school, and in addition, we concentrate on pregnancy prevention in teens.

A. COMMUNITY AND SUPPORTIVE SERVICES:

Highlights:

- **Family Nights** at CC, PH & VG – About 320 people attended; 83 children signed up for summer camp; 9 people registered to vote at PH. These events were sponsored by the City of Spartanburg and the Mary Black Foundation.

- **St. Patrick's Day Activity** for children at CC, PH and VG – 49 children.

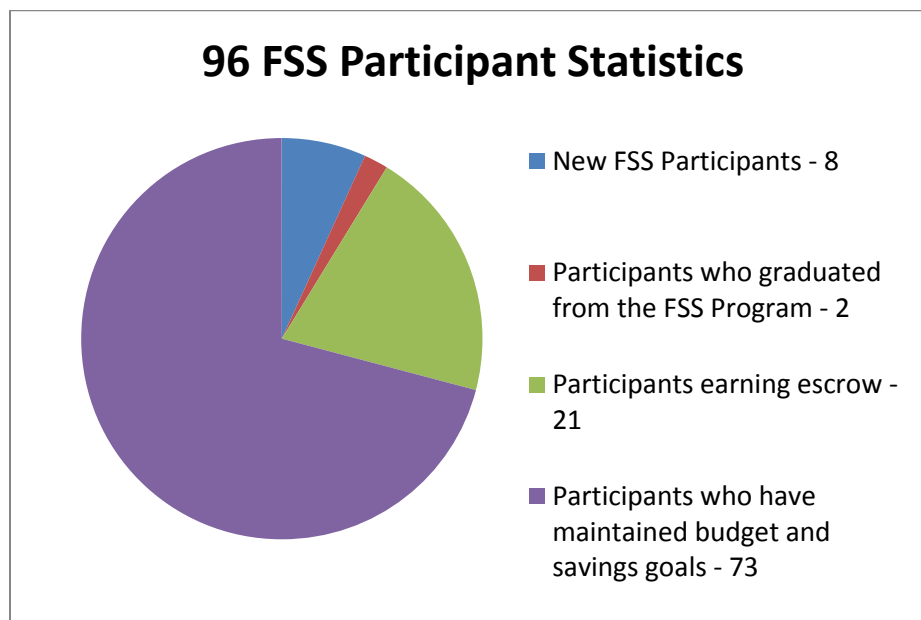
- **Easter Egg Hunts** and Lunch at CC, PH and VG, sponsored by First Baptist – 4500 eggs hidden and found; about 225 participated.

-**Family Metrics** – FSS, Connections and Homeownership began using a software tracking system similar to the one used by the Elderly and Disabled Program. Soon the reports for those programs will change.

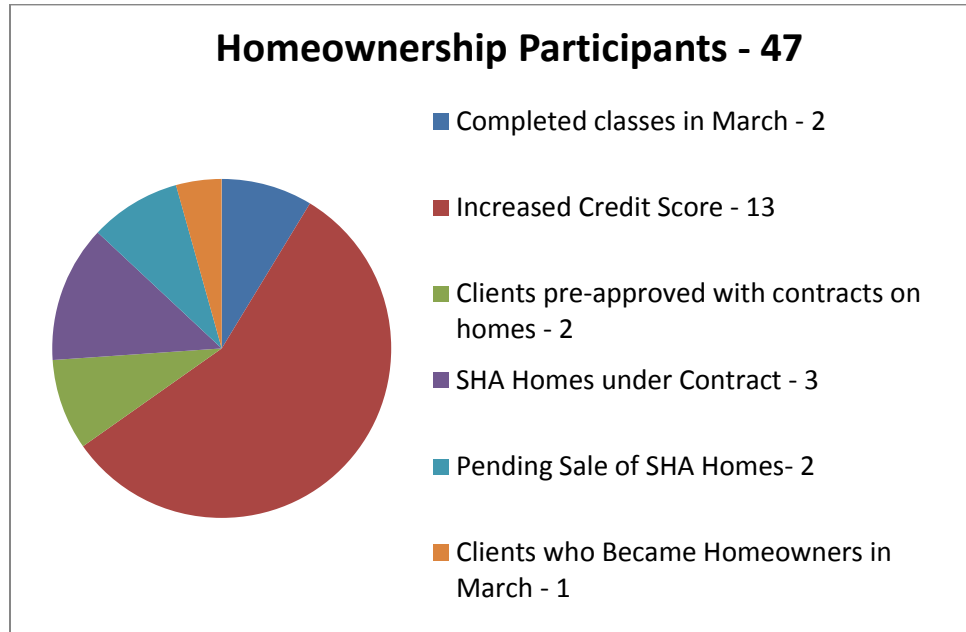
B. FAMILY SELF-SUFFICIENCY AND HOMEOWNERSHIP PROGRAM

PH FSS Program – 96 (29 PH, 16 RAD, 51 HCV)

Participant Statistics

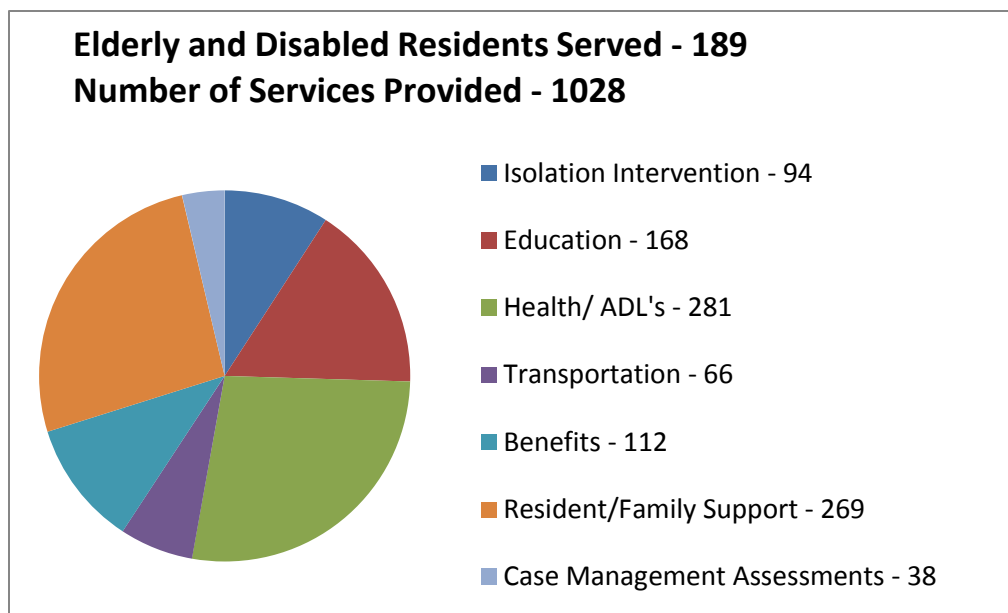


Homeownership



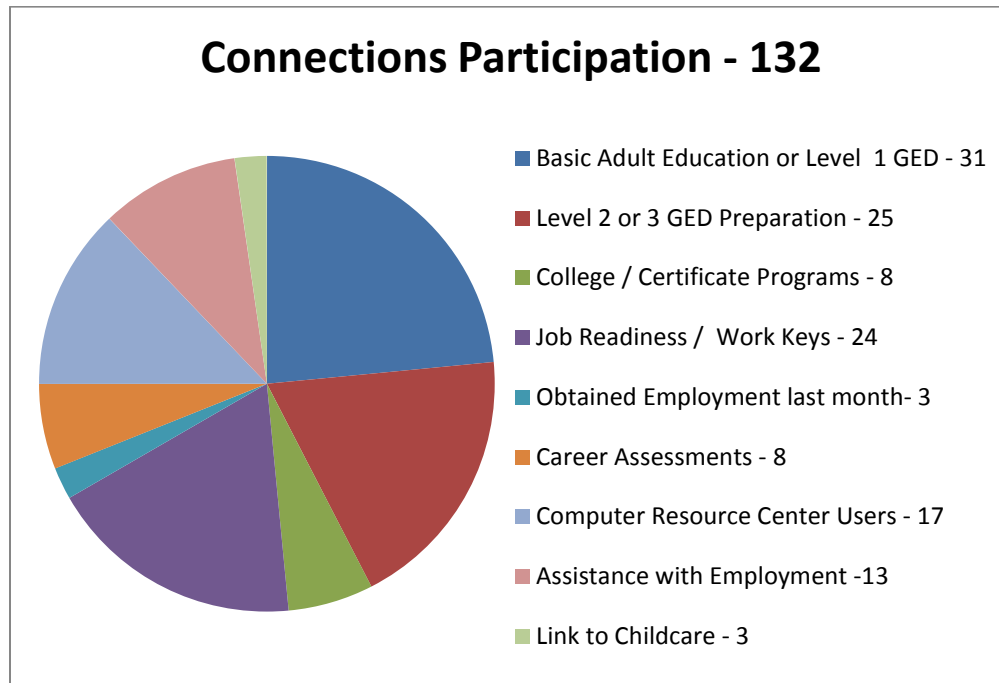
Homes Under Contract: Three homes on Aden St. Pending Sale of Homes: 812 Primrose and 145 Freemont.

C. ELDERLY AND DISABLED SERVICES:




Elderly and Disabled, in March - 189 residents received 1028 services. Highlights – St. Patrick's Day Celebrations, Budgeting Program, Walk the Pounds Away and Book Clubs.

D. CONNECTIONS PROGRAM:



Three residents obtained employment, including one from Archibald. Additional programs: Lunch and Learn for Certificate Programs (7), Highland Association Lunch at Prince Hall (8) and SHA Cash Store (17). Please note that a resident may be participating in more than one area at a time.

Respectfully Submitted, 

Valerie Forsberg, Community and Supportive Services Manager
Spartanburg Housing Authority



Monthly Reports:
Human Resources
Brooke Coleman

Board of Commissioners Meeting
Tuesday, April 19, 2016



April 19, 2016

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

MONTHLY REPORT ON HUMAN RESOURCES DEPARTMENT ACTIVITIES FOR THE MONTH OF MARCH 2016

CONTACT PERSON:

Brooke Coleman
Human Resource Manager
864-598-6084

OVERVIEW:

The Human Resources Department Activities Report for the month of March 2016 is submitted as an informational report to the Commissioners updating current and ongoing activities.

1. HR Operations:

a. Benefits

In addition to benefits administration for the month of March including new hire orientation, enrollment/termination of insurance/retirement for new and separated employees, special eligibility situations and claims Human Resources:

- i. Continues to administer Retiree, COBRA and Survivor coverage for eligible individuals.
- ii. Finalized 1095 filing requirements. The next deadline to be aware of is May 31. Cimplix will be completing the additional paperwork in response to IRS regulations.

b. System Support

In addition to providing HR and Benefits functional system support:

- i. SHA is moving forward with implementing other services Performance Payroll provides with a focus on the recruitment aspect.
- ii. HR continues to assess current policies and procedures to make recommendations for changes and updates. Top priority for this month has been procedures related to maintenance staff and SHA vehicles for on call responses.
- iii. Compressed work week schedule has been submitted, approved and ready to roll out effective May 1. This flex schedule option is available only to those employees meeting HUD and SHA performance requirements.

2. Labor and Employment Relations:

In addition to providing consultation and advice to managers and employees regarding leave, performance, discipline, federal and state regulations.

a. Employment Relations:

Full-Time Hires (4):

- Janitor (1)

- Evening Community Manager (1)
- Procurement Specialist(1)
- Human Resource Assistant (1)

Contract Hires (0):

Temporary Hires: (0):

Promotions/Transfers (2):

- Community Maintenance Manager (1)
- FSS/HCV Case Manager

Resignations/Terminations: (3)

- Financial Analyst (1)
- Senior Community Manager (1)
- Evening Community Manager (1)

Open Positions (6):

- Youthbuild Program Coordinator (1)
- Onsite Construction Manager (2)
- Case Manager (1)
- Employment Specialist/ Case Manager (Part Time) (.5)
- Evening Community Manager (1)
- Administrative Assistant (.5)

Recruiting Detail for three (6.5) open positions:

Applicants have been sourced, resumes reviewed, interviews conducted, offers of employment extended and/or hiring of selected candidates, as follows:

HOUSING OPERATIONS (2 open)

Evening Community Manager (1)

- Screening and interviewing candidates

Administrative Assistant (1)

- Screening and interviewing candidates

YOUTHBUILD (4.5 open)

YouthBuild Program Coordinator (1)

- Screening and interviewing candidates

Construction Manager (2)

- Screening candidates

Case Manager/Employment Specialist (1)

- Screening candidates

PT Case Manager/Employment Specialist (.5)

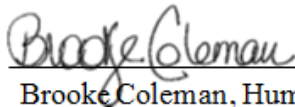
- Screening candidates

3. Training and Professional Development

- a. SHA continues to take advantage of classes provide through Upstate Employers Network. HR continues to promote HTVN online training services as well as explore training options. HR continues to promote Employee Assistance Program (EAP) to promote health and well-being. Some members of the public housing staff will attend occupancy training in the second week of April.

4. **Safety**: Two instances of accidents related to the DOC inmate program.

5. **Leaves of Absence/Modified duty:** One (1) employee was given permission to work from home for a brief period for a health purposes.
6. **Workers' Compensation:** Three (3) incidents regarding an injured employee and or inmate. Two required medical treatment. The SHA employee did not lose time from work.

Respectfully Submitted, 

Brooke Coleman, Human Resource Manager
Spartanburg Housing Authority

April 19, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

INFORMATION ITEM- TRAINING/TRAVEL REIMBURSEMENT AGREEMENT

CONTACT PERSON:

Brooke Coleman

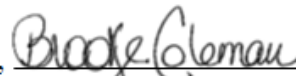
Human Resource Manager

864-598-6084

SUMMARY

SHA promotes employee professional development and acknowledges the work performance of an employee is a vital key to the success of our organization. The purpose of professional development is to provide employees opportunities that increase their skills and enhance their contributions to the organization. SHA is investing time and money providing specialty training to employees, which is over and above their normal new hire orientation, and on-the-job training that all employees receive. The specialized training resources spent are well worth it when employees remain on the job. However, when they leave their job for any reason, SHA must be able to recover the training costs. If an employee leaves in the first six months of employment, SHA will recoup seventy five percent (75%) of all cost incurred regarding training and development. If an employee leaves after six (6) months of employment but before one year, SHA will recoup 50% of all cost incurred regarding training and development. Below you will see a portion of the agreement. I complete copy is available at your request.

Respectfully Submitted,



Brooke Coleman, Human Resource Manager
Spartanburg Housing Authority

- I. Spartanburg Housing Authority has offered to provide certain outside training to "Employee", which Spartanburg Housing Authority believes will enable "Employee" to provide valuable services on behalf of Spartanburg Housing Authority and its stakeholders
- II. Spartanburg Housing Authority is providing such training to "Employee" in anticipation of "Employee" continuing to work for Spartanburg Housing Authority;
- III. Spartanburg Housing Authority and "Employee" recognize that this Agreement is not intended to constitute any type of employment agreement or guarantee of continued employment;
- IV. "Employee" understands that Spartanburg Housing Authority would not provide such training unless "Employee" intended to continue to work for Spartanburg Housing Authority and were to agree to reimburse Spartanburg Housing Authority in the event that "Employee" voluntarily terminated his or her employment prior to one (1) year from the conclusion of the training;

In consideration of the premises and the promise stated below, the "Employee" agrees that Spartanburg Housing Authority intends to provide the following training to "Employee" on the date(s) indicated:

Training: _____ Date: _____

If "Employee" voluntarily terminates his/her employment with Spartanburg Housing Authority within two (2) years following the date of the completion of the training, "Employee" agrees to reimburse Spartanburg Housing Authority the cost of the training incurred by Spartanburg Housing Authority as determined by the schedule shown below.

NUMBER OF MONTHS OF SERVICE FROM THE COMPLETION DATE OF TRAINING:	REIMBURSEMENT
MONTHS 1-6	75%
MONTHS 6-12	50%

The training cost incurred by Spartanburg Housing Authority on behalf of "Employee" will be determined at the date of the completion of the training, and the accumulation of all receipts, invoices or other supporting documents. The training cost incurred will include but may not be limited to registration fees, transportation to and from the training site, food, lodging, salary and/or wages for any time spent

April 19, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

INFORMATION ITEM-COMPRESSED/ALTERNATIVE WORK SCHEDULE

CONTACT PERSON:

Brooke Coleman

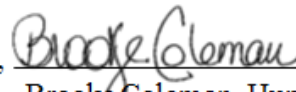
Human Resource Manager

864-598-6084

SUMMARY

A compressed work schedule allows an employee to work a traditional 35-40 hour workweek in less than five workdays. For example, a full-time employee could work four 10-hour days instead of five 8-hour days. SHA employees work 37.5 hours but are paid for 40. A compressed workweek is a useful flexible work arrangement that can help free up valuable time for family and life demands while minimizing workplace disruptions while promoting employee morale. Departments and employees must meet HUD basic performance levels to be considered eligible for participation. Below you will see a portion of the agreement. I complete copy is available at your request.

Respectfully Submitted,



Brooke Coleman, Human Resource Manager
Spartanburg Housing Authority

Human Resources Activity Report

April 19, 2016

Page 7

This agreement specifies the conditions applicable to an alternative work schedule arrangement for:

Employee Name	Title/Position
Supervisor	Department

This Agreement Begins On _____ & Continues Until _____

Employee job functions and the department functions must be in compliance with HUD minimum requirements and SHA minimum requirements in order for staff to be eligible for a Compressed Work Schedule. Participation in the CWS is not required. Compliance with the following guidelines is mandatory if participation is elected.

1. Employee must work a minimum of 38 hours with one of the two schedules provided. These schedules include one (1) hour for lunch. The first schedule option is 7:30-5:30 Monday-Wednesday of each week and 7:30 - 5:00 on Thursday excluding holidays. The second schedule option is 8:30-6:30 Monday-Wednesday of each week and 8:30 - 6:00 on Thursday excluding holidays;
2. Time off must be taken in 10 hour increments. Holidays will be paid in 10 hour increments during the CWS;
3. In the event of an agency or work related emergency *, employees may be required to report to work;
4. An on call schedule will be extended to cover Friday, Saturday and Sunday of each week. This generally applies to maintenance staff and will be reviewed regularly;
5. A fourteen (14) day notice is required to agree or decline participation in the compressed work schedule and will become effective the first day of the next pay period;
6. Once enrolled, the employee must work the schedule for at least three (3) months; *
7. If after three (3) months, the employee would like to cancel participation, the employee may not elect to take part in the program for a minimum of three (3) months; *
8. Participation eligibility requires at least six (6) months of no disciplinary actions;
9. The first ninety (90) days will be considered probationary. During participation in the CWS, issues regarding attendance or performance will be monitored. If repeated incidents occur, then the employee will be removed from the schedule and suspended from participating in the schedule again for a period of no less than ninety (90) days. While working the CWS, no more than two (2) unscheduled days in a thirty (30) day period may occur. If this happens, the CWS will be suspended for a period of no less than ninety (90) days. If reinstated, any further attendance issues will result in a six (6) month suspension period from the CWS before the employee can be considered. Further attendance issues may make the employee ineligible for up to one (1) year. If reinstated further attendance issues will result in a six (6) month suspension from the schedule before being considered again. Any further attendance issues will make the employee ineligible to participate in the program for up to one year. Participation in the program may be modified or suspended if it is determined that the program is causing a negative impact on work flow or creating issues for SHA operations. This will be at the discretion of the manager and/or Executive Director.
10. All overtime hours must be approved in advanced;
11. In instances where the employee's position requires the employee's presence at special meetings or events, the employee will be required to attend them and arrange for modification of the employee schedule elsewhere in the pay period to accommodate for such change;
12. All agency obligations, responsibilities, terms and conditions of employment with SHA remain unchanged, except those obligations and responsibilities specifically addressed in this Agreement;
13. If the employee supervises staff then the employee must check the employee's email at a minimum of 3 times daily on Friday (9am, 12pm, 3pm) the reason for this is in the event staff needs to reach the supervisor involving a critical matter. Staff will need to receive written (email) direction regarding how to reach the employee and under what circumstances they may consider contacting the employee. The employee will designate an alternate point of contact for the employee's staff in the event that they are unable to reach the employee.

*Emergency situation.

Emergencies will be evaluated and considered on a case by case basis.

I hereby affirm by my signature that I have read the applicable Compressed Workweek Schedule Guideline, and understand and agree to all of its provisions.

Employee Signature	Date
Supervisor Signature	Date

April 19, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

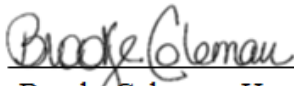
HONORABLE MEMBERS IN SESSION:

**SUBJECT:
INFORMATION ITEM-VEHCILE POLICY**

CONTACT PERSON:
Brooke Coleman
Human Resource Manager
864-598-6084

SUMMARY

The safety and well-being of our employees is of critical importance to Spartanburg Housing Authority. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. The purpose of this policy is to establish and specify procedures on vehicle transportation for Housing Authority officials and employees in the conduct of official Housing Authority business. Employees that are required to drive while on agency business will be expected to consistently apply and follow all the safety procedures as indicated. Below, you will see a portion of the policy. I complete copy is available at your request.

Respectfully Submitted, 

Brooke Coleman, Human Resource Manager
Spartanburg Housing Authority

DRIVING SAFETY

The safety and well-being of our employees is of critical importance to Spartanburg Housing Authority. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. The purpose of this policy is to establish and specify procedures on vehicle transportation for Housing Authority officials and employees in the conduct of official Housing Authority business. Employees that are required to drive while on agency business will be expected to consistently apply and follow all the safety procedures below.

Automobiles, vans, golf carts, multi-purpose vehicles and light trucks may be assigned to an individual employee when the work assignment requires the use of the vehicle. Any employee who operates a Housing Authority vehicle must possess a valid driver's license issued by the State of South Carolina. Without notice, employees may be required to show their driver's license as proof that the license has not been revoked, suspended, or has not expired and may be subject to motor vehicle record review. In the event that an employee's driver's license is suspended, the employee should report this immediately to their immediate supervisor. Supervisors in turn should report this immediately to the Human Resource Manager.

Vehicles owned by Housing Authority are to be used for official Housing Authority business only. They are not to be used for personal business or pleasure during or outside of working hours. If the employee uses the vehicle for his/her own personal business or pleasure, he/she will be subject to disciplinary action up to and including termination. Upon prior approval of the Executive Director or his/her designee, employees who are required to respond to emergencies may drive a Housing Authority vehicle to and from their home.

Housing Authority and privately-owned vehicles being operated for Housing Authority business shall be operated in accordance with all safety and legal requirements of the Housing Authority, state and any other jurisdictions in which they are operated. Housing Authority vehicles represent the Housing Authority and are not to be used to advertise (i.e.: bumper stickers) the personal opinions of the operators. Any alterations to the appearance or mechanical function of a Housing Authority vehicle must be approved by Fleet Services.

If the automobile insurance company advises that an employee who is an authorized operator of a Housing Authority vehicle is a high risk driver, that employee's driving privilege may be suspended until such time as the insurance company determines that his/her driving habits are sufficiently improved as evidenced by the Department of Motor Vehicle records.

VEHICLE MANAGEMENT

It is the policy of the Housing Authority to provide for central management of its fleet vehicles and motorized equipment, including its purchase, ownership, maintenance and repair, replacement and disposal. The management of the vehicle fleet shall be under the direction of the department head or his/her designee. The maintenance and disposal of the vehicle shall coincide with the current procurement policies and procedures.

Any Authorized Employee who believes maintenance on a SHA motor vehicle is required shall report this promptly to Executive Director. In the event of a motor vehicle breakdown requiring emergency repairs, a SHA employee should promptly report this to SHA's Maintenance Supervisor during working hours and secure authorization for repairs. If emergency service is required outside of working hours, the employee shall use reasonable judgment to secure the SHA motor vehicle to prevent further damage while waiting for such authorization.

Responsibility for Establishing Policies Related to Housing Authority Vehicles

The Housing Authority Executive Director, or his/her designee, is responsible for establishing policy concerning the number of vehicles allocated to departments, types of vehicles, additions and replacements to the fleet and authorizations for the assignment of take-home vehicles to employees.

Vehicle Assignments

It is the policy of the Housing Authority to monitor and control the number of vehicles allocated to departments. Vehicle assignments shall be based upon actual and demonstrated need in order to conduct official Housing Authority business. No person other than a Housing Authority official or employee shall be authorized to operate a Housing Authority vehicle.



Monthly Reports:

Finance

Philippe Lindsay

Board of Commissioners Meeting
Tuesday, April 19, 2016



April 12, 2016

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**THIS MONTHLY REPORT PROVIDES SHA FINANCIALS—MARCH, 2016
REPORTING MONTH**

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 February, the total Inflows amounted to \$1,906,031 and the total Outflow was \$1,679,402 resulting in a net inflow of \$226,630.

III: Restricted Cash Position

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

Reserve Cash in Bank

HCVP (Sec8) HAP Savings + Checking	\$759,294
Sec 8 - HAP -NRP	77,444
MOD. Rehab HAP	2,340
Sec 8 Adm. Fees	225,716
MOD Rehab Adm. Fees	90,058
Total	\$1,154,852

IV: Overall, Asset Management Properties on a PTD basis had losses (NOL) in 3 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	(\$0.1)	(\$4.3)	0	(\$4.3)
2	Archibald Hi-Rise	(5.9)	32.2	(18.4)	50.7
3	Archibald Village	0.6	13.7	(10.0)	23.7
4	Cammie Clagett	26.2	126.1	34.0	92.1
5	Camp Croft	(2.9)	(13.4)	7.0	(20.4)
6	Prince Hall	(8.1)	(11.4)	20.00	(31.4)
7	Scattered Sites	59.4	1.1	2.5	(1.4)
8	Victoria Gardens	(14.5)	19.9	(19.9)	39.8
9	JC Bull (100 units)	35.3	165.6	60.7	104.8
10	SLHC (32 units)	8.4	56.9	0.6	56.3
11	Cambridge Place	2.5	11.5	27.9	(16.4)
12	Liberty	1.1	3.4	0	3.4

V: Status of Grants Programs – March, 2016

SHA's open/unspent *capital fund grant awards* total \$1,005,113 dollars of which \$585,087 has been drawdown to date. The remaining balance of all capital grants funds totals \$420,026 or 42.0 % 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 \$1,005,113 and \$585,087 drawn against these grants leaving about \$420,026 available to spend.
- 2) There are currently three **ROSS** grant awards totaling \$1,042,819. The balance remaining unspent is \$343,630.
- 3) Effective January 2016 SHA received a new **YOUTH BUILD** grant of \$994,474 for the year 2016-2019.
- 4) The **Face Forward Grant** award totaled \$1,000,000 and fund expended \$486,984.

Respectfully Submitted, _____
Joe Calicdan, Accounting Manager
Spartanburg Housing Authority

SHA - Summary of Financial Results - March, 2016

	MTD Actual	MTD Budget	MTD Variance	Note	6 months PTD Actual	6 months PTD Budget	6 months PTD Variance
1 Public Housing							
Total Revenue	\$ 435,135	\$418,467	\$ 16,667		\$2,522,140	\$2,508,312	\$ 13,829
Total Expenses	\$ 337,183	\$425,445	\$ (88,262)		\$2,217,242	\$2,177,099	\$ 40,143
Net Operating Income	\$ 97,952	\$ (6,977)	\$ 104,929	(1)	\$ 304,898	\$ 331,213	\$ (26,315)

Note (1) - Revenue for March is higher than budget due to HUD subsidy and sale of one house.(scattered site) This is primarily driven by conservative budget assumptions in the FY 2016 budget and the timing of HUD funding of subsidy for the fiscal year.

2 HCV Program - HAP Only							
Total Revenue	\$ 761,927	\$747,802	\$ 14,125		\$4,636,098	\$4,571,749	\$ 64,349
Total Expenses	\$ 734,646	\$764,388	\$ (29,742)		\$4,411,349	\$4,441,091	\$ (29,742)
Net Operating Income (Excess Cash)	\$ 27,281	\$ (16,586)	\$ 43,867		\$ 224,749	\$ 130,658	\$ 94,091

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.

3 HCV Program - Admin Only							
Total Revenue	\$ 83,600	\$ 83,600	\$ -		\$ 557,900	\$ 521,500	\$ 36,400
Total Expenses	\$ 99,800	\$ 87,000	\$ 12,800		\$ 514,500	\$ 497,000	\$ 17,500
Net Operating Income	\$ (16,200)	\$ (3,400)	\$ (12,800)		\$ 43,400	\$ 24,500	\$ 18,900

For the month of March , admin revenue shows a loss of \$16K due to higher expenses. The YTD revenue shows a positive result of \$43K.

4 COCC Program Only							
Total Revenue	\$ 313,200	\$285,200	\$ 28,000		\$2,526,800	\$2,463,800	\$ 63,000
Total Expenses	\$ 222,500	\$192,500	\$ 30,000		\$1,146,800	\$1,100,200	\$ 46,600
Net Operating Income	\$ 90,700	\$ 92,700	\$ (2,000)	(2)	\$1,380,000	\$1,363,600	\$ 16,400

Note (2) - Cash distribution of \$190K from the tax credit properties was received, thus showing an income of \$90k in March.

5 JC BULLS (100 & 32 units)							
Total Revenue	\$ 103,800	\$ 81,200	\$ 22,600		\$ 525,500	\$ 502,100	\$ 23,400
Total Expenses	\$ 47,600	\$ 72,500	\$ (24,900)		\$ 277,000	\$ 321,600	\$ (44,600)
Net Operating Income	\$ 56,200	\$ 8,700	\$ 47,500	(3)	\$ 248,500	\$ 180,500	\$ 68,000

Note (3) - Revenue is almost the same as budgeted due to conservative budget assumptions in the FY 2016 budget. However budgeted repair and maintenance expenses did not materialize yet, thus showing higher income.

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

March 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	153,124.61	133,279.00	19,845.61	14.89	987,870.66	954,917.00	32,953.66	3.45
311201-000	Utility Reimbursement - Neg Rent	-	-	-	N/A	(7,363.00)	(7,363.00)	-	0.00
311900-000	Total Rental Income	153,124.61	133,279.00	19,845.61	14.89	980,507.66	947,554.00	32,953.66	3.48
312000-000	Other Tenant Income								
312002-000	Cleaning Fee	-	-	-	N/A	200.00	200.00	-	0.00
312003-000	Damages	2,530.63	996.00	1,534.63	154.08	12,567.86	12,187.00	380.86	3.13
312004-000	Late Charges	2,000.00	908.00	1,092.00	120.26	11,455.00	10,368.00	1,087.00	10.48
312005-000	Legal Fees - Tenant	1,725.00	596.00	1,129.00	189.43	7,915.00	7,830.00	85.00	1.09
312006-000	NSF Charges	55.00	-	55.00	N/A	185.00	100.00	85.00	85.00
312007-000	Tenant Owed Utilities - Excess	5,938.68	6,990.00	(1,051.32)	-15.04	36,595.68	37,649.00	(1,053.32)	-2.80
312009-000	Misc. Tenant Income	374.90	-	374.90	N/A	2,514.52	2,140.00	374.52	17.50
312010-000	Maintenance Charges	-	14.00	(14.00)	-100.00	50.00	64.00	(14.00)	-21.88
312900-000	Total Other Tenant Income	12,624.21	9,504.00	3,120.21	32.83	71,483.06	70,538.00	945.06	1.34
319900-000	NET TENANT INCOME	165,748.82	142,783.00	22,965.82	16.08	1,051,990.72	1,018,092.00	33,898.72	3.33
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	283,032.00	309,788.28	(26,756.28)	-8.64	1,647,090.01	1,674,445.64	(27,355.63)	-1.63
340111-000	Pet Fee Income	96.00	-	96.00	N/A	851.00	755.00	96.00	12.72
341001-000	Section 8 HAP Earned	756,375.00	745,992.00	10,383.00	1.39	4,604,129.00	4,551,466.00	52,663.00	1.16
341002-000	Sec 8 Admin. Fee Inc-HCV	81,992.00	82,831.00	(839.00)	-1.01	548,057.66	513,853.00	34,204.66	6.66
341004-000	Section 8 Port-In Admin Fees	416.83	-	416.83	N/A	1,715.03	-	1,715.03	N/A
341006-000	Port In HAP Earned	4,490.00	1,032.00	3,458.00	335.08	25,825.47	14,678.00	11,147.47	75.95
341010-000	Section 8 Admin Fee -Mod Rehab	21,877.00	21,877.00	-	0.00	131,262.00	131,262.00	-	0.00
341011-000	Mod Rehab- HAP EARNED	177,249.00	159,400.00	17,849.00	11.20	1,063,507.00	1,045,658.00	17,849.00	1.71
341500-000	Other Govt and Private Grants	66,616.00	46,808.00	19,808.00	42.32	304,446.00	284,638.00	19,808.00	6.96
349900-000	TOTAL GRANT INCOME	1,392,143.83	1,367,728.28	24,415.55	1.79	8,326,883.17	8,216,755.64	110,127.53	1.34
360000-000	OTHER INCOME								
361000-000	Investment Income - Unrestricted	0.71	-	0.71	N/A	4.17	5.00	(0.83)	-16.60
362000-000	Management Fee Income	68,360.28	61,315.00	7,045.28	11.49	466,208.82	430,531.00	35,677.82	8.29
362001-000	Bookkeeping fee Income	21,787.50	19,565.00	2,222.50	11.36	130,777.50	124,096.00	6,681.50	5.38
364000-000	Fraud Recovery Income-Admin	1,270.24	748.00	522.24	69.82	7,230.24	6,393.00	837.24	13.10
364001-000	Fraud Recovery - HAP	1,131.35	778.00	353.35	45.42	7,091.28	6,482.00	609.28	9.40
365000-000	Miscellaneous Other Income	223,128.34	204,854.00	18,274.34	8.92	1,954,647.17	1,933,732.00	20,915.17	1.08
365002-000	Bad Debt Recovery	26,279.69	-	26,279.69	N/A	36,344.56	10,065.00	26,279.56	261.10
369900-000	TOTAL OTHER INCOME	341,958.11	287,260.00	54,698.11	19.04	2,602,303.74	2,511,304.00	90,999.74	3.62
399900-000	TOTAL INCOME	1,899,850.76	1,797,771.28	102,079.48	5.68	11,981,177.63	11,746,151.64	235,025.99	2.00

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

March 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	141,513.39	131,040.00	(10,473.39)	-7.99	820,668.47	808,899.00	(11,769.47)	-1.46
411002-000	Administrative Overtime	2,497.67	413.00	(2,084.67)	-504.76	7,092.35	4,689.00	(2,403.35)	-51.26
411003-000	Administrative: Employer FICA/SUI	17,193.28	13,577.00	(3,616.28)	-26.64	76,143.46	71,835.00	(4,308.46)	-6.00
411004-000	Administrative: Employee Benefits	26,654.54	29,371.00	2,716.46	9.25	155,699.55	156,854.00	1,154.45	0.74
411005-000	Administrative: Retirees Medical ER share	7,058.11	1,903.00	(5,155.11)	-270.89	19,579.01	13,090.00	(6,489.01)	-49.57
411006-000	Administrative: Emp Incentive	420.19	2,111.00	1,690.81	80.10	5,477.30	6,833.00	1,355.70	19.84
411099-000	Total Administrative Salaries	195,337.18	178,415.00	(16,922.18)	-9.48	1,084,660.14	1,062,200.00	(22,460.14)	-2.11
413000-000	Legal Expense								
413001-000	Legal Expense	5,386.09	3,964.00	(1,422.09)	-35.88	15,730.75	15,423.00	(307.75)	-2.00
413003-000	Credit Reports	514.91	299.00	(215.91)	-72.21	1,494.50	1,707.00	212.50	12.45
413100-000	Total Legal Expense	5,901.00	4,263.00	(1,638.00)	-38.42	17,225.25	17,130.00	(95.25)	-0.56
413900-000	Other Admin Expenses								
414000-000	Staff Training	4,209.50	5,505.00	1,295.50	23.53	9,457.70	10,809.00	1,351.30	12.50
415000-000	Travel	2,485.64	2,452.00	(33.64)	-1.37	4,442.42	6,153.00	1,710.58	27.80
417000-000	Bookkeeping Fees	19,762.50	17,794.00	(1,968.50)	-11.06	118,260.00	114,252.00	(4,008.00)	-3.51
417001-000	Bookkeeping Fees-MOD Rehab	2,025.00	1,824.00	(201.00)	-11.02	12,517.50	12,318.00	(199.50)	-1.62
417100-000	Auditing Fees	12,085.00	9,400.00	(2,685.00)	-28.56	17,485.00	9,400.00	(8,085.00)	-86.01
417200-000	Port Out Admin Fee	631.15	848.00	216.85	25.57	3,920.35	4,916.00	995.65	20.25
417300-000	Management Fee	57,440.28	53,836.00	(3,604.28)	-6.69	386,580.82	378,954.00	(7,626.82)	-2.01
417302-000	Asset Management Fee	6,480.00	6,390.00	(90.00)	-1.41	52,400.00	51,860.00	(540.00)	-1.04
417303-000	Management Fee- MOD Rehab	3,240.00	2,919.00	(321.00)	-11.00	20,028.00	19,707.00	(321.00)	-1.63
418000-000	Office Rent	11,656.25	12,031.00	374.75	3.11	77,015.40	77,390.00	374.60	0.48
418900-000	Total Other Admin Expenses	120,015.32	112,999.00	(7,016.32)	-6.21	702,107.19	685,759.00	(16,348.19)	-2.38
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	9,026.49	2,092.00	(6,934.49)	-331.48	16,872.51	11,269.00	(5,603.51)	-49.72
419004-000	Telephone	4,210.41	5,963.00	1,752.59	29.39	46,601.13	39,475.00	(7,126.13)	-18.05
419005-000	Postage	2,385.38	2,173.00	(212.38)	-9.77	16,765.74	16,553.00	(212.74)	-1.29
419006-000	Forms and Computer Supplies	-	176.00	176.00	100.00	1,115.22	1,522.00	406.78	26.73
419007-000	Court Costs	1,860.00	1,286.00	(574.00)	-44.63	8,655.00	8,036.00	(619.00)	-7.70
419008-000	Membership and Fees	8,978.75	1,062.00	(7,916.75)	-745.46	11,923.73	3,741.00	(8,182.73)	-218.73
419009-000	Sundry Miscellaneous	1,663.67	3,412.00	1,748.33	51.24	16,176.79	13,830.00	(2,346.79)	-16.97
419010-000	Newspaper ADS (Advertising)	159.89	1,360.00	1,200.11	88.24	2,214.59	3,803.00	1,588.41	41.77
419011-000	Sundry Service Contracts	46,115.11	49,322.00	3,206.89	6.50	160,734.03	159,908.00	(826.03)	-0.52
419012-000	Software	-	450.00	450.00	100.00	-	1,350.00	1,350.00	100.00
419017-000	Temporary Administrative Labor	3,846.39	3,278.00	(568.39)	-17.34	49,596.05	38,031.00	(11,565.05)	-30.41
419018-000	False Alarms	-	14.00	14.00	100.00	190.00	204.00	14.00	6.86
419020-000	Bank Fees	93.05	386.00	292.95	75.89	1,894.91	2,439.00	544.09	22.31
419021-000	Discretionary	-	950.42	950.42	100.00	47.04	1,987.42	1,940.38	97.63
419022-000	Other Misc Admin Expenses	-	381.00	381.00	100.00	212.13	1,213.00	1,000.87	82.51

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

March 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419100-000	Total Miscellaneous Admin Expenses	78,339.14	72,305.42	(6,033.72)	-8.34	332,998.87	303,361.42	(29,637.45)	-9.77
419900-000	TOTAL ADMINISTRATIVE EXPENSES	399,592.64	367,982.42	(31,610.22)	-8.59	2,136,991.45	2,068,450.42	(68,541.03)	-3.31
420000-000	TENANT SERVICES								
422000-000	Tenant Services	1,761.75	1,901.00	139.25	7.33	9,631.88	9,772.00	140.12	1.43
422001-000	Other Tenant Svcs.	-	-	-	N/A	132.81	133.00	0.19	0.14
423000-000	Tenant Services -PH ADD ON	(295.80)	4,917.00	5,212.80	106.02	2,057.15	7,222.00	5,164.85	71.52
423001-000	Tenant Relocation	-	108.00	108.00	100.00	7,707.65	7,943.00	235.35	2.96
429900-000	TOTAL TENANT SERVICES EXPENSES	1,465.95	6,926.00	5,460.05	78.83	19,529.49	25,070.00	5,540.51	22.10
430000-000	UTILITIES								
431000-000	Water	17,939.85	13,851.00	(4,088.85)	-29.52	110,390.76	95,447.00	(14,943.76)	-15.66
432000-000	Electricity	39,638.45	32,915.00	(6,723.45)	-20.43	199,167.10	186,995.00	(12,172.10)	-6.51
433000-000	Gas	19,599.43	19,567.00	(32.43)	-0.17	116,714.32	113,663.00	(3,051.32)	-2.68
439000-000	Sewer	27,994.40	16,845.00	(11,149.40)	-66.19	157,055.86	129,298.00	(27,757.86)	-21.47
439900-000	TOTAL UTILITY EXPENSES	105,172.13	83,178.00	(21,994.13)	-26.44	583,328.04	525,403.00	(57,925.04)	-11.02
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	24,226.37	25,937.00	1,710.63	6.60	148,271.28	152,010.71	3,739.43	2.46
441002-000	Maintenance: Overtime	979.47	616.00	(363.47)	-59.00	10,126.21	10,248.00	121.79	1.19
441003-000	Maintenance: Employer FICA/SUI	2,686.81	2,649.00	(37.81)	-1.43	13,614.10	14,287.00	672.90	4.71
441004-000	Temp Maintenance Labor	3,482.86	7,566.00	4,083.14	53.97	37,705.45	34,670.00	(3,035.45)	-8.76
441005-000	Maintenance: Employee Benefits	6,915.02	7,840.00	924.98	11.80	37,975.79	40,224.00	2,248.21	5.59
441100-000	Maintenace Uniforms	-	-	-	N/A	40.25	41.00	0.75	1.83
441200-000	Vehicle Repair	(213.62)	3,423.00	3,636.62	106.24	9,960.37	13,969.00	4,008.63	28.70
441210-000	Equipment Repair	-	1,111.00	1,111.00	100.00	-	3,333.00	3,333.00	100.00
441300-000	Gasoline Purchases	3,748.49	3,805.00	56.51	1.49	10,308.46	10,556.00	247.54	2.35
441900-000	Total General Maint Expense	41,825.40	52,947.00	11,121.60	21.01	268,001.91	279,338.71	11,336.80	4.06
442000-000	Materials								
442002-000	Appliance-Maint Materials	358.59	2,778.00	2,419.41	87.09	2,813.20	5,233.00	2,419.80	46.24
442003-000	Painting-Maint Materials	2,313.46	3,699.00	1,385.54	37.46	4,021.99	5,407.00	1,385.01	25.62
442004-000	Electrical-Maint Materials	669.96	860.00	190.04	22.10	11,364.58	11,776.00	411.42	3.49
442005-000	Heating/AC-Maint Materials	5,785.18	2,335.00	(3,450.18)	-147.76	13,167.46	10,903.00	(2,264.46)	-20.77
442006-000	Janitorial Supplies	407.60	823.00	415.40	50.47	2,129.19	3,374.00	1,244.81	36.89
442007-000	After Hours Work	-	1,161.00	1,161.00	100.00	-	1,495.00	1,495.00	100.00
442008-000	Plumbing-Maint Materials	815.42	2,444.00	1,628.58	66.64	13,234.12	15,428.00	2,193.88	14.22
442009-000	Hand Tools-Maint Materials	59.00	186.00	127.00	68.28	950.73	792.00	(158.73)	-20.04
442010-000	Maintenance Materials	5,679.22	7,103.00	1,423.78	20.04	64,229.20	58,963.00	(5,266.20)	-8.93
442011-000	Safety equipment/shoes	-	286.00	286.00	100.00	457.12	1,142.00	684.88	59.97
442900-000	Total Materials	16,088.43	21,675.00	5,586.57	25.77	112,367.59	114,513.00	2,145.41	1.87

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

March 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	4,117.59	2,720.00	(1,397.59)	-51.38	9,813.31	11,907.00	2,093.69	17.58
443002-000	Extermination Contract	558.50	4,825.00	4,266.50	88.42	28,749.50	32,745.00	3,995.50	12.20
443003-000	Tenant Repairs-Contract	-	-	-	N/A	494.66	495.00	0.34	0.07
443005-000	Unit Turnaround-Contract	21,048.47	9,456.00	(11,592.47)	-122.59	176,977.61	163,886.00	(13,091.61)	-7.99
443006-000	Electrical-Contract	-	6,038.00	6,038.00	100.00	320.89	6,940.00	6,619.11	95.38
443007-000	Disposal Contract	1,745.43	6,534.00	4,788.57	73.29	36,759.78	38,890.00	2,130.22	5.48
443009-000	Landscaping-Contract	22,965.88	15,175.00	(7,790.88)	-51.34	138,952.88	128,380.00	(10,572.88)	-8.24
443011-000	Heating/AC-Contract	1,761.94	8,963.00	7,201.06	80.34	11,853.18	17,054.00	5,200.82	30.50
443013-000	Contract: Uniform Rental	626.69	354.00	(272.69)	-77.03	6,129.59	5,635.96	(493.63)	-8.76
443015-000	Janitorial-Contract	105.78	1,199.00	1,093.22	91.18	5,880.78	8,049.00	2,168.22	26.94
443017-000	Elevator-Contract	-	3,045.00	3,045.00	100.00	10,366.88	13,411.00	3,044.12	22.70
443018-000	Plumbing-Contract	2,531.60	2,801.00	269.40	9.62	25,842.49	26,113.00	270.51	1.04
443019-000	Miscellaneous Contracts	17,347.64	5,960.00	(11,387.64)	-191.07	104,386.60	26,636.00	(77,750.60)	-291.90
443023-000	Contract: Consultants	16,090.17	20,664.00	4,573.83	22.13	160,978.12	165,887.00	4,908.88	2.96
443099-000	Maintenance Misc-Contracts	(2,246.12)	16,060.00	18,306.12	113.99	42,473.41	62,510.00	20,036.59	32.05
443900-000	Total Contract Costs	86,653.57	103,794.00	17,140.43	16.51	759,979.68	708,538.96	(51,440.72)	-7.26
449900-000	TOTAL MAINTENANCE EXPENSES	144,567.40	178,416.00	33,848.60	18.97	1,140,349.18	1,102,390.67	(37,958.51)	-3.44
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	16,246.18	15,756.00	(490.18)	-3.11	104,594.23	98,595.00	(5,999.23)	-6.08
451100-000	Property Tax	-	-	-	N/A	46,444.04	36,698.00	(9,746.04)	-26.56
452100-000	Workers Comp Insurance	6,136.16	6,267.00	130.84	2.09	36,961.20	37,303.00	341.80	0.92
452500-000	Relocation exp-	18,458.06	-	(18,458.06)	N/A	100,367.80	80,805.00	(19,562.80)	-24.21
453010-000	SHA-Board/Commissioner exp	613.55	1,399.00	785.45	56.14	6,423.65	6,608.00	184.35	2.79
457000-000	Bad Debt-Tenant Rents	4,973.79	714.00	(4,259.79)	-596.61	24,086.96	19,828.00	(4,258.96)	-21.48
458000-000	All Protective Services	2,283.90	2,950.00	666.10	22.58	13,475.44	14,234.90	759.46	5.34
459900-000	TOTAL GENERAL EXPENSES	48,711.64	27,086.00	(21,625.64)	-79.84	332,353.32	294,071.90	(38,281.42)	-13.02
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	798,951.00	862,811.00	63,860.00	7.40	4,875,986.00	5,033,480.00	157,494.00	3.13
471501-000	Tenant Utility Payments	30,319.00	33,210.00	2,891.00	8.71	195,626.00	202,091.00	6,465.00	3.20
471502-000	Portable Out HAP Payments	14,881.00	29,433.00	14,552.00	49.44	114,004.00	128,556.00	14,552.00	11.32
471503-000	FSS Escrow Payments	(59.00)	4,217.00	4,276.00	101.40	18,060.00	22,336.00	4,276.00	19.14
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	844,092.00	929,671.00	85,579.00	9.21	5,203,676.00	5,386,463.00	182,787.00	3.39
480000-000	FINANCING EXPENSE								
485100-000	Interest Expense-BBT SL	214.17	-	(214.17)	N/A	1,297.23	-	(1,297.23)	N/A
485500-000	Interest Expense-Mortgage Payable	-	-	-	N/A	2,513.07	-	(2,513.07)	N/A
489900-000	TOTAL FINANCING EXPENSES	214.17	-	(214.17)	N/A	3,810.30	-	(3,810.30)	N/A

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
March 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
	TOTAL OPERATING EXPENSES	1,543,815.93	1,593,259.42	49,443.49	3.10%	9,420,037.78	9,401,848.99	(18,188.79)	-0.19%
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	(48,216.79)	-	48,216.79	N/A	(149,957.40)	(50,243.00)	99,714.40	198.46
523401-000	Bedbug expense	-	1,715.00	1,715.00	100.00	4,780.00	6,495.00	1,715.00	26.40
523402-000	Donation rec'd for Upstate Senior Grant	-	-	-	N/A	(7.47)	(7.00)	(0.47)	-6.71
523404-000	Demolition expense	-	42,857.00	42,857.00	100.00	-	42,857.00	42,857.00	100.00
523405-000	Flow Through Subsidy remitted to RAD	91,547.20	91,547.28	0.08	0.00	180,004.20	180,004.64	0.44	0.00
599900-000	TOTAL NON-OPERATING ITEMS	43,330.41	136,119.28	92,788.87	68.17	34,834.27	179,120.64	144,286.37	80.55
900000-000	NET INCOME	312,704.42	68,392.58	244,311.84	357.22%	2,526,305.58	2,165,182.01	361,123.57	16.68%

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

Actual to Budget Variance Comparison

March 31, 2016

		MTD-Actual	MTD-Budget	Variance	% Var	PTD-Actual	PTD-Budget	Variance	% Var
360000-000	OTHER INCOME								
362000-000	Management Fee Income	68,360.28	61,315.00	7,045.28	11.49	466,208.82	430,531.00	35,677.82	8.29
362001-000	Bookkeeping fee Income	21,787.50	19,565.00	2,222.50	11.36	130,777.50	124,096.00	6,681.50	5.38
365000-000	Miscellaneous Other Income	223,128.34	204,385.00	18,743.34	9.17	1,929,857.42	1,909,211.00	20,646.42	1.08
369900-000	TOTAL OTHER INCOME	313,276.12	285,265.00	28,011.12	9.82	2,526,843.74	2,463,838.00	63,005.74	2.56
399900-000	TOTAL INCOME	313,276.12	285,265.00	28,011.12	9.82	2,526,843.74	2,463,838.00	63,005.74	2.56
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	71,511.03	60,381.00	(11,130.03)	-18.43	406,886.67	399,238.00	(7,648.67)	-1.92
411002-000	Administrative Overtime	1,887.75	56.00	(1,831.75)	-3,270.98	3,312.65	891.00	(2,421.65)	-271.79
411003-000	Administrative: Employer FICA/SUI	9,588.85	5,398.00	(4,190.85)	-77.64	39,096.40	34,607.00	(4,489.40)	-12.97
411004-000	Administrative: Employee Benefits	12,781.20	9,664.00	(3,117.20)	-32.26	74,065.79	70,552.00	(3,513.79)	-4.98
411005-000	Administrative: Retirees Medical ER share	7,058.11	1,903.00	(5,155.11)	-270.89	19,579.01	13,090.00	(6,489.01)	-49.57
411006-000	Administrative: Emp Incentive	370.19	2,111.00	1,740.81	82.46	5,152.30	6,833.00	1,680.70	24.60
411099-000	Total Administrative Salaries	103,197.13	79,513.00	(23,684.13)	-29.79	548,092.82	525,211.00	(22,881.82)	-4.36
413000-000	Legal Expense								
413001-000	Legal Expense	3,732.34	3,726.00	(6.34)	-0.17	9,022.00	9,376.00	354.00	3.78
413003-000	Credit Reports	182.26	16.00	(166.26)	-1,039.12	449.30	100.00	(349.30)	-349.30
413100-000	Total Legal Expense	3,914.60	3,742.00	(172.60)	-4.61	9,471.30	9,476.00	4.70	0.05
413900-000	Other Admin Expenses								
414000-000	Staff Training	2,834.00	3,735.00	901.00	24.12	4,793.88	5,333.00	539.12	10.11
415000-000	Travel	1,365.63	1,143.00	(222.63)	-19.48	3,322.41	4,342.00	1,019.59	23.48
417100-000	Auditing Fees	2,234.00	5,400.00	3,166.00	58.63	7,634.00	5,400.00	(2,234.00)	-41.37
418000-000	Office Rent	8,156.25	8,157.00	0.75	0.01	58,106.05	58,106.00	(0.05)	0.00
418900-000	Total Other Admin Expenses	14,589.88	18,435.00	3,845.12	20.86	73,856.34	73,181.00	(675.34)	-0.92
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	551.18	1,056.00	504.82	47.80	2,718.37	4,167.00	1,448.63	34.76
419004-000	Telephone	1,364.23	1,760.00	395.77	22.49	22,214.54	13,438.00	(8,776.54)	-65.31
419005-000	Postage	556.50	729.00	172.50	23.66	5,444.32	5,626.00	181.68	3.23
419006-000	Forms and Computer Supplies	-	56.00	56.00	100.00	-	168.00	168.00	100.00
419008-000	Membership and Fees	8,978.75	661.00	(8,317.75)	-1,258.36	11,328.73	2,377.00	(8,951.73)	-376.60
419009-000	Sundry Miscellaneous	1,566.66	518.00	(1,048.66)	-202.44	6,802.48	3,891.00	(2,911.48)	-74.83
419010-000	Newspaper ADS (Advertising)	66.47	497.00	430.53	86.63	733.71	2,018.00	1,284.29	63.64
419011-000	Sundry Service Contracts	35,063.41	37,468.00	2,404.59	6.42	82,239.85	81,523.00	(716.85)	-0.88
419012-000	Software	-	111.00	111.00	100.00	-	333.00	333.00	100.00
419017-000	Temporary Administrative Labor	3,846.39	1,556.00	(2,290.39)	-147.20	25,269.60	12,316.00	(12,953.60)	-105.18
419020-000	Bank Fees	-	329.00	329.00	100.00	933.76	1,534.00	600.24	39.13
419021-000	Discretionary	-	495.00	495.00	100.00	47.04	1,532.00	1,484.96	96.93
419022-000	Other Misc Admin Expenses	-	381.00	381.00	100.00	212.13	1,213.00	1,000.87	82.51
419100-000	Total Miscellaneous Admin Expenses	51,993.59	45,617.00	(6,376.59)	-13.98	157,944.53	130,136.00	(27,808.53)	-21.37
419900-000	TOTAL ADMINISTRATIVE EXPENSES	173,695.20	147,307.00	(26,388.20)	-17.91	789,364.99	738,004.00	(51,360.99)	-6.96

SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM

Actual to Budget Variance Comparison

March 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
430000-000	UTILITIES								
431000-000	Water	156.11	500.00	343.89	68.78	156.11	1,500.00	1,343.89	89.59
432000-000	Electricity	1,046.94	1,000.00	(46.94)	-4.69	3,796.79	3,000.00	(796.79)	-26.56
433000-000	Gas	194.03	300.00	105.97	35.32	432.52	900.00	467.48	51.94
439000-000	Sewer	-	500.00	500.00	100.00	-	1,500.00	1,500.00	100.00
439900-000	TOTAL UTILITY EXPENSES	1,397.08	2,300.00	902.92	39.26	4,385.42	6,900.00	2,514.58	36.44
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	(41.14)	2,396.00	2,437.14	101.72	4,782.43	7,631.00	2,848.57	37.33
441210-000	Equipment Repair	-	1,111.00	1,111.00	100.00	-	3,333.00	3,333.00	100.00
441300-000	Gasoline Purchases	1,313.00	2,315.00	1,002.00	43.28	3,887.71	4,943.00	1,055.29	21.35
441900-000	Total General Maint Expense	1,271.86	5,822.00	4,550.14	78.15	8,670.14	15,907.00	7,236.86	45.49
442000-000	Materials								
442004-000	Electrical-Maint Materials	7.40	-	(7.40)	N/A	7.40	-	(7.40)	N/A
442006-000	Janitorial Supplies	-	167.00	167.00	100.00	0.01	501.00	500.99	100.00
442009-000	Hand Tools-Maint Materials	-	-	-	N/A	285.00	-	(285.00)	N/A
442010-000	Maintenance Materials	-	945.00	945.00	100.00	836.86	2,901.00	2,064.14	71.15
442011-000	Safety equipment/shoes	-	200.00	200.00	100.00	-	600.00	600.00	100.00
442900-000	Total Materials	7.40	1,312.00	1,304.60	99.44	1,129.27	4,002.00	2,872.73	71.78
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	4,022.59	2,078.00	(1,944.59)	-93.58	4,443.51	6,274.00	1,830.49	29.18
443007-000	Disposal Contract	-	389.00	389.00	100.00	3,018.57	1,397.00	(1,621.57)	-116.08
443009-000	Landscaping-Contract	2,565.00	2,492.00	(73.00)	-2.93	14,355.00	13,851.00	(504.00)	-3.64
443013-000	Contract: Uniform Rental	84.40	140.00	55.60	39.71	982.80	830.00	(152.80)	-18.41
443015-000	Janitorial-Contract	-	1,100.00	1,100.00	100.00	2,887.50	4,950.00	2,062.50	41.67
443019-000	Miscellaneous Contracts	-	37.00	37.00	100.00	1,696.03	1,775.00	78.97	4.45
443023-000	Contract: Consultants	15,441.62	20,011.00	4,569.38	22.83	156,418.12	160,988.00	4,569.88	2.84
443099-000	Maintenance Misc-Contracts	80.08	213.00	132.92	62.40	553.12	3,169.00	2,615.88	82.55
443900-000	Total Contract Costs	22,193.69	26,460.00	4,266.31	16.12	184,354.65	193,234.00	8,879.35	4.60
449900-000	TOTAL MAINTENANCE EXPENSES	23,472.95	33,594.00	10,121.05	30.13	194,154.06	213,143.00	18,988.94	8.91
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	6,731.17	5,502.00	(1,229.17)	-22.34	41,899.02	38,792.00	(3,107.02)	-8.01
452100-000	Workers Comp Insurance	2,493.86	2,494.00	0.14	0.01	15,693.04	16,000.00	306.96	1.92
452500-000	Relocation exp-	14,131.65	-	(14,131.65)	N/A	94,936.89	80,805.00	(14,131.89)	-17.49
453010-000	SHA-Board/Commissioner exp	613.55	1,399.00	785.45	56.14	6,423.65	6,608.00	184.35	2.79
459900-000	TOTAL GENERAL EXPENSES	23,970.23	9,395.00	(14,575.23)	-155.14	158,952.60	142,205.00	(16,747.60)	-11.78
	TOTAL OPERATING EXPENSES	222,535.46	192,596.00	(29,939.46)	-15.5%	1,146,857.07	1,100,252.00	(46,605.07)	-4.2%
900000-000	NET INCOME	90,740.66	92,669.00	(1,928.34)	-2.08%	1,379,986.67	1,363,586.00	16,400.67	1.20%

SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING

Actual to Budget Variance Comparison

March 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	113,269.61	99,197.00	14,072.61	14.19	754,228.66	740,158.00	14,070.66	1.90
311201-000	Utility Reimbursement - Neg Rent	-	-	-	N/A	(7,363.00)	(7,363.00)	-	0.00
311900-000	Total Rental Income	113,269.61	99,197.00	14,072.61	14.19	746,865.66	732,795.00	14,070.66	1.92
312000-000	Other Tenant Income								
312002-000	Cleaning Fee	-	-	-	N/A	200.00	200.00	-	0.00
312003-000	Damages	2,470.63	942.00	1,528.63	162.27	12,257.86	11,884.00	373.86	3.15
312004-000	Late Charges	1,950.00	879.00	1,071.00	121.84	11,115.00	10,079.00	1,036.00	10.28
312005-000	Legal Fees - Tenant	1,725.00	569.00	1,156.00	203.16	7,715.00	7,603.00	112.00	1.47
312006-000	NSF Charges	25.00	-	25.00	N/A	125.00	100.00	25.00	25.00
312007-000	Tenant Owed Utilities - Excess	5,938.68	6,734.00	(795.32)	-11.81	35,345.89	36,144.00	(798.11)	-2.21
312009-000	Misc. Tenant Income	374.90	-	374.90	N/A	2,196.31	1,822.00	374.31	20.54
312900-000	Total Other Tenant Income	12,484.21	9,124.00	3,360.21	36.83	68,955.06	67,832.00	1,123.06	1.66
319900-000	NET TENANT INCOME	125,753.82	108,321.00	17,432.82	16.09	815,820.72	800,627.00	15,193.72	1.90
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	283,032.00	309,788.28	(26,756.28)	-8.64	1,647,090.01	1,674,445.64	(27,355.63)	-1.63
340111-000	Pet Fee Income	96.00	-	96.00	N/A	851.00	755.00	96.00	12.72
349900-000	TOTAL GRANT INCOME	283,128.00	309,788.28	(26,660.28)	-8.61	1,647,941.01	1,675,200.64	(27,259.63)	-1.63
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	-	358.00	(358.00)	-100.00	22,060.98	22,419.00	(358.02)	-1.60
365002-000	Bad Debt Recovery	26,252.69	-	26,252.69	N/A	36,317.56	10,065.00	26,252.56	260.83
369900-000	TOTAL OTHER INCOME	26,252.69	358.00	25,894.69	7,233.15	58,378.54	32,484.00	25,894.54	79.71
399900-000	TOTAL INCOME	435,134.51	418,467.28	16,667.23	3.98	2,522,140.27	2,508,311.64	13,828.63	0.55
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	33,787.59	31,656.00	(2,131.59)	-6.73	196,829.86	193,696.00	(3,133.86)	-1.62
411002-000	Administrative Overtime	435.06	59.00	(376.06)	-637.39	2,996.20	2,941.00	(55.20)	-1.88
411003-000	Administrative: Employer FICA/SUI	3,698.17	3,844.00	145.83	3.79	17,320.38	17,465.00	144.62	0.83
411004-000	Administrative: Employee Benefits	6,373.71	8,058.00	1,684.29	20.90	39,392.51	41,074.00	1,681.49	4.09
411006-000	Administrative: Emp Incentive	50.00	-	(50.00)	N/A	50.00	-	(50.00)	N/A
411099-000	Total Administrative Salaries	44,344.53	43,617.00	(727.53)	-1.67	256,588.95	255,176.00	(1,412.95)	-0.55
413000-000	Legal Expense								
413001-000	Legal Expense	-	71.00	71.00	100.00	-	491.00	491.00	100.00
413003-000	Credit Reports	332.65	227.00	(105.65)	-46.54	992.94	1,387.00	394.06	28.41
413100-000	Total Legal Expense	332.65	298.00	(34.65)	-11.63	992.94	1,878.00	885.06	47.13

SPARTANBURG HOUSING AUTHORITY
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Actual to Budget Variance Comparison

March 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
413900-000	Other Admin Expenses								
414000-000	Staff Training	927.50	1,529.00	601.50	39.34	3,598.50	4,378.00	779.50	17.80
415000-000	Travel	368.45	856.00	487.55	56.96	368.45	1,024.00	655.55	64.02
417000-000	Bookkeeping Fees	3,547.50	3,569.00	21.50	0.60	28,875.00	28,897.00	22.00	0.08
417100-000	Auditing Fees	2,681.00	-	(2,681.00)	N/A	2,681.00	-	(2,681.00)	N/A
417300-000	Management Fee	25,631.87	25,787.00	155.13	0.60	208,631.50	207,785.00	(846.50)	-0.41
417302-000	Asset Management Fee	5,070.00	5,070.00	-	0.00	43,940.00	43,940.00	-	0.00
418900-000	Total Other Admin Expenses	38,226.32	36,811.00	(1,415.32)	-3.84	288,094.45	286,024.00	(2,070.45)	-0.72
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,191.26	474.00	(717.26)	-151.32	4,027.36	3,539.00	(488.36)	-13.80
419004-000	Telephone	1,709.72	1,762.00	52.28	2.97	17,337.61	17,684.00	346.39	1.96
419005-000	Postage	270.30	402.00	131.70	32.76	288.39	420.00	131.61	31.34
419006-000	Forms and Computer Supplies	-	120.00	120.00	100.00	-	239.00	239.00	100.00
419007-000	Court Costs	1,860.00	1,016.00	(844.00)	-83.07	8,365.00	7,521.00	(844.00)	-11.22
419008-000	Membership and Fees	-	219.00	219.00	100.00	75.00	356.00	281.00	78.93
419009-000	Sundry Miscellaneous	35.00	2,031.00	1,996.00	98.28	3,776.56	5,772.00	1,995.44	34.57
419010-000	Newspaper ADS (Advertising)	-	676.00	676.00	100.00	1,167.99	1,533.00	365.01	23.81
419011-000	Sundry Service Contracts	5,963.58	5,667.00	(296.58)	-5.23	49,005.89	48,003.00	(1,002.89)	-2.09
419017-000	Temporary Administrative Labor	-	538.00	538.00	100.00	15,042.96	14,614.00	(428.96)	-2.94
419018-000	False Alarms	-	14.00	14.00	100.00	180.00	194.00	14.00	7.22
419021-000	Discretionary	-	426.42	426.42	100.00	-	426.42	426.42	100.00
419100-000	Total Miscellaneous Admin Expenses	11,029.86	13,345.42	2,315.56	17.35	99,266.76	100,301.42	1,034.66	1.03
419900-000	TOTAL ADMINISTRATIVE EXPENSES	93,933.36	94,071.42	138.06	0.15	644,943.10	643,379.42	(1,563.68)	-0.24
420000-000	TENANT SERVICES								
422000-000	Tenant Services	1,701.75	1,626.00	(75.75)	-4.66	6,397.37	6,323.00	(74.37)	-1.18
422001-000	Other Tenant Svcs.	-	-	-	N/A	132.81	133.00	0.19	0.14
423000-000	Tenant Services -PH ADD ON	(620.80)	4,717.00	5,337.80	113.16	457.15	5,747.00	5,289.85	92.05
423001-000	Tenant Relocation	-	-	-	N/A	7,395.65	7,415.00	19.35	0.26
429900-000	TOTAL TENANT SERVICES EXPENSES	1,080.95	6,343.00	5,262.05	82.96	14,382.98	19,618.00	5,235.02	26.68
430000-000	UTILITIES								
431000-000	Water	13,344.53	10,892.00	(2,452.53)	-22.52	97,456.94	84,204.00	(13,252.94)	-15.74
432000-000	Electricity	32,430.60	27,024.00	(5,406.60)	-20.01	167,745.70	159,338.00	(8,407.70)	-5.28
433000-000	Gas	14,026.52	14,623.00	596.48	4.08	93,165.65	90,620.00	(2,545.65)	-2.81
439000-000	Sewer	22,347.00	13,589.00	(8,758.00)	-64.45	140,652.40	115,838.00	(24,814.40)	-21.42
439900-000	TOTAL UTILITY EXPENSES	82,148.65	66,128.00	(16,020.65)	-24.23	499,020.69	450,000.00	(49,020.69)	-10.89
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
March 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441000-000	Labor Maintenance	20,629.69	21,767.00	1,137.31	5.22	127,419.85	130,504.71	3,084.86	2.36
441002-000	Maintenance: Overtime	942.44	543.00	(399.44)	-73.56	10,055.52	10,141.00	85.48	0.84
441003-000	Maintenance: Employer FICA/SUI	2,287.81	2,340.00	52.19	2.23	11,694.29	12,500.00	805.71	6.45
441004-000	Temp Maintenance Labor	3,482.86	7,566.00	4,083.14	53.97	37,705.45	34,670.00	(3,035.45)	-8.76
441005-000	Maintenance: Employee Benefits	6,397.37	7,027.00	629.63	8.96	34,909.91	36,982.00	2,072.09	5.60
441100-000	Maintenance Uniforms	-	-	-	N/A	34.77	36.00	1.23	3.42
441200-000	Vehicle Repair	(75.00)	399.00	474.00	118.80	3,126.73	3,601.00	474.27	13.17
441300-000	Gasoline Purchases	1,964.41	849.00	(1,115.41)	-131.38	5,139.96	4,181.00	(958.96)	-22.94
441900-000	Total General Maint Expense	35,629.58	40,491.00	4,861.42	12.01	230,086.48	232,615.71	2,529.23	1.09
442000-000	Materials								
442002-000	Appliance-Maint Materials	358.59	2,640.00	2,281.41	86.42	2,776.40	5,058.00	2,281.60	45.11
442003-000	Painting-Maint Materials	2,313.46	3,628.00	1,314.54	36.23	4,021.99	5,336.00	1,314.01	24.63
442004-000	Electrical-Maint Materials	662.56	678.00	15.44	2.28	11,357.18	11,372.00	14.82	0.13
442005-000	Heating/AC-Maint Materials	5,785.18	1,621.00	(4,164.18)	-256.89	13,167.46	9,005.00	(4,162.46)	-46.22
442006-000	Janitorial Supplies	407.60	502.00	94.40	18.80	1,945.05	2,313.00	367.95	15.91
442007-000	After Hours Work	-	951.00	951.00	100.00	-	951.00	951.00	100.00
442008-000	Plumbing-Maint Materials	710.24	1,679.00	968.76	57.70	9,630.54	10,599.00	968.46	9.14
442009-000	Hand Tools-Maint Materials	59.00	186.00	127.00	68.28	665.73	792.00	126.27	15.94
442010-000	Maintenance Materials	5,679.22	5,120.00	(559.22)	-10.92	57,845.74	52,786.00	(5,059.74)	-9.59
442011-000	Safety equipment/shoes	-	86.00	86.00	100.00	457.12	542.00	84.88	15.66
442900-000	Total Materials	15,975.85	17,091.00	1,115.15	6.52	101,867.21	98,754.00	(3,113.21)	-3.15
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	95.00	86.00	(9.00)	-10.47	496.36	472.00	(24.36)	-5.16
443002-000	Extermination Contract	353.50	4,306.00	3,952.50	91.79	26,999.50	30,951.00	3,951.50	12.77
443003-000	Tenant Repairs-Contract	-	-	-	N/A	494.66	495.00	0.34	0.07
443005-000	Unit Turnaround-Contract	9,151.91	8,353.00	(798.91)	-9.56	163,182.05	160,884.00	(2,298.05)	-1.43
443006-000	Electrical-Contract	-	5,824.00	5,824.00	100.00	320.89	6,726.00	6,405.11	95.23
443007-000	Disposal Contract	1,729.81	5,000.00	3,270.19	65.40	31,739.94	34,362.00	2,622.06	7.63
443009-000	Landscaping-Contract	18,437.38	11,183.00	(7,254.38)	-64.87	112,747.88	105,500.00	(7,247.88)	-6.87
443011-000	Heating/AC-Contract	1,761.94	4,867.00	3,105.06	63.80	10,028.18	11,133.00	1,104.82	9.92
443013-000	Contract: Uniform Rental	461.70	153.00	(308.70)	-201.76	4,551.60	4,241.96	(309.64)	-7.30
443015-000	Janitorial-Contract	105.78	-	(105.78)	N/A	105.78	-	(105.78)	N/A
443017-000	Elevator-Contract	-	3,045.00	3,045.00	100.00	10,366.88	13,411.00	3,044.12	22.70
443018-000	Plumbing-Contract	2,076.60	2,159.00	82.40	3.82	19,745.49	19,829.00	83.51	0.42
443019-000	Miscellaneous Contracts	17,347.64	224.00	(17,123.64)	-7,644.48	102,690.57	8,050.00	(94,640.57)	-1,175.66
443023-000	Contract: Consultants	601.95	272.00	(329.95)	-121.31	2,859.45	2,530.00	(329.45)	-13.02
443099-000	Maintenance Misc-Contracts	956.46	9,449.00	8,492.54	89.88	40,648.80	42,640.00	1,991.20	4.67
443900-000	Total Contract Costs	53,079.67	54,921.00	1,841.33	3.35	526,978.03	441,224.96	(85,753.07)	-19.44
449900-000	TOTAL MAINTENANCE EXPENSES	104,685.10	112,503.00	7,817.90	6.95	858,931.72	772,594.67	(86,337.05)	-11.17

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
March 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	4,319.00	4,521.00	202.00	4.47	27,666.00	28,251.00	585.00	2.07
451100-000	Property Tax	-	-	-	N/A	27,688.00	27,688.00	-	0.00
452100-000	Workers Comp Insurance	1,957.79	2,054.00	96.21	4.68	12,371.50	12,469.00	97.50	0.78
457000-000	Bad Debt-Tenant Rents	4,973.79	714.00	(4,259.79)	-596.61	24,086.96	19,828.00	(4,258.96)	-21.48
471503-000	FSS Escrow Payments	(1,530.00)	106.00	1,636.00	1,543.40	8,091.00	9,727.00	1,636.00	16.82
458000-000	All Protective Services	2,283.90	2,885.00	601.10	20.84	13,369.44	14,063.90	694.46	4.94
459900-000	TOTAL GENERAL EXPENSES	12,004.48	10,280.00	(1,724.48)	-16.78%	113,272.90	112,026.90	(1,246.00)	-1.11%
	TOTAL OPERATING EXPENSES	293,852.54	289,325.42	(4,527.12)	-1.56%	2,130,551.39	1,997,618.99	(132,932.40)	-6.65%
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	(48,216.79)	-	48,216.79	N/A	(94,163.49)	(45,947.00)	48,216.49	104.94
523401-000	Bedbug expense	-	1,715.00	1,715.00	100.00	850.00	2,565.00	1,715.00	66.86
523404-000	Demolition expense	-	42,857.00	42,857.00	100.00	-	42,857.00	42,857.00	100.00
523405-000	Flow Through Subsidy remitted to RAD	91,547.20	91,547.28	0.08	0.00	180,004.20	180,004.64	0.44	0.00
599900-000	TOTAL NON-OPERATING ITEMS	43,330.41	136,119.28	92,788.87	68.17	86,690.71	179,479.64	92,788.93	51.70
900000-000	NET INCOME	97,951.56	(6,977.42)	104,928.98	-1503.84%	304,898.17	331,213.01	(26,314.84)	-7.94%

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

Actual to Budget Variance Comparison

March 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	37,128.00	34,082.00	3,046.00	8.94	217,805.00	214,759.00	3,046.00	1.42
311900-000	Total Rental Income	37,128.00	34,082.00	3,046.00	8.94	217,805.00	214,759.00	3,046.00	1.42
312000-000	Other Tenant Income								
312003-000	Damages	60.00	54.00	6.00	11.11	310.00	303.00	7.00	2.31
312004-000	Late Charges	40.00	29.00	11.00	37.93	300.00	289.00	11.00	3.81
312005-000	Legal Fees - Tenant	-	27.00	(27.00)	-100.00	200.00	227.00	(27.00)	-11.89
312006-000	NSF Charges	30.00	-	30.00	N/A	30.00	-	30.00	N/A
312007-000	Tenant Owed Utilities - Excess	-	256.00	(256.00)	-100.00	1,249.79	1,505.00	(255.21)	-16.96
312009-000	Misc. Tenant Income	-	-	-	N/A	318.21	318.00	0.21	0.07
312010-000	Maintenance Charges	-	14.00	(14.00)	-100.00	50.00	64.00	(14.00)	-21.88
312900-000	Total Other Tenant Income	130.00	380.00	(250.00)	-65.79	2,458.00	2,706.00	(248.00)	-9.16
319900-000	NET TENANT INCOME	37,258.00	34,462.00	2,796.00	8.11	220,263.00	217,465.00	2,798.00	1.29
340000-000	GRANT INCOME								
341500-000	Other Govt and Private Grants	66,616.00	46,808.00	19,808.00	42.32	304,446.00	284,638.00	19,808.00	6.96
349900-000	TOTAL GRANT INCOME	66,616.00	46,808.00	19,808.00	42.32	304,446.00	284,638.00	19,808.00	6.96
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	-	-	-	N/A	861.73	45.00	816.73	1,814.96
369900-000	TOTAL OTHER INCOME	-	-	-	N/A	861.73	45.00	816.73	1,814.96
399900-000	TOTAL INCOME	103,874.00	81,270.00	22,604.00	27.81	525,570.73	502,148.00	23,422.73	4.66
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	5,205.86	5,732.00	526.14	9.18	28,089.44	26,236.00	(1,853.44)	-7.06
411002-000	Administrative Overtime	87.17	20.00	(67.17)	-335.85	247.53	135.00	(112.53)	-83.36
411003-000	Administrative: Employer FICA/SUI	583.16	664.00	80.84	12.17	2,662.25	2,475.00	(187.25)	-7.57
411004-000	Administrative: Employee Benefits	655.30	1,884.00	1,228.70	65.22	4,798.89	5,096.00	297.11	5.83
411099-000	Total Administrative Salaries	6,531.49	8,300.00	1,768.51	21.31	35,798.11	33,942.00	(1,856.11)	-5.47
413000-000	Legal Expense								
413001-000	Legal Expense	-	56.00	56.00	100.00	-	168.00	168.00	100.00
413003-000	Credit Reports	-	56.00	56.00	100.00	-	168.00	168.00	100.00
413100-000	Total Legal Expense	-	112.00	112.00	100.00	-	336.00	336.00	100.00
413900-000	Other Admin Expenses								
414000-000	Staff Training	95.00	241.00	146.00	60.58	239.88	626.00	386.12	61.68

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

Actual to Budget Variance Comparison

March 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
415000-000	Travel	-	167.00	167.00	100.00	-	501.00	501.00	100.00
417000-000	Bookkeeping Fees	990.00	981.00	(9.00)	-0.92	5,895.00	5,886.00	(9.00)	-0.15
417100-000	Auditing Fees	3,150.00	-	(3,150.00)	N/A	3,150.00	-	(3,150.00)	N/A
417300-000	Management Fee	7,153.08	7,091.00	(62.08)	-0.88	42,593.34	42,531.00	(62.34)	-0.15
417302-000	Asset Management Fee	1,320.00	1,320.00	-	0.00	7,920.00	7,920.00	-	0.00
418900-000	Total Other Admin Expenses	12,708.08	9,800.00	(2,908.08)	-29.67	59,798.22	57,464.00	(2,334.22)	-4.06
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	195.68	230.00	34.32	14.92	568.20	761.00	192.80	25.34
419004-000	Telephone	522.36	656.00	133.64	20.37	2,932.84	3,066.00	133.16	4.34
419005-000	Postage	-	97.00	97.00	100.00	89.91	177.00	87.09	49.20
419007-000	Court Costs	-	270.00	270.00	100.00	245.00	515.00	270.00	52.43
419008-000	Membership and Fees	-	29.00	29.00	100.00	520.00	549.00	29.00	5.28
419009-000	Sundry Miscellaneous	-	395.00	395.00	100.00	1,583.98	1,979.00	395.02	19.96
419010-000	Newspaper ADS (Advertising)	52.77	152.00	99.23	65.28	205.18	152.00	(53.18)	-34.99
419011-000	Sundry Service Contracts	676.96	691.00	14.04	2.03	3,344.20	3,359.00	14.80	0.44
419012-000	Software	-	339.00	339.00	100.00	-	1,017.00	1,017.00	100.00
419017-000	Temporary Administrative Labor	-	1,091.00	1,091.00	100.00	5,644.31	7,687.00	2,042.69	26.57
419018-000	False Alarms	-	-	-	N/A	10.00	10.00	-	0.00
419020-000	Bank Fees	-	-	-	N/A	14.95	15.00	0.05	0.33
419021-000	Discretionary	-	29.00	29.00	100.00	-	29.00	29.00	100.00
419100-000	Total Miscellaneous Admin Expenses	1,447.77	3,979.00	2,531.23	63.61	15,158.57	19,316.00	4,157.43	21.52
419900-000	TOTAL ADMINISTRATIVE EXPENSES	20,687.34	22,191.00	1,503.66	6.78	110,754.90	111,058.00	303.10	0.27
420000-000	TENANT SERVICES								
422000-000	Tenant Services	60.00	275.00	215.00	78.18	3,234.51	3,449.00	214.49	6.22
423000-000	Tenant Services -PH ADD ON	325.00	200.00	(125.00)	-62.50	1,600.00	1,475.00	(125.00)	-8.47
423001-000	Tenant Relocation	-	108.00	108.00	100.00	312.00	528.00	216.00	40.91
429900-000	TOTAL TENANT SERVICES EXPENSES	385.00	583.00	198.00	33.96	5,146.51	5,452.00	305.49	5.60
430000-000	UTILITIES								
431000-000	Water	3,989.78	2,459.00	(1,530.78)	-62.25	11,273.27	9,743.00	(1,530.27)	-15.71
432000-000	Electricity	4,793.29	4,891.00	97.71	2.00	24,557.76	24,657.00	99.24	0.40
433000-000	Gas	5,184.85	4,644.00	(540.85)	-11.65	22,683.63	22,143.00	(540.63)	-2.44
439000-000	Sewer	5,349.50	2,756.00	(2,593.50)	-94.10	14,552.05	11,960.00	(2,592.05)	-21.67
439900-000	TOTAL UTILITY EXPENSES	19,317.42	14,750.00	(4,567.42)	-30.97	73,066.71	68,503.00	(4,563.71)	-6.66
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								

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

Actual to Budget Variance Comparison

March 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441000-000	Labor Maintenance	3,596.68	4,170.00	573.32	13.75	20,215.87	21,506.00	1,290.13	6.00
441002-000	Maintenance: Overtime	37.03	73.00	35.97	49.27	70.69	107.00	36.31	33.93
441003-000	Maintenance: Employer FICA/SUI	399.00	309.00	(90.00)	-29.13	1,864.85	1,787.00	(77.85)	-4.36
441005-000	Maintenance: Employee Benefits	493.57	813.00	319.43	39.29	2,923.26	3,242.00	318.74	9.83
441100-000	Maintenance Uniforms	-	-	-	N/A	5.12	5.00	(0.12)	-2.40
441200-000	Vehicle Repair	-	561.00	561.00	100.00	572.43	1,133.00	560.57	49.48
441300-000	Gasoline Purchases	203.61	302.00	98.39	32.58	476.41	575.00	98.59	17.15
441900-000	Total General Maint Expense	4,729.89	6,228.00	1,498.11	24.05	26,128.63	28,355.00	2,226.37	7.85
442000-000	Materials								
442002-000	Appliance-Maint Materials	-	138.00	138.00	100.00	36.80	175.00	138.20	78.97
442003-000	Painting-Maint Materials	-	71.00	71.00	100.00	-	71.00	71.00	100.00
442004-000	Electrical-Maint Materials	-	182.00	182.00	100.00	-	404.00	404.00	100.00
442005-000	Heating/AC-Maint Materials	-	714.00	714.00	100.00	-	1,898.00	1,898.00	100.00
442006-000	Janitorial Supplies	-	43.00	43.00	100.00	184.13	227.00	42.87	18.89
442007-000	After Hours Work	-	210.00	210.00	100.00	-	544.00	544.00	100.00
442008-000	Plumbing-Maint Materials	105.18	765.00	659.82	86.25	3,603.58	4,829.00	1,225.42	25.38
442010-000	Maintenance Materials	-	1,038.00	1,038.00	100.00	2,238.26	3,276.00	1,037.74	31.68
442900-000	Total Materials	105.18	3,161.00	3,055.82	96.67	6,062.77	11,424.00	5,361.23	46.93
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	556.00	556.00	100.00	4,492.52	5,161.00	668.48	12.95
443002-000	Extermination Contract	205.00	519.00	314.00	60.50	1,480.00	1,794.00	314.00	17.50
443005-000	Unit Turnaround-Contract	761.56	1,103.00	341.44	30.96	2,660.56	3,002.00	341.44	11.37
443006-000	Electrical-Contract	-	214.00	214.00	100.00	-	214.00	214.00	100.00
443007-000	Disposal Contract	15.62	1,145.00	1,129.38	98.64	2,001.27	3,131.00	1,129.73	36.08
443009-000	Landscaping-Contract	1,492.50	1,500.00	7.50	0.50	9,024.00	9,029.00	5.00	0.06
443011-000	Heating/AC-Contract	-	4,096.00	4,096.00	100.00	1,825.00	5,921.00	4,096.00	69.18
443013-000	Contract: Uniform Rental	79.08	61.00	(18.08)	-29.64	582.25	564.00	(18.25)	-3.24
443015-000	Janitorial-Contract	-	99.00	99.00	100.00	-	211.00	211.00	100.00
443018-000	Plumbing-Contract	455.00	642.00	187.00	29.13	6,097.00	6,284.00	187.00	2.98
443019-000	Miscellaneous Contracts	-	5,699.00	5,699.00	100.00	-	16,811.00	16,811.00	100.00
443023-000	Contract: Consultants	-	381.00	381.00	100.00	-	715.00	715.00	100.00
443099-000	Maintenance Misc-Contracts	(3,282.66)	6,398.00	9,680.66	151.31	1,051.45	16,701.00	15,649.55	93.70
443900-000	Total Contract Costs	(273.90)	22,413.00	22,686.90	101.22	29,214.05	69,538.00	40,323.95	57.99
449900-000	TOTAL MAINTENANCE EXPENSES	4,561.17	31,802.00	27,240.83	85.66	61,405.45	109,317.00	47,911.55	43.83
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,300.01	2,792.00	491.99	17.62	15,681.01	16,174.00	492.99	3.05

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
March 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
451100-000	Property Tax	-	-	-	N/A	8,894.85	9,010.00	115.15	1.28
452100-000	Workers Comp Insurance	371.65	382.00	10.35	2.71	1,937.06	1,946.00	8.94	0.46
458000-000	All Protective Services	-	65.00	65.00	100.00	106.00	171.00	65.00	38.01
459900-000	TOTAL GENERAL EXPENSES	2,671.66	3,239.00	567.34	17.52	26,618.92	27,301.00	682.08	2.50
	TOTAL OPERATING EXPENSES	47,622.59	72,565.00	24,942.41	34.37%	276,992.49	321,631.00	44,638.51	13.88%
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	(4,296.12)	(4,296.00)	0.12	0.00
523401-000	Bedbug expense	-	-	-	N/A	3,930.00	3,930.00	-	0.00
523402-000	Donation rec'd for Upstate Senior Grant	-	-	-	N/A	(7.47)	(7.00)	(0.47)	-6.71
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	(358.65)	(359.00)	(0.35)	-0.10
900000-000	NET INCOME	56,251.41	8,705.00	47,546.41	546.20%	248,936.89	180,876.00	68,060.89	37.63%

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

March 31, 2016

		MTD-Actual	MTD-Budget	Variance	% Var	PTD-Actual	PTD-Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	756,375.00	745,992.00	10,383.00	1.39	4,604,129.00	4,551,466.00	52,663.00	1.16
341002-000	Sec 8 Admin. Fee Inc-HCV	81,992.00	82,831.00	(839.00)	-1.01	548,057.66	513,853.00	34,204.66	6.66
341004-000	Section 8 Port-In Admin Fees	416.83	-	416.83	N/A	1,715.03	-	1,715.03	N/A
341006-000	Port In HAP Earned	4,490.00	1,032.00	3,458.00	335.08	25,825.47	14,678.00	11,147.47	75.95
341010-000	Section 8 Admin Fee -Mod Rehab	21,877.00	21,877.00	-	0.00	131,262.00	131,262.00	-	0.00
341011-000	Mod Rehab- HAP EARNED	177,249.00	159,400.00	17,849.00	11.20	1,063,507.00	1,045,658.00	17,849.00	1.71
349900-000	TOTAL GRANT INCOME	1,042,399.83	1,011,132.00	31,267.83	3.09	6,374,496.16	6,256,917.00	117,579.16	1.88
360000-000	OTHER INCOME								
361000-000	Investment Income - Unrestricted	0.71	-	0.71	N/A	4.17	5.00	(0.83)	-16.60
364000-000	Fraud Recovery Income-Admin	1,270.24	748.00	522.24	69.82	7,230.24	6,393.00	837.24	13.10
364001-000	Fraud Recovery - HAP	1,131.35	778.00	353.35	45.42	7,091.28	6,482.00	609.28	9.40
365000-000	Miscellaneous Other Income	-	111.00	(111.00)	-100.00	1,863.00	2,057.00	(194.00)	-9.43
369900-000	TOTAL OTHER INCOME	2,402.30	1,637.00	765.30	46.75	16,188.69	14,937.00	1,251.69	8.38
399900-000	TOTAL INCOME	1,044,802.13	1,012,769.00	32,033.13	3.16	6,390,684.85	6,271,854.00	118,830.85	1.89
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	30,770.22	33,271.00	2,500.78	7.52	187,229.17	189,729.00	2,499.83	1.32
411002-000	Administrative Overtime	87.69	278.00	190.31	68.46	531.89	722.00	190.11	26.33
411003-000	Administrative: Employer FICA/SUI	3,296.69	3,671.00	374.31	10.20	16,913.89	17,288.00	374.11	2.16
411004-000	Administrative: Employee Benefits	6,799.49	9,765.00	2,965.51	30.37	37,166.55	40,132.00	2,965.45	7.39
411006-000	Administrative: Emp Incentive	-	-	-	N/A	275.00	-	(275.00)	N/A
411099-000	Total Administrative Salaries	40,954.09	46,985.00	6,030.91	12.84	242,116.50	247,871.00	5,754.50	2.32
413000-000	Legal Expense								
413001-000	Legal Expense	1,653.75	111.00	(1,542.75)	-1,389.86	6,708.75	5,388.00	(1,320.75)	-24.51
413003-000	Credit Reports	-	-	-	N/A	52.26	52.00	(0.26)	-0.50
413100-000	Total Legal Expense	1,653.75	111.00	(1,542.75)	-1,389.86	6,761.01	5,440.00	(1,321.01)	-24.28
413900-000	Other Admin Expenses								
414000-000	Staff Training	353.00	-	(353.00)	N/A	825.44	472.00	(353.44)	-74.88
415000-000	Travel	751.56	286.00	(465.56)	-162.78	751.56	286.00	(465.56)	-162.78
417000-000	Bookkeeping Fees	15,172.50	13,244.00	(1,928.50)	-14.56	83,175.00	79,469.00	(3,706.00)	-4.66
417001-000	Bookkeeping Fees-MOD Rehab	2,025.00	1,824.00	(201.00)	-11.02	12,517.50	12,318.00	(199.50)	-1.62
417100-000	Auditing Fees	4,020.00	4,000.00	(20.00)	-0.50	4,020.00	4,000.00	(20.00)	-0.50
417200-000	Port Out Admin Fee	631.15	848.00	216.85	25.57	3,920.35	4,916.00	995.65	20.25
417300-000	Management Fee	24,276.00	20,958.00	(3,318.00)	-15.83	133,080.00	128,638.00	(4,442.00)	-3.45
417303-000	Management Fee- MOD Rehab	3,240.00	2,919.00	(321.00)	-11.00	20,028.00	19,707.00	(321.00)	-1.63
418000-000	Office Rent	3,500.00	3,874.00	374.00	9.65	18,909.35	19,284.00	374.65	1.94

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

		March 31, 2016							
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
418900-000	Total Other Admin Expenses	53,969.21	47,953.00	(6,016.21)	-12.55	277,227.20	269,090.00	(8,137.20)	-3.02
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	6,995.63	332.00	(6,663.63)	-2,007.12	9,465.84	2,802.00	(6,663.84)	-237.82
419004-000	Telephone	614.10	1,785.00	1,170.90	65.60	4,116.14	5,287.00	1,170.86	22.15
419005-000	Postage	1,558.58	945.00	(613.58)	-64.93	10,943.12	10,330.00	(613.12)	-5.94
419006-000	Forms and Computer Supplies	-	-	-	N/A	1,115.22	1,115.00	(0.22)	-0.02
419008-000	Membership and Fees	-	153.00	153.00	100.00	-	459.00	459.00	100.00
419009-000	Sundry Miscellaneous	62.01	468.00	405.99	86.75	1,782.77	2,188.00	405.23	18.52
419010-000	Newspaper ADS (Advertising)	40.65	35.00	(5.65)	-16.14	105.16	100.00	(5.16)	-5.16
419011-000	Sundry Service Contracts	4,399.64	5,496.00	1,096.36	19.95	25,924.97	27,023.00	1,098.03	4.06
419017-000	Temporary Administrative Labor	-	93.00	93.00	100.00	3,321.52	3,414.00	92.48	2.71
419020-000	Bank Fees	93.05	57.00	(36.05)	-63.25	926.20	890.00	(36.20)	-4.07
419100-000	Total Miscellaneous Admin Expenses	13,763.66	9,364.00	(4,399.66)	-46.98	57,700.94	53,608.00	(4,092.94)	-7.63
419900-000	TOTAL ADMINISTRATIVE EXPENSES	110,340.71	104,413.00	(5,927.71)	-5.68	583,805.65	576,009.00	(7,796.65)	-1.35
430000-000	UTILITIES								
431000-000	Water	156.11	-	(156.11)	N/A	156.11	-	(156.11)	N/A
432000-000	Electricity	1,046.94	-	(1,046.94)	N/A	1,701.37	-	(1,701.37)	N/A
433000-000	Gas	194.03	-	(194.03)	N/A	432.52	-	(432.52)	N/A
439900-000	TOTAL UTILITY EXPENSES	1,397.08	-	(1,397.08)	N/A	2,290.00	-	(2,290.00)	N/A
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	(97.48)	67.00	164.48	245.49	1,439.54	1,604.00	164.46	10.25
441300-000	Gasoline Purchases	253.58	339.00	85.42	25.20	771.81	857.00	85.19	9.94
441900-000	Total General Maint Expense	156.10	406.00	249.90	61.55	2,211.35	2,461.00	249.65	10.14
442000-000	Materials								
442006-000	Janitorial Supplies	-	111.00	111.00	100.00	-	333.00	333.00	100.00
442010-000	Maintenance Materials	-	-	-	N/A	3,288.09	-	(3,288.09)	N/A
442900-000	Total Materials	-	111.00	111.00	100.00	3,288.09	333.00	(2,955.09)	-887.41
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	-	-	N/A	380.92	-	(380.92)	N/A
443015-000	Janitorial-Contract	-	-	-	N/A	2,887.50	2,888.00	0.50	0.02
443023-000	Contract: Consultants	46.60	-	(46.60)	N/A	1,700.55	1,654.00	(46.55)	-2.81
443099-000	Maintenance Misc-Contracts	-	-	-	N/A	40.04	-	(40.04)	N/A
443900-000	Total Contract Costs	46.60	-	(46.60)	N/A	5,009.01	4,542.00	(467.01)	-10.28
449900-000	TOTAL MAINTENANCE EXPENSES	202.70	517.00	314.30	60.79	10,508.45	7,336.00	(3,172.45)	-43.24
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,873.00	2,941.00	68.00	2.31	15,310.00	15,378.00	68.00	0.44

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM INCLUDING MOD REHAB									
Actual to Budget Variance Comparison									
March 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
452100-000	Workers Comp Insurance	1,302.41	1,337.00	34.59	2.59	6,854.02	6,888.00	33.98	0.49
452500-000	Relocation exp-	4,326.41	-	(4,326.41)	N/A	5,430.91	-	(5,430.91)	N/A
459900-000	TOTAL GENERAL EXPENSES	8,501.82	4,278.00	(4,223.82)	-98.73	27,594.93	22,266.00	(5,328.93)	-23.93
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	798,951.00	862,811.00	63,860.00	7.40	4,875,986.00	5,033,480.00	157,494.00	3.13
471501-000	Tenant Utility Payments	30,319.00	33,210.00	2,891.00	8.71	195,626.00	202,091.00	6,465.00	3.20
471502-000	Portable Out HAP Payments	14,881.00	29,433.00	14,552.00	49.44	114,004.00	128,556.00	14,552.00	11.32
471503-000	FSS Escrow Payments	1,471.00	4,111.00	2,640.00	64.22	9,969.00	12,609.00	2,640.00	20.94
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	845,622.00	929,565.00	83,943.00	9.03	5,195,585.00	5,376,736.00	181,151.00	3.37
	TOTAL OPERATING EXPENSES	966,064.31	1,038,773.00	72,708.69	7.00%	5,819,784.03	5,982,347.00	162,562.97	2.72%
900000-000	NET INCOME	78,737.82	(26,004.00)	104,741.82	-402.79%	570,900.82	289,507.00	281,393.82	97.20%

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM - HAP

Actual to Budget Variance Comparison

3/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	756,375.00	745,992.00	10,383.00	1.39	4,604,129.00	4,551,466.00	52,663.00	1.16
341006-000	Port In HAP Earned	4,490.00	1,032.00	3,458.00	335.08	25,825.47	14,678.00	11,147.47	75.95
364001-000	Fraud Recovery - HAP	1,061.90	778.00	283.90	36.49	6,143.63	5,605.00	538.63	9.61
399900-000	TOTAL INCOME	761,926.90	747,802.00	14,124.90	1.89%	4,636,098.10	4,571,749.00	64,349.10	1.41%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	688,664.00	699,853.00	11,189.00	1.60	4,101,690.00	4,112,879.00	11,189.00	0.27
471501-000	Tenant Utility Payments	29,630.00	30,991.00	1,361.00	4.39	185,686.00	187,047.00	1,361.00	0.73
471502-000	Portable Out HAP Payments	14,881.00	29,433.00	14,552.00	49.44	114,004.00	128,556.00	14,552.00	11.32
471503-000	FSS Escrow Payments	1,471.00	4,111.00	2,640.00	64.22	9,969.00	12,609.00	2,640.00	20.94
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	734,646.00	764,388.00	29,742.00	3.89	4,411,349.00	4,441,091.00	29,742.00	0.67
900000-000	NET INCOME	27,280.90	(16,586.00)	43,866.90	-264.48%	224,749.10	130,658.00	94,091.10	72.01%

**SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

3/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341002-000	Sec 8 Admin. Fee Inc-HCV	81,992.00	82,831.00	(839.00)	-1.01	548,057.66	513,853.00	34,204.66	6.66
341004-000	Section 8 Port-In Admin Fees	416.83	-	416.83	N/A	1,715.03	-	1,715.03	N/A
364000-000	Fraud Recovery Income-Admin	1,200.80	748.00	452.80	60.53	6,282.55	5,516.00	766.55	13.90
365000-000	Miscellaneous Other Income	-	111.00	(111.00)	-100.00	1,863.00	2,057.00	(194.00)	-9.43
399900-000	TOTAL INCOME	83,609.63	83,690.00	(80.37)	-0.10%	557,918.24	521,426.00	36,492.24	7.00%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	23,009.24	23,703.00	693.76	2.93	145,973.96	146,667.00	693.04	0.47
411002-000	Administrative Overtime	65.64	278.00	212.36	76.39	399.24	611.00	211.76	34.66
411003-000	Administrative: Employer FICA/SUI	2,465.31	2,738.00	272.69	9.96	12,690.86	12,963.00	272.14	2.10
411004-000	Administrative: Employee Benefits	5,255.47	7,188.00	1,932.53	26.89	28,757.38	30,690.00	1,932.62	6.30
411006-000	Administrative: Emp Incentive	-	-	-	N/A	275.00	-	(275.00)	N/A
411099-000	Total Administrative Salaries	30,795.66	33,907.00	3,111.34	9.18	188,096.44	190,931.00	2,834.56	1.48
413000-000	Legal Expense								
413001-000	Legal Expense	1,653.75	111.00	(1,542.75)	-1,389.86	1,653.75	3,183.00	1,529.25	48.04
413003-000	Credit Reports	-	-	-	N/A	52.26	52.00	(0.26)	-0.50
413100-000	Total Legal Expense	1,653.75	111.00	(1,542.75)	-1,389.86	1,706.01	3,235.00	1,528.99	47.26
413900-000	Other Admin Expenses								
414000-000	Staff Training	353.00	-	(353.00)	N/A	825.44	472.00	(353.44)	-74.88
415000-000	Travel	751.56	286.00	(465.56)	-162.78	751.56	286.00	(465.56)	-162.78
417000-000	Bookkeeping Fees	15,172.50	13,244.00	(1,928.50)	-14.56	83,175.00	79,469.00	(3,706.00)	-4.66
417100-000	Auditing Fees	3,351.00	3,000.00	(351.00)	-11.70	3,351.00	3,000.00	(351.00)	-11.70
417200-000	Port Out Admin Fee	631.15	848.00	216.85	25.57	3,920.35	4,916.00	995.65	20.25
417300-000	Management Fee	24,276.00	20,958.00	(3,318.00)	-15.83	133,080.00	128,638.00	(4,442.00)	-3.45
418000-000	Office Rent	3,500.00	3,874.00	374.00	9.65	18,909.35	19,284.00	374.65	1.94
418900-000	Total Other Admin Expenses	48,035.21	42,210.00	(5,825.21)	-13.80	244,012.70	236,065.00	(7,947.70)	-3.37
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	5,246.72	249.00	(4,997.72)	-2,007.12	7,195.75	2,198.00	(4,997.75)	-227.38
419004-000	Telephone	460.57	1,339.00	878.43	65.60	3,198.97	4,077.00	878.03	21.54
419005-000	Postage	1,168.93	709.00	(459.93)	-64.87	8,207.34	7,748.00	(459.34)	-5.93
419006-000	Forms and Computer Supplies	-	-	-	N/A	836.41	836.00	(0.41)	-0.05
419008-000	Membership and Fees	-	153.00	153.00	100.00	-	459.00	459.00	100.00
419009-000	Sundry Miscellaneous	46.51	351.00	304.49	86.75	1,533.80	1,838.00	304.20	16.55
419010-000	Newspaper ADS (Advertising)	40.65	35.00	(5.65)	-16.14	105.16	100.00	(5.16)	-5.16
419011-000	Sundry Service Contracts	3,299.73	4,122.00	822.27	19.95	21,062.32	21,885.00	822.68	3.76
419017-000	Temporary Administrative Labor	-	70.00	70.00	100.00	2,613.35	2,683.00	69.65	2.60
419020-000	Bank Fees	93.05	57.00	(36.05)	-63.25	926.20	890.00	(36.20)	-4.07
419100-000	Total Miscellaneous Admin Expenses	10,356.16	7,085.00	(3,271.16)	-46.17	45,679.30	42,714.00	(2,965.30)	-6.94

**SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

3/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419900-000	TOTAL ADMINISTRATIVE EXPENSES	90,840.78	83,313.00	(7,527.78)	-9.04	479,494.45	472,945.00	(6,549.45)	-1.38
430000-000	UTILITIES								
431000-000	Water	156.11	-	(156.11)	N/A	156.11	-	(156.11)	N/A
432000-000	Electricity	1,046.94	-	(1,046.94)	N/A	1,701.37	-	(1,701.37)	N/A
433000-000	Gas	194.03	-	(194.03)	N/A	432.52	-	(432.52)	N/A
439900-000	TOTAL UTILITY EXPENSES	1,397.08	-	(1,397.08)	N/A	2,290.00	-	(2,290.00)	N/A
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	(97.48)	67.00	164.48	245.49	1,439.54	1,604.00	164.46	10.25
441300-000	Gasoline Purchases	253.58	339.00	85.42	25.20	771.81	857.00	85.19	9.94
441900-000	Total General Maint Expense	156.10	406.00	249.90	61.55	2,211.35	2,461.00	249.65	10.14
442000-000	Materials								
442006-000	Janitorial Supplies	-	111.00	111.00	100.00	-	333.00	333.00	100.00
442010-000	Maintenance Materials	-	-	-	N/A	3,288.09	-	(3,288.09)	N/A
442900-000	Total Materials	-	111.00	111.00	100.00	3,288.09	333.00	(2,955.09)	-887.41
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	-	-	N/A	380.92	-	(380.92)	N/A
443015-000	Janitorial-Contract	-	-	-	N/A	2,887.50	2,888.00	0.50	0.02
443023-000	Contract: Consultants	46.60	-	(46.60)	N/A	1,700.55	1,654.00	(46.55)	-2.81
443099-000	Maintenance Misc-Contracts	-	-	-	N/A	40.04	-	(40.04)	N/A
443900-000	Total Contract Costs	46.60	-	(46.60)	N/A	5,009.01	4,542.00	(467.01)	-10.28
449900-000	TOTAL MAINTENANCE EXPENSES	202.70	517.00	314.30	60.79	10,508.45	7,336.00	(3,172.45)	-43.24
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,148.00	2,206.00	58.00	2.63	11,600.00	11,658.00	58.00	0.50
452100-000	Workers Comp Insurance	973.81	1,003.00	29.19	2.91	5,193.22	5,221.00	27.78	0.53
452500-000	Relocation exp-	4,326.41	-	(4,326.41)	N/A	5,430.91	-	(5,430.91)	N/A
459900-000	TOTAL GENERAL EXPENSES	7,448.22	3,209.00	(4,239.22)	-132.10	22,224.13	16,879.00	(5,345.13)	-31.67
	TOTAL OPERATING EXPENSES	99,888.78	87,039.00	(12,849.78)	-14.76%	514,517.03	497,160.00	(17,357.03)	-3.49%
900000-000	NET INCOME	(16,279.15)	(3,349.00)	(12,930.15)	386.09%	43,401.21	24,266.00	19,135.21	78.86%

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

Actual to Budget Variance Comparison

3/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341011-000	Mod Rehab- HAP EARNED	177,249.00	159,400.00	17,849.00	11.20	1,063,507.00	1,045,658.00	17,849.00	1.71
364001-000	Fraud Recovery - HAP	69.45	-	69.45	N/A	947.65	877.00	70.65	8.06
399900-000	TOTAL INCOME	177,318.45	159,400.00	17,918.45	11.24%	1,064,454.65	1,046,535.00	17,919.65	1.71%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	110,287.00	162,958.00	52,671.00	32.32	774,296.00	920,601.00	146,305.00	15.89
471501-000	Tenant Utility Payments	689.00	2,219.00	1,530.00	68.95	9,940.00	15,044.00	5,104.00	33.93
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	110,976.00	165,177.00	54,201.00	32.81	784,236.00	935,645.00	151,409.00	16.18
900000-000	NET INCOME	66,342.45	(5,777.00)	72,119.45	-1248.39%	280,218.65	110,890.00	169,328.65	152.70%

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - MOD REHAB ADMINISTRATIVE

Actual to Budget Variance Comparison

3/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341010-000	Section 8 Admin Fee -Mod Rehab	21,877.00	21,877.00	-	0.00	131,262.00	131,262.00	-	0.00
361000-000	Investment Income - Unrestricted	0.71	-	0.71	N/A	4.17	5.00	(0.83)	-16.60
364000-000	Fraud Recovery Income-Admin	69.44	-	69.44	N/A	947.69	877.00	70.69	8.06
399900-000	TOTAL INCOME	21,947.15	21,877.00	70.15	0.00	132,213.86	132,144.00	69.86	0.00
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	7,760.98	9,568.00	1,807.02	18.89	41,255.21	43,062.00	1,806.79	4.20
411002-000	Administrative Overtime	22.05	-	(22.05)	N/A	132.65	111.00	(21.65)	-19.50
411003-000	Administrative: Employer FICA/SUI	831.38	933.00	101.62	10.89	4,223.03	4,325.00	101.97	2.36
411004-000	Administrative: Employee Benefits	1,544.02	2,577.00	1,032.98	40.08	8,409.17	9,442.00	1,032.83	10.94
411099-000	Total Administrative Salaries	10,158.43	13,078.00	2,919.57	22.32	54,020.06	56,940.00	2,919.94	5.13
413000-000	Legal Expense								
413001-000	Legal Expense	-	-	-	N/A	5,055.00	2,205.00	(2,850.00)	-129.25
413100-000	Total Legal Expense	-	-	-	N/A	5,055.00	2,205.00	(2,850.00)	-129.25
413900-000	Other Admin Expenses								
417001-000	Bookkeeping Fees-MOD Rehab	2,025.00	1,824.00	(201.00)	-11.02	12,517.50	12,318.00	(199.50)	-1.62
417100-000	Auditing Fees	669.00	1,000.00	331.00	33.10	669.00	1,000.00	331.00	33.10
417303-000	Management Fee- MOD Rehab	3,240.00	2,919.00	(321.00)	-11.00	20,028.00	19,707.00	(321.00)	-1.63
418900-000	Total Other Admin Expenses	5,934.00	5,743.00	(191.00)	-3.33	33,214.50	33,025.00	(189.50)	-0.57
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,748.91	83.00	(1,665.91)	-2,007.12	2,270.09	604.00	(1,666.09)	-275.84
419004-000	Telephone	153.53	446.00	292.47	65.58	917.17	1,210.00	292.83	24.20
419005-000	Postage	389.65	236.00	(153.65)	-65.11	2,735.78	2,582.00	(153.78)	-5.96
419006-000	Forms and Computer Supplies	-	-	-	N/A	278.81	279.00	0.19	0.07
419009-000	Sundry Miscellaneous	15.50	117.00	101.50	86.75	248.97	350.00	101.03	28.87
419011-000	Sundry Service Contracts	1,099.91	1,374.00	274.09	19.95	4,862.65	5,138.00	275.35	5.36
419017-000	Temporary Administrative Labor	-	23.00	23.00	100.00	708.17	731.00	22.83	3.12
419100-000	Total Miscellaneous Admin Expenses	3,407.50	2,279.00	(1,128.50)	-49.52	12,021.64	10,894.00	(1,127.64)	-10.35
419900-000	TOTAL ADMINISTRATIVE EXPENSES	19,499.93	21,100.00	1,600.07	7.58	104,311.20	103,064.00	(1,247.20)	-1.21
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	725.00	735.00	10.00	1.36	3,710.00	3,720.00	10.00	0.27
452100-000	Workers Comp Insurance	328.60	334.00	5.40	1.62	1,660.80	1,667.00	6.20	0.37
459900-000	TOTAL GENERAL EXPENSES	1,053.60	1,069.00	15.40	1.44	5,370.80	5,387.00	16.20	0.30

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - MOD REHAB ADMINISTRATIVE

Actual to Budget Variance Comparison

3/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
	TOTAL OPERATING EXPENSES	20,553.53	22,169.00	1,615.47	7.29%	109,682.00	108,451.00	(1,231.00)	-1.14%
900000-000	NET INCOME	1,393.62	(292.00)	1,685.62	-577.27%	22,531.86	23,693.00	(1,161.14)	-4.90%

Trial Balance Cr, Dr Details

Period = Mar 2016

Book = Actual / This = 1st 1st

	Forward Balance	Debit	Credit	March Transactions	Ending Balance
111102-000 Cash - Restricted	73,538.19	2,189.43	284.35		75,443.27
111111-000 Cash - Unrestricted	225,716.00	-	-		225,716.00
111117-000 HAP Disbursement Fund	-30,094.91	870,148.58	777,104.31		62,959.36
111120-000 General Fund Operating	-26,029.14	-	-		(26,029.14)
111124-000 Cash - FSS Escrow	23,660.85	-	-		23,660.85
112200-000 A/R-Tenants	22,534.95	6,752.70	5,407.31		23,880.34
112201-000 Allowance for Doubtful Accounts-Tenants	-16,058.13	-	-		(16,058.13)
113303-000 A/R-Other Government	1,298.20	416.83	208.31		1,506.72
129500-000 Interprogram-Due From	202,989.16	3,505.51	97,531.93		108,962.74
145001-000 Accum Depreciation-Site Improvement	-117,028.43	-	-		(117,028.43)
147501-000 Non Dwelling Equip	133,977.43	-	-		133,977.43
211100-000 AP Vendors and Contractors	-85,196.24	844,975.23	835,527.68		(75,748.69)
211759-000 AP-Mutual of America Retirement	-1,107.88	-	-		(1,107.88)
211981-000 Accrued Payable	-1,737.82	1,955.08	525.40		(298.14)
213400-000 Accrued Utilities	0.00	-	1,046.94		(1,046.94)
213500-000 Accrued Payroll & Payroll Taxes	-2,838.24	-	-		(2,838.24)
224000-000 Tenant Prepaid Rents	-416.67	292.96	137.34		(261.05)
226000-000 Accrued Paid Leave-Current	-5,523.45	-	-		(5,523.45)
230500-000 Accrued Paid Leave-LT	-31,299.36	-	-		(31,299.36)
230700-000 AP FSS Escrow	-33,503.69	-	1,471.00		(34,974.69)
260902-000 Unrestricted Net Assets (UNA)	-75,742.06	-	-		(75,742.06)
341001-000 Section 8 HAP Earned	-3,847,734.00	-	756,375.00	(756,375.00)	(4,604,129.00)
341002-000 Sec 8 Admin. Fee Inc-HCV	-466,065.66	-	81,992.00	(81,992.00)	(548,057.66)
341004-000 Section 8 Port-In Admin Fees	-1,298.20	-	416.83	(416.83)	(1,715.03)
341006-000 Port In HAP Earned	-21,335.47	-	4,490.00	(4,490.00)	(25,825.47)
364000-000 Fraud Recovery Income-Admin	-5,061.75	-	1,200.80	(1,200.80)	(6,262.55)
364001-000 Fraud Recovery - HAP	-5,081.73	1,200.80	2,262.70	(1,061.90)	(6,143.63)
365000-000 Miscellaneous Other Income	-1,863.00	-	-	-	(1,863.00)
411000-000 Administrative Salaries and Wages	122,964.72	23,009.24	-	23,009.24	145,973.96
411002-000 Administrative Overtime	333.60	65.64	-	65.64	399.24
411003-000 Administrative: Employer FICA/SUI	10,225.55	2,465.31	-	2,465.31	12,690.86
411004-000 Administrative: Employee Benefits	23,501.91	5,255.47	-	5,255.47	28,757.38
411006-000 Administrative: Emp Incentive	275.00	-	-	-	275.00
413001-000 Legal Expense	0.00	1,653.75	-	1,653.75	1,653.75
413003-000 Credit Reports	52.26	-	-	-	52.26
414000-000 Staff Training	472.44	333.00	-	333.00	825.44
415000-000 Travel	0.00	751.56	-	751.56	751.56
417000-000 Bookkeeping Fees	68,002.50	15,172.50	-	15,172.50	83,175.00
417100-000 Auditing Fees	0.00	3,351.00	-	3,351.00	3,351.00
417200-000 Port Out Admin Fee	3,289.20	865.85	234.70	631.15	3,920.35
417300-000 Management Fee	108,804.00	24,276.00	-	24,276.00	133,080.00
418000-000 Office Rent	15,409.35	3,500.00	-	3,500.00	18,909.35
419001-000 Office Expense	1,949.03	7,269.89	2,023.17	5,246.72	7,195.75
419004-000 Telephone	2,738.40	1,041.72	581.15	460.57	3,198.97
419005-000 Postage	7,038.41	1,578.58	389.65	1,188.93	8,207.34
419006-000 Forms and Computer Supplies	836.41	-	-	-	836.41
419009-000 Sundry Miscellaneous	1,487.29	62.01	15.50	46.51	1,533.80
419010-000 Newspaper ADS (Advertising)	64.51	40.65	-	40.65	105.16
419011-000 Sundry Service Contracts	17,762.59	5,572.34	3,299.73	21,062.32	21,062.32
419017-000 Temporary Administrative Labor	2,613.35	-	-	-	2,613.35
419020-000 Bank Fees	833.15	93.05	-	93.05	926.20
431000-000 Water	0.00	156.11	-	156.11	156.11
432000-000 Electricity	854.43	1,046.94	-	1,046.94	1,701.37
433000-000 Gas	238.49	194.03	-	194.03	432.52
441200-000 Vehicle Repair	1,537.02	-	97.48	(97.48)	1,439.54
441300-000 Gasoline Purchases	518.23	383.36	129.78	253.58	771.81
442010-000 Maintenance Materials	3,288.09	5,916.60	-	-	3,288.09
443001-000 Alarm/Extinguisher Contract	380.92	-	-	-	380.92
443015-000 Janitorial Contract	2,887.50	137.50	137.50	-	2,887.50
443023-000 Contract: Consultants	1,653.95	46.60	-	46.60	1,700.55
443099-000 Maintenance Misc-Contracts	40.04	-	-	-	40.04
451000-000 General Liability Insurance	9,452.00	2,148.00	-	2,148.00	11,600.00
452100-000 Workers Comp Insurance	4,218.41	973.81	-	973.81	5,192.22
452500-000 Relocation exp	1,104.50	4,326.41	-	4,326.41	5,430.91
			Auditing Fees	99,888.78	
			(3,351.00)		
			96,537.78		
471500-000 Housing Assistance Payments	3,413,026.00	725,771.00	37,107.00	688,664.00	4,101,690.00
471501-000 Tenant Utility Payments	156,055.00	32,397.00	2,767.00	29,630.00	185,686.00
471502-000 Portable Out HAP Payments	99,123.00	14,881.00	-	14,881.00	114,004.00
471503-000 FSS Escrow Payments	8,498.00	1,471.00	-	1,471.00	9,969.00
Total	0.00			734,646.00	-

SPARTANBURG HOUSING AUTHORITY
Section 8 Reserved & Restricted Cash Flow
March 31, 2016

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	764,964	774,263	774,263	777,619	756,375	756,375							4,603,859
Inter fund settlement //HAP acct	-	-	-	-									-
Section 8 Admin Subsidy	78,392	105,052	81,916	118,674	82,031	81,992							548,058
Mod Rehab HAP	177,262	177,249	177,249	177,249	177,249	177,249							1,063,607
Mod Rehab Admin	21,877	21,877	21,877	21,877	21,877	21,877							131,262
Port in	1,392	6,558	3,632	4,346	5,407	4,490							25,825
HCV Refunds/Recovery/Interest	4,144	3,634	1,969	1,945	2,095	2,402							16,189
HUD Subsidy	1,048,031	1,088,632	1,060,906	1,101,711	1,045,034	1,044,385	0	0	0	0	0	0	6,388,700
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	752,771	741,544	762,539	666,447	753,402	734,646							4,411,349
Mod Rehab Vouchers	147,067	157,184	152,155	108,027	108,827	110,976							784,236
Sec 8 Admin Expenses	73,314	70,870	85,700	96,941	89,023	99,889							615,737
Mod Rehab Admin	18,480	15,092	18,613	17,368	19,575	20,554							109,682
Total Payments	991,631	984,690	1,019,007	888,783	970,828	966,064	0	0	0	0	0	0	5,821,004
Net Inflow (Outflow)	56,400	103,943	41,899	212,927	74,207	78,321	0	0	0	0	0	0	567,696
Reserve Account INFLOW(OUTFLOW)													
Net Section 8 HAP	16,337	36,353	13,693	113,117	5,068	24,131	-	-	-	-	-	-	
Net Mod Rehab HAP	30,195	20,065	25,094	69,222	68,422	66,273	-	-	-	-	-	-	
Section 8 Admin	5,078	34,182	(3,784)	21,733	(6,992)	(17,897)	-	-	-	-	-	-	
Mod Rehab Admin	3,397	6,785	3,264	4,509	2,302	1,323	-	-	-	-	-	-	
	55,008	97,385	38,267	208,581	68,800	73,831	-	-	-	-	-	-	
Reserve Bank Accounts													
Section 8 and Mod Rehab disbursement	237,763	344,549	378,215	575,570	685,603	759,294							
Sec 8 HAP -NRA	67,052	68,757	69,433	71,433	73,538	77,444							
Mod Rehab HAP	2,290	2,340	2,340	2,340	4,341	2,340							
Sec 8 Admin	225,716	225,716	225,716	225,716	225,716	225,716							
Mod Rehab Admin	90,055	90,056	90,056	90,057	90,058	90,058							
	622,876	731,418	765,761	965,115	1,079,256	1,154,852	0	0	0	0	0	0	

SPARTANBURG HOUSING AUTHORITY

Cash Flow

March 31, 2016

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	764,964	774,263	774,263	776,962	756,375	756,375							4,603,202
Section 8 Admin Subsidy	78,392	105,052	819,216	118,596	81,992	81,992							1,285,240
Mod Rehab HAP	177,262	177,249	177,249	177,249	177,249	177,249							1,063,507
Mod Rehab Admin	21,877	21,877	21,877	21,877	21,877	21,877							131,262
Public Housing Subsidy	309,570	309,570	309,516	267,218	263,209	283,032							1,742,115
Tax Credit Properties Subsidy	34,595	34,595	34,595	35,512	35,701	36,948							211,945
SLHC PBV Subsidy	9,162	9,146	9,142	8,967	8,967	8,967							54,351
SC State Grant for JCB	37,923	38,576	38,542	38,455	38,950	57,649							250,095
1) HUD & State Subsidy	1,433,745	1,470,328	2,184,400	1,444,836	1,384,320	1,424,089	-	-	-	-	-	-	9,341,717
ROSS	26,048	20,727	14,061	32,320	22,748	18,276							134,180
Youthbuild	14,915	951	29,572	-	-	-							45,438
YB -Face Forward	39,598	43,144	50,566	58,633	42,291	49,704							283,938
CNI	-	-	-	-	-	-							0
CFP and RHF	-	-	-	-	-	-							0
2) Other Grant Revenue	80,561	64,823	94,200	90,953	65,039	67,980	-	-	-	-	-	-	463,556
Public Housing Rents	124,658	134,995	143,621	143,986	93,701	113,270							754,229
JC Bull Rents	26,291	27,315	27,081	27,264	27,063	27,937							162,951
SLHC Rents	9,102	9,142	9,146	9,146	9,127	9,191							54,854
3) Rent Revenue	160,051	171,452	179,848	180,396	129,891	150,398	-	-	-	-	-	-	972,034
4) Misc Receipts	31,081	12,454	45,231	1,428,178	171,920	283,564							1,952,428
5) Other Cash-In													
Section 8 Reserves Transfer In				-	-	-					-	-	-
Working Capital Adjustment/Inter fund settlement	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CASH INFLOW	1,705,437	1,719,056	2,503,678	3,144,363	1,751,170	1,906,031	-	-	-	-	-	-	12,729,735
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, 2016

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	752,771	741,544	762,539	666,447	753,402	734,646							4,411,349
Mod Rehab Vouchers	147,067	157,184	152,155	108,027	108,827	110,976							784,236
HAP Payments	899,838	898,728	914,694	774,474	862,229	845,622	-	-	-	-	-	-	5,195,585
Payroll	287,709	168,515	201,637	182,067	170,612	291,436							1,301,975
Benefits/Deductions	1,289	4,711	7,807	1,205	5,002	763							20,778
Payroll & Benefits	288,999	173,226	209,443	183,272	175,614	292,199	-	-	-	-	-	-	1,322,753
State Insurance	37,241	37,241	43,543	44,166	29,961	88,045							280,196
Rent	8,409	8,409	8,409	20,085	20,085	11,656							77,014
Wright Center Payables (301-wc & 300-mrc)	5,182	6,739	4,566	4,538	4,828	9,435							35,288
Debt/Insurance/Rent	50,832	52,388	56,518	68,768	54,854	109,136	-	-	-	-	-	-	392,498
Operating	233,966	288,762	728,566	481,200	513,599	866,500	0	0	0	0	0	0	3,112,582
Capital Fund and RHF	0	0	0	0	0	0							0
Ross	448	92	589	1,095	457	331							3,013
Youth Build and Face Forward	26,252	27,789	35,890	43,399	26,451	33,111							192,872
Homeownership	698	43	1,465	477	440	1,406							4,528
SHA Property (089-shap)	66	737	389	0	-	0							1,192
CS1, LLC/CGE 1 PH Subsidy	31,035	31,035	31,035	32,011	32,187	33,354							190,656
Other Transfers	0	0	-	0	-	-	-		0	0	0		0
HAP/ Admin Transfer	-	-	-	-	-	-							0
1 Payables/Check Adjustment	242,592	31,560	305,345	1,222,426	(51,160)	(502,258)							1,248,505
Capital & Program Expenses	301,091	91,235	374,713	1,299,408	8,375	(434,055)	-	-	-	-	-	-	1,640,766
TOTAL CASH OUTFLOW	1,774,725	1,504,330	2,283,935	2,807,122	1,614,671	1,679,402	-	-	-	-	-	-	11,664,184
Net Inflow(Outflow)	(69,288)	214,727	219,743	337,241	136,499	226,630	-	-	-	-	-	-	1,065,550
Net outflow offset by reserve					0	-			-	-	-		0
Total	(69,288)	214,727	219,743	337,241	136,499	226,630	-	-	-	-	-	-	1,065,550
Beginning Cash : (Unrestricted)	4,211,769	4,142,481	4,367,207	4,576,950	4,914,191	5,050,690	5,277,319	5,277,319	5,277,319	5,277,319	5,277,319	5,277,319	0
Ending Cash	4,142,481	4,357,207	4,576,950	4,914,191	5,050,690	5,277,319	5,277,319	5,277,319	5,277,319	5,277,319	5,277,319	5,277,319	1,065,550
Bank Account Balances-													
General A/C (Net of O/S Cks)	2,933,941	3,006,795	3,109,132	3,234,396	3,237,685	3,347,597							
Section 8 HAP Disbursements	237,763	344,549	378,215	575,570	685,603	759,294							502258
J C Bull Operating	770,711	791,554	836,955	866,878	886,765	927,167							
SLHC Operating	200,065	214,309	252,648	237,348	240,638	243,282							
Sub Total	4,142,481	4,357,207	4,576,950	4,914,191	5,050,690	5,277,319	0	0	0	0	0	0	
Coventional Housing Surplus	4,057,168	4,159,168	4,175,040	4,103,851	4,161,006	4,258,958							
Average No. Of Months Cash Reserves	11.77	9.21	9.25	9.09	9.22	9.43	0.00	0.00	0.00	0.00	0.00	0.00	
Footnotes:													
1 Outstanding checks that were remaining at month end.													

Spartanburg Housing Authority					
Grant Programs					
Period Ending March 31, 2016					
ROSS - Resident Self Sufficiency (\$480,000)		SC003RPS030A012			
FUND 579-cnho		Term Date: 9/28/2016			
Funds Expended			237,899		
Funds Received			237,900		
	Drawn Funds		8,415		
	Remaining Funds			242,100	
ROSS - Resident Self Sufficiency (\$109,364)		SC003FSH293A015			
FUND 581		Term Date: 12-20-2018			
Funds Expended			40,636		
Funds Received			40,636		
	Drawn Funds		9,861		
	Remaining Funds			68,728	
Service Coordinator Multifamily (\$453,455)		SC16HS04003			
FUND 582		Term Date: Extended			
Funds Expended			420,654		
Funds Received			420,654		
	Drawn Funds		0		
	Remaining Funds			32,801	
		Total ROSS Grant Money Remaining		343,630	
YOUTH BUILD (\$994,474)		Obligation Date: 1/1/2016			
FUND 22		Term Date: 4/30/2019			
Funds Expended			0		
Funds Received			0		
	Drawn Funds/Adjustments		-		
	Remaining Funds			994,474	

Spartanburg Housing Authority				
Grant Programs				
Period Ending March 31, 2016				
FACE FORWARD (\$999,923)		Obligation Date: 7/1/2013		
FUND 22		Term Date: 9/30/2016		
Funds Expended			512,939	
Funds Received			512,939	
	Drawn Funds		49,704	
	Remaining Funds			486,984
Total Money Remaining for all Grants			1,825,088	
Note:				
Grant Funds requested one month in arrears.				



Monthly Reports:
Asset Management
Jessica Holcomb

Board of Commissioners Meeting
Tuesday, April 19, 2016



April 19, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—MARCH 2016
REPORTING MONTH**

CONTACT PERSON:

Jessica Holcomb
Deputy Director
864-598-6023

OVERVIEW:

1. Occupancy Issues

The occupancy rate at the end of March 2016 for all of our Public Housing is 85%. Excluding vacant units at Cammie Clagett Courts and the Scattered Sites, the occupancy rate would be 96.73%. The HUD required minimum occupancy rate is 98%.

Public Housing Utilization:

Property	As of February 29, 2016					As of March 31, 2016				
	# of Units	# Vacant	# Occupied	% Vacant	% Occupied	# Vacant	# Occupied	% Vacant	% Occupied	Variance
Cammie Clagett	78	78	0	100.00%	0.00%	78	0	100.00%	0.00%	1.28%
Archibald Hi-Rise	150	7	143	4.67%	95.33%	6	144	4.00%	96.00%	0.67%
Prince Hall	100	10	90	10.00%	90.00%	8	92	8.00%	92.00%	1.00%
Victoria Gardens	80	3	77	3.75%	96.25%	2	78	2.50%	97.50%	1.25%
Archibald Village	50	2	48	4.00%	96.00%	2	48	4.00%	96.00%	2.00%
Camp Croft	98	0	98	0.00%	100.00%	2	96	2.04%	97.96%	1.02%
Collins Park/Cottage Grove	60	2	58	3.33%	96.67%	1	59	1.67%	98.33%	1.67%
Ridge at Southport	50	1	49	2.00%	98.00%	0	50	0.00%	100.00%	2.00%
Country Garden Estates I	10	1	9	10.00%	90.00%	0	10	0.00%	100.00%	10.00%
Cedar Springs Place	19	2	17	10.53%	89.47%	2	17	10.53%	89.47%	5.26%
Cambridge Place/Brawley	6	0	6	0.00%	100.00%	0	6	0.00%	100.00%	0.00%
Scattered Sites	11	1	10	9.09%	90.91%	1	10	9.09%	90.91%	9.09%
TOTAL	712	107	605	15.03%	84.97%	102	610	14.33%	85.67%	0.70%

Only those units that are measured by HUD in our **Public Housing Assessment System (PHAS) Score**, which were occupied as of the end of March 2016. This chart includes all Public Housing, other SHA Managed properties and also units (such as Low Income Housing Tax Credit Units – LIHTC) in which SHA does not own or manage but provides assistance through its Public

Asset Management Monthly Report

April 19, 2016

Page | 2

Housing program. Again, the HUD required minimum occupancy rate is 98%. The fields highlighted in yellow are the properties that are currently performing below the PHAS level. Staff continues to work toward leasing all available units.

Tenant Accounts Receivable Report:

RENT ANALYSIS REPORT FOR MARCH 2016								
Property	CHARGED	COLLECTED	Mar-16	Feb-16	Variance	AGED TENANT ACCOUNTS RECEIVABLES		
			% COLLECTED	% COLLECTED		ACTIVE	INACTIVE	TOTAL
Camp Croft	\$ 21,260.00	20,154.60	94.80%	93.72%	1.08%	(439.08)	(23.33)	\$(462.41)
Archibald Village	11,815.00	11,222.00	94.98%	99.28%	-4.30%	210.12	(138.00)	\$72.12
Archibald Rutledge	33,174.00	32,169.00	96.97%	89.64%	7.33%	(488.19)	1,761.67	\$1,273.48
Scattered Sites	5,321.00	5,321.00	100.00%	99.98%	0.02%	(120)	-	\$(120)
Prince Hall	8,582.00	10,267.66	119.64%	72.99%	46.66%	(50.16)	1,088.05	\$1,037.89
Victoria Gardens	12,971.00	11,096.46	85.55%	75.24%	10.31%	13,816.02	400.34	\$14,216.36
Cambridge Place/Brawley	2,328.00	1,536.28	65.99%	87.23%	-21.24%	1,027.43	-	\$1,027.43
JC Bull	27,937.00	25,811.00	92.39%	96.07%	-3.68%	18,895.50	3,984.00	\$22,879.50
Spartanburg Leased Housing	9,191.00	8,666.26	94.29%	97.70%	-3.41%	476.95	-	\$476.95
Liberty	2,466.00	1,968.00	79.81%	100.00%	-20.19%	306.00	-	\$306.00
Appian	261.00	261.00	100.00%	100.00%	0.00%	(1.00)	-	\$(1.00)
Total	\$ 135,306.00	128,473.26	94.95%	91.03%	3.92%	33,752.39	7,072.73	40,825.12
Note: Charges and collected amounts are for rent only. Tenant Accts. Rec. includes outstanding rents and other charges (exc utilities etc.)								

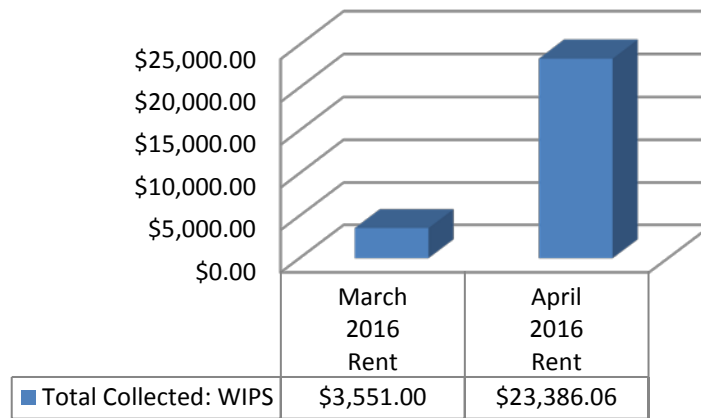
The HUD required rent collection rate is 98.5%. The fields highlighted in yellow are the properties that are currently performing below the PHAS level.

Management continues to work with residents on the on-time payment of their rent.

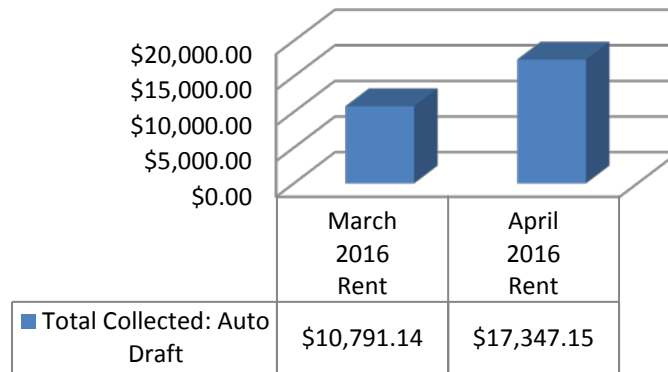
Yardi Resident Walk in Payment System (WIPS):

In late February, the SHA introduced the Yardi Resident Walk in Payment System (WIPS) to residents in an effort to streamline the collection of rental payments. This system allows residents to bypass purchasing a money order and mailing/dropping off payment to SHA. This allows them the opportunity to pay their rent at merchants such as Wal-Mart and local Money Tree's. Residents also have been reminded of their option to pay their rent via auto draft from their personal bank accounts. Below are a list of graphs which highlight the gradual success of this program.

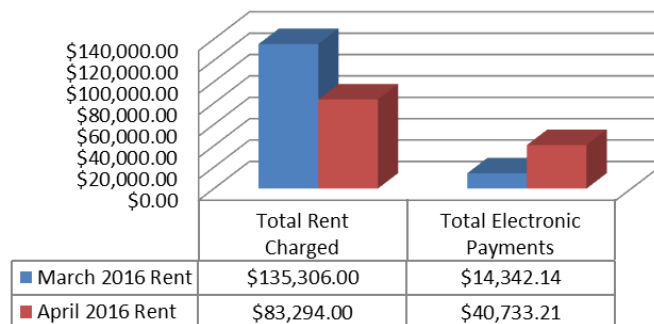
Total Collected: WIPS



Total Collected: Auto Draft



Total Collected Electronically vs. Manual Processing



Respectfully Submitted, *Jessica M. Holcomb*
 Jessica M. Holcomb, Deputy Director



Monthly Reports:
Housing Choice Voucher
Tiffany Askew

Board of Commissioners Meeting
Tuesday, April 19, 2016



April 19, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

HOUSING CHOICE VOUCHER REPORT FOR THE MONTH OF MARCH 2016

CONTACT PERSON:

Tiffany Askew
HCV Manager
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 1,847 Housing Choice/Project-based Vouchers, and 333 Moderate Rehabilitation units at Morningside, Oakview and Norris Ridge Apartments. The Tenant Based Rental Assistance Program receives funding from the Department of Housing and Urban Development.

Section 8 Programs

1. **SEMAP- HCV PIC Report**

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

HOUSING CHOICE VOUCHER PROGRAM STATUS REPORT March 2016		
SEMAP Indicators	Current	HUD FYE Requirement
MTCS Reporting Rate	100%	95% or more
Indicator 9 Timely Reexaminations	100%	96% or more
Indicator 10 Correct Rent Calculations	100%	98% or more
Indicator 11 Pre-Contract HQS Inspections	100%	98% or more
Indicator 12 Annual HQS Inspections	100%	96% or more
Indicator 13 Lease Up (Calendar Year 2015): The higher of Budget Utilization or Units Leased.	96%	95% - 100%
	96%	
Indicator 14 Family Self Sufficiency		
FSS Enrollment: # of SHA participants and # of HUD required slots	59	80% or more
	20	
FSS Escrow Accounts	44%	30% or more

2. 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	1595	1540	96.55%
Project Based Vouchers	232	230	99.13%
Voucher Total	1847	1770	95%
Mod Rehab	333	291	87.38%*

*The Mod Rehab utilization rate is 87.38% as a result of those properties being hard to lease-up as a result of crime, location, and poor upkeep of these properties.

Budget Utilization- Actual / Forecast

Budget Utilization Forecast CY 2016 Calendar Year Budget Authority:

Month	Monthly Budget	HAP Actual	HAP Forecast	Variance (Budget/ Forecast)	Variance (Budget/ Actual)
Jan	\$737,673	\$708,047	\$764,085		
Feb	\$737,673	\$759,699	\$766,553	(\$28,880)	(\$22,026)
Mar	\$756,375	\$741,758	\$759,699	\$3,324	\$14,617
Apr					
May					
Jun					
Jul					
Aug					
Sept					
Oct					
Nov					
Dec					
Total					

3. HCV Department

Action	Total
Annuals Re-exams Completed	97
Interims Re-exams Completed	76
Inspections Completed	223
Terminations/Withdrawals	22
Vouchers Issued (Transfers/New)	10/15
Initial Leases	5
Transfers	13

Mod-Rehab

Action	Total
Annuals Re-exams Completed	23
Interims Re-exams Completed	12
New Leases	5
Inspections Completed	47
Terminations/Withdrawals	6

4. Summary for March 2016

The Housing Choice Voucher Program lease up rate remains the same. The current monthly lease up rate is 95%. There were twenty (20) move outs this month. Thirty-four (34) families are currently searching for housing and fifteen (15) vouchers were issued. The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding. SHA cumulative budget utilization is 97%. This month there was an increase in the number of families leaving the program which as caused a decrease in budget utilization. The department plans to increase the issuance of vouchers and to open the wait list in the coming months. The two hundred and eight (280) RAD families have

been moved into the voucher program and will begin to progress payment for these families and we will complete annual and interim rent adjustments.

Respectfully Submitted, _____

Tiffany Askew, HCV Manager
Spartanburg Housing Authority



Monthly Reports:
Claims and Settlements
Shamica Tyler

Board of Commissioners Meeting
Tuesday, April 19, 2016



April 19, 2016

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**MONTHLY REPORT ON THE PAYMENT OF CLAIMS AND/OR SETTLEMENTS
FOR THE MONTH OF MARCH 2016**

CONTACT PERSON:

Shamica Tyler
Manager of Administration
864-598-6044

SUMMARY OF PAYMENTS:

Please see attached

POLICY CONSIDERATIONS:

The Spartanburg Housing Authority (SHA) is currently involved in the following claims or legal actions:

Please see attached.

Respectfully Submitted,



Shamica Tyler, Manager of Administration
Spartanburg Housing Authority

Claims and or Settlements Monthly Report for March 2016

Date of Report:

4/5/2016

The Spartanburg Housing Authority is currently involved in the following claims or legal actions:

No.	Names	Date of Loss	Description	Status	Residency
1	Shanda Tate, Jacquez Crocker (Minor) and Kivee Boozer (Minor)	8/1/2012	Alleges Mold Caused Illness	Filed closed on 3/15/16; settlement in amount of 1750 Shanda; 1500 settlement for each minor	Shanda Tate, Jacques Croker and Kivee Boozer are Public Housing Residents at Tobias. We have moved Ms. Tate and her family from the apartment that she was in, in Tobias to a different apartment in Tobias at her request, to move her from the perceived mold concern.
2	Brenda Morgan vs SHA	4/2/2013	Client tripped on carpet at entrance to building. Insurance Reserve Fund hired Smith & Haskell to represent SHA	In Suit – Ongoing Claim has been reopened Billy Smith & Haskell Lawfirm	Brenda Morgan is a Public Housing Resident at Archibald Village
3	Darryl Dover, Debra Sanders, Billy C. Carter, George Andrews and Royce Steele vs. Spartanburg Housing Authority	11/14/2014	Class Action Bed Bug Infestation Claim. Insurance Reserve Fund hired Brown, Massey, Evans, McLeod & Haynsworth to represent SHA.	Discovery	On October 8, 2015 we received the Plaintiff's First Set of Interrogatories to Defendant dated October 2, 2015 from their attorney. We are continuing to work with our attorney to respond appropriately. Darryl Dover, Debra Sanders, Billy C. Carter, and George Andrews are all Public Housing Residents at Archibald Hi-Rise. Through our attorney we have notified Orkin Exterminating Company, Inc. that SHA would not be defending them at this time. We recently learned that Royce Steele who was a former Public Housing Resident at Archibald Hi-Rise and later a Resident of Camp Croft passed away.
4	Dorothy A. Stripling vs. Spartanburg Housing Authority	10/1/2013	Resident claims that she was exposed to a gas leak from gas range. Insurance Reserve Fund hired Ronald H. Colvin, P.A. to represent SHA.	In Suit – Ongoing	Mediation has been scheduled for Wednesday, May 18, 2016 at the law offices of Stephenson & Murphy in Greenville, SC. Ms. Stripling was admitted to the hospital from fainting, she had consumed alcohol, smoked marijuana and had low blood pressure. Records were provided by the hospital as verification. Dorothy A. Stripling was a former Public Housing Resident at Leland Street Apartments; she is now a participant in the Section 8 HCV Program.
5	SHA filed a claim with the State Insurance Reserve fund for damages to roofs and siding on Public Housing Buildings	2/29/2016	Wind damage - Prince Hall - Damage to roofs - Buildings 3 - 7 and the office building, Siding damage - Buildings 1, 4 and 5, Camp Croft - Damage to roofs - Buildings 6, 10, 32, 52 and 53.	Claim Filed	These buildings are occupied by various residents.
6	SHA filed a claim with the State Insurance Reserve fund for data recovery	8/15/2015	Dell PowerVault NXS300 (9H9FFP1) Server failed and would not boot. RAID Controller in system failed. ITP shipped drives to data recovery company to be restored to portable media. We were 100% down at the time. We received recovered data on August 11th 2015. ITP restored data to an alternate server and were able to get SHA back up to 100% on that day	Claim Filed on 3/21/16; recently discovered that this policy exist.	COCC



Monthly Reports:
Development
Ms. Bates

Board of Commissioners Meeting
Tuesday, April 19, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29306**

April 19, 2016

HONORABLE MEMBERS IN SESSION:

SUBJECT:

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

CONTACT PERSON:

Daryl Dalton
Director of Planning, Development & Resident Services
864-598-6102

OVERVIEW:

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

Project Development Activity:

New Senior Living Housing at Page Lake

Vertical construction is now underway at the New Senior Living Housing at Page Lake. We are on schedule on this project. Please see pictures below.





Highland Crossing

All plumbing is in the ground at this time, the contractor is preparing forms to pour the concrete pads. In an email on Tuesday, April 4, the developer confirmed their schedule "That is still the schedule. We are working to get all units done by the beginning of September." Below are some current pictures of the site.

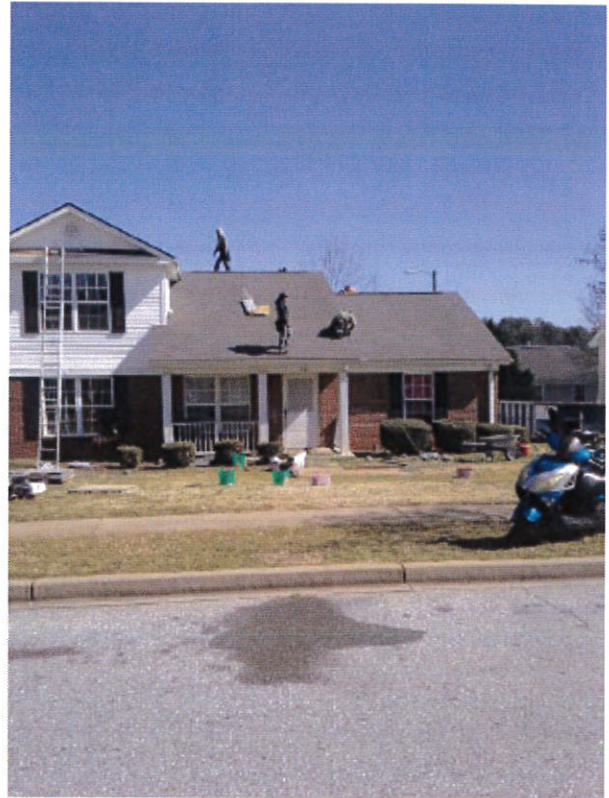




SHA7

Empire Construction Company has now completed roofing replacement at Tobias. Empire will punch the roofs and team will follow up with their own punch after Empire has addressed their corrections. Empire is now in the possession of 20 vacant dwelling units at Tobias with demolition work continuing until complete. New air handlers have been installed in all 20 units. Drywall patch and repair is underway. Empire will move to Barksdale after Tobias, mobilization and investigation work is underway now for Barksdale. Roofing work will begin at Barksdale the week of April 11. Below are a few pictures of Tobias.





Respectfully Submitted, _____

Daryl Dalton

Daryl Dalton, Director of Planning, Development & Resident Services
Spartanburg Housing Authority



Monthly Reports:
Capital Improvements
Ms. Bates

Board of Commissioners Meeting
Tuesday, April 19, 2016



April 19, 2016

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**MONTHLY CAPITAL IMPROVEMENT DEPARTMENT ACTIVITIES FOR THE
MONTH OF MARCH 2016**

CONTACT PERSON:

Daryl Dalton
Director of Planning, Development & Resident Services
864-598-6102

OVERVIEW:

This report details the activities of the Capital Improvements Department, which reports to the Executive Director and is responsible for the planning and implementation of the Capital Fund Program.

The Spartanburg Housing Authority (SHA) still has only four open Capital Fund Grants. Of the four remaining Capital Fund Grants, all are Replacement Housing Factor Funds, which are utilized to construct new Public Housing Units such as the units that we constructed on Brawley Street. Details are as follows:

- 1) Replacement Housing Factor Grant No.: SC16R003501-08
Original Award Amount: \$244,916.00
Amount Currently Obligated: \$214,916.00
Amount Expended: \$197,770.06
Amount Available: \$47,145.94
Obligation deadline: 10/29/2014
Expenditure deadline: 10/29/2016
Final payment was made in February to the contractor for the units on Brawley Street partially from this grant. These remaining funds will be utilized to build additional Public Housing units in the future.
- 2) Replacement Housing Factor Grant No.: SC16R003502-13
Original Award Amount: \$257,258.00
Amount Currently Obligated: \$211,213.23
Amount Expended: \$211,213.23
Amount Available: \$46,044.77

Obligation deadline: 09/08/2015

Expenditure deadline: 09/08/2017

These remaining funds will be utilized to build additional Public Housing units in the future.

3) Replacement Housing Factor Grant No.: SC16R003502-14

Original Award Amount: \$284,182.00

Amount Currently Obligated: \$176,103.22

Amount Expended: \$176,103.22

Amount Available: \$108,078.78

Obligation deadline: 10/29/2016

Expenditure deadline: 10/29/2018

These remaining funds will be utilized to build additional Public Housing units in the future.

4) Replacement Housing Factor Grant No.: SC16R003502-15

Original Award Amount: \$218,757.00

Amount Currently Obligated: \$0

Amount Expended: \$0

Amount Available: \$218,757.00

Obligation deadline: 10/29/2017

Expenditure deadline: 10/29/2019

These funds will be utilized to build additional Public Housing units in the future.

Please note that in regards to Replacement Housing Factor Funds HUD allows PHAs to accumulate these funds beyond their deadlines to build sufficient funds for project.

Capital Fund Activities:

There are no Capital Fund Activities scheduled at this time. We are currently working with the Northside Development Group and the City of Spartanburg to develop some additional Public Housing units in the Northside.

We were recently notified that for 2016 we would be receiving \$1,289,642.00 in Capital Fund Program Funds and \$225,533.00 in Replacement Housing Factor Funds. We have submitted all of the necessary documents for this funding. HUD's timeline for these funds indicate that they should be available for draw in June. Detailed budgets have been developed and submitted to HUD for these funds.

Respectfully Submitted,



Daryl Dalton, Director of Planning, Development & Resident Services
Spartanburg Housing Authority



Quarterly Reports:
Procurement
Ms. Bates

Board of Commissioners Meeting
Tuesday, April 19, 2016



April 19, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**DEPARTMENTAL REPORT OF PROCUREMENT ACTIVITIES FOR THE 1st Quarter
of 2016**

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

OVERVIEW:

The following is a summary of the Quarter 1 2016 issued Purchase Orders.

Procurement Monthly Report

April 19, 2016

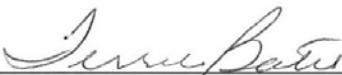
Page 2

Property	January 2016	February 2016	March 2016
Appian(appian)	21.44	25.61	32.58
Archibald Rutledge Hi-Rise(103-arh)	21,276.52	20,437.59	17,650.87
Archibald Rutledge Village(102-arv)	5,517.60	4,571.82	2,729.28
Business Activities Center(025-bac)	1,943.86	2,955.56	0.00
Cambridge Place/Brawley(180-cpb)	33.40	254.53	554.08
Cammie Claggett Courts(106-cam)	358.97	637.50	330.79
Camp Croft Courts(100-ccc)	14,367.96	18,170.07	10,974.68
Central Office(028-cocc)	75,661.02	82,391.72	171,756.11
Community Dev Black Grant(585-cdbg)	53.00	1,416.68	321.70
Connections and HO(579-cnho)	286.95	326.65	1,329.04
Dr. John C. Bull Apartments(059-silhc)	23,603.01	299.10	96.22
Dr. John C. Bull Apts.(058-jcb)	4,598.39	5,963.75	1,744.29
Duke Power Grant(583-dk)	0.00	0.00	64.16
Ellen C. Watson Apartments(120-ecw)	1,447.52	925.01	195.00
Face Forward -Youth Build(023-ffyb)	385.21	261.30	6,054.44
Frank Gooch Apartments(102-fga)	1,841.07	1,835.71	614.28
HCV expenses allocation to gen fund(061-hcv)	22,578.82	5,749.11	11,975.20
HO and Elderly Services Grant (580-hoed)	7.73	0.00	0.00
Housing Choice Vouchers(hcv)	4,098.78	400.00	6,053.73
Inmate Landscape Program(029-ilp)	5,070.31	6,798.26	4,815.82
Interco Payable Prop for 058-jcb(058-bull)	1,960.81	1,614.00	2,707.71
Interco Payable Prop for 059-silhc(059-lh)	484.24	341.91	535.89
J C Bull(pb98)	0.00	80.35	0.00
J. Curtis Anderson Townhomes(160-jca)	2,660.90	2,201.07	195.00
Leland Street Apartments(130-lsa)	1,601.00	3,513.56	195.00
Liberty-Bomar(liberty)	42.92	50.83	38.77
Louvenia D. Barksdale Apartments(130-lhb)	1,412.77	5,215.35	290.00
Mary Wright Center(300-mrc)	0.00	95.00	0.00
Multi Family Services Elderly Coordinator(582-mfec)	849.35	188.93	282.34
Page Lake Property(181-page)	0.00	1,418.72	119,867.50
Prince Hall Apartments(108-pha)	10,369.58	19,668.82	13,308.65
Ross Grant(581-ross)	52.77	109.08	0.00
Scattered Sites(104-sca)	950.86	11,141.54	5,275.40
Spartanburg Foundation Endowment(026-sfe)	233.25	50.02	397.35
Spruce Street Apartments(130-sps)	381.40	466.20	195.00
Tobias Booker Hartwell(105-tbh)	4,987.14	3,625.65	406.14
Victoria Gardens Apartments(120-vga)	7,423.68	12,527.97	14,425.22
Youth Build Grant 2012-2015(021-yb)	0.00	0.00	15.95
Youth Build Grant 2016-2019(022-yb)	0.00	0.00	1,435.51
Total:	216,562.23	215,728.97	396,863.70

POLICY CONSIDERATIONS:

This report is presented pursuant to the Procurement Policy requirement to provide reports on Contract activity.

Respectfully Submitted,


 Terri Bates, Executive Director
 Spartanburg Housing Authority



Monthly Reports:
Executive Director
Ms. Bates

Board of Commissioners Meeting
Tuesday, April 19, 2016



April 19, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

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

CONTACT PERSON:
Terril Bates
Executive Director
864-598-6010

OVERVIEW:

This report provides an update of activities of the Executive Director during the month of March. There has been ongoing training provided by the Executive Director to the Community Management team each Thursday morning. Additionally, select staff has completed the following trainings during the month of March: Section 3 Webinar, EIV webinar, Yardi GoTo Meetings, Streamlining Final Rule Webinar. Lunch and learn sessions were provided to the Board of Commissioners on March 16th and 22nd. Commissioners completed the HUD Lead the Way training series, the final topic was Accessing and Improving your PHA. We have continued preparing the annual and 5-year plan.

My engagement with the community has continued. I attended several meetings during the month including Mary Black Foundation, March 2nd, Hampstead Company, regarding Norris Ridge, March 2nd, Martin Livingston and Kwadjo Campbell, interested in Development in assisted communities, on March 9th, the Chamber of Commerce Annual meeting on March 11th, United Way Reception on March 16th, Spartanburg County Foundation meeting on March 22nd, United Way Financial Stability on March 30th and a CDBG meeting on March 31st. Monthly meetings with the Northside Development Group as well as a monthly meeting with the City Manager and Mr. Barnet continue.

SHA business meetings included a transition meeting with BB&T on March 25th, TD Bank on March 30th and a meeting of stakeholders in support of the SHA Father's Day Program on March 29th. During this meeting, Councilman Rice suggested that the City's Proclamation for Father's Day be an opening for the program and that this program be extended beyond the three public housing sites to include Oakview, Norris Ridge and Crescent Hill. There was overwhelming support for the program, with commitment for both financial and volunteer pledges. Wofford College has committed to the use of their facilities as the program venue. It is tentatively scheduled for June 11, 2016.

I attended community meetings at Archibald High Rise and Prince Hall Apartments. Property budgets were reviewed and procurements aimed at supporting site needs issued.

Respectfully Submitted, _____
Terril Bates, Executive Director
Spartanburg Housing Authority