



# **AGENDA AND NOTICE**

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**Board of Commissioners Meeting  
Tuesday, September 20, 2016**



**Spartanburg Housing Authority  
Annual Board Meeting  
Tuesday, September 20, 2016  
5:30 P.M.**

**NOTICE**

The Spartanburg Housing Authority will hold its Annual Meeting at **5:30 p.m. Tuesday, September 20, 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. Commission Comments**
- V. Public Comments on Agenda Action Actions**
- VI. Action Items and Resolutions**
  - 1. Resolution 2016-67: Amendment to SHA By-Laws
  - 2. Resolution 2016-68: Amendment of Board of Commissioner Term Limits
  - 3. Resolution 2016-69: Amendment to SHA Board of Commissioners Meeting Dates/Time for FY17
  - 4. Resolution 2016-70: Election of Officers
- VII. SHA Staff Comments**
- VIII. Public Comments**
- IX. Adjournment**



# **Action Item & Resolution**

## **2016-67**

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**Board of Commissioners Meeting**  
**Tuesday, September 20, 2016**



**September 20, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Amendment to the By-Laws of the Housing Authority of the City of Spartanburg  
Resolution 2016-67**

**RECOMMENDATION:**

Authorize the amendment and adoption of the revised By-Laws of the Housing Authority of the City of Spartanburg.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

SHA Board of Commissioners met throughout the month of August 2016 to update and revise the By-Laws for the agency. The revisions as attached provided several changes including but not limited to:

1. Addition of Article I Section 4: Composition of Authority
2. Addition of Article II: Commissioners
3. Deletion of Article III Section 6: Additional Personnel
4. Additional grammatical and clarification changes

**FINANCIAL CONSIDERATIONS:**

None

**POLICY CONSIDERATIONS:**

The current draft of the By-Laws state, "The By-Laws of the Board of Commissioners shall be amended only adopted by the with the approval of at least three of the members, at a regular or special meeting but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all Commissioners.". This is verbatim from the current By-Laws"

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



**RESOLUTION NO. 2016-67**

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

**September 20, 2016**

Staff recommends adoption of Resolution No. 2016-67, authorizing the amendment and adoption of the revised By-Laws of the Housing Authority of the City of Spartanburg.

\_\_\_\_\_  
Thomas Lounds, Jr., CHAIR

ATTEST:

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
FOR CLERK USE ONLY

RESOLUTION NO. \_\_\_\_\_2016-67\_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

## Bylaws of the Housing Authority of the City of Spartanburg, SC

### ARTICLE I – THE AUTHORITY

#### **Section 1 — Name.**

The name ~~of of~~ the Authority shall ~~he be~~ THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG, S.C.

#### **Section 2 - Seal of the Authority.**

The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

#### **Section 3 — Office of the Authority.**

The Central ~~Administrative Office Cost Center (COCC) Offices~~ of the Authority shall be located at ~~325 S. Church St. in the City of~~ 2271 S. Pine St. located in Spartanburg, SC. The Authority ~~may~~ will maintain additional offices ~~at such other place(s) as the Authority may, from time to time designate by resolution as needed in the conduct of SHA business.~~

#### **Section 4. Composition of Authority**

The Authority shall consist of seven (7) Commissioners and an Executive Director. The powers of the Authority shall be vested in the Commissioners. No fewer than one Commissioner shall be a resident/participant in a Housing Authority Program. The majority of Commissioners must live or work in the City of Spartanburg. All Commissioners must live or work in Spartanburg County.

### ARTICLE II- ~~OFFICERS-COMMISSIONERS~~

#### **Section 1. Appointment**

The Commissioners shall be appointed by the City Council of the City of Spartanburg, SC.

#### **Section 2. Term**

~~The commissioners, other than the commissioner who is directly assisted by the authority, shall serve for terms of one, two, three, four, and five years, respectively, from the date of their appointment, but thereafter Ceommissioners, other than the commissioner who is directly assisted by the authority, shall be appointed as aforesaid for a term of office of five years, except that all vacancies shall be filled for the unexpired term. The Ceommissioner who is directly assisted by the authority must remain as an assisted resident in order to continue service on the Bboard of Ceommissioners. Commissioners must be off of the board for at least one year before being considered for reappointment. If a Commissioner is filling the unexpired term of another Commissioner, he/she may be appointed to serve a five year term without waiting a year.~~

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### **Section 3. Duties**

The Commissioners shall perform such duties and functions as may from time to time be required by the Authority or by the Bylaws. The Commissioners will also perform such duties which may arise by reason of their appointment to serve on committees functioning within the Authority.

### **Section 4. Compensation**

The Commissioners shall serve without compensation other than the payment of necessary expenses as approved by the Authority.

### **Section 5. Resident Representation**

No fewer than one Commissioner shall be a resident/participant in a Housing Authority program.

### **Section 6. Vacancies**

In the event of a vacancy occurring in the Commission membership prior to the normal expiration of a term, the City Council of the City of Spartanburg, SC shall appoint a replacement who shall serve for the remaining portion of the vacated term.

## **ARTICLE III-~~Article III~~ELECTIONS AND APPOINTMENTS**

### **Section I. Board of Commissioners Officers.**

The officers of the Authority's Board of Commissioners shall be Chairperson, Vice-Chairperson and Secretary-~~Treasurer~~.

**Chairperson:** The Chairperson shall preside at all meetings of the Board of ~~C~~ommissioners, in accordance with S.C. law. At each meeting of the Board of Commissioners the Chairperson shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority. The Chairperson shall co-sign (with the Secretary-Treasurer) all checks for payment. The Chairperson is responsible for assembling a committee of the board to conduct the Executive Director's annual review and any other matters related to the Executive Director. The Chairperson is responsible for board governance.

**Vice-Chairperson:** The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. ~~and in~~ in the case of the resignation, dismissal, or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such ~~time~~ as the Board of Commissioners shall elect a new Chairperson.

**Secretary-~~Treasurer~~:** The Executive Director shall fill the position of Secretary-~~Treasurer~~ and shall be responsible for keeping all records of the Authority, shall act as Secretary at meetings of the Board of Commissioners, record all votes, keep a record of proceedings of the Board of Commissioners in a journal, and perform all duties incidental to the office. The Secretary-~~Treasurer~~ shall keep in safe custody, the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to ~~be~~ be executed. ~~The Secretary Treasurer shall have care and custody of all funds of the Authority and shall cause all funds to be deposited in such bank(s) selected as depository in the name of the~~

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~~Authority. The Secretary-Treasurer shall co-sign (with the Chairperson) all checks for payment. He/she shall pay out and disburse monies as required and keep regular books of accounts showing receipts and expenditures.~~

#### **Section 2 — Executive Director**

The Board of Commissioners will employ an Executive Director who will also act as Secretary-~~Treasurer~~ on the Board of Commissioners. The Executive Director shall have general supervision over the administration of the Authority operations.

#### **~~Section 3 — Additional Duties~~**

~~The officers of the Board of Commissioners shall perform such other duties and functions as may from time to time be required.~~

#### **Section 34 — Election or Appointment**

The Chairperson and Vice-Chairperson shall be elected at the Annual Meeting of the Board of Commissioners and shall hold office for one (1) year ~~or until their successors are elected. The office of Secretary-Treasurer shall be filled by the Executive Director. The office of Secretary-Treasurer shall be filled by the Executive Director and have such term as fixed by the Board of Commissioners.~~ No Commissioner shall be eligible to fill this office except as a temporary appointee.

The City Council of the City of Spartanburg will appoint eligible residents to the of Spartanburg County of the City to the Board of Commissioners for five (5) year terms or portions thereof to complete terms of Commissioners who have left the Board. The Board of Commissioners will advise City Council as to the skills required for the board appointments.

#### **Section 45 — Vacancies**

Should the offices of Chairperson and/or Vice-Chairperson become vacant, the Board of Commissioners shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary-~~Treasurer~~ becomes vacant, the Board of Commissioners shall appoint a successor ~~as aforesaid.~~

#### **~~Section 6 — Additional Personnel~~**

~~The Authority may, from time to time, employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Authorities Law of South Carolina, amended, and all other laws of the State of South Carolina applicable thereto. The selection and compensation of such personnel (including the Secretary-Treasurer) shall be determined by the Board of Commissioners, subject to the laws of the State of South Carolina.~~

### **ARTICLE ~~III~~ — MEETINGS**

#### **Section I — Annual Meeting**

The annual meeting shall be held in conjunction with the regular meeting in the month of ~~September~~April. This meeting shall include the purposes of electing officers, receiving the annual report of the Executive Director, recognition of retiring and/or newly appointed Commissioners, approval of the FY budget and for the conduct of such other business as may

come before the meeting. Such meetings shall be held in a place and time as may be designated by the Authority.

## **Section 2 — Regular Meetings**

Regular monthly meetings will be held each month at the Authority's central office. Meetings at othersuch titles and places as may be determined by ~~resolution of~~ the Board of Commissioners, in accordance with FOIA terms of notification.

## **Section 3 — Special Meetings**

The Chairperson of the Board of Commissioners may, when deemed necessary, ~~and upon written request of two members of the Board of Commissioners,~~ call a special meeting of the Board for the purpose of transacting any business designated in the call. Meeting will be subject to FOIA terms of notification. The call for a special meeting may be delivered to each Commissioner or may be mailed to the business or home address of each at least two days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, however, if all members of the Board of Commissioners are present at the special meeting any and all business may be transacted at such meeting.

## **Section 4 — Quorum**

At all meetings of the Board of Commissioners a majority of the members shall constitute a quorum for the purpose of transacting business. A minority of members may meet to adjourn to some other time that a quorum may be present.

## **Section 5 — Order of Business**

At the regular meetings of the Board of Commissioners the following shall be the order of business:

1. Roll Call
2. Questions from the floorApproval of Agenda
3. AReading and approval of the minutes of the previous meeting-
4. Presidents of Tenant CouncilsCommission Comments
5. Chairperson's ReportPublic Comments of the Agenda Action Items
6. Reports of the Secretary TreasurerAction Items and Resolutions
7. Reports of Committees S. Old BusinessInformation Items
9. New BusinessMonthly Reports
10. ResolutionsStaff Comments
11. CommunicationsPublic Comments
12. Adjournment

At the pleasure of the Commissioners, special reports may be added to the monthly agenda. All resolutions shall be in writing and shall ~~be~~ be copied in a journal of the proceedings ~~for~~ the Board of Commissioners.

## **Section 6 — Manner of Voting**

The voting on all questions coming before the Board of Commissioners shall be recorded by roll call and the yeas and nays shall be entered upon the Minutes of such meeting. When a unanimous vote is not reached, a roll call of yeas and nays will occur.

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### **Section 7 — Attendance at Meetings**

Any Commissioner who fails to attend three (3) consecutive regular monthly meetings or more than fifty percent (50%) of the regular meetings during a twelve (12) month time period ~~will~~ may be subject to dismissal from the Board of Commissioners. ~~The only exception will be that meetings missed were a result of verified personal illness.~~

## **ARTICLE IV— AMENDMENTS**

### **Section 1 — Amendments to By-Laws**

The By-Laws of the Board of Commissioners shall be amended only by resolution adopted by the with the approval of at least three four of the members, at a regular or special meeting. ~~but~~ no ~~No~~ such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all Commissioners~~s~~.

### **CERTIFICATE**

I certify that the attached is a true and correct copy of the By-Laws of the Housing Authority of the City of Spartanburg in effect as of \_\_\_\_\_.

\_\_\_\_\_  
Terril Bates  
Executive Director / Secretary  
The Housing Authority of the City of Spartanburg, SC

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**CERTIFICATE**

~~I certify that the attached is a true and correct copy of the By Laws of the Housing Authority of the City of Spartanburg in effect as of \_\_\_\_\_.~~

\_\_\_\_\_  
Harry A. Byrd, Jr.  
Executive Director / Secretary  
The Housing Authority of the City of Spartanburg, SC

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# **Action Item & Resolution**

## **2016-68**

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**Board of Commissioners Meeting**  
**Tuesday, September 20, 2016**



**September 20, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Amendment to the terms of the Commissioners of the Housing Authority of the City of Spartanburg  
Resolution 2016-68**

**RECOMMENDATION:**

Authorize the amendment to the current terms of the Commissioners of the Housing Authority of the City of Spartanburg.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

SHA Board of Commissioners met throughout the month of August 2016 to update and revise the By-Laws for the agency. The revisions included a streamlined approach to correct the term limits of the Commissioners as outlined in Article II, Section 2 of the revised By-Laws:

The commissioners, other than the commissioner who is directly assisted by the authority, shall serve for terms of one, two, three, four, and five years, respectively, from the date of their appointment, but thereafter Commissioners, other than the commissioner who is directly assisted by the authority, shall be appointed as aforesaid for a term of office of five years, except that all vacancies shall be filled for the unexpired term. The Commissioner who is directly assisted by the authority must remain as an assisted resident in order to continue service on the Board of Commissioners. Commissioners must be off the board for at least one year before being considered for reappointment. If a Commissioner is filling the unexpired term of another Commissioner, he/she may be appointed to serve a five-year term without waiting a year.

Amendments to the term limits are defined as follows:

- Commissioner Hogan change from June 2018 to Sept. 2018
- Commissioner Lounds change from June 2019 to Sept. 2107
- Commissioner Collins-Tullis change from June 2020 to Sept 2017
- Commissioner Talbot-Metz change from June 2019 to Sept. 2019
- Commissioner Thomas change from June 2019 to Sept 2019
- Commissioner White change from June 2020 to Sept. 2020
- Commissioner Poliakoff change from June 2020 to Sept 2020

Resolution #2016-68

September 20, 2016

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**FINANCIAL CONSIDERATIONS:**

N/A

**POLICY CONSIDERATIONS:**

The By-Laws have been duly adopted at the Annual board of Commissioners meeting held September 20, 2016.

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



**RESOLUTION NO. 2016-68**

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

**September 20, 2016**

Staff recommends adoption of Resolution No. 2016-68, authorizing the amendment to the current terms of the Commissioners of the Housing Authority of the City of Spartanburg.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. \_\_\_\_\_2016-68

DATE ADOPTED: \_\_\_\_\_



# **Action Item & Resolution**

## **2016-69**

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**Board of Commissioners Meeting**  
**Tuesday, September 20, 2016**



**September 20, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Amendment to the meeting dates and times of the Commissioners of the Housing Authority of the City of Spartanburg  
Resolution 2016-69**

**RECOMMENDATION:**

Authorize the amendment to the current meeting dates and times of the Commissioners of the Housing Authority of the City of Spartanburg beginning October 2016 and throughout FY17.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

SHA Board of Commissioners adopted updated By-Laws during publicly advertised meetings in August 2016. The revisions included a change to Article IV Section 2:

Regular monthly meetings will be held each month at the Authority's central office. Meetings at other such titles and places as may be determined by resolution of the Board of Commissioners, in accordance with FOIA terms of notification

The board has elected to conduct meetings on the fourth Tuesday of each month at 4:00p.m. beginning October 2016 and until further notice.

**FINANCIAL CONSIDERATIONS:**

None

**POLICY CONSIDERATIONS**

The current draft of the By-Laws state, "The By-Laws of the Board of Commissioners shall be amended only adopted by the with the approval of at least three of the members, at a regular or special meeting but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all Commissioners." Verbatim from the current By-Laws.

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



**RESOLUTION NO. 2016-69**

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

**September 20, 2016**

Staff recommends adoption of Resolution No. 2016-69, authorizing the amendment to the current meeting dates and times of the Commissioners of the Housing Authority of the City of Spartanburg beginning October 2016 and throughout FY17.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-69

DATE ADOPTED: \_\_\_\_\_



# **Action Item & Resolution**

## **2016-70**

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**Board of Commissioners Meeting**  
**Tuesday, September 20, 2016**



**September 20, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**  
**Election of Officers**  
**Resolution 2016-70**

**RECOMMENDATION:**

Authorize the authorizing the election of officers of this Board held pursuant to its By-Laws, the following officers shall be effective October 01, 2016 as \_\_\_\_\_, Chairman and \_\_\_\_\_, Vice-Chairman.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

SHA Board of Commissioners met throughout the month of August 2016 to update and revise the By-Laws for the agency. The By-Laws state in Article III Section I: Board of Commissioners Officers.

The officers of the Authority's Board of Commissioners shall be Chairperson, Vice-Chairperson and Secretary.

Chairperson: The Chairperson shall preside at all meetings of the Board of Commissioners, in accordance with S.C. law. The Chairperson is responsible for assembling a committee of the board to conduct the Executive Director's annual review and any other matters related to the Executive Director. The Chairperson is responsible for board governance.

Vice-Chairperson: The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the case of the resignation, dismissal, or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Board of Commissioners shall elect a new Chairperson.

Secretary: The Executive Director shall fill the position of Secretary and shall be responsible for keeping all records of the Authority, shall act as Secretary at meetings of the Board of Commissioners, record all votes, keep a record of proceedings of the Board of Commissioners in a journal, and perform all duties incidental to the office.

**FINANCIAL CONSIDERATIONS:**

N/A

**POLICY CONSIDERATIONS:**

In accordance with Article III Section 3 of the Bylaws: The Chairperson and Vice-Chairperson shall be elected at the Annual Meeting of the Board of Commissioners and shall hold office for one (1) year. The Office of Secretary shall be filled by the Executive Director. No Commissioner shall be eligible to fill this office except as a temporary appointee.

Respectfully Submitted, \_\_\_\_\_

Terril Bates, Executive Director  
Spartanburg Housing Authority



**RESOLUTION NO. 2016-70**

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

**September 20, 2016**

Staff recommends adoption of Resolution No. 2016-70, authorizing the election of officers of this Board held pursuant to its By-Laws, the following officers shall be effective October 01, 2016 as \_\_\_\_\_, Chairman and \_\_\_\_\_, Vice-Chairman.

\_\_\_\_\_  
Thomas Lounds, Jr., CHAIR

ATTEST:

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
FOR CLERK USE ONLY

RESOLUTION NO. \_\_\_\_\_2016-70\_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_



# **AGENDA AND NOTICE**

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**Board of Commissioners Meeting  
Tuesday, September 20, 2016**



**Spartanburg Housing Authority  
Regular Board Meeting  
Tuesday, September 20, 2016  
5:45 P.M.**

**NOTICE**

The Spartanburg Housing Authority will hold its regularly scheduled meeting at **5:45 p.m. Tuesday, September 20, 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. Introduction of Staff**
- V. Approval of Minutes—Regular Board Meeting August 16, 2016**
- VI. Commission Comments**
- VII. Public Comments on Agenda Action Actions**
- VIII. Executive Session pursuant to Section 30-4-70 (2) to discuss negotiations incident to proposed contractual arrangements.**
- IX. Action Items and Resolutions**
  - 1. Resolution 2016-55: Purchase of Appliances for Public Housing Units
  - 2. Resolution 2016-71: Approval of FY17 Budget
  - 3. Resolution 2016- 72: YouthBuild Mentoring Services
- X. Information Items**
  - 1. Correction to Resolution 2016-60: Specialized Counsel
  - 2. Master Development Agreement for Cammie Clagett
  - 3. Commercial Real Estate Mortgage with TD Bank
- XI. Monthly Reports**
  - 1. Executive Director (Ms. Bates)
  - 2. Finance (Philippe Lindsay)
  - 3. Human Resources (Brooke Coleman)
  - 4. Asset Management (Jessica M. Holcomb)
  - 5. Development (Cindi Herrera)
  - 6. Community and Supportive Services (Terril Bates)
  - 7. Housing Choice Voucher (Terril Bates)
- XII. SHA Staff Comments**
- XIII. Public Comments**
- XIV. Adjournment**



**Approval of Minutes—  
Regular Board Meeting  
August 16, 2016**

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**Board of Commissioners Meeting  
Tuesday, September 20, 2016**

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF  
SPARTANBURG, SOUTH CAROLINA  
AUGUST 16, 2016**

**MOMENT OF SILENCE - *observed***

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

**ABSENT:** Mac Hogan

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

Chair Thomas Lounds, Jr. called the meeting to order at 5:30 p.m. He then announced that public notice of this meeting was posted at least twenty-four (24) hours prior to the commencement of the meeting as required by the South Carolina Freedom of Information Act.

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

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF THE MINUTES:**

A motion to approve the minutes of the July 19, 2016 Board Meeting was made by Commissioner White seconded by Commissioner Collins-Tullis, and unanimously carried.

**COMMISSION COMMENTS:**

- Commissioner White commented on the newspaper article regarding the SHA waiting list.
- Chairman Lounds thanked the Commissioners who have been able to attend the weekly SHA By- Law revision meetings.

**PUBLIC COMMENTS ON AGENDA ACTION ITEMS:**

- None

**INTRODUCTION OF NEW STAFF:**

Terril Bates, Executive Director of Spartanburg Housing Authority introduced new staff.

- Joseph Jackson, Deputy Director of Capital Funds and Development
- Sheila Anderson, YouthBuild Coordinator
- Anthony Huston, YouthBuild Construction Supervisor

**ACTION ITEMS AND RESOLUTIONS:**

**1. Resolution 2016-51: Approval of Nan McKay Inspections Contract**

- a. Tiffany Askew gave a brief overview of the written report.

A motion to approve Resolution 2016-51: Approval of Nan McKay Inspections Contract was made by Commissioner Poliakoff and seconded by Commissioner Collins-Tullis and unanimously carried by all.

**2. Resolution 2016-55: Purchase of Appliances for Public Housing Units - Tabled**

**3. Resolution 2016-56: Change Order #1 EMG Contract**

- a. Terril Bates gave a brief overview of the written report.

A motion to approve Resolution 2016-56: Approval of Change Order #1 EMG Contract was made by Commissioner Thomas and seconded by Commissioner Poliakoff, and unanimously carried by all.

**4. Resolution 2016-57: Change Order #1 and Renewal of Republic Services Contract**

- a. Terril Bates gave a brief overview of the written report.

A motion to approve Resolution 2016-57: Change Order #1 and Renewal of Republic Services Contract was made by Commissioner Poliakoff and seconded by Commissioner Collins-Tullis and unanimously carried by all.

**5. Resolution 2016-58: Change Order #1 Janitorial Services Contract**

- a. Terril Bates gave a brief overview of the written report.

A motion to approve Resolution 2016-58: Change Order #1 Janitorial Services Contract was made by Commissioner White and seconded by Commissioner Thomas, and unanimously carried by all.

**6. Resolution 2016-59: Purchase of 15 Passenger Van for YouthBuild**

- a. Terril Bates gave a brief overview of the written report.

A motion to approve Resolution 2016-59: Purchase of 15 Passenger Van for YouthBuild was made by Vice-Chair Talbot-Metz and seconded by Commissioner White, and unanimously carried by all.

**7. Resolution 2016-60: Legal Services Contract - Specialized Counsel**

- a. Terril Bates gave a brief overview of the written report. \*\* An error was discovered in the report in the form of blank lines, it did not change the content of the resolution presentation. A corrected version will be presented at the next board meeting in the form of an Information Item\*\*

A motion to approve Resolution 2016-60: Legal Services Contract - Specialized Counsel was made by Commissioner White and seconded by Commissioner Tullis, and unanimously carried by all.

**8. Resolution 2016-61: Legal Services Contract – General Counsel**

- a. Terril Bates gave a brief overview of the written report.

A motion to approve Resolution 2016-61: Legal Services Contract – General Counsel was made by Commissioner White and seconded by Vice-Chair Talbot-Metz, and unanimously carried by all.

**9. Resolution 2016-62: Sale of Section 32 Home – 812 Primrose Lane**

- a. Terril Bates gave a brief overview of the written report.

A motion to approve Resolution 2016-62: Sale of Section 32 Home – 812 Primrose Lane was made by Commissioner White and seconded by Commissioner Thomas, and unanimously carried by all.

**10. Resolution 2016-63: Renewal of Directors and Officers Insurance Policy**

- a. Terril Bates gave a brief overview of the written report.

A motion to approve Resolution 2016-63: Renewal of Directors and Officers Insurance Policy was made by Vice-Chair Talbot-Metz and seconded by Commissioner White, and unanimously carried by all.

#### **11. Resolution 2016-64: Emergency Roof Repair**

- a. Joseph Jackson gave a brief overview of the written report.

A motion to approve Resolution 2016-64: Emergency Roof Repair was made by Commissioner Thomas and seconded by Vice-Chair Talbot-Metz, and unanimously carried by all.

#### **12. Resolution 2016-65: National Cooperative Purchasing Alliance Contract**

- a. Terril Bates gave a brief overview of the written report.

A motion to approve Resolution 2016-65: National Cooperative Purchasing Alliance Contract was made by Commissioner White and seconded by Commissioner Poliakoff, and unanimously carried by all.

#### **13. Resolution 2016-66: Mentoring Services**

- a. Terril Bates gave a brief overview of the written report.

A motion to approve Resolution 2016-66: Mentoring Services was made by Commissioner White and seconded by Commissioner Thomas, and unanimously carried by all.

#### **MONTHLY REPORTS:**

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

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

##### **2. Finance (Phillippe Lindsay):**

- a. CFO Phillippe Lindsay provided a brief overview to the written report.
- b. *Please refer to written report for more detailed figures.*

##### **3. Human Resources (Brooke Coleman)**

- a. Brooke Coleman provided a brief overview of her written report.

##### **4. Development (Cindi Herrera):**

- a. Ms. Herrera provided a brief overview of her written report.

##### **5. Community and Supportive Services (Valerie Forsberg)**

- a. Valerie Forsberg provided a brief overview of her written report.

##### **6. Asset Management (Jessica M. Holcomb)**

- a. Terril Bates provided a brief overview of Mrs. Holcomb's written report.

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

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

**SHA STAFF COMMENTS:**

- None

**PUBLIC COMMENTS:**

- None

**ADJOURN:**

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

Meeting Adjourned.

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



# **Action Item & Resolution**

## **2016-55**

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**Board of Commissioners Meeting**  
**Tuesday, September 20, 2016**



**September 20, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Purchase of Appliances for Public Housing Units  
Resolution 2016-55**

**RECOMMENDATION:**

Authorize the Executive Director to enter into contracts with multiple vendors for the purchase of stoves, refrigerators, heating/air units and water heaters to be used at all public housing sites.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

SHA analyzed costs for stoves, refrigerators, hot water heater and PTAC units from several vendors. This request is based on proposals for the appliances from the low bidder. The bids include delivery and associated charges. The Spartanburg Housing Authority would like to issue two (2) purchase orders as follows:

|                       |            |                   |
|-----------------------|------------|-------------------|
| General Electric (GE) | Appliances | NTE \$ 108,631.00 |
| Home Depot            | Appliances | NTE \$137,907.08  |

In an amount not to exceed \$246,537.08 these purchase orders shall be procured through a cooperative agreement under the National Cooperative Purchasing Alliance to assist in the day-to-day operations costs of our Public Housing Properties.

**BACKGROUND:**

The SHA has historically replaced appliances on a limited basis. The condition of the appliances at most public housing units is such that they contribute negatively to the residents living experience. Maintenance staff spends substantial amounts of time attempting to repair malfunctioning appliances. This is an area of resident dissatisfaction.

**FINANCIAL CONSIDERATIONS:**

The SHA would like to award Contracts with the following Vendors:

| Vendor                | Appliance  | Amount            |
|-----------------------|--|-------------------|
| General Electric (GE) | 315 units of Ranges/ Stoves                          | NTE \$ 108,631.00 |
| Home Depot            | 243 Refrigerators, 25 PTAC &<br>35 Hot water Heaters | NTE \$137,907.08  |

All costs associated with these awards have already been factored into the FY2016 Operating Budget.

**POLICY CONSIDERATIONS:**

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$10,000. In addition, our Procurement Policy allows SHA to purchase materials like these through a Cooperative Purchasing agreement as detailed in section III.F. on page 12 and other provisions of our Procurement Policy as adopted by the Board of Commissioners on September 23, 2014 and revised July 21, 2015.

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

**Spartanburg Housing Authority  
Appliances  
2016**

|  |                  |             |               |          |             | Vendor Price Per Unit |                      |                |                   |
|--|------------------|-------------|---------------|----------|-------------|-----------------------|----------------------|----------------|-------------------|
|  |                  |             |               |          |             | U.S Communities       |                      | State Contract |                   |
|  |                  |             |               |          |             | Home Depot            |                      | GE Company     |                   |
| No   | Appliance        | Make/ Model | Size          | Function | Unit needed | Unit Price            | Total Price          | Unit Price     | Total Price       |
| 1  | Ranges/ Stoves   | Hotpoint    | 24"           | Gas      | 113         |                       |                      | 340.00         | 38,420.00         |
| 2  | Ranges/ Stoves   | GE          | 24"           | Electric | 94          |                       |                      | 302.00         | 28,388.00         |
| 3  | Ranges/ Stoves   | Hot point   | 20"           | Gas      | 108         |                       |                      | 319.00         | 34,452.00         |
| <b>Total Gas Range/Stove</b>   |                  |             |               |          |             |                       |                      | <b>\$</b>      | <b>101,260.00</b> |
|  |                  |             |               |          |             |                       |                      |                |                   |
| 4  | Refrigerator     | GE          | 16 CF         |          | 37          | 395.01                | 14,615.37            |                |                   |
| 4  | Refrigerator     | Hot Point   | 15CF          |          | 211         | 395.01                | 83,347.11            |                |                   |
| <b>Total Refrigerator</b>  |                  |             |               |          |             |                       | <b>\$ 97,962.48</b>  |                |                   |
|  |                  |             |               |          |             |                       |                      |                |                   |
| 5  | PTAC unit        | Gree        | 42x 16        |          | 25          | 566                   | 14,150.00            |                |                   |
| <b>Total PTAC Unit</b>   |                  |             |               |          |             |                       | <b>\$ 14,150.00</b>  |                |                   |
|  |                  |             |               |          |             |                       |                      |                |                   |
| 6  | Hot Water Heater | Rheem       | 40 G          | Gas      | 15          | 368.48                | 5,527.20             |                |                   |
| 6  | Hot Water Heater | Rheem       | 18.5X 58. 40G | Gas      | 10          | 368.48                | 3,684.80             |                |                   |
| 6  | Hot Water Heater | Rheem       | 20X 48. 40G   | Gas      | 10          | 368.48                | 3,684.80             |                |                   |
| <b>Total Hot Water Heater</b>  |                  |             |               |          |             |                       | <b>\$ 12,896.80</b>  |                |                   |
|  |                  |             |               |          |             |                       |                      |                |                   |
| <b>Merchandise total</b>   |                  |             |               |          |             |                       | 125,009.28           |                | 101,260.00        |
| <b>Recycling fees</b>  |                  |             |               |          |             |                       |                      |                |                   |
| <b>Delivery</b>  |                  |             |               |          |             |                       | -                    |                |                   |
| <b>94 Electric Cord ( Electric stove from GE Company at \$13 per cord)</b> |                  |             |               |          |             |                       |                      |                | 1,222.00          |
| <b>Sales Tax</b>   |                  |             |               |          |             |                       | 12,896.80            |                | 6,149.00          |
| <b>Total Vendor Cost</b>   |                  |             |               |          |             |                       | <b>\$ 137,906.08</b> | <b>\$</b>      | <b>108,631.00</b> |



**RESOLUTION NO. 2016-55**

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

**September 20, 2016**

Staff recommends adoption of Resolution No. 2016-55, authorizing the Executive Director to enter into contracts with multiple vendors for the purchase of stoves, refrigerators, heating/air units and water heaters to be used at all public housing sites.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-55

DATE ADOPTED: \_\_\_\_\_



# **Action Item & Resolution**

## **2016-71**

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**Board of Commissioners Meeting**  
**Tuesday, September 20, 2016**

Executive Summary – SHA Finance Department  
2017 Consolidated Budget

## FY 2017 BUDGET HIGHLIGHTS

**DUE TO THE LACK OF AVAILABLE GUIDANCE FROM HUD FOR FFY2017 , THIS BUDGET WAS PREPARED UTILIZING ADJUSTED CALENDAR 2016 PRORATION ESTIMATES OF 85% FOR PUBLIC HOUSING AND 81% FOR HOUSING CHOICE VOUCHER ADMINISTRATIVE FUND ELIGIBILITY. A BUDGET REVISION WILL BE PRESENTED DURING 2017 ONCE THE ACTUAL FUNDING LEVELS AND ACTUAL ELIGIBILITY AMOUNTS HAVE BEEN DETERMINED.**

### BUDGETARY RESULTS

Based upon the currently proposed budget, we currently project the following operating results:

| Program Area                     | Budgeted Revenues | Budgeted Expenses   | Budgeted Surplus/Deficit |
|----------------------------------|-------------------|---------------------|--------------------------|
| Central Office Cost Center       | 1,627,814         | (1,627,431)         | 383                      |
| HAP Programs - Admin             | 1,427,296         | (1,394,073)         | 33,223                   |
| HAP Programs - Landlord Payments | 11,306,050        | (11,290,050)        | 16,000                   |
| Low Income Public Housing        | 3,168,096         | (3,237,075)         | (68,979)                 |
| J C Bull (New Construction)      | 1,006,970         | (970,961)           | 36,009                   |
| PHA Grants                       | 2,787,548         | (2,787,548)         | -                        |
| <b>Fiscal Year 2017 Totals</b>   | <b>21,323,774</b> | <b>(21,307,138)</b> | <b>16,636</b>            |

### BUDGET DETAILS

- **CONSOLIDATED BUDGET** – FY2017 anticipates total budgeted expenditures of \$21.3 million which is approximately \$3 million less than in FY2016. As described below, reductions in Public Housing expenses of \$1,500,000, \$300,000 of COCC costs and \$1,900,000 of grants was offset somewhat by increases of \$700,000 in Housing Assistance Program and \$200,000 of higher expenses at JC Bull.

Budgeted revenues are also anticipated to be \$4.8 million lower due to a \$1.5 million decrease in COCC (FY2016 figures were inflated by RAD proceeds recognized during January 2016), \$1.9 million less of Public Housing Revenues (Subsidy and revenue amounts received in 2016 for the RAD 7 properties will no longer be received so revenues and expenses will be markedly lower), and lower grant utilization of \$1.9 million (related to CFP draws made to pay off the underlying CFFP debt so that the RAD closing could occur) that is anticipated to be offset somewhat by a \$500K increase in HCVP program revenues due to higher utilization.

- **LIPH PRORATION LEVEL** - Estimates an 85% proration for Public Housing Operating subsidy which is estimated at \$1,998,990 based upon CY2016 adjusted eligibility.
- **HCVP ADMINISTRATIVE FEE PRORATION**- Estimates 81% Proration level for Housing Choice Vouchers (compared with 85% funding level for 2015).
- **STAFFING LEVELS**- Anticipates a higher staffing level of 68 employees (compared with 55 employees as of August 31, 2016). This increase is a result of the addition of a Deputy Director, 2 part-time Administrative positions, 3 additional site employees, filling of 2 positions currently vacant and 5 additional grant positions for the Youthbuild and Face Forward programs.
- **SALARY/EMPLOYEE BENEFITS**: This budget includes no cost of living adjustments or salary increases. Benefits are expected to be higher due to an estimate 4.5% increase in health insurance premiums.
- **UTILITIES EXPENSES** are anticipated to be about 3% lower (\$996,692 in FY2017 vs 1,027,421 in FY 2016) due to lower anticipated usage at Cammie Claggett and the elimination of 3 months of higher utilities expenses at the Caulder (former central Office Site) and 3 months of the SHA RAD7 properties that transitioned out in January 2016. Most of this decrease is anticipated to be offset by increased usage at the remaining sites due to higher occupancy levels.
- **HAP EXPENSE** is anticipated to be about \$300,000 higher due to increased utilization levels and the ability to lease up all of the HCVP program increments received from Oakview that were previously not able to be fully used.
- **GENERAL EXPENSES** –due to the related reduction of insurance and property tax expenses (\$37K) as well as \$300K of demolition expenses budgeted for 2016, general expenses for the Public Housing program are anticipated to be about \$337,000 lower than in FY2016.

**SPARTANBURG HOUSING AUTHORITY**  
**Initial Budget Submission**  
**For the year ended September 30, 2017**

| <b>Program Area</b>              | <b>Budgeted Revenues</b> | <b>Budgeted Expenses</b> | <b>Budgeted Surplus/Deficit</b> |
|----------------------------------|--------------------------|--------------------------|---------------------------------|
| Central Office Cost Center       | 1,627,814                | (1,627,431)              | 383                             |
| HAP Programs - Admin             | 1,427,296                | (1,394,073)              | 33,223                          |
| HAP Programs - Landlord Payments | 11,306,050               | (11,290,050)             | 16,000                          |
| Low Income Public Housing        | 3,168,096                | (3,237,075)              | (68,979)                        |
| J C Bull (New Construction)      | 1,006,970                | (970,961)                | 36,009                          |
| PHA Grants                       | 2,787,548                | (2,787,548)              | -                               |
| <b>Fiscal Year 2017 Totals</b>   | <b>21,323,774</b>        | <b>(21,307,138)</b>      | <b>16,636</b>                   |

| <b>REVENUES</b>                  | <b>2016 Budget</b> | <b>2017 Budget</b> | <b>Net Change</b>  |
|----------------------------------|--------------------|--------------------|--------------------|
| Central Office Cost Center       | 3,102,138          | 1,627,814          | (1,474,324)        |
| HAP Programs - Admin             | 1,197,863          | 1,427,296          | 229,433            |
| HAP Programs - Landlord Payments | 11,061,351         | 11,306,050         | 244,699            |
| Low Income Public Housing        | 5,064,919          | 3,168,096          | (1,896,823)        |
| J C Bull (New Construction)      | 1,020,020          | 1,006,970          | (13,050)           |
| PHA Grants                       | 4,638,856          | 2,787,548          | (1,851,309)        |
| <b>Fiscal Year Totals</b>        | <b>26,085,147</b>  | <b>21,323,774</b>  | <b>(4,761,374)</b> |

| <b>Expenses</b>                  | <b>2016 Budget</b> | <b>2017 Budget</b> | <b>Net Change</b>  |
|----------------------------------|--------------------|--------------------|--------------------|
| Central Office Cost Center       | 2,005,481          | 1,627,431          | (378,050)          |
| HAP Programs - Admin             | 1,215,375          | 1,394,073          | 178,698            |
| HAP Programs - Landlord Payments | 10,954,119         | 11,290,050         | 335,931            |
| Low Income Public Housing        | 4,716,928          | 3,237,075          | (1,479,853)        |
| J C Bull (New Construction)      | 767,690            | 970,961            | 203,271            |
| PHA Grants                       | 4,638,856          | 2,787,548          | (1,851,309)        |
| <b>Fiscal Year Totals</b>        | <b>24,298,449</b>  | <b>21,307,138</b>  | <b>(2,991,312)</b> |

**SPARTANBURG HOUSING AUTHORITY  
CENTRAL OFFICE COST CENTER AND LANDSCAPING**

FY 2017 - BUDGET

|            |  | <b>COCC</b>      | <b>Landscape</b> | <b>Total COCC</b> |
|------------|--|------------------|------------------|-------------------|
|            |  | <b>Budget</b>    | <b>Budget</b>    | <b>Budget</b>     |
|            |  | <b>FY 2017</b>   | <b>FY 2017</b>   | <b>FY 2017</b>    |
| 360000-000 | OTHER INCOME                           |                  |                  |                   |
| 362000-000 | Management Fee Income                  | 800,558          |                  | 800,558           |
| 362001-000 | Bookkeeping income                     | 264,594          |                  | 264,594           |
| 365000-000 | Miscellaneous Other Income - LANDSCAPE | -                | 214,900          | 214,900           |
| 365000-000 | Miscellaneous Other Income             | 347,762          |                  | 347,762           |
| 399900-000 | TOTAL INCOME                           | 1,412,914        | 214,900          | 1,627,814         |
| 410000-000 | ADMINISTRATIVE                         |                  |                  |                   |
| 411099-000 | Total Administrative Salaries          | 935,043          | -                | 935,043           |
| 413100-000 | Total Legal Expense                    | 50,500           | -                | 50,500            |
| 418900-000 | Total Other Admin Expenses             | 112,200          | 1,023            | 113,223           |
| 419100-000 | Total Miscellaneous Admin Expenses     | 145,750          | 5,886            | 151,636           |
| 419900-000 | TOTAL ADMINISTRATIVE EXPENSES          | 1,243,493        | 6,909            | 1,250,402         |
| 439900-00  | TOTAL UTILITIES                        | 37,292           | -                | 37,292            |
| 440000-000 | MAINTENANCE AND OPERATIONS             |                  |                  |                   |
| 441900-000 | Total General Maint Expense            | 3,500            | 26,133           | 29,633            |
| 442900-000 | Total Materials                        | 3,000            | 5,902            | 8,902             |
| 443900-000 | Total Contract Costs                   | 223,820          | 28,560           | 252,380           |
| 449900-000 | TOTAL MAINTENACE EXPENSES              | 230,320          | 60,595           | 290,915           |
| 450000-000 | GENERAL EXPENSES                       |                  |                  | -                 |
| 459900-000 | TOTAL GENERAL EXPENSES                 | 109,264          | -                | 109,264           |
|            | <b>TOTAL OPERATING EXPENSES</b>        | <b>1,620,369</b> | <b>67,504</b>    | <b>1,687,873</b>  |
|            | Net Operating COCC                     | (207,455)        | 147,396          | (60,059)          |
|            | <b>NON -OPERATING ITEMS</b>            |                  |                  |                   |
|            | <b>RAD Expenses - training</b>         | (34,200)         |                  | (34,200)          |
|            | <b>RAD proceeds</b>                    | 34,200           | -                | 34,200            |
| 900000-000 | NET INCOME                             | (207,455)        | 147,396          | (60,059)          |

**SPARTANBURG HOUSING AUTHORITY  
CENTRAL OFFICE COST CENTER**

| FY 2017 - BUDGET |   | Oct-June (9)<br>Total Actual<br>plus<br>Budget<br>Projected -<br>FY2016 | Projected<br>FY 2017 |
|------------------|---|---|----------------------|
| 300000-000       | INCOME                                    |   |                      |
| 360000-000       | OTHER INCOME                              |   |                      |
| 362000-000       | Management Fee Income                     | 851,604   | 800,558              |
| 362001-000       | Bookkeeping fee income                    | 254,145   | 264,594              |
| 365000-000       | Miscellaneous Other Income - COCC         | 1,829,576   | 347,762              |
| 399900-000       | TOTAL INCOME                              | 2,935,325   | 1,412,914            |
| 410000-000       | ADMINISTRATIVE                            |   |                      |
| 410099-000       | Administrative Salaries                   |   |                      |
| 411000-000       | Administrative Salaries and Wages         | 730,984   | 676,998              |
| 411002-000       | Administrative Overtime                   | 4,582   | 10,000               |
| 411003-000       | Administrative: Employer FICA/SUI         | 70,268  | 60,749               |
| 411004-000       | Administrative: Employee Benefits         | 131,739   | 135,296              |
| 411005-000       | Administrative: Retirees Medical ER share | 36,189  | 37,000               |
| 411006-000       | Administrative: Emp Incentive             | 16,551  | 15,000               |
| 411099-000       | Total Administrative Salaries             | 990,312   | 935,043              |
|                  |   | 33.74%  |                      |
| 413000-000       | Legal Expense                             |   |                      |
| 413001-000       | Legal Expense                             | 12,249  | 50,000               |
| 413003-000       | Credit Reports                            | 459   | 500                  |
| 413100-000       | Total Legal Expense                       | 12,708  | 50,500               |
| 413900-000       | Other Admin Expenses                      |   |                      |
| 414000-000       | Staff Training                            | 8,266   | 3,700                |
| 415000-000       | Travel                                    | 7,074   | 5,500                |
| 417100-000       | Auditing Fees                             | 4,451   | 5,000                |
| 418000-000       | Office Rent                               | 107,046   | 98,000               |
| 418900-000       | Total Other Admin Expenses                | 126,837   | 112,200              |
| 419000-000       | Miscellaneous Admin Expenses              |   |                      |
| 419001-000       | Office Expense                            | 8,162   | 7,000                |
| 419004-000       | Telephone                                 | 26,533  | 30,000               |
| 419005-000       | Postage                                   | 9,610   | 10,000               |
| 419006-000       | Forms and Computer Supplies               | 1,605   | 2,000                |
| 419007-000       | Court Costs                               |   |                      |
| 419008-000       | Membership and Fees                       | 11,551  | 3,250                |
| 419009-000       | Sundry Miscellaneous                      | 14,308  | 15,000               |
| 419010-000       | Newspaper ADS (Advertising)               | 3,338   | 5,000                |
| 419011-000       | Sundry Service Contracts                  | 123,563   | 54,000               |
| 419012-000       | Software                                  | 334   | -                    |
| 419017-000       | Temporary Administrative Labor            | 35,357  | 12,000               |
| 419021-000       | False Alarms                              |   | -                    |
| 419020-000       | Bank Fees                                 | 1,622   | 1,500                |
| 419021-000       | Discretionary                             | 1,682   | 1,000                |
| 419022-000       | Other Misc Admin Expenses                 | 6,269   | 5,000                |
| 419100-000       | Total Miscellaneous Admin Expenses        | 243,934   | 145,750              |
| 419900-000       | TOTAL ADMINISTRATIVE EXPENSES             | 1,373,792   | 1,243,493            |
| 430000-000       | UTILITIES                                 |   |                      |
| 431000-000       | Water                                     | 1,768   | 1,592                |
| 432000-000       | Electricity                               | 11,817  | 30,000               |
| 433000-000       | Gas                                       | 1,481   | 2,700                |
| 439000-000       | Sewer                                     | 1,500   | 3,000                |

**SPARTANBURG HOUSING AUTHORITY  
CENTRAL OFFICE COST CENTER**

| FY 2017 - BUDGET |   | Oct-June (9)<br>Total Actual<br>plus<br>Budget<br>Projected -<br>FY2016 | Projected<br>FY 2017 |
|------------------|---|---|----------------------|
| 300000-000       | INCOME  |   |                      |
| 439900-000       | TOTAL UTILITY EXPENSES  | 16,565  | 37,292               |
| 440000-000       | MAINTENANCE AND OPERATIONS                                    |   |                      |
| 440099-000       | General Maint Expense   |   |                      |
| 441200-000       | Vehicle Repair  | 1,625   | 2,000                |
| 441300-000       | Gasoline Purchases  | 1,198   | 1,500                |
| 441900-000       | Total General Maint Expense                                   | 2,823   | 3,500                |
| 442000-000       | Materials   |   |                      |
| 442003-000       | Painting-Maint Materials                                      | 231   | 1,000                |
| 442004-000       | Electrical-Maint Materials                                    | 107   | -                    |
| 442006-000       | Janitorial Supplies   | 264   | 1,000                |
| 442009-000       | Hand Tools-Maint Materials                                    |   |                      |
| 442010-000       | Maintenance Materials   | 1,357   | 1,000                |
| 442900-000       | Safety equipment/shoes  |   |                      |
| 442900-000       | Total Materials   | 1,959   | 3,000                |
| 443000-000       | Contract Costs  |   |                      |
| 443001-000       | Alarm/Extinguisher Contract                                   | 26,272  | 1,000                |
| 443007-000       | Disposal contract   | 3,881   | 1,920                |
| 443009-000       | Landscaping-Contract  | 3,657   | 4,000                |
| 443015-000       | Janitorial-Contract   | 8,671   | 14,400               |
| 443099-000       | Plumbing-Contract   | 325   | -                    |
| 443019-000       | Miscellaneous Contracts                                       | 13,056  | 3,500                |
| 443023-000       | Contract: Consultants   | 281,172   | 198,000              |
| 443099-000       | Maintenance Misc-Contracts                                    | 2,666   | 1,000                |
| 443900-000       | Total Contract Costs  | 339,700   | 223,820              |
| 449900-000       | TOTAL MAINTENACE EXPENSES                                     | 344,483   | 230,320              |
| 450000-000       | GENERAL EXPENSES  |   |                      |
| 451000-000       | General Liability Insurance                                   | 74,095  | 63,714               |
| 453010-000       | SHA Board expenses  | 11,139  | 15,000               |
| 459900-000       | Property Tax  |   |                      |
| 452100-000       | Workers Comp Insurance  | 28,697  | 30,550               |
| 452500-000       | Personnel/Office-Relocation exp                               | 92,598  | -                    |
| 459900-000       | TOTAL GENERAL EXPENSES  | 206,529   | 109,264              |
|                  | <b>TOTAL OPERATING EXPENSES</b>                               | <b>1,941,368</b>  | <b>1,620,369</b>     |
|                  | <b>NON -OPERATING ITEMS</b>                                   |   |                      |
|                  | <b>RAD proceeds set up for training approved by the Board</b> |   | 34,200<br>(34,200)   |

|            |            |            |              |
|------------|------------|------------|--------------|
| 900000-000 | NET INCOME | \$ 993,957 | \$ (207,455) |
|------------|------------|------------|--------------|

# LANDSCAPE BUDGET -FY 2017

PRELIMINARY DRAFT  
SUBJECT TO CHANGE  
PRE-WORKSHOP VERSION

|            |                                    | Oct-June (9) |           |
|------------|------------------------------------|--------------|-----------|
|            |                                    | Total Actual |           |
|            |                                    | plus         |           |
|            |                                    | Budget       | Projected |
|            |                                    | Projected -  | FY 2017   |
|            |                                    | FY2016       |           |
| 360000-000 | OTHER INCOME                       |              |           |
| 365000-000 | Miscellaneous Other Income         | 234,792      | 235,341   |
| 399900-000 | TOTAL INCOME                       | 234,792      | 235,341   |
| 410000-000 | ADMINISTRATIVE                     |              |           |
| 410099-000 | Administrative Salaries            |              |           |
| 411000-000 | Administrative Salaries and Wages  | 38,214       | IN COCC   |
| 411002-000 | Administrative Overtime            | 277          | IN COCC   |
| 411003-000 | Administrative: Employer FICA/SUI  | 2,794        | IN COCC   |
| 411004-000 | Administrative: Employee Benefits  | 10,282       | IN COCC   |
| 411006-000 | Administrative: Employee Incentive |              |           |
| 411099-000 | Total Administrative Salaries      | 51,568       | -         |
| 413900-000 | Other Admin expenses               |              |           |
| 414000-000 | Staff Training                     | 405          | 405       |
| 415000-000 | Travel                             | 618          | 618       |
| 418900-000 | Totl other admin exp               | 1,023        | 1,023     |
| 419000-000 | Miscellaneous Admin Expenses       |              |           |
| 419001-000 | Office expense                     | 168          | 168       |
| 419004-000 | Telephone                          | 4,010        | 2,760     |
| 419006-000 | Forms and Computer Supplies        |              | -         |
| 419009-000 | Sundry Miscellaneous               | 715          | 712       |
| 419011-000 | Sundry Service Contracts           | 2,246        | 2,246     |
| 419100-000 | Total Miscellaneous Admin Expenses | 7,140        | 5,886     |
| 419900-000 | TOTAL ADMINISTRATIVE EXPENSES      | 59,731       | 6,909     |
| 440000-000 | MAINTENANCE AND OPERATIONS         |              |           |
| 440099-000 | General Maint Expense              |              |           |
| 441200-000 | Vehicle Repair                     | 15,835       | 14,400    |
| 441210-000 | Equipment Repair                   | 3,333        | 3,333     |
| 441300-000 | Gasoline Purchases                 | 10,945       | 8,400     |
| 441900-000 | Total General Maint Expense        | 30,113       | 26,133    |
| 442000-000 | Materials                          |              |           |
| 442006-000 | Janitorial Supplies                | 333          | 300       |
| 442009-000 | Hand Tools-Maint Materials         | 302          | 302       |
| 442010-000 | Maintenance Materials              | 3,517        | 5,000     |
| 442011-000 | Safety equipment/shoes             | 600          | 300       |

|            |                                 |         |         |
|------------|---------------------------------|---------|---------|
| 442900-000 | Total Materials                 | 4,751   | 5,902   |
| 443000-000 | Contract Costs                  |         |         |
| 443001-000 | Alarm/Extinguisher Contract     | 20      | 20      |
| 443007-000 | Disposal Contract               | 456     | 1,560   |
| 443009-000 | Landscaping-Contract            | 28,334  | 26,280  |
| 443013-000 | Contract: Uniform Rental        | 1,501   | 720     |
| 443099-000 | Maintenance Misc-Contracts      | -       | -       |
| 443900-000 | Total Contract Costs            | 30,310  | 28,560  |
| 449900-000 | TOTAL MAINTENACE EXPENSES       | 65,174  | 60,595  |
|            | <b>TOTAL OPERATING EXPENSES</b> | 130,701 | 67,504  |
| 900000-000 | NET INCOME                      | 104,091 | 167,837 |

**SPARTANBURG HOUSING AUTHORITY**  
**ADMIN FEES**  
**FY 2015 BUDGET**

PRELIMINARY DRAFT  
SUBJECT TO CHANGE  
PRE-WORKSHOP VERSION

**HCV PROGRAM - ADMINISTRATIVE**

|            |                                    | FY 2015 Actual | Oct 2015 -<br>June 2016<br>Actual | FY 2016 Budget | FY 2017<br>Proposed<br>Budget |
|------------|------------------------------------|----------------|-----------------------------------|----------------|-------------------------------|
| 340000-000 | GRANT INCOME                       |                |                                   |                |                               |
| 341002-000 | Sec 8 Admin. Fee Inc-HCV ( 84%)    | 956,693        | 815,858                           | 1,010,839      | 1,200,000                     |
| 341004-000 | Section 8 Port-In Admin Fees       | 38             | 2,867                             |                | 1,500                         |
| 364000-000 | Fraud Recovery Income-Admin        | 17,646         | 8,725                             | 10,000         | 6,000                         |
| 365000-000 | Miscellaneous Other Income ( TBRA) | 4,651          | 1,864                             | 2,723          | 10,000                        |
| 399900-000 | TOTAL INCOME                       | 979,028        | 829,313                           | 1,023,562      | 1,217,500                     |
| 410000-000 | ADMINISTRATIVE                     |                |                                   |                |                               |
| 410099-000 | Administrative Salaries            |                |                                   |                |                               |
| 411000-000 | Administrative Salaries and Wages  | 258,784        | 226,184                           | 288,885        | 351,160                       |
| 411002-000 | Administrative Overtime            | 437            | 521                               | 2,277          | -                             |
| 411003-000 | Administrative: Employer FICA/SUI  | 23,602         | 20,147                            | 29,391         | 35,584                        |
| 411004-000 | Administrative: Employee Benefits  | 69,687         | 46,696                            | 73,818         | 89,794                        |
| 411099-000 | Total Administrative Salaries      | 352,510        | 293,547                           | 394,371        | 476,538                       |
| 413000-000 | Legal Expense                      |                |                                   |                |                               |
| 413001-000 | Legal Expense                      | -              | 1,654                             | 3,850          | 2,000                         |
| 413003-000 | Credit Reports                     | 7              | 1,389                             | 52             | 4,920                         |
| 413100-000 | Total Legal Expense                | 7              | 3,043                             | 3,902          | 6,920                         |
| 413900-000 | Other Admin Expenses               |                |                                   |                |                               |
| 414000-000 | Staff Training                     | 150            | 3,115                             | 3,000          | 12,000                        |
| 415000-000 | Travel                             | 89             | 2,308                             | 2,000          | 6,000                         |
| 417000-000 | Bookkeeping Fees                   | 157,658        | 128,273                           | 158,933        | 189,000                       |
| 417100-000 | Auditing Fees                      | 15,000         | 6,675                             | 5,000          | 7,500                         |
| 417200-000 | Port Out Admin Fee                 | 7,664          | 5,725                             | 10,004         | 8,000                         |
| 417300-000 | Management Fee                     | 252,252        | 205,236                           | 254,386        | 302,400                       |
| 418000-000 | Office Rent                        | 20,182         | 32,034                            | 42,528         | 42,000                        |
| 418900-000 | Total Other Admin Expenses         | 452,995        | 383,366                           | 475,851        | 566,900                       |
| 419000-000 | Miscellaneous Admin Expenses       |                |                                   |                |                               |
| 419001-000 | Office expense                     | 2,858          | 8,479                             | 3,698          | 9,840                         |
| 419004-000 | Telephone                          | 10,201         | 5,701                             | 12,111         | 12,300                        |
| 419005-000 | Postage                            | 10,818         | 10,562                            | 12,002         | 13,120                        |
| 419006-000 | Forms and Computer Supplies        | -              | 1,395                             | 836            | 1,000                         |
| 419007-000 | Court Costs                        | (352)          |                                   |                |                               |
| 419008-000 | Membership and Fees                | 1,375          | 0                                 | 1,380          | 1,500                         |
| 419009-000 | Sundry Miscellaneous               | 3,695          | 1,638                             | 3,944          | 4,000                         |
| 419010-000 | Newspaper ADS (Advertising)        | 55             | 105                               | 100            | 200                           |
| 419011-000 | Sundry Service Contracts           | 44,409         | 28,042                            | 46,617         | 41,000                        |
| 419012-000 | Software                           | 182            |                                   |                |                               |
| 419017-000 | Temporary Administrative Labor     | 5,506          | 2,613                             | 3,103          | 2,500                         |
| 419020-000 | Bank Fees                          | 2,099          | 1,153                             | 1,228          | 2,000                         |
| 419021-000 | Discretionary                      | -              |                                   | -              | -                             |
| 419022-000 | Other Misc Admin Expenses          | -              |                                   | -              | -                             |
| 419100-000 | Total Miscellaneous Admin Expenses | 80,847         | 59,690                            | 85,019         | 87,460                        |
| 419900-000 | TOTAL ADMINISTRATIVE EXPENSES      | 886,359        | 739,646                           | 959,143        | 1,137,818                     |

**SPARTANBURG HOUSING AUTHORITY**  
**ADMIN FEES**  
**FY 2015 BUDGET**

PRELIMINARY DRAFT  
SUBJECT TO CHANGE  
PRE-WORKSHOP VERSION

**HCV PROGRAM - ADMINISTRATIVE**

|            |                                 | FY 2015 Actual | Oct 2015 -<br>June 2016<br>Actual | FY 2016 Budget   | FY 2017<br>Proposed<br>Budget |
|------------|---------------------------------|----------------|-----------------------------------|------------------|-------------------------------|
| 430000-000 | UTILITIES                       |                |                                   |                  |                               |
| 431000-000 | Water                           |                | 164                               |                  | 2,000                         |
| 432000-000 | Electricity                     |                | 5,609                             |                  | 10,000                        |
| 433000-000 | Gas                             |                | 581                               |                  | 2,000                         |
| 439000-000 | Sewer                           |                | 103                               |                  | 2,000                         |
| 439900-000 | TOTAL UTILITY EXPENSES          | 0              | 6,457                             | -                | 16,000                        |
| 440000-000 | MAINTENANCE AND OPERATIONS      |                |                                   |                  |                               |
| 440099-000 | General Maint Expense           |                |                                   |                  |                               |
| 441200-000 | Vehicle Repair                  | 1,199          | 2,534                             | 2,008            | 3,000                         |
| 441300-000 | Gasoline Purchases              | 3,121          | 1,184                             | 2,889            | 2,000                         |
| 441900-000 | Total General Maint Expense     | 4,320          | 3,717                             | 4,897            | 5,000                         |
| 442000-000 | Materials                       |                |                                   |                  |                               |
| 442003-000 | Painting-Maint Materials        |                |                                   | -                | -                             |
| 442006-000 | Janitorial Supplies             | 60             | 0                                 | 1,000            |                               |
| 442010-000 | Maintenance Materials           |                | 3,288                             | -                | -                             |
| 442900-000 | Total Materials                 | 60             | 3,288                             | 1,000            | -                             |
| 443000-000 | Contract Costs                  |                |                                   |                  |                               |
| 443001-000 | Alarm/Extinguisher Contract     |                | 381                               |                  |                               |
| 443015-000 | Janitorial-Contract             | 6,638          | 3,848                             | 2,888            | -                             |
| 443023-000 | Contract: Consultants           | 3,726          | 2,742                             | 1,654            | 15,000                        |
| 443099-000 | Maintenance Misc-Contracts      | 117            | 258                               | -                | -                             |
| 443900-000 | Total Contract Costs            | 10,480         | 7,229                             | 4,542            | 15,000                        |
| 449900-000 | TOTAL MAINTENACE EXPENSES       | 14,860         | 14,234                            | 10,439           | 20,000                        |
| 450000-000 | GENERAL EXPENSES                |                |                                   |                  |                               |
| 451000-000 | General Liability Insurance     | 20,688         | 18,044                            | 24,894           | 21,067                        |
| 452100-000 | Workers Comp Insurance          | 8,865          | 8,115                             | 11,239           | 13,167                        |
| 457000-000 | Bad Debt-Tenant Rents           |                |                                   |                  | -                             |
| 452500-000 | Relocation exp-                 | 20,000         | 5,431                             |                  |                               |
| 457001-000 | Fraud Recovery                  | 95             |                                   | -                | -                             |
| 459000-000 | Other General Expense           | (1,140)        |                                   |                  |                               |
| 459900-000 | TOTAL GENERAL EXPENSES          | 48,509         | 31,590                            | 36,133           | 34,234                        |
|            | <b>TOTAL OPERATING EXPENSES</b> | <b>949,727</b> | <b>791,927</b>                    | <b>1,005,715</b> | <b>1,208,052</b>              |
| 900000-000 | <b>NET INCOME</b>               | <b>29,301</b>  | <b>37,386</b>                     | <b>17,847</b>    | <b>9,448</b>                  |

**SPARTANBURG HOUSING AUTHORITY  
HAP PAYMENTS  
FY 2015 BUDGET**

PRELIMINARY DRAFT  
SUBJECT TO CHANGE  
PRE-WORKSHOP VERSION

**HCV PROGRAM - HAP**

|                                   |                                   | FY 2015 Actual  | Oct 2015 -<br>June 2016<br>Actual | FY 2016<br>Budget | FY 2017<br>Proposed<br>Budget |
|-----------------------------------|-----------------------------------|-----------------|-----------------------------------|-------------------|-------------------------------|
| 340000-000                        | GRANT INCOME                      |                 |                                   |                   |                               |
| 341001-000                        | Section 8 HAP Earned              | 8,900,115       | 7,030,078                         | 9,027,418         | 11,088,000                    |
| 341006-000                        | Port In HAP Earned                | 696             | 38,447                            | 20,870            | 10,000                        |
| 341007-000                        | FSS Forfeitures-Income            | 2,542           | 0                                 |                   | -                             |
| 364001-000                        | Fraud Recovery - HAP              | 17,646          | 11,104                            | 10,273            | 6,000                         |
| 399900-000                        | TOTAL INCOME                      | 8,920,999       | 7,079,629                         | 9,058,561         | 11,104,000                    |
| 470000-000                        | HOUSING ASSISTANCE PAYMENTS       |                 |                                   |                   |                               |
| 471500-000                        | Housing Assistance Payments       | 8,428,655       | 6,725,205                         | 8,311,997         | 10,481,342                    |
| 471501-000                        | Tenant Utility Payments           | 401,937         | 278,607                           | 372,993           | 371,475                       |
| 471502-000                        | Portable Out HAP Payments         | 164,158         | 152,672                           | 305,154           | 213,562                       |
| 471503-000                        | FSS Escrow Payments               | 20,650          | 16,216                            | 37,275            | 21,621                        |
| 471508-000                        | LIHTC-RAD SUBSIDY-PBV-HAP         |                 | -549,757                          |                   | -                             |
| 479900-000                        | TOTAL HOUSING ASSISTANCE PAYMENTS | 9,015,400       | 6,622,943                         | 9,027,419         | 11,088,000                    |
| <b>SUB-TOTAL</b>                  |                                   | <b>(94,401)</b> | <b>456,686</b>                    | <b>31,142</b>     | <b>16,000</b>                 |
|                                   |                                   | HCVP            | MR                                |                   |                               |
| TOTAL INCOME                      |                                   | 11,104,000      | 202050                            |                   |                               |
| TOTAL HOUSING ASSISTANCE PAYMENTS |                                   | 11,088,000      | 202050                            |                   |                               |
| net income                        |                                   | 16,000          | -                                 |                   |                               |

HCV PROGRAM - MOD REHAB ADMIN

|            |                                    | FY 2015 Actual  | Oct 2015 -June<br>2016 Actual | FY 2016 Budget  | FY 2017<br>Proposed<br>Budget |
|------------|------------------------------------|-----------------|-------------------------------|-----------------|-------------------------------|
| 340000-000 | GRANT INCOME                       |                 |                               |                 |                               |
| 341010-000 | Section 8 Admin Fee -Mod Rehab     | 186,625         | 181,858                       | 196,893         | 209,796                       |
| 361000-000 | Investment Income - Unrestricted   | 8               | 5                             | 5               | -                             |
| 364000-000 | Fraud Recovery Income-Admin        | 1,094           | 1,087                         | 877             | -                             |
| 399900-000 | TOTAL INCOME                       | 187,727         | 182,949                       | 197,775         | 209,796                       |
| 410000-000 | ADMINISTRATIVE                     |                 |                               |                 |                               |
| 410099-000 | Administrative Salaries            |                 |                               |                 |                               |
| 411000-000 | Administrative Salaries and Wages  | 79,163          | 68,625                        | 100,470         | 77,865                        |
| 411002-000 | Administrative Overtime            | 143             | 154                           | 111             | -                             |
| 411003-000 | Administrative: Employer FICA/SUI  | 7,874           | 6,762                         | 9,923           | 7,895                         |
| 411004-000 | Administrative: Employee Benefits  | 16,862          | 14,131                        | 24,904          | 19,910                        |
| 411099-000 | Total Administrative Salaries      | 104,042         | 89,672                        | 135,408         | 105,670                       |
| 413000-000 | Legal Expense                      |                 |                               |                 |                               |
| 413001-000 | Legal Expense                      | 4,140           | 5,055                         | 2,205           | -                             |
| 413003-000 | Credit Reports                     | -               | -                             | -               | 1,080                         |
| 413100-000 | Total Legal Expense                | 4,140           | 5,055                         | 2,205           | 1,080                         |
| 413900-000 | Other Admin Expenses               |                 |                               |                 |                               |
| 417001-000 | Bookkeeping Fees-MOD Rehab         | 23,858          | 18,345                        | 23,262          | 18,000                        |
| 417100-000 | Auditing Fees                      | 2,999           | 2,199                         | 2,000           | 2,000                         |
| 417303-000 | Management Fee- MOD Rehab          | 38,172          | 29,352                        | 37,221          | 28,800                        |
| 418900-000 | Total Other Admin Expenses         | 65,029          | 49,896                        | 62,483          | 48,800                        |
| 419000-000 | Miscellaneous Admin Expenses       |                 |                               |                 |                               |
| 419001-000 | Office Expense                     | 1,182           | 2,538                         | 1,102           | 2,160                         |
| 419004-000 | Telephone                          | 3,288           | 1,630                         | 3,886           | 2,700                         |
| 419005-000 | Postage                            | 3,123           | 3,521                         | 3,998           | 2,880                         |
| 419006-000 | Forms and Computer Supplies        |                 | 403                           | 279             | 500                           |
| 419009-000 | Sundry Miscellaneous               |                 | 284                           | 1,052           | 1,000                         |
| 419011-000 | Sundry Service Contracts           | 13,111          | 6,253                         | 13,382          | 10,800                        |
| 419017-000 | Temporary Administrative Labor     | 575             | 708                           | 869             | -                             |
| 419020-000 | Bank Fees                          |                 |                               | -               | -                             |
| 443023-000 | Contract: Consultants              | 4,745           |                               |                 |                               |
| 419100-000 | Total Miscellaneous Admin Expenses | 26,024          | 15,336                        | 24,568          | 17,880                        |
| 419900-000 | TOTAL ADMINISTRATIVE EXPENSES      | 199,234         | 159,959                       | 224,664         | 173,430                       |
| 430000-000 | UTILITIES                          |                 |                               |                 |                               |
| 431000-000 | Water                              |                 |                               |                 | 1,000                         |
| 432000-000 | Electricity                        |                 |                               |                 | 2,000                         |
| 433000-000 | Gas                                |                 |                               |                 | 1,000                         |
| 439000-000 | Sewer                              |                 |                               |                 | 1,000                         |
| 439900-000 | TOTAL UTILITY EXPENSES             |                 |                               |                 | 5,000                         |
| 450000-000 | GENERAL EXPENSES                   |                 |                               |                 |                               |
| 451000-000 | General Liability Insurance        | 8,134           | 5,885                         | 8,130           | 4,671                         |
| 452100-000 | Workers Comp Insurance             | 3,568           | 2,647                         | 3,671           | 2,920                         |
| 457001-000 | Fraud Recovery                     |                 |                               |                 | -                             |
| 459900-000 | TOTAL GENERAL EXPENSES             | 11,702          | 8,532                         | 11,801          | 7,591                         |
|            | <b>TOTAL OPERATING EXPENSES</b>    | <b>210,936</b>  | <b>168,490</b>                | <b>236,465</b>  | <b>186,021</b>                |
| 900000-000 | <b>NET INCOME</b>                  | <b>(23,209)</b> | <b>14,459</b>                 | <b>(38,690)</b> | <b>23,775</b>                 |

**SPARTANBURG HOUSING AUTHORITY  
MOD REHAB  
FY 2015 BUDGET**

**PRELIMINARY DRAFT  
SUBJECT TO CHANGE  
PRE-WORKSHOP VERSION**

**MOD REHAB - 068-MR1 - NORRIS RIDGE**

|            |                                   | <b>FY 2015 Actual</b> | <b>Oct 2015 -June<br/>2016 Actual</b> | <b>FY 2016<br/>Budget</b> | <b>FY 2017<br/>Proposed<br/>Budget</b> |
|------------|-----------------------------------|-----------------------|---------------------------------------|---------------------------|--|
| 300000-000 | INCOME                            |                       |                                       |                           |  |
| 341001-000 | Section 8 HAP Earned              | 1,081,311             | 813,628                               | 1,178,863                 | 1,106,478                              |
| 364001-000 | Fraud Recovery - HAP              | 392                   | 163                                   | 185                       | -                                      |
| 349900-000 | TOTAL GRANT INCOME                | 1,081,703             | 813,791                               | 1,179,048                 | 1,106,478                              |
| 470000-000 | HOUSING ASSISTANCE PAYMENTS       |                       |                                       |                           |  |
| 471500-000 | Housing Assistance Payments       | 1,080,211             | 810,054                               | 1,154,499                 | 1,106,478                              |
| 471501-000 | Tenant Utility Payments           |                       |                                       | -                         |  |
| 479900-000 | TOTAL HOUSING ASSISTANCE PAYMENTS | 1,080,211             | 810,054                               | 1,154,499                 | 1,106,478                              |
| 900000-000 | NET INCOME (LOSS)                 | 1,492                 | 3,737                                 | 24,549                    | -                                      |

**MOD REHAB - 069-MR2 - MORNINGSIDE**

|            |                                   | <b>FY 2015 Actual</b> | <b>Oct 2015 -June<br/>2016 Actual</b> | <b>FY 2016<br/>Budget</b> | <b>FY 2017<br/>Proposed<br/>Budget</b> |
|------------|-----------------------------------|-----------------------|---------------------------------------|---------------------------|--|
| 300000-000 | INCOME                            |                       |                                       |                           |  |
| 341001-000 | Section 8 HAP Earned              | 194,838               | 116,674                               | 198,285                   | 202,050                                |
| 364001-000 | Fraud Recovery - HAP              | 510                   | 102                                   | 102                       | -                                      |
| 349900-000 | TOTAL GRANT INCOME                | 195,348               | 116,776                               | 198,387                   | 202,050                                |
| 470000-000 | HOUSING ASSISTANCE PAYMENTS       |                       |                                       |                           |  |
| 471500-000 | Housing Assistance Payments       | 187,488               | 139,764                               | 189,466                   | 196,164                                |
| 471501-000 | Tenant Utility Payments           | 6,350                 | 4,475                                 | 5,381                     | 5,886                                  |
| 479900-000 | TOTAL HOUSING ASSISTANCE PAYMENTS | 193,838               | 144,239                               | 194,847                   | 202,050                                |
| 900000-000 | NET INCOME (LOSS)                 | 1,510                 | (27,463)                              | 3,540                     | -                                      |

| CONVENTIONAL PUBLIC HOUSING BUDGET -<br>BUDGET - FY 2017   |                                   |       |         |         |         |              |         |         |          |        |           | PRE-WORSKHOP VERS    |  |                                |
|--|-----------------------------------|-------|---------|---------|---------|--------------|---------|---------|----------|--------|-----------|----------------------|--|--------------------------------|
|  |                                   |       |         |         |         |              |         |         |          |        |           |                      |  |                                |
| Camp Croft - 100      Arch Village - 102-arv      Arch Rutledge- 103-arh      Scattered Sites- 104-sca      Vic Garden- 120-vga      Prince Hall - 108-pha      Cam Clagett 106-cam      Brawley - 180-cpb      TOTALS |                                   |       |         |         |         |              |         |         |          |        |           | JC BULL 100 -058-JCB |  | JC BULL - 030 SLHC Part of SHA |
| 300000-000   | INCOME                            |       |         |         |         | (10 OFFLINE) |         |         | (72 rad) |        |           |                      |  |                                |
|  |                                   | Units | 98      | 50      | 150     | 9            | 80      | 100     | 0        | 6      | 493       | 100                  |  | 32                             |
|  | TENANT INCOME                     |       |         |         |         |              |         |         |          |        |           |                      |  |                                |
| 310100-000   | Rental Income                     |       |         |         |         |              |         |         |          |        |           |                      |  |                                |
| 311100-000   | Tenant Rent                       |       | 247,506 | 142,272 | 402,474 | 54,972       | 162,108 | 114,072 |          | 34,272 | 1,157,676 | 319,460              |  | 107,460                        |
| 311201-000   | Utility Reimbursement - Neg Rent  |       | -       | -       | -       | -            | -       | -       | -        |        | -         | -                    |  | -                              |
| 311400-000   | Less: Non Move Out Refunds        |       | -       | -       | -       | -            | -       | -       | -        |        | -         | -                    |  | -                              |
| 311900-000   | Total Rental Income               |       | 247,506 | 142,272 | 402,474 | 54,972       | 162,108 | 114,072 | -        | 34,272 | 1,157,676 | 319,460              |  | 107,460                        |
| 312000-000   | Other Tenant Income               |       |         |         |         |              |         |         |          |        |           |                      |  |                                |
| 312003-000   | Damages                           |       | 2,000   | 500     | 2,500   | 125          | 5,000   | 5,000   |          |        | 15,125    | 400                  |  | 200                            |
| 312004-000   | Late Charges                      |       | 3,000   | 500     | 1,000   | 300          | 5,500   | 2,000   |          | 175    | 12,475    | 450                  |  | 100                            |
| 312005-000   | Legal Fees - Tenant               |       | 2,000   | 250     | 1,200   | 150          | 3,000   | 2,500   |          |        | 9,100     | 400                  |  | 50                             |
| 312006-000   | NSF Charges                       |       | -       | -       |         |              |         |         |          |        | -         | -                    |  | -                              |
| 312007-000   | Tenant Owed Utilities - Excess    |       | 25,000  |         |         |              | 35,000  | 13,500  |          | 500    | 74,000    | 300                  |  | 3,000                          |
| 312009-000   | Misc.Tenant Income                |       |         |         | 2,500   |              |         |         |          |        | 2,500     | 150                  |  | -                              |
| 312900-000   | Total Other Tenant Income         |       | 32,000  | 1,250   | 7,200   | 575          | 48,500  | 23,000  | -        | 675    | 113,200   | 1,700                |  | 3,350                          |
| 319900-000   | TOTAL TENANT INCOME               |       | 279,506 | 143,522 | 409,674 | 55,547       | 210,608 | 137,072 | -        | 34,947 | 1,270,876 | 321,160              |  | 110,810                        |
|  |                                   | PUM   | 238     | 239     | 228     | 514          | 219     | 114     | -        | 485    | 215       | 268                  |  | 289                            |
| 340000-000   | GRANT INCOME                      |       |         |         |         |              |         |         |          |        |           |                      |  |                                |
| 340100-000   | HUD Subsidy - Estimated           |       | 386,164 | 109,177 | 386,164 | 18,414       | 318,404 | 410,247 | -        | 10,000 | 1,638,570 | 470,000              |  | 105,000                        |
| 341500-000   | Other Government Grants           |       | -       | -       | -       | -            | -       | -       | -        |        | -         | -                    |  | -                              |
| 349900-000   | TOTAL GRANT INCOME                |       | 386,164 | 109,177 | 386,164 | 18,414       | 318,404 | 410,247 | -        | 10,000 | 1,638,570 | 470,000              |  | 105,000                        |
|  |                                   |       |         |         |         |              |         |         |          |        |           |                      |  |                                |
| 360000-000   | OTHER INCOME                      |       |         |         |         |              |         |         |          |        |           |                      |  |                                |
| 365000-000   | Miscellaneous Other Income        |       | 13,500  | 3,100   | 38,000  | 3,200        | 58,540  | 141,550 |          | 760    | 258,650   | -                    |  | -                              |
| 369900-000   | TOTAL OTHER INCOME                |       | 13,500  | 3,100   | 38,000  | 3,200        | 58,540  | 141,550 | -        | 760    | 258,650   | -                    |  | -                              |
|  |                                   |       |         |         |         |              |         |         |          |        |           |                      |  |                                |
| 399900-000   | TOTAL INCOME                      |       | 679,170 | 255,799 | 833,838 | 77,161       | 587,552 | 688,869 | -        | 45,707 | 3,168,096 | 791,160              |  | 215,810                        |
|  |                                   |       |         |         |         |              |         |         |          |        |           |                      |  |                                |
| 410000-000   | ADMINISTRATIVE                    |       |         |         |         |              |         |         |          |        |           |                      |  |                                |
| 410099-000   | Administrative Salaries           |       |         |         |         |              |         |         |          |        |           |                      |  |                                |
| 411000-000   | Administrative Salaries and Wages |       | 69,637  | 40,400  | 135,211 | 12,500       | 69,082  | 85,629  |          | 920    | 413,379   | 73,948               |  | 23,590                         |
| 411002-000   | Administrative Overtime           |       | 1,000   | 1,000   | 1,250   | 1,500        | 750     | 1,000   |          | 250    | 6,750     | 500                  |  | 750                            |
| 411003-000   | Administrative: Employer FICA/SUI |       | 6,861   | 3,997   | 13,296  | 1,350        | 7,758   | 8,581   |          | 123    | 41,966    | 7,375                |  | 2,443                          |
| 411004-000   | Administrative: Employee Benefits |       | 17,701  | 9,094   | 29,304  | 2,700        | 17,121  | 16,331  |          | 443    | 92,694    | 14,736               |  | 4,961                          |
| 411099-000   | Total Administrative Salaries     |       | 95,199  | 54,491  | 179,061 | 18,050       | 94,711  | 111,541 | -        | 1,736  | 554,789   | 96,559               |  | 31,744                         |
| 413000-000   | Legal Expense                     |       |         |         | -       |              | -       |         |          |        |           |                      |  |                                |
| 413001-000   | Legal Expense                     |       | 200     | 500     | 100     | 500          | 100     | 100     |          | 50     | 1,550     | 750                  |  | 300                            |
| 413003-000   | Credit Reports                    |       | 740     | 500     | 3,400   | 100          | 730     | 1,200   |          | 85     | 6,755     | 700                  |  | 420                            |
| 413100-000   | Total Legal Expense               |       | 940     | 1,000   | 3,500   | 600          | 830     | 1,300   | -        | 135    | 8,305     | 1,450                |  | 720                            |
| 413900-000   | Other Admin Expenses              |       |         |         |         |              |         |         |          |        |           |                      |  |                                |
| 414000-000   | Staff Training                    |       | 2,000   | 1,600   | 2,000   | 100          | 1,900   | 3,750   |          | 760    | 12,110    | 4,000                |  | 550                            |



| CONVENTIONAL PUBLIC HOUSING BUDGET -<br>BUDGET - FY 2017 |  |  |  |  |  |  |  |  |  |  |  | PRE-WORKSHOP VERSION |  |  |
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| Fiscal Year 2017 Budget October 1, 2016 through September 30, 2017 |                                       |                     |                     |                     |                               |
|--|---------------------------------------|---------------------|---------------------|---------------------|-------------------------------|
| AMP - 100 Camp Croft Courts -100-ccc                               |                                       |                     |                     |                     |                               |
| Occupancy Type (Family)  |                                       | General Population  |                     |                     |                               |
| Build Date   |                                       |                     |                     |                     |                               |
| Date of Last Renovation  |                                       | 2007                |                     |                     |                               |
| ACC Units  |                                       | 98                  |                     |                     |                               |
| Estimated Occupancy Rate   |                                       |                     |                     |                     |                               |
| Average Bedroom Size   |                                       | 2                   |                     |                     |                               |
| Anticipated Number Turnovers                                       |                                       |                     |                     |                     |                               |
| Actual Occupancy Rate  |                                       | 100%                |                     |                     |                               |
|  |                                       | FY 2014 -<br>Actual | FY 2015 -<br>Actual | FY 2016 -<br>Budget | FY 2017<br>Proposed<br>Budget |
| Operating Income:  |                                       |                     |                     |                     |                               |
| 311100-000   | Gross Potential Rent                  | 211,717             | 232,326             | 249,807             | 247,506                       |
|  | Less: Vacancy Loss                    | -                   | -                   | -                   | -                             |
|  | Net Tenant Rental Revenue             | 211,717             | 232,326             | 249,807             | 247,506                       |
| 340100-000   | Gross Potential Subsidy               | 354,842             | 383,085             | 429,252             | 386,164                       |
|  | Less: Vacancy Loss                    | -                   | -                   | -                   | -                             |
|  | Less: Proration Amount                | -                   | -                   | -                   | -                             |
|  | Net Operating Subsidy                 | 354,842             | 383,085             | 429,252             | 386,164                       |
|  | HUD PHA Operating Grant - CFP         | -                   | -                   | -                   | -                             |
|  | 1406 - Operations                     | -                   | -                   | -                   | -                             |
|  | 1408 - Mgmt Imp                       | -                   | -                   | -                   | -                             |
|  | 1450 - Site Imp                       | -                   | -                   | -                   | -                             |
|  | Other Tenant Charges                  | -                   | -                   | -                   | -                             |
| 312003-000   | Damages                               | 4,441               | 543                 | 2,014               | 2,000                         |
| 312004-000   | Late Charges                          | 2,927               | 3,150               | 2,401               | 3,000                         |
| 312005-000   | Legal Fees - Tenant                   | 1,907               | 855                 | 2,024               | 2,000                         |
| 312006-000   | NSF Charges                           | -                   | 50                  | 25                  | -                             |
| 312007-000   | Tenant Owed Utilities - Excess        | 28,271              | 31,686              | 25,219              | 25,000                        |
| 365000-000   | Misc. Tenant Income                   | -                   | 110                 | 153                 | -                             |
|  | Investment Income                     | -                   | -                   | -                   | -                             |
|  | Fraud Recovery                        | -                   | -                   | -                   | -                             |
|  | Non-Dwelling Rent                     | -                   | -                   | -                   | -                             |
|  | Other Income                          | -                   | -                   | -                   | 3,500                         |
| 365002-000   | Bad Debt Recovery                     | 1,717               | 5,644               | -                   | -                             |
|  | Total Operating Income                | 605,822             | 657,448             | 710,895             | 669,170                       |
| Operating Expenditures: Administrative                             |                                       |                     |                     |                     |                               |
| 411000-000   | Administrative Salaries               | 55,405              | 48,870              | 73,253              | 69,637                        |
| 411002-000   | Administrative -overtime              | 578                 | 399                 | 112                 | 1,000                         |
| 411003-000   | Employer Payroll taxes-Administrative | 4,799               | 4,624               | 10,912              | 6,861                         |
| 411004-000   | Employee Benefits-Administrative      | 17,497              | 7,972               | 21,936              | 17,701                        |
| 413001-000   | Legal Expense                         | -                   | -                   | 140                 | 200                           |
| 413003-000   | Credit Reports                        | -                   | 49                  | 472                 | 740                           |
| 414000-000   | Staff training                        | 756                 | 21                  | 2,999               | 2,000                         |
| 415000-000   | Travel                                | 1,274               | 48                  | 1,498               | 1,500                         |
| 417000-000   | Bookkeeping Fees                      | 8,194               | 8,318               | 8,551               | 8,460                         |
| 417100-000   | Auditing Fees                         | 4,000               | 1,889               | 1,000               | 1,000                         |
| 417300-000   | Management Fees                       | 59,172              | 60,097              | 61,775              | 51,126                        |
| 417302-000   | Assets Management Fees                | 11,760              | 11,760              | 11,760              | 11,520                        |
| 419001-000   | Office Expense                        | 3,491               | 934                 | 502                 | 1,200                         |
| 419004-000   | Telephone                             | 4,477               | 4,882               | 5,002               | 5,000                         |
| 419005-000   | Postage                               | -                   | 604                 | 497                 | 1,200                         |
| 419006-000   | Printed Forms and Computer Supplies   | 59                  | -                   | -                   | 200                           |
| 419007-000   | Court Costs                           | 1,967               | 830                 | 1,082               | 3,060                         |
| 419008-000   | Membership and Fees                   | 47                  | 457                 | 457                 | 120                           |
| 419009-000   | Sundry Miscellaneous                  | 276                 | 795                 | 598                 | 820                           |
| 419010-000   | Newspaper ADS ( Advertising)          | 769                 | 29                  | 194                 | 200                           |
| 419011-000   | Sundry Service Contracts              | 12,252              | 13,803              | 11,998              | 12,200                        |
| 419017-000   | Temporary Administrative Labor        | 1,259               | -                   | 2,500               | 8,160                         |
| 419012-000   | Software                              | -                   | 182                 | -                   | -                             |

Fiscal Year 2017 Budget October 1, 2016 through September 30, 2017

AMP - 100 Camp Croft Courts -100-ccc

| Occupancy Type (Family)      |                                    | General Population  |                     |                     |                               |
|------------------------------|------------------------------------|---------------------|---------------------|---------------------|-------------------------------|
| Build Date                   |                                    |                     |                     |                     |                               |
| Date of Last Renovation      |                                    | 2007                |                     |                     |                               |
| ACC Units                    |                                    | 98                  |                     |                     |                               |
| Estimated Occupancy Rate     |                                    |                     |                     |                     |                               |
| Average Bedroom Size         |                                    | 2                   |                     |                     |                               |
| Anticipated Number Turnovers |                                    |                     |                     |                     |                               |
| Actual Occupancy Rate        |                                    | 100%                |                     |                     |                               |
|                              |                                    | FY 2014 -<br>Actual | FY 2015 -<br>Actual | FY 2016 -<br>Budget | FY 2017<br>Proposed<br>Budget |
| 419018-000                   | False Alarms                       | -                   | 10                  | 10                  | -                             |
| 419021-000                   | Discretionary                      | -                   | -                   | 498                 | 400                           |
| Total Administrative         |                                    | 188,032             | 166,573             | 217,746             | 204,305                       |
| <b>Tenant Services</b>       |                                    |                     |                     |                     |                               |
| 422000-000                   | Tenant Services -                  | 5,100               | 4,232               | 3,251               | 5,575                         |
| 423000-000                   | Tenant Services -PH ADD ON         | -                   | -                   | 9,002               | -                             |
| 423001-000                   | Relocation Costs                   | -                   | -                   | 363                 | -                             |
| Total Tenant Services        |                                    | 5,100               | 4,232               | 12,616              | 5,575                         |
| <b>Utilities</b>             |                                    |                     |                     |                     |                               |
| 431000-000                   | Water                              | 47,436              | 29,631              | 36,999              | 32,000                        |
| 432000-000                   | Electricity                        | 37,632              | 73,316              | 60,002              | 60,000                        |
| 433000-000                   | Gas                                | 48,312              | 49,107              | 67,999              | 54,000                        |
| 439000-000                   | Sewer                              | 81,036              | 47,336              | 54,997              | 48,000                        |
|                              | Other                              | -                   | -                   | -                   | -                             |
| Total Utilities              |                                    | 214,416             | 199,390             | 219,997             | 194,000                       |
| <b>Maintenance</b>           |                                    |                     |                     |                     |                               |
| 441000-000                   | Labor                              | 35,700              | 31,472              | 34,195              | 69,285                        |
| 441002-000                   | Labor -overtime                    | 10                  | 2,452               | 924                 | 2,000                         |
| 441003-000                   | Employer Payroll taxes-Maintenance | 3,013               | 2,951               | 3,328               | 7,395                         |
| 441005-000                   | Employee Benefits-Maintenance      | 5,089               | 5,284               | 7,116               | 19,454                        |
| 441004-000                   | Temporary Maintenance Labor        |                     | 11,359              | 2,499               | 2,500                         |
| 441200-000                   | Vehicle Repair                     | 360                 | 7,463               | 579                 | 1,100                         |
| 441300-000                   | Gasoline Purchases                 | 1,897               | 1,623               | 1,702               | 1,800                         |
| Maintenance materials        |                                    |                     |                     |                     |                               |
| 442002-000                   | Appliance-Maint Materials          |                     | 3,239               | 2,999               | 3,200                         |
| 442003-000                   | Painting-Maint Materials           |                     | 21                  | 1,123               | 1,150                         |
| 442004-000                   | Electrical-Maint Materials         |                     |                     | 994                 | 1,100                         |
| 442005-000                   | Heating/AC-Maint Materials         | 4,607               | 3,517               | 3,002               | 3,000                         |
| 442006-000                   | Janitorial Supplies                | 312                 | 245                 | 300                 | 600                           |
| 442008-000                   | Plumbing-Maint Materials           | 1,644               | 3,670               | 4,801               | 5,000                         |
| 442009-000                   | Hand Tools-Maint Materials         | 61                  | 307                 | 505                 | 600                           |
| 442010-000                   | Maintenance Materials              | 11,148              | 11,841              | 11,998              | 12,000                        |
| 442011-000                   | Safety equipment/shoes             |                     | 158                 | 154                 | 400                           |
| Maintenance Contracts        |                                    |                     |                     |                     |                               |
| 443001-000                   | Alarm/Extinguisher Contract        |                     |                     | 31                  | 300                           |
| 443002-000                   | Extermination                      | 3,984               | 8,689               | 7,500               | 8,000                         |
| 443005-000                   | Unit Turnaround                    | 26,412              | 15,995              | 18,001              | 5,000                         |
| 443006-000                   | Electrical                         |                     | 265                 | 7,497               | -                             |
| 443007-000                   | Garbage/Trash/Disposal             | 4,918               | 6,714               | 6,903               | 6,100                         |
| 443009-000                   | Landscape and Grounds              | 13,749              | 30,966              | 30,002              | 20,000                        |
| 443011-000                   | Heating & Cooling                  | 1,968               | 6,270               | 22,500              | 14,600                        |
| 443013-000                   | Contract: Uniform                  | 1,094               | 546                 | 599                 | 850                           |
| 443017-000                   | Elevator-Contract                  |                     |                     |                     |                               |
| 443018-000                   | Plumbing -Contract                 | 6,334               | 3,640               | 9,993               | 22,000                        |
| 443019-000                   | Miscellaneous Contracts            |                     |                     |                     | 2,400                         |
| 443023-000                   | Contract: Consultants              | 1,872               | 205                 |                     | -                             |
| 443099-000                   | Maintenance Misc Contract          | 18,745              | 3,557               | 6,004               | 25,000                        |

Fiscal Year 2017 Budget October 1, 2016 through September 30, 2017

AMP - 100 Camp Croft Courts -100-ccc

|  |                          |                    |  |                  |                  |                  |                         |
|--|--------------------------|--------------------|--|------------------|------------------|------------------|-------------------------|
| Occupancy Type (Family)                |                          | General Population |  |                  |                  |                  |                         |
| Build Date                             |                          |                    |  |                  |                  |                  |                         |
| Date of Last Renovation                |                          | 2007               |  |                  |                  |                  |                         |
| ACC Units                              |                          | 98                 |  |                  |                  |                  |                         |
| Estimated Occupancy Rate               |                          |                    |  |                  |                  |                  |                         |
| Average Bedroom Size                   |                          | 2                  |  |                  |                  |                  |                         |
| Anticipated Number Turnovers           |                          |                    |  |                  |                  |                  |                         |
| Actual Occupancy Rate                  |                          | 100%               |  |                  |                  |                  |                         |
|  |                          |                    |  | FY 2014 - Actual | FY 2015 - Actual | FY 2016 - Budget | FY 2017 Proposed Budget |
| Total Maintenance                      |                          |                    |  | 142,917          | 162,447          | 185,249          | 234,734                 |
| Protective Services                    |                          |                    |  |                  |                  |                  |                         |
| Protective Services - Labor            |                          |                    |  | -                | -                | -                | -                       |
| Employee Benefits -Protective Services |                          |                    |  | -                | -                | -                | -                       |
| Protective Services Contract Costs     |                          |                    |  | -                | -                | -                | -                       |
| 458000-000                             | Protective Service Other |                    |  | 371              | 393              | 186              | -                       |
| Total Protective Services              |                          |                    |  | 371              | 393              | 186              | -                       |
| Insurance                              |                          |                    |  |                  |                  |                  |                         |
| 451100-000                             | Property                 |                    |  | 14,946           | 8,460            | 9,060            | 9,060                   |
| 451000-000                             | General Liability        |                    |  | 9,348            | 6,108            | 10,271           | 8,994                   |
| 452100-000                             | Workers' Comp            |                    |  | 3,382            | 2,602            | 4,640            | 5,871                   |
| Other Insurance                        |                          |                    |  | -                | -                | -                | -                       |
| Total Insurance                        |                          |                    |  | 27,676           | 17,170           | 23,971           | 23,925                  |
| General Expenses                       |                          |                    |  |                  |                  |                  |                         |
| 459000-000                             | Other General Expense    |                    |  |                  | 2,756            | -                | -                       |
| Compensated Absences                   |                          |                    |  |                  |                  | -                | -                       |
| 471503-000                             | FSS Escrow Payments      |                    |  |                  |                  | 1,410            |                         |
| 457000-000                             | Bad debt - Tenants       |                    |  | 10,188           | 2,681            | 5,740            | 6,500                   |
| Total General Expense                  |                          |                    |  | 10,188           | 5,437            | 7,150            | 6,500                   |
| Total Operating Expenditures           |                          |                    |  | 588,700          | 555,643          | 666,915          | 669,039                 |
| Net Loss                               |                          |                    |  | 17,122           | 101,805          | 43,980           | 131                     |

Fiscal Year 2017 Budget October 1, 2016 through September 30, 2017  
 AMP - 20 Archibald Village - 102-arv

PRELIMINARY DRAFT  
 SUBJECT TO CHANGE  
 PRE-WORKSHOP VERSION

Occupancy Type (Family)  
 Build Date 1970  
 Date of Last Renovation  
 ACC Units 50  
 Estimated Occupancy Rate  
 Average Bedroom Size 1  
 Anticipated Number Turnovers 6 units per annum  
 Actual Occupancy Rate 98% 3 units offline

|                               |                               | FY 2014 -<br>actual | FY 2015-<br>actual | FY 2016<br>Budget | FY 2017<br>Proposed<br>Budget |
|-------------------------------|-------------------------------|---------------------|--------------------|-------------------|-------------------------------|
| <b>Operating Income:</b>      |                               |                     |                    |                   |                               |
| 311100-000                    | Gross Potential Rent          | 130,780             | 125,092            | 133,646           | 142,272                       |
|                               | Less:                         |                     |                    |                   |                               |
|                               | Net Tenant Rental Revenue     | 130,780             | 125,092            | 133,646           | 142,272                       |
| 340100-000                    | Gross Potential Subsidy       | 115,581             | 140,622            | 134,255           | 109,177                       |
|                               | Less: Vacancy Loss            |                     |                    |                   |                               |
|                               | Less: Proration Amount        |                     |                    |                   |                               |
|                               | Net Operating Subsidy         | 115,581             | 140,622            | 134,255           | 109,177                       |
|                               | HUD PHA Operating Grant - CFP |                     |                    |                   |                               |
|                               | 1406 - Operations             |                     |                    |                   |                               |
|                               | 1408 - Mgmt Imp               |                     |                    |                   |                               |
|                               | 1450 - Site Imp               |                     |                    |                   |                               |
|                               | Other Tenant Charges          |                     |                    |                   |                               |
| 312003-000                    | Damages                       | 2,916               | 53                 | 497               | 500                           |
| 312004-000                    | Late Charges                  | 540                 | 435                | 1,003             | 500                           |
| 312005-000                    | Legal Fees - Tenant           | 470                 | 225                | 135               | 250                           |
| 312006-000                    | NSF Charges                   | 50                  | 75                 |                   |                               |
| 340111-000                    | Other Income                  | 224                 | 104                | 72                | 3,100                         |
| <b>Total Operating Income</b> |                               | <b>250,561</b>      | <b>266,606</b>     | <b>269,608</b>    | <b>255,799</b>                |

|   |                                       |               |               |                |                |
|---|---------------------------------------|---------------|---------------|----------------|----------------|
| <b>Operating Expenditures: Administrative</b> |                                       |               |               |                |                |
| 411000-000                                    | Administrative Salaries               | 22,979        | 24,851        | 38,693         | 40,400         |
| 411002-000                                    | Administrative -overtime              |               | 418           | 758            | 1,000          |
| 411003-000                                    | Employer payroll taxes-Administrative | 2,424         | 2,603         | 3,712          | 3,997          |
| 411004-000                                    | Employee Benefits-Administrative      | 3,980         | 3,828         | 7,635          | 9,094          |
| 413001-000                                    | Legal Expense                         | 14            |               | 310            | 500            |
| 413003-000                                    | Credit Reports                        | 14            |               | 507            | 500            |
| 414000-000                                    | Staff training                        | 164           | 105           | 505            | 1,600          |
| 415000-000                                    | Travel                                | 151           |               |                | 1,500          |
| 417000-000                                    | Bookkeeping Fees                      | 4,133         | 3,968         | 4,169          | 4,320          |
| 417100-000                                    | Auditing Fees                         | 1,600         | 2,125         | 1,220          | 1,220          |
| 417300-000                                    | Management Fees                       | 29,805        | 28,667        | 30,128         | 31,200         |
| 417302-000                                    | Asset Management Fee                  | 6,000         | 6,000         | 6,000          | 6,000          |
| 419001-000                                    | Office Expense                        | 347           | 96            | 300            | 1,000          |
| 419004-000                                    | Telephone                             | 903           | 2,490         | 2,396          | 2,400          |
| 419005-000                                    | Postage                               | 177           | 303           | 602            | 300            |
| 419006-000                                    | Forms and Computer Supplies           | 36            |               | 238            | 1,100          |
| 419007-000                                    | Court Costs                           | 470           | 235           | 733            | 450            |
| 419008-000                                    | Membership and Fees                   | 128           | 27            | 399            | 400            |
| 419009-000                                    | Sundry Miscellaneous                  | 37            | 3,599         | 214            | 300            |
| 419010-000                                    | Newspaper ADS ( Advertising)          |               | 15            | 782            | 400            |
| 419011-000                                    | Sundry Service Contracs               | 4,263         | 5,138         | 4,001          | 5,000          |
| 419012-000                                    | Software                              |               | 182           |                |                |
| 419017-000                                    | Temporary Administrative Labor        | 2,280         |               | 954            |                |
|   | False Alarms                          |               |               | 497            |                |
| 419021-000                                    | Discretionary                         | 371           |               |                |                |
| <b>Total Administrative</b>                   |                                       | <b>80,274</b> | <b>84,651</b> | <b>104,753</b> | <b>112,681</b> |

Fiscal Year 2017 Budget October 1, 2016 through September 30, 2017  
 AMP - 20 Archibald Village - 102-arv

PRELIMINARY DRAFT  
 SUBJECT TO CHANGE  
 PRE-WORKSHOP VERSION

Occupancy Type (Family) General Population  
 Build Date 1970  
 Date of Last Renovation  
 ACC Units 50  
 Estimated Occupancy Rate  
 Average Bedroom Size 1  
 Anticipated Number Turnovers 6 units per annum  
 Actual Occupancy Rate 98% 3 units offline

|                        |                                    | FY 2014 -<br>actual | FY 2015-<br>actual | FY 2016<br>Budget | FY 2017<br>Proposed<br>Budget |
|------------------------|------------------------------------|---------------------|--------------------|-------------------|-------------------------------|
| <b>Tenant Services</b> |                                    |                     |                    |                   |                               |
| 422000-000             | Tenant Services -                  | 100                 | 1,133              | 1,634             | 1,300                         |
| 423000-000             | Tenant Services -PH ADD ON         |                     | -                  | -                 | -                             |
| 423001-000             | Relocation Costs                   | 945                 | -                  | -                 | -                             |
|                        | <b>Total Tenant Services</b>       | 1,045               | 1,133              | 1,634             | 1,300                         |
| <b>Utilities</b>       |                                    |                     |                    |                   |                               |
| 431000-000             | Water                              | 6,714               | 7,334              | 8,397             | 7,200                         |
| 432000-000             | Electricity                        | 33,927              | 43,150             | 42,001            | 42,000                        |
| 433000-000             | Gas                                |                     | -1,109             | 60                | -                             |
| 439000-000             | Sewer                              | 10,387              | 7,850              | 7,200             | 9,000                         |
|                        | Other                              | -                   | -                  | -                 | -                             |
|                        | <b>Total Utilities</b>             | 51,028              | 57,225             | 57,658            | 58,200                        |
| <b>Maintenance</b>     |                                    |                     |                    |                   |                               |
| 441000-000             | Labor                              | 10,824              | 22,051             | 17,261            | 22,027                        |
| 441002-000             | Labor -overtime                    |                     | 5,849              | 1,209             | 2,000                         |
| 441003-000             | Employer payroll taxes-Maintenance | 1,204               | 2,396              | 1,709             | 2,358                         |
| 441005-000             | Employee Benefits-Maintenance      | 2,227               | 4,187              | 4,552             | 6,612                         |
| 441004-000             | Temporary Maintenance Labor        | 2,179               | 357                | 4,823             | 500                           |
| 441200-000             | Vehicle Repair                     | 47                  | 146                | 551               | 700                           |
| 441300-000             | Gasoline Purchases                 | 284                 | 489                | 1,200             | 750                           |
|                        | Maintenance materials              |                     |                    |                   |                               |
| 442002-000             | Appliance-Maint Materials          |                     | 4,280              | 2,499             | 3,100                         |
| 442003-000             | Painting-Maint Materials           |                     | 31                 | 4,998             | 2,500                         |
| 442004-000             | Electrical-Maint Materials         | 789                 |                    |                   | 2,000                         |
| 442005-000             | Heating/AC-Maint Materials         | 5,427               |                    | 3,997             | 5,000                         |
| 442006-000             | Janitorial Supplies                | 134                 | 211                | 497               | 500                           |
| 442008-000             | Plumbing-Maint Materials           | 823                 |                    | 2,002             | 2,500                         |
| 442009-000             | Hand Tools-Maint Materials         | 373                 |                    | 301               | 600                           |
| 442010-000             | Maintenance Materials              | 920                 | 237                | 2,998             | 3,500                         |
| 442011-000             | Safety equipment/shoes             |                     | 180                |                   | 500                           |
|                        | Maintenance Contracts              |                     |                    |                   |                               |
|                        | Alarm/Extinguisher Contract        |                     |                    |                   | 3,000                         |
| 443002-000             | Extermination                      | 1,385               | 2,825              | 8,660             | 8,700                         |
| 443005-000             | Unit Turnaround                    | 9,515               | 3,618              | 7,799             | 2,000                         |
| 443006-000             | Electrical                         |                     |                    | 7,497             | 7,500                         |
| 443007-000             | Garbage/Trash/Disposal             | 4,026               | 4,149              | 4,080             | 3,000                         |
| 443009-000             | Landscape and Grounds              | 2,205               | 9,738              | 9,324             | 9,350                         |
| 443011-000             | Heating & Cooling                  | 2,281               |                    | 1,498             | 1,800                         |
| 443013-000             | Contract: Uniform                  |                     | 512                | 600               | 1,000                         |
| 443017-000             | Elevator-Contract                  |                     |                    |                   | -                             |
| 443018-000             | Plumbing -Contract                 | 1,865               | 2,765              | 1,498             | 10,000                        |
| 443019-000             | Miscellaneous Contracts            |                     |                    |                   | -                             |
| 443023-000             | Contract: Consultants              | 126                 | 104                |                   | 1,500                         |
| 443099-000             | Maintenance Misc Contract          | 56                  | 15,614             | 30,152            | 10,000                        |
|                        | <b>Total Maintenance</b>           | 46,690              | 79,739             | 119,705           | 112,997                       |

Fiscal Year 2017 Budget October 1, 2016 through September 30, 2017  
 AMP - 20 Archibald Village - 102-arv

PRELIMINARY DRAFT  
 SUBJECT TO CHANGE  
 PRE-WORKSHOP VERSION

Occupancy Type (Family) \_\_\_\_\_ General Population \_\_\_\_\_  
 Build Date \_\_\_\_\_ 1970 \_\_\_\_\_  
 Date of Last Renovation \_\_\_\_\_  
 ACC Units \_\_\_\_\_ 50 \_\_\_\_\_  
 Estimated Occupancy Rate \_\_\_\_\_  
 Average Bedroom Size \_\_\_\_\_ 1 \_\_\_\_\_  
 Anticipated Number Turnovers \_\_\_\_\_ 6 units per annum \_\_\_\_\_  
 Actual Occupancy Rate \_\_\_\_\_ 98% 3 units offline \_\_\_\_\_

|  |                    | FY 2014 -<br>actual | FY 2015-<br>actual | FY 2016<br>Budget | FY 2017<br>Proposed<br>Budget |
|--|--------------------|---------------------|--------------------|-------------------|-------------------------------|
| <b>Protective Services</b>             |                    |                     |                    |                   |                               |
| Protective Services - Labor            |                    | -                   | -                  | -                 | -                             |
| Employee Benefits -Protective Services |                    | -                   | -                  | -                 | -                             |
| Protective Services Contract Costs     |                    | -                   | -                  | -                 | -                             |
| Protective Service Other               |                    | 95                  | -                  | -                 | -                             |
| <b>Total Protective Services</b>       |                    | 95                  | -                  | -                 | -                             |
| <b>Insurance</b>                       |                    |                     |                    |                   |                               |
| 451100-000                             | Property           |                     | 1,170              | -                 | -                             |
| 451000-000                             | General Liability  | 9,568               | 4,038              | 4,698             | 4,111                         |
| 452100-000                             | Workers' Comp      | 1,677               | 1,718              | 2,127             | 2,570                         |
| Other Insurance                        |                    | -                   | -                  | -                 | -                             |
| <b>Total Insurance</b>                 |                    | 11,245              | 6,926              | 6,825             | 6,681                         |
| <b>General Expenses</b>                |                    |                     |                    |                   |                               |
| Other General Expense                  |                    |                     |                    | -                 | -                             |
| Compensated Absences                   |                    |                     |                    | -                 | -                             |
| 457000-000                             | Bad debt - Tenants | 3,333               | 1,141              | -                 | 1,500                         |
| <b>Total General Expense</b>           |                    | 3,333               | 1,141              | -                 | 1,500                         |
| <b>Total Operating Expenditures</b>    |                    | 193,710             | 230,814            | 290,575           | 293,359                       |
| <b>Cash Flow from Operations</b>       |                    | 56,851              | 35,792             | (20,967)          | (37,560)                      |

Fiscal Year 2017 Budget October 1, 2016 through September 30, 2017

AMP - 30 Archibald Rutledge - 103-arh

| Occupancy Type (Family)                |                                       | Mixed (elderly,hdcp.,disabled) |                    |                   |                            |
|--|---------------------------------------|--------------------------------|--------------------|-------------------|----------------------------|
| Build Date                             |                                       | 1971                           |                    |                   |                            |
| Date of Last Renovation                |                                       |                                |                    |                   |                            |
| ACC Units                              |                                       | 150                            |                    |                   |                            |
| Estimated Occupancy Rate               |                                       | 100%                           |                    |                   |                            |
| Average Bedroom Size                   |                                       | efficiency                     |                    |                   |                            |
| Anticipated Number Turnovers           |                                       |                                |                    |                   |                            |
| Actual Occupancy Rate                  |                                       | 100%                           |                    |                   |                            |
|  |                                       | FY 2014 -<br>actual            | FY 2015-<br>actual | FY 2016<br>Budget | FY 2017<br>Proposed Budget |
| Operating Income:                      |                                       |                                |                    |                   |                            |
| 311100-000                             | Gross Potential Rent                  | 343,347                        | 249,776            | 405,714           | 402,474                    |
|  | Less: Vacancy Loss                    | -                              | -                  | -                 | -                          |
|  | Net Tenant Rental Revenue             | 343,347                        | 249,776            | 405,714           | 402,474                    |
| 340100-000                             | Gross Potential Subsidy               | 342,681                        | 462,923            | 440,906           | 386,164                    |
|  | Less: Vacancy Loss                    | -                              | -                  | -                 | -                          |
|  | Less: Proration Amount                | -                              | -                  | -                 | -                          |
|  | Net Operating Subsidy                 | 342,681                        | 462,923            | 440,906           | 386,164                    |
|  | HUD PHA Operating Grant - CFP         | -                              | -                  | -                 | -                          |
|  | 1406 - Operations                     | -                              | -                  | -                 | -                          |
|  | 1408 - Mgmt Imp                       | -                              | -                  | -                 | -                          |
|  | 1450 - Site Imp                       | -                              | -                  | -                 | -                          |
|  | Other Tenant Charges                  | -                              | -                  | -                 | -                          |
| 312003-000                             | Damages                               | 5,042                          | 788                | 2,499             | 2,500                      |
| 312004-000                             | Late Charges                          | 1,307                          | 465                | 1,002             | 1,000                      |
| 312005-000                             | Legal Fees - Tenant                   | 1,273                          | 235                | 1,271             | 1,200                      |
| 312006-000                             | NSF Charges                           | 73                             | 100                | 25                | -                          |
|  | Tenant Owed Utilities - Excess        | -                              | -                  | -                 | -                          |
| 312009-000                             | Misc.Tenant Income                    | 5,102                          | 3,695              | 1,822             | 2,500                      |
|  | Maintenance charges                   | -                              | -                  | -                 | -                          |
|  | Investment Income                     | -                              | -                  | -                 | -                          |
|  | Fraud Recovery                        | -                              | -                  | -                 | -                          |
|  | Non-Dwelling Rent                     | -                              | -                  | -                 | -                          |
| 365000-000                             | Other Income                          | 23,212                         | 21,330             | 23,369            | 38,000                     |
| 365002-000                             | Bad Debt Recovery                     | -                              | 813                | 296               | -                          |
|  | Total Operating Income                | 722,037                        | 740,125            | 876,894           | 833,838                    |
| Operating Expenditures: Administrative |                                       |                                |                    |                   |                            |
| 411000-000                             | Administrative Salaries               | 171,768                        | 76,567             | 88,851            | 135,211                    |
| 411002-000                             | Administrative Overtime               | 1,151                          | 1,253              | 980               | 1,250                      |
| 411003-000                             | Employer payroll taxes-Administrative | 14,029                         | 6,782              | 8,162             | 13,296                     |
| 411004-000                             | Employee Benefits-Administrative      | 19,717                         | 14,160             | 18,144            | 29,304                     |
| 413001-000                             | Legal Expense                         | -                              | -                  | 70                | 100                        |
| 413003-000                             | Credit Reports                        | 107                            | 98                 | 675               | 3,400                      |
| 414000-000                             | Staff training                        | 1,176                          | 500                | 2,996             | 2,000                      |
| 415000-000                             | Travel                                | 1,979                          | 50                 | 1,498             | 4,000                      |
| 417000-000                             | Bookkeeping Fees                      | 12,287                         | 8,160              | 12,791            | 13,236                     |
| 417100-000                             | Auditing Fees                         | 6,000                          | 2,834              | 1,400             | 1,400                      |
| 417300-000                             | Management Fees                       | 88,765                         | 58,959             | 92,397            | 95,592                     |
| 417302-000                             | Asset Management Fees                 | 22,500                         | 18,000             | 18,000            | 18,000                     |
| 419001-000                             | Office Expense                        | 133                            | 1,930              | 2,403             | 2,400                      |
| 419004-000                             | Telephone                             | 4,378                          | 5,978              | 4,798             | 5,000                      |
| 419005-000                             | Postage                               | 720                            | 980                | 903               | 500                        |
| 419006-000                             | Forms and Computer Supplies           | 625                            | -                  | 602               | 6,600                      |
| 419007-000                             | Court Costs                           | 1,273                          | 310                | 499               | 860                        |
| 419008-000                             | Membership and Fees                   | 3,984                          | 581                | 303               | 300                        |
| 419009-000                             | Sundry Miscellaneous                  | 4,946                          | 11,068             | 12,000            | 12,000                     |
| 419010-000                             | Newspaper ADS ( Advertising)          | 588                            | 65                 | 891               | 600                        |
| 419011-000                             | Sundry Service Contracts              | 17,270                         | 18,812             | 21,003            | 18,000                     |
| 419012-000                             | Software                              | -                              | 182                | -                 | -                          |

Fiscal Year 2017 Budget October 1, 2016 through September 30, 2017

AMP - 30 Archibald Rutledge - 103-arh

AMP - 30Archibald Rutledge 103-arn

|                              |                                    |                                |  |                     |                    |                   |                            |
|------------------------------|------------------------------------|--------------------------------|--|---------------------|--------------------|-------------------|----------------------------|
| Occupancy Type (Family)      |                                    | Mixed (elderly,hdcp.,disabled) |  |                     |                    |                   |                            |
| Build Date                   |                                    | 1971                           |  |                     |                    |                   |                            |
| Date of Last Renovation      |                                    |                                |  |                     |                    |                   |                            |
| ACC Units                    |                                    | 150                            |  |                     |                    |                   |                            |
| Estimated Occupancy Rate     |                                    | 100%                           |  |                     |                    |                   |                            |
| Average Bedroom Size         |                                    | efficiency                     |  |                     |                    |                   |                            |
| Anticipated Number Turnovers |                                    |                                |  |                     |                    |                   |                            |
| Actual Occupancy Rate        |                                    | 100%                           |  |                     |                    |                   |                            |
|                              |                                    |                                |  | FY 2014 -<br>actual | FY 2015-<br>actual | FY 2016<br>Budget | FY 2017<br>Proposed Budget |
| 419017-000                   | Temporary Administrative Labor     |                                |  | 1,886               |                    | 2,853             | -                          |
| 419018-000                   | False Alarms                       |                                |  | 34                  | 10                 | 98                | -                          |
| 419021-000                   | Discretionary                      |                                |  |                     |                    | 497               | -                          |
|                              | Total Administrative               |                                |  | 375,316             | 227,279            | 292,814           | 362,849                    |
|                              |                                    |                                |  |                     |                    |                   |                            |
| Tenant Services              |                                    |                                |  |                     |                    |                   |                            |
| 422000-000                   | Tenant Services -                  |                                |  | 2,254               | 5,448              | 4,711             | 3,550                      |
| 423000-000                   | Tenant Services -PH ADD ON         |                                |  | -                   | -                  | -                 | -                          |
| 423001-000                   | Relocation Costs                   |                                |  | (1,647)             | -                  | -                 | -                          |
|                              | Total Tenant Services              |                                |  | 607                 | 5,448              | 4,711             | 3,550                      |
|                              |                                    |                                |  |                     |                    |                   |                            |
| Utilities                    |                                    |                                |  |                     |                    |                   |                            |
| 431000-000                   | Water                              |                                |  | 18,494              | 15,862             | 14,398            | 21,000                     |
| 432000-000                   | Electricity                        |                                |  | 120,961             | 129,569            | 126,603           | 138,000                    |
| 433000-000                   | Gas                                |                                |  | 5,398               | 2,198              | 2,397             | 2,600                      |
| 439000-000                   | Sewer                              |                                |  | 30,755              | 18,064             | 19,800            | 22,000                     |
|                              | Other                              |                                |  | -                   | -                  | -                 | -                          |
|                              | Total Utilities                    |                                |  | 175,608             | 165,693            | 163,198           | 183,600                    |
|                              |                                    |                                |  |                     |                    |                   |                            |
| Maintenance                  |                                    |                                |  |                     |                    |                   |                            |
| 441000-000                   | Labor                              |                                |  | 60,719              | 67,234             | 51,793            | 66,082                     |
| 441002-000                   | Labor- overtime                    |                                |  | 4,150               | 12,018             | 3,133             | 3,500                      |
| 441003-000                   | Employer payroll taxes-Maintenance |                                |  | 5,603               | 6,810              | 5,072             | 7,074                      |
| 441005-000                   | Employee Benefits-Maintenance      |                                |  | 25,043              | 15,655             | 13,503            | 20,837                     |
| 441004-000                   | Temporary Maintenance Labor        |                                |  | 11,245              | 6,522              | 16,696            | 5,000                      |
| 441200-000                   | Vehicle Repair                     |                                |  | 1,067               | 756                | 1,201             | 2,000                      |
| 441300-000                   | Gasoline Purchases                 |                                |  | 2,855               | 2,574              | 2,041             | 2,900                      |
|                              | Maintenance materials              |                                |  |                     |                    |                   | -                          |
| 442002-000                   | Appliance-Maint Materials          |                                |  | 107                 | 37,348             | 7,497             | 9,000                      |
| 442003-000                   | Painting-Maint Materials           |                                |  |                     | 283                | 15,000            | 10,000                     |
| 442004-000                   | Electrical-Maint Materials         |                                |  | (138)               | 299                | 675               | 10,317                     |
| 442005-000                   | Heating/AC-Maint Materials         |                                |  |                     | 857                | 8,160             | 10,000                     |
| 442006-000                   | Janitorial Supplies                |                                |  | 1,621               | 2,010              | 2,001             | 2,500                      |
| 442008-000                   | Plumbing-Maint Materials           |                                |  | 1,763               | 628                | 3,598             | 5,000                      |
| 442009-000                   | Hand Tools-Maint Materials         |                                |  | 538                 |                    | 497               | 1,500                      |
| 442010-000                   | Maintenance Materials              |                                |  | 8,651               | 15,129             | 22,923            | 8,000                      |
| 442011-000                   | Safety equipment/shoes             |                                |  | 323                 | 233                | 301               | 1,500                      |
|                              | Maintenance Contracts              |                                |  |                     |                    |                   | -                          |
| 443001-000                   | Alarm/Extinguisher Contract        |                                |  |                     |                    | 739               | 3,300                      |
| 443002-000                   | Extermination                      |                                |  | 23,564              | 19,315             | 24,388            | 24,380                     |
| 443005-000                   | Unit Turnaround                    |                                |  | 16,336              | 40,319             | 21,103            | 3,600                      |
| 443006-000                   | Electrical                         |                                |  |                     |                    | 7,497             | 7,497                      |
| 443007-000                   | Garbage/Trash/Disposal             |                                |  | 5,630               | 7,786              | 8,398             | 7,200                      |
| 443009-000                   | Landscape and Grounds              |                                |  | 6,146               | 6,077              | 6,001             | 5,628                      |
| 443011-000                   | Heating & Cooling                  |                                |  | 10,369              | 1,444              | 4,999             | 5,000                      |
| 443013-000                   | Contract: Uniform                  |                                |  | 263                 | 512                | 898               | 1,248                      |
| 443015-000                   | Janitorial - Contract              |                                |  |                     |                    |                   | 3,000                      |
| 443017-000                   | Elevator-Contract                  |                                |  | 24,085              | 28,754             | 31,681            | 31,000                     |
| 443018-000                   | Plumbing -Contract                 |                                |  | 754                 | 2,658              | 4,400             | 24,000                     |
| 443019-000                   | Miscellaneous Contracts            |                                |  |                     |                    |                   | 10,000                     |

Fiscal Year 2017 Budget October 1, 2016 through September 30, 2017

AMP - 30 Archibald Rutledge - 103-arh

AMP - 30 Archibald Rutledge 103-arn

|                              |  |                  |                 |                |                         |
|------------------------------|--|------------------|-----------------|----------------|-------------------------|
| Occupancy Type (Family)      | Mixed (elderly,hdcp.,disabled)         |                  |                 |                |                         |
| Build Date                   | 1971                                   |                  |                 |                |                         |
| Date of Last Renovation      |  |                  |                 |                |                         |
| ACC Units                    | 150                                    |                  |                 |                |                         |
| Estimated Occupancy Rate     | 100%                                   |                  |                 |                |                         |
| Average Bedroom Size         | efficiency                             |                  |                 |                |                         |
| Anticipated Number Turnovers |  |                  |                 |                |                         |
| Actual Occupancy Rate        | 100%                                   |                  |                 |                |                         |
|                              |  | FY 2014 - actual | FY 2015- actual | FY 2016 Budget | FY 2017 Proposed Budget |
| 443023-000                   | Contract: Consultants                  | 1,872            | 313             | 1,099          | 4,000                   |
| 443099-000                   | Maintenance Misc Contract              | 58,645           | 15,931          | 17,557         | -                       |
|                              | Total Maintenance                      | 271,211          | 291,463         | 282,851        | 295,063                 |
|                              | Protective Services                    |                  |                 |                |                         |
|                              | Protective Services - Labor            | -                | -               | -              | -                       |
|                              | Employee Benefits -Protective Services | -                | -               | -              | -                       |
|                              | Protective Services Contract Costs     | -                | -               | -              | -                       |
| 458000-000                   | Protective Service Other               | 110,341          | 123,023         | 29,997         | -                       |
|                              | Total Protective Services              | 110,341          | 123,023         | 29,997         | -                       |
|                              | Insurance                              |                  |                 |                |                         |
| 451100-000                   | Property                               | 1,620            | 1,620           | 1,620          | 1,620                   |
| 451000-000                   | General Liability                      | 14,316           | 13,440          | 11,896         | 12,982                  |
| 452100-000                   | Workers' Comp                          | 5,173            | 5,655           | 5,370          | 8,464                   |
|                              | Other Insurance                        | -                | -               | -              | -                       |
|                              | Total Insurance                        | 21,109           | 20,715          | 18,886         | 23,066                  |
|                              | General Expenses                       |                  |                 |                |                         |
| 459000-000                   | Other General Expense                  |                  | 14,588          | -              | -                       |
|                              | Compensated Absences                   |                  |                 | -              | -                       |
| 457000-000                   | Bad debt - Tenants                     | 2,834            | 3,732           | 95             | 2,750                   |
|                              | Total General Expense                  | 2,834            | 18,320          | 95             | 2,750                   |
|                              | Total Operating Expenditures           | 957,026          | 851,939         | 792,552        | 870,878                 |
|                              | Net Loss                               | (234,989)        | (111,814)       | 84,342         | (37,040)                |

Fiscal Year 2016 Budget October 1, 2016 through September 30, 2017

AMP - 40 Scattered Sites -104-sca

| Occupancy Type (Family)                |   | General Population  |                     |                   |                               |
|--|---|---------------------|---------------------|-------------------|-------------------------------|
| Build Date                             |   | 1971                |                     |                   |                               |
| Date of Last Renovation                |   |                     |                     |                   |                               |
| ACC Units                              |   | 12                  |                     |                   |                               |
| Estimated Occupancy Rate               |   |                     |                     |                   |                               |
| Average Bedroom Size                   |   |                     |                     |                   |                               |
| Anticipated Number Turnovers           |   |                     |                     |                   |                               |
| Actual Occupancy Rate                  |   | 97%                 |                     |                   |                               |
|  |   | FY 2014 -<br>actual | FY 2015 -<br>actual | FY 2016<br>Budget | FY 2017<br>Proposed<br>Budget |
| Operating Income:                      |   |                     |                     |                   |                               |
| 311100-000                             | Gross Potential Rent                      | 64,397              | 67,858              | 60,293            | 54,972                        |
|  | Less:                                     |                     |                     |                   |                               |
|  | Utility Reimbursement - Neg Rent          |                     |                     |                   |                               |
|  | Net Tenant Rental Revenue                 | 64,397              | 67,858              | 60,293            | 54,972                        |
| 340100-000                             | Gross Potential Subsidy                   | 51,829              | 54,340              | 49,680            | 18,414                        |
|  | Less: Vacancy Loss                        |                     |                     |                   |                               |
|  | Less: Proration Amount                    |                     |                     |                   |                               |
|  | Net Operating Subsidy                     | 51,829              | 54,340              | 49,680            | 18,414                        |
|  | HUD PHA Operating Grant - CFP             |                     |                     |                   |                               |
|  | 1406 - Operations                         |                     |                     |                   |                               |
|  | 1408 - Mgmt Imp                           |                     |                     |                   |                               |
|  | 1450 - Site Imp                           |                     |                     |                   |                               |
|  | Other Tenant Charges                      |                     |                     |                   |                               |
| 312003-000                             | Damages                                   |                     | 75                  | 112               | 125                           |
| 312004-000                             | Late Charges                              | 407                 | 390                 | 275               | 300                           |
| 312005-000                             | Legal Fees - Tenant                       | 34                  | 180                 | 145               | 150                           |
|  | NSF Charges                               |                     |                     |                   |                               |
| 312007-000                             | Tenant Owed Utilities - Excess            | 504                 | 158                 |                   |                               |
|  | Misc. Tenant Income                       |                     |                     |                   |                               |
|  | Maintenance charges                       |                     |                     |                   |                               |
|  | Investment Income                         |                     |                     |                   |                               |
|  | Fraud Recovery                            |                     |                     |                   |                               |
|  | Non-Dwelling Rent                         |                     | 469                 |                   |                               |
| 365002-000                             | Bad Debt Recovery                         |                     |                     | 5                 | 3,200                         |
| 365000-000                             | Other Income                              |                     |                     |                   |                               |
|  | Total Operating Income                    | 117,171             | 123,470             | 110,510           | 77,161                        |
| Operating Expenditures: Administrative |   |                     |                     |                   |                               |
| 411000-000                             | Administrative Salaries                   | 13,826              | 9,529               | 50,031            | 12,500                        |
| 411002-000                             | Administrative - overtime                 | 62                  | 14                  | 17                | 1,500                         |
| 411003-000                             | Employer Payroll taxes-Administrative     | 1,283               | 914                 | 5,425             | 1,350                         |
| 411004-000                             | Employee Benefits-Administrative          | 2,688               | 2,711               | 10,662            | 2,700                         |
| 411005-000                             | Administrative: Retirees Medical ER share |                     | 0                   | 497               | 500                           |
| 413001-000                             | Legal Expense                             |                     | 3                   | 106               | 100                           |
| 413003-000                             | Credit Reports                            |                     |                     |                   |                               |
| 414000-000                             | Staff training                            | 193                 | 110                 | 256               | 100                           |
| 415000-000                             | Travel                                    | 287                 |                     | 168               | 100                           |
| 417000-000                             | Bookkeeping Fees                          | 1,080               | 983                 | 900               | 810                           |
| 417100-000                             | Auditing Fees                             | 1,000               | 385                 | 250               | 250                           |
| 417300-000                             | Management Fees                           | 7,800               | 7,099               | 6,504             | 5,853                         |
| 417302-000                             | Asset Management Fees                     | 2,760               | 2,760               | 2,760             | 1,440                         |
| 419001-000                             | Office Expense                            |                     | 46                  | 378               | 100                           |
| 419004-000                             | Telephone                                 | 456                 | 652                 | 607               | 550                           |
| 419005-000                             | Postage                                   |                     | 25                  | 100               | 100                           |
| 419006-000                             | Printed Forms and Computer Supplies       | 59                  |                     | 119               | 200                           |
| 419007-000                             | Court Costs                               | 34                  | 180                 | 542               | 110                           |
| 419008-000                             | Membership and Fees                       | 97                  |                     | 163               | 100                           |

Fiscal Year 2016 Budget October 1, 2016 through September 30, 2017

AMP - 40 Scattered Sites -104-sca

| Occupancy Type (Family)      |                                    | General Population  |                     |                   |                               |
|------------------------------|------------------------------------|---------------------|---------------------|-------------------|-------------------------------|
| Build Date                   |                                    | 1971                |                     |                   |                               |
| Date of Last Renovation      |                                    |                     |                     |                   |                               |
| ACC Units                    |                                    | 12                  |                     |                   |                               |
| Estimated Occupancy Rate     |                                    |                     |                     |                   |                               |
| Average Bedroom Size         |                                    |                     |                     |                   |                               |
| Anticipated Number Turnovers |                                    |                     |                     |                   |                               |
| Actual Occupancy Rate        |                                    | 97%                 |                     |                   |                               |
|                              |                                    | FY 2014 -<br>actual | FY 2015 -<br>actual | FY 2016<br>Budget | FY 2017<br>Proposed<br>Budget |
| 419009-000                   | Sundry Miscellaneous               | 144                 | 5                   | 1,249             | 1,000                         |
| 419010-000                   | Newspaper ADS ( Advertising)       | 72                  | 8                   | 96                | 100                           |
| 419011-000                   | Sundry Service Contracts           | 2,581               | 2,809               | 2,580             | 2,700                         |
| 419012-000                   | Software                           |                     | 182                 |                   | -                             |
| 419017-000                   | Temporary Administrative Labor     | 562                 | 589                 | 2,023             | -                             |
| 419018-000                   | False Alarms                       | -                   | -                   | 497               | -                             |
| 419021-000                   | Discretionary                      | -                   | -                   | -                 | -                             |
| Total Administrative         |                                    | 34,984              | 29,005              | 85,930            | 32,163                        |
| <b>Tenant Services</b>       |                                    |                     |                     |                   |                               |
| 422000-000                   | Tenant Services -                  | -                   | -                   | -                 | -                             |
| 423000-000                   | Tenant Services -PH ADD ON         | -                   | -                   | -                 | -                             |
| 423001-000                   | Relocation Costs                   | -                   | -                   | -                 | -                             |
| Total Tenant Services        |                                    | -                   | -                   | -                 | -                             |
| <b>Utilities</b>             |                                    |                     |                     |                   |                               |
| 431000-000                   | Water                              | 6,744               | 5,390               | 8,003             | 7,200                         |
| 432000-000                   | Electricity                        | 685                 | 691                 | 2,672             | 3,600                         |
| 433000-000                   | Gas                                | 1,309               | 398                 | 1,022             | 1,200                         |
| 439000-000                   | Sewer                              | 6,841               | 5,432               | 8,500             | 7,200                         |
|                              | Other                              | -                   | -                   | -                 | -                             |
| Total Utilities              |                                    | 15,579              | 11,912              | 20,197            | 19,200                        |
| <b>Maintenance</b>           |                                    |                     |                     |                   |                               |
| 441000-000                   | Labor                              | 6,552               | 6,039               | 2,225             | 8,286                         |
| 441002-000                   | Labor-overtime                     | 106                 | 42                  |                   | 500                           |
| 441003-000                   | Employer Payroll taxes-Maintenance | 611                 | 536                 | 747               | 914                           |
| 441005-000                   | Employee Benefits-Maintenance      | 922                 | 872                 | 1,606             | 2,951                         |
| 441004-000                   | Temporary Maintenance Labor        | 3,408               | 3,962               |                   | 500                           |
| 441200-000                   | Vehicle Repair                     |                     | 217                 | 500               | 500                           |
| 441300-000                   | Gasoline Purchases                 | 311                 | 154                 | 402               | 200                           |
|                              | Maintenance materials              |                     |                     |                   | -                             |
| 442002-000                   | Appliance-Maint Materials          |                     | 274                 | 1,001             | 3,000                         |
| 442003-000                   | Painting-Maint Materials           |                     |                     |                   | 100                           |
| 442004-000                   | Electrical-Maint Materials         |                     |                     | 497               | 500                           |
| 442005-000                   | Heating/AC-Maint Materials         |                     | 950                 | 497               | 500                           |
| 442006-000                   | Janitorial Supplies                |                     |                     |                   | -                             |
| 442008-000                   | Plumbing-Maint Materials           | 2,616               | 14                  | 1,456             | 1,000                         |
| 442009-000                   | Hand Tools-Maint Materials         |                     |                     |                   | 100                           |
| 442010-000                   | Maintenance Materials              | 61                  | 2,034               | 5,274             | 500                           |
| 442011-000                   | Safety equipment/shoes             | 60                  |                     |                   | 50                            |
|                              | Maintenance Contracts              |                     |                     |                   | -                             |
| 443002-000                   | Extermination                      | 2,160               | 1,565               | 2,159             | 800                           |
| 443005-000                   | Unit Turnaround                    |                     | 425                 | 65,634            | -                             |
| 443006-000                   | Electrical                         |                     | 0                   | 581               | 1,000                         |
| 443007-000                   | Garbage/Trash/Disposal             | 9,444               | 6,298               | 6,503             | 4,800                         |
| 443009-000                   | Landscape and Grounds              | 3,000               | 3,000               | 3,000             | 3,000                         |
| 443011-000                   | Heating & Cooling                  |                     | 3,087               | 2,802             | 3,500                         |

| Fiscal Year 2016 Budget October 1, 2016 through September 30, 2017 |                           |                     |                     |                               |
|--|---------------------------|---------------------|---------------------|-------------------------------|
| AMP - 40 Scattered Sites -104-sca                                  |                           |                     |                     |                               |
| Occupancy Type (Family)  |                           | General Population  |                     |                               |
| Build Date   |                           | 1971                |                     |                               |
| Date of Last Renovation  |                           |                     |                     |                               |
| ACC Units  |                           | 12                  |                     |                               |
| Estimated Occupancy Rate   |                           |                     |                     |                               |
| Average Bedroom Size   |                           |                     |                     |                               |
| Anticipated Number Turnovers                                       |                           |                     |                     |                               |
| Actual Occupancy Rate  |                           | 97%                 |                     |                               |
|  |                           | FY 2014 -<br>actual | FY 2015 -<br>actual | FY 2016<br>Budget             |
|  |                           |                     |                     | FY 2017<br>Proposed<br>Budget |
| 443013-000   | Contract: Uniform         |                     | 512                 | 397                           |
| 443015-000   | Janitorial - Contract     |                     |                     | 600                           |
| 443017-000   | Elevator-Contract         |                     |                     | -                             |
| 443018-000   | Plumbing -Contract        | 253                 | 525                 | 497                           |
| 443019-000   | Miscellaneous Contracts   |                     |                     | 1,000                         |
| 443023-000   | Contract: Consultants     | 1,872               | 46                  | 500                           |
| 443099-000   | Maintenance Misc Contract | 1,954               |                     | 1,869                         |
| Total Maintenance  |                           | 33,330              | 30,552              | 8,847                         |
|  |                           |                     |                     | 35,281                        |
| Protective Services  |                           |                     |                     |                               |
| Protective Services - Labor  |                           | -                   | -                   | -                             |
| Employee Benefits -Protective Services                             |                           | -                   | -                   | -                             |
| Protective Services Contract Costs                                 |                           | -                   | -                   | -                             |
| Protective Service Other   |                           | -                   | -                   | -                             |
| Total Protective Services  |                           | -                   | -                   | -                             |
| Insurance  |                           |                     |                     |                               |
| Property   |                           |                     |                     | -                             |
| 451000-000   | General Liability         | 2,772               | 1,422               | 2,668                         |
| 451100-000   | Property Tax              | 1,310               | 4,374               | 1,216                         |
| 452100-000   | Workers' Comp             | 996                 | 604                 | 1,207                         |
| Other Insurance  |                           | -                   | -                   | -                             |
| Total Insurance  |                           | 5,078               | 6,399               | 5,091                         |
|  |                           |                     |                     | 2,773                         |
| General Expenses   |                           |                     |                     |                               |
| 459000-000   | Other General Expense     |                     | 0                   | -                             |
| Compensated Absences   |                           | -                   | -                   | -                             |
| Bad debt - Tenants   |                           | -                   | -                   | -                             |
| Total General Expense  |                           | -                   | 0                   | -                             |
| Total Operating Expenditures                                       |                           | 88,971              | 77,868              | 217,712                       |
|  |                           |                     |                     | 89,417                        |
| Net Loss   |                           | 28,200              | 45,601              | (107,202)                     |
|  |                           |                     |                     | (12,256)                      |

Fiscal Year 2015 Budget October 1, 2016 through September 30, 2017

AMP - 80 Prince Hall -108-pha

| Occupancy Type (Family)                |                                       | FSS-General population |                     |                       |                               |
|--|---------------------------------------|------------------------|---------------------|-----------------------|-------------------------------|
| Build Date                             |                                       | 1970                   |                     |                       |                               |
| Date of Last Renovation                |                                       |                        |                     |                       |                               |
| ACC Units                              |                                       | 100                    |                     |                       |                               |
| Estimated Occupancy Rate               |                                       |                        |                     |                       |                               |
| Average Bedroom Size                   |                                       | 2BR                    |                     |                       |                               |
| Anticipated Number Turnovers           |                                       |                        |                     |                       |                               |
| Actual Occupancy Rate                  |                                       | 97%                    |                     |                       |                               |
|  |                                       | FY 2014 -<br>Actual    | FY 2015 -<br>Actual | FY 2016<br>Reforecast | FY 2017<br>Proposed<br>Budget |
| Operating Income:                      |                                       |                        |                     |                       |                               |
| 311100-000                             | Gross Potential Rent                  | 88,732                 | 89,055              | 100,058               | 114,072                       |
|  | Less: Vacancy Loss                    | -                      | -                   | -                     | -                             |
|  | Utility Reimbursement - Neg Rent      | -                      | -                   | -                     | -                             |
| 311400-000                             | Less: Non Move Out Refunds            | -                      | -                   | -                     | -                             |
|  | Net Tenant Rental Revenue             | 88,732                 | 89,055              | 100,058               | 114,072                       |
| 340100-000                             | Gross Potential Subsidy               | 450,174                | 449,653             | 458,400               | 410,247                       |
|  | Less: Vacancy Loss                    | -                      | -                   | -                     | -                             |
|  | Less: Proration Amount                | -                      | -                   | -                     | -                             |
|  | Net Operating Subsidy                 | 450,174                | 449,653             | 458,400               | 410,247                       |
|  | HUD PHA Operating Grant - CFP         | -                      | -                   | -                     | -                             |
|  | 1406 - Operations                     | -                      | -                   | -                     | -                             |
|  | 1408 - Mgmt Imp                       | -                      | -                   | -                     | -                             |
|  | 1450 - Site Imp                       | -                      | -                   | -                     | -                             |
|  | Other Tenant Charges                  | -                      | -                   | -                     | -                             |
| 312003-000                             | Damages                               | 19,631                 | 18,188              | 3,999                 | 5,000                         |
| 312004-000                             | Late Charges                          | 4,273                  | 3,675               | 1,488                 | 2,000                         |
| 312005-000                             | Legal Fees - Tenant                   | 4,274                  | 3,195               | 1,705                 | 2,500                         |
|  | NSF Charges                           | -                      | -                   | -                     | -                             |
| 312007-000                             | Tenant Owed Utilities - Excess        | 6,358                  | 16,726              | 13,043                | 13,500                        |
|  | Misc. Tenant Income                   | -                      | -                   | -                     | -                             |
| 312010-000                             | Maintenance charges                   | -                      | 13                  | -                     | -                             |
|  | Investment Income                     | -                      | -                   | -                     | -                             |
|  | Fraud Recovery                        | -                      | -                   | 781                   | -                             |
| 365000-000                             | Miscellaneous Other Income            | -                      | -                   | -                     | -                             |
|  | Non-Dwelling Rent                     | -                      | -                   | -                     | -                             |
| 365002-000                             | Bad Debt Recovery                     | -                      | 6,193               | 2,994                 | -                             |
|  | Other Income                          | 3,634                  | -                   | -                     | 141,550                       |
|  | Total Operating Income                | 577,076                | 586,696             | 593,925               | 688,869                       |
| Operating Expenditures: Administrative |                                       |                        |                     |                       |                               |
| 411000-000                             | Administrative Salaries               | 40,788                 | 48,884              | 46,047                | 85,629                        |
| 411002-000                             | Administrative - Overtime             | 289                    | 542                 | 97                    | 1,000                         |
| 411003-000                             | Employer Payroll taxes-Administrative | 3,731                  | 4,317               | 3,832                 | 8,581                         |
| 411004-000                             | Employee Benefits-Administrative      | 5,807                  | 9,531               | 9,413                 | 16,331                        |
| 413001-000                             | Legal Expense                         | -                      | -                   | -                     | 100                           |
| 413003-000                             | Credit Reports                        | 168                    | 385                 | 300                   | 1,200                         |
| 414000-000                             | Staff training                        | 781                    | 918                 | 3,003                 | 3,750                         |
| 415000-000                             | Travel                                | 1,683                  | 854                 | 1,498                 | 1,200                         |
| 417000-000                             | Bookkeeping Fees                      | 7,357                  | 6,998               | 7,956                 | 8,736                         |
| 417100-000                             | Auditing Fees                         | 4,000                  | 1,889               | 1,000                 | 1,000                         |
| 417300-000                             | Management Fees                       | 53,160                 | 50,559              | 57,496                | 63,072                        |
| 417302-000                             | Assets Management Fees                | 12,000                 | 12,000              | 12,000                | 12,000                        |
| 419001-000                             | Office Expense                        | 518                    | 737                 | 597                   | 700                           |
| 419004-000                             | Telephone                             | 3,841                  | 5,560               | 4,104                 | 4,500                         |
| 419005-000                             | Postage                               | 624                    | 1,013               | 599                   | 700                           |
| 419006-000                             | Printed Forms and Computer Supplies   | 59                     | -                   | -                     | 200                           |
| 419007-000                             | Court Costs                           | 4,333                  | 3,555               | 4,623                 | 5,760                         |

Fiscal Year 2015 Budget October 1, 2016 through September 30, 2017

AMP - 80 Prince Hall -108-pha

| Occupancy Type (Family)      |                                    | FSS-General population |                     |                       |                               |
|------------------------------|------------------------------------|------------------------|---------------------|-----------------------|-------------------------------|
| Build Date                   |                                    | 1970                   |                     |                       |                               |
| Date of Last Renovation      |                                    |                        |                     |                       |                               |
| ACC Units                    |                                    | 100                    |                     |                       |                               |
| Estimated Occupancy Rate     |                                    |                        |                     |                       |                               |
| Average Bedroom Size         |                                    | 2BR                    |                     |                       |                               |
| Anticipated Number Turnovers |                                    |                        |                     |                       |                               |
| Actual Occupancy Rate        |                                    | 97%                    |                     |                       |                               |
|                              |                                    | FY 2014 -<br>Actual    | FY 2015 -<br>Actual | FY 2016<br>Reforecast | FY 2017<br>Proposed<br>Budget |
| 419008-000                   | Membership and Fees                | 47                     | 685                 | 248                   | 250                           |
| 419009-000                   | Sundry Miscellaneous               | 118                    | 145                 | 2,005                 | 700                           |
| 419010-000                   | Newspaper ADS ( Advertising)       | 2,629                  | 30                  | 497                   | 500                           |
| 419011-000                   | Sundry Service Contracts           | 4,417                  | 13,037              | 11,998                | 11,000                        |
| 419012-000                   | Software                           |                        | 182                 |                       | -                             |
| 419017-000                   | Temporary Administrative Labor     | 1,824                  | 6,394               | 1,001                 | -                             |
| 419018-000                   | False Alarms                       | -                      | 10                  |                       | -                             |
| 419021-000                   | Discretionary                      | -                      | -                   | 500                   | 500                           |
| <b>Total Administrative</b>  |                                    | 148,174                | 168,224             | 168,814               | 227,409                       |
| <b>Tenant Services</b>       |                                    |                        |                     |                       |                               |
| 422000-000                   | Tenant Services -                  | 2,027                  | 2,454               | 3,299                 | 5,575                         |
| 423000-000                   | Tenant Services -PH ADD ON         |                        |                     | 1,997                 | -                             |
| 423001-000                   | Relocation Costs                   | -                      | -                   | -                     | -                             |
| <b>Total Tenant Services</b> |                                    | 2,027                  | 2,454               | 5,296                 | 5,575                         |
| <b>Utilities</b>             |                                    |                        |                     |                       |                               |
| 431000-000                   | Water                              | 25,334                 | 25,004              | 25,002                | 25,000                        |
| 432000-000                   | Electricity                        | 11,338                 | 18,308              | 15,002                | 18,000                        |
| 433000-000                   | Gas                                | 73,885                 | 42,529              | 49,997                | 42,000                        |
| 439000-000                   | Sewer                              | 40,009                 | 39,232              | 41,997                | 42,000                        |
|                              | Other                              | -                      | -                   | -                     | -                             |
| <b>Total Utilities</b>       |                                    | 150,566                | 125,072             | 131,998               | 127,000                       |
| <b>Maintenance</b>           |                                    |                        |                     |                       |                               |
| 441000-000                   | Labor                              | 37,562                 | 14,422              | 73,887                | 67,267                        |
| 441002-000                   | Labor - overtime                   | 1,345                  | 449                 | 626                   | 1,250                         |
| 441003-000                   | Employer Payroll taxes-Maintenance | 3,250                  | 994                 | 7,693                 | 7,165                         |
| 441005-000                   | Employee Benefits-Maintenance      | 9,170                  | 5,004               | 26,409                | 25,102                        |
| 441004-000                   | Temporary Maintenance Labor        | 19,583                 | 2,875               | 649                   | 650                           |
| 441200-000                   | Vehicle Repair                     | 1,631                  | 3,145               | 1,200                 | 2,000                         |
| 441300-000                   | Gasoline Purchases                 | 3,622                  | 5,051               | 1,997                 | 1,500                         |
|                              | Maintenance materials              | -                      | 15,647              | 2,499                 | 2,600                         |
| 442002-000                   | Appliance-Maint Materials          |                        |                     | 3,485                 | 3,500                         |
| 442003-000                   | Painting-Maint Materials           |                        |                     | 11,099                | 5,000                         |
| 442004-000                   | Electrical-Maint Materials         | 469                    | 252                 | 902                   | 2,500                         |
| 442005-000                   | Heating/AC-Maint Materials         | 1,718                  | 1,205               | 715                   | 1,500                         |
| 442006-000                   | Janitorial Supplies                | 226                    | 415                 | 3,233                 | 2,500                         |
| 442008-000                   | Plumbing-Maint Materials           | 7,897                  | 4,051               | 252                   | 1,500                         |
| 442009-000                   | Hand Tools-Maint Materials         | 394                    | 15                  |                       |                               |
| 442010-000                   | Maintenance Materials              | 16,704                 | 3,823               | 12,001                | 9,000                         |
| 442011-000                   | Safety equipment/shoes             | 242                    | 81                  | 303                   | 600                           |
|                              | Maintenance Contracts              |                        |                     | 60                    | 400                           |
| 443001-000                   | Alarm/Extinguisher Contract        | 1,573                  | 2,280               | 1,025                 | 5,600                         |
| 443002-000                   | Extermination                      | 34,186                 | 21,526              | 32,895                | 15,000                        |
| 443005-000                   | Unit Turnaround                    |                        | 638                 | 3,596                 | 3,500                         |
| 443006-000                   | Electrical                         | 10,260                 | 14,029              | 13,221                | 13,220                        |
| 443007-000                   | Garbage/Trash/Disposal             | 14,942                 | 16,328              | 16,086                | 15,400                        |
| 443009-000                   | Landscape and Grounds              |                        |                     |                       |                               |

Fiscal Year 2015 Budget October 1, 2016 through September 30, 2017

AMP - 80 Prince Hall -108-pha

|                              |  |                        |  |                     |                     |                       |                               |
|------------------------------|--|------------------------|--|---------------------|---------------------|-----------------------|-------------------------------|
| Occupancy Type (Family)      |  | FSS-General population |  |                     |                     |                       |                               |
| Build Date                   |  | 1970                   |  |                     |                     |                       |                               |
| Date of Last Renovation      |  |                        |  |                     |                     |                       |                               |
| ACC Units                    |  | 100                    |  |                     |                     |                       |                               |
| Estimated Occupancy Rate     |  |                        |  |                     |                     |                       |                               |
| Average Bedroom Size         |  | 2BR                    |  |                     |                     |                       |                               |
| Anticipated Number Turnovers |  |                        |  |                     |                     |                       |                               |
| Actual Occupancy Rate        |  | 97%                    |  |                     |                     |                       |                               |
|                              |  |                        |  | FY 2014 -<br>Actual | FY 2015 -<br>Actual | FY 2016<br>Reforecast | FY 2017<br>Proposed<br>Budget |
| 443011-000                   | Heating & Cooling                      |                        |  |                     | 1,003               | 1,498                 | 3,000                         |
| 443013-000                   | Contract: Uniform                      |                        |  | 1,283               | 512                 | 691                   | 1,000                         |
|                              | Janitorial - Contract                  |                        |  |                     |                     |                       |                               |
|                              | Elevator-Contract                      |                        |  |                     |                     |                       |                               |
| 443018-000                   | Plumbing -Contract                     |                        |  | 1,500               | 4,345               | 7,198                 | 12,500                        |
| 443019-000                   | Miscellaneous Contracts                |                        |  |                     |                     | 9,394                 | 9,400                         |
| 443023-000                   | Contract: Consultants                  |                        |  | 1,872               | 209                 | 500                   | 500                           |
| 443099-000                   | Maintenance Misc Contract              |                        |  | 52,405              | 8,423               | 23,079                | 23,000                        |
|                              | Total Maintenance                      |                        |  | 221,834             | 126,721             | 256,193               | 236,154                       |
|                              |  |                        |  |                     |                     |                       |                               |
| Protective Services          |  |                        |  |                     |                     |                       |                               |
|                              | Protective Services - Labor            |                        |  | -                   | -                   | -                     | -                             |
|                              | Employee Benefits -Protective Services |                        |  | -                   | -                   | -                     | -                             |
|                              | Protective Services Contract Costs     |                        |  | -                   | -                   | -                     | -                             |
| 458000-000                   | Protective Service Other               |                        |  | 181                 | 609                 | 46                    | -                             |
|                              | Total Protective Services              |                        |  | 181                 | 609                 | 46                    | -                             |
|                              |  |                        |  |                     |                     |                       |                               |
| Insurance                    |  |                        |  |                     |                     |                       |                               |
| 451100-000                   | Property                               |                        |  | 1,890               | 1,890               | 1,890                 | 1,890                         |
| 451000-000                   | General Liability                      |                        |  | 9,552               | 3,732               | 8,745                 | 9,832                         |
| 452100-000                   | Workers' Comp                          |                        |  | 3,445               | 1,576               | 3,954                 | 6,145                         |
|                              | Other Insurance                        |                        |  | -                   | -                   | -                     | -                             |
|                              | Total Insurance                        |                        |  | 14,887              | 7,198               | 14,589                | 17,867                        |
|                              |  |                        |  |                     |                     |                       |                               |
| General Expenses             |  |                        |  |                     |                     |                       |                               |
| 459000-000                   | Other General Expense                  |                        |  |                     | (5,278)             | -                     | -                             |
|                              | Compensated Absences                   |                        |  |                     |                     | -                     | -                             |
| 471503-000                   | FSS Escrow Payments                    |                        |  | -                   |                     | 623                   | 623                           |
| 457000-000                   | Bad debt - Tenants                     |                        |  | 35,137              | 29,460              | 3,593                 | 8,500                         |
|                              | Total General Expense                  |                        |  | 35,137              | 24,181              | 4,216                 | 9,123                         |
|                              |  |                        |  |                     |                     |                       |                               |
| Total Operating Expenditures |  |                        |  | 572,806             | 454,459             | 581,152               | 623,128                       |
|                              |  |                        |  |                     |                     |                       |                               |
| Net Income                   |  |                        |  | 4,270               | 132,237             | 12,773                | 65,741                        |

Fiscal Year 2017 Budget October 1, 2016 through September 30, 2017

AMP-120 Victoria Garden - 120-vga

| Occupancy Type (Family)                |                                       | FSS-General population |                    |                   |                               |
|--|---------------------------------------|------------------------|--------------------|-------------------|-------------------------------|
| Build Date                             |                                       |                        |                    |                   |                               |
| Date of Last Renovation                |                                       |                        |                    |                   |                               |
| ACC Units                              |                                       | 80                     |                    |                   |                               |
| Estimated Occupancy Rate               |                                       |                        |                    |                   |                               |
| Average Bedroom Size                   |                                       |                        |                    |                   |                               |
| Anticipated Number Turnovers           |                                       |                        |                    |                   |                               |
| Actual Occupancy Rate                  |                                       | 97%                    |                    |                   |                               |
|  |                                       | FY 2014 -<br>Actual    | FY 2015-<br>Actual | FY 2016<br>Budget | FY 2017<br>Proposed<br>Budget |
| Operating Income:                      |                                       |                        |                    |                   |                               |
| 311100-000                             | Gross Potential Rent                  | 130,761                | 124,781            | 168,517           | 162,108                       |
|  | Less: Vacancy Loss                    | -                      | -                  | -                 | -                             |
|  | Utility Reimbursement - Neg Rent      | -                      | -                  | -                 | -                             |
|  | Less: Non Move Out Refunds            | -                      | -                  | -                 | -                             |
| 340100-000                             | Net Tenant Rental Revenue             | 130,761                | 124,781            | 168,517           | 162,108                       |
|  | Gross Potential Subsidy               | 327,556                | 336,855            | 376,974           | 318,404                       |
|  | Less: Vacancy Loss                    | -                      | -                  | -                 | -                             |
|  | Less: Proration Amount                | -                      | -                  | -                 | -                             |
|  | Net Operating Subsidy                 | 327,556                | 336,855            | 376,974           | 318,404                       |
|  | HUD PHA Operating Grant - CFP         | -                      | -                  | -                 | -                             |
|  | 1406 - Operations                     | -                      | -                  | -                 | -                             |
|  | 1408 - Mgmt Imp                       | -                      | -                  | -                 | -                             |
|  | 1450 - Site Imp                       | -                      | -                  | -                 | -                             |
|  | Other Tenant Charges                  | -                      | -                  | -                 | -                             |
| 312003-000                             | Damages                               | 5,770                  | 15,250             | 5,401             | 5,000                         |
| 312004-000                             | Late Charges                          | 5,940                  | 3,540              | 5,482             | 5,500                         |
| 312005-000                             | Legal Fees - Tenant                   | 3,694                  | 3,550              | 2,947             | 3,000                         |
|  | NSF Charges                           | 73                     | -                  | 25                | -                             |
| 312007-000                             | Tenant Owed Utilities - Excess        | 35,173                 | 38,369             | 35,001            | 35,000                        |
| 312009-000                             | Misc. Tenant Income                   | -                      | 39                 | 450               | -                             |
|  | Maintenance charges                   | -                      | -                  | -                 | -                             |
|  | Investment Income                     | -                      | -                  | -                 | -                             |
|  | Fraud Recovery                        | -                      | -                  | -                 | -                             |
|  | Non-Dwelling Rent                     | -                      | -                  | -                 | -                             |
| 365000-000                             | Other Income                          | 100                    | 341                | 36                | 58,540                        |
| 365002-000                             | Bad Debt Recovery                     | 4,935                  | 8,218              | 688               | -                             |
|  | Total Operating Income                | 514,002                | 530,943            | 595,521           | 587,552                       |
| Operating Expenditures: Administrative |                                       |                        |                    |                   |                               |
| 411000-000                             | Administrative Salaries               | 43,620                 | 74,889             | 45,334            | 69,082                        |
| 411002-000                             | Administrative -overtime              | 384                    | 842                | 127               | 750                           |
| 411003-000                             | Employee Payroll taxes-Administrative | 3,612                  | 7,001              | 5,080             | 7,758                         |
| 411004-000                             | Employee Benefits-Administrative      | 11,388                 | 9,391              | 12,114            | 17,121                        |
| 413001-000                             | Legal Expense                         | -                      | -                  | 0                 | 100                           |
| 413003-000                             | Credit Reports                        | 46                     | 313                | 582               | 730                           |
| 414000-000                             | Staff training                        | 625                    | 13                 | 2,997             | 1,900                         |
| 415000-000                             | Travel                                | 1,044                  | 1,288              | 1,498             | 1,380                         |
| 417000-000                             | Bookkeeping Fees                      | 7,128                  | 6,188              | 6,907             | 7,116                         |
| 417100-000                             | Auditing Fees                         | 3,080                  | 1,455              | 1,000             | 1,000                         |
| 417300-000                             | Management Fees                       | 51,538                 | 44,707             | 49,912            | 51,372                        |
| 417302-000                             | Assets Management Fees                | 9,600                  | 9,600              | 9,600             | 9,600                         |
| 419001-000                             | Office Expense                        | 938                    | 1,016              | 1,020             | 1,500                         |
| 419004-000                             | Telephone                             | 3,443                  | 3,932              | 3,660             | 3,800                         |
| 419005-000                             | Postage                               | 624                    | 813                | 150               | 720                           |
| 419006-000                             | Forms and Computer Supplies           | 59                     | -                  | -                 | 1,900                         |
| 419007-000                             | Court Costs                           | 3,694                  | 3,875              | 3,948             | 6,600                         |
| 419008-000                             | Membership and Fees                   | 36                     | 482                | 200               | -                             |
| 419009-000                             | Sundry Miscellaneous                  | 479                    | 617                | 1,504             | 1,300                         |
| 419010-000                             | Newspaper ADS ( Advertising)          | 710                    | 24                 | 23                | 150                           |

Fiscal Year 2017 Budget October 1, 2016 through September 30, 2017

AMP-120 Victoria Garden - 120-vga

| Occupancy Type (Family)      |                                    | FSS-General population |                    |                   |                               |
|------------------------------|------------------------------------|------------------------|--------------------|-------------------|-------------------------------|
| Build Date                   |                                    |                        |                    |                   |                               |
| Date of Last Renovation      |                                    |                        |                    |                   |                               |
| ACC Units                    |                                    | 80                     |                    |                   |                               |
| Estimated Occupancy Rate     |                                    |                        |                    |                   |                               |
| Average Bedroom Size         |                                    |                        |                    |                   |                               |
| Anticipated Number Turnovers |                                    |                        |                    |                   |                               |
| Actual Occupancy Rate        |                                    | 97%                    |                    |                   |                               |
|                              |                                    | FY 2014 -<br>Actual    | FY 2015-<br>Actual | FY 2016<br>Budget | FY 2017<br>Proposed<br>Budget |
| 419011-000                   | Sundry Service Contracts           | 9,985                  | 9,486              | 10,595            | 10,900                        |
| 419012-000                   | Software                           |                        | 182                |                   |                               |
| 419017-000                   | Temporary Administrative Labor     | 2,460                  | 4,405              | 1,356             | 680                           |
| 419018-000                   | False Alarms                       | -                      | -                  | 497               | -                             |
| 419021-000                   | Discretionary                      | -                      | -                  | -                 | -                             |
| Total Administrative         |                                    | 154,493                | 180,519            | 158,104           | 195,459                       |
| Tenant Services              |                                    |                        |                    |                   |                               |
| 422000-000                   | Tenant Services -                  | 4,427                  | 3,409              | 2,881             | 8,275                         |
| 423000-000                   | Tenant Services -PH ADD ON         |                        |                    | 3,002             |                               |
| 423001-000                   | Relocation Costs                   | -                      | -                  | -                 | -                             |
| Total Tenant Services        |                                    | 4,427                  | 3,409              | 5,883             | 8,275                         |
| Utilities                    |                                    |                        |                    |                   |                               |
| 431000-000                   | Water                              | 15,192                 | 26,713             | 30,000            | 36,000                        |
| 432000-000                   | Electricity                        | 3,145                  | 58,857             | 50,006            | 42,000                        |
| 433000-000                   | Gas                                | 41,533                 | 41,803             | 45,001            | 41,400                        |
| 439000-000                   | Sewer                              | 25,836                 | 41,304             | 35,001            | 60,000                        |
|                              | Other                              | -                      | -                  | -                 | -                             |
| Total Utilities              |                                    | 85,706                 | 168,678            | 160,008           | 179,400                       |
| Maintenance                  |                                    |                        |                    |                   |                               |
| 441000-000                   | Labor                              | 27,059                 | 26,029             | 52,731            | 62,400                        |
| 441002-000                   | Labor - overtime                   | 2                      | 4,845              | 1,520             | 2,000                         |
| 441003-000                   | Employer Payroll taxes-Maintenance | 2,414                  | 3,266              | 5,345             | 6,743                         |
| 441005-000                   | Employee Benefits-Maintenance      | 3,432                  | 3,426              | 17,504            | 18,624                        |
| 441004-000                   | Temporary Maintenance Labor        |                        | 25,184             | 38                | 500                           |
| 441200-000                   | Vehicle Repair                     |                        | 49                 | 600               | 1,600                         |
| 441300-000                   | Gasoline Purchases                 | 937                    | 204                | 1,000             | 720                           |
| Maintenance materials        |                                    |                        |                    |                   |                               |
| 442002-000                   | Appliance-Maint Materials          |                        | 1,975              | 4,403             | 1,260                         |
| 442003-000                   | Painting-Maint Materials           |                        | 853                | 2,498             | 1,500                         |
| 442004-000                   | Electrical-Maint Materials         |                        | 95                 | 1,000             | 900                           |
| 442005-000                   | Heating/AC-Maint Materials         | 3,673                  | 1,837              | 2,000             | 1,800                         |
| 442006-000                   | Janitorial Supplies                | 1,043                  | 472                | 500               | 600                           |
| 442008-000                   | Plumbing-Maint Materials           | 3,455                  | 2,055              | 4,199             | 3,600                         |
| 442009-000                   | Hand Tools-Maint Materials         | 59                     | 583                | 250               | 500                           |
| 442010-000                   | Maintenance Materials              | 13,069                 | 7,792              | 10,001            | 5,000                         |
| 442011-000                   | Safety equipment/shoes             |                        | 294                | -                 | 960                           |
| Maintenance Contracts        |                                    |                        |                    |                   |                               |
| 443001-000                   | Alarm/Extinguisher Contract        |                        |                    | 41                | 200                           |
| 443002-000                   | Extermination                      | 1,260                  | 8,780              | 4,203             | 5,000                         |
| 443005-000                   | Unit Turnaround                    | 12,743                 | 26,377             | 24,998            | 10,000                        |
| 443006-000                   | Electrical                         |                        | 0                  | 15,001            | 600                           |
| 443007-000                   | Garbage/Trash/Disposal             | 7,018                  | 9,583              | 5,900             | 7,200                         |
| 443009-000                   | Landscape and Grounds              | 16,861                 | 22,717             | 21,818            | 21,200                        |
| 443011-000                   | Heating & Cooling                  | 1,006                  |                    | 1,500             | 2,220                         |
| 443013-000                   | Contract: Uniform                  |                        | 1,000              | 673               | 830                           |
| 443015-000                   | Janitorial - Contract              |                        |                    | -                 | -                             |
| 443017-000                   | Elevator-Contract                  |                        |                    | -                 | -                             |

Fiscal Year 2017 Budget October 1, 2016 through September 30, 2017

AMP-120 Victoria Garden - 120-vga

| Occupancy Type (Family)             |  | FSS-General population |                 |                |                         |
|-------------------------------------|--|------------------------|-----------------|----------------|-------------------------|
| Build Date                          |  |                        |                 |                |                         |
| Date of Last Renovation             |  |                        |                 |                |                         |
| ACC Units                           |  | 80                     |                 |                |                         |
| Estimated Occupancy Rate            |  |                        |                 |                |                         |
| Average Bedroom Size                |  |                        |                 |                |                         |
| Anticipated Number Turnovers        |  |                        |                 |                |                         |
| Actual Occupancy Rate               |  | 97%                    |                 |                |                         |
|                                     |  | FY 2014 - Actual       | FY 2015- Actual | FY 2016 Budget | FY 2017 Proposed Budget |
| 443018-000                          | Plumbing -Contract                     | 6,433                  | 9,563           | 6,001          | 19,000                  |
| 443019-000                          | Miscellaneous Contracts                |                        |                 | -              | -                       |
| 443023-000                          | Contract: Consultants                  | 1,872                  | 167             | -              | -                       |
| 443099-000                          | Maintenance Misc Contract              | 2,399                  | 3,996           | 3,274          | 72,000                  |
|                                     | <b>Total Maintenance</b>               | <b>104,735</b>         | <b>161,139</b>  | <b>186,998</b> | <b>246,957</b>          |
| <b>Protective Services</b>          |  |                        |                 |                |                         |
|                                     | Protective Services - Labor            | -                      | -               | -              | -                       |
|                                     | Employee Benefits -Protective Services | -                      | -               | -              | -                       |
|                                     | Protective Services Contract Costs     | 31,200                 | -               | -              | -                       |
| 458000-000                          | Protective Service Other               | 419                    | 610             | 585            | -                       |
|                                     | <b>Total Protective Services</b>       | <b>31,619</b>          | <b>610</b>      | <b>585</b>     | <b>-</b>                |
| <b>Insurance</b>                    |  |                        |                 |                |                         |
| 451100-000                          | Property                               | 1,200                  | 1,235           | 1,230          | 1,230                   |
| 451000-000                          | General Liability                      | 7,644                  | 6,519           | 9,132          | 8,484                   |
| 452100-000                          | Workers' Comp                          | 2,760                  | 2,806           | 4,121          | 5,303                   |
| 457000-000                          | Other Insurance                        | -                      | 24,052          | -              | -                       |
|                                     | <b>Total Insurance</b>                 | <b>11,604</b>          | <b>34,611</b>   | <b>14,483</b>  | <b>15,017</b>           |
| <b>General Expenses</b>             |  |                        |                 |                |                         |
| 459000-000                          | Other General Expense                  |                        | 648             | -              | -                       |
|                                     | Compensated Absences                   | -                      | -               | -              | -                       |
|                                     | FSS Escrow Payments                    | -                      | -               | -              | -                       |
| 457000-000                          | Bad debt - Tenants                     | 2,386                  | -               | 8,585          | 5,000                   |
|                                     | <b>Total General Expense</b>           | <b>2,386</b>           | <b>648</b>      | <b>8,585</b>   | <b>5,000</b>            |
| <b>Total Operating Expenditures</b> |  | <b>394,970</b>         | <b>549,614</b>  | <b>534,646</b> | <b>650,108</b>          |
| <b>Net Loss</b>                     |  | <b>119,032</b>         | <b>(18,671)</b> | <b>60,875</b>  | <b>(62,556)</b>         |

Fiscal Year 2017 Budget October 1, 2016 through September 30, 2017

AMP - 180 Brawley -180-cpb

| Occupancy Type (Family)                       |   | General Population  |                     |                   |                               |
|---|---|---------------------|---------------------|-------------------|-------------------------------|
| Build Date                                    |   |                     |                     |                   |                               |
| Date of Last Renovation                       |   |                     |                     |                   |                               |
| ACC Units                                     |   |                     |                     |                   |                               |
| Estimated Occupancy Rate                      |   |                     |                     |                   |                               |
| Average Bedroom Size                          |   |                     |                     |                   |                               |
| Anticipated Number Turnovers                  |   |                     |                     |                   |                               |
| Actual Occupancy Rate                         |   |                     |                     |                   |                               |
|   |   | FY 2014 -<br>actual | FY 2015 -<br>actual | FY 2016<br>Budget | FY 2017<br>Proposed<br>Budget |
| <b>Operating Income:</b>                      |   |                     |                     |                   |                               |
| 311100-000                                    | Gross Potential Rent                      |                     | 16,045              | 27,935            | 34,272                        |
|   | Less:                                     |                     | -                   | -                 | -                             |
|   | Utility Reimbursement - Neg Rent          |                     | -                   | -                 | -                             |
|   | Net Tenant Rental Revenue                 |                     | 16,045              | 27,935            | 34,272                        |
| 340100-000                                    | Gross Potential Subsidy                   |                     | 13,573              | 13,223            | 10,000                        |
|   | Less: Vacancy Loss                        |                     | -                   | -                 | -                             |
|   | Less: Proration Amount                    |                     | -                   | -                 | -                             |
|   | Net Operating Subsidy                     |                     | 13,573              | 13,223            | 10,000                        |
|   | HUD PHA Operating Grant - CFP             |                     | -                   | -                 | -                             |
|   | 1406 - Operations                         |                     | -                   | -                 | -                             |
|   | 1408 - Mgmt Imp                           |                     | -                   | -                 | -                             |
|   | 1450 - Site Imp                           |                     | -                   | -                 | -                             |
|   | Other Tenant Charges                      |                     | -                   | -                 | -                             |
| 312003-000                                    | Damages                                   |                     | 165                 | 175               | 175                           |
| 312004-000                                    | Late Charges                              |                     | 45                  | 0                 | -                             |
| 312005-000                                    | Legal Fees - Tenant                       |                     | -                   | -                 | -                             |
|   | NSF Charges                               |                     | -                   | -                 | -                             |
| 312007-000                                    | Tenant Owed Utilities - Excess            |                     | (119)               | 421               | 500                           |
|   | Misc. Tenant Income                       |                     | -                   | -                 | -                             |
|   | Maintenance charges                       |                     | -                   | -                 | -                             |
|   | Investment Income                         |                     | -                   | -                 | -                             |
|   | Fraud Recovery                            |                     | -                   | -                 | -                             |
|   | Non-Dwelling Rent                         |                     | -                   | -                 | -                             |
| 365002-000                                    | Bad Debt Recovery                         |                     | -                   | 53                | 760                           |
| 365000-000                                    | Other Income                              |                     | -                   | -                 | -                             |
|   | <b>Total Operating Income</b>             |                     | <b>29,709</b>       | <b>41,807</b>     | <b>45,707</b>                 |
| <b>Operating Expenditures: Administrative</b> |   |                     |                     |                   |                               |
| 411000-000                                    | Administrative Salaries                   |                     | 2,628               | 2,353             | 920                           |
| 411002-000                                    | Administrative -overtime                  |                     | 20                  | 3                 | 250                           |
| 411003-000                                    | Employer Payroll taxes-Administrative     |                     | 255                 | 228               | 123                           |
| 411004-000                                    | Employee Benefits-Administrative          |                     | -                   | 516               | 275                           |
| 411005-000                                    | Administrative: Retirees Medical ER share |                     | -                   | 0                 | 168                           |
| 413001-000                                    | Legal Expense                             |                     | 22                  | -                 | 50                            |
| 413003-000                                    | Credit Reports                            |                     | 94                  | -                 | 85                            |
| 414000-000                                    | Staff training                            |                     | -                   | -                 | 760                           |
| 415000-000                                    | Travel                                    |                     | -                   | -                 | -                             |
| 417000-000                                    | Bookeeping Fees                           |                     | 435                 | 540               | 540                           |
| 417100-000                                    | Auditing Fees                             |                     | -                   | -                 | 250                           |
| 417300-000                                    | Management Fees                           |                     | 3,143               | 3,900             | 3,900                         |
| 417302-000                                    | Assets Management Fees                    |                     | 600                 | 720               | 720                           |
| 419001-000                                    | Office Expense                            |                     | 20                  | 56                | 50                            |
| 419004-000                                    | Telephone                                 |                     | -                   | 294               | 300                           |
| 419005-000                                    | Postage                                   |                     | -                   | -                 | 20                            |
| 419006-000                                    | Forms and Computer Supplies               |                     | -                   | -                 | 50                            |
| 419007-000                                    | Court Costs                               |                     | 45                  | -                 | 55                            |
| 419008-000                                    | Membership and Fees                       |                     | -                   | -                 | -                             |

Fiscal Year 2017 Budget October 1, 2016 through September 30, 2017

AMP - 180 Brawley -180-cpb

| Occupancy Type (Family)      |                                    | General Population  |                     |                   |                               |
|------------------------------|------------------------------------|---------------------|---------------------|-------------------|-------------------------------|
| Build Date                   |                                    |                     |                     |                   |                               |
| Date of Last Renovation      |                                    |                     |                     |                   |                               |
| ACC Units                    |                                    |                     |                     |                   |                               |
| Estimated Occupancy Rate     |                                    |                     |                     |                   |                               |
| Average Bedroom Size         |                                    |                     |                     |                   |                               |
| Anticipated Number Turnovers |                                    |                     |                     |                   |                               |
| Actual Occupancy Rate        |                                    |                     |                     |                   |                               |
|                              |                                    | FY 2014 -<br>actual | FY 2015 -<br>actual | FY 2016<br>Budget | FY 2017<br>Proposed<br>Budget |
| 419009-000                   | Sundry Miscellaneous               |                     | 528                 |                   | 50                            |
| 419010-000                   | Newspaper ADS ( Advertising)       |                     |                     | 4                 | 30                            |
| 419011-000                   | Sundry Service Contracts           |                     |                     | 294               | 300                           |
| 419012-000                   | Software                           |                     |                     | 146               | -                             |
| 419017-000                   | Temporary Administrative Labor     |                     |                     |                   | -                             |
| 419018-000                   | False Alarms                       |                     |                     |                   | -                             |
| 419021-000                   | Discretionary                      |                     |                     |                   | -                             |
|                              | <b>Total Administrative</b>        |                     | 7,789               | 9,054             | 8,896                         |
| <b>Tenant Services</b>       |                                    |                     |                     |                   |                               |
| 422000-000                   | Tenant Services -                  |                     | -                   | -                 | -                             |
| 423000-000                   | Tenant Services -PH ADD ON         |                     | -                   | -                 | -                             |
| 423001-000                   | Relocation Costs                   |                     | -                   | -                 | -                             |
|                              | <b>Total Tenant Services</b>       |                     | -                   | -                 | -                             |
| <b>Utilities</b>             |                                    |                     |                     |                   |                               |
| 431000-000                   | Water                              |                     | 357                 | 284               | -                             |
| 432000-000                   | Electricity                        |                     | 2,400               |                   | -                             |
| 433000-000                   | Gas                                |                     | 245                 |                   | -                             |
| 439000-000                   | Sewer                              |                     | 319                 | 235               | -                             |
|                              | Other                              |                     | -                   | -                 | -                             |
|                              | <b>Total Utilities</b>             |                     | 3,322               | 519               | -                             |
| <b>Maintenance</b>           |                                    |                     |                     |                   |                               |
| 441000-000                   | Labor                              |                     | 1,439               | 2,668             | 2,668                         |
| 441002-000                   | Labor-overtime                     |                     | 134                 | 53                | 150                           |
| 441003-000                   | Employer Payroll taxes-Maintenance |                     | 155                 | 285               | 325                           |
| 441005-000                   | Employee Benefits-Maintenance      |                     |                     | 536               | 1,286                         |
| 441004-000                   | Temporary Maintenance Labor        |                     |                     |                   | -                             |
| 441200-000                   | Vehicle Repair                     |                     |                     |                   | 120                           |
| 441300-000                   | Gasoline Purchases                 |                     |                     |                   | 120                           |
|                              | Maintenance materials              |                     |                     |                   | -                             |
| 442002-000                   | Appliance-Maint Materials          |                     |                     |                   | 360                           |
| 442003-000                   | Painting-Maint Materials           |                     |                     |                   | 100                           |
| 442004-000                   | Electrical-Maint Materials         |                     | 0                   |                   | -                             |
| 442005-000                   | Heating/AC-Maint Materials         |                     |                     |                   | 720                           |
| 442006-000                   | Janitorial Supplies                |                     |                     |                   | -                             |
| 442007-000                   | After Hours Work                   |                     |                     |                   | -                             |
| 442008-000                   | Plumbing-Maint Materials           |                     |                     |                   | 240                           |
| 442009-000                   | Hand Tools-Maint Materials         |                     |                     |                   | -                             |
| 442010-000                   | Maintenance Materials              |                     | 523                 | 523               | 600                           |
| 442011-000                   | Safety equipment/shoes             |                     |                     |                   | 60                            |
|                              | Maintenance Contracts              |                     |                     |                   | -                             |
| 443002-000                   | Extermination                      |                     |                     |                   | 1,080                         |
| 443005-000                   | Unit Turnaround                    |                     |                     |                   | -                             |
| 443006-000                   | Electrical                         |                     |                     |                   | -                             |
| 443007-000                   | Garbage/Trash/Disposal             |                     | 528                 | 650               | 650                           |
| 443009-000                   | Landscape and Grounds              |                     |                     | 3,000             | -                             |

| Fiscal Year 2017 Budget October 1, 2016 through September 30, 2017 |  |                     |                     |                               |
|--|--|---------------------|---------------------|-------------------------------|
| AMP - 180 Brawley -180-cpb   |  |                     |                     |                               |
| Occupancy Type (Family)  |  | General Population  |                     |                               |
| Build Date   |  |                     |                     |                               |
| Date of Last Renovation  |  |                     |                     |                               |
| ACC Units  |  |                     |                     |                               |
| Estimated Occupancy Rate   |  |                     |                     |                               |
| Average Bedroom Size   |  |                     |                     |                               |
| Anticipated Number Turnovers                                       |  |                     |                     |                               |
| Actual Occupancy Rate  |  |                     |                     |                               |
|  |  | FY 2014 -<br>actual | FY 2015 -<br>actual | FY 2016<br>Budget             |
|  |  |                     |                     | FY 2017<br>Proposed<br>Budget |
| 443011-000   | Heating & Cooling                      |                     | 3,103               | 250                           |
| 443013-000   | Contract: Uniform                      |                     | 17                  | 20                            |
| 443015-000   | Janitorial - Contract                  |                     |                     | -                             |
| 443017-000   | Elevator-Contract                      |                     |                     | -                             |
| 443018-000   | Plumbing -Contract                     |                     |                     | -                             |
| 443019-000   | Miscellaneous Contracts                |                     | 2,200               | -                             |
| 443023-000   | Contract: Consultants                  |                     | 4,740               | -                             |
| 443099-000   | Maintenance Misc Contract              |                     | 55                  | 65                            |
|  |  |                     |                     | 5,000                         |
|  | <b>Total Maintenance</b>               |                     | <b>12,876</b>       | <b>7,797</b>                  |
|  |  |                     |                     | 13,749                        |
| <b>Protective Services</b>   |  |                     |                     |                               |
|  | Protective Services - Labor            |                     | -                   | -                             |
|  | Employee Benefits -Protective Services |                     | -                   | -                             |
|  | Protective Services Contract Costs     |                     | -                   | -                             |
|  | Protective Service Other               |                     | -                   | -                             |
|  | <b>Total Protective Services</b>       |                     | <b>-</b>            | <b>-</b>                      |
| <b>Insurance</b>   |  |                     |                     |                               |
|  | Property                               |                     |                     | -                             |
| 451000-000   | General Liability                      |                     | 153                 | 502                           |
|  |  |                     | 90                  | 402                           |
| 451100-000   | Property Tax                           |                     | 68                  | 96                            |
| 452100-000   | Workers' Comp                          |                     | -                   | -                             |
|  | Other Insurance                        |                     | -                   | -                             |
|  | <b>Total Insurance</b>                 |                     | <b>311</b>          | <b>1,000</b>                  |
|  |  |                     |                     | 491                           |
| <b>General Expenses</b>  |  |                     |                     |                               |
| 459000-000   | Other General Expense                  |                     | -                   | -                             |
|  | Compensated Absences                   |                     | -                   | -                             |
|  | Bad debt - Tenants                     |                     | -                   | 150                           |
|  | <b>Total General Expense</b>           |                     | <b>-</b>            | <b>150</b>                    |
|  |  |                     |                     | 150                           |
|  | <b>Total Operating Expenditures</b>    |                     | <b>24,299</b>       | <b>18,370</b>                 |
|  |  |                     |                     | 23,286                        |
|  | <b>Net Loss</b>                        |                     | <b>5,409</b>        | <b>23,437</b>                 |
|  |  |                     |                     | 22,421                        |

**Spartanburg Housing Authority  
Grants Portfolio  
For Fiscal Year - 2017**

| Grant Program  | Grand Period              | Awarded Amount | Expended Amount | 8/31/16<br>Remaining Balance | FY 2017<br>Available Amount |
|--|---------------------------|----------------|-----------------|------------------------------|-----------------------------|
| <b>Capital Fund Program</b>                                    |                           |                |                 |                              |                             |
| Year 2016  | 2016                      | \$ 1,289,642   | \$ 30,000       | \$ 1,259,642                 | \$ 1,259,642                |
| <b>Capital Replacement Fund</b>                                |                           |                |                 |                              |                             |
| Year 2008  |                           | 244,916        | 197,770         | 47,146                       | 47,146                      |
| Year 2014  |                           | 284,182        | 176,103         | 108,079                      | 108,079                     |
| Year 2015  |                           | 218,757        | -               | 218,757                      | 218,757                     |
| Year 2016  |                           | 225,533        | -               | 225,533                      | 225,533                     |
|  |                           |                |                 | <u>599,515</u>               | <u>599,515</u>              |
| <b>Resident Opportunity and Self Sufficiency ( ROSS GRANT)</b> |                           |                |                 |                              |                             |
| Grant # RFH 293A015  | 9/29/2015-<br>10/27/2016  | 109,364        | 88,305          | 21,059                       | 21,059                      |
| Grant # RFH 571A016 -NEW                                       | 9/29/2016-<br>10/27/2017  | 109,364        | -               | 109,364                      | 90,000                      |
| Grant # RPS 030A012 -extended<br>until Dec 2016                | 8/24/2012-<br>8/28/2016   | 480,000        | 303,783         | 176,217                      | 176,217                     |
| Grant # RPS 030A012  | 8/24/2016-<br>8/28/2019   | 229,293        | -               | 229,293                      | 75,000                      |
| <b>Multi family</b>  |                           |                |                 |                              |                             |
| Grant # HS04003  | 12/01/2004-<br>11/30/2016 | 453,455        | 420,653         | 32,802                       | 32,802                      |
| <b>Youth Build</b>   | 2016-2019                 | 994,474        | 47,343          | 947,131                      | 300,000                     |
| <b>Face Forward</b>  | 7/1/13-<br>9/30/16        | 999,923        | 766,610         | 233,313                      | 233,313                     |
| <b>TOTAL GRANTS</b>  |                           |                |                 | <b>\$ 3,608,335</b>          | <b>\$ 2,787,548</b>         |



## **RESOLUTION NUMBER 2016-XX**

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING  
AUTHORITY

**SEPTEMBER 20, 2016**

**WHEREAS:** SHA Staff has submitted an operating budget with \$21,323,774 of revenues and \$21,307,138 of expenses(exclusive of depreciation and debt service) for a projected surplus of \$16,636 for its core operating programs.

**WHEREAS:** SHA Staff recommends Board approval of Resolution No. 2016- XX for the adoption of the initial operating budget submission for the year ended September 30, 2017.

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG  
HOUSING AUTHORITY HEREBY ADOPTS THE FISCAL YEAR 2017 OPERATING  
BUDGET:**

ATTEST:

\_\_\_\_\_  
Thomas Lounds, Jr., Board Chair

SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-

DATE ADOPTED: September 20, 2016

**PHA Board Resolution**  
Approving Operating Budget

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 04/30/2016)

**Public reporting burden** for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: \*\*\*\*\*PHA Code:

PHA Fiscal Year Beginning: \*\*\*\*\*Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

|                                 |            |       |
|---------------------------------|------------|-------|
| Print Board Chairperson's Name: | Signature: | Date: |
|---------------------------------|------------|-------|



# **Action Item & Resolution**

## **2016-72**

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**Board of Commissioners Meeting**  
**Tuesday, September 20, 2016**



**September 20, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**  
**YouthBuild Mentoring Services**  
**Resolution 2016- 72**

**RECOMMENDATION:**

The resolution is being presented as an information item. The Executive Director, Terril Bates will enter into a Memorandum of Understanding with Brothers Restoring Urban Hope, in accordance with the approved grant application with Department of Labor for the administration of a YouthBuild program.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The Spartanburg Housing Authority will enter into a Memorandum of Understanding with Brothers Restoring Urban Hope for services to be provided to students of the YouthBuild Program for a period of up to thirty-three months.

**BACKGROUND:**

The SHA administers a Department of Labor grant, Youthbuild. The grant requires that mentoring services be provided to participating youth. Brothers Restoring Urban Hope (BRUH) was the partner identified in the grant application. This is a local, minority owned business. SHA has received services from this organization in the past with outstanding outcomes. They also provide service to the Department of Social Services. The grant funding for mentoring services is \$25,000 per year for a two-year period. There is follow up period of nine months during which SHA may elect to continue services, subject to available funding.

**FINANCIAL CONSIDERATIONS:**

The award will be funded from the DOL, YOUTHBUILD grant. No SHA funds are being expended.

**POLICY CONSIDERATIONS:**

The Board of Commissioners is not required to approve an MOU. This matter is being presented for recording purposes in order to avoid the appearance of non-compliance with the SHA procurement policy.

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



**RESOLUTION NO.2016-72**

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

**September 20, 2016**

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

Staff recommends adoption of Resolution No.2016-72, that the Board of Commissioners Authorize the Executive Director is informed of the Memorandum of Understanding between the SHA and Brothers Restoring Urban Hope, in an amount not to exceed \$50,000 over a two year period. This program is for the benefit of the YouthBuild program, funded by the Department of Labor.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2016-72

DATE ADOPTED: \_\_\_\_\_



# **Information Reports**

## **Resolution 2016-60**

### **Correction**

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**Board of Commissioners Meeting**  
**Tuesday, September 20, 2016**



**September 20, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Specialized Legal Services  
Resolution #2016-60**

**RECOMMENDATION:**

Authorize the Executive Director to enter into a contract with Reno & Cavanaugh PLLC, for Specialized Legal Services. for a period of two years with a not to exceed amount \$100,000.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The Spartanburg Housing Authority requires the expertise of legal counsel familiar with specialized programs, such as RAD or other technically challenging legal matters specifically involving the administration of HUD programs. Reno & Cavanaugh PLLC are positioned to provide Legal counsel regarding Federal laws, regulations governing primarily programs of the Department of Housing and Urban Development (HUD), other matters related to real estate development and SHA operations and business, specific to HUD, Tax Credit and other specialized programs .

**BACKGROUND:**

SHA issued an RFP for Specialized Legal Services, on May 17, 2016. Reno & Cavanaugh PLLC, were the only respondents. HUD issued permission for a sole source award on June 30, 2016. Please see the attached correspondence from HUD approving the sole source. Time is of the essence as SHA has RAD applications currently in process, with a number of actions requiring counsel imminent.

**FINANCIAL CONSIDERATIONS:**

Costs associated with this contract have been factored into the FY2017 Operating Budget. Portions of attorney fees associated with RAD transactions are absorbed in the transaction.

**POLICY CONSIDERATIONS:**

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$10,000. In addition, our Procurement Policy allows SHA to purchase materials like these through a Cooperative Purchasing agreement as detailed in section III.F. on page 12 and other provisions of our Procurement Policy as adopted by the Board of Commissioners on September 23, 2014 and revised July 21, 2015.

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



June 30, 2016

Randy Dyal, Public Housing Revitalization Specialist  
U.S. Department of Housing and Urban Development  
South Carolina Office  
Strom Thurmond Federal Building  
1835 Assembly Street  
Columbia, South Carolina 29201-2480

Dear Randy:

Spartanburg Housing Authority experienced the sudden and unexpected death of the lead SHA staff person assigned to RAD, we engaged the services of a consultant. The SHA is required to have a Financing plan in place by October 2016 for 78 units to replace the units at Cammie Claggett. We have entered into a partnership with the City of Spartanburg and the Northside Development Group, and have issued an RFQ for Development Partners, due to close on August 9, 2016.

In anticipation of the upcoming RAD obligations, SHA issued an RFP for Specialized Legal Services, Federal Programs and Real Estate Development on May 17, 2016, with a due date of June 23, 2016. SHA received only one response. The procurement was advertised in local papers, the SHA website, but more importantly on the PHADA website. The only response was from a firm qualified in the RAD, Federal Programs and Development field. The firm is known to have longstanding business affiliation with a number of HUD programs. Reno and Cavanaugh, PLLC was the single firm that responded. Their fees are commensurate with industry norms for the services provided.

Normally, SHA would not open a bid package for which we had not received at least three bids, in order to insure competition. In this case, time is of the essence. This is a specialized professional service. Without expert legal counsel in the area SHA is vulnerable to numerous issues involving HUD regulatory matters, fiscal issues and other legal matters that we do not have the expertise to manage. SHA will potentially lose approximately one million dollars in leveraged funds related to its RAD conversions, as well as millions that we anticipate to leverage in the upcoming RAD transactions. There exists a public exigency to keep the RAD conversion process on track.

Per 24 CFR §85.36, Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:



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201 CAULDER AVENUE, SPARTANBURG, SC 29306  
PHONE: 864.598.6000 FAX: 864-598-6155  
INFO@SHASC.ORG



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





WWW.SHASC.ORG

- A. The item is available only from a single source;
- B. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- C. The awarding agency authorizes noncompetitive proposals; or
- D. After solicitation of a number of sources, competition is determined inadequate.

SHA would appreciate your consideration in approving the award of a short term (6 month) contract to address our immediate needs with regard to RAD and associated development projects currently underway.

Sincerely,  
*Terril Bates*  
Terril Bates  
Executive Director



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201 CAULDER AVENUE, SPARTANBURG, SC 29306  
PHONE: 864.598.6000 FAX: 864-598-6155  
INFO@SHASC.ORG



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





# **Information Reports Master Development Agreement**

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**Board of Commissioners Meeting  
Tuesday, September 20, 2016**

## INFORMATION ITEM

The Spartanburg Housing Authority received HUD approval to complete a Public Housing portfolio conversion under the Rental Assistance Demonstration program to reposition all Public Housing communities; it was determined that the Cammie Clagett Public Housing community was obsolete and no longer viable as decent, safe and sanitary housing and was subsequently approved for demolition under the RAD program.

To facilitate the redevelopment of Cammie Clagett Phase II, SHA partnered with Northside Development Group and the City of Spartanburg to select a private development partner to lead the redevelopment efforts and provide the necessary guarantees to finance the project; and

A joint Request for Qualifications was publicly advertised and an evaluation committee consisting of representative from the Northside and Highland communities; Northside Development Group; SHA; and the City of Spartanburg reviewed and scored proposals received in accordance with the criteria set forth in the RFQ resulting in the rankings below; and

| <b>Development Team</b>           | <b>Evaluation Score</b> |
|-----------------------------------|-------------------------|
| Reaventures Group, LLC            | 336                     |
| Tapestry Development Group, LLC   | 481                     |
| Spartanburg Housing Partners, LLC | 493                     |

Based on the scoring The Housing Authority of the City of Spartanburg, intends to engage in negotiations with Spartanburg Housing Partners, LLC as the development partner for redevelopment of Cammie Clagett Phase II. Subsequent financial and contractual matters will be presented to the Board of Commissioner.



# **Information Reports Commercial Real Estate Mortgage with TD Bank**

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**Board of Commissioners Meeting  
Tuesday, September 20, 2016**



**September 20, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**INFORMATION ITEM**

**Commercial Real Estate Mortgage with TD Bank-HOPE SIX HOUSING CORPORATION**

A meeting of the Hope Six Housing Corporation, will be conducted to discuss an agreement for Commercial Real Estate Mortgage of up to \$900,000 with Toronto Dominion Bank. SHA has received an "Expression of Interest" communication from TD Bank.

The SHA is a partner in a tax credit property "Country Gardens Estates 1". The end of the tax credit benefit to the investor is December 2016. There is currently an outstanding debt of \$731,560 to Sun Trust bank. Additionally there is approximately \$170,000 in necessary repairs and or replacements at the property. Sun Trust does not wish to refinance the loan, as the loan value does not meet its requirements. Sun Trust has requested an exit plan from SHA.

The current loan bears an interest rate of 5% amortized over 30 years with a monthly payment of \$4,118.00. TD has offered a 20-year amortization, with five, seven or ten-year maturity at interest rates of 3.79%, 4.02% and 4.26%, respectively. The origination fee is 0.25% or \$2,250. Staff recommends the 10-year maturity at 4.26%.



**Bank**

America's Most Convenient Bank®

**TD Bank, N.A.**  
340 East Main Street  
Spartanburg, SC 29302  
[www.tdbank.com](http://www.tdbank.com)

September 1, 2016

Ms. Cindi Herrera  
Hope Six Housing Corporation  
Spartanburg Housing Authority  
2271 South Pine Street  
Spartanburg, SC 29302

Re: Hope Six Housing Corporation a/k/a Country Gardens

Dear Cindi:

On behalf of TD Bank, it is my pleasure to present to you the attached "Letter of Interest" outlining a summary of proposed terms for a loan to the Hope Six Housing Corporation.

It is understood that this letter and the preliminary terms constitute a statement of suggested terms for discussion with respect to the transaction contemplated. Not all matters are contained in the letter by which an agreement may be reached in order for the transaction to be consummated. Therefore, please do not construe this letter as a binding commitment.

If this proposal meets your approval and you would like the Bank to proceed with completing its underwriting and approval process, please return a copy of this letter countersigned by you on or before September 12, 2016.

Thank you for considering TD Bank in your efforts. We look forward to building a relationship with you and Spartanburg Housing Authority.

Sincerely,

John F. Verreault, III  
Community Development  
864-582-2813  
[john.verreault@td.com](mailto:john.verreault@td.com)

Signed this \_\_\_\_\_ day of September, 2016.

\_\_\_\_\_  
Cindi Herrera

**Bank**

America's Most Convenient Bank®

**EXPRESSION OF INTEREST****"Hope Six Housing Corporation"**

September 1, 2016

Thank you for considering TD Bank N.A. for your financing needs. We have performed a preliminary assessment based on the information you have provided. The description of potential key terms and conditions summarized herein are provided for discussion purposes only and for convenience of reference and do not constitute an offer, agreement or commitment to lend or to reach agreement of definitive terms and conditions. The actual terms and conditions upon which the Bank might extend credit to your business may change.

|                      |   |
|----------------------|---|
| <u>Borrower</u>      | Hope Six Housing Corporation (the "Borrower")   |
| <u>Lender</u>        | TD Bank, N.A. (the "Bank")  |
| <u>Facilities</u>    | Commercial Real Estate Mortgage of up to \$ 900,000   |
| <u>Purpose</u>       | To refinance existing debt to Sun Trust Bank plus approximately \$125,000 for repairs and renovations on Country Gardens (a 50 – unit residential complex).   |
| <u>Amortization</u>  | 20 year amortization. Borrower has option of choosing maturity dates of five (5), seven (7) or ten (10) years. Interest rate will correspond to maturity option.  |
| <u>Interest Rate</u> | 5 year Maturity: 3.79% Payment: \$5,354.75 Annual Debt Service: \$64,257<br>7 year Maturity: 4.02% Payment: \$5,463.31 Annual Debt Service: \$65,560<br>10 year Maturity: 4.26% Payment: \$5,577.91 Annual Debt Service: \$66,935<br><br>Interest rate quotes are subject to change due to market fluctuations.<br>Prepayment of the loan may be subject to a prepayment penalty.                                   |
| <u>Fees</u>          | Origination fee of 0.25% of the amount requested (\$2250). All reasonable fees and expenses required to close the Facilities shall be paid by the Borrower.   |
| <u>Security</u>      | <ol style="list-style-type: none"><li>1. First Security Interest in All Business Assets of the Borrower</li><li>2. Title insured First Mortgage on the property being financed with standard supporting documents</li><li>3. Subject to receipt of appraisal and 80% Loan – to – Value test</li><li>4. Subject to CRA Pre – Qualification Test</li><li>5. Subject to Reserve Requirement to be determined</li></ol> |

**DISCLOSURE:** The Bank shall not be required to enter into any proposed credit facility until the completion of a formal credit underwriting and approval, completion of all due diligence, receipt of all approvals from all requisite parties, the execution and receipt of all documentation reasonably satisfactory to the Bank.

**Patriot Act Notice.** Lender is subject to the requirements of the USA Patriot Act (Title III of Pub. L. 107-56) (signed into law October 26, 2001)) (the "Act") and hereby notifies the Borrower that pursuant to the requirements of the Act, it is required to obtain, verify and record information that identifies the Borrower, which information includes the name and address of the Borrower and other information that will allow Lender to identify the Borrower in accordance with the Act.



**Bank**

America's Most Convenient Bank®

Covenants/Terms  
& Conditions

Satisfactory appraisals, reviews and other due diligence items and the execution and delivery of definitive loan documents with representations, covenants, and conditions customarily used by the Bank in transactions of this type to reflect final terms, which may include, without limitation covenants for:

1. Minimum Debt Service Coverage to be Determined
2. Maximum Loan to Value Covenant of 80%
3. Annual financial statements for the Borrower
4. Other financial information the Bank may reasonably request
5. Evidence of RAD Agreement

Please note that the actual list of covenants, test thresholds and formula definitions will be determined upon the completion of our due diligence and credit approval.



**Monthly Reports:**  
**Executive Director**  
**Ms. Bates**

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**Board of Commissioners Meeting**  
**Tuesday, September 20, 2016**



**September 20, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:  
EXECUTIVE DIRECTOR REPORT FOR THE MONTH OF AUGUST 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 August. This month's activities included extensive review of data associated with the 2017 budget in preparation for presentation to the Board of Commissioners.

Interviews were conducted for the Director of Administration position. This position will be responsible for Human Resources, Resident Services and Procurement. A well-qualified candidate was identified. I continued supervision of the YouthBuild and Face Forward grant staff.

During the month, I attended several community meetings, including the County Council meeting on August 15, 2016, where a presentation regarding the state of SHA was delivered. Other meetings included Northside Initiative, meetings with the City Manager, Rotary and the Chapman Cultural Center. There continue to be bi-weekly meetings with the Forrester Group with regard to the HUD no smoking initiative and the grant, which they are administering on our behalf.

Training was offered to the Board of Commissioners by Consultant Cindi Herrera regarding RAD. Meetings were conducted with several banks to discuss financing for the Country Garden 1 project. All normally scheduled meetings with various community entities were conducted. Review of insurance policies and requisite renewal activities is being managed.

I attended the Carolinas Council meeting during the month. Training opportunities for staff at the NAHRO conference in October were reviewed and approved.

Respectfully Submitted, \_\_\_\_\_

Terril Bates, Executive Director  
Spartanburg Housing Authority



# **Monthly Reports:**

## **Finance**

**Philippe Lindsay**

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**Board of Commissioners Meeting  
Tuesday, September 20, 2016**



**September 12, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**THIS MONTHLY REPORT PROVIDES SHA FINANCIALS—AUGUST 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 August, the total Inflows amounted to \$1,882,358 and the total Outflow was \$1,944,165 resulting in a net outflow of (\$61,807).

**III: Restricted Cash Position**

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

**Reserve Cash in Bank**

|                                    |                    |
|------------------------------------|--------------------|
| HCVP (Sec8) HAP Savings + Checking | \$1,275,676        |
| Sec 8 - HAP -NRP                   | 84,961             |
| Sec 8 Adm. Fees                    | 225,716            |
| <u>MOD Rehab Adm. Fees</u>         | 92,399             |
| <b>Total</b>                       | <b>\$1,678,212</b> |

**IV: Overall, Asset Management Properties on a PTD basis had losses (NOL) in 2 properties, and 10 properties had a NOI. The details are as follows:**

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

|    | PROPERTY<br>(AMP)   | MTD<br>Actual<br>Income | PTD<br>Actual<br>Income | PTD<br>Budget<br>Income | PTD<br>Variance |
|----|---------------------|-------------------------|-------------------------|-------------------------|-----------------|
| 1  | Appian              | (\$0.8)                 | (\$22.5)                | 0                       | (\$22.5)        |
| 2  | Archibald Hi-Rise   | (8.8)                   | (22.3)                  | 57.9                    | (80.2)          |
| 3  | Archibald Village   | (2.2)                   | 11.3                    | (31.0)                  | 42.3            |
| 4  | Cammie Clagett      | 34.3                    | 358.5                   | 140.8                   | 217.7           |
| 5  | Camp Croft          | 66.4                    | 66.6                    | 44.0                    | 22.6            |
| 6  | Prince Hall         | 82.1                    | 37.7                    | 7.1                     | 30.6            |
| 7  | Scattered Sites     | 0.2                     | 52.7                    | (53.3)                  | 106.0           |
| 8  | Victoria Gardens    | (3.1)                   | 6.3                     | 51.7                    | (45.4)          |
| 9  | JC Bull (100 units) | 32.4                    | 320.2                   | 171.9                   | 148.3           |
| 10 | SLHC (32 units)     | (1.5)                   | 57.6                    | 69.2                    | (11.6)          |
| 11 | Cambridge Place     | 0.2                     | 19.2                    | 21.4                    | (2.2)           |
| 12 | Liberty             | 0.6                     | 10.4                    | 0                       | 10.4            |

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

SHA's open/unspent *capital fund grant awards* total \$2,263,030 dollars of which \$403,873 has been drawdown to date. The remaining balance of all capital grants funds totals \$1,859,157 or 82.0 % 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 \$973,388 and \$373,873 drawn against these grants leaving about \$599,515 available to spend.
- 2) There are currently three **ROSS** grant awards totaling \$1,381,476. The balance remaining unspent is \$568,734.
- 3) The **YOUTH BUILD** grant of \$994,474 for the year 2016-2019 and fund expended \$47,343.
- 4) The **Face Forward Grant** award totaled \$1,000,000 and fund expended \$766,610.

Respectfully Submitted,

  
Joe Caliehan, Accounting Manager

| <b>SHA - Summary of Financial Results - August, 2016</b> |  |             |             |             |      |                 |             |                |
|--|--|-------------|-------------|-------------|------|-----------------|-------------|----------------|
|  |  | MTD         | MTD         | MTD         |      | 11 months       | 11 months   | 11 months      |
|  |  | Actual      | Budget      | Variance    | Note | PTD             | PTD         | PTD            |
|  |  |             |             |             |      | Actual          | Budget      | Variance       |
| <b>1</b>   | <b>Public Housing</b>  |             |             |             |      |                 |             |                |
|  | Total Revenue  | \$558,800   | \$ 418,000  | \$140,800   |      | \$ 4,656,100    | \$4,591,700 | \$ 64,400      |
|  | Total Operating Expenses   | \$273,000   | \$ 278,600  | \$ (5,600)  |      | \$ 3,413,600    | \$3,406,300 | \$ 7,300       |
|  | Net Operating Income   | \$285,800   | \$ 139,400  | \$146,400   |      | \$ 1,242,500    | \$1,185,400 | \$ 57,100      |
|  | Less: Non-Operating Items  | \$118,300   | \$ 134,800  | \$ (16,500) | 1    | \$ 13,020,600   | \$ 855,700  | \$ 12,164,900  |
|  | Net Income   | \$167,500   | \$ 4,600    | \$162,900   |      | \$ (11,778,100) | \$ 329,700  | \$(12,107,800) |
|  | Note (1) Remove value of land structures and equipment from RAD conversion in Jan. 2016 , total amount for seven sites-\$15,917,800. |             |             |             |      |                 |             |                |
| <b>2</b>   | <b>HCV Program - HAP Only</b>  |             |             |             |      |                 |             |                |
|  | Total Revenue  | \$823,600   | \$ 747,800  | \$ 75,800   |      | \$ 8,906,400    | \$8,310,700 | \$ 595,700     |
|  | Total Expenses   | \$795,400   | \$ 764,300  | \$ 31,100   |      | \$ 8,385,400    | \$8,263,000 | \$ 122,400     |
|  | Net Operating Income ( Excess Cash)  | \$ 28,200   | \$ (16,500) | \$ 44,700   |      | \$ 521,000      | \$ 47,700   | \$ 473,300     |
|  | 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.   |             |             |             |      |                 |             |                |
| <b>3</b>   | <b>HCV Program - Admin Only</b>  |             |             |             |      |                 |             |                |
|  | Total Revenue  | \$ 90,200   | \$ 83,600   | \$ 6,600    |      | \$ 1,010,800    | \$ 939,800  | \$ 71,000      |
|  | Total Expenses   | \$ 98,900   | \$ 84,400   | \$ 14,500   |      | \$ 968,600      | \$ 921,300  | \$ 47,300      |
|  | Net Operating Income   | \$ (8,700)  | \$ (800)    | \$ (7,900)  |      | \$ 42,200       | \$ 18,500   | \$ 23,700      |
|  | For the month of Aug , admin revenue received \$90K as compared to total expenses of \$98K resulting to negative result of \$8K.     |             |             |             |      |                 |             |                |
| <b>4</b>   | <b>COCC Program Only</b>   |             |             |             |      |                 |             |                |
|  | Total Revenue  | \$103,400   | \$ 107,000  | \$ (3,600)  |      | \$ 3,056,800    | \$3,003,800 | \$ 53,000      |
|  | Total Expenses   | \$173,800   | \$ 151,700  | \$ 22,100   |      | \$ 1,915,500    | \$1,858,800 | \$ 56,700      |
|  | Net Operating Income   | \$ (70,400) | \$ (44,700) | \$ (25,700) | (2)  | \$ 1,141,300    | \$1,145,000 | \$ (3,700)     |
|  | Note (2) - COCC shows a loss of \$70K due to higher expenses. The YTD revenue shows a positive result of \$1.1 M                     |             |             |             |      |                 |             |                |
| <b>5</b>   | <b>JC BULLS ( 100 &amp; 32 units)</b>  |             |             |             |      |                 |             |                |
|  | Total Revenue  | \$ 82,700   | \$ 81,270   | \$ 1,430    |      | \$ 950,600      | \$ 933,400  | \$ 17,200      |
|  | Total Expenses   | \$ 51,800   | \$ 70,000   | \$ (18,200) |      | \$ 573,200      | \$ 692,700  | \$ (119,500)   |
|  | Net Operating Income   | \$ 30,900   | \$ 11,270   | \$ 19,630   | (3)  | \$ 377,400      | \$ 240,700  | \$ 136,700     |
|  | Note (3) - Revenue is almost the same as budgeted due to conservative budget assumptions in the FY 2016.                             |             |             |             |      |                 |             |                |

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

Actual to Budget Variance Comparison

August 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                      | 135,016.24   | 133,279.00   | 1,737.24    | 1.30    | 1,650,894.42  | 1,621,312.00  | 29,582.42    | 1.82   |
| 311201-000 | Utility Reimbursement - Neg Rent | -            | -            | -           | N/A     | (7,363.00)    | (7,363.00)    | -            | 0.00   |
| 311400-000 | Less: Non Move Out Refunds       | (5.00)       | -            | (5.00)      | N/A     | (5.00)        | -             | (5.00)       | N/A    |
| 311900-000 | Total Rental Income              | 135,011.24   | 133,279.00   | 1,732.24    | 1.30    | 1,643,526.42  | 1,613,949.00  | 29,577.42    | 1.83   |
| 312000-000 | Other Tenant Income              |              |              |             |         |               |               |              |        |
| 312002-000 | Cleaning Fee                     | -            | -            | -           | N/A     | 200.00        | 200.00        | -            | 0.00   |
| 312003-000 | Damages                          | 6,140.00     | 971.00       | 5,169.00    | 532.34  | 30,524.46     | 17,117.00     | 13,407.46    | 78.33  |
| 312004-000 | Late Charges                     | 1,179.44     | 873.00       | 306.44      | 35.10   | 19,314.44     | 14,766.00     | 4,548.44     | 30.80  |
| 312005-000 | Legal Fees - Tenant              | 900.00       | 456.00       | 444.00      | 97.37   | 12,370.00     | 10,185.00     | 2,185.00     | 21.45  |
| 312006-000 | NSF Charges                      | 130.00       | -            | 130.00      | N/A     | 880.00        | 100.00        | 780.00       | 780.00 |
| 312007-000 | Tenant Owed Utilities - Excess   | 7,250.56     | 8,390.00     | (1,139.44)  | -13.58  | 77,386.34     | 73,699.00     | 3,687.34     | 5.00   |
| 312009-000 | Misc.Tenant Income               | -            | -            | -           | N/A     | 5,091.25      | 2,140.00      | 2,951.25     | 137.91 |
| 312010-000 | Maintenance Charges              | -            | 14.00        | (14.00)     | -100.00 | 242.50        | 134.00        | 108.50       | 80.97  |
| 312900-000 | Total Other Tenant Income        | 15,600.00    | 10,704.00    | 4,896.00    | 45.74   | 146,008.99    | 118,341.00    | 27,667.99    | 23.38  |
| 319900-000 | NET TENANT INCOME                | 150,611.24   | 143,983.00   | 6,628.24    | 4.60    | 1,789,535.41  | 1,732,290.00  | 57,245.41    | 3.30   |
| 340000-000 | GRANT INCOME                     |              |              |             |         |               |               |              |        |
| 340100-000 | HUD Subsidy                      | 274,838.00   | 308,132.22   | (33,294.22) | -10.81  | 3,051,674.02  | 3,214,162.04  | (162,488.02) | -5.06  |
| 340111-000 | Pet Fee Income                   | 120.00       | -            | 120.00      | N/A     | 1,494.00      | 755.00        | 739.00       | 97.88  |
| 341001-000 | Section 8 HAP Earned             | 812,839.00   | 745,992.00   | 66,847.00   | 8.96    | 8,744,498.00  | 8,281,426.00  | 463,072.00   | 5.59   |
| 341002-000 | Sec 8 Admin. Fee Inc-HCV         | 88,795.00    | 82,831.00    | 5,964.00    | 7.20    | 993,446.66    | 928,008.00    | 65,438.66    | 7.05   |
| 341004-000 | Section 8 Port-In Admin Fees     | 157.50       | -            | 157.50      | N/A     | 3,055.23      | -             | 3,055.23     | N/A    |
| 341006-000 | Port In HAP Earned               | 1,142.00     | 1,032.00     | 110.00      | 10.66   | 40,678.47     | 19,838.00     | 20,840.47    | 105.05 |
| 341010-000 | Section 8 Admin Fee -Mod Rehab   | 17,483.00    | -            | 17,483.00   | N/A     | 216,824.00    | 196,893.00    | 19,931.00    | 10.12  |
| 341011-000 | Mod Rehab- HAP EARNED            | 114,760.00   | 159,400.00   | (44,640.00) | -28.00  | 1,597,251.00  | 1,842,658.00  | (245,407.00) | -13.32 |
| 341500-000 | Other Govt and Private Grants    | 46,694.00    | 46,808.00    | (114.00)    | -0.24   | 550,338.00    | 518,678.00    | 31,660.00    | 6.10   |
| 349900-000 | TOTAL GRANT INCOME               | 1,356,828.50 | 1,344,195.22 | 12,633.28   | 0.94    | 15,199,259.38 | 15,002,418.04 | 196,841.34   | 1.31   |
| 360000-000 | OTHER INCOME                     |              |              |             |         |               |               |              |        |
| 361000-000 | Investment Income - Unrestricted | -            | -            | -           | N/A     | 4.92          | 5.00          | (0.08)       | -1.60  |
| 362000-000 | Management Fee Income            | 67,046.47    | 61,315.00    | 5,731.47    | 9.35    | 800,924.79    | 737,106.00    | 63,818.79    | 8.66   |
| 362001-000 | Bookkeeping fee income           | 21,690.00    | 19,565.00    | 2,125.00    | 10.86   | 238,207.50    | 221,921.00    | 16,286.50    | 7.34   |
| 364000-000 | Fraud Recovery Income-Admin      | 927.80       | 748.00       | 179.80      | 24.04   | 13,256.78     | 10,133.00     | 3,123.78     | 30.83  |
| 364001-000 | Fraud Recovery - HAP             | 927.81       | 778.00       | 149.81      | 19.26   | 13,256.68     | 10,372.00     | 2,884.68     | 27.81  |
| 365000-000 | Miscellaneous Other Income       | 185,383.71   | 26,590.00    | 158,793.71  | 597.19  | 2,215,352.71  | 2,096,682.00  | 118,670.71   | 5.66   |
| 365002-000 | Bad Debt Recovery                | 1,327.66     | -            | 1,327.66    | N/A     | 47,179.69     | 10,065.00     | 37,114.69    | 368.75 |
| 365003-000 | Pinnacle Subsidy for Shortfall   | 8,693.82     | -            | 8,693.82    | N/A     | 109,327.02    | -             | 109,327.02   | N/A    |
| 369900-000 | TOTAL OTHER INCOME               | 285,997.27   | 108,996.00   | 177,001.27  | 162.39  | 3,437,510.09  | 3,086,284.00  | 351,226.09   | 11.38  |

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

Actual to Budget Variance Comparison

August 31, 2016

|            |   | MTD Actual   | MTD Budget   | Variance    | % Var     | PTD Actual    | PTD Budget    | Variance    | % Var   |
|------------|---|--------------|--------------|-------------|-----------|---------------|---------------|-------------|---------|
| 399900-000 | TOTAL INCOME                              | 1,793,437.01 | 1,597,174.22 | 196,262.79  | 12.29     | 20,426,304.88 | 19,820,992.04 | 605,312.84  | 3.05    |
| 410000-000 | ADMINISTRATIVE                            |              |              |             |           |               |               |             |         |
| 410099-000 | Administrative Salaries                   |              |              |             |           |               |               |             |         |
| 411000-000 | Administrative Salaries and Wages         | 115,149.06   | 131,040.00   | 15,890.94   | 12.13     | 1,470,145.30  | 1,464,099.00  | (6,046.30)  | -0.41   |
| 411002-000 | Administrative Overtime                   | 970.65       | 334.00       | (636.65)    | -190.61   | 12,145.51     | 6,407.00      | (5,738.51)  | -89.57  |
| 411003-000 | Administrative: Employer FICA/SUI         | 9,038.75     | 13,577.00    | 4,538.25    | 33.43     | 136,309.48    | 139,720.00    | 3,410.52    | 2.44    |
| 411004-000 | Administrative: Employee Benefits         | 28,301.78    | 29,371.00    | 1,069.22    | 3.64      | 310,396.81    | 303,709.00    | (6,687.81)  | -2.20   |
| 411005-000 | Administrative: Retirees Medical ER share | -            | 1,903.00     | 1,903.00    | 100.00    | 33,069.21     | 22,605.00     | (10,464.21) | -46.29  |
| 411006-000 | Administrative: Emp Incentive             | 979.68       | 2,111.00     | 1,131.32    | 53.59     | 13,564.53     | 17,388.00     | 3,823.47    | 21.99   |
| 411007-000 | Administrative Assistant -Part time       | -            | 1,583.00     | 1,583.00    | 100.00    | -             | 7,915.00      | 7,915.00    | 100.00  |
| 411099-000 | Total Administrative Salaries             | 154,439.92   | 179,919.00   | 25,479.08   | 14.16     | 1,975,630.84  | 1,961,843.00  | (13,787.84) | -0.70   |
| 413000-000 | Legal Expense                             |              |              |             |           |               |               |             |         |
| 413001-000 | Legal Expense                             | 1,661.14     | 288.00       | (1,373.14)  | -476.78   | 25,618.26     | 16,963.00     | (8,655.26)  | -51.02  |
| 413003-000 | Credit Reports                            | 7,311.00     | 324.00       | (6,987.00)  | -2,156.48 | 13,380.70     | 3,377.00      | (10,003.70) | -296.23 |
| 413100-000 | Total Legal Expense                       | 8,972.14     | 612.00       | (8,360.14)  | -1,366.04 | 38,998.96     | 20,340.00     | (18,658.96) | -91.74  |
| 413900-000 | Other Admin Expenses                      |              |              |             |           |               |               |             |         |
| 414000-000 | Staff Training                            | 11,735.17    | 2,560.00     | (9,175.17)  | -358.41   | 32,136.09     | 23,609.00     | (8,527.09)  | -36.12  |
| 415000-000 | Travel                                    | 5,104.82     | 2,202.00     | (2,902.82)  | -131.83   | 16,668.85     | 17,163.00     | 494.15      | 2.88    |
| 417000-000 | Bookkeeping Fees                          | 21,146.00    | 17,794.00    | (3,352.00)  | -18.84    | 217,878.50    | 203,222.00    | (14,656.50) | -7.21   |
| 417001-000 | Bookkeeping Fees-MOD Rehab                | 1,530.00     | 1,824.00     | 294.00      | 16.12     | 21,315.00     | 21,438.00     | 123.00      | 0.57    |
| 417100-000 | Auditing Fees                             | 4,014.00     | 1,698.00     | (2,316.00)  | -136.40   | 30,515.00     | 25,120.00     | (5,395.00)  | -21.48  |
| 417200-000 | Port Out Admin Fee                        | 684.54       | 848.00       | 163.46      | 19.28     | 7,458.69      | 9,156.00      | 1,697.31    | 18.54   |
| 417300-000 | Management Fee                            | 58,118.47    | 53,836.00    | (4,282.47)  | -7.95     | 673,620.79    | 648,134.00    | (25,486.79) | -3.93   |
| 417302-000 | Asset Management Fee                      | 6,480.00     | 6,390.00     | (90.00)     | -1.41     | 84,800.00     | 83,810.00     | (990.00)    | -1.18   |
| 417303-000 | Management Fee- MOD Rehab                 | 2,448.00     | 2,919.00     | 471.00      | 16.14     | 34,104.00     | 34,302.00     | 198.00      | 0.58    |
| 418000-000 | Office Rent                               | 11,656.25    | 12,031.00    | 374.75      | 3.11      | 135,296.65    | 137,545.00    | 2,248.35    | 1.63    |
| 418900-000 | Total Other Admin Expenses                | 122,917.25   | 102,102.00   | (20,815.25) | -20.39    | 1,253,793.57  | 1,203,499.00  | (50,294.57) | -4.18   |
| 419000-000 | Miscellaneous Admin Expenses              |              |              |             |           |               |               |             |         |
| 419001-000 | Office Expense                            | 3,261.29     | 2,040.00     | (1,221.29)  | -59.87    | 27,840.74     | 21,566.00     | (6,274.74)  | -29.10  |
| 419003-000 | Printing                                  | 2,502.04     | -            | (2,502.04)  | N/A       | 4,325.75      | -             | (4,325.75)  | N/A     |
| 419004-000 | Telephone                                 | 11,886.35    | 5,988.00     | (5,898.35)  | -98.50    | 83,737.28     | 69,365.00     | (14,372.28) | -20.72  |
| 419005-000 | Postage                                   | 94.73        | 2,178.00     | 2,083.27    | 95.65     | 27,956.54     | 27,443.00     | (513.54)    | -1.87   |
| 419006-000 | Forms and Computer Supplies               | 45.80        | 176.00       | 130.20      | 73.98     | 4,568.62      | 2,402.00      | (2,166.62)  | -90.20  |
| 419007-000 | Court Costs                               | 615.00       | 1,286.00     | 671.00      | 52.18     | 13,255.85     | 14,466.00     | 1,210.15    | 8.37    |
| 419008-000 | Membership and Fees                       | 927.00       | 401.00       | (526.00)    | -131.17   | 14,265.35     | 15,553.00     | 1,287.65    | 8.28    |
| 419009-000 | Sundry Miscellaneous                      | 7,151.13     | 3,412.00     | (3,739.13)  | -109.59   | 32,813.65     | 30,890.00     | (1,923.65)  | -6.23   |
| 419010-000 | Newspaper ADS (Advertising)               | 870.24       | 648.00       | (222.24)    | -34.30    | 5,110.15      | 7,091.00      | 1,980.85    | 27.93   |
| 419011-000 | Sundry Service Contracts                  | 17,987.95    | 24,418.00    | 6,430.05    | 26.33     | 241,582.43    | 257,094.00    | 15,511.57   | 6.03    |
| 419012-000 | Software                                  | 222.60       | 450.00       | 227.40      | 50.53     | 667.80        | 3,600.00      | 2,932.20    | 81.45   |
| 419017-000 | Temporary Administrative Labor            | 2,440.77     | 3,232.00     | 791.23      | 24.48     | 60,524.78     | 54,245.00     | (6,279.78)  | -11.58  |

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

Actual to Budget Variance Comparison

August 31, 2016

|            |                                    | MTD Actual | MTD Budget | Variance   | % Var     | PTD Actual   | PTD Budget   | Variance    | % Var   |
|------------|------------------------------------|------------|------------|------------|-----------|--------------|--------------|-------------|---------|
| 419018-000 | False Alarms                       | -          | 14.00      | 14.00      | 100.00    | 190.00       | 274.00       | 84.00       | 30.66   |
| 419020-000 | Bank Fees                          | -          | 386.00     | 386.00     | 100.00    | 2,869.73     | 4,369.00     | 1,499.27    | 34.32   |
| 419021-000 | Discretionary                      | -          | 950.42     | 950.42     | 100.00    | 197.04       | 6,739.52     | 6,542.48    | 97.08   |
| 419022-000 | Other Misc Admin Expenses          | 150.21     | -          | (150.21)   | N/A       | 6,419.35     | 3,500.00     | (2,919.35)  | -83.41  |
| 419100-000 | Total Miscellaneous Admin Expenses | 48,155.11  | 45,579.42  | (2,575.69) | -5.65     | 526,325.06   | 518,597.52   | (7,727.54)  | -1.49   |
| 419900-000 | TOTAL ADMINISTRATIVE EXPENSES      | 334,484.42 | 328,212.42 | (6,272.00) | -1.91     | 3,794,748.43 | 3,704,279.52 | (90,468.91) | -2.44   |
| 420000-000 | TENANT SERVICES                    |            |            |            |           |              |              |             |         |
| 421000-000 | Tenant Services Salaries           | -          | -          | -          | N/A       | 105.98       | -            | (105.98)    | N/A     |
| 422000-000 | Tenant Services                    | 3,538.40   | 1,761.00   | (1,777.40) | -100.93   | 17,398.44    | 18,717.00    | 1,318.56    | 7.04    |
| 422001-000 | Other Tenant Svcs.                 | 967.50     | -          | (967.50)   | N/A       | 1,437.81     | 133.00       | (1,304.81)  | -981.06 |
| 423000-000 | Tenant Services -PH ADD ON         | 1,126.60   | 4,917.00   | 3,790.40   | 77.09     | 1,581.73     | 31,807.00    | 30,225.27   | 95.03   |
| 423001-000 | Tenant Relocation                  | -          | 108.00     | 108.00     | 100.00    | 8,367.64     | 8,483.00     | 115.36      | 1.36    |
| 429900-000 | TOTAL TENANT SERVICES EXPENSES     | 5,632.50   | 6,786.00   | 1,153.50   | 17.00     | 28,891.60    | 59,140.00    | 30,248.40   | 51.15   |
| 430000-000 | UTILITIES                          |            |            |            |           |              |              |             |         |
| 431000-000 | Water                              | 12,409.43  | 13,783.00  | 1,373.57   | 9.97      | 169,400.73   | 164,410.00   | (4,990.73)  | -3.04   |
| 432000-000 | Electricity                        | 41,441.55  | 32,822.00  | (8,619.55) | -26.26    | 391,089.16   | 351,105.00   | (39,984.16) | -11.39  |
| 433000-000 | Gas                                | (6,167.76) | 19,567.00  | 25,734.76  | 131.52    | 159,166.60   | 211,498.00   | 52,331.40   | 24.74   |
| 439000-000 | Sewer                              | 14,114.41  | 17,315.00  | 3,200.59   | 18.48     | 240,675.35   | 214,411.00   | (26,264.35) | -12.25  |
| 439900-000 | TOTAL UTILITY EXPENSES             | 61,797.63  | 83,487.00  | 21,689.37  | 25.98     | 960,331.84   | 941,424.00   | (18,907.84) | -2.01   |
| 440000-000 | MAINTENANCE AND OPERATIONS         |            |            |            |           |              |              |             |         |
| 440099-000 | General Maint Expense              |            |            |            |           |              |              |             |         |
| 441000-000 | Labor Maintenance                  | 28,586.05  | 25,937.00  | (2,649.05) | -10.21    | 285,302.00   | 281,720.71   | (3,581.29)  | -1.27   |
| 441002-000 | Maintenance: Overtime              | 3,306.59   | 142.00     | (3,164.59) | -2,228.58 | 20,566.73    | 11,234.00    | (9,332.73)  | -83.08  |
| 441003-000 | Maintenance: Employer FICA/SUI     | 2,306.34   | 2,649.00   | 342.66     | 12.94     | 26,430.41    | 27,563.00    | 1,132.59    | 4.11    |
| 441004-000 | Temp Maintenance Labor             | -          | 448.00     | 448.00     | 100.00    | 42,427.26    | 36,910.00    | (5,517.26)  | -14.95  |
| 441005-000 | Maintenance: Employee Benefits     | 6,497.03   | 7,756.00   | 1,258.97   | 16.23     | 73,636.87    | 79,209.00    | 5,572.13    | 7.03    |
| 441100-000 | Maintenance Uniforms               | 89.03      | -          | (89.03)    | N/A       | 124.16       | 36.00        | (88.16)     | -244.89 |
| 441200-000 | Vehicle Repair                     | 4,262.08   | 3,423.00   | (839.08)   | -24.51    | 30,760.32    | 31,084.00    | 323.68      | 1.04    |
| 441210-000 | Equipment Repair                   | -          | 1,111.00   | 1,111.00   | 100.00    | -            | 8,888.00     | 8,888.00    | 100.00  |
| 441300-000 | Gasoline Purchases                 | 3,508.64   | 3,805.00   | 296.36     | 7.79      | 18,648.18    | 29,581.00    | 10,932.82   | 36.96   |
| 441900-000 | Total General Maint Expense        | 48,555.76  | 45,271.00  | (3,284.76) | -7.26     | 497,895.93   | 506,225.71   | 8,329.78    | 1.65    |
| 442000-000 | Materials                          |            |            |            |           |              |              |             |         |
| 442002-000 | Appliance-Maint Materials          | 2,044.51   | 2,778.00   | 733.49     | 26.40     | 10,411.08    | 19,123.00    | 8,711.92    | 45.56   |
| 442003-000 | Painting-Maint Materials           | 2,673.14   | 3,699.00   | 1,025.86   | 27.73     | 12,917.39    | 23,902.00    | 10,984.61   | 45.96   |
| 442004-000 | Electrical-Maint Materials         | 1,776.81   | 860.00     | (916.81)   | -106.61   | 14,042.19    | 16,076.00    | 2,033.81    | 12.65   |
| 442005-000 | Heating/AC-Maint Materials         | 3,598.12   | 2,335.00   | (1,263.12) | -54.10    | 25,657.75    | 22,578.00    | (3,079.75)  | -13.64  |
| 442006-000 | Janitorial Supplies                | 855.54     | 681.00     | (174.54)   | -25.63    | 5,045.90     | 6,975.00     | 1,929.10    | 27.66   |
| 442007-000 | After Hours Work                   | -          | 1,161.00   | 1,161.00   | 100.00    | -            | 7,300.00     | 7,300.00    | 100.00  |

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

Actual to Budget Variance Comparison

August 31, 2016

|            |                                   | MTD Actual | MTD Budget | Variance    | % Var     | PTD Actual    | PTD Budget    | Variance     | % Var   |
|------------|-----------------------------------|------------|------------|-------------|-----------|---------------|---------------|--------------|---------|
| 442008-000 | Plumbing-Maint Materials          | 3,556.08   | 1,878.00   | (1,678.08)  | -89.35    | 38,002.42     | 28,214.00     | (9,788.42)   | -34.69  |
| 442009-000 | Hand Tools-Maint Materials        | 223.52     | 186.00     | (37.52)     | -20.17    | 2,737.72      | 1,722.00      | (1,015.72)   | -58.98  |
| 442010-000 | Maintenance Materials             | 12,414.40  | 7,103.00   | (5,311.40)  | -74.78    | 109,145.93    | 94,478.00     | (14,667.93)  | -15.53  |
| 442011-000 | Safety equipment/shoes            | 80.05      | 286.00     | 205.95      | 72.01     | 2,460.13      | 2,847.00      | 386.87       | 13.59   |
| 442900-000 | Total Materials                   | 27,222.17  | 20,967.00  | (6,255.17)  | -29.83    | 220,420.51    | 223,215.00    | 2,794.49     | 1.25    |
| 443000-000 | Contract Costs                    |            |            |             |           |               |               |              |         |
| 443001-000 | Alarm/Extinguisher Contract       | 8,755.10   | 127.00     | (8,628.10)  | -6,793.78 | 42,795.89     | 25,045.00     | (17,750.89)  | -70.88  |
| 443002-000 | Extermination Contract            | 4,239.50   | 3,325.00   | (914.50)    | -27.50    | 43,477.00     | 55,870.00     | 12,393.00    | 22.18   |
| 443003-000 | Tenant Repairs-Contract           | -          | -          | -           | N/A       | 494.66        | 695.00        | 200.34       | 28.83   |
| 443005-000 | Unit Turnaround-Contract          | 10,095.00  | 9,456.00   | (639.00)    | -6.76     | 216,082.61    | 211,166.00    | (4,916.61)   | -2.33   |
| 443006-000 | Electrical-Contract               | -          | 6,038.00   | 6,038.00    | 100.00    | 1,590.46      | 37,130.00     | 35,539.54    | 95.72   |
| 443007-000 | Disposal Contract                 | -          | 6,584.00   | 6,584.00    | 100.00    | 45,301.36     | 71,810.00     | 26,508.64    | 36.92   |
| 443009-000 | Landscaping-Contract              | 16,147.75  | 15,175.00  | (972.75)    | -6.41     | 229,169.40    | 204,255.00    | (24,914.40)  | -12.20  |
| 443010-000 | Contract:                         | -          | -          | -           | N/A       | 3,094.14      | -             | (3,094.14)   | N/A     |
| 443011-000 | Heating/AC-Contract               | 1,516.66   | 8,463.00   | 6,946.34    | 82.08     | 27,870.20     | 60,869.00     | 32,998.80    | 54.21   |
| 443013-000 | Contract: Uniform Rental          | 4,864.77   | 282.00     | (4,582.77)  | -1,625.10 | 13,420.17     | 7,046.19      | (6,373.98)   | -90.46  |
| 443015-000 | Janitorial-Contract               | 2,724.81   | 1,199.00   | (1,525.81)  | -127.26   | 14,524.63     | 14,044.00     | (480.63)     | -3.42   |
| 443017-000 | Elevator-Contract                 | 221.60     | 3,045.00   | 2,823.40    | 92.72     | 24,034.85     | 28,636.00     | 4,601.15     | 16.07   |
| 443018-000 | Plumbing-Contract                 | 11,853.57  | 2,801.00   | (9,052.57)  | -323.19   | 85,510.81     | 63,994.00     | (21,516.81)  | -33.62  |
| 443019-000 | Miscellaneous Contracts           | 2,852.35   | 5,923.00   | 3,070.65    | 51.84     | 43,000.81     | 56,476.00     | 13,475.19    | 23.86   |
| 443023-000 | Contract: Consultants             | 59,361.27  | 20,664.00  | (38,697.27) | -187.27   | 299,466.19    | 269,707.00    | (29,759.19)  | -11.03  |
| 443099-000 | Maintenance Misc-Contracts        | 6,832.92   | 11,064.00  | 4,231.08    | 38.24     | 72,674.38     | 113,938.00    | 41,263.62    | 36.22   |
| 443900-000 | Total Contract Costs              | 129,465.30 | 94,146.00  | (35,319.30) | -37.52    | 1,162,507.56  | 1,220,681.19  | 58,173.63    | 4.77    |
| 449900-000 | TOTAL MAINTENANCE EXPENSES        | 205,243.23 | 160,384.00 | (44,859.23) | -27.97    | 1,880,824.00  | 1,950,121.90  | 69,297.90    | 3.55    |
| 450000-000 | GENERAL EXPENSES                  |            |            |             |           |               |               |              |         |
| 451000-000 | General Liability Insurance       | 6,000.69   | 15,739.00  | 9,738.31    | 61.87     | 167,143.42    | 177,307.00    | 10,163.58    | 5.73    |
| 451100-000 | Property Tax                      | -          | -          | -           | N/A       | 46,444.04     | 36,698.00     | (9,746.04)   | -26.56  |
| 452100-000 | Workers Comp Insurance            | 5,821.82   | 6,267.00   | 445.18      | 7.10      | 67,673.30     | 68,638.00     | 964.70       | 1.41    |
| 452500-000 | Relocation exp-                   | -          | -          | -           | N/A       | 98,871.17     | 80,805.00     | (18,066.17)  | -22.36  |
| 453010-000 | SHA-Board/Commissioner exp        | 273.73     | 1,399.00   | 1,125.27    | 80.43     | 7,226.95      | 13,603.00     | 6,376.05     | 46.87   |
| 457000-000 | Bad Debt-Tenant Rents             | (50.00)    | 714.00     | 764.00      | 107.00    | 53,799.16     | 23,398.00     | (30,401.16)  | -129.93 |
| 458000-000 | All Protective Services           | 1,070.10   | 2,950.00   | 1,879.90    | 63.73     | 21,577.44     | 28,984.90     | 7,407.46     | 25.56   |
| 459900-000 | TOTAL GENERAL EXPENSES            | 13,116.34  | 27,069.00  | 13,952.66   | 51.54     | 462,735.48    | 429,433.90    | (33,301.58)  | -7.75   |
| 470000-000 | HOUSING ASSISTANCE PAYMENTS       |            |            |             |           |               |               |              |         |
| 471500-000 | Housing Assistance Payments       | 945,495.00 | 862,811.00 | (82,684.00) | -9.58     | 9,872,974.00  | 9,347,535.00  | (525,439.00) | -5.62   |
| 471501-000 | Tenant Utility Payments           | 36,408.00  | 33,210.00  | (3,198.00)  | -9.63     | 372,089.00    | 368,141.00    | (3,948.00)   | -1.07   |
| 471502-000 | Portable Out HAP Payments         | 13,922.00  | 29,433.00  | 15,511.00   | 52.70     | 189,526.00    | 275,721.00    | 86,195.00    | 31.26   |
| 471503-000 | FSS Escrow Payments               | 2,586.00   | 4,217.00   | 1,631.00    | 38.68     | 30,629.00     | 43,421.00     | 12,792.00    | 29.46   |
| 479900-000 | TOTAL HOUSING ASSISTANCE PAYMENTS | 998,411.00 | 929,671.00 | (68,740.00) | -7.39     | 10,465,218.00 | 10,034,818.00 | (430,400.00) | -4.29   |

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

Actual to Budget Variance Comparison

August 31, 2016

|            |  | MTD Actual          | MTD Budget          | Variance           | % Var           | PTD Actual            | PTD Budget           | Variance               | % Var           |
|------------|--|---------------------|---------------------|--------------------|-----------------|-----------------------|----------------------|------------------------|-----------------|
| 480000-000 | FINANCING EXPENSE                                |                     |                     |                    |                 |                       |                      |                        |                 |
| 485100-000 | Interest Expense-BBT SL                          | 227.55              | -                   | (227.55)           | N/A             | 2,420.09              | -                    | (2,420.09)             | N/A             |
| 485500-000 | Interest Expense-Mortgage Payable                | -                   | -                   | -                  | N/A             | 1,973.08              | -                    | (1,973.08)             | N/A             |
| 489900-000 | TOTAL FINANCING EXPENSES                         | 227.55              | -                   | (227.55)           | N/A             | 4,393.17              | -                    | (4,393.17)             | N/A             |
|            | <b>TOTAL OPERATING EXPENSES</b>                  | <b>1,618,912.67</b> | <b>1,535,609.42</b> | <b>(83,303.25)</b> | <b>-5.42%</b>   | <b>17,597,142.52</b>  | <b>17,119,217.32</b> | <b>(477,925.20)</b>    | <b>-2.79%</b>   |
| 500000-000 | NON-OPERATING ITEMS                              |                     |                     |                    |                 |                       |                      |                        |                 |
| 523000-000 | Gain/Loss on Sale of Fixed Assets                | -                   | -                   | -                  | N/A             | 12,353,673.19         | -                    | (12,353,673.19)        | N/A             |
| 523200-000 | Gain/Loss from Sale Disposition of Real Property | -                   | -                   | -                  | N/A             | (344,002.32)          | (50,243.00)          | 293,759.32             | 584.68          |
| 523401-000 | Bedbug expense                                   | 795.00              | 1,715.00            | 920.00             | 53.64           | 6,425.00              | 18,220.00            | 11,795.00              | 64.74           |
| 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          | -                     | 257,142.00           | 257,142.00             | 100.00          |
| 523405-000 | Flow Through Subsidy remitted to RAD             | 91,953.18           | 90,309.72           | (1,643.46)         | -1.82           | 646,825.98            | 630,306.04           | (16,519.94)            | -2.62           |
| 523406-000 | Mold Assessment and Abatement                    | 19,729.10           | -                   | (19,729.10)        | N/A             | 29,269.10             | -                    | (29,269.10)            | N/A             |
| 523407-000 | Donation (NET) -Fatherhood                       | 488.32              | -                   | (488.32)           | N/A             | 2,027.30              | -                    | (2,027.30)             | N/A             |
| 523408-000 | Roof Replacement                                 | -                   | -                   | -                  | N/A             | 76,666.48             | -                    | (76,666.48)            | N/A             |
| 523409-000 | RAD SUBSIDY-LIHTC-PBV                            | (100,647.00)        | -                   | 100,647.00         | N/A             | (756,153.00)          | -                    | 756,153.00             | N/A             |
| 523410-000 | Pinnacle shortfall                               | 8,693.82            | -                   | (8,693.82)         | N/A             | 109,327.02            | -                    | (109,327.02)           | N/A             |
| 523412-000 | Prince Hall units renovation                     | 5,899.88            | -                   | (5,899.88)         | N/A             | 5,899.88              | -                    | (5,899.88)             | N/A             |
| 599900-000 | TOTAL NON-OPERATING ITEMS                        | 26,912.30           | 134,881.72          | 107,969.42         | 80.05           | 12,129,966.10         | 855,432.04           | (11,274,534.06)        | -1,317.99       |
| 900000-000 | <b>NET INCOME</b>                                | <b>147,612.04</b>   | <b>(73,316.92)</b>  | <b>220,928.96</b>  | <b>-301.33%</b> | <b>(9,300,803.74)</b> | <b>1,846,342.68</b>  | <b>(11,147,146.42)</b> | <b>-603.74%</b> |
| 990002-000 | Equity Transfers Out (IN)                        | 20,216.67           | -                   | (20,216.67)        | N/A             | (231,666.33)          | (306,978.00)         | (75,311.67)            | -24.53          |
|            | <b>PROOF</b>                                     |                     |                     |                    |                 |                       |                      |                        |                 |
|            | Sec 8 All  | 23,341.40           |                     |                    |                 | 751,657.80            |                      |                        |                 |
|            | Conventional PH                                  | 167,412.88          |                     |                    |                 | (11,778,079.78)       |                      |                        |                 |
|            | COCC   | (70,891.60)         |                     |                    |                 | 1,139,319.99          |                      |                        |                 |
|            | JC BULL  | 30,890.20           |                     |                    |                 | 377,746.84            |                      |                        |                 |
|            |  | 150,752.88          |                     |                    |                 | (9,509,355.15)        |                      |                        |                 |
|            | 025-bac  | (2,971.22)          |                     |                    |                 | 220,629.23            |                      |                        |                 |
|            | Appian   | (847.43)            |                     |                    |                 | (22,507.77)           |                      |                        |                 |
|            | Liberty  | 677.81              |                     |                    |                 | 10,429.95             |                      |                        |                 |
|            |  | <b>147,612.04</b>   |                     |                    |                 | <b>(9,300,803.74)</b> |                      |                        |                 |
|            |  | -                   | checked             |                    |                 | -                     | checked              |                        |                 |

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

Actual to Budget Variance Comparison

August 31, 2016

|            |   | MTD Actual | MTD Budget | Variance    | % Var     | PTD Actual   | PTD Budget   | Variance    | % Var   |
|------------|---|------------|------------|-------------|-----------|--------------|--------------|-------------|---------|
| 360000-000 | OTHER INCOME                              |            |            |             |           |              |              |             |         |
| 362000-000 | Management Fee Income                     | 67,046.47  | 61,315.00  | 5,731.47    | 9.35      | 800,924.79   | 737,106.00   | 63,818.79   | 8.66    |
| 362001-000 | Bookkeeping fee income                    | 21,690.00  | 19,565.00  | 2,125.00    | 10.86     | 238,207.50   | 221,921.00   | 16,286.50   | 7.34    |
| 365000-000 | Miscellaneous Other Income                | 14,752.75  | 26,121.00  | (11,368.25) | -43.52    | 2,017,761.68 | 2,044,816.00 | (27,054.32) | -1.32   |
| 369900-000 | TOTAL OTHER INCOME                        | 103,489.22 | 107,001.00 | (3,511.78)  | -3.28     | 3,056,893.97 | 3,003,843.00 | 53,050.97   | 1.77    |
| 399900-000 | TOTAL INCOME                              | 103,489.22 | 107,001.00 | (3,511.78)  | -3.28     | 3,056,893.97 | 3,003,843.00 | 53,050.97   | 1.77    |
| 410000-000 | ADMINISTRATIVE                            |            |            |             |           |              |              |             |         |
| 410099-000 | Administrative Salaries                   |            |            |             |           |              |              |             |         |
| 411000-000 | Administrative Salaries and Wages         | 43,510.39  | 60,381.00  | 16,870.61   | 27.94     | 663,221.63   | 701,143.00   | 37,921.37   | 5.41    |
| 411002-000 | Administrative Overtime                   | -          | 56.00      | 56.00       | 100.00    | 4,730.35     | 1,171.00     | (3,559.35)  | -303.96 |
| 411003-000 | Administrative: Employer FICA/SUI         | 3,460.38   | 5,398.00   | 1,937.62    | 35.90     | 63,984.10    | 61,597.00    | (2,387.10)  | -3.88   |
| 411004-000 | Administrative: Employee Benefits         | 10,127.60  | 9,664.00   | (463.60)    | -4.80     | 133,500.11   | 118,872.00   | (14,628.11) | -12.31  |
| 411005-000 | Administrative: Retirees Medical ER share | -          | 1,903.00   | 1,903.00    | 100.00    | 33,069.21    | 22,605.00    | (10,464.21) | -46.29  |
| 411006-000 | Administrative: Emp Incentive             | 979.68     | 2,111.00   | 1,131.32    | 53.59     | 12,964.53    | 17,388.00    | 4,423.47    | 25.44   |
| 411099-000 | Total Administrative Salaries             | 58,078.05  | 79,513.00  | 21,434.95   | 26.96     | 911,469.93   | 922,776.00   | 11,306.07   | 1.23    |
| 413000-000 | Legal Expense                             |            |            |             |           |              |              |             |         |
| 413001-000 | Legal Expense                             | 932.14     | -          | (932.14)    | N/A       | 13,673.63    | 9,376.00     | (4,297.63)  | -45.84  |
| 413003-000 | Credit Reports                            | 70.00      | 16.00      | (54.00)     | -337.50   | 480.87       | 180.00       | (300.87)    | -167.15 |
| 413100-000 | Total Legal Expense                       | 1,002.14   | 16.00      | (986.14)    | -6,163.38 | 14,154.50    | 9,556.00     | (4,598.50)  | -48.12  |
| 413900-000 | Other Admin Expenses                      |            |            |             |           |              |              |             |         |
| 414000-000 | Staff Training                            | 7,590.17   | 361.00     | (7,229.17)  | -2,002.54 | 17,718.27    | 7,138.00     | (10,580.27) | -148.22 |
| 415000-000 | Travel                                    | 3,604.74   | 893.00     | (2,711.74)  | -303.67   | 9,820.36     | 8,807.00     | (1,013.36)  | -11.51  |
| 417100-000 | Auditing Fees                             | 1,103.00   | -          | (1,103.00)  | N/A       | 5,554.00     | 5,400.00     | (154.00)    | -2.85   |
| 418000-000 | Office Rent                               | 8,156.25   | 8,157.00   | 0.75        | 0.01      | 98,887.30    | 98,891.00    | 3.70        | 0.00    |
| 418900-000 | Total Other Admin Expenses                | 20,454.16  | 9,411.00   | (11,043.16) | -117.34   | 131,979.93   | 120,236.00   | (11,743.93) | -9.77   |
| 419000-000 | Miscellaneous Admin Expenses              |            |            |             |           |              |              |             |         |
| 419001-000 | Office Expense                            | 1,318.87   | 1,056.00   | (262.87)    | -24.89    | 7,131.30     | 9,447.00     | 2,315.70    | 24.51   |
| 419003-000 | Printing                                  | 1,093.68   | -          | (1,093.68)  | N/A       | 1,719.20     | -            | (1,719.20)  | N/A     |
| 419004-000 | Telephone                                 | 4,124.26   | 1,760.00   | (2,364.26)  | -134.33   | 32,931.64    | 22,238.00    | (10,693.64) | -48.09  |
| 419005-000 | Postage                                   | 94.73      | 729.00     | 634.27      | 87.01     | 8,594.85     | 9,271.00     | 676.15      | 7.29    |
| 419006-000 | Forms and Computer Supplies               | 45.80      | 56.00      | 10.20       | 18.21     | 2,525.51     | 448.00       | (2,077.51)  | -463.73 |
| 419008-000 | Membership and Fees                       | 927.00     | -          | (927.00)    | N/A       | 12,520.35    | 12,004.00    | (516.35)    | -4.30   |
| 419009-000 | Sundry Miscellaneous                      | 1,717.59   | 518.00     | (1,199.59)  | -231.58   | 16,921.53    | 6,481.00     | (10,440.53) | -161.09 |
| 419010-000 | Newspaper ADS (Advertising)               | 40.24      | 497.00     | 456.76      | 91.90     | 2,051.51     | 4,503.00     | 2,451.49    | 54.44   |
| 419011-000 | Sundry Service Contracts                  | 3,100.54   | 12,564.00  | 9,463.46    | 75.32     | 109,977.71   | 119,439.00   | 9,461.29    | 7.92    |

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

Actual to Budget Variance Comparison

August 31, 2016

|            |                                    | MTD Actual | MTD Budget | Variance   | % Var   | PTD Actual   | PTD Budget   | Variance    | % Var   |
|------------|------------------------------------|------------|------------|------------|---------|--------------|--------------|-------------|---------|
| 419012-000 | Software                           | 222.60     | 111.00     | (111.60)   | -100.54 | 667.80       | 888.00       | 220.20      | 24.80   |
| 419017-000 | Temporary Administrative Labor     | 2,440.77   | 1,556.00   | (884.77)   | -56.86  | 36,198.33    | 20,096.00    | (16,102.33) | -80.13  |
| 419020-000 | Bank Fees                          | -          | 329.00     | 329.00     | 100.00  | 1,064.64     | 3,179.00     | 2,114.36    | 66.51   |
| 419021-000 | Discretionary                      | -          | 495.00     | 495.00     | 100.00  | 197.04       | 4,007.00     | 3,809.96    | 95.08   |
| 419022-000 | Other Misc Admin Expenses          | 150.21     | -          | (150.21)   | N/A     | 6,419.35     | 3,500.00     | (2,919.35)  | -83.41  |
| 419100-000 | Total Miscellaneous Admin Expenses | 15,276.29  | 19,671.00  | 4,394.71   | 22.34   | 238,920.76   | 215,501.00   | (23,419.76) | -10.87  |
| 419900-000 | TOTAL ADMINISTRATIVE EXPENSES      | 94,810.64  | 108,611.00 | 13,800.36  | 12.71   | 1,296,525.12 | 1,268,069.00 | (28,456.12) | -2.24   |
| 430000-000 | UTILITIES                          |            |            |            |         |              |              |             |         |
| 431000-000 | Water                              | -          | 500.00     | 500.00     | 100.00  | 796.38       | 4,000.00     | 3,203.62    | 80.09   |
| 432000-000 | Electricity                        | 4,555.33   | 1,000.00   | (3,555.33) | -355.53 | 21,783.15    | 8,000.00     | (13,783.15) | -172.29 |
| 433000-000 | Gas                                | 49.51      | 300.00     | 250.49     | 83.50   | 1,214.48     | 2,400.00     | 1,185.52    | 49.40   |
| 439000-000 | Sewer                              | -          | 500.00     | 500.00     | 100.00  | 103.46       | 4,000.00     | 3,896.54    | 97.41   |
| 439900-000 | TOTAL UTILITY EXPENSES             | 4,604.84   | 2,300.00   | (2,304.84) | -100.21 | 23,897.47    | 18,400.00    | (5,497.47)  | -29.88  |
| 440000-000 | MAINTENANCE AND OPERATIONS         |            |            |            |         |              |              |             |         |
| 440099-000 | General Maint Expense              |            |            |            |         |              |              |             |         |
| 441100-000 | Maintenace Uniforms                | 9.59       | -          | (9.59)     | N/A     | 9.59         | -            | (9.59)      | N/A     |
| 441200-000 | Vehicle Repair                     | 2,734.94   | 2,396.00   | (338.94)   | -14.15  | 14,256.82    | 19,611.00    | 5,354.18    | 27.30   |
| 441210-000 | Equipment Repair                   | -          | 1,111.00   | 1,111.00   | 100.00  | -            | 8,888.00     | 8,888.00    | 100.00  |
| 441300-000 | Gasoline Purchases                 | 1,215.28   | 2,315.00   | 1,099.72   | 47.50   | 7,140.77     | 16,518.00    | 9,377.23    | 56.77   |
| 441900-000 | Total General Maint Expense        | 3,959.81   | 5,822.00   | 1,862.19   | 31.99   | 21,407.18    | 45,017.00    | 23,609.82   | 52.45   |
| 442000-000 | Materials                          |            |            |            |         |              |              |             |         |
| 442003-000 | Painting-Maint Materials           | -          | -          | -          | N/A     | 231.06       | -            | (231.06)    | N/A     |
| 442004-000 | Electrical-Maint Materials         | 1,672.73   | -          | (1,672.73) | N/A     | 1,780.13     | -            | (1,780.13)  | N/A     |
| 442006-000 | Janitorial Supplies                | 170.65     | 167.00     | (3.65)     | -2.19   | 266.38       | 1,336.00     | 1,069.62    | 80.06   |
| 442009-000 | Hand Tools-Maint Materials         | -          | -          | -          | N/A     | 301.76       | -            | (301.76)    | N/A     |
| 442010-000 | Maintenance Materials              | 789.24     | 945.00     | 155.76     | 16.48   | 3,425.69     | 7,626.00     | 4,200.31    | 55.08   |
| 442011-000 | Safety equipment/shoes             | -          | 200.00     | 200.00     | 100.00  | -            | 1,600.00     | 1,600.00    | 100.00  |
| 442900-000 | Total Materials                    | 2,632.62   | 1,312.00   | (1,320.62) | -100.66 | 6,005.02     | 10,562.00    | 4,556.98    | 43.14   |
| 443000-000 | Contract Costs                     |            |            |            |         |              |              |             |         |
| 443001-000 | Alarm/Extinguisher Contract        | 1,167.75   | -          | (1,167.75) | N/A     | 27,459.78    | 18,742.00    | (8,717.78)  | -46.51  |
| 443002-000 | Extermination Contract             | 85.00      | -          | (85.00)    | N/A     | 85.00        | -            | (85.00)     | N/A     |
| 443007-000 | Disposal Contract                  | -          | 389.00     | 389.00     | 100.00  | 3,254.20     | 3,342.00     | 87.80       | 2.63    |
| 443009-000 | Landscaping-Contract               | 1,843.50   | 2,492.00   | 648.50     | 26.02   | 26,651.25    | 26,311.00    | (340.25)    | -1.29   |
| 443013-000 | Contract: Uniform Rental           | 550.23     | 140.00     | (410.23)   | -293.02 | 1,789.45     | 1,530.00     | (259.45)    | -16.96  |
| 443015-000 | Janitorial-Contract                | 1,440.00   | 1,100.00   | (340.00)   | -30.91  | 7,530.96     | 10,450.00    | 2,919.04    | 27.93   |

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

Actual to Budget Variance Comparison

August 31, 2016

|            |                                 | MTD Actual         | MTD Budget         | Variance           | % Var          | PTD Actual          | PTD Budget          | Variance           | % Var         |
|------------|---------------------------------|--------------------|--------------------|--------------------|----------------|---------------------|---------------------|--------------------|---------------|
| 443018-000 | Plumbing-Contract               | -                  | -                  | -                  | N/A            | 325.00              | -                   | (325.00)           | N/A           |
| 443019-000 | Miscellaneous Contracts         | 2,302.35           | -                  | (2,302.35)         | N/A            | 15,537.14           | 2,000.00            | (13,537.14)        | -676.86       |
| 443023-000 | Contract: Consultants           | 53,566.27          | 20,011.00          | (33,555.27)        | -167.68        | 283,566.62          | 261,043.00          | (22,523.62)        | -8.63         |
| 443099-000 | Maintenance Misc-Contracts      | 1,894.88           | 213.00             | (1,681.88)         | -789.62        | 4,071.89            | 4,234.00            | 162.11             | 3.83          |
| 443900-000 | Total Contract Costs            | 62,849.98          | 24,345.00          | (38,504.98)        | -158.16        | 370,271.29          | 327,652.00          | (42,619.29)        | -13.01        |
| 449900-000 | TOTAL MAINTENANCE EXPENSES      | 69,442.41          | 31,479.00          | (37,963.41)        | -120.60        | 397,683.49          | 383,231.00          | (14,452.49)        | -3.77         |
| 450000-000 | GENERAL EXPENSES                |                    |                    |                    |                |                     |                     |                    |               |
| 451000-000 | General Liability Insurance     | 2,394.79           | 5,502.00           | 3,107.21           | 56.47          | 68,582.61           | 66,302.00           | (2,280.61)         | -3.44         |
| 452100-000 | Workers Comp Insurance          | 2,366.09           | 2,494.00           | 127.91             | 5.13           | 28,566.78           | 28,470.00           | (96.78)            | -0.34         |
| 452500-000 | Relocation exp-                 | -                  | -                  | -                  | N/A            | 93,064.26           | 80,805.00           | (12,259.26)        | -15.17        |
| 453010-000 | SHA-Board/Commissioner exp      | 273.73             | 1,399.00           | 1,125.27           | 80.43          | 7,226.95            | 13,603.00           | 6,376.05           | 46.87         |
| 459900-000 | TOTAL GENERAL EXPENSES          | 5,034.61           | 9,395.00           | 4,360.39           | 46.41          | 197,440.60          | 189,180.00          | (8,260.60)         | -4.37         |
|            | <b>TOTAL OPERATING EXPENSES</b> | <b>173,892.50</b>  | <b>151,785.00</b>  | <b>(22,107.50)</b> | <b>-14.57%</b> | <b>1,915,546.68</b> | <b>1,858,880.00</b> | <b>(56,666.68)</b> | <b>-3.05%</b> |
| 500000-000 | NON-OPERATING ITEMS             |                    |                    |                    |                |                     |                     |                    |               |
| 523407-000 | Donation (NET) -Fatherhood      | (488.32)           | -                  | (488.32)           | N/A            | (2,027.30)          | -                   | (2,027.30)         | N/A           |
| 599900-000 | TOTAL NON-OPERATING ITEMS       | 488.32             | -                  | (488.32)           | N/A            | 2,027.30            | -                   | (2,027.30)         | N/A           |
| 900000-000 | <b>NET INCOME</b>               | <b>(70,891.60)</b> | <b>(44,784.00)</b> | <b>(26,107.60)</b> | <b>58.30%</b>  | <b>1,139,319.99</b> | <b>1,144,963.00</b> | <b>(5,643.01)</b>  | <b>-0.49%</b> |
|            |                                 |                    |                    |                    |                |                     |                     |                    |               |
|            |                                 |                    |                    |                    |                |                     |                     |                    |               |
|            | <b>Proof</b>                    |                    |                    |                    |                |                     |                     |                    |               |
|            | COCC                            | (77,395.14)        |                    |                    |                | 1,022,978.38        |                     |                    |               |
|            | LANDSCAPE                       | 6,503.54           |                    |                    |                | 116,341.61          |                     |                    |               |
|            |                                 | (70,891.60)        |                    |                    |                | 1,139,319.99        |                     |                    |               |
|            |                                 | -                  | check              |                    |                | -                   | check               |                    |               |
|            |                                 |                    |                    |                    |                |                     |                     |                    |               |
|            |                                 |                    |                    |                    |                |                     |                     |                    |               |

**SPARTANBURG HOUSING AUTHORITY**  
**CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

August 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                       | 96,951.24  | 99,197.00  | (2,245.76)  | -2.26     | 1,226,583.42 | 1,236,143.00 | (9,559.58)   | -0.77   |
| 311201-000 | Utility Reimbursement - Neg Rent  | -          | -          | -           | N/A       | (7,363.00)   | (7,363.00)   | -            | 0.00    |
| 311400-000 | Less: Non Move Out Refunds        | (5.00)     | -          | (5.00)      | N/A       | (5.00)       | -            | (5.00)       | N/A     |
| 311900-000 | Total Rental Income               | 96,946.24  | 99,197.00  | (2,250.76)  | -2.27     | 1,219,215.42 | 1,228,780.00 | (9,564.58)   | -0.78   |
| 312000-000 | Other Tenant Income               |            |            |             |           |              |              |              |         |
| 312002-000 | Cleaning Fee                      | -          | -          | -           | N/A       | 200.00       | 200.00       | -            | 0.00    |
| 312003-000 | Damages                           | 6,090.00   | 917.00     | 5,173.00    | 564.12    | 29,771.49    | 16,544.00    | 13,227.49    | 79.95   |
| 312004-000 | Late Charges                      | 1,129.44   | 844.00     | 285.44      | 33.82     | 18,664.44    | 14,332.00    | 4,332.44     | 30.23   |
| 312005-000 | Legal Fees - Tenant               | 810.00     | 429.00     | 381.00      | 88.81     | 11,880.00    | 9,823.00     | 2,057.00     | 20.94   |
| 312006-000 | NSF Charges                       | 100.00     | -          | 100.00      | N/A       | 670.00       | 100.00       | 570.00       | 570.00  |
| 312007-000 | Tenant Owed Utilities - Excess    | 7,248.94   | 8,134.00   | (885.06)    | -10.88    | 76,133.24    | 70,914.00    | 5,219.24     | 7.36    |
| 312009-000 | Misc. Tenant Income               | -          | -          | -           | N/A       | 4,726.85     | 1,822.00     | 2,904.85     | 159.43  |
| 312010-000 | Maintenance Charges               | -          | -          | -           | N/A       | 192.50       | -            | 192.50       | N/A     |
| 312900-000 | Total Other Tenant Income         | 15,378.38  | 10,324.00  | 5,054.38    | 48.96     | 142,238.52   | 113,735.00   | 28,503.52    | 25.06   |
| 319900-000 | NET TENANT INCOME                 | 112,324.62 | 109,521.00 | 2,803.62    | 2.56      | 1,361,453.94 | 1,342,515.00 | 18,938.94    | 1.41    |
| 340000-000 | GRANT INCOME                      |            |            |             |           |              |              |              |         |
| 340100-000 | HUD Subsidy                       | 274,838.00 | 308,132.22 | (33,294.22) | -10.81    | 3,051,674.02 | 3,214,162.04 | (162,488.02) | -5.06   |
| 340111-000 | Pet Fee Income                    | 120.00     | -          | 120.00      | N/A       | 1,494.00     | 755.00       | 739.00       | 97.88   |
| 349900-000 | TOTAL GRANT INCOME                | 274,958.00 | 308,132.22 | (33,174.22) | -10.77    | 3,053,168.02 | 3,214,917.04 | (161,749.02) | -5.03   |
| 360000-000 | OTHER INCOME                      |            |            |             |           |              |              |              |         |
| 365000-000 | Miscellaneous Other Income        | 170,630.96 | 358.00     | 170,272.96  | 47,562.28 | 194,799.66   | 24,209.00    | 170,590.66   | 704.66  |
| 365002-000 | Bad Debt Recovery                 | 940.66     | -          | 940.66      | N/A       | 46,765.69    | 10,065.00    | 36,700.69    | 364.64  |
| 369900-000 | TOTAL OTHER INCOME                | 171,571.62 | 358.00     | 171,213.62  | 47,825.03 | 241,565.35   | 34,274.00    | 207,291.35   | 604.81  |
| 399900-000 | TOTAL INCOME                      | 558,854.24 | 418,011.22 | 140,843.02  | 33.69     | 4,656,187.31 | 4,591,706.04 | 64,481.27    | 1.40    |
| 410000-000 | ADMINISTRATIVE                    |            |            |             |           |              |              |              |         |
| 410099-000 | Administrative Salaries           |            |            |             |           |              |              |              |         |
| 411000-000 | Administrative Salaries and Wages | 35,074.62  | 31,656.00  | (3,418.62)  | -10.80    | 392,858.20   | 351,976.00   | (40,882.20)  | -11.62  |
| 411002-000 | Administrative Overtime           | 749.28     | -          | (749.28)    | N/A       | 6,073.10     | 2,941.00     | (3,132.10)   | -106.50 |
| 411003-000 | Administrative: Employer FICA/SUI | 2,859.58   | 3,844.00   | 984.42      | 25.61     | 35,371.46    | 36,685.00    | 1,313.54     | 3.58    |
| 411004-000 | Administrative: Employee Benefits | 9,223.32   | 8,058.00   | (1,165.32)  | -14.46    | 89,277.57    | 81,364.00    | (7,913.57)   | -9.73   |
| 411006-000 | Administrative: Emp Incentive     | -          | -          | -           | N/A       | 553.50       | -            | (553.50)     | N/A     |
| 411099-000 | Total Administrative Salaries     | 47,906.80  | 43,558.00  | (4,348.80)  | -9.98     | 524,133.83   | 472,966.00   | (51,167.83)  | -10.82  |
| 413000-000 | Legal Expense                     |            |            |             |           |              |              |              |         |
| 413001-000 | Legal Expense                     | 729.00     | 71.00      | (658.00)    | -926.76   | 5,230.88     | 946.00       | (4,284.88)   | -452.95 |
| 413003-000 | Credit Reports                    | 2,679.00   | 227.00     | (2,452.00)  | -1,080.18 | 6,674.07     | 2,572.00     | (4,102.07)   | -159.49 |

**SPARTANBURG HOUSING AUTHORITY  
CONVENTIONAL PUBLIC HOUSING**

**Actual to Budget Variance Comparison**

August 31, 2016

|            |                                    | MTD Actual | MTD Budget | Variance    | % Var     | PTD Actual   | PTD Budget   | Variance    | % Var   |
|------------|------------------------------------|------------|------------|-------------|-----------|--------------|--------------|-------------|---------|
| 413100-000 | Total Legal Expense                | 3,408.00   | 298.00     | (3,110.00)  | -1,043.62 | 11,904.95    | 3,518.00     | (8,386.95)  | -238.40 |
| 413900-000 | Other Admin Expenses               |            |            |             |           |              |              |             |         |
| 414000-000 | Staff Training                     | -          | 1,529.00   | 1,529.00    | 100.00    | 5,107.50     | 12,023.00    | 6,915.50    | 57.52   |
| 415000-000 | Travel                             | 486.62     | 856.00     | 369.38      | 43.15     | 1,897.67     | 5,304.00     | 3,406.33    | 64.22   |
| 417000-000 | Bookkeeping Fees                   | 3,570.00   | 3,569.00   | (1.00)      | -0.03     | 46,710.00    | 46,742.00    | 32.00       | 0.07    |
| 417100-000 | Auditing Fees                      | 787.00     | -          | (787.00)    | N/A       | 6,127.00     | 5,870.00     | (257.00)    | -4.38   |
| 417300-000 | Management Fee                     | 25,794.44  | 25,787.00  | (7.44)      | -0.03     | 337,495.32   | 336,720.00   | (775.32)    | -0.23   |
| 417302-000 | Asset Management Fee               | 5,070.00   | 5,070.00   | -           | 0.00      | 69,290.00    | 69,290.00    | -           | 0.00    |
| 418900-000 | Total Other Admin Expenses         | 35,708.06  | 36,811.00  | 1,102.94    | 3.00      | 466,627.49   | 475,949.00   | 9,321.51    | 1.96    |
| 419000-000 | Miscellaneous Admin Expenses       |            |            |             |           |              |              |             |         |
| 419001-000 | Office Expense                     | 1,140.70   | 421.00     | (719.70)    | -170.95   | 7,732.77     | 5,741.00     | (1,991.77)  | -34.69  |
| 419003-000 | Printing                           | 566.08     | -          | (566.08)    | N/A       | 1,056.86     | -            | (1,056.86)  | N/A     |
| 419004-000 | Telephone                          | 3,853.19   | 1,787.00   | (2,066.19)  | -115.62   | 31,967.89    | 26,569.00    | (5,398.89)  | -20.32  |
| 419005-000 | Postage                            | -          | 407.00     | 407.00      | 100.00    | 288.39       | 2,455.00     | 2,166.61    | 88.25   |
| 419006-000 | Forms and Computer Supplies        | -          | 120.00     | 120.00      | 100.00    | 245.27       | 839.00       | 593.73      | 70.77   |
| 419007-000 | Court Costs                        | 525.00     | 1,016.00   | 491.00      | 48.33     | 12,720.85    | 12,601.00    | (119.85)    | -0.95   |
| 419008-000 | Membership and Fees                | -          | 219.00     | 219.00      | 100.00    | 75.00        | 1,551.00     | 1,476.00    | 95.16   |
| 419009-000 | Sundry Miscellaneous               | 5,413.09   | 2,031.00   | (3,382.09)  | -166.52   | 9,682.79     | 15,927.00    | 6,244.21    | 39.21   |
| 419010-000 | Newspaper ADS (Advertising)        | 830.00     | 151.00     | (679.00)    | -449.67   | 2,689.19     | 2,336.00     | (353.19)    | -15.12  |
| 419011-000 | Sundry Service Contracts           | 8,286.20   | 5,667.00   | (2,619.20)  | -46.22    | 79,465.97    | 76,338.00    | (3,127.97)  | -4.10   |
| 419017-000 | Temporary Administrative Labor     | -          | 492.00     | 492.00      | 100.00    | 15,042.96    | 17,128.00    | 2,085.04    | 12.17   |
| 419018-000 | False Alarms                       | -          | 14.00      | 14.00       | 100.00    | 180.00       | 264.00       | 84.00       | 31.82   |
| 419021-000 | Discretionary                      | -          | 426.42     | 426.42      | 100.00    | -            | 2,558.52     | 2,558.52    | 100.00  |
| 419100-000 | Total Miscellaneous Admin Expenses | 20,614.26  | 12,751.42  | (7,862.84)  | -61.66    | 161,147.94   | 164,307.52   | 3,159.58    | 1.92    |
| 419900-000 | TOTAL ADMINISTRATIVE EXPENSES      | 107,637.12 | 93,418.42  | (14,218.70) | -15.22    | 1,163,814.21 | 1,116,740.52 | (47,073.69) | -4.22   |
| 420000-000 | TENANT SERVICES                    |            |            |             |           |              |              |             |         |
| 422000-000 | Tenant Services                    | 274.40     | 1,626.00   | 1,351.60    | 83.12     | 9,345.92     | 14,453.00    | 5,107.08    | 35.34   |
| 422001-000 | Other Tenant Svcs.                 | 862.50     | -          | (862.50)    | N/A       | 1,332.81     | 133.00       | (1,199.81)  | -902.11 |
| 423000-000 | Tenant Services -PH ADD ON         | 701.60     | 4,717.00   | 4,015.40    | 85.13     | 731.73       | 29,332.00    | 28,600.27   | 97.51   |
| 423001-000 | Tenant Relocation                  | -          | -          | -           | N/A       | 7,995.64     | 7,415.00     | (580.64)    | -7.83   |
| 429900-000 | TOTAL TENANT SERVICES EXPENSES     | 1,838.50   | 6,343.00   | 4,504.50    | 71.02     | 19,406.10    | 51,333.00    | 31,926.90   | 62.20   |
| 430000-000 | UTILITIES                          |            |            |             |           |              |              |             |         |
| 431000-000 | Water                              | 12,365.60  | 10,824.00  | (1,541.60)  | -14.24    | 148,313.71   | 138,372.00   | (9,941.71)  | -7.18   |
| 432000-000 | Electricity                        | 31,666.64  | 26,931.00  | (4,735.64)  | -17.58    | 306,491.77   | 293,993.00   | (12,498.77) | -4.25   |
| 433000-000 | Gas                                | (8,698.13) | 14,623.00  | 23,321.13   | 159.48    | 118,713.35   | 163,735.00   | 45,021.65   | 27.50   |
| 439000-000 | Sewer                              | 13,704.76  | 13,559.00  | (145.76)    | -1.08     | 214,584.53   | 183,671.00   | (30,913.53) | -16.83  |
| 439900-000 | TOTAL UTILITY EXPENSES             | 49,038.87  | 65,937.00  | 16,898.13   | 25.63     | 788,103.36   | 779,771.00   | (8,332.36)  | -1.07   |
| 440000-000 | MAINTENANCE AND OPERATIONS         |            |            |             |           |              |              |             |         |

| SPARTANBURG HOUSING AUTHORITY        |                                |            |            |            |            |              |              |             |           |
|--------------------------------------|--------------------------------|------------|------------|------------|------------|--------------|--------------|-------------|-----------|
| CONVENTIONAL PUBLIC HOUSING          |                                |            |            |            |            |              |              |             |           |
| Actual to Budget Variance Comparison |                                |            |            |            |            |              |              |             |           |
| August 31, 2016                      |                                |            |            |            |            |              |              |             |           |
|                                      |                                | MTD Actual | MTD Budget | Variance   | % Var      | PTD Actual   | PTD Budget   | Variance    | % Var     |
| 440099-000                           | General Maint Expense          |            |            |            |            |              |              |             |           |
| 441000-000                           | Labor Maintenance              | 19,367.44  | 21,767.00  | 2,399.56   | 11.02      | 238,236.80   | 239,364.71   | 1,127.91    | 0.47      |
| 441002-000                           | Maintenance: Overtime          | 3,240.62   | 69.00      | (3,171.62) | -4,596.55  | 20,087.74    | 10,762.00    | (9,325.74)  | -86.65    |
| 441003-000                           | Maintenance: Employer FICA/SUI | 1,611.34   | 2,340.00   | 728.66     | 31.14      | 22,394.06    | 24,231.00    | 1,836.94    | 7.58      |
| 441004-000                           | Temp Maintenance Labor         | -          | 448.00     | 448.00     | 100.00     | 38,883.96    | 36,910.00    | (1,973.96)  | -5.35     |
| 441005-000                           | Maintenance: Employee Benefits | 5,896.14   | 6,943.00   | 1,046.86   | 15.08      | 67,643.88    | 71,897.00    | 4,253.12    | 5.92      |
| 441100-000                           | Maintenance Uniforms           | 79.44      | -          | (79.44)    | N/A        | 114.21       | 36.00        | (78.21)     | -217.25   |
| 441200-000                           | Vehicle Repair                 | 1,135.20   | 399.00     | (736.20)   | -184.51    | 11,601.35    | 5,596.00     | (6,005.35)  | -107.32   |
| 441300-000                           | Gasoline Purchases             | 1,544.62   | 849.00     | (695.62)   | -81.93     | 8,497.83     | 8,426.00     | (71.83)     | -0.85     |
| 441900-000                           | Total General Maint Expense    | 32,874.80  | 32,815.00  | (59.80)    | -0.18      | 407,459.83   | 397,222.71   | (10,237.12) | -2.58     |
| 442000-000                           | Materials                      |            |            |            |            |              |              |             |           |
| 442002-000                           | Appliance-Maint Materials      | 1,371.89   | 2,640.00   | 1,268.11   | 48.03      | 9,701.66     | 18,258.00    | 8,556.34    | 46.86     |
| 442003-000                           | Painting-Maint Materials       | 2,673.14   | 3,628.00   | 954.86     | 26.32      | 11,868.77    | 23,476.00    | 11,607.23   | 49.44     |
| 442004-000                           | Electrical-Maint Materials     | 104.08     | 678.00     | 573.92     | 84.65      | 12,262.06    | 14,762.00    | 2,499.94    | 16.93     |
| 442005-000                           | Heating/AC-Maint Materials     | 2,795.28   | 1,621.00   | (1,174.28) | -72.44     | 23,826.05    | 17,110.00    | (6,716.05)  | -39.25    |
| 442006-000                           | Janitorial Supplies            | 684.89     | 360.00     | (324.89)   | -90.25     | 4,595.39     | 4,173.00     | (422.39)    | -10.12    |
| 442007-000                           | After Hours Work               | -          | 951.00     | 951.00     | 100.00     | -            | 5,706.00     | 5,706.00    | 100.00    |
| 442008-000                           | Plumbing-Maint Materials       | 3,556.08   | 1,679.00   | (1,877.08) | -111.80    | 17,080.86    | 18,994.00    | 1,913.14    | 10.07     |
| 442009-000                           | Hand Tools-Maint Materials     | 223.52     | 186.00     | (37.52)    | -20.17     | 2,435.96     | 1,722.00     | (713.96)    | -41.46    |
| 442010-000                           | Maintenance Materials          | 8,530.96   | 5,120.00   | (3,410.96) | -66.62     | 93,566.51    | 78,386.00    | (15,180.51) | -19.37    |
| 442011-000                           | Safety equipment/shoes         | 80.05      | 86.00      | 5.95       | 6.92       | 2,310.13     | 972.00       | (1,338.13)  | -137.67   |
| 442900-000                           | Total Materials                | 20,019.89  | 16,949.00  | (3,070.89) | -18.12     | 177,647.39   | 183,559.00   | 5,911.61    | 3.22      |
| 443000-000                           | Contract Costs                 |            |            |            |            |              |              |             |           |
| 443001-000                           | Alarm/Extinguisher Contract    | 7,539.35   | 71.00      | (7,468.35) | -10,518.80 | 10,366.67    | 862.00       | (9,504.67)  | -1,102.63 |
| 443002-000                           | Extermination Contract         | 3,304.50   | 2,806.00   | (498.50)   | -17.77     | 39,615.00    | 51,481.00    | 11,866.00   | 23.05     |
| 443003-000                           | Tenant Repairs-Contract        | -          | -          | -          | N/A        | 494.66       | 695.00       | 200.34      | 28.83     |
| 443005-000                           | Unit Turnaround-Contract       | 10,095.00  | 8,353.00   | (1,742.00) | -20.85     | 201,487.05   | 202,649.00   | 1,161.95    | 0.57      |
| 443006-000                           | Electrical-Contract            | -          | 5,824.00   | 5,824.00   | 100.00     | 1,590.46     | 35,846.00    | 34,255.54   | 95.56     |
| 443007-000                           | Disposal Contract              | -          | 5,050.00   | 5,050.00   | 100.00     | 38,843.99    | 59,612.00    | 20,768.01   | 34.84     |
| 443009-000                           | Landscaping-Contract           | 11,443.75  | 11,183.00  | (260.75)   | -2.33      | 175,818.38   | 161,415.00   | (14,403.38) | -8.92     |
| 443010-000                           | Contract:                      | -          | -          | -          | N/A        | 3,094.14     | -            | (3,094.14)  | N/A       |
| 443011-000                           | Heating/AC-Contract            | 1,116.66   | 4,367.00   | 3,250.34   | 74.43      | 17,236.85    | 34,468.00    | 17,231.15   | 49.99     |
| 443013-000                           | Contract: Uniform Rental       | 4,073.90   | 81.00      | (3,992.90) | -4,929.51  | 10,453.69    | 4,647.19     | (5,806.50)  | -124.95   |
| 443015-000                           | Janitorial-Contract            | 324.81     | -          | (324.81)   | N/A        | 1,706.17     | -            | (1,706.17)  | N/A       |
| 443017-000                           | Elevator-Contract              | 221.60     | 3,045.00   | 2,823.40   | 92.72      | 24,034.85    | 28,636.00    | 4,601.15    | 16.07     |
| 443018-000                           | Plumbing-Contract              | 11,853.57  | 2,159.00   | (9,694.57) | -449.03    | 55,838.81    | 30,624.00    | (25,214.81) | -82.34    |
| 443019-000                           | Miscellaneous Contracts        | 250.00     | 224.00     | (26.00)    | -11.61     | 27,144.13    | 9,170.00     | (17,974.13) | -196.01   |
| 443023-000                           | Contract: Consultants          | 2,800.00   | 272.00     | (2,528.00) | -929.41    | 9,940.73     | 4,390.00     | (5,550.73)  | -126.44   |
| 443099-000                           | Maintenance Misc-Contracts     | 4,213.11   | 9,449.00   | 5,235.89   | 55.41      | 63,025.53    | 89,885.00    | 26,859.47   | 29.88     |
| 443900-000                           | Total Contract Costs           | 57,236.25  | 52,884.00  | (4,352.25) | -8.23      | 680,691.11   | 714,380.19   | 33,689.08   | 4.72      |
| 449900-000                           | TOTAL MAINTENANCE EXPENSES     | 110,130.94 | 102,648.00 | (7,482.94) | -7.29      | 1,265,798.33 | 1,295,161.90 | 29,363.57   | 2.27      |

| SPARTANBURG HOUSING AUTHORITY        |  |                   |                   |                   |                 |                        |                     |                        |                  |
|--------------------------------------|--|-------------------|-------------------|-------------------|-----------------|------------------------|---------------------|------------------------|------------------|
| CONVENTIONAL PUBLIC HOUSING          |  |                   |                   |                   |                 |                        |                     |                        |                  |
| Actual to Budget Variance Comparison |  |                   |                   |                   |                 |                        |                     |                        |                  |
| August 31, 2016                      |  |                   |                   |                   |                 |                        |                     |                        |                  |
|                                      |  | MTD Actual        | MTD Budget        | Variance          | % Var           | PTD Actual             | PTD Budget          | Variance               | % Var            |
| 450000-000                           | GENERAL EXPENSES                                 |                   |                   |                   |                 |                        |                     |                        |                  |
| 451000-000                           | General Liability Insurance                      | 895.16            | 4,504.00          | 3,608.84          | 80.13           | 43,592.20              | 50,788.00           | 7,195.80               | 14.17            |
| 451100-000                           | Property Tax                                     | -                 | -                 | -                 | N/A             | 27,688.00              | 27,688.00           | -                      | 0.00             |
| 452100-000                           | Workers Comp Insurance                           | 1,857.51          | 2,054.00          | 196.49            | 9.57            | 21,959.89              | 22,739.00           | 779.11                 | 3.43             |
| 452500-000                           | Relocation exp-                                  | -                 | -                 | -                 | N/A             | 376.00                 | -                   | (376.00)               | N/A              |
| 457000-000                           | Bad Debt-Tenant Rents                            | (50.00)           | 714.00            | 764.00            | 107.00          | 50,526.42              | 23,398.00           | (27,128.42)            | -115.94          |
| 471503-000                           | FSS Escrow Payments                              | 646.00            | 106.00            | (540.00)          | -509.43         | 10,865.00              | 10,257.00           | (608.00)               | -5.93            |
| 458000-000                           | All Protective Services                          | 1,070.10          | 2,885.00          | 1,814.90          | 62.91           | 21,471.44              | 28,488.90           | 7,017.46               | 24.63            |
| 459900-000                           | TOTAL GENERAL EXPENSES                           | 4,418.77          | 10,263.00         | 5,844.23          | 56.94%          | 176,478.95             | 163,358.90          | (13,120.05)            | -8.03%           |
|                                      | <b>TOTAL OPERATING EXPENSES</b>                  | <b>273,064.20</b> | <b>278,609.42</b> | <b>5,545.22</b>   | <b>1.99%</b>    | <b>3,413,600.95</b>    | <b>3,406,365.32</b> | <b>(7,235.63)</b>      | <b>-0.21%</b>    |
| 500000-000                           | NON-OPERATING ITEMS                              |                   |                   |                   |                 |                        |                     |                        |                  |
| 523000-000                           | Gain/Loss on Sale of Fixed Assets                | -                 | -                 | -                 | N/A             | 12,353,673.19          | -                   | (12,353,673.19)        | N/A              |
| 523200-000                           | Gain/Loss from Sale Disposition of Real Property | -                 | -                 | -                 | N/A             | (94,163.49)            | (45,947.00)         | 48,216.49              | 104.94           |
| 523401-000                           | Bedbug expense                                   | 795.00            | 1,715.00          | 920.00            | 53.64           | 2,495.00               | 14,290.00           | 11,795.00              | 82.54            |
| 523404-000                           | Demolition expense                               | -                 | 42,857.00         | 42,857.00         | 100.00          | -                      | 257,142.00          | 257,142.00             | 100.00           |
| 523405-000                           | Flow Through Subsidy remitted to RAD             | 91,953.18         | 90,309.72         | (1,643.46)        | -1.82           | 646,825.98             | 630,306.04          | (16,519.94)            | -2.62            |
| 523406-000                           | Mold Assessment and Abatement                    | 19,729.10         | -                 | (19,729.10)       | N/A             | 29,269.10              | -                   | (29,269.10)            | N/A              |
| 523408-000                           | Roof Replacement                                 | -                 | -                 | -                 | N/A             | 76,666.48              | -                   | (76,666.48)            | N/A              |
| 523412-000                           | Prince Hall units renovation                     | 5,899.88          | -                 | (5,899.88)        | N/A             | 5,899.88               | -                   | (5,899.88)             | N/A              |
| 599900-000                           | TOTAL NON-OPERATING ITEMS                        | 118,377.16        | 134,881.72        | 16,504.56         | 12.24           | 13,020,666.14          | 855,791.04          | (12,164,875.10)        | -1,421.48        |
| 900000-000                           | <b>NET INCOME</b>                                | <b>167,412.88</b> | <b>4,520.08</b>   | <b>162,892.80</b> | <b>3603.76%</b> | <b>(11,778,079.78)</b> | <b>329,549.68</b>   | <b>(12,107,629.46)</b> | <b>-3673.99%</b> |
| 990002-000                           | Equity Transfers Out (IN)                        | 20,216.67         | -                 | (20,216.67)       | N/A             | (231,666.33)           | (306,978.00)        | (75,311.67)            | -24.53           |

| SPARTANBURG HOUSING AUTHORITY        |                                   |              |            |             |           |               |               |              |            |
|--------------------------------------|-----------------------------------|--------------|------------|-------------|-----------|---------------|---------------|--------------|------------|
| HCV PROGRAM INCLUDING MOD REHAB      |                                   |              |            |             |           |               |               |              |            |
| Actual to Budget Variance Comparison |                                   |              |            |             |           |               |               |              |            |
| August 31, 2016                      |                                   |              |            |             |           |               |               |              |            |
|                                      |                                   | MTD Actual   | MTD Budget | Variance    | % Var     | PTD Actual    | PTD Budget    | Variance     | % Var      |
| 340000-000                           | GRANT INCOME                      |              |            |             |           |               |               |              |            |
| 341001-000                           | Section 8 HAP Earned              | 812,839.00   | 745,992.00 | 66,847.00   | 8.96      | 8,744,498.00  | 8,281,426.00  | 463,072.00   | 5.59       |
| 341002-000                           | Sec 8 Admin. Fee Inc-HCV          | 88,795.00    | 82,831.00  | 5,964.00    | 7.20      | 993,446.66    | 928,008.00    | 65,438.66    | 7.05       |
| 341004-000                           | Section 8 Port-In Admin Fees      | 157.50       | -          | 157.50      | N/A       | 3,055.23      | -             | 3,055.23     | N/A        |
| 341006-000                           | Port In HAP Earned                | 1,142.00     | 1,032.00   | 110.00      | 10.66     | 40,678.47     | 19,838.00     | 20,840.47    | 105.05     |
| 341010-000                           | Section 8 Admin Fee -Mod Rehab    | 17,483.00    | -          | 17,483.00   | N/A       | 216,824.00    | 196,893.00    | 19,931.00    | 10.12      |
| 341011-000                           | Mod Rehab- HAP EARNED             | 114,760.00   | 159,400.00 | (44,640.00) | -28.00    | 1,597,251.00  | 1,842,658.00  | (245,407.00) | -13.32     |
| 349900-000                           | TOTAL GRANT INCOME                | 1,035,176.50 | 989,255.00 | 45,921.50   | 4.64      | 11,595,753.36 | 11,268,823.00 | 326,930.36   | 2.90       |
| 360000-000                           | OTHER INCOME                      |              |            |             |           |               |               |              |            |
| 361000-000                           | Investment Income - Unrestricted  | -            | -          | -           | N/A       | 4.87          | 5.00          | (0.13)       | -2.60      |
| 364000-000                           | Fraud Recovery Income-Admin       | 927.80       | 748.00     | 179.80      | 24.04     | 13,256.78     | 10,133.00     | 3,123.78     | 30.83      |
| 364001-000                           | Fraud Recovery - HAP              | 927.81       | 778.00     | 149.81      | 19.26     | 13,256.68     | 10,372.00     | 2,884.68     | 27.81      |
| 365000-000                           | Miscellaneous Other Income        | -            | 111.00     | (111.00)    | -100.00   | 1,864.00      | 2,612.00      | (748.00)     | -28.64     |
| 365002-000                           | Bad Debt Recovery                 | 387.00       | -          | 387.00      | N/A       | 387.00        | -             | 387.00       | N/A        |
| 365003-000                           | Pinnacle Subsidy for Shortfall    | 8,693.82     | -          | 8,693.82    | N/A       | 109,327.02    | -             | 109,327.02   | N/A        |
| 369900-000                           | TOTAL OTHER INCOME                | 10,936.43    | 1,637.00   | 9,299.43    | 568.08    | 138,096.35    | 23,122.00     | 114,974.35   | 497.25     |
| 399900-000                           | TOTAL INCOME                      | 1,046,112.93 | 990,892.00 | 55,220.93   | 5.57      | 11,733,849.71 | 11,291,945.00 | 441,904.71   | 3.91       |
| 410000-000                           | ADMINISTRATIVE                    |              |            |             |           |               |               |              |            |
| 410099-000                           | Administrative Salaries           |              |            |             |           |               |               |              |            |
| 411000-000                           | Administrative Salaries and Wages | 31,040.39    | 33,271.00  | 2,230.61    | 6.70      | 355,030.34    | 356,084.00    | 1,053.66     | 0.30       |
| 411002-000                           | Administrative Overtime           | 221.37       | 278.00     | 56.63       | 20.37     | 951.91        | 2,112.00      | 1,160.09     | 54.93      |
| 411003-000                           | Administrative: Employer FICA/SUI | 2,275.75     | 3,671.00   | 1,395.25    | 38.01     | 31,526.77     | 35,643.00     | 4,116.23     | 11.55      |
| 411004-000                           | Administrative: Employee Benefits | 7,663.32     | 9,765.00   | 2,101.68    | 21.52     | 76,124.81     | 88,957.00     | 12,832.19    | 14.43      |
| 411099-000                           | Total Administrative Salaries     | 41,200.83    | 46,985.00  | 5,784.17    | 12.31     | 463,633.83    | 482,796.00    | 19,162.17    | 3.97       |
| 413000-000                           | Legal Expense                     |              |            |             |           |               |               |              |            |
| 413001-000                           | Legal Expense                     | -            | 111.00     | 111.00      | 100.00    | 6,708.75      | 5,943.00      | (765.75)     | -12.88     |
| 413003-000                           | Credit Reports                    | 4,462.50     | -          | (4,462.50)  | N/A       | 6,082.76      | 52.00         | (6,030.76)   | -11,597.62 |
| 413100-000                           | Total Legal Expense               | 4,462.50     | 111.00     | (4,351.50)  | -3,920.27 | 12,791.51     | 5,995.00      | (6,796.51)   | -113.37    |
| 413900-000                           | Other Admin Expenses              |              |            |             |           |               |               |              |            |
| 414000-000                           | Staff Training                    | 3,475.00     | 429.00     | (3,046.00)  | -710.02   | 7,085.44      | 2,617.00      | (4,468.44)   | -170.75    |
| 415000-000                           | Travel                            | 1,013.46     | 286.00     | (727.46)    | -254.36   | 4,697.36      | 1,716.00      | (2,981.36)   | -173.74    |
| 417000-000                           | Bookkeeping Fees                  | 16,548.50    | 13,244.00  | (3,304.50)  | -24.95    | 159,821.00    | 145,689.00    | (14,132.00)  | -9.70      |
| 417001-000                           | Bookkeeping Fees-MOD Rehab        | 1,530.00     | 1,824.00   | 294.00      | 16.12     | 21,315.00     | 21,438.00     | 123.00       | 0.57       |
| 417100-000                           | Auditing Fees                     | 798.00       | -          | (798.00)    | N/A       | 9,672.00      | 7,000.00      | (2,672.00)   | -38.17     |
| 417200-000                           | Port Out Admin Fee                | 684.54       | 848.00     | 163.46      | 19.28     | 7,458.69      | 9,156.00      | 1,697.31     | 18.54      |
| 417300-000                           | Management Fee                    | 24,900.00    | 20,958.00  | (3,942.00)  | -18.81    | 254,136.00    | 233,428.00    | (20,708.00)  | -8.87      |
| 417303-000                           | Management Fee- MOD Rehab         | 2,448.00     | 2,919.00   | 471.00      | 16.14     | 34,104.00     | 34,302.00     | 198.00       | 0.58       |

## SPARTANBURG HOUSING AUTHORITY

## HCV PROGRAM INCLUDING MOD REHAB

## Actual to Budget Variance Comparison

August 31, 2016

|            |                                    | MTD Actual | MTD Budget | Variance    | % Var   | PTD Actual   | PTD Budget   | Variance    | % Var   |
|------------|------------------------------------|------------|------------|-------------|---------|--------------|--------------|-------------|---------|
| 418000-000 | Office Rent                        | 3,500.00   | 3,874.00   | 374.00      | 9.65    | 36,409.35    | 38,654.00    | 2,244.65    | 5.81    |
| 418900-000 | Total Other Admin Expenses         | 54,897.50  | 44,382.00  | (10,515.50) | -23.69  | 534,698.84   | 494,000.00   | (40,698.84) | -8.24   |
| 419000-000 | Miscellaneous Admin Expenses       |            |            |             |         |              |              |             |         |
| 419001-000 | Office Expense                     | 494.27     | 333.00     | (161.27)    | -48.43  | 11,511.24    | 4,467.00     | (7,044.24)  | -157.70 |
| 419003-000 | Printing                           | 713.36     | -          | (713.36)    | N/A     | 1,298.76     | -            | (1,298.76)  | N/A     |
| 419004-000 | Telephone                          | 3,286.97   | 1,785.00   | (1,501.97)  | -84.14  | 13,226.30    | 14,212.00    | 985.70      | 6.94    |
| 419005-000 | Postage                            | -          | 945.00     | 945.00      | 100.00  | 18,983.39    | 15,055.00    | (3,928.39)  | -26.09  |
| 419006-000 | Forms and Computer Supplies        | -          | -          | -           | N/A     | 1,797.84     | 1,115.00     | (682.84)    | -61.24  |
| 419008-000 | Membership and Fees                | -          | 153.00     | 153.00      | 100.00  | -            | 1,224.00     | 1,224.00    | 100.00  |
| 419009-000 | Sundry Miscellaneous               | -          | 468.00     | 468.00      | 100.00  | 1,921.88     | 4,528.00     | 2,606.12    | 57.56   |
| 419010-000 | Newspaper ADS (Advertising)        | -          | -          | -           | N/A     | 105.16       | 100.00       | (5.16)      | -5.16   |
| 419011-000 | Sundry Service Contracts           | 4,926.66   | 5,496.00   | 569.34      | 10.36   | 45,376.57    | 54,503.00    | 9,126.43    | 16.74   |
| 419017-000 | Temporary Administrative Labor     | -          | 93.00      | 93.00       | 100.00  | 3,321.52     | 3,879.00     | 557.48      | 14.37   |
| 419020-000 | Bank Fees                          | -          | 57.00      | 57.00       | 100.00  | 1,153.14     | 1,175.00     | 21.86       | 1.86    |
| 419100-000 | Total Miscellaneous Admin Expenses | 9,421.26   | 9,330.00   | (91.26)     | -0.98   | 98,695.80    | 100,258.00   | 1,562.20    | 1.56    |
| 419900-000 | TOTAL ADMINISTRATIVE EXPENSES      | 109,982.09 | 100,808.00 | (9,174.09)  | -9.10   | 1,109,819.98 | 1,083,049.00 | (26,770.98) | -2.47   |
| 440000-000 | MAINTENANCE AND OPERATIONS         |            |            |             |         |              |              |             |         |
| 440099-000 | General Maint Expense              |            |            |             |         |              |              |             |         |
| 441200-000 | Vehicle Repair                     | 325.66     | 67.00      | (258.66)    | -386.06 | 2,916.66     | 1,939.00     | (977.66)    | -50.42  |
| 441300-000 | Gasoline Purchases                 | 465.82     | 339.00     | (126.82)    | -37.41  | 1,889.21     | 2,552.00     | 662.79      | 25.97   |
| 441900-000 | Total General Maint Expense        | 791.48     | 406.00     | (385.48)    | -94.95  | 4,805.87     | 4,491.00     | (314.87)    | -7.01   |
| 442000-000 | Materials                          |            |            |             |         |              |              |             |         |
| 442006-000 | Janitorial Supplies                | -          | 111.00     | 111.00      | 100.00  | -            | 888.00       | 888.00      | 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     | 888.00       | (2,400.09)  | -270.28 |
| 443000-000 | Contract Costs                     |            |            |             |         |              |              |             |         |
| 443001-000 | Alarm/Extinguisher Contract        | -          | -          | -           | N/A     | 380.92       | -            | (380.92)    | N/A     |
| 443015-000 | Janitorial-Contract                | 960.00     | -          | (960.00)    | N/A     | 5,287.50     | 2,888.00     | (2,399.50)  | -83.09  |
| 443019-000 | Miscellaneous Contracts            | 300.00     | -          | (300.00)    | N/A     | 319.54       | -            | (319.54)    | N/A     |
| 443023-000 | Contract: Consultants              | 2,995.00   | -          | (2,995.00)  | N/A     | 5,737.15     | 1,654.00     | (4,083.15)  | -246.87 |
| 443099-000 | Maintenance Misc-Contracts         | 99.93      | -          | (99.93)     | N/A     | 458.01       | -            | (458.01)    | N/A     |
| 443900-000 | Total Contract Costs               | 4,354.93   | -          | (4,354.93)  | N/A     | 12,183.12    | 4,542.00     | (7,641.12)  | -168.23 |
| 449900-000 | TOTAL MAINTENANCE EXPENSES         | 5,146.41   | 517.00     | (4,629.41)  | -895.44 | 20,277.08    | 9,921.00     | (10,356.08) | -104.39 |
| 450000-000 | GENERAL EXPENSES                   |            |            |             |         |              |              |             |         |
| 451000-000 | General Liability Insurance        | 595.51     | 2,941.00   | 2,345.49    | 79.75   | 25,904.27    | 30,083.00    | 4,178.73    | 13.89   |
| 452100-000 | Workers Comp Insurance             | 1,235.70   | 1,337.00   | 101.30      | 7.58    | 13,232.65    | 13,573.00    | 340.35      | 2.51    |
| 452500-000 | Relocation exp-                    | -          | -          | -           | N/A     | 5,430.91     | -            | (5,430.91)  | N/A     |
| 459900-000 | TOTAL GENERAL EXPENSES             | 1,831.21   | 4,278.00   | 2,446.79    | 57.19   | 44,567.83    | 43,656.00    | (911.83)    | -2.09   |

## SPARTANBURG HOUSING AUTHORITY

## HCV PROGRAM INCLUDING MOD REHAB

## Actual to Budget Variance Comparison

August 31, 2016

|            |                                   | MTD Actual          | MTD Budget          | Variance           | % Var           | PTD Actual           | PTD Budget           | Variance            | % Var          |
|------------|-----------------------------------|---------------------|---------------------|--------------------|-----------------|----------------------|----------------------|---------------------|----------------|
| 470000-000 | HOUSING ASSISTANCE PAYMENTS       |                     |                     |                    |                 |                      |                      |                     |                |
| 471500-000 | Housing Assistance Payments       | 945,495.00          | 862,811.00          | (82,684.00)        | -9.58           | 9,872,974.00         | 9,347,535.00         | (525,439.00)        | -5.62          |
| 471501-000 | Tenant Utility Payments           | 36,408.00           | 33,210.00           | (3,198.00)         | -9.63           | 372,089.00           | 368,141.00           | (3,948.00)          | -1.07          |
| 471502-000 | Portable Out HAP Payments         | 13,922.00           | 29,433.00           | 15,511.00          | 52.70           | 189,526.00           | 275,721.00           | 86,195.00           | 31.26          |
| 471503-000 | FSS Escrow Payments               | 1,940.00            | 4,111.00            | 2,171.00           | 52.81           | 19,764.00            | 33,164.00            | 13,400.00           | 40.41          |
| 479900-000 | TOTAL HOUSING ASSISTANCE PAYMENTS | 997,765.00          | 929,565.00          | (68,200.00)        | -7.34           | 10,454,353.00        | 10,024,561.00        | (429,792.00)        | -4.29          |
|            | <b>TOTAL OPERATING EXPENSES</b>   | <b>1,114,724.71</b> | <b>1,035,168.00</b> | <b>(79,556.71)</b> | <b>-7.69%</b>   | <b>11,629,017.89</b> | <b>11,161,187.00</b> | <b>(467,830.89)</b> | <b>-4.19%</b>  |
| 500000-000 | NON-OPERATING ITEMS               |                     |                     |                    |                 |                      |                      |                     |                |
| 523409-000 | RAD SUBSIDY-LIHTC-PBV             | (100,647.00)        | -                   | 100,647.00         | N/A             | (756,153.00)         | -                    | 756,153.00          | N/A            |
| 523410-000 | Pinnacle shortfall                | 8,693.82            | -                   | (8,693.82)         | N/A             | 109,327.02           | -                    | (109,327.02)        | N/A            |
| 599900-000 | TOTAL NON-OPERATING ITEMS         | (91,953.18)         | -                   | 91,953.18          | N/A             | (646,825.98)         | -                    | 646,825.98          | N/A            |
| 900000-000 | <b>NET INCOME</b>                 | <b>23,341.40</b>    | <b>(44,276.00)</b>  | <b>67,617.40</b>   | <b>-152.72%</b> | <b>751,657.80</b>    | <b>130,758.00</b>    | <b>620,899.80</b>   | <b>474.85%</b> |
|            |                                   |                     |                     |                    |                 |                      |                      |                     |                |
|            | PROOF:                            |                     |                     |                    |                 |                      |                      |                     |                |
|            | HAP                               | 28,240.81           |                     |                    |                 | 521,037.30           |                      |                     |                |
|            | HAP ADMIN                         | (8,704.45)          |                     |                    |                 | 42,168.88            |                      |                     |                |
|            | Mod Rehab HAP                     | 4,310.00            |                     |                    |                 | 176,446.85           |                      |                     |                |
|            | Mod Rehab Admin                   | (504.96)            |                     |                    |                 | 12,004.77            |                      |                     |                |
|            |                                   | 23,341.40           |                     |                    |                 | 751,657.80           |                      |                     |                |

**SPARTANBURG HOUSING AUTHORITY**

**HCV PROGRAM - HAP**

Actual to Budget Variance Comparison

8/31/2016

|            |                                   | MTD Actual   | MTD Budget  | Variance     | % Var    | PTD Actual   | PTD Budget   | Variance     | % Var   |
|------------|-----------------------------------|--------------|-------------|--------------|----------|--------------|--------------|--------------|---------|
| 340000-000 | GRANT INCOME                      |              |             |              |          |              |              |              |         |
| 341001-000 | Section 8 HAP Earned              | 812,839.00   | 745,992.00  | 66,847.00    | 8.96     | 8,744,498.00 | 8,281,426.00 | 463,072.00   | 5.59    |
| 341006-000 | Port In HAP Earned                | 1,142.00     | 1,032.00    | 110.00       | 10.66    | 40,678.47    | 19,838.00    | 20,840.47    | 105.05  |
| 364001-000 | Fraud Recovery - HAP              | 927.81       | 778.00      | 149.81       | 19.26    | 11,961.83    | 9,495.00     | 2,466.83     | 25.98   |
| 365003-000 | Pinnacle Subsidy for Shortfall    | 8,693.82     | -           | 8,693.82     | N/A      | 109,327.02   | -            | 109,327.02   | N/A     |
| 399900-000 | TOTAL INCOME                      | 823,602.63   | 747,802.00  | 75,800.63    | 9.20%    | 8,906,465.32 | 8,310,759.00 | 595,706.32   | 6.69%   |
|            |                                   |              |             |              |          |              |              |              |         |
| 470000-000 | HOUSING ASSISTANCE PAYMENTS       |              |             |              |          |              |              |              |         |
| 471500-000 | Housing Assistance Payments       | 835,693.00   | 699,853.00  | (135,840.00) | -19.41   | 8,469,917.00 | 7,612,144.00 | (857,773.00) | -11.27  |
| 471501-000 | Tenant Utility Payments           | 35,760.00    | 30,991.00   | (4,769.00)   | -15.39   | 353,047.00   | 342,002.00   | (11,045.00)  | -3.23   |
| 471502-000 | Portable Out HAP Payments         | 13,922.00    | 29,433.00   | 15,511.00    | 52.70    | 189,526.00   | 275,721.00   | 86,195.00    | 31.26   |
| 471503-000 | FSS Escrow Payments               | 1,940.00     | 4,111.00    | 2,171.00     | 52.81    | 19,764.00    | 33,164.00    | 13,400.00    | 40.41   |
| 479900-000 | TOTAL HOUSING ASSISTANCE PAYMENTS | 887,315.00   | 764,388.00  | (122,927.00) | -16.08   | 9,032,254.00 | 8,263,031.00 | (769,223.00) | -9.31   |
|            |                                   |              |             |              |          |              |              |              |         |
| 500000-000 | NON-OPERATING ITEMS               |              |             |              |          |              |              |              |         |
| 523409-000 | RAD SUBSIDY-LIHTC-PBV             | (100,647.00) | -           | 100,647.00   | N/A      | (756,153.00) | -            | 756,153.00   | N/A     |
| 523410-000 | Pinnacle shortfall                | 8,693.82     | -           | (8,693.82)   | N/A      | 109,327.02   | -            | (109,327.02) | N/A     |
| 599900-000 | TOTAL NON-OPERATING ITEMS         | (91,953.18)  | -           | 91,953.18    | N/A      | (646,825.98) | -            | 646,825.98   | N/A     |
|            |                                   |              |             |              |          |              |              |              |         |
| 900000-000 | NET INCOME                        | 28,240.81    | (16,586.00) | 44,826.81    | -270.27% | 521,037.30   | 47,728.00    | 473,309.30   | 991.68% |
|            |                                   |              |             |              |          |              |              |              |         |
|            |                                   |              |             |              |          |              |              |              |         |
|            |                                   |              |             |              |          |              |              |              |         |

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

Actual to Budget Variance Comparison

8/31/2016

|            |                                   | MTD Actual | MTD Budget | Variance    | % Var     | PTD Actual   | PTD Budget | Variance    | % Var      |
|------------|-----------------------------------|------------|------------|-------------|-----------|--------------|------------|-------------|------------|
| 340000-000 | GRANT INCOME                      |            |            |             |           |              |            |             |            |
| 341002-000 | Sec 8 Admin. Fee Inc-HCV          | 88,795.00  | 82,831.00  | 5,964.00    | 7.20      | 993,446.66   | 928,008.00 | 65,438.66   | 7.05       |
| 341004-000 | Section 8 Port-In Admin Fees      | 157.50     | -          | 157.50      | N/A       | 3,055.23     | -          | 3,055.23    | N/A        |
| 364000-000 | Fraud Recovery Income-Admin       | 927.80     | 748.00     | 179.80      | 24.04     | 12,100.75    | 9,256.00   | 2,844.75    | 30.73      |
| 365000-000 | Miscellaneous Other Income        | -          | 111.00     | (111.00)    | -100.00   | 1,864.00     | 2,612.00   | (748.00)    | -28.64     |
| 365002-000 | Bad Debt Recovery                 | 387.00     | -          | 387.00      | N/A       | 387.00       | -          | 387.00      | N/A        |
| 399900-000 | TOTAL INCOME                      | 90,267.30  | 83,690.00  | 6,577.30    | 7.86%     | 1,010,853.64 | 939,876.00 | 70,977.64   | 7.55%      |
| 410000-000 | ADMINISTRATIVE                    |            |            |             |           |              |            |             |            |
| 410099-000 | Administrative Salaries           |            |            |             |           |              |            |             |            |
| 411000-000 | Administrative Salaries and Wages | 23,211.90  | 23,703.00  | 491.10      | 2.07      | 270,944.19   | 265,182.00 | (5,762.19)  | -2.17      |
| 411002-000 | Administrative Overtime           | 165.81     | 278.00     | 112.19      | 40.36     | 728.53       | 2,001.00   | 1,272.47    | 63.59      |
| 411003-000 | Administrative: Employer FICA/SUI | 1,702.28   | 2,738.00   | 1,035.72    | 37.83     | 23,600.46    | 26,653.00  | 3,052.54    | 11.45      |
| 411004-000 | Administrative: Employee Benefits | 5,726.22   | 7,188.00   | 1,461.78    | 20.34     | 58,127.17    | 66,630.00  | 8,502.83    | 12.76      |
| 411099-000 | Total Administrative Salaries     | 30,806.21  | 33,907.00  | 3,100.79    | 9.14      | 353,400.35   | 360,466.00 | 7,065.65    | 1.96       |
| 413000-000 | Legal Expense                     |            |            |             |           |              |            |             |            |
| 413001-000 | Legal Expense                     | -          | 111.00     | 111.00      | 100.00    | 1,653.75     | 3,738.00   | 2,084.25    | 55.76      |
| 413003-000 | Credit Reports                    | 4,462.50   | -          | (4,462.50)  | N/A       | 6,082.76     | 52.00      | (6,030.76)  | -11,597.62 |
| 413100-000 | Total Legal Expense               | 4,462.50   | 111.00     | (4,351.50)  | -3,920.27 | 7,736.51     | 3,790.00   | (3,946.51)  | -104.13    |
| 413900-000 | Other Admin Expenses              |            |            |             |           |              |            |             |            |
| 414000-000 | Staff Training                    | 3,475.00   | 429.00     | (3,046.00)  | -710.02   | 7,085.44     | 2,617.00   | (4,468.44)  | -170.75    |
| 415000-000 | Travel                            | 1,013.46   | 286.00     | (727.46)    | -254.36   | 4,697.36     | 1,716.00   | (2,981.36)  | -173.74    |
| 417000-000 | Bookkeeping Fees                  | 16,548.50  | 13,244.00  | (3,304.50)  | -24.95    | 159,821.00   | 145,689.00 | (14,132.00) | -9.70      |
| 417100-000 | Auditing Fees                     | -          | -          | -           | N/A       | 6,675.00     | 5,000.00   | (1,675.00)  | -33.50     |
| 417200-000 | Port Out Admin Fee                | 684.54     | 848.00     | 163.46      | 19.28     | 7,458.69     | 9,156.00   | 1,697.31    | 18.54      |
| 417300-000 | Management Fee                    | 24,900.00  | 20,958.00  | (3,942.00)  | -18.81    | 254,136.00   | 233,428.00 | (20,708.00) | -8.87      |
| 418000-000 | Office Rent                       | 3,500.00   | 3,874.00   | 374.00      | 9.65      | 36,409.35    | 38,654.00  | 2,244.65    | 5.81       |
| 418900-000 | Total Other Admin Expenses        | 50,121.50  | 39,639.00  | (10,482.50) | -26.44    | 476,282.84   | 436,260.00 | (40,022.84) | -9.17      |
| 419000-000 | Miscellaneous Admin Expenses      |            |            |             |           |              |            |             |            |
| 419001-000 | Office Expense                    | 370.70     | 250.00     | (120.70)    | -48.28    | 8,792.32     | 3,448.00   | (5,344.32)  | -155.00    |
| 419003-000 | Printing                          | 535.02     | -          | (535.02)    | N/A       | 1,120.42     | -          | (1,120.42)  | N/A        |
| 419004-000 | Telephone                         | 2,465.23   | 1,339.00   | (1,126.23)  | -84.11    | 10,031.59    | 10,772.00  | 740.41      | 6.87       |
| 419005-000 | Postage                           | -          | 709.00     | 709.00      | 100.00    | 14,237.54    | 11,293.00  | (2,944.54)  | -26.07     |
| 419006-000 | Forms and Computer Supplies       | -          | -          | -           | N/A       | 1,348.38     | 836.00     | (512.38)    | -61.29     |
| 419008-000 | Membership and Fees               | -          | 153.00     | 153.00      | 100.00    | -            | 1,224.00   | 1,224.00    | 100.00     |
| 419009-000 | Sundry Miscellaneous              | -          | 351.00     | 351.00      | 100.00    | 1,638.13     | 3,593.00   | 1,954.87    | 54.41      |
| 419010-000 | Newspaper ADS (Advertising)       | -          | -          | -           | N/A       | 105.16       | 100.00     | (5.16)      | -5.16      |
| 419011-000 | Sundry Service Contracts          | 3,694.99   | 4,122.00   | 427.01      | 10.36     | 35,033.63    | 42,495.00  | 7,461.37    | 17.56      |
| 419017-000 | Temporary Administrative Labor    | -          | 70.00      | 70.00       | 100.00    | 2,613.35     | 3,033.00   | 419.65      | 13.84      |
| 419020-000 | Bank Fees                         | -          | 57.00      | 57.00       | 100.00    | 1,153.14     | 1,175.00   | 21.86       | 1.86       |

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

Actual to Budget Variance Comparison

8/31/2016

|            |                                    | MTD Actual        | MTD Budget       | Variance           | % Var           | PTD Actual        | PTD Budget        | Variance           | % Var          |
|------------|------------------------------------|-------------------|------------------|--------------------|-----------------|-------------------|-------------------|--------------------|----------------|
| 419100-000 | Total Miscellaneous Admin Expenses | 7,065.94          | 7,051.00         | (14.94)            | -0.21           | 76,073.66         | 77,969.00         | 1,895.34           | 2.43           |
| 419900-000 | TOTAL ADMINISTRATIVE EXPENSES      | 92,456.15         | 80,708.00        | (11,748.15)        | -14.56          | 913,493.36        | 878,485.00        | (35,008.36)        | -3.99          |
| 440000-000 | MAINTENANCE AND OPERATIONS         |                   |                  |                    |                 |                   |                   |                    |                |
| 440099-000 | General Maint Expense              |                   |                  |                    |                 |                   |                   |                    |                |
| 441200-000 | Vehicle Repair                     | 325.66            | 67.00            | (258.66)           | -386.06         | 2,916.66          | 1,939.00          | (977.66)           | -50.42         |
| 441300-000 | Gasoline Purchases                 | 465.82            | 339.00           | (126.82)           | -37.41          | 1,889.21          | 2,552.00          | 662.79             | 25.97          |
| 441900-000 | Total General Maint Expense        | 791.48            | 406.00           | (385.48)           | -94.95          | 4,805.87          | 4,491.00          | (314.87)           | -7.01          |
| 442000-000 | Materials                          |                   |                  |                    |                 |                   |                   |                    |                |
| 442006-000 | Janitorial Supplies                | -                 | 111.00           | 111.00             | 100.00          | -                 | 888.00            | 888.00             | 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          | 888.00            | (2,400.09)         | -270.28        |
| 443000-000 | Contract Costs                     |                   |                  |                    |                 |                   |                   |                    |                |
| 443001-000 | Alarm/Extinguisher Contract        | -                 | -                | -                  | N/A             | 380.92            | -                 | (380.92)           | N/A            |
| 443015-000 | Janitorial-Contract                | 960.00            | -                | (960.00)           | N/A             | 5,287.50          | 2,888.00          | (2,399.50)         | -83.09         |
| 443019-000 | Miscellaneous Contracts            | 300.00            | -                | (300.00)           | N/A             | 319.54            | -                 | (319.54)           | N/A            |
| 443023-000 | Contract: Consultants              | 2,995.00          | -                | (2,995.00)         | N/A             | 5,737.15          | 1,654.00          | (4,083.15)         | -246.87        |
| 443099-000 | Maintenance Misc-Contracts         | 99.93             | -                | (99.93)            | N/A             | 458.01            | -                 | (458.01)           | N/A            |
| 443900-000 | Total Contract Costs               | 4,354.93          | -                | (4,354.93)         | N/A             | 12,183.12         | 4,542.00          | (7,641.12)         | -168.23        |
| 449900-000 | TOTAL MAINTENANCE EXPENSES         | 5,146.41          | 517.00           | (4,629.41)         | -895.44         | 20,277.08         | 9,921.00          | (10,356.08)        | -104.39        |
| 450000-000 | GENERAL EXPENSES                   |                   |                  |                    |                 |                   |                   |                    |                |
| 451000-000 | General Liability Insurance        | 445.26            | 2,206.00         | 1,760.74           | 79.82           | 19,520.90         | 22,688.00         | 3,167.10           | 13.96          |
| 452100-000 | Workers Comp Insurance             | 923.93            | 1,003.00         | 79.07              | 7.88            | 9,962.51          | 10,236.00         | 273.49             | 2.67           |
| 452500-000 | Relocation exp-                    | -                 | -                | -                  | N/A             | 5,430.91          | -                 | (5,430.91)         | N/A            |
| 459900-000 | TOTAL GENERAL EXPENSES             | 1,369.19          | 3,209.00         | 1,839.81           | 57.33           | 34,914.32         | 32,924.00         | (1,990.32)         | -6.05          |
|            | <b>TOTAL OPERATING EXPENSES</b>    | <b>98,971.75</b>  | <b>84,434.00</b> | <b>(14,537.75)</b> | <b>-17.22%</b>  | <b>968,684.76</b> | <b>921,330.00</b> | <b>(47,354.76)</b> | <b>-5.14%</b>  |
| 900000-000 | <b>NET INCOME</b>                  | <b>(8,704.45)</b> | <b>(744.00)</b>  | <b>(7,960.45)</b>  | <b>1069.95%</b> | <b>42,168.88</b>  | <b>18,546.00</b>  | <b>23,622.88</b>   | <b>127.37%</b> |
|            |                                    |                   |                  |                    |                 |                   |                   |                    |                |

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

Actual to Budget Variance Comparison

8/31/2016

|            |                                   | MTD Actual | MTD Budget | Variance    | % Var    | PTD Actual   | PTD Budget   | Variance     | % Var   |
|------------|-----------------------------------|------------|------------|-------------|----------|--------------|--------------|--------------|---------|
| 340000-000 | GRANT INCOME                      |            |            |             |          |              |              |              |         |
| 341011-000 | Mod Rehab- HAP EARNED             | 114,760.00 | 159,400.00 | (44,640.00) | -28.00   | 1,597,251.00 | 1,842,658.00 | (245,407.00) | -13.32  |
| 364001-000 | Fraud Recovery - HAP              | -          | -          | -           | N/A      | 1,294.85     | 877.00       | 417.85       | 47.65   |
| 399900-000 | TOTAL INCOME                      | 114,760.00 | 159,400.00 | (44,640.00) | -28.01%  | 1,598,545.85 | 1,843,535.00 | (244,989.15) | -13.29% |
| 470000-000 | HOUSING ASSISTANCE PAYMENTS       |            |            |             |          |              |              |              |         |
| 471500-000 | Housing Assistance Payments       | 109,802.00 | 162,958.00 | 53,156.00   | 32.62    | 1,403,057.00 | 1,735,391.00 | 332,334.00   | 19.15   |
| 471501-000 | Tenant Utility Payments           | 648.00     | 2,219.00   | 1,571.00    | 70.80    | 19,042.00    | 26,139.00    | 7,097.00     | 27.15   |
| 479900-000 | TOTAL HOUSING ASSISTANCE PAYMENTS | 110,450.00 | 165,177.00 | 54,727.00   | 33.13    | 1,422,099.00 | 1,761,530.00 | 339,431.00   | 19.27   |
| 900000-000 | NET INCOME                        | 4,310.00   | (5,777.00) | 10,087.00   | -174.61% | 176,446.85   | 82,005.00    | 94,441.85    | 115.17% |

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

Actual to Budget Variance Comparison

8/31/2016

|            |                                    | MTD Actual | MTD Budget | Variance  | % Var  | PTD Actual | PTD Budget | Variance   | % Var   |
|------------|------------------------------------|------------|------------|-----------|--------|------------|------------|------------|---------|
| 340000-000 | GRANT INCOME                       |            |            |           |        |            |            |            |         |
| 341010-000 | Section 8 Admin Fee -Mod Rehab     | 17,483.00  | -          | 17,483.00 | N/A    | 216,824.00 | 196,893.00 | 19,931.00  | 10.12   |
| 361000-000 | Investment Income - Unrestricted   | -          | -          | -         | N/A    | 4.87       | 5.00       | (0.13)     | -2.60   |
| 364000-000 | Fraud Recovery Income-Admin        | -          | -          | -         | N/A    | 1,156.03   | 877.00     | 279.03     | 31.82   |
| 399900-000 | TOTAL INCOME                       | 17,483.00  | -          | 17,483.00 | N/A    | 217,984.90 | 197,775.00 | 20,209.90  | 10.22%  |
| 410000-000 | ADMINISTRATIVE                     |            |            |           |        |            |            |            |         |
| 410099-000 | Administrative Salaries            |            |            |           |        |            |            |            |         |
| 411000-000 | Administrative Salaries and Wages  | 7,828.49   | 9,568.00   | 1,739.51  | 18.18  | 84,086.15  | 90,902.00  | 6,815.85   | 7.50    |
| 411002-000 | Administrative Overtime            | 55.56      | -          | (55.56)   | N/A    | 223.38     | 111.00     | (112.38)   | -101.24 |
| 411003-000 | Administrative: Employer FICA/SUI  | 573.47     | 933.00     | 359.53    | 38.53  | 7,926.31   | 8,990.00   | 1,063.69   | 11.83   |
| 411004-000 | Administrative: Employee Benefits  | 1,937.10   | 2,577.00   | 639.90    | 24.83  | 17,997.64  | 22,327.00  | 4,329.36   | 19.39   |
| 411099-000 | Total Administrative Salaries      | 10,394.62  | 13,078.00  | 2,683.38  | 20.52  | 110,233.48 | 122,330.00 | 12,096.52  | 9.89    |
| 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         | 1,530.00   | 1,824.00   | 294.00    | 16.12  | 21,315.00  | 21,438.00  | 123.00     | 0.57    |
| 417100-000 | Auditing Fees                      | 798.00     | -          | (798.00)  | N/A    | 2,997.00   | 2,000.00   | (997.00)   | -49.85  |
| 417303-000 | Management Fee- MOD Rehab          | 2,448.00   | 2,919.00   | 471.00    | 16.14  | 34,104.00  | 34,302.00  | 198.00     | 0.58    |
| 418900-000 | Total Other Admin Expenses         | 4,776.00   | 4,743.00   | (33.00)   | -0.70  | 58,416.00  | 57,740.00  | (676.00)   | -1.17   |
| 419000-000 | Miscellaneous Admin Expenses       |            |            |           |        |            |            |            |         |
| 419001-000 | Office Expense                     | 123.57     | 83.00      | (40.57)   | -48.88 | 2,718.92   | 1,019.00   | (1,699.92) | -166.82 |
| 419003-000 | Printing                           | 178.34     | -          | (178.34)  | N/A    | 178.34     | -          | (178.34)   | N/A     |
| 419004-000 | Telephone                          | 821.74     | 446.00     | (375.74)  | -84.25 | 3,194.71   | 3,440.00   | 245.29     | 7.13    |
| 419005-000 | Postage                            | -          | 236.00     | 236.00    | 100.00 | 4,745.85   | 3,762.00   | (983.85)   | -26.15  |
| 419006-000 | Forms and Computer Supplies        | -          | -          | -         | N/A    | 449.46     | 279.00     | (170.46)   | -61.10  |
| 419009-000 | Sundry Miscellaneous               | -          | 117.00     | 117.00    | 100.00 | 283.75     | 935.00     | 651.25     | 69.65   |
| 419011-000 | Sundry Service Contracts           | 1,231.67   | 1,374.00   | 142.33    | 10.36  | 10,342.94  | 12,008.00  | 1,665.06   | 13.87   |
| 419017-000 | Temporary Administrative Labor     | -          | 23.00      | 23.00     | 100.00 | 708.17     | 846.00     | 137.83     | 16.29   |
| 419100-000 | Total Miscellaneous Admin Expenses | 2,355.32   | 2,279.00   | (76.32)   | -3.35  | 22,622.14  | 22,289.00  | (333.14)   | -1.49   |
| 419900-000 | TOTAL ADMINISTRATIVE EXPENSES      | 17,525.94  | 20,100.00  | 2,574.06  | 12.81  | 196,326.62 | 204,564.00 | 8,237.38   | 4.03    |

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

Actual to Budget Variance Comparison

8/31/2016

|            |                                 | MTD Actual       | MTD Budget         | Variance         | % Var          | PTD Actual        | PTD Budget         | Variance         | % Var           |
|------------|---------------------------------|------------------|--------------------|------------------|----------------|-------------------|--------------------|------------------|-----------------|
| 450000-000 | GENERAL EXPENSES                |                  |                    |                  |                |                   |                    |                  |                 |
| 451000-000 | General Liability Insurance     | 150.25           | 735.00             | 584.75           | 79.56          | 6,383.37          | 7,395.00           | 1,011.63         | 13.68           |
| 452100-000 | Workers Comp Insurance          | 311.77           | 334.00             | 22.23            | 6.66           | 3,270.14          | 3,337.00           | 66.86            | 2.00            |
| 459900-000 | TOTAL GENERAL EXPENSES          | 462.02           | 1,069.00           | 606.98           | 56.78          | 9,653.51          | 10,732.00          | 1,078.49         | 10.05           |
|            |                                 |                  |                    |                  |                |                   |                    |                  |                 |
|            | <b>TOTAL OPERATING EXPENSES</b> | <b>17,987.96</b> | <b>21,169.00</b>   | <b>3,181.04</b>  | <b>15.03%</b>  | <b>205,980.13</b> | <b>215,296.00</b>  | <b>9,315.87</b>  | <b>4.33%</b>    |
|            |                                 |                  |                    |                  |                |                   |                    |                  |                 |
| 900000-000 | <b>NET INCOME</b>               | <b>(504.96)</b>  | <b>(21,169.00)</b> | <b>20,664.04</b> | <b>-97.61%</b> | <b>12,004.77</b>  | <b>(17,521.00)</b> | <b>29,525.77</b> | <b>-168.52%</b> |

| All voucher properties (.hcv_all) |   |                    |              |              |                        |                    |
|-----------------------------------|---|--------------------|--------------|--------------|------------------------|--------------------|
| Trial Balance Cr, Dr Details      |   |                    |              |              |                        |                    |
| Period = Aug 2016                 |   |                    |              |              |                        |                    |
| Book = Accrual ; Tree = ysi_tb    |   |                    |              |              |                        |                    |
|                                   |   | Forward<br>Balance | Debit        | Credit       | August<br>transactions | Ending<br>Balance  |
| 111102-000                        | Cash - Restricted                       | 86,962.47          | 1,022.28     | 192.06       |                        | 87,792.69          |
| 111111-000                        | Cash -Unrestricted                      | 225,716.00         | -            | -            |                        | 225,716.00         |
| 111117-000                        | HAP Disbursement Fund                   | 727,445.97         | 1,052,864.29 | 1,141,982.76 |                        | 638,327.50         |
| <b>111120-000</b>                 | <b>General Fund Operating</b>           | <b>(24,938.85)</b> | <b>-</b>     | <b>-</b>     |                        | <b>(24,938.85)</b> |
| 111124-000                        | Cash - FSS Escrow                       | 23,660.85          | -            | -            |                        | 23,660.85          |
| 112200-000                        | A/R-Tenants                             | 20,573.56          | 5,259.61     | 4,073.51     |                        | 21,759.66          |
| 112201-000                        | Allowance for Doubtful Accounts-Tenants | (16,058.13)        | -            | -            |                        | (16,058.13)        |
| 112914-000                        | Miscellaneous Accounts Receivable       | -                  | 8,693.82     | 8,693.82     |                        | -                  |
| 113503-000                        | A/R-Other Government                    | 791.76             | 517.50       | 374.29       |                        | 934.97             |
| 126000-000                        | Inventories-Electrical                  | 187.98             | -            | -            |                        | 187.98             |
| 129500-000                        | Interprogram-Due From                   | (275,696.72)       | 306,233.70   | 195,901.54   |                        | (165,364.56)       |
| 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                        | A/P Vendors and Contractors             | (68,463.89)        | 998,709.19   | 1,005,707.11 |                        | (75,461.81)        |
| 211758-000                        | A/P-Mutual of America Retirement        | (1,107.88)         | -            | -            |                        | (1,107.88)         |
| 211761-000                        | SRS-401-A Retirement Plan               | (321.31)           | -            | -            |                        | (321.31)           |
| 211991-000                        | Accrued Payable                         | (8,316.03)         | 8,316.03     | 1,903.81     |                        | (1,903.81)         |
| 213500-000                        | Accrued Payroll & Payroll Taxes         | (2,838.24)         | -            | -            |                        | (2,838.24)         |
| 224000-000                        | Tenant Prepaid Rents                    | (1,253.96)         | 587.08       | 13.77        |                        | (680.65)           |
| 226000-000                        | Accrued Paid Leave-Current              | (5,523.45)         | -            | -            |                        | (5,523.45)         |
| 230500-000                        | Accrued Paid Leave-LT                   | (31,299.56)        | -            | -            |                        | (31,299.56)        |
| 230700-000                        | A/P FSS Escrow                          | (42,829.69)        | -            | 1,940.00     |                        | (44,769.69)        |
| 237010-000                        | Escheat Funds -(O/S chks)               | (4,228.00)         | -            | -            |                        | (4,228.00)         |
| 280902-000                        | Unrestricted Net Assets (UNA)           | (75,742.06)        | -            | -            |                        | (75,742.06)        |
|                                   |   |                    |              |              |                        |                    |
|                                   |   |                    |              |              |                        |                    |
|                                   |   |                    |              |              |                        |                    |
|                                   |   |                    |              |              |                        |                    |
| 341001-000                        | Section 8 HAP Earned                    | (7,931,659.00)     | -            | 812,839.00   | (812,839.00)           | (8,744,498.00)     |
| 341002-000                        | Sec 8 Admin. Fee Inc-HCV                | (904,651.66)       | -            | 88,795.00    | (88,795.00)            | (993,446.66)       |
| 341004-000                        | Section 8 Port-In Admin Fees            | (2,897.73)         | 180.00       | 337.50       | (157.50)               | (3,055.23)         |
| 341006-000                        | Port In HAP Earned                      | (39,536.47)        | 1,131.00     | 2,273.00     | (1,142.00)             | (40,678.47)        |
| 364000-000                        | Fraud Recovery Income-Admin             | (11,172.95)        | -            | 927.80       | (927.80)               | (12,100.75)        |
| 364001-000                        | Fraud Recovery - HAP                    | (11,034.02)        | 927.80       | 1,855.61     | (927.81)               | (11,961.83)        |
| 365000-000                        | Miscellaneous Other Income              | (1,864.00)         | -            | -            | -                      | (1,864.00)         |
| 365002-000                        | Bad Debt Recovery                       | -                  | -            | 387.00       | (387.00)               | (387.00)           |
| 365003-000                        | Pinnacle Subsidy for Shortfall          | (100,633.20)       | -            | 8,693.82     | (8,693.82)             | (109,327.02)       |
|                                   |   |                    |              |              |                        |                    |
|                                   |   |                    |              |              |                        |                    |
|                                   |   |                    |              |              |                        |                    |
| 411000-000                        | Administrative Salaries and Wages       | 247,732.29         | 23,211.90    | -            | 23,211.90              | 270,944.19         |
| 411002-000                        | Administrative Overtime                 | 562.72             | 165.81       | -            | 165.81                 | 728.53             |
| 411003-000                        | Administrative: Employer FICA/SUI       | 21,898.18          | 1,702.28     | -            | 1,702.28               | 23,600.46          |
| 411004-000                        | Administrative: Employee Benefits       | 52,400.95          | 5,726.22     | -            | 5,726.22               | 58,127.17          |
| 413001-000                        | Legal Expense                           | 1,653.75           | -            | -            | -                      | 1,653.75           |
| 413003-000                        | Credit Reports                          | 1,620.26           | 4,462.50     | -            | 4,462.50               | 6,082.76           |
| 414000-000                        | Staff Training                          | 3,610.44           | 3,970.00     | 495.00       | 3,475.00               | 7,085.44           |
| 415000-000                        | Travel                                  | 3,683.90           | 1,013.46     | -            | 1,013.46               | 4,697.36           |
| 417000-000                        | Bookkeeping Fees                        | 143,272.50         | 16,548.50    | -            | 16,548.50              | 159,821.00         |
| 417100-000                        | Auditing Fees                           | 6,675.00           | -            | -            | -                      | 6,675.00           |
| 417200-000                        | Port Out Admin Fee                      | 6,774.15           | 684.54       | -            | 684.54                 | 7,458.69           |
| 417300-000                        | Management Fee                          | 229,236.00         | 24,900.00    | -            | 24,900.00              | 254,136.00         |
| 418000-000                        | Office Rent                             | 32,909.35          | 3,500.00     | -            | 3,500.00               | 36,409.35          |
| 419001-000                        | Office Expense                          | 8,421.62           | 494.27       | 123.57       | 370.70                 | 8,792.32           |
| 419003-000                        | Printing                                | 585.40             | 713.36       | 178.34       | 535.02                 | 1,120.42           |

| All voucher properties (.hcv_all) |                                |                    |              |                  |                        |                          |
|-----------------------------------|--------------------------------|--------------------|--------------|------------------|------------------------|--------------------------|
| Trial Balance Cr, Dr Details      |                                |                    |              |                  |                        |                          |
| Period = Aug 2016                 |                                |                    |              |                  |                        |                          |
| Book = Accrual ; Tree = ysl_tb    |                                |                    |              |                  |                        |                          |
|                                   |                                | Forward<br>Balance | Debit        | Credit           | August<br>transactions | Ending<br>Balance        |
| 419004-000                        | Telephone                      | 7,566.36           | 3,286.97     | 821.74           | 2,465.23               | 10,031.59                |
| 419005-000                        | Postage                        | 14,237.54          | 3,231.03     | 3,231.03         | -                      | 14,237.54                |
| 419006-000                        | Forms and Computer Supplies    | 1,348.38           | -            | -                | -                      | 1,348.38                 |
| 419009-000                        | Sundry Miscellaneous           | 1,638.13           | -            | -                | -                      | 1,638.13                 |
| 419010-000                        | Newspaper ADS (Advertising)    | 105.16             | -            | -                | -                      | 105.16                   |
| 419011-000                        | Sundry Service Contracts       | 31,338.64          | 10,508.85    | 6,813.86         | 3,694.99               | 35,033.63                |
| 419017-000                        | Temporary Administrative Labor | 2,613.35           | -            | -                | -                      | 2,613.35                 |
| 419020-000                        | Bank Fees                      | 1,153.14           | -            | -                | -                      | 1,153.14                 |
| 441200-000                        | Vehicle Repair                 | 2,591.00           | 325.66       | -                | 325.66                 | 2,916.66                 |
| 441300-000                        | Gasoline Purchases             | 1,423.39           | 465.82       | -                | 465.82                 | 1,889.21                 |
| 442010-000                        | Maintenance Materials          | 3,288.09           | -            | -                | -                      | 3,288.09                 |
| 443001-000                        | Alarm/Extinguisher Contract    | 380.92             | -            | -                | -                      | 380.92                   |
| 443015-000                        | Janitorial-Contract            | 4,327.50           | 960.00       | -                | 960.00                 | 5,287.50                 |
| 443019-000                        | Miscellaneous Contracts        | 19.54              | 300.00       | -                | 300.00                 | 319.54                   |
| 443023-000                        | Contract: Consultants          | 2,742.15           | 2,995.00     | -                | 2,995.00               | 5,737.15                 |
| 443099-000                        | Maintenance Misc-Contracts     | 358.08             | 99.93        | -                | 99.93                  | 458.01                   |
| 451000-000                        | General Liability Insurance    | 19,075.64          | 445.26       | -                | 445.26                 | 19,520.90                |
| 452100-000                        | Workers Comp Insurance         | 9,038.58           | 923.93       | -                | 923.93                 | 9,962.51                 |
| 452500-000                        | Relocation exp-                | 5,430.91           | -            | -                | -                      | 5,430.91                 |
|                                   |                                |                    |              |                  | 98,971.75              |                          |
|                                   |                                |                    |              | Less: audit fees | -                      |                          |
|                                   |                                |                    |              | Total            | 98,971.75              |                          |
| 471500-000                        | Housing Assistance Payments    | 7,634,224.00       | 881,941.00   | 46,248.00        | 835,693.00             | 8,469,917.00             |
| 523409-000                        | RAD SUBSIDY-LIHTC-PBV          | (655,506.00)       | -            | 100,647.00       | (100,647.00)           | (756,153.00)             |
|                                   |                                |                    |              |                  | 735,046.00             |                          |
| 471501-000                        | Tenant Utility Payments        | 317,287.00         | 36,945.00    | 1,185.00         | 35,760.00              | 353,047.00               |
| 471502-000                        | Portable Out HAP Payments      | 175,604.00         | 13,922.00    | -                | 13,922.00              | 189,526.00               |
| 471503-000                        | FSS Escrow Payments            | 17,824.00          | 1,940.00     | -                | 1,940.00               | 19,764.00                |
|                                   | Total                          | -                  |              |                  | 786,668.00             | To be reported to<br>VMS |
| 523410-000                        | Pinnacle shortfall             | 100,633.20         | 8,693.82     | -                | 8,693.82               | Offsetting to<br>revenue |
|                                   |                                |                    |              |                  |                        |                          |
|                                   |                                |                    |              |                  |                        |                          |
|                                   |                                |                    | 3,438,519.41 | 3,436,634.94     |                        | 1,884.47                 |
|                                   |                                |                    |              |                  |                        |                          |
|                                   |                                |                    |              |                  |                        |                          |
|                                   |                                |                    |              |                  |                        |                          |

| SPARTANBURG HOUSING AUTHORITY         |                                     |            |            |          |         |            |            |             |         |
|---------------------------------------|-------------------------------------|------------|------------|----------|---------|------------|------------|-------------|---------|
| JC BULL (100 units) & SLHC (32 units) |                                     |            |            |          |         |            |            |             |         |
| Actual to Budget Variance Comparison  |                                     |            |            |          |         |            |            |             |         |
| August 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                         | 35,861.00  | 34,082.00  | 1,779.00 | 5.22    | 395,772.00 | 385,169.00 | 10,603.00   | 2.75    |
| 311900-000                            | Total Rental Income                 | 35,861.00  | 34,082.00  | 1,779.00 | 5.22    | 395,772.00 | 385,169.00 | 10,603.00   | 2.75    |
| 312000-000                            | Other Tenant Income                 |            |            |          |         |            |            |             |         |
| 312003-000                            | Damages                             | 50.00      | 54.00      | (4.00)   | -7.41   | 752.97     | 573.00     | 179.97      | 31.41   |
| 312004-000                            | Late Charges                        | 40.00      | 29.00      | 11.00    | 37.93   | 570.00     | 434.00     | 136.00      | 31.34   |
| 312005-000                            | Legal Fees - Tenant                 | 90.00      | 27.00      | 63.00    | 233.33  | 435.00     | 362.00     | 73.00       | 20.17   |
| 312006-000                            | NSF Charges                         | 30.00      | -          | 30.00    | N/A     | 180.00     | -          | 180.00      | N/A     |
| 312007-000                            | Tenant Owed Utilities - Excess      | 1.62       | 256.00     | (254.38) | -99.37  | 1,253.10   | 2,785.00   | (1,531.90)  | -55.01  |
| 312009-000                            | Misc. Tenant Income                 | -          | -          | -        | N/A     | 364.40     | 318.00     | 46.40       | 14.59   |
| 312010-000                            | Maintenance Charges                 | -          | 14.00      | (14.00)  | -100.00 | 50.00      | 134.00     | (84.00)     | -62.69  |
| 312900-000                            | Total Other Tenant Income           | 211.62     | 380.00     | (168.38) | -44.31  | 3,605.47   | 4,606.00   | (1,000.53)  | -21.72  |
| 319900-000                            | NET TENANT INCOME                   | 36,072.62  | 34,462.00  | 1,610.62 | 4.67    | 399,377.47 | 389,775.00 | 9,602.47    | 2.46    |
| 340000-000                            | GRANT INCOME                        |            |            |          |         |            |            |             |         |
| 341500-000                            | Other Govt and Private Grants       | 46,694.00  | 46,808.00  | (114.00) | -0.24   | 550,338.00 | 518,678.00 | 31,660.00   | 6.10    |
| 349900-000                            | TOTAL GRANT INCOME                  | 46,694.00  | 46,808.00  | (114.00) | -0.24   | 550,338.00 | 518,678.00 | 31,660.00   | 6.10    |
| 360000-000                            | OTHER INCOME                        |            |            |          |         |            |            |             |         |
| 361000-000                            | Investment Income - Unrestricted    | -          | -          | -        | N/A     | 0.05       | -          | 0.05        | N/A     |
| 365000-000                            | Miscellaneous Other Income          | -          | -          | -        | N/A     | 923.33     | 25,045.00  | (24,121.67) | -96.31  |
| 369900-000                            | TOTAL OTHER INCOME                  | -          | -          | -        | N/A     | 923.38     | 25,045.00  | (24,121.62) | -96.31  |
| 399900-000                            | TOTAL INCOME                        | 82,766.62  | 81,270.00  | 1,496.62 | 1.84    | 950,638.85 | 933,498.00 | 17,140.85   | 1.84    |
| 410000-000                            | ADMINISTRATIVE                      |            |            |          |         |            |            |             |         |
| 410099-000                            | Administrative Salaries             |            |            |          |         |            |            |             |         |
| 411000-000                            | Administrative Salaries and Wages   | 5,277.15   | 5,732.00   | 454.85   | 7.94    | 56,109.48  | 54,896.00  | (1,213.48)  | -2.21   |
| 411002-000                            | Administrative Overtime             | -          | -          | -        | N/A     | 384.24     | 183.00     | (201.24)    | -109.97 |
| 411003-000                            | Administrative: Employer FICA/SUI   | 425.05     | 664.00     | 238.95   | 35.99   | 5,170.88   | 5,795.00   | 624.12      | 10.77   |
| 411004-000                            | Administrative: Employee Benefits   | 1,242.49   | 1,884.00   | 641.51   | 34.05   | 10,991.97  | 14,516.00  | 3,524.03    | 24.28   |
| 411006-000                            | Administrative: Emp Incentive       | -          | -          | -        | N/A     | 46.50      | -          | (46.50)     | N/A     |
| 411007-000                            | Administrative Assistant -Part time | -          | 1,583.00   | 1,583.00 | 100.00  | -          | 7,915.00   | 7,915.00    | 100.00  |
| 411099-000                            | Total Administrative Salaries       | 6,944.69   | 9,863.00   | 2,918.31 | 29.59   | 72,703.07  | 83,305.00  | 10,601.93   | 12.73   |
| 413000-000                            | Legal Expense                       |            |            |          |         |            |            |             |         |
| 413001-000                            | Legal Expense                       | -          | 106.00     | 106.00   | 100.00  | -          | 698.00     | 698.00      | 100.00  |
| 413003-000                            | Credit Reports                      | 99.50      | 81.00      | (18.50)  | -22.84  | 143.00     | 573.00     | 430.00      | 75.04   |

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

**Actual to Budget Variance Comparison**

**August 31, 2016**

|            |                                    | <b>MTD Actual</b> | <b>MTD Budget</b> | <b>Variance</b> | <b>% Var</b> | <b>PTD Actual</b> | <b>PTD Budget</b> | <b>Variance</b> | <b>% Var</b> |
|------------|------------------------------------|-------------------|-------------------|-----------------|--------------|-------------------|-------------------|-----------------|--------------|
| 413100-000 | Total Legal Expense                | 99.50             | 187.00            | 87.50           | 46.79        | 143.00            | 1,271.00          | 1,128.00        | 88.75        |
| 413900-000 | Other Admin Expenses               |                   |                   |                 |              |                   |                   |                 |              |
| 414000-000 | Staff Training                     | 670.00            | 241.00            | (429.00)        | -178.01      | 2,224.88          | 1,831.00          | (393.88)        | -21.51       |
| 415000-000 | Travel                             | -                 | 167.00            | 167.00          | 100.00       | 253.46            | 1,336.00          | 1,082.54        | 81.03        |
| 417000-000 | Bookkeeping Fees                   | 982.50            | 981.00            | (1.50)          | -0.15        | 10,785.00         | 10,791.00         | 6.00            | 0.06         |
| 417100-000 | Auditing Fees                      | 1,326.00          | 1,698.00          | 372.00          | 21.91        | 9,162.00          | 6,850.00          | (2,312.00)      | -33.75       |
| 417300-000 | Management Fee                     | 7,098.89          | 7,091.00          | (7.89)          | -0.11        | 77,925.22         | 77,986.00         | 60.78           | 0.08         |
| 417302-000 | Asset Management Fee               | 1,320.00          | 1,320.00          | -               | 0.00         | 14,520.00         | 14,520.00         | -               | 0.00         |
| 418900-000 | Total Other Admin Expenses         | 11,397.39         | 11,498.00         | 100.61          | 0.88         | 114,870.56        | 113,314.00        | (1,556.56)      | -1.37        |
| 419000-000 | Miscellaneous Admin Expenses       |                   |                   |                 |              |                   |                   |                 |              |
| 419001-000 | Office Expense                     | 307.45            | 230.00            | (77.45)         | -33.67       | 1,372.69          | 1,911.00          | 538.31          | 28.17        |
| 419003-000 | Printing                           | 120.70            | -                 | (120.70)        | N/A          | 234.92            | -                 | (234.92)        | N/A          |
| 419004-000 | Telephone                          | 621.93            | 656.00            | 34.07           | 5.19         | 5,611.45          | 6,346.00          | 734.55          | 11.58        |
| 419005-000 | Postage                            | -                 | 97.00             | 97.00           | 100.00       | 89.91             | 662.00            | 572.09          | 86.42        |
| 419007-000 | Court Costs                        | 90.00             | 270.00            | 180.00          | 66.67        | 480.00            | 1,865.00          | 1,385.00        | 74.26        |
| 419008-000 | Membership and Fees                | -                 | 29.00             | 29.00           | 100.00       | 1,670.00          | 774.00            | (896.00)        | -115.76      |
| 419009-000 | Sundry Miscellaneous               | 19.15             | 395.00            | 375.85          | 95.15        | 2,032.16          | 3,954.00          | 1,921.84        | 48.60        |
| 419010-000 | Newspaper ADS (Advertising)        | -                 | -                 | -               | N/A          | 258.13            | 152.00            | (106.13)        | -69.82       |
| 419011-000 | Sundry Service Contracts           | 1,633.54          | 691.00            | (942.54)        | -136.40      | 6,418.79          | 6,814.00          | 395.21          | 5.80         |
| 419012-000 | Software                           | -                 | 339.00            | 339.00          | 100.00       | -                 | 2,712.00          | 2,712.00        | 100.00       |
| 419017-000 | Temporary Administrative Labor     | -                 | 1,091.00          | 1,091.00        | 100.00       | 5,644.31          | 13,142.00         | 7,497.69        | 57.05        |
| 419018-000 | False Alarms                       | -                 | -                 | -               | N/A          | 10.00             | 10.00             | -               | 0.00         |
| 419020-000 | Bank Fees                          | -                 | -                 | -               | N/A          | 23.95             | 15.00             | (8.95)          | -59.67       |
| 419021-000 | Discretionary                      | -                 | 29.00             | 29.00           | 100.00       | -                 | 174.00            | 174.00          | 100.00       |
| 419100-000 | Total Miscellaneous Admin Expenses | 2,792.77          | 3,827.00          | 1,034.23        | 27.02        | 23,846.31         | 38,531.00         | 14,684.69       | 38.11        |
| 419900-000 | TOTAL ADMINISTRATIVE EXPENSES      | 21,234.35         | 25,375.00         | 4,140.65        | 16.32        | 211,562.94        | 236,421.00        | 24,858.06       | 10.51        |
| 420000-000 | TENANT SERVICES                    |                   |                   |                 |              |                   |                   |                 |              |
| 421000-000 | Tenant Services Salaries           | -                 | -                 | -               | N/A          | 105.98            | -                 | (105.98)        | N/A          |
| 422000-000 | Tenant Services                    | 3,264.00          | 135.00            | (3,129.00)      | -2,317.78    | 8,052.52          | 4,264.00          | (3,788.52)      | -88.85       |
| 422001-000 | Other Tenant Svcs.                 | 105.00            | -                 | (105.00)        | N/A          | 105.00            | -                 | (105.00)        | N/A          |
| 423000-000 | Tenant Services -PH ADD ON         | 425.00            | 200.00            | (225.00)        | -112.50      | 850.00            | 2,475.00          | 1,625.00        | 65.66        |
| 423001-000 | Tenant Relocation                  | -                 | 108.00            | 108.00          | 100.00       | 372.00            | 1,068.00          | 696.00          | 65.17        |
| 429900-000 | TOTAL TENANT SERVICES EXPENSES     | 3,794.00          | 443.00            | (3,351.00)      | -756.43      | 9,485.50          | 7,807.00          | (1,678.50)      | -21.50       |
| 430000-000 | UTILITIES                          |                   |                   |                 |              |                   |                   |                 |              |
| 431000-000 | Water                              | 216.70            | 2,459.00          | 2,242.30        | 91.19        | 18,556.40         | 22,038.00         | 3,481.60        | 15.80        |
| 432000-000 | Electricity                        | 5,024.38          | 4,891.00          | (133.38)        | -2.73        | 60,889.69         | 49,112.00         | (11,777.69)     | -23.98       |

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

**Actual to Budget Variance Comparison**

**August 31, 2016**

|            |                                | <b>MTD Actual</b> | <b>MTD Budget</b> | <b>Variance</b> | <b>% Var</b> | <b>PTD Actual</b> | <b>PTD Budget</b> | <b>Variance</b> | <b>% Var</b> |
|------------|--------------------------------|-------------------|-------------------|-----------------|--------------|-------------------|-------------------|-----------------|--------------|
| 433000-000 | Gas                            | 2,480.86          | 4,644.00          | 2,163.14        | 46.58        | 39,238.77         | 45,363.00         | 6,124.23        | 13.50        |
| 439000-000 | Sewer                          | 284.62            | 3,256.00          | 2,971.38        | 91.26        | 23,470.01         | 26,740.00         | 3,269.99        | 12.23        |
| 439900-000 | TOTAL UTILITY EXPENSES         | 8,006.56          | 15,250.00         | 7,243.44        | 47.50        | 142,154.87        | 143,253.00        | 1,098.13        | 0.77         |
| 440000-000 | MAINTENANCE AND OPERATIONS     |                   |                   |                 |              |                   |                   |                 |              |
| 440099-000 | General Maint Expense          |                   |                   |                 |              |                   |                   |                 |              |
| 441000-000 | Labor Maintenance              | 9,218.61          | 4,170.00          | (5,048.61)      | -121.07      | 46,392.14         | 42,356.00         | (4,036.14)      | -9.53        |
| 441002-000 | Maintenance: Overtime          | 65.97             | 73.00             | 7.03            | 9.63         | 478.99            | 472.00            | (6.99)          | -1.48        |
| 441003-000 | Maintenance: Employer FICA/SUI | 695.00            | 309.00            | (386.00)        | -124.92      | 3,977.48          | 3,332.00          | (645.48)        | -19.37       |
| 441004-000 | Temp Maintenance Labor         | -                 | -                 | -               | N/A          | 3,543.30          | -                 | (3,543.30)      | N/A          |
| 441005-000 | Maintenance: Employee Benefits | 600.89            | 813.00            | 212.11          | 26.09        | 5,826.29          | 7,312.00          | 1,485.71        | 20.32        |
| 441200-000 | Vehicle Repair                 | 62.06             | 561.00            | 498.94          | 88.94        | 1,882.50          | 3,938.00          | 2,055.50        | 52.20        |
| 441300-000 | Gasoline Purchases             | 271.14            | 302.00            | 30.86           | 10.22        | 1,063.19          | 2,085.00          | 1,021.81        | 49.01        |
| 441900-000 | Total General Maint Expense    | 10,913.67         | 6,228.00          | (4,685.67)      | -75.24       | 63,163.89         | 59,495.00         | (3,668.89)      | -6.17        |
| 442000-000 | Materials                      |                   |                   |                 |              |                   |                   |                 |              |
| 442002-000 | Appliance-Maint Materials      | 672.62            | 138.00            | (534.62)        | -387.41      | 709.42            | 865.00            | 155.58          | 17.99        |
| 442003-000 | Painting-Maint Materials       | -                 | 71.00             | 71.00           | 100.00       | -                 | 426.00            | 426.00          | 100.00       |
| 442004-000 | Electrical-Maint Materials     | -                 | 182.00            | 182.00          | 100.00       | -                 | 1,314.00          | 1,314.00        | 100.00       |
| 442005-000 | Heating/AC-Maint Materials     | 802.84            | 714.00            | (88.84)         | -12.44       | 1,831.70          | 5,468.00          | 3,636.30        | 66.50        |
| 442006-000 | Janitorial Supplies            | -                 | 43.00             | 43.00           | 100.00       | 184.13            | 578.00            | 393.87          | 68.14        |
| 442007-000 | After Hours Work               | -                 | 210.00            | 210.00          | 100.00       | -                 | 1,594.00          | 1,594.00        | 100.00       |
| 442008-000 | Plumbing-Maint Materials       | -                 | 199.00            | 199.00          | 100.00       | 20,527.77         | 9,220.00          | (11,307.77)     | -122.64      |
| 442010-000 | Maintenance Materials          | 808.57            | 1,038.00          | 229.43          | 22.10        | 6,559.76          | 8,466.00          | 1,906.24        | 22.52        |
| 442011-000 | Safety equipment/shoes         | -                 | -                 | -               | N/A          | 150.00            | 275.00            | 125.00          | 45.45        |
| 442900-000 | Total Materials                | 2,284.03          | 2,595.00          | 310.97          | 11.98        | 29,962.78         | 28,206.00         | (1,756.78)      | -6.23        |
| 443000-000 | Contract Costs                 |                   |                   |                 |              |                   |                   |                 |              |
| 443001-000 | Alarm/Extinguisher Contract    | 48.00             | 56.00             | 8.00            | 14.29        | 4,588.52          | 5,441.00          | 852.48          | 15.67        |
| 443002-000 | Extermination Contract         | 850.00            | 519.00            | (331.00)        | -63.78       | 3,507.00          | 4,389.00          | 882.00          | 20.10        |
| 443005-000 | Unit Turnaround-Contract       | -                 | 1,103.00          | 1,103.00        | 100.00       | 3,460.56          | 8,517.00          | 5,056.44        | 59.37        |
| 443006-000 | Electrical-Contract            | -                 | 214.00            | 214.00          | 100.00       | -                 | 1,284.00          | 1,284.00        | 100.00       |
| 443007-000 | Disposal Contract              | -                 | 1,145.00          | 1,145.00        | 100.00       | 3,201.39          | 8,856.00          | 5,654.61        | 63.85        |
| 443009-000 | Landscaping-Contract           | 1,665.00          | 1,500.00          | (165.00)        | -11.00       | 16,757.77         | 16,529.00         | (228.77)        | -1.38        |
| 443011-000 | Heating/AC-Contract            | 400.00            | 4,096.00          | 3,696.00        | 90.23        | 10,633.35         | 26,401.00         | 15,767.65       | 59.72        |
| 443013-000 | Contract: Uniform Rental       | 217.75            | 61.00             | (156.75)        | -256.97      | 1,065.90          | 869.00            | (196.90)        | -22.66       |
| 443015-000 | Janitorial-Contract            | -                 | 99.00             | 99.00           | 100.00       | -                 | 706.00            | 706.00          | 100.00       |
| 443018-000 | Plumbing-Contract              | -                 | 642.00            | 642.00          | 100.00       | 29,347.00         | 33,370.00         | 4,023.00        | 12.06        |
| 443019-000 | Miscellaneous Contracts        | -                 | 5,699.00          | 5,699.00        | 100.00       | -                 | 45,306.00         | 45,306.00       | 100.00       |

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

**Actual to Budget Variance Comparison**

**August 31, 2016**

|            |  | <b>MTD Actual</b> | <b>MTD Budget</b> | <b>Variance</b>  | <b>% Var</b>   | <b>PTD Actual</b> | <b>PTD Budget</b> | <b>Variance</b>   | <b>% Var</b>  |
|------------|--|-------------------|-------------------|------------------|----------------|-------------------|-------------------|-------------------|---------------|
| 443023-000 | Contract: Consultants                            | -                 | 381.00            | 381.00           | 100.00         | 221.69            | 2,620.00          | 2,398.31          | 91.54         |
| 443099-000 | Maintenance Misc-Contracts                       | -                 | 1,402.00          | 1,402.00         | 100.00         | 1,501.45          | 19,819.00         | 18,317.55         | 92.42         |
| 443900-000 | Total Contract Costs                             | 3,180.75          | 16,917.00         | 13,736.25        | 81.20          | 74,284.63         | 174,107.00        | 99,822.37         | 57.33         |
| 449900-000 | TOTAL MAINTENACE EXPENSES                        | 16,378.45         | 25,740.00         | 9,361.55         | 36.37          | 167,411.30        | 261,808.00        | 94,396.70         | 36.06         |
| 450000-000 | GENERAL EXPENSES                                 |                   |                   |                  |                |                   |                   |                   |               |
| 451000-000 | General Liability Insurance                      | 2,110.45          | 2,792.00          | 681.55           | 24.41          | 26,605.23         | 30,134.00         | 3,528.77          | 11.71         |
| 451100-000 | Property Tax                                     | -                 | -                 | -                | N/A            | 8,894.85          | 9,010.00          | 115.15            | 1.28          |
| 452100-000 | Workers Comp Insurance                           | 352.61            | 382.00            | 29.39            | 7.69           | 3,757.23          | 3,856.00          | 98.77             | 2.56          |
| 457000-000 | Bad Debt-Tenant Rents                            | -                 | -                 | -                | N/A            | 3,272.74          | -                 | (3,272.74)        | N/A           |
| 458000-000 | All Protective Services                          | -                 | 65.00             | 65.00            | 100.00         | 106.00            | 496.00            | 390.00            | 78.63         |
| 459900-000 | TOTAL GENERAL EXPENSES                           | 2,463.06          | 3,239.00          | 775.94           | 23.96          | 42,636.05         | 43,496.00         | 859.95            | 1.98          |
|            | <b>TOTAL OPERATING EXPENSES</b>                  | <b>51,876.42</b>  | <b>70,047.00</b>  | <b>18,170.58</b> | <b>25.94%</b>  | <b>573,250.66</b> | <b>692,785.00</b> | <b>119,534.34</b> | <b>17.25%</b> |
| 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 | <b>NET INCOME</b>                                | <b>30,890.20</b>  | <b>11,223.00</b>  | <b>19,667.20</b> | <b>175.24%</b> | <b>377,746.84</b> | <b>241,072.00</b> | <b>136,674.84</b> | <b>56.69%</b> |
|            |  |                   |                   |                  |                |                   |                   |                   |               |
|            |  |                   |                   |                  |                |                   |                   |                   |               |
|            | Proof :  |                   |                   |                  |                |                   |                   |                   |               |
|            | JC Bull -100 units                               | 32,444.56         |                   |                  |                | 320,186.43        |                   |                   |               |
|            | JC Bull -32 units                                | (1,554.36)        |                   |                  |                | 57,560.41         |                   |                   |               |
|            |  | 30,890.20         |                   |                  |                | 377,746.84        |                   |                   |               |

**SPARTANBURG HOUSING AUTHORITY**

**Cash Flow**

**August 31, 2016**

| <b>INFLOWS:</b>  | <b>Oct</b>       | <b>Nov</b>       | <b>Dec</b>       | <b>Jan</b>       | <b>Feb</b>       | <b>Mar</b>       | <b>Apr</b>       | <b>May</b>       | <b>June</b>      | <b>July</b>      | <b>Aug</b>       | <b>Sept</b>   |                   |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------|-------------------|
|  | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b> | <b>TOTAL</b>      |
| Section 8 HAP Subsidy  | 764,964          | 774,263          | 774,263          | 777,889          | 756,375          | 756,375          | 780,827          | 768,470          | 965,394          | 812,839          | 812,839          |               | 8,744,498         |
| Section 8 Admin Subsidy  | 78,392           | 105,052          | 81,916           | 118,674          | 82,031           | 81,992           | 82,282           | 82,282           | 103,236          | 88,794           | 88,795           |               | 993,447           |
| Mod Rehab HAP  | 177,282          | 177,249          | 177,249          | 177,249          | 177,249          | 177,249          | 177,249          | 27,727           | 99,248           | 114,760          | 114,760          |               | 1,597,251         |
| Mod Rehab Admin  | 21,877           | 21,877           | 21,877           | 21,877           | 21,877           | 21,877           | 21,877           | 11,236           | 17,483           | 17,483           | 17,483           |               | 216,824           |
| Public Housing Subsidy   | 309,570          | 309,570          | 309,516          | 267,218          | 263,209          | 283,032          | 271,369          | 291,770          | 291,770          | 274,838          | 274,838          |               | 3,146,699         |
| Tax Credit Properties Subsidy  | 34,595           | 34,595           | 34,595           | 35,512           | 35,701           | 36,948           | 35,945           | 2,849            | 2,849            | 3,891            | 3,891            |               | 261,369           |
| SLHC PBV Subsidy   | 9,162            | 9,146            | 9,142            | 8,967            | 8,967            | 8,967            | 8,967            | 8,630            | 8,630            | 8,761            | 4,953            |               | 94,292            |
| SC State Grant for JCB   | 37,923           | 38,576           | 38,542           | 38,455           | 38,950           | 57,649           | 42,580           | 39,343           | 40,673           | 41,614           | 41,614           |               | 455,919           |
| 1) HUD & State Subsidy   | 1,433,745        | 1,470,328        | 1,447,100        | 1,445,841        | 1,384,359        | 1,424,089        | 1,421,096        | 1,232,306        | 1,529,282        | 1,362,980        | 1,359,173        | -             | 15,510,299        |
| ROSS   | 26,048           | 20,727           | 14,061           | 32,320           | 22,748           | 18,276           | 30,813           | 18,494           | 19,338           | 24,026           | 20,883           |               | 247,733           |
| Youthbuild - 021-yb  | 14,915           | 951              | 29,572           | -                | -                | -                | -                | -                | -                | -                | -                |               | 45,438            |
| Youthbuild - 022-yb -NEW GRANT   |                  |                  |                  |                  |                  |                  |                  |                  | 14,980           | -                | 32,363           |               | 47,343            |
| YB -Face Forward   | 39,598           | 43,144           | 50,566           | 58,633           | 42,291           | 49,704           | 34,425           | 38,044           | 24,074           | 91,266           | 20,542           |               | 492,289           |
| CFP and RHF  | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |               | 0                 |
| 2) Other Grant Revenue   | 80,561           | 64,823           | 94,200           | 90,953           | 65,039           | 67,980           | 65,238           | 56,537           | 58,392           | 115,292          | 73,788           | -             | 832,803           |
| Public Housing Rents   | 124,658          | 134,995          | 143,621          | 146,472          | 93,701           | 95,832           | 96,382           | 95,868           | 100,499          | 97,606           | 96,951           |               | 1,226,583         |
| JC Bull Rents  | 26,291           | 27,315           | 27,081           | 27,264           | 27,063           | 27,937           | 27,402           | 25,994           | 26,073           | 26,963           | 27,459           |               | 296,842           |
| SLHC Rents   | 9,102            | 9,142            | 9,146            | 9,146            | 9,127            | 9,191            | 8,925            | 8,682            | 8,955            | 9,112            | 8,402            |               | 98,930            |
| 3) Rent Revenue  | 160,051          | 171,452          | 179,848          | 182,882          | 129,891          | 132,960          | 132,709          | 130,544          | 135,527          | 133,681          | 132,812          | -             | 1,622,355         |
| 4) Misc Receipts   | 31,081           | 12,454           | 45,231           | 1,428,178        | 171,920          | 263,564          | 337,931          | 306,398          | 193,311          | 19,363           | 316,585          |               | 3,126,017         |
| 5) Other Cash-In   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |               |                   |
| Section 8 Reserves Transfer In   |                  |                  |                  | -                | -                | -                |                  |                  |                  |                  | -                | -             | -                 |
| Working Capital Adjustment/Inter fund settlement   | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -             | -                 |
| <b>TOTAL CASH INFLOW</b>   | <b>1,705,437</b> | <b>1,719,056</b> | <b>1,766,378</b> | <b>3,147,855</b> | <b>1,751,209</b> | <b>1,888,593</b> | <b>1,956,974</b> | <b>1,725,786</b> | <b>1,916,512</b> | <b>1,631,316</b> | <b>1,882,358</b> | <b>-</b>      | <b>21,091,474</b> |
| <p>1) HUD subsidy for Section 8 is based on the prior year actual costs. Public Housing Subsidy is a formula based calculation using rents, three year rolling based utility costs calculation, and other add-ons for audit, PILOT, IT, etc. This is also done annually and there will be a change in January. The SC State subsidy is for JC Bull and it is submitted monthly based on units leased. The TBRA is a grant and the funds have to be requested as needed.</p> <p>2) Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.</p> <p>3) Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.</p> <p>4) Misc revenue includes payments for court costs, resident work orders for maintenance and repair as well as, Section 8 repayment agreements, Public Housing bad debt recovery, laundry facility rebates, tower rental, proceeds from the sale of homes, and any other miscellaneous income. Also, included the W/C refund of \$291,460.00</p> <p>5) Other cash-In will include transfers from reserve accounts, and any adjustment to working capital.</p> |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |               |                   |

**SPARTANBURG HOUSING AUTHORITY**

**Cash Flow  
August 31, 2016**

| <b>OUTFLOWS:</b>                                       | <b>Oct</b>    | <b>Nov</b>    | <b>Dec</b>    | <b>Jan</b>    | <b>Feb</b>    | <b>Mar</b>    | <b>Apr</b>    | <b>May</b>    | <b>June</b>   | <b>July</b>   | <b>Aug</b>    | <b>Sept</b>   |              |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
|  | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>TOTAL</b> |
| Section 8:   |               |               |               |               |               |               |               |               |               |               |               |               |              |
| Housing Assistance                                     | 752,771       | 741,544       | 762,539       | 666,447       | 753,402       | 734,646       | 741,768       | 778,686       | 776,573       | 781,057       | 786,668       |               | 8,276,101    |
| Mod Rehab Vouchers                                     | 147,067       | 157,184       | 152,155       | 108,027       | 108,827       | 110,976       | 220,758       | 103,803       | 103,592       | 99,260        | 110,450       |               | 1,422,099    |
| HAP Payments   | 899,838       | 898,728       | 914,694       | 774,474       | 862,229       | 845,622       | 962,526       | 882,489       | 880,165       | 880,317       | 897,118       | -             | 9,698,200    |
| Payroll  | 287,709       | 168,515       | 201,637       | 182,067       | 170,612       | 291,436       | 215,739       | 170,083       | 171,956       | 168,110       | 178,884       |               | 2,206,747    |
| Benefits/Deductions                                    | 1,289         | 4,711         | 7,807         | 1,205         | 5,002         | 763           | 8,069         | 763           | 8,006         | 3,221         | 4,422         |               | 45,260       |
| Payroll & Benefits                                     | 288,999       | 173,226       | 209,443       | 183,272       | 175,614       | 292,199       | 223,808       | 170,846       | 179,962       | 171,331       | 183,306       | -             | 2,252,006    |
| State Insurance  | 37,241        | 37,241        | 43,543        | 44,166        | 29,961        | 39,149        | 48,896        | 38,223        | 39,982        | 40,263        | 38,927        |               | 437,591      |
| Rent   | 8,409         | 8,409         | 8,409         | 20,065        | 20,065        | 11,656        | 11,656        | 11,656        | 11,656        | 11,656        | 11,656        |               | 135,294      |
| Wright Center Payables ( 301-wc & 300-mrc)             | 5,182         | 6,739         | 4,566         | 4,538         | 4,828         | 9,435         | 6,718         | 632           | 5,647         | 128           | 0             |               | 48,414       |
| Debt/Insurance/Rent                                    | 50,832        | 52,388        | 56,518        | 68,768        | 54,854        | 60,240        | 67,270        | 50,511        | 57,285        | 52,047        | 50,583        | -             | 621,298      |
| Operating  | 233,966       | 288,752       | 728,566       | 481,200       | 513,599       | 915,396       | 685,487       | 817,240       | 619,884       | 610,107       | 508,967       | 0             | 6,403,163    |
| Capital Fund and RHF                                   | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             |               | 0            |
| Ross   | 448           | 92            | 589           | 1,095         | 457           | 331           | 0             | 555           | 129           | 347           | 233           |               | 4,278        |
| Youth Build and Face Forward                           | 26,252        | 27,769        | 35,890        | 43,399        | 26,451        | 33,111        | 10,496        | 29,069        | 14,722        | 79,398        | 16,778        |               | 343,335      |
| Homeownership  | 698           | 43            | 1,465         | 477           | 440           | 1,406         | 197           | 952           | 518           | 3,630         | 846           |               | 10,672       |
| SHA Property (089-shap)                                | 66            | 737           | 389           | 0             | -             | 0             | 0             | 0             | 0             | 0             | 0             |               | 1,192        |
| CS1, LLC/CGE 1 PH Subsidy                              | 31,035        | 31,035        | 31,035        | 32,011        | 32,187        | 33,354        | 32,416        | 0             | 0             | 0             | 0             |               | 223,072      |
| Other Transfers  | 0             | 0             | -             | 0             | -             | -             | -             | -             | 0             | 0             | 0             |               | 0            |
| HAP/ Admin Transfer                                    | -             | -             | -             | -             | -             | -             | -             | -             | -             | -             | -             |               | 0            |
| 1 Payables/Check Adjustment                            | 242,592       | 31,560        | (431,955)     | 1,225,918     | (51,160)      | (519,696)     | 332,157       | 863,652       | (793,990)     | (154,867)     | 286,333       |               | 1,030,544    |
| Capital & Program Expenses                             | 301,091       | 91,235        | (362,587)     | 1,302,900     | 8,375         | (451,493)     | 375,266       | 894,228       | (778,621)     | (71,491)      | 304,191       | -             | 1,613,093    |
| TOTAL CASH OUTFLOW                                     | 1,774,725     | 1,504,330     | 1,546,635     | 2,810,614     | 1,614,671     | 1,661,964     | 2,314,357     | 2,815,314     | 958,674       | 1,642,312     | 1,944,165     | -             | 20,587,761   |
| Net Inflow(Outflow)                                    | (69,288)      | 214,727       | 219,743       | 337,241       | 136,538       | 226,630       | (357,383)     | (1,089,529)   | 957,837       | (10,995)      | (61,807)      | -             | 503,713      |
| June HAP cut in May due to bank change                 |               |               |               |               |               |               |               | 818,604       | (818,604)     |               |               |               |              |
| Net outflow offset by reserve                          | 69,288        |               |               |               | 0             | -             | 357,343       | 270,925       | -             | -             | -             |               | 697,556      |
| Total  | (0)           | 214,727       | 219,743       | 337,241       | 136,538       | 226,630       | (40)          | 0             | 139,233       | (10,995)      | (61,807)      | -             | 1,201,269    |
| Beginning Cash : (Unrestricted)                        | 4,211,769     | 4,142,481     | 4,357,207     | 4,576,950     | 4,914,191     | 5,050,729     | 5,277,359     | 4,919,976     | 3,830,447     | 4,788,285     | 4,777,289     | 4,715,482     | 0            |
| Ending Cash  | 4,142,481     | 4,357,207     | 4,576,950     | 4,914,191     | 5,050,729     | 5,277,359     | 4,919,976     | 3,830,447     | 4,788,285     | 4,777,289     | 4,715,482     | 4,715,482     | 503,713      |
| <b>Bank Account Balances-</b>                          |               |               |               |               |               |               |               |               |               |               |               |               |              |
| 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     | 3,009,531     | 2,326,638     | 3,051,912     | 2,474,718     | 2,541,426     |               |              |
| Section 8 HAP Disbursements                            | 237,763       | 344,549       | 378,215       | 575,570       | 685,603       | 759,294       | 686,047       | 242,865       | 836,144       | 1,349,373     | 1,275,676     |               |              |
| J C Bull Operating                                     | 770,711       | 791,554       | 836,955       | 866,878       | 886,765       | 927,167       | 974,324       | 994,103       | 630,917       | 673,968       | 666,779       |               |              |
| SLHC Operating   | 200,065       | 214,309       | 252,648       | 237,348       | 240,638       | 243,262       | 250,074       | 266,843       | 269,313       | 279,231       | 231,601       |               |              |
| Sub Total  | 4,142,481     | 4,357,207     | 4,576,950     | 4,914,191     | 5,050,690     | 5,277,319     | 4,919,976     | 3,830,448     | 4,788,285     | 4,777,289     | 4,715,482     | 0             |              |
| Coventional Housing Surplus                            | 4,057,168     | 4,159,168     | 4,175,040     | 4,094,165     | 4,147,477     | 4,226,114     | 4,234,704     | 4,276,381     | 4,308,576     | 4,354,342     | 4,521,754     |               |              |
| Average No. Of Months Cash Reserves                    | 11.77         | 9.21          | 9.25          | 9.07          | 9.19          | 9.36          | 9.38          | 9.47          | 9.54          | 9.64          | 10.02         | 0.00          |              |
| Footnotes:   |               |               |               |               |               |               |               |               |               |               |               |               |              |
| 1 Outstanding checks that were remaining at month end. |               |               |               |               |               |               |               |               |               |               |               |               |              |

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

| <b>INFLOWS:</b>                        | <b>Oct</b>       | <b>Nov</b>       | <b>Dec</b>       | <b>Jan</b>       | <b>Feb</b>       | <b>Mar</b>       | <b>Apr</b>       | <b>May</b>      | <b>June</b>      | <b>July</b>      | <b>Aug</b>       | <b>Sept</b>   |                   |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|------------------|---------------|-------------------|
|  | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>   | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b> | <b>TOTAL</b>      |
| Section 8 HAP Subsidy                  | 764,964          | 774,263          | 774,263          | 777,889          | 756,375          | 756,375          | 780,827          | 768,470         | 965,394          | 812,839          | 812,839          |               | 8,744,498         |
| Inter fund settlement //HAP acct       | -                | -                | -                | -                | -                | -                | -                | -               | -                | -                | -                |               | -                 |
| Section 8 Admin Subsidy                | 78,392           | 105,052          | 81,916           | 118,674          | 82,031           | 81,992           | 82,282           | 82,282          | 103,236          | 88,794           | 88,795           |               | 993,447           |
| Section 8 Port-In Admin Fees           | 135              | 176              | 239              | 331              | 417              | 417              | 418              | 598             | 135              | 31               | 157              |               | 3,055             |
| Mod Rehab HAP                          | 177,262          | 177,249          | 177,249          | 177,249          | 177,249          | 177,249          | 177,249          | 27,727          | 99,248           | 114,760          | 114,760          |               | 1,597,251         |
| Mod Rehab Admin                        | 21,877           | 21,877           | 21,877           | 21,877           | 21,877           | 21,877           | 21,877           | 11,236          | 17,483           | 17,483           | 17,483           |               | 216,824           |
| Port in -HAP Earned                    | 1,392            | 6,558            | 3,632            | 4,346            | 5,407            | 4,490            | 4,490            | 7,151           | 981              | 1,089            | 1,142            |               | 40,678            |
| HCV Refunds/Recovery/Interest          | 3,889            | 2,547            | 1,829            | 1,805            | 1,956            | 2,263            | 3,095            | 1,790           | 2,518            | 2,378            | 2,243            |               | 26,314            |
| <b>HUD Subsidy</b>                     | <b>1,047,912</b> | <b>1,087,722</b> | <b>1,061,005</b> | <b>1,102,172</b> | <b>1,045,312</b> | <b>1,044,663</b> | <b>1,070,238</b> | <b>899,254</b>  | <b>1,188,995</b> | <b>1,037,375</b> | <b>1,037,419</b> | <b>0</b>      | <b>11,622,066</b> |
|  |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                  |               |                   |
| <b>OUTFLOWS:</b>                       | <b>Oct</b>       | <b>Nov</b>       | <b>Dec</b>       | <b>Jan</b>       | <b>Feb</b>       | <b>Mar</b>       | <b>Apr</b>       | <b>May</b>      | <b>June</b>      | <b>July</b>      | <b>Aug</b>       | <b>Sept</b>   |                   |
|  | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>   | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b> | <b>TOTAL</b>      |
| Section 8:                             |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                  |               |                   |
| Housing Assistance                     | 752,771          | 741,544          | 762,539          | 666,447          | 753,402          | 734,646          | 741,768          | 778,686         | 776,573          | 781,057          | 786,668          |               | 8,276,101         |
| Mod Rehab Vouchers                     | 147,067          | 157,184          | 152,155          | 108,027          | 108,827          | 110,976          | 220,758          | 103,803         | 103,592          | 99,260           | 110,450          |               | 1,422,099         |
| Sec 8 Admin Expenses                   | 73,314           | 70,870           | 85,700           | 96,941           | 89,023           | 98,669           | 102,912          | 88,841          | 82,834           | 88,397           | 98,972           |               | 976,472           |
| Mod Rehab Admin                        | 18,480           | 15,092           | 18,613           | 17,368           | 19,575           | 20,554           | 23,279           | 19,021          | 18,484           | 17,989           | 17,988           |               | 206,444           |
| <b>Total Payments</b>                  | <b>991,631</b>   | <b>984,690</b>   | <b>1,019,007</b> | <b>888,783</b>   | <b>970,828</b>   | <b>964,844</b>   | <b>1,088,717</b> | <b>990,351</b>  | <b>981,483</b>   | <b>986,703</b>   | <b>1,014,078</b> | <b>0</b>      | <b>10,881,117</b> |
|  |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                  |               |                   |
| <b>Net Inflow (Outflow)</b>            | <b>56,280</b>    | <b>103,032</b>   | <b>41,998</b>    | <b>213,389</b>   | <b>74,484</b>    | <b>79,818</b>    | <b>(18,479)</b>  | <b>(91,097)</b> | <b>207,512</b>   | <b>50,671</b>    | <b>23,341</b>    | <b>0</b>      | <b>740,950</b>    |
|  |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                  |               |                   |
| <b>Reserve Account INFLOW(OUTFLOW)</b> |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                  |               |                   |
|  |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                  |               |                   |
| Net Section 8 HAP                      | 16,082           | 35,266           | 13,553           | 113,247          | 4,929            | 23,992           | 42,154           | (8,426)         | 191,339          | 34,160           | 28,414           | -             |                   |
| Net Mod Rehab HAP                      | 30,195           | 20,065           | 25,094           | 69,222           | 68,422           | 66,273           | (43,509)         | (76,076)        | (4,344)          | 15,500           | 4,310            | -             |                   |
| Section 8 Admin                        | 5,078            | 34,182           | (3,784)          | 21,733           | (6,992)          | (16,677)         | (20,630)         | (6,559)         | 20,403           | 397              | (10,177)         | -             |                   |
| Mod Rehab Admin                        | 3,397            | 6,785            | 3,264            | 4,509            | 2,302            | 1,323            | (1,402)          | (7,785)         | (1,001)          | (506)            | (505)            | -             |                   |
|  | 54,753           | 96,298           | 38,127           | 208,711          | 68,660           | 74,911           | (23,387)         | (98,846)        | 206,396          | 49,551           | 22,042           | -             |                   |
|  |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                  |               |                   |
| <b>Reserve Bank Accounts</b>           |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                  |               |                   |
| Section 8 and Mod Rehab disbursement   | 237,763          | 344,549          | 378,215          | 575,570          | 685,603          | 759,294          | 686,047          | 242,865         | 836,144          | 1,349,373        | 1,275,676        |               |                   |
| Sec 8 HAP -NRA                         | 67,052           | 68,757           | 69,433           | 71,433           | 73,538           | 77,444           | 74,975           | 80,946          | 84,115           | 84,961           | 84,961           |               |                   |
| Sec 8 - Operations -UNA                | 225,716          | 225,716          | 225,716          | 225,716          | 225,716          | 225,716          | 225,716          | 225,716         | 225,716          | 225,716          | 225,176          |               |                   |
| Mod Rehab HAP                          | 2,290            | 2,340            | 2,340            | 2,340            | 4,341            | 2,340            | 6,343            | 6,342           |                  |                  |                  |               |                   |
| Mod Rehab Admin                        | 90,055           | 90,056           | 90,056           | 90,057           | 90,058           | 90,058           | 90,059           | 90,059          | 92,399           | 92,399           | 92,399           |               |                   |
|  | <b>622,876</b>   | <b>731,418</b>   | <b>765,761</b>   | <b>965,115</b>   | <b>1,079,256</b> | <b>1,154,852</b> | <b>1,083,140</b> | <b>645,927</b>  | <b>1,238,374</b> | <b>1,752,449</b> | <b>1,678,212</b> | <b>0</b>      |                   |

|  |                 |                              |         |         |  |
|--|-----------------|------------------------------|---------|---------|--|
| <b>Spartanburg Housing Authority</b>                 |                 |                              |         |         |  |
| <b>Grant Programs</b>                                |                 |                              |         |         |  |
| <b>Period Ending August 31, 2016</b>                 |                 |                              |         |         |  |
|  |                 |                              |         |         |  |
|  |                 |                              |         |         |  |
| <b>ROSS - Resident Self Sufficiency ( \$480,000)</b> |                 | <b>SC003RPS030A012</b>       |         |         |  |
| <b>FUND 579-cnho</b>                                 |                 | <b>Term Date: 9/28/2016</b>  |         |         |  |
| Funds Expended                                       |                 |                              | 303,783 |         |  |
| Funds Received                                       |                 |                              | 303,783 |         |  |
|  | Drawn Funds     |                              | 11,519  |         |  |
|  | Remaining Funds |                              |         | 176,217 |  |
| <b>ROSS - Resident Self Sufficiency ( \$229,293)</b> |                 | <b>SC003RPS111A015</b>       |         |         |  |
| <b>FUND 579-cnho</b>                                 |                 | <b>Term Date: 12-20-2018</b> |         |         |  |
| Funds Expended                                       |                 |                              | 0       |         |  |
| Funds Received                                       |                 |                              | 0       |         |  |
|  | Drawn Funds     |                              | 0       |         |  |
|  | Remaining Funds |                              |         | 229,293 |  |
| <b>ROSS - Resident Self Sufficiency ( \$109,364)</b> |                 | <b>SC003FSH293A015</b>       |         |         |  |
| <b>FUND 581</b>                                      |                 | <b>Term Date: 12-20-2018</b> |         |         |  |
| Funds Expended                                       |                 |                              | 87,305  |         |  |
| Funds Received                                       |                 |                              | 88,305  |         |  |
|  | Drawn Funds     |                              | 9,363   |         |  |
|  | Remaining Funds |                              |         | 21,059  |  |
| <b>ROSS - Resident Self Sufficiency ( \$109,364)</b> |                 | <b>SC003FSH571A016</b>       |         |         |  |
| <b>FUND 581</b>                                      |                 | <b>Term Date: 12-20-2019</b> |         |         |  |
| Funds Expended                                       |                 |                              | 0       |         |  |
| Funds Received                                       |                 |                              | 0       |         |  |
|  | Drawn Funds     |                              | 0       |         |  |
|  | Remaining Funds |                              |         | 109,364 |  |
|  |                 |                              |         |         |  |

|   |                         |                                      |         |           |  |
|---|-------------------------|--------------------------------------|---------|-----------|--|
| Spartanburg Housing Authority               |                         |                                      |         |           |  |
| Grant Programs                              |                         |                                      |         |           |  |
| Period Ending August 31, 2016               |                         |                                      |         |           |  |
| 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     |         | 568,734   |  |
|   |                         |                                      |         |           |  |
| YOUTH BUILD ( \$994,474)                    |                         | Obligation Date: 1/1/2016            |         |           |  |
| FUND 22                                     |                         | Term Date: 4/30/2019                 |         |           |  |
| Funds Expended                              |                         |                                      | 47,343  |           |  |
| Funds Received                              |                         |                                      | 47,343  |           |  |
|   | Drawn Funds/Adjustments |                                      | 32,363  |           |  |
|   | Remaining Funds         |                                      |         | 947,131   |  |
|   |                         |                                      |         |           |  |
| FACE FORWARD ( \$999,923 )                  |                         | Obligation Date: 7/1/2013            |         |           |  |
| FUND 22                                     |                         | Term Date: 9/30/2016                 |         |           |  |
| Funds Expended                              |                         |                                      | 766,610 |           |  |
| Funds Received                              |                         |                                      | 766,610 |           |  |
|   | Drawn Funds             |                                      | 20,542  |           |  |
|   | Remaining Funds         |                                      |         | 233,313   |  |
|   |                         |                                      |         |           |  |
|   |                         |                                      |         |           |  |
|   |                         | Total Money Remaining for all Grants |         | 1,749,178 |  |
| Note:                                       |                         |                                      |         |           |  |

| Spartanburg Housing Authority                       |                             |               |              |                |                   |              |                         |
|---|-----------------------------|---------------|--------------|----------------|-------------------|--------------|-------------------------|
| Capital Grant Programs                              |                             |               |              |                |                   |              |                         |
| August 31, 2016                                     |                             |               |              |                |                   |              |                         |
| <b>CAPITAL FUND 2016</b>                            |                             |               |              |                | %                 |              |                         |
| <b>Obligation Date: 4/13/2016</b>                   |                             | <b>Budget</b> | <b>Drawn</b> | <b>Balance</b> | <b>Completion</b> |              |                         |
| <b>End date : 12/2018</b>                           |                             |               |              |                |                   |              |                         |
|   | 0100 Reserved Budget        | 980,128.00    | -            | 980,128.00     |                   |              |                         |
|   | 1408 Management Improvement | 180,550.00    | -            | 180,550.00     |                   |              |                         |
|   | 1410 Administration         | 128,964.00    | 30,000.00    | 98,964.00      |                   |              |                         |
|   |                             | 1,289,642.00  | 30,000.00    | 1,259,642.00   |                   |              |                         |
|   |                             |               |              |                |                   |              |                         |
|   |                             |               |              |                |                   |              |                         |
| Replacement Housing Factor Funds                    |                             |               |              |                |                   | Obligated in |                         |
|   |                             | Authorized    | Draws        | Balance        | % Complete        | ELOCCS       |                         |
| <b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2008</b> |                             |               |              |                |                   |              |                         |
| <b>Obligation Date: 6/12/2010</b>                   |                             |               |              |                |                   |              |                         |
| <b>Term Date: 10/29/2016</b>                        |                             |               |              |                |                   |              |                         |
|   | 1499 Development Activity   | 244,916       | 197,770      | 47,146         | 81%               | 47,146       | With various line items |
| <b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2014</b> |                             |               |              |                |                   |              |                         |
| <b>Obligation Date:</b>                             |                             |               |              |                |                   |              |                         |
| <b>Term Date:</b>                                   |                             |               |              |                |                   |              |                         |
|   | 1499 Development Activity   | 284,182       | 176,103      | 108,079        | 62%               |              |                         |
| <b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2015</b> |                             |               |              |                |                   |              |                         |
| <b>Obligation Date:</b>                             |                             |               |              |                |                   |              |                         |
| <b>Term Date:</b>                                   |                             |               |              |                |                   |              |                         |
|   | 1499 Development Activity   | 218,757       | 0            | 218,757        | 0%                |              |                         |
| <b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2016</b> |                             |               |              |                |                   |              |                         |
| <b>Obligation Date:</b>                             |                             |               |              |                |                   |              |                         |
| <b>Term Date:</b>                                   |                             |               |              |                |                   |              |                         |
|   | 1499 Development Activity   | 225,533       | 0            | 225,533        | 0%                |              |                         |
| <b>TOTAL RHF FUNDS</b>                              |                             | 973,388       | 373,873      | 599,515        | 38%               |              |                         |
| <b>TOTAL CAPITAL GRANTS</b>                         |                             | 2,263,030     | 403,873      | 1,859,157      | 18%               |              |                         |



**Monthly Reports:**  
**Human Resources**  
**Brooke Coleman**

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**Board of Commissioners Meeting**  
**Tuesday, September 20, 2016**

September 20, 2016

**Spartanburg Housing Authority**  
**Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

**SUBJECT:**

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

**CONTACT PERSON:**

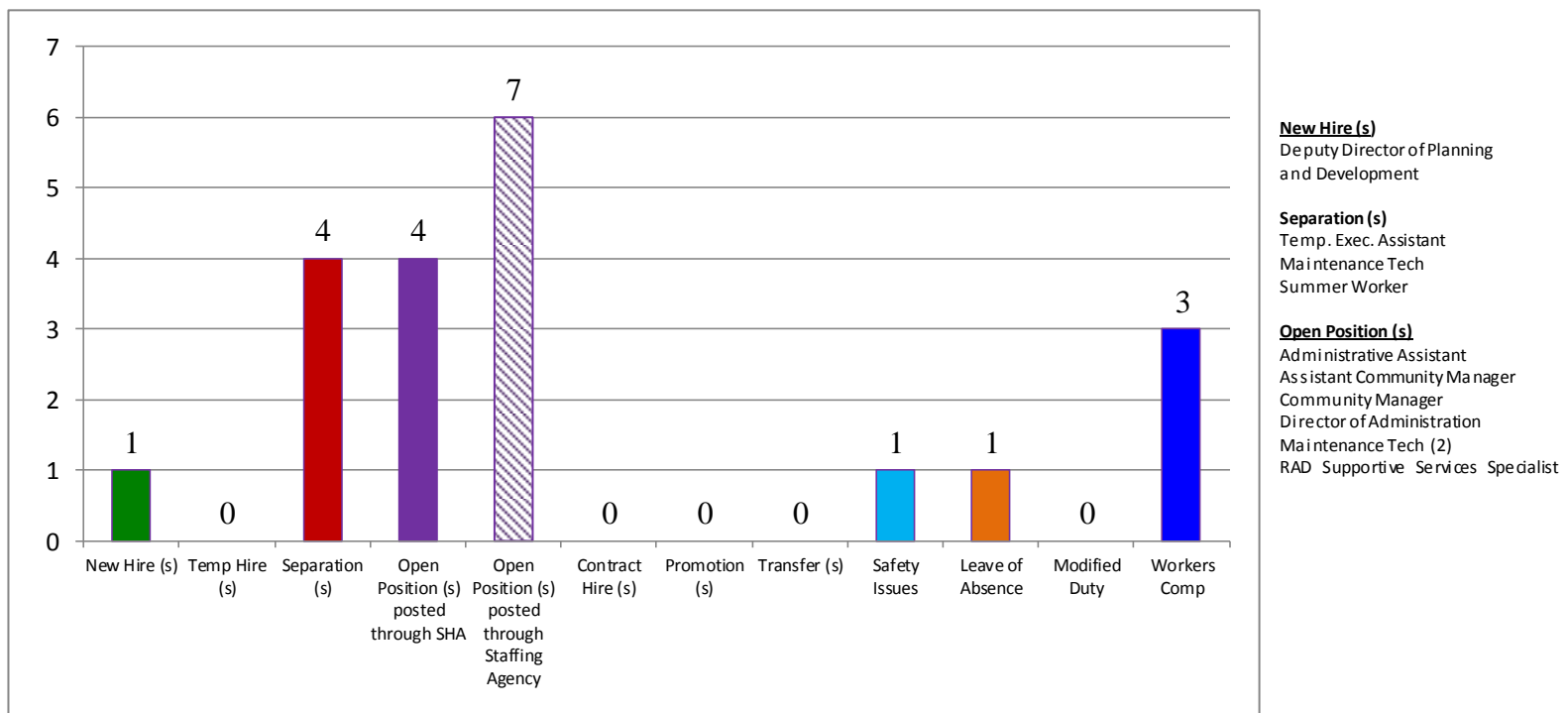
Brooke Coleman  
Human Resource Manager  
864-598-6084

**OVERVIEW:**

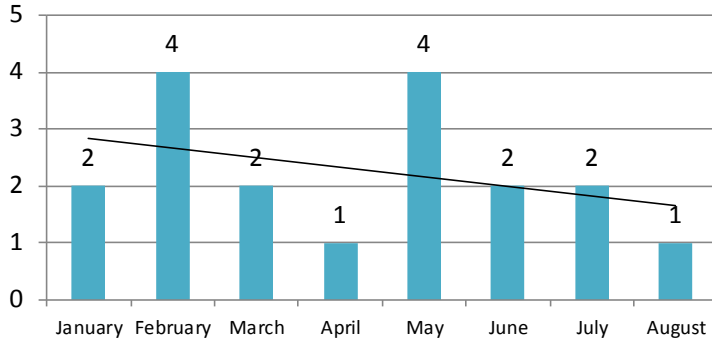
The Human Resources Department Activities Report for the month of August 2016 is submitted as an informational report to the Commissioners updating current and ongoing activities.

**Labor and Employment Relations:**

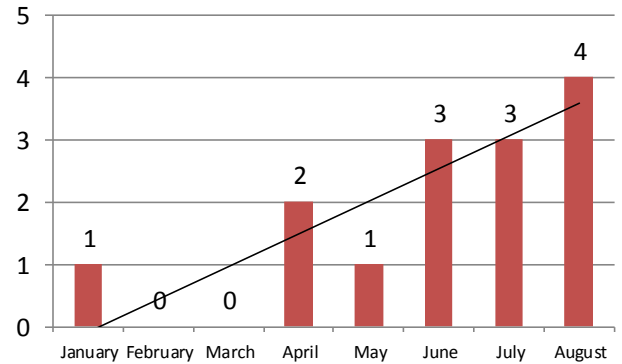
In addition to providing consultation and advice to managers and employees regarding leave, performance, discipline, federal and state regulations, employment relation information is listed below.



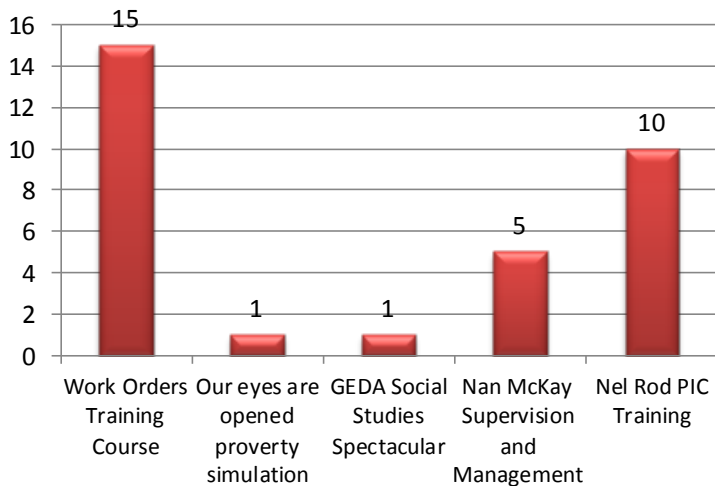
2016 New Hires



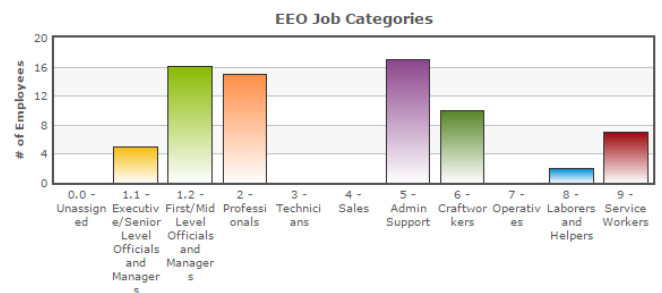
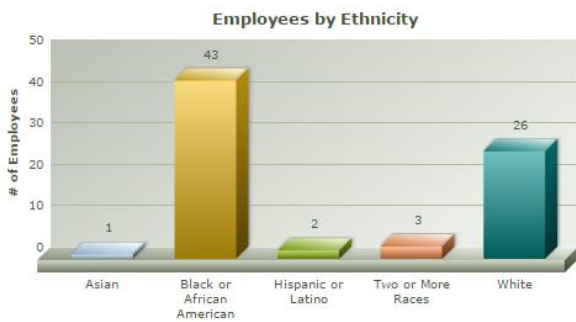
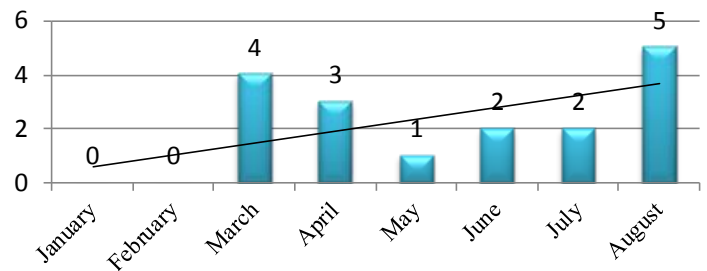
2016 Separations



August Training Data



2016 Trainings





**Monthly Reports:**  
**Asset Management**  
**Jessica Holcomb**

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**Board of Commissioners Meeting**  
**Tuesday, September 20, 2016**



WWW.SHASC.ORG

**August 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

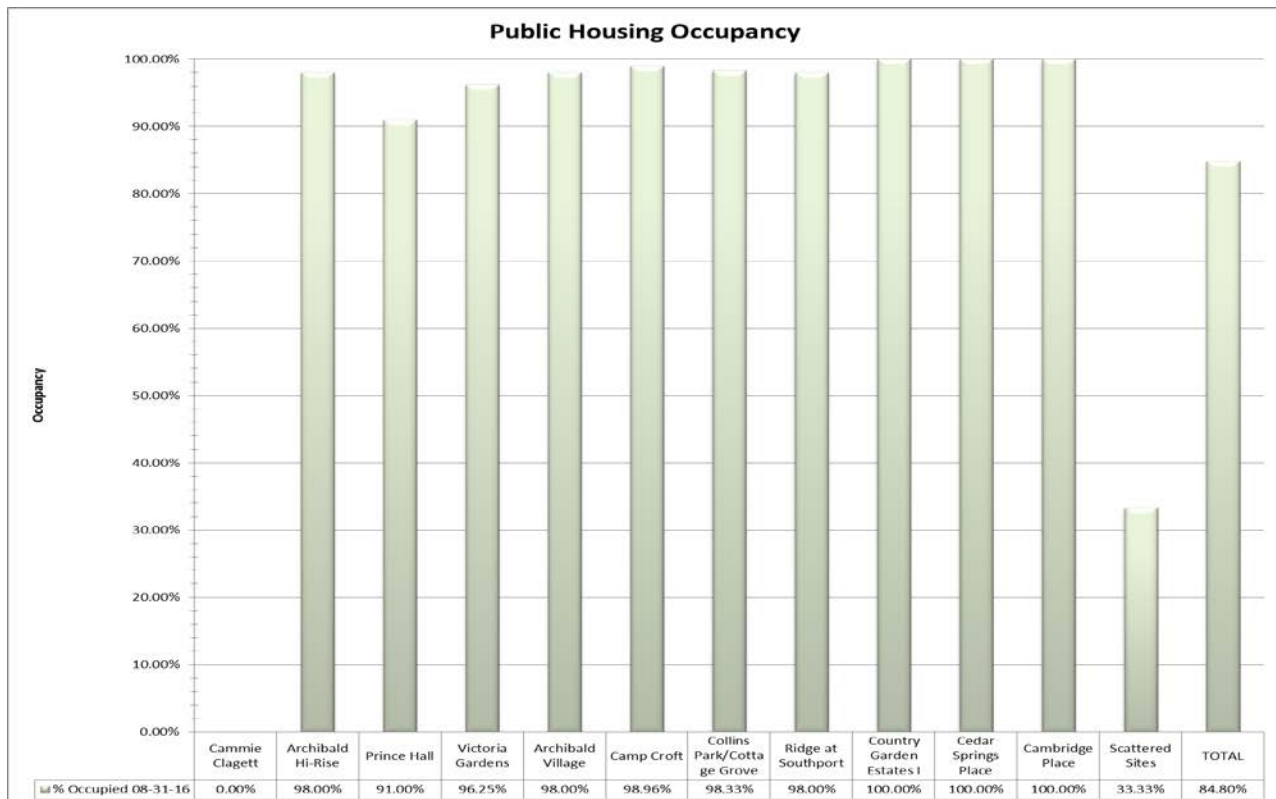
**CONTACT PERSON:**

Jessica Holcomb  
Deputy Director  
864-598-6023

**OVERVIEW:**

**OCCUPANCY**

The occupancy rate at the end of August 2016 for all of our Public Housing is 84.80%. Excluding vacant units at Cammie Clagett Courts and the Scattered Sites, the occupancy rate would be 97.04%. The HUD required minimum occupancy rate is 97.35%.



**TENANT ACCOUNTS RECEIVABLE REPORTS:**

The tenant accounts receivable rate at the end of August 2016 is 92.33%. A total of 7.67% of rent went uncollected.

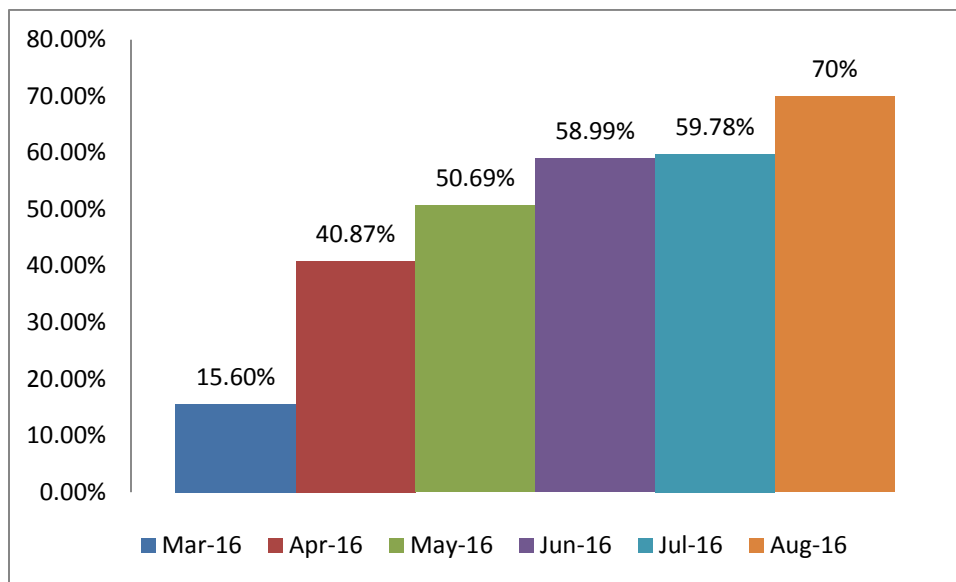
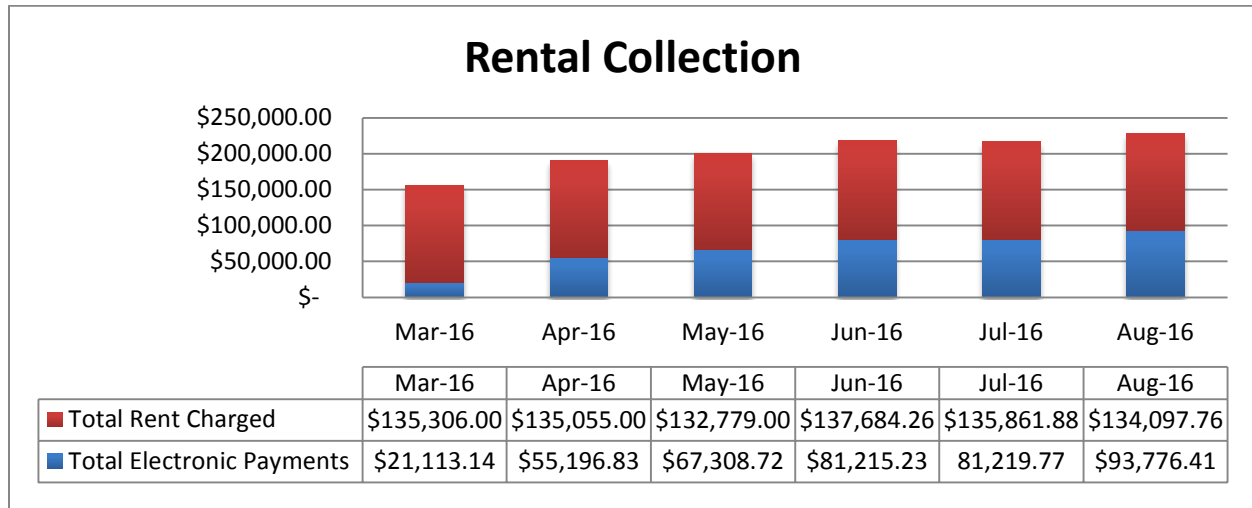
| <b>RENT ANALYSIS REPORT FOR AUGUST 2016</b> |   |                   |                    |                 |                  |                  |
|---|---|-------------------|--------------------|-----------------|------------------|------------------|
| <b>Property</b>                             | <b>AGED TENANT ACCOUNTS RECEIVABLES</b> |                   |                    |                 |                  |                  |
|   | <b>CHARGED</b>                          | <b>COLLECTED</b>  | <b>% COLLECTED</b> | <b>ACTIVE</b>   | <b>INACTIVE</b>  | <b>TOTAL</b>     |
| Camp Croft                                  | \$ 21,590.76                            | 19,696.29         | 91.23%             | \$ (537.62)     | 1,313.03         | \$775.41         |
| Archibald Village                           | 12,220.00                               | 11,593.00         | 94.87%             | 448.87          | (431.00)         | \$17.87          |
| Archibald Rutledge                          | 33,965.00                               | 33,168.00         | 97.65%             | (1,721.54)      | (209.00)         | \$(1,930.54)     |
| Scattered Sites                             | 4,585.00                                | 4,480.19          | 97.71%             | 103.81          | -                | \$103.81         |
| Prince Hall                                 | 8,740.00                                | 8,780.28          | 100.46%            | (560.72)        | 4,662.22         | \$4,101.50       |
| Victoria Gardens                            | 13,054.00                               | 8,356.45          | 64.01%             | 5,944.18        | 8,250.75         | \$14,194.93      |
| Cambridge Place/Brawley                     | 1,878.00                                | 1,704.60          | 90.77%             | 105.31          | -                | \$105.31         |
| JC Bull                                     | 27,459.00                               | 26,208.03         | 95.44%             | 990.97          | 79.00            | \$1,069.97       |
| Spartanburg Leased Housing                  | 8,402.00                                | 8,635.00          | 102.77%            | (274.11)        | -                | \$(274.11)       |
| Liberty                                     | 1,943.00                                | 934.00            | 48.07%             | 519.00          | -                | \$519.00         |
| Appian                                      | 261.00                                  | 261.00            | 100.00%            | (88.00)         | -                | \$(88.00)        |
| <b>Total</b>                                | <b>\$ 134,097.76</b>                    | <b>123,816.84</b> | <b>92.33%</b>      | <b>4,930.15</b> | <b>13,665.00</b> | <b>18,595.15</b> |

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

| <b>Month</b> | <b>Percent Unpaid</b> |
|--------------|-----------------------|
| Aug-16       | 7.67%                 |
| Jul-16       | 6.26%                 |
| Jun-16       | 8.41%                 |
| May-16       | 6.56%                 |
| Apr-16       | 7.49%                 |
| Mar-16       | 5.05%                 |
| Feb-16       | 8.97%                 |

### **ELECTRONIC PAYMENTS TREND REPORTS:**

The electronic payments report highlights 70% of payments made in August 2016 were electronic, an increase from 15.60% during the beginning of the WIPS/ACH transition.



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



**Monthly Reports:**  
**Development**  
**Cindi Herrera**

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**Board of Commissioners Meeting**  
**Tuesday, September 20, 2016**

## **HIGHLAND CROSSINGS (CAMMIE CLAGETT PHASE I)**

**Project Summary** - Community Housing Partners (CHP), a non-profit developer with corporate offices located in Christiansburg, Virginia is leading the development of Highland Crossings.



The project is financed with 9% Low Income Housing Tax Credits, mortgage proceeds and SHA secondary financing. The equity investor is Community Housing Capital and the mortgage lender is Bank of America.

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

**Project Status** – Construction continues with completion still targeted for December 2016.

## **RAD GROUP 1 (SHA 7)**

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

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

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

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

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

**Project Status** - Below is a summary of the status of construction as of July 31<sup>st</sup>.

- Phases I; II and III at Tobias have been completed and all residents have returned to their permanent unit.
- Phases IV at Tobias is under construction and Phase V is in relocation.
- Phase I and II at Barksdale has been completed and all residents have returned to their permanent unit.
- Phase III at Barksdale is under construction.
- Phase I at Gooch is under construction; Phase II at Gooch is in relocation. Residents in Phase II have been moved to an extended stay hotel to allow for expediting the construction schedule.
- All construction is scheduled to be completed by June 30, 2017.

## **RAD GROUP 2**

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

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

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

## **Project Status**

**Country Garden Estates** – The 15-year tax credit compliance period expires on December 31<sup>st</sup> and we are working on an exit strategy for initial tax credit investor, Sun Trust Community Development Corporation. The exit strategy includes refinancing the first mortgage balance of \$750,000. We solicited proposals from various lenders and will be making a recommendation at the September board meeting to proceed with a permanent loan from TD Bank.

**Cedar Springs, Collins Park, The Ridge and Cottage Grove** – We have begun work on the RAD financing plan for submission to HUD. We are also working with the investor to identify a funding source for the required repairs identified in the Physical Condition Assessment.

**Single Family Homes** – The Physical Condition Assessment has been scheduled for the remaining 18 homes that will convert under the RAD program.

## **NORTHSIDE AND HIGHLAND NEIGHBORHOODS (Cammie Clagett Phase II)**

**Project Summary** – This project is a collaborative effort of the City, Northside Redevelopment Corporation, and SHA. The project will consist of new construction of 120-140 multi-family rental units at two locations; one in the Northside Neighborhood on land acquired by the City; and the second on the former Cammie Clagett site. This is a c

**Project Status** – We received three proposals in response to the solicitation for a development partner. Upon completion of the preliminary evaluations and discussion with the evaluation committee, it was determined that two of the three proposals would be shortlisted and invited to a presentation. The presentations are scheduled for Friday, September 9<sup>th</sup> and we hope to have a recommendation from the evaluation committee to present to the Board at the September meeting.

## **RAD GROUP 3**

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

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

**Project Status** - We continue to work to finalize redevelopment plans for these properties and hope to have a final strategy and community communication plan finalized by the end of September.



# **Monthly Reports:**

**Community and Supportive Services**

**Terril Bates**

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**Board of Commissioners Meeting  
Tuesday, September 20, 2016**



**September 20, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

**CONTACT PERSON:**

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

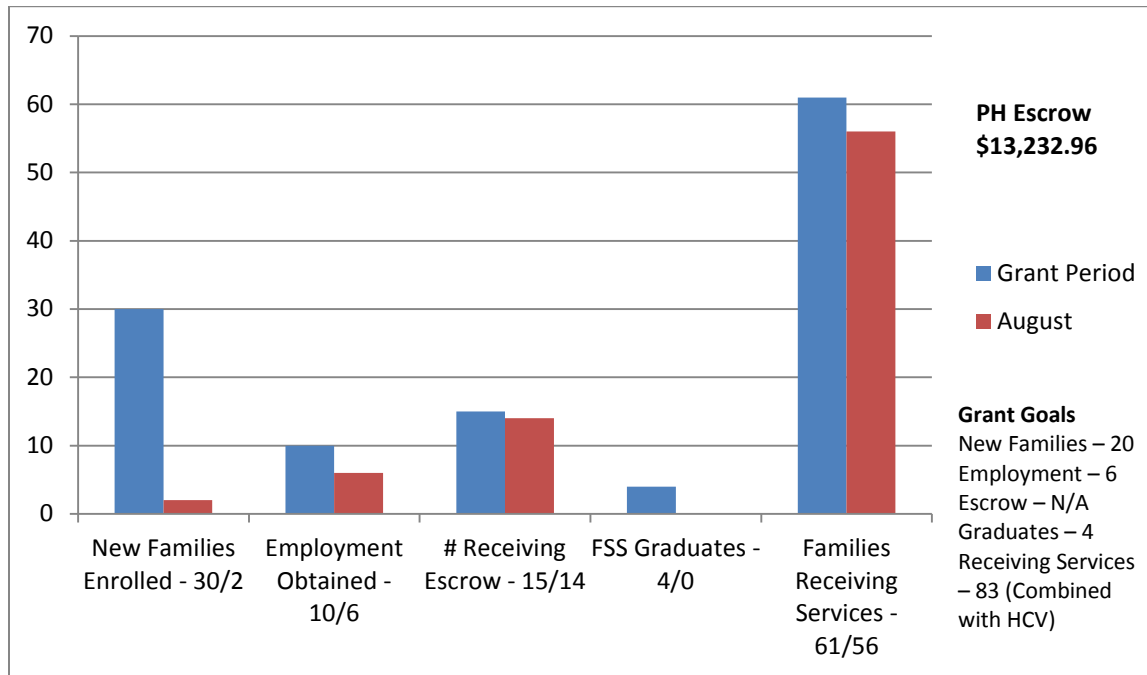
**SUMMARY:**

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

**BACKGROUND:**

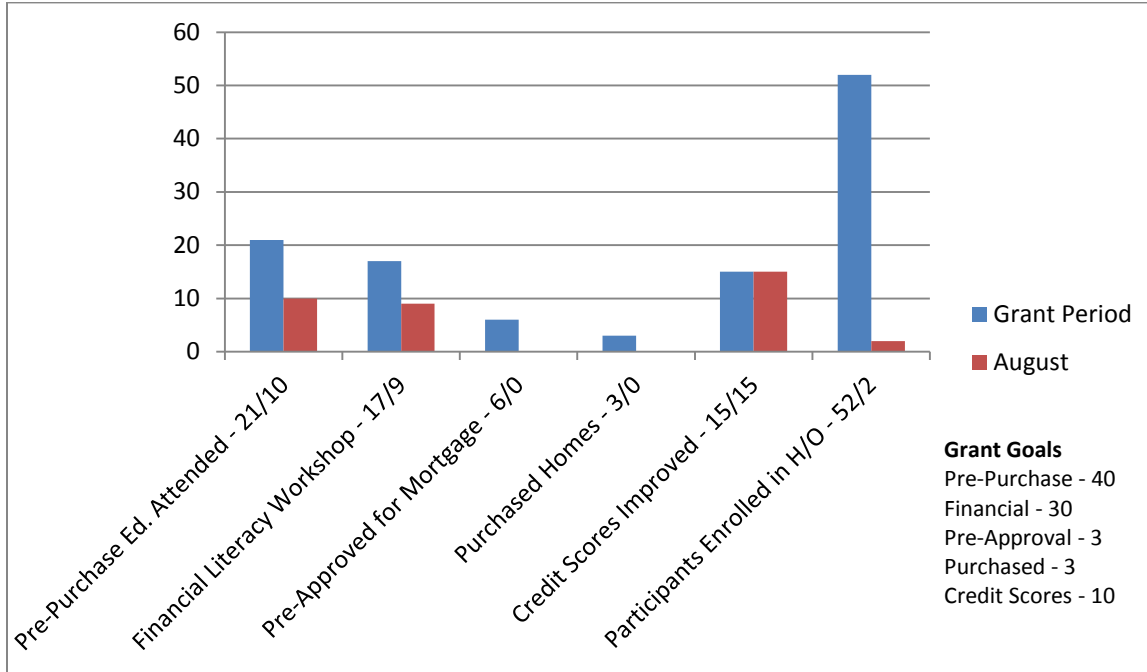
**The Community and Supportive Services Program at the Spartanburg Housing Authority strives to assist residents in becoming self-sufficient. We also provide resources for children to help them remain in school, and in addition, we concentrate on pregnancy prevention in teens.**

**PUBLIC HOUSING FSS PROGRAM – Grant Period Totals to end of July  
 2016 with August Additions (Grant Period is 1/1/16 to 12/31/16)**

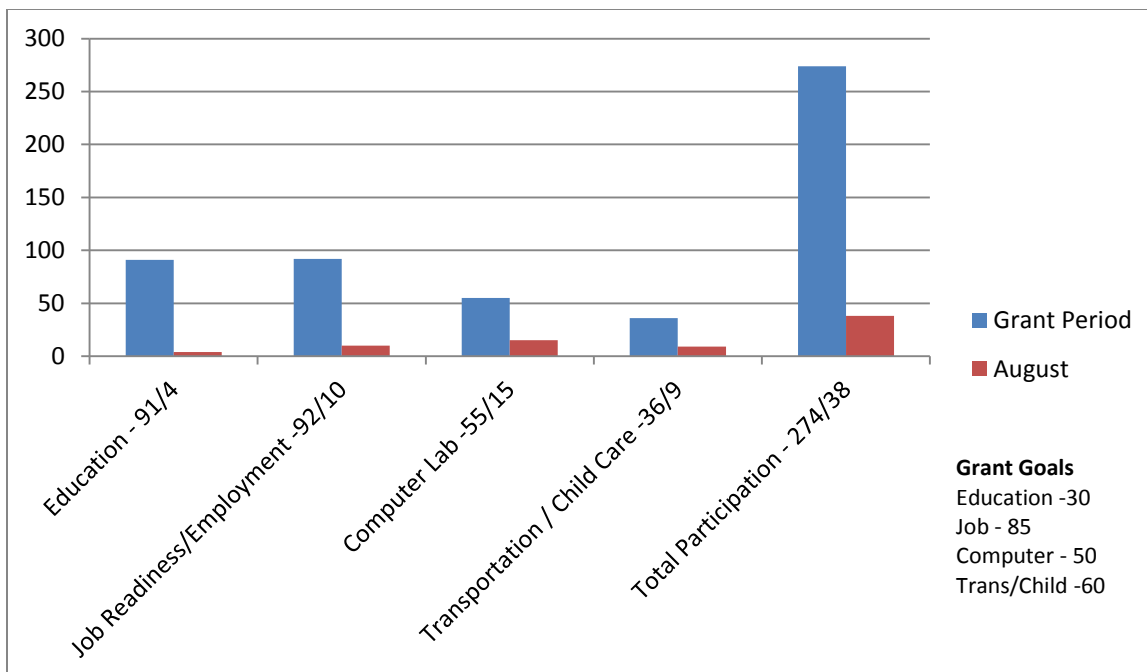


**PH FSS Program Note:** Escrow total was manually adjusted due to incorrect calculations on the escrow worksheet in Yardi.

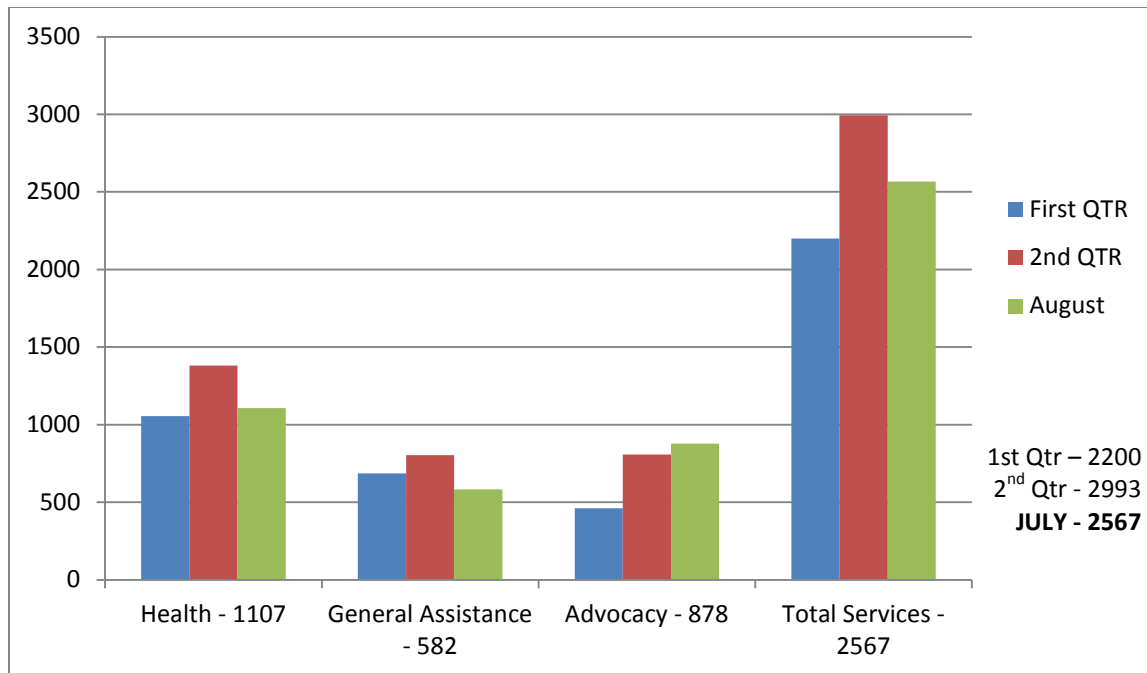
**HOMEOWNERSHIP PROGRAM – Grant Period Totals to end of July 2016 with August Additions (Grant Period is 8/28/15 to 8/27/16)**



**CONNECTIONS PROGRAM – Grant Period Totals to end of July 2016 with August Additions (Grant Period is 8/28/15 to 8/27/16)**



**ELDERLY AND DISABLED PROGRAM – Year to Date  
Compared to August 2016 - # of Services**



*Valerie Forsberg*

Respectfully Submitted, \_\_\_\_\_  
Valerie Forsberg, Community and Supportive Services Manager  
Spartanburg Housing Authority



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

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**Board of Commissioners Meeting**  
**Tuesday, September 20, 2016**



**September 20, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29304**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

**CONTACT PERSON:**

Tiffany Askew  
HCV Administrator  
864-598-6053

**OVERVIEW:**

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

**Section 8 Programs**

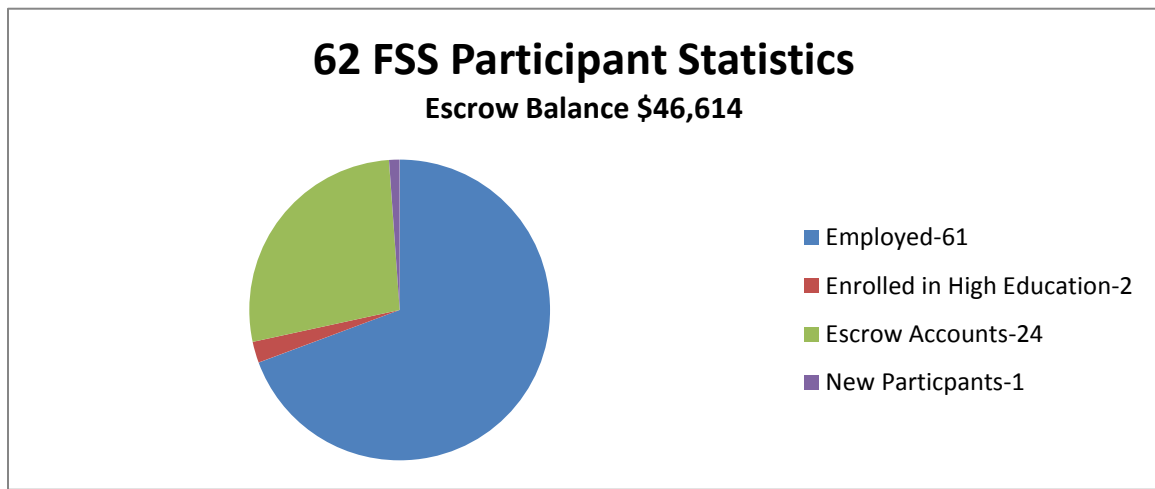
1. **SEMAP- HCV PIC Report**

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

# HOUSING CHOICE VOUCHER PROGRAM STATUS REPORT August 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.  | 98%     | 95% - 100%          |
|  |         |                     |
| Indicator 14 Family Self Sufficiency   |         |                     |
| FSS Enrollment: # of SHA participants and # of HUD required slots<br><br>*Total includes 18 RAD participants, who are were previous public housing families. | 79*     | 80% or more         |
|  | 18      |                     |
| FSS Escrow Accounts  | 52%     | 30% or more         |

## 2. HCV Family Self-Sufficiency Program



3. Voucher/ Mod Rehab Utilization Report

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

| <b>Program</b>          | <b>Units Allocated</b> | <b>Units Leased</b> | <b>Utilization Rate</b> |
|-------------------------|------------------------|---------------------|-------------------------|
| Housing Choice Vouchers | 1700                   | 1610                | 95%                     |
| Project Based Vouchers  | 232                    | 220                 | 95%                     |
| <b>Voucher Total</b>    | <b>1952</b>            | 1830                | 93%                     |
| <b>Mod Rehab</b>        | <b>228</b>             | 200                 | 91%                     |
| <b>RAD</b>              | <b>338</b>             | 263                 | 78%                     |
| <b>TBRA</b>             | <b>12</b>              | 0                   | 0%                      |

**4. Budget Utilization- Actual / Forecast**

Budget Utilization Forecast CY 2016 Calendar Year Budget Authority:

| <b>Month</b> | <b>Monthly Budget*</b> | <b>HAP Actual</b> | <b>HAP Forecast</b> | <b>Variance (Budget/ Forecast)</b> | <b>Variance (Budget/ Actual)</b> |
|--------------|------------------------|-------------------|---------------------|------------------------------------|----------------------------------|
| <b>Jan</b>   | <b>\$776,962</b>       | <b>\$708,047</b>  | <b>\$764,085</b>    |                                    |                                  |
| <b>Feb</b>   | <b>\$756,375</b>       | <b>\$766,050</b>  | <b>\$763,571</b>    | <b>(\$7,196)</b>                   | <b>(\$9,675)</b>                 |
| <b>Mar</b>   | <b>\$756,375</b>       | <b>\$741,758</b>  | <b>\$757,304</b>    | <b>(\$929)</b>                     | <b>\$14,617</b>                  |
| <b>Apr</b>   | <b>\$780,827</b>       | <b>\$745,868</b>  | <b>\$738,903</b>    | <b>\$41,924</b>                    | <b>\$34,959</b>                  |
| <b>May</b>   | <b>\$768,470</b>       | <b>\$737,630</b>  | <b>\$753,577</b>    | <b>\$14,893</b>                    | <b>\$30,840</b>                  |
| <b>Jun</b>   | <b>\$768,470</b>       | <b>\$732,196</b>  | <b>\$753,577</b>    | <b>\$14,893</b>                    | <b>\$36,274</b>                  |
| <b>Jul</b>   | <b>\$768,470</b>       | <b>\$738,971</b>  | <b>\$732,087</b>    | <b>\$36,383</b>                    | <b>\$29,499</b>                  |
| <b>Aug</b>   | <b>\$768,470</b>       | <b>\$776,718</b>  | <b>\$738,500</b>    | <b>(\$38,218)</b>                  | <b>(\$8,248)</b>                 |
| <b>Sept</b>  |                        |                   |                     |                                    |                                  |
| <b>Oct</b>   |                        |                   |                     |                                    |                                  |
| <b>Nov</b>   |                        |                   |                     |                                    |                                  |
| <b>Dec</b>   |                        |                   |                     |                                    |                                  |
| <b>Total</b> |                        |                   |                     |                                    |                                  |

\*HCV Program Disbursement Schedule for 1847 vouchers. HUD has not updated the 24 Month Tool.

4. Summary for August 2016

The Housing Choice Voucher Program (HCV) will begin to aggressively work to increase the lease up. The current monthly lease up rate is 93% due to the additional vouchers received from the close of the Oakview Moderate Rehabilitation project. There were seventeen (17) move-ins and four (4) move outs this month. At the end of the month, eighty-two (82) families are currently searching for housing. Tenant briefings are schedule for the month of September and October to increase the lease up rate due to the additional vouchers. The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding. SHA cumulative budget utilization is 98.4%.

The HCV Department began receiving referrals for the Tenant Rental Based Voucher (TBRA) Program, which will provide assistance to between 12 to 15 veterans with housing in incorporated Spartanburg County. We received three (3) referrals for the Department of veteran Affairs.

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