



AGENDA AND NOTICE

**Board of Commissioners Meeting
Tuesday, January 24, 2017**



**Spartanburg Housing Authority
Regular Board Meeting
Tuesday, January 24, 2017
04:00 P.M.**

NOTICE

The Spartanburg Housing Authority will hold its regularly scheduled meeting at **04:00 P.M. Tuesday, January 24, 2017**, in the Executive Board Room at the Spartanburg Housing Authority offices, located at 2271 S. Pine St., Spartanburg, S.C., 29302

AGENDA

CALL MEETING TO ORDER

- I. Moment of Silence**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes—Regular Board Meeting December 27, 2016**
- V. Special Presentation**
- VI. Commission Comments**
- VII. Public Comments on Agenda Action Actions**
- VIII. Executive Session to receive legal advice pursuant to Section 30-40-70 (a) (2) of the South Carolina Code.**
- IX. Action Items and Resolutions**
 - 1. Resolution 2017-01: Approval of Elevator Contract**
 - 2. Resolution 2017-02: Approval of Green Earth Partners C/O #1**
 - 3. Resolution 2017-03: Approval of Servpro C/O #2**
 - 4. Resolution 2017-04: First Quarter FY17 Bad Debt Write-Offs**
 - 5. Resolution 2017-05: Approval of Quality Cleaning C/O #2**
 - 6. Resolution 2017-06: Approval of Mulch Purchase**
 - 7. Resolution 2017-07: Pest Control Contract Amendment**
- ~~**X. Information Items**~~
- XI. Monthly Reports**
 - 1. Executive Director (Ms. Bates)**
 - 2. Finance (Joe Calicdan)**
 - 3. Asset Management (Jessica M. Holcomb)**
 - 4. Human Resources (Shannell Hardwick)**
 - 5. Community and Supportive Services (Shannell Hardwick)**
 - ~~**6. RAD (Cindi Herrera)**~~
 - 7. Development & Capital Fund (Joseph Jackson)**
 - 8. Housing Choice Voucher (Ms. Bates)**
- XII. SHA Staff Comments**
- XIII. Public Comments**
- XIV. Adjournment**



**Approval of Minutes—
Regular Board Meeting
December 27, 2016**

**Board of Commissioners Meeting
Tuesday, January 24, 2017**

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF
SPARTANBURG, SOUTH CAROLINA
December 27, 2016**

MOMENT OF SILENCE - *observed*

Roll Call: Thomas Lounds, Jr., Kittie Collins-Tullis, Brenda Thomas, Andrew Poliakoff, and Molly Talbot-Metz

ABSENT: Chuck Wright and Mac Hogan

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

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

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES:

A motion to approve the minutes of the November 22, 2016 Board meeting was made by Commissioner White, seconded by Commissioner Thomas, and unanimously carried.

COMMISSION COMMENTS:

- Commissioner Lounds gave thanks to Ms. Bates and staff for the Holiday Luncheon

PUBLIC COMMENTS ON AGENDA ACTION ITEMS:

- Chair Talbot-Metz recognized guest Mr. Derrick Williams. Mr. Williams had no public comments.

ACTION ITEMS AND RESOLUTIONS:

- NONE

INFORMATION ITEMS:

1. HCV SEMAP Status

- a. Ms. Bates gave a brief overview of the HCV SEMAP Status.
- b. Chair Talbot-Metz, asked if there was someone managing the HCV Department in Tiffany's absence. Ms. Bates responded there is a consultant that was provided by Cindi Herrera and Associates. The consultants name is Valeri Copeman.
- c. Commissioner Lounds asked whether the consultant was hired on a contract basis. Ms. Bates responded, yes.

2. Highland Response

- a. Ms. Bates gave a brief overview of the Highland Response.
- b. Commissioner Lounds had a question concerning the signatory for the CDC and whether it should be the Pastor of Macedonia Missionary Baptist Church. Ms. Bates responded that the Community Development Corporation is a part of Macedonia Missionary Baptist Church and Mr. Leon Wiles is the chairperson of the church's CDC. In addition, the church is a part of Highland Community.
- c. Chair Talbot-Metz asked about the lunch and learn that scheduled for January and whether it would address the development deal with the 78 units? Ms. Bates responded a small part of it would provide an update on why there was a change of course as to the initial plans to develop within the Highland Community. Ms. Bates went on to state that a large part of the lunch and learn would be to discuss what the next five years will look like for development for the remaining properties. Dates for the lunch and learn were not confirmed.

3. 2017 Board of Commissioners Meetings

- a. Ms. Bates gave a brief overview of 2017 Board of Commissioners Meetings.
- b. A decision was made to schedule the December meeting for the third Tuesday in December 2017 pending any action items at that time.

MONTHLY REPORTS

1. Executive Director (Ms. Bates):

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

2. Finance (Joe Calicdan):

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

3. Housing Choice Voucher (Ms. Bates)

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

- 4. Human Resources (Shannell Hardwick)**
 - a. Shannell Hardwick provided a brief overview of her written report
- 5. Community and Supportive Services (Shannell Hardwick)**
 - a. Shannell Hardwick provided a brief overview of her written report
- 6. Development (Joe Jackson)**
 - a. Joseph Jackson provided a brief overview of his written report.
- 7. Asset Management (Jessica M. Holcomb)**
 - a. Jessica Holcomb provided a brief overview of her written report.
- 8. RAD (Cindi Herrera)**
 - a. There was no RAD report for the month of December.

SHA STAFF COMMENTS:

- None

PUBLIC COMMENTS:

- None

ADJOURN:

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

Meeting Adjourned.

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



Action Item & Resolution

2017-01

Board of Commissioners Meeting
Tuesday, January 24, 2017



January 24, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Authorization of Contract for Elevator Services
Resolution 2017-01**

RECOMMENDATION:

Authorize the Executive Director to enter into a contract with Schindler Elevator Corporation to provide preventative maintenance, inspections, repairs and service to the two elevators located within Archibald Rutledge Hi-Rise at a cost NTE \$31,000 per year for a total of five years maximum.

CONTACT PERSON:

Jessica M. Holcomb
Deputy Director
864-598-6023

SUMMARY:

The SHA is seeking to enter into a sole source contract with Schindler Elevator Corporation to assist with the management and maintenance of its two elevators located within Archibald Rutledge Hi-Rise. This service is critical to the agency due to the mobility impact it has on the residents of Archibald.

FINANCIAL CONSIDERATIONS:

The Archibald Rutledge Hi-Rise's budget supports the cost of this service.

POLICY CONSIDERATIONS:

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$35,000 for the total contract. In addition, the SHA received written permission from the HUD Columbia Field Office to enter into a sole source contract.



U. S. Department of Housing and Urban Development

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

November 8, 2016

Ms. Terril Bates
Executive Director
Spartanburg Housing Authority
2271 South Pine Street
Spartanburg, South Carolina 29302

Dear Ms. Bates:

Subject: Single Source Procurement, Elevator Maintenance Services

This letter serves as our approval of Spartanburg Housing Authority's (SHA) request to complete a sole source procurement as allowed by 2 CFR Part 200. Per SHA's letter dated September 30, 2016, the need to procure noncompetitively is required due to the elevator service only being available from a single source.

We are specifically approving SHA's request to procure with Schindler Elevator Corporation for the provision of elevator preventative maintenance services.

Should you have further questions, please contact Randy Dyal at (803) 765-5312.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric A. Bickley", written over a horizontal line.

Eric A. Bickley
Director
Public Housing Program Center



RESOLUTION NO. 2017-01

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

JANUARY 24, 2017

Staff recommends adoption of Resolution No. 2017-01, authorizing the Executive Director to enter into a contract with Schindler Elevator Corporation to provide preventative maintenance, inspections, repairs and service to the two elevators located within Archibald Rutledge Hi-Rise at a cost NTE \$31,000 per year for a total of five years maximum.

Molly Talbot-Metz, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-01

DATE ADOPTED: _____



Action Item & Resolution

2017-02

Board of Commissioners Meeting
Tuesday, January 24, 2017



January 24, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29306**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**GreenEarth Partners C/O #1
Resolution 2017-02**

RECOMMENDATION:

Authorize the Executive Director, to execute a change order to GreenEarth Partners in an amount NTE \$50,000 for FY2017.

CONTACT PERSON:

Joseph Jackson
Deputy Director of Development and Capital Funds
864-598-6010

SUMMARY:

GreenEarth Partners is a general contractor that has done quality work for SHA at Camp Croft Apartments. The configuration of the walls at Archibald Hi-Rise and additional services needed for REAC repairs triggered the change order.

BACKGROUND:

On March 15, 2016, the SHA Board of Commissioners approved Resolution 2016-28 authorizing the Executive Director to enter into a contract with a qualified vendor to construct offices at Camp Croft Courts and Archibald Hi-Rise in an amount NTE \$40,000 per year for a total of three years. SHA would like to amend this contract to add a NTE amount to FY2017. The additional costs include the following repairs:

Additional Changes to Archibald Office Construction	\$12,386.65
MISC. REAC Repairs Prince Hall Apts.	\$21,526.62
MISC. REAC Repairs Victoria Gardens	\$9,196.15
TOTAL:	\$43,109.42

In addition, there will be additional work needed at Camp Croft Courts in preparation for their REAC inspection in 2018. Emergency and safety repairs such as site trip hazards will be conducted as soon as possible.

FINANCIAL CONSIDERATIONS:

All costs associated with this award have been factored into the proceeds from the sale of the RAD properties.

POLICY CONSIDERATIONS:

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$35,000. In addition, our Procurement Policy allows SHA to purchase services 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 October 18, 2016.

Respectfully Submitted, _____

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



RESOLUTION NO.2017-02

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

January 24, 2017

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

Staff recommends adoption of Resolution No.2017-02, authorizing the Executive Director, to execute a change order to GreenEarth Partners in an amount NTE \$50,000 for FY2017.

Molly Talbot-Metz, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-02

DATE ADOPTED: _____



Action Item & Resolution

2017-03

Board of Commissioners Meeting
Tuesday, January 24, 2017



January 24, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval of Servpro C/O #2
Resolution #2017-03**

RECOMMENDATION:

Authorize the Executive Director, to extend the contract with Servpro through the National Cooperative Purchasing Alliance with an additional amount NTE \$50,000.

CONTACT PERSON:

Joseph Jackson
Deputy Director of Development and Capital Funds
864-598-6010

SUMMARY:

The public housing properties utilize Servpro to provide emergency clean up from water, mold, fire or other conditions impacting health and safety. Servpro may also assist with specialized services associated with unit turn and the cleaning of the trash chutes at Archibald Rutledge Hi-Rise.

BACKGROUND:

Procurement exists with the National Cooperative Purchasing Alliance. SHA files have been properly documented to support the use of the Cooperative Purchasing agreement, which expires on June 30, 2017.

FINANCIAL CONSIDERATIONS:

All costs associated with this award have been factored into the proceeds from the sale of the RAD properties.

POLICY CONSIDERATIONS:

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$35,000. In addition, our Procurement Policy allows SHA to purchase services 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 October 18, 2016.

Respectfully Submitted, _____

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



RESOLUTION NO.2017-03

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

January 24, 2017

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

Staff recommends adoption of Resolution No.2017-03, authorizing the Executive Director, to extend the contract with Servpro through the National Cooperative Purchasing Alliance with an additional amount NTE \$50,000.

Molly Talbot-Metz, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-03

DATE ADOPTED: _____



Action Item & Resolution

2017-04

Board of Commissioners Meeting
Tuesday, January 24, 2017



January 24, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**First Quarter FY 2017 Bad Debt Write-offs
Resolution #2017-04**

RECOMMENDATION:

Approve write-off of uncollected accounts receivables from October 1, 2016 – December 31, 2016 in the amount of \$11,363.33.

CONTACT PERSON:

Philippe Lindsay
Chief Financial Officer
864-598-6029

SUMMARY:

The amount presented for board approval for write-off for all properties for the period of October 1, 2016 – December 31, 2016 (first quarter FY 2017) is \$11,363.33 (please refer to the attached summary) compared to the same period in FY 2016 write offs were \$13,014.91 or \$1,651.58 more than in the first quarter this fiscal year.

BACKGROUND:

(Past due Rent Collection Process)

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

FINANCIAL CONSIDERATIONS:

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

POLICY CONSIDERATIONS:

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

Respectfully Submitted, _____

Philippe Lindsay, Chief Financial Officer
Spartanburg Housing Authority

		Spartanburg Housing Authority		
		Bad Debt Write Off		
		October 1, 2016 - December 31, 2016		
	<u>Properties (AMP's)</u>	<u>FY 2017</u>	<u>FY 2016</u>	<u>Dollars</u>
		<u>1st QTR</u>	<u>1st QTR</u>	<u>Inc./ (Dec.)</u>
		<u>Amount</u>	<u>Amount</u>	
1	Camp Croft	\$ 746.57	\$ 5,740.13	\$ (4,993.56)
2	Archibald Village	\$ 1,328.00	\$ -	\$ 1,328.00
3	Archibald Rutledge	\$ 2,034.00	\$ 95.00	\$ 1,939.00
4	Scattered Sites	\$ -	\$ -	\$ -
5	Prince Hall	\$ 1,804.79	\$ 3,592.73	\$ (1,787.94)
6	Victoria Garden	\$ 5,449.97	\$ 3,587.05	\$ 1,862.92
7	Cambridge Place	\$ -	\$ -	\$ -
8	Page Lake	\$ -	\$ -	\$ -
9	JC Bull	\$ -	\$ -	\$ -
10	SLHC	\$ -	\$ -	\$ -
11	Liberty	\$ -	\$ -	\$ -
12	Appian	\$ -	\$ -	\$ -
	Total	\$11,363.33	\$13,014.91	(\$1,651.58)



RESOLUTION NO. 2017-04

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

January 24, 2017

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

Staff recommends adoption of Resolution No. 2017-04, that the Board of Commissioners approve the write-offs of uncollected rents incurred by vacated tenants for the first quarter of Fiscal Year 2017 (October 1, 2016 – December 31, 2016) in the amount of \$11,363.33. No individual/family may be readmitted to any Federally Funded Program unit until such debt is paid.

Molly Talbot-Metz, Chair

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-04

DATE ADOPTED: _____



Action Item & Resolution

2017-05

Board of Commissioners Meeting
Tuesday, January 24, 2017



January 24, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Authorization of Quality Cleaning Change Order #2
Resolution 2017-05**

RECOMMENDATION:

Authorize the Executive Director to enter into a contract extension by Change Order for Professional Janitorial Services, in an amount NTE \$34,560.00.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

The SHA COCC entered into a contract with Quality Cleaning Service, LLC on February 26, 2016 with a term of one year. SHA wishes to extend the contract for an additional two (2) years. This vendor provides professional cleaning services for 2271 S. Pine St.

FINANCIAL CONSIDERATIONS:

SHA contracted for services at \$14,400.00 per year. This service is currently budgeted in the FY2017 budget for the COCC. A accelerator of 2% is factored.

POLICY CONSIDERATIONS:

This procurement does not require Board approval because it does not exceeds SHA's small purchase threshold of \$35,000.00. However, all change orders must be presented to the Board.

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



RESOLUTION NO. 2017-05

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

January 24, 2016

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

Staff recommends adoption of Resolution No. 2017-05 authorizing the Executive Director to enter into a contract extension by Change Order for Professional Janitorial Services, in an amount NTE \$34,560.00.

Molly Talbot-Metz., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-05

DATE ADOPTED: _____



Action Item & Resolution

2017-06

Board of Commissioners Meeting
Tuesday, January 24, 2017



January 24, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29306**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Resolution #2017-06

RECOMMENDATION:

Authorize the Executive Director to enter into a contract with the most competitive bidder(s) for Landscape Material, in an amount not to exceed \$65,000 annually.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

SHA provides landscaping services for its public housing properties. Various materials including mulch are utilized for this purpose. SHA issued RFP 2017-02-01 "Landscaping Materials". An award will be made to the bidder(s) providing products whose specifications meet the requirements listed in the scope of work, and whose pricing is most competitive

BACKGROUND:

An RFP was advertised on January 17, 2017. SHA would like to award a contract to qualified vendors expeditiously. Spring landscape services should begin in February-March.

FINANCIAL CONSIDERATIONS:

All costs associated with landscaping are budgeted in the board approved operating budget. t.

POLICY CONSIDERATIONS:

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$35,000.

Respectfully Submitted, _____

Terril Bates, Executive Director
Spartanburg Housing Authority



RESOLUTION NO. 2017-06

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

JANUARY 24, 2017

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

Staff recommends adoption of Resolution No.2017-06, that the Board of Commissioners to authorize the Executive Director, to execute a contract(s), in an amount not to exceed \$65,000 annually for a period of up to three years with a vendor providing services as described in the scope of work, at the most competitive cost. (Landscape Material” RFP 2017-02-01)

Molly Talbot-Metz., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-06

DATE ADOPTED: _____



Action Item & Resolution

2017-07

Board of Commissioners Meeting
Tuesday, January 24, 2017



January 24, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Pest Control

Resolution #2017-07

RECOMMENDATION:

Authorize the Executive Director to execute a change order to extend a services provided by Gregory Pest Control to Archibald Rutledge, Prince Hall and Victoria Gardens.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY

SHA received board approval, Resolution No. 2016-13 to enter into multiple contracts with two qualified proposes for an amount not to exceed \$40,000. This service is for pest control maintenance.

BACKGROUND:

SHA has provided notice of termination to one of the selected vendors on January 13, 2107. The properties being serviced by that vendor will be reassigned to Gregory Pest Control.

FINANCIAL CONSIDERATIONS:

None- There are no changes to the financial considerations.

POLICY CONSIDERATIONS:

This procurement requires Board approval because it involves a change to an existing contract.

Respectfully Submitted, _____

Terril Bates, Executive Director
Spartanburg Housing Authority



RESOLUTION NO. 2017-07

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

Staff recommends adoption of Resolution No. 2017-07, authorizing the Executive Director to execute a change order to the contract with Gregory Pest Control to add integrated pest management services to be delivered at Archibald Rutledge, Prince Hall Apartments and Victoria Gardens.

Molly Talbot-Metz, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. _____ 2017-07 _____

DATE ADOPTED: _____



Monthly Reports:
Executive Director
Ms. Bates

Board of Commissioners Meeting
Tuesday, January 24, 2017



WWW.SHASC.ORG

January 24, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

EXECUTIVE DIRECTOR REPORT FOR THE MONTH OF DECEMBER 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 December. There were regular discussions with the SHA Consultant working on the RAD project and the Development Team. I attended a retreat regarding this project with the City Manager, Mary Black Foundation, and NDG staff. Current discussions involve the possibility of 78 RAD units being located in the Northside.

There were numerous holiday events, including a staff luncheon, a luncheon for the SHA Board of Commissioners, and a luncheon for the Resident Advisory Board. SHA staff generously sponsored a family from the Children's Security Blanket by providing gifts for the entire family.

Additional meetings included the NDG monthly meeting, Highland Working Group, Mary Black Foundation Awards, NACCA, Rotary, Chapman Advisory Board and multiple internal meetings. I have provided information to persons potentially interested in the vacant Commissioner position. I met with the Executive Director of the Greenville Housing Authority. Discussions centered around agency and jurisdictional similarities, potential interagency supports, RAD and community responses, as well as other insightful matters.

Currently, I remain responsible for the direct supervision of a number of staff and agency activities as a result of vacant or transitioning positions. There is a contracted Administrator in HCV during the absence of the department head.

Archibald Rutledge is the first SHA site scheduled to become smoke free effective January 1, 2017. Staff continue to engage residents in preparations first no- smoking site.

Respectfully Submitted, _____

Terril Bates, Executive Director
Spartanburg Housing Authority



Monthly Reports:

Finance

Joe Calicdan

Board of Commissioners Meeting

Tuesday, January 24, 2017



January 24, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

DECEMBER 2016 - MONTHLY FINANCIAL AND CASH FLOW REPORTS

CONTACT PERSON:

Joe Gomez Calicdan
Accounting Manager
864-598-6041

OVERVIEW:

I: Summary of Financial Results – Core Programs

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

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

Cash flow report shows the sources and uses of cash by major programs. In December, the total Inflows amounted to \$1,622,282 and the total Outflow was \$594,517 resulting in a net inflow of \$1,027,764. HUD disbursed the January, 2017 HAP subsidy of \$1,071,222 early due to holidays and credited to SHA account on December 30, 2016.

III: Restricted Cash Position

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

Reserve Cash in Bank

HCVP (Sec8) HAP Savings + Checking	\$ 1,830,621
Sec 8 - HAP -NRP	90,354
Sec 8 Adm. Fees	225,716
<u>MOD Rehab Adm. Fees</u>	92,399
Total	\$2,239,090

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

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

	PROPERTY (AMP)	MTD Actual Income	PTD Actual Income	PTD Budget Income	PTD Variance
1	Appian	(\$0.5)	(\$0.5)	0	(\$0.5)
2	Archibald Hi-Rise	6.7	35.6	(9.3)	44.9
3	Archibald Village	(3.2)	12.3	(9.4)	21.7
4	Cammie Clagett	30.0	46.3	(2.0)	48.3
5	Camp Croft	3.8	21.2	0.01	21.21
6	Prince Hall	10.4	4.8	16.4	(11.6)
7	Scattered Sites	(3.4)	0.2	(3.0)	3.2
8	Victoria Gardens	(0.7)	13.2	(15.6)	28.8
9	JC Bull (100 units)	35.3	61.8	18.9	42.9
10	SLHC (32 units)	(17.4)	(4.2)	(9.8)	5.7
11	Cambridge Place	0.8	9.2	5.6	3.6
12	Liberty	0.4	1.7	0	1.7
13	Page Lake	2.3	(4.4)	0	(4.4)

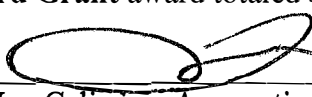
V: Status of Grants Programs – December 2016

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

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

- 1) **Open Replacement Housing Factor funds (RHF)** total awarded was \$728,472 and \$176,103 drawn against these grants leaving about \$552,369 available to spend.
- 2) There are currently three **ROSS** grant awards totaling \$1,272,112 and the balance remaining unspent is \$445,426.
- 3) The **YOUTH BUILD** grant of \$994,474 for the year 2016-2019 and fund expended \$167,069.
- 4) The **Face Forward Grant** award totaled \$999,923 and fund expended \$831,574.

Respectfully Submitted,


 Joe Calicdan, Accounting Manager
 Spartanburg Housing Authority

SHA - Summary of Financial Results - December, 2016									
		MTD	MTD	MTD		3 months	3 months	3 months	
		Actual	Budget	Variance	Note	PTD	PTD	PTD	
		Actual	Budget	Variance		Actual	Budget	Variance	
1	Public Housing								
	Total Revenue	\$ 404,000	\$ 264,000	\$ 140,000		\$ 1,152,000	\$ 792,000	\$ 360,000	
	Total Operating Expenses	265,000	270,000	(5,000)		741,000	809,000	(68,000)	
	Total Non- operating Expenses	99,000	-	99,000		281,000	-	281,000	
	Net Operating Income	\$ 40,000	\$ (6,000)	\$ 46,000	1	\$ 130,000	\$ (17,000)	\$ 147,000	
	Note (1) - Revenue for Dec is \$140k higher than budget primarily due to HUD subsidy. This is primarily driven by conservative budget assumptions in the FY 2017 budget and the timing of HUD funding of subsidy for the fiscal year.								
2	HCV Program - HAP Only								
	Total Revenue	\$ 842,000	\$ 925,000	\$ (83,000)		\$ 2,086,000	\$ 2,776,000	\$ (690,000)	
	Total Expenses	\$ 797,000	\$ 924,000	\$ (127,000)		\$ 2,379,000	\$ 2,772,000	\$ (393,000)	
	Net Operating Income	\$ 45,000	\$ 1,000	\$ 44,000		\$ (293,000)	\$ 4,000	\$ (297,000)	
	This program is a passed through obligation -meaning -HUD is wholly funding the activities based on the actual HAP disbursements. It is a \$1 for \$1 reimbursement.								
3	HCV Program - Admin Only								
	Total Revenue	\$ 75,000	\$ 101,000	\$ (26,000)		\$ 240,000	\$ 304,000	\$ (64,000)	
	Total Expenses	\$ 97,000	\$ 101,000	\$ (4,000)		\$ 284,000	\$ 303,000	\$ (19,000)	
	Net Operating Income	\$ (22,000)	\$ -	\$ (22,000)		\$ (44,000)	\$ 1,000	\$ (45,000)	
	For the month of Dec , admin revenue received was \$75k as compared to total expenses of \$97K resulting to net loss of \$22K .								
4	COCC Program Only								
	Total Revenue	\$ 116,000	\$ 136,000	\$ (20,000)		\$ 350,000	\$ 407,000	\$ (57,000)	
	Total Expenses	\$ 115,000	\$ 143,000	\$ (28,000)		\$ 359,000	\$ 431,000	\$ (72,000)	
	Net Operating Income	\$ 1,000	\$ (7,000)	\$ 8,000	(2)	\$ (9,000)	\$ (24,000)	\$ 15,000	
	Note (2) - COCC Net income is under budget primarily because COCC's misc other income was below budget by \$22K.								
5	JC BULLS (100 & 32 units)								
	Total Revenue	\$ 85,000	\$ 84,000	\$ 1,000		\$ 259,500	\$ 168,000	\$ 91,500	
	Total Operating Expenses	\$ 62,000	\$ 81,000	\$ (19,000)		\$ 108,000	\$ 162,000	\$ (54,000)	
	Net Operating Income	\$ 23,000	\$ 3,000	\$ 20,000	(3)	\$ 151,500	\$ 6,000	\$ 145,500	
	Note (3) - Revenue is higher than budgeted due to lower operating expenses incurred.								

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

December 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	144,862.07	132,051.00	12,811.07	9.70	425,580.17	396,153.00	29,427.17	7.43
311900-000	Total Rental Income	144,862.07	132,051.00	12,811.07	9.70	425,580.17	396,153.00	29,427.17	7.43
312000-000	Other Tenant Income								
312003-000	Damages	1,053.35	1,311.00	-257.65	-19.65	6,803.40	3,933.00	2,870.40	72.98
312004-000	Late Charges	1,530.00	1,086.00	444.00	40.88	4,180.00	3,258.00	922.00	28.30
312005-000	Legal Fees - Tenant	255.00	796.00	-541.00	-67.96	2,675.00	2,388.00	287.00	12.02
312006-000	NSF Charges	105.00	0.00	105.00	N/A	230.00	0.00	230.00	N/A
312007-000	Tenant Owed Utilities - Excess	7,389.79	6,442.00	947.79	14.71	23,372.38	19,326.00	4,046.38	20.94
312009-000	Misc.Tenant Income	376.10	221.00	155.10	70.18	1,297.54	663.00	634.54	95.71
312010-000	Maintenance Charges	0.00	0.00	0.00	N/A	12.50	0.00	12.50	N/A
312900-000	Total Other Tenant Income	10,709.24	9,856.00	853.24	8.66	38,570.82	29,568.00	9,002.82	30.45
319900-000	NET TENANT INCOME	155,571.31	141,907.00	13,664.31	9.63	464,150.99	425,721.00	38,429.99	9.03
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	288,411.00	136,547.00	151,864.00	111.22	780,418.00	409,641.00	370,777.00	90.51
340111-000	Pet Fee Income	130.00	0.00	130.00	N/A	380.00	0.00	380.00	N/A
341001-000	Section 8 HAP Earned	841,047.00	924,000.00	-82,953.00	-8.98	2,089,583.00	2,772,000.00	-682,417.00	-24.62
341002-000	Sec 8 Admin. Fee Inc-HCV	74,354.00	100,000.00	-25,646.00	-25.65	237,504.00	300,000.00	-62,496.00	-20.83
341004-000	Section 8 Port-In Admin Fees	0.00	125.00	-125.00	-100.00	-750.00	375.00	-1,125.00	-300.00
341006-000	Port In HAP Earned	0.00	833.00	-833.00	-100.00	-6,782.00	2,499.00	-9,281.00	-371.39
341007-000	FSS Forfeitures-Income	283.00	0.00	283.00	N/A	283.00	0.00	283.00	N/A
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	17,483.00	-3,780.00	-21.62	41,109.00	52,449.00	-11,340.00	-21.62
341011-000	Mod Rehab- HAP EARNED	119,121.00	109,044.00	10,077.00	9.24	357,363.00	327,132.00	30,231.00	9.24
341500-000	Other Govt and Private Grants	49,984.00	47,917.00	2,067.00	4.31	152,333.00	143,751.00	8,582.00	5.97
349900-000	TOTAL GRANT INCOME	1,387,033.00	1,335,949.00	51,084.00	3.82	3,651,441.00	4,007,847.00	-356,406.00	-8.89
360000-000	OTHER INCOME								
362000-000	Management Fee Income	69,126.56	66,713.00	2,413.56	3.62	211,799.30	200,139.00	11,660.30	5.83
362001-000	Bookkeeping fee income	21,900.00	22,049.00	-149.00	-0.68	65,077.50	66,147.00	-1,069.50	-1.62
364000-000	Fraud Recovery Income-Admin	1,006.11	500.00	506.11	101.22	3,322.83	1,500.00	1,822.83	121.52
364001-000	Fraud Recovery - HAP	1,006.11	500.00	506.11	101.22	3,322.82	1,500.00	1,822.82	121.52
365000-000	Miscellaneous Other Income	25,581.48	69,279.00	-43,697.52	-63.07	98,693.59	207,837.00	-109,143.41	-52.51
365002-000	Bad Debt Recovery	351.67	0.00	351.67	N/A	2,516.22	0.00	2,516.22	N/A
369900-000	TOTAL OTHER INCOME	118,971.93	159,041.00	-40,069.07	-25.19	384,732.26	477,123.00	-92,390.74	-19.36
399900-000	TOTAL INCOME	1,661,576.24	1,636,897.00	24,679.24	1.51	4,500,324.25	4,910,691.00	-410,366.75	-8.36
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

December 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
411000-000	Administrative Salaries and Wages	109,028.74	134,747.00	25,718.26	19.09	334,020.41	404,241.00	70,220.59	17.37
411002-000	Administrative Overtime	1,744.33	1,500.00	-244.33	-16.29	4,044.41	4,500.00	455.59	10.12
411003-000	Administrative: Employer FICA/SUI	7,953.60	13,002.00	5,048.40	38.83	23,938.45	39,006.00	15,067.55	38.63
411004-000	Administrative: Employee Benefits	29,626.65	29,783.00	156.35	0.52	87,985.23	89,349.00	1,363.77	1.53
411005-000	Administrative: Retirees Medical ER share	2,952.52	3,083.00	130.48	4.23	10,411.92	9,249.00	-1,162.92	-12.57
411006-000	Administrative: Emp Incentive	264.00	1,250.00	986.00	78.88	629.44	4,750.00	4,120.56	86.75
411099-000	Total Administrative Salaries	151,569.84	183,365.00	31,795.16	17.34	461,029.86	551,095.00	90,065.14	16.34
413000-000	Legal Expense								
413001-000	Legal Expense	3,716.00	4,551.00	835.00	18.35	7,081.50	13,653.00	6,571.50	48.13
413003-000	Credit Reports	262.00	1,198.00	936.00	78.13	1,176.50	3,594.00	2,417.50	67.26
413100-000	Total Legal Expense	3,978.00	5,749.00	1,771.00	30.81	8,258.00	17,247.00	8,989.00	52.12
413900-000	Other Admin Expenses								
414000-000	Staff Training	1,712.56	2,730.00	1,017.44	37.27	5,573.25	9,690.00	4,116.75	42.48
415000-000	Travel	40.92	2,083.00	2,042.08	98.04	517.71	6,249.00	5,731.29	91.72
417000-000	Bookkeeping Fees	20,400.00	20,313.00	-87.00	-0.43	60,630.00	60,939.00	309.00	0.51
417001-000	Bookkeeping Fees-MOD Rehab	1,500.00	1,500.00	0.00	0.00	4,447.50	4,500.00	52.50	1.17
417100-000	Auditing Fees	0.00	2,427.00	2,427.00	100.00	650.00	7,281.00	6,631.00	91.07
417200-000	Port Out Admin Fee	950.75	667.00	-283.75	-42.54	2,735.93	2,001.00	-734.93	-36.73
417300-000	Management Fee	58,966.56	58,151.00	-815.56	-1.40	178,219.30	174,453.00	-3,766.30	-2.16
417302-000	Asset Management Fee	6,560.00	6,260.00	-300.00	-4.79	19,680.00	18,780.00	-900.00	-4.79
417303-000	Management Fee- MOD Rehab	2,400.00	2,400.00	0.00	0.00	4,800.00	7,200.00	2,400.00	33.33
418000-000	Office Rent	11,656.25	11,668.00	11.75	0.10	34,968.75	35,004.00	35.25	0.10
418900-000	Total Other Admin Expenses	104,187.04	108,199.00	4,011.96	3.71	312,222.44	326,097.00	13,874.56	4.25
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	3,268.30	2,425.00	-843.30	-34.78	8,321.93	7,275.00	-1,046.93	-14.39
419003-000	Printing	0.00	0.00	0.00	N/A	2,904.84	0.00	-2,904.84	N/A
419004-000	Telephone	8,144.68	6,361.00	-1,783.68	-28.04	17,990.25	19,083.00	1,092.75	5.73
419005-000	Postage	702.05	2,557.00	1,854.95	72.54	737.09	7,671.00	6,933.91	90.39
419006-000	Forms and Computer Supplies	0.00	1,864.00	1,864.00	100.00	0.00	5,592.00	5,592.00	100.00
419007-000	Court Costs	345.00	1,614.00	1,269.00	78.62	2,560.00	4,842.00	2,282.00	47.13
419008-000	Subscriptions and Fees	0.00	635.00	635.00	100.00	1,595.00	1,905.00	310.00	16.27
419009-000	Sundry Miscellaneous	5,072.92	3,300.00	-1,772.92	-53.72	10,547.48	9,900.00	-647.48	-6.54
419010-000	Newspaper ADS (Advertising)	0.00	700.00	700.00	100.00	815.37	2,100.00	1,284.63	61.17
419011-000	Sundry Service Contracts	52,091.81	14,638.00	-37,453.81	-255.87	107,653.09	43,914.00	-63,739.09	-145.15
419012-000	Software	222.60	0.00	-222.60	N/A	667.80	0.00	-667.80	N/A
419017-000	Temporary Administrative Labor	5,738.25	1,945.00	-3,793.25	-195.03	24,533.55	5,835.00	-18,698.55	-320.46
419018-000	False Alarms	10.00	3.00	-7.00	-233.33	10.00	9.00	-1.00	-11.11
419020-000	Bank Fees	0.00	292.00	292.00	100.00	3,035.70	876.00	-2,159.70	-246.54
419021-000	Discretionary	0.00	158.00	158.00	100.00	0.00	474.00	474.00	100.00
419022-000	Other Misc Admin Expenses	0.00	417.00	417.00	100.00	4,610.32	1,251.00	-3,359.32	-268.53
419100-000	Total Miscellaneous Admin Expenses	75,595.61	36,909.00	-38,686.61	-104.82	185,982.42	110,727.00	-75,255.42	-67.96

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT - CORE PROGRAMS

Actual to Budget Variance Comparison

December 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419900-000	TOTAL ADMINISTRATIVE EXPENSES	335,330.49	334,222.00	-1,108.49	-0.33	967,492.72	1,005,166.00	37,673.28	3.75
420000-000	TENANT SERVICES								
422000-000	Tenant Services	2,905.72	2,351.00	-554.72	-23.60	4,412.22	7,053.00	2,640.78	37.44
422001-000	Other Tenant Svcs.	375.00	0.00	-375.00	N/A	795.00	0.00	-795.00	N/A
423000-000	Tenant Services -PH ADD ON	8.65	0.00	-8.65	N/A	1,233.00	0.00	-1,233.00	N/A
429900-000	TOTAL TENANT SERVICES EXPENSES	3,289.37	2,351.00	-938.37	-39.91	6,440.22	7,053.00	612.78	8.69
430000-000	UTILITIES								
431000-000	Water	5,047.02	13,333.00	8,285.98	62.15	34,782.63	39,999.00	5,216.37	13.04
432000-000	Electricity	31,286.04	34,300.00	3,013.96	8.79	124,250.53	102,900.00	-21,350.53	-20.75
433000-000	Gas	13,363.81	16,742.00	3,378.19	20.18	40,363.26	50,226.00	9,862.74	19.64
439000-000	Sewer	6,648.07	18,933.00	12,284.93	64.89	40,687.13	56,799.00	16,111.87	28.37
439900-000	TOTAL UTILITY EXPENSES	56,344.94	83,308.00	26,963.06	32.37	240,083.55	249,924.00	9,840.45	3.94
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	18,775.49	26,123.00	7,347.51	28.13	54,928.50	82,369.00	27,440.50	33.31
441002-000	Maintenance: Overtime	2,438.54	1,098.00	-1,340.54	-122.09	4,994.51	3,294.00	-1,700.51	-51.62
441003-000	Maintenance: Employer FICA/SUI	1,485.86	3,280.00	1,794.14	54.70	4,236.58	9,840.00	5,603.42	56.95
441004-000	Temp Maintenance Labor	3,340.80	5,285.00	1,944.20	36.79	14,536.44	11,855.00	-2,681.44	-22.62
441005-000	Maintenance: Employee Benefits	5,452.22	9,397.00	3,944.78	41.98	15,010.47	28,191.00	13,180.53	46.75
441100-000	Maintenance Uniforms	0.00	246.00	246.00	100.00	0.00	738.00	738.00	100.00
441200-000	Vehicle Repair	3,372.61	2,661.00	-711.61	-26.74	8,276.55	7,983.00	-293.55	-3.68
441210-000	Equipment Repair	0.00	278.00	278.00	100.00	0.00	834.00	834.00	100.00
441300-000	Gasoline Purchases	1,262.63	1,767.00	504.37	28.54	4,959.21	5,301.00	341.79	6.45
441900-000	Total General Maint Expense	36,128.15	50,135.00	14,006.85	27.94	106,942.26	150,405.00	43,462.74	28.90
442000-000	Materials								
442002-000	Appliance-Maint Materials	429.35	3,910.00	3,480.65	89.02	1,381.38	11,730.00	10,348.62	88.22
442003-000	Painting-Maint Materials	283.13	1,778.00	1,494.87	84.08	1,620.62	5,334.00	3,713.38	69.62
442004-000	Electrical-Maint Materials	581.96	1,778.00	1,196.04	67.27	889.26	5,334.00	4,444.74	83.33
442005-000	Heating/AC-Maint Materials	4,288.67	5,143.00	854.33	16.61	4,288.67	15,429.00	11,140.33	72.20
442006-000	Janitorial Supplies	129.57	666.00	536.43	80.54	578.26	1,998.00	1,419.74	71.06
442008-000	Plumbing-Maint Materials	1,452.53	2,362.00	909.47	38.50	2,968.21	7,086.00	4,117.79	58.11
442009-000	Hand Tools-Maint Materials	0.00	516.00	516.00	100.00	27.98	1,548.00	1,520.02	98.19
442010-000	Maintenance Materials	4,841.60	7,259.00	2,417.40	33.30	11,826.31	21,777.00	9,950.69	45.69
442011-000	Safety equipment/shoes	0.00	451.00	451.00	100.00	-83.77	1,353.00	1,436.77	106.19
442900-000	Total Materials	12,006.81	23,863.00	11,856.19	49.68	23,496.92	71,589.00	48,092.08	67.18
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	40.00	1,371.00	1,331.00	97.08	1,115.43	4,113.00	2,997.57	72.88
443002-000	Extermination Contract	6,807.50	4,725.00	-2,082.50	-44.07	12,687.50	14,175.00	1,487.50	10.49

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

December 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443005-000	Unit Turnaround-Contract	5,090.00	3,988.00	-1,102.00	-27.63	18,145.00	11,964.00	-6,181.00	-51.66
443006-000	Electrical-Contract	0.00	1,841.00	1,841.00	100.00	0.00	5,523.00	5,523.00	100.00
443007-000	Disposal Contract	0.00	4,404.00	4,404.00	100.00	8,496.04	13,212.00	4,715.96	35.69
443009-000	Landscaping-Contract	21,362.50	11,029.00	-10,333.50	-93.69	64,975.75	33,087.00	-31,888.75	-96.38
443010-000	Contract:	119.96	0.00	-119.96	N/A	119.96	0.00	-119.96	N/A
443011-000	Heating/AC-Contract	350.00	10,539.00	10,189.00	96.68	6,546.96	31,617.00	25,070.04	79.29
443013-000	Contract: Uniform Rental	313.84	693.00	379.16	54.71	925.39	2,079.00	1,153.61	55.49
443015-000	Janitorial-Contract	-1,200.00	1,533.00	2,733.00	178.28	3,393.94	4,599.00	1,205.06	26.20
443017-000	Elevator-Contract	0.00	2,583.00	2,583.00	100.00	5,125.41	7,749.00	2,623.59	33.86
443018-000	Plumbing-Contract	13,103.62	7,957.00	-5,146.62	-64.68	15,694.62	23,871.00	8,176.38	34.25
443019-000	Miscellaneous Contracts	7,513.29	10,650.00	3,136.71	29.45	9,010.97	31,950.00	22,939.03	71.80
443023-000	Con:Consultant/Mentoring	20,503.06	18,375.00	-2,128.06	-11.58	51,643.47	55,125.00	3,481.53	6.32
443099-000	Maintenance Misc-Contracts	23,482.67	10,500.00	-12,982.67	-123.64	29,593.21	31,500.00	1,906.79	6.05
443900-000	Total Contract Costs	97,486.44	90,188.00	-7,298.44	-8.09	227,473.65	270,564.00	43,090.35	15.93
449900-000	TOTAL MAINTENACE EXPENSES	145,621.40	164,186.00	18,564.60	11.31	357,912.83	492,558.00	134,645.17	27.34
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	13,495.51	13,546.00	50.49	0.37	33,360.09	40,638.00	7,277.91	17.91
451100-000	Property Tax	0.00	2,304.00	2,304.00	100.00	0.00	6,912.00	6,912.00	100.00
452100-000	Workers Comp Insurance	4,431.12	6,817.00	2,385.88	35.00	10,213.00	20,451.00	10,238.00	50.06
453010-000	SHA-Board/Commissioner exp	673.56	1,250.00	576.44	46.12	806.69	3,750.00	2,943.31	78.49
457000-000	Bad Debt-Tenant Rents	11,363.33	2,243.00	-9,120.33	-406.61	11,363.33	6,729.00	-4,634.33	-68.87
458000-000	All Protective Services	1,021.00	0.00	-1,021.00	N/A	2,114.00	0.00	-2,114.00	N/A
459900-000	TOTAL GENERAL EXPENSES	30,984.52	26,160.00	-4,824.52	-18.44	57,857.11	78,480.00	20,622.89	26.28
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	938,115.00	981,998.00	43,883.00	4.47	2,817,731.00	2,945,994.00	128,263.00	4.35
471501-000	Tenant Utility Payments	34,408.00	31,447.00	-2,961.00	-9.42	107,488.00	94,341.00	-13,147.00	-13.94
471502-000	Portable Out HAP Payments	18,093.00	17,797.00	-296.00	-1.66	54,359.00	53,391.00	-968.00	-1.81
471503-000	FSS Escrow Payments	2,530.00	1,854.00	-676.00	-36.46	9,090.00	5,562.00	-3,528.00	-63.43
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	993,146.00	1,033,096.00	39,950.00	3.87	2,988,668.00	3,099,288.00	110,620.00	3.57
480000-000	FINANCING EXPENSE								
485100-000	Interest Expense-BBT SL	224.40	0.00	-224.40	N/A	673.62	0.00	-673.62	N/A
485500-000	Interest Expense-Mortgage Payable	0.00	0.00	0.00	N/A	-927.20	0.00	927.20	N/A
489900-000	TOTAL FINANCING EXPENSES	224.40	0.00	-224.40	N/A	-253.58	0.00	253.58	N/A
	TOTAL OPERATING EXPENSES	1,564,941.12	1,643,323.00	78,381.88	4.77%	4,618,200.85	4,932,469.00	314,268.15	6.37%
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	14,200.00	0.00	-14,200.00	N/A	-48,350.00	0.00	48,350.00	N/A
523401-000	Bedbug expense	489.94	0.00	-489.94	N/A	489.94	0.00	-489.94	N/A

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

December 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
523405-000	Flow Through Subsidy remitted to RAD	98,839.62	0.00	-98,839.62	N/A	280,842.79	0.00	-280,842.79	N/A
523409-000	RAD SUBSIDY-LIHTC-PBV	-89,036.00	0.00	89,036.00	N/A	-260,676.00	0.00	260,676.00	N/A
523410-000	Pinnacle shortfall	-9,803.62	0.00	9,803.62	N/A	-20,166.79	0.00	20,166.79	N/A
523413-000	Appliances Replacement	0.00	0.00	0.00	N/A	25,822.37	0.00	-25,822.37	N/A
599900-000	TOTAL NON-OPERATING ITEMS	14,689.94	0.00	-14,689.94	N/A	-22,037.69	0.00	22,037.69	N/A
900000-000	NET INCOME	81,945.18	-6,426.00	88,371.18	-1375.21%	-95,838.91	-21,778.00	-74,060.91	340.07%
	PROOF								
	Sec 8 All	38,534.89				(313,194.06)			
	Conventional PH	39,547.47				130,039.00			
	COCC	524.07				(8,774.44)			
	JC BULL	17,908.51				57,612.80			
		96,514.94				(134,316.70)			
	025-bac	(16,756.29)				41,819.58			
	181-page	2,286.55				(4,437.59)			
	Appian	(494.46)				(591.53)			
	Liberty	394.44				1,687.33			
		81,945.18				(95,838.91)			
		0.00	checked			0.00	checked		

SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING

Actual to Budget Variance Comparison

December 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	104,567.07	96,474.00	8,093.07	8.39	307,150.31	289,422.00	17,728.31	6.13
311900-000	Total Rental Income	104,567.07	96,474.00	8,093.07	8.39	307,150.31	289,422.00	17,728.31	6.13
312000-000	Other Tenant Income								
312003-000	Damages	1,053.35	1,261.00	(207.65)	-16.47	6,790.90	3,783.00	3,007.90	79.51
312004-000	Late Charges	1,530.00	1,040.00	490.00	47.12	4,080.00	3,120.00	960.00	30.77
312005-000	Legal Fees - Tenant	255.00	759.00	(504.00)	-66.40	2,575.00	2,277.00	298.00	13.09
312006-000	NSF Charges	75.00	-	75.00	N/A	200.00	-	200.00	N/A
312007-000	Tenant Owed Utilities - Excess	6,852.52	6,167.00	685.52	11.12	22,171.58	18,501.00	3,670.58	19.84
312009-000	Misc. Tenant Income	376.10	208.00	168.10	80.82	1,297.54	624.00	673.54	107.94
312010-000	Maintenance Charges	-	-	-	N/A	12.50	-	12.50	N/A
312900-000	Total Other Tenant Income	10,141.97	9,435.00	706.97	7.49	37,127.52	28,305.00	8,822.52	31.17
319900-000	NET TENANT INCOME	114,709.04	105,909.00	8,800.04	8.31	344,277.83	317,727.00	26,550.83	8.36
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	288,411.00	136,547.00	151,864.00	111.22	780,418.00	409,641.00	370,777.00	90.51
340111-000	Pet Fee Income	130.00	-	130.00	N/A	380.00	-	380.00	N/A
341007-000	FSS Forfeitures-Income	283.00	-	283.00	N/A	283.00	-	283.00	N/A
349900-000	TOTAL GRANT INCOME	288,824.00	136,547.00	152,277.00	111.52	781,081.00	409,641.00	371,440.00	90.67
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	546.02	21,554.00	(21,007.98)	-97.47	24,159.91	64,662.00	(40,502.09)	-62.64
365002-000	Bad Debt Recovery	351.67	-	351.67	N/A	2,516.22	-	2,516.22	N/A
369900-000	TOTAL OTHER INCOME	897.69	21,554.00	(20,656.31)	-95.84	26,676.13	64,662.00	(37,985.87)	-58.75
399900-000	TOTAL INCOME	404,430.73	264,010.00	140,420.73	53.19	1,152,034.96	792,030.00	360,004.96	45.45
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	31,451.45	34,450.00	2,998.55	8.70	84,440.74	103,350.00	18,909.26	18.30
411002-000	Administrative Overtime	1,230.81	562.00	(668.81)	-119.01	3,416.15	1,686.00	(1,730.15)	-102.62
411003-000	Administrative: Employer FICA/SUI	2,523.38	3,498.00	974.62	27.86	6,697.29	10,494.00	3,796.71	36.18
411004-000	Administrative: Employee Benefits	8,724.35	7,725.00	(999.35)	-12.94	25,658.82	23,175.00	(2,483.82)	-10.72
411005-000	Administrative: Retirees Medical ER share	-	-	-	N/A	1,292.80	-	(1,292.80)	N/A
411006-000	Administrative: Emp Incentive	264.00	-	(264.00)	N/A	561.00	-	(561.00)	N/A
411099-000	Total Administrative Salaries	44,193.99	46,235.00	2,041.01	4.41	122,066.80	138,705.00	16,638.20	12.00
413000-000	Legal Expense								
413001-000	Legal Expense	-	129.00	129.00	100.00	335.00	387.00	52.00	13.44
413003-000	Credit Reports	133.50	563.00	429.50	76.29	448.00	1,689.00	1,241.00	73.48
413100-000	Total Legal Expense	133.50	692.00	558.50	80.71	783.00	2,076.00	1,293.00	62.28

SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING

Actual to Budget Variance Comparison

December 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
413900-000	Other Admin Expenses								
414000-000	Staff Training	568.08	1,009.00	440.92	43.70	1,287.85	3,027.00	1,739.15	57.45
415000-000	Travel	15.00	806.00	791.00	98.14	98.79	2,418.00	2,319.21	95.91
417000-000	Bookkeeping Fees	3,600.00	3,602.00	2.00	0.06	10,852.50	10,806.00	(46.50)	-0.43
417100-000	Auditing Fees	-	510.00	510.00	100.00	-	1,530.00	1,530.00	100.00
417300-000	Management Fee	26,011.20	26,010.00	(1.20)	0.00	78,412.93	78,030.00	(382.93)	-0.49
417302-000	Asset Management Fee	5,070.00	4,940.00	(130.00)	-2.63	15,210.00	14,820.00	(390.00)	-2.63
418900-000	Total Other Admin Expenses	35,264.28	36,877.00	1,612.72	4.37	105,862.07	110,631.00	4,768.93	4.31
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	889.06	578.00	(311.06)	-53.82	1,248.20	1,734.00	485.80	28.02
419003-000	Printing	-	-	-	N/A	566.08	-	(566.08)	N/A
419004-000	Telephone	2,561.07	1,797.00	(764.07)	-42.52	5,379.25	5,391.00	11.75	0.22
419005-000	Postage	626.11	295.00	(331.11)	-112.24	626.11	885.00	258.89	29.25
419006-000	Forms and Computer Supplies	-	855.00	855.00	100.00	-	2,565.00	2,565.00	100.00
419007-000	Court Costs	345.00	1,392.00	1,047.00	75.22	2,460.00	4,176.00	1,716.00	41.09
419008-000	Subscriptions and Fees	-	97.00	97.00	100.00	-	291.00	291.00	100.00
419009-000	Sundry Miscellaneous	(372.03)	1,346.00	1,718.03	127.64	2,880.70	4,038.00	1,157.30	28.66
419010-000	Newspaper ADS (Advertising)	-	166.00	166.00	100.00	99.30	498.00	398.70	80.06
419011-000	Sundry Service Contracts	24,622.58	5,009.00	(19,613.58)	-391.57	59,254.43	15,027.00	(44,227.43)	-294.32
419017-000	Temporary Administrative Labor	2,520.00	737.00	(1,783.00)	-241.93	2,520.00	2,211.00	(309.00)	-13.98
419018-000	False Alarms	10.00	-	(10.00)	N/A	10.00	-	(10.00)	N/A
419021-000	Discretionary	-	75.00	75.00	100.00	-	225.00	225.00	100.00
419100-000	Total Miscellaneous Admin Expenses	31,201.79	12,347.00	(18,854.79)	-152.71	75,044.07	37,041.00	(38,003.07)	-102.60
419900-000	TOTAL ADMINISTRATIVE EXPENSES	110,793.56	96,151.00	(14,642.56)	-15.23	303,755.94	288,453.00	(15,302.94)	-5.31
420000-000	TENANT SERVICES								
422000-000	Tenant Services	1,927.12	2,024.00	96.88	4.79	3,301.54	6,072.00	2,770.46	45.63
422001-000	Other Tenant Svcs.	300.00	-	(300.00)	N/A	600.00	-	(600.00)	N/A
423000-000	Tenant Services -PH ADD ON	8.65	-	(8.65)	N/A	383.00	-	(383.00)	N/A
429900-000	TOTAL TENANT SERVICES EXPENSES	2,235.77	2,024.00	(211.77)	-10.46	4,284.54	6,072.00	1,787.46	29.44
430000-000	UTILITIES								
431000-000	Water	5,047.02	10,700.00	5,652.98	52.83	23,532.40	32,100.00	8,567.60	26.69
432000-000	Electricity	25,216.15	25,300.00	83.85	0.33	95,999.62	75,900.00	(20,099.62)	-26.48
433000-000	Gas	11,453.76	11,767.00	313.24	2.66	30,036.77	35,301.00	5,264.23	14.91
439000-000	Sewer	6,648.07	15,683.00	9,034.93	57.61	35,494.92	47,049.00	11,554.08	24.56
439900-000	TOTAL UTILITY EXPENSES	48,365.00	63,450.00	15,085.00	23.77	185,063.71	190,350.00	5,286.29	2.78
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	14,994.49	21,094.00	6,099.51	28.92	44,881.00	67,282.00	22,401.00	33.29

SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING

Actual to Budget Variance Comparison

December 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441002-000	Maintenance: Overtime	2,409.09	952.00	(1,457.09)	-153.06	4,572.63	2,856.00	(1,716.63)	-60.11
441003-000	Maintenance: Employer FICA/SUI	1,224.15	2,760.00	1,535.85	55.65	3,515.33	8,280.00	4,764.67	57.54
441004-000	Temp Maintenance Labor	3,340.80	4,805.00	1,464.20	30.47	9,192.79	10,415.00	1,222.21	11.74
441005-000	Maintenance: Employee Benefits	5,452.23	7,659.00	2,206.77	28.81	15,010.50	22,977.00	7,966.50	34.67
441100-000	Maintenace Uniforms	-	246.00	246.00	100.00	-	738.00	738.00	100.00
441200-000	Vehicle Repair	1,227.42	669.00	(558.42)	-83.47	2,740.52	2,007.00	(733.52)	-36.55
441300-000	Gasoline Purchases	510.53	667.00	156.47	23.46	2,065.84	2,001.00	(64.84)	-3.24
441900-000	Total General Maint Expense	29,158.71	38,852.00	9,693.29	24.95	81,978.61	116,556.00	34,577.39	29.67
442000-000	Materials								
442002-000	Appliance-Maint Materials	37.78	1,877.00	1,839.22	97.99	209.30	5,631.00	5,421.70	96.28
442003-000	Painting-Maint Materials	283.13	1,570.00	1,286.87	81.97	1,620.62	4,710.00	3,089.38	65.59
442004-000	Electrical-Maint Materials	581.96	1,653.00	1,071.04	64.79	889.26	4,959.00	4,069.74	82.07
442005-000	Heating/AC-Maint Materials	4,288.67	1,960.00	(2,328.67)	-118.81	4,288.67	5,880.00	1,591.33	27.06
442006-000	Janitorial Supplies	129.57	475.00	345.43	72.72	578.26	1,425.00	846.74	59.42
442008-000	Plumbing-Maint Materials	517.18	1,653.00	1,135.82	68.71	1,345.99	4,959.00	3,613.01	72.86
442009-000	Hand Tools-Maint Materials	-	400.00	400.00	100.00	27.98	1,200.00	1,172.02	97.67
442010-000	Maintenance Materials	2,655.10	3,218.00	562.90	17.49	5,950.35	9,654.00	3,703.65	38.36
442011-000	Safety equipment/shoes	-	335.00	335.00	100.00	63.59	1,005.00	941.41	93.67
442900-000	Total Materials	8,493.39	13,141.00	4,647.61	35.37	14,974.02	39,423.00	24,448.98	62.02
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	40.00	690.00	650.00	94.20	887.73	2,070.00	1,182.27	57.11
443002-000	Extermination Contract	5,588.50	4,375.00	(1,213.50)	-27.74	9,736.50	13,125.00	3,388.50	25.82
443005-000	Unit Turnaround-Contract	5,090.00	2,967.00	(2,123.00)	-71.55	17,760.00	8,901.00	(8,859.00)	-99.53
443006-000	Electrical-Contract	-	1,675.00	1,675.00	100.00	-	5,025.00	5,025.00	100.00
443007-000	Disposal Contract	-	3,514.00	3,514.00	100.00	6,288.33	10,542.00	4,253.67	40.35
443009-000	Landscaping-Contract	16,529.25	7,048.00	(9,481.25)	-134.52	49,087.50	21,144.00	(27,943.50)	-132.16
443011-000	Heating/AC-Contract	350.00	2,523.00	2,173.00	86.13	1,146.96	7,569.00	6,422.04	84.85
443013-000	Contract: Uniform Rental	215.20	462.00	246.80	53.42	632.91	1,386.00	753.09	54.34
443015-000	Janitorial-Contract	-	250.00	250.00	100.00	1,393.94	750.00	(643.94)	-85.86
443017-000	Elevator-Contract	-	2,583.00	2,583.00	100.00	5,125.41	7,749.00	2,623.59	33.86
443018-000	Plumbing-Contract	12,024.20	7,374.00	(4,650.20)	-63.06	14,140.20	22,122.00	7,981.80	36.08
443019-000	Miscellaneous Contracts	6,788.09	1,858.00	(4,930.09)	-265.34	6,910.49	5,574.00	(1,336.49)	-23.98
443023-000	Con:Consultant/Mentoring	-	542.00	542.00	100.00	-	1,626.00	1,626.00	100.00
443099-000	Maintenance Misc-Contracts	6,742.86	10,417.00	3,674.14	35.27	10,978.59	31,251.00	20,272.41	64.87
443900-000	Total Contract Costs	53,368.10	46,278.00	(7,090.10)	-15.32	124,088.56	138,834.00	14,745.44	10.62
449900-000	TOTAL MAINTENACE EXPENSES	91,020.20	98,271.00	7,250.80	7.38	221,041.19	294,813.00	73,771.81	25.02
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,595.56	3,802.00	1,206.44	31.73	7,786.68	11,406.00	3,619.32	31.73
451100-000	Property Tax	-	1,561.00	1,561.00	100.00	-	4,683.00	4,683.00	100.00
452100-000	Workers Comp Insurance	1,040.28	2,425.00	1,384.72	57.10	3,120.84	7,275.00	4,154.16	57.10

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
December 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
457000-000	Bad Debt-Tenant Rents	11,363.33	2,034.00	(9,329.33)	-458.67	11,363.33	6,102.00	(5,261.33)	-86.22
458000-000	All Protective Services	1,021.00	-	(1,021.00)	N/A	2,114.00	-	(2,114.00)	N/A
459900-000	TOTAL GENERAL EXPENSES	16,020.17	9,822.00	(6,198.17)	-63.10	24,384.85	29,466.00	5,081.15	17.24
470000-000	HOUSING ASSISTANCE PAYMENTS								
471501-000	Tenant Utility Payments	(3,348.00)	-	3,348.00	N/A	-	-	-	N/A
471503-000	FSS Escrow Payments	467.00	52.00	(415.00)	-798.08	2,133.00	156.00	(1,977.00)	-1,267.31
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	(2,881.00)	52.00	2,933.00	5,640.38	2,133.00	156.00	(1,977.00)	-1,267.31
	TOTAL OPERATING EXPENSES	265,553.70	269,770.00	4,216.30	1.56%	740,663.23	809,310.00	68,646.77	8.48%
500000-000	NON-OPERATING ITEMS								
523401-000	Bedbug expense	489.94	-	(489.94)	N/A	489.94	-	(489.94)	N/A
523405-000	Flow Through Subsidy remitted to RAD	98,839.62	-	(98,839.62)	N/A	280,842.79	-	(280,842.79)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	99,329.56	-	(99,329.56)	N/A	281,332.73	-	(281,332.73)	N/A
900000-000	NET INCOME	39,547.47	(5,760.00)	45,307.47	-786.59%	130,039.00	(17,280.00)	147,319.00	-852.54%
	PROOF:								
	Archibald hi-Rise	6,719.64				35,640.37			
	Archibald Village	(3,248.10)				12,352.53			
	Cammie Clagget	30,008.17				46,344.36			
	Camp Croft	3,858.30				21,251.63			
	Prince Hall	10,437.82				4,825.79			
	Scattered Sites	(3,411.13)				215.28			
	Victoria Gardens	(784.59)				13,180.91			
	Cambridge Place	844.24				9,242.51			
	Sub-total	44,424.35				143,053.38			
	RAD SITES:								
	Tobias	(1,066.72)				(4,020.37)			
	Ellen C. Watson	(528.60)				(1,144.72)			
	Frank Gooch	(923.92)				(1,471.80)			
	JC Anderson	(413.88)				(2,207.70)			
	Barksdale	(845.23)				(1,798.58)			
	Leland	(902.56)				(1,880.62)			
	Spruce	(195.97)				(490.59)			
	Sub-total (Oct 2016)	(4,876.88)				(13,014.38)			
	Grand total	39,547.47				130,039.00			
		-	check			0.00	check		

SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM

Actual to Budget Variance Comparison

December 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
362000-000	Management Fee Income	69,126.56	66,713.00	2,413.56	3.62	211,799.30	200,139.00	11,660.30	5.83
362001-000	Bookkeeping fee income	21,900.00	22,049.00	(149.00)	-0.68	65,077.50	66,147.00	(1,069.50)	-1.62
365000-000	Miscellaneous Other Income	24,691.60	46,892.00	(22,200.40)	-47.34	73,387.08	140,676.00	(67,288.92)	-47.83
369900-000	TOTAL OTHER INCOME	115,718.16	135,654.00	(19,935.84)	-14.70	350,263.88	406,962.00	(56,698.12)	-13.93
399900-000	TOTAL INCOME	115,718.16	135,654.00	(19,935.84)	-14.70	350,263.88	406,962.00	(56,698.12)	-13.93
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	41,423.72	56,417.00	14,993.28	26.58	131,024.72	169,251.00	38,226.28	22.59
411002-000	Administrative Overtime	276.03	833.00	556.97	66.86	276.03	2,499.00	2,222.97	88.95
411003-000	Administrative: Employer FICA/SUI	2,810.90	5,062.00	2,251.10	44.47	8,610.42	15,186.00	6,575.58	43.30
411004-000	Administrative: Employee Benefits	11,492.68	11,275.00	(217.68)	-1.93	34,499.07	33,825.00	(674.07)	-1.99
411005-000	Administrative: Retirees Medical ER share	2,952.52	3,083.00	130.48	4.23	9,119.12	9,249.00	129.88	1.40
411006-000	Administrative: Emp Incentive	-	1,250.00	1,250.00	100.00	68.44	4,750.00	4,681.56	98.56
411099-000	Total Administrative Salaries	58,955.85	77,920.00	18,964.15	24.34	183,597.80	234,760.00	51,162.20	21.79
413000-000	Legal Expense								
413001-000	Legal Expense	3,716.00	4,167.00	451.00	10.82	6,746.50	12,501.00	5,754.50	46.03
413003-000	Credit Reports	49.00	42.00	(7.00)	-16.67	119.00	126.00	7.00	5.56
413100-000	Total Legal Expense	3,765.00	4,209.00	444.00	10.55	6,865.50	12,627.00	5,761.50	45.63
413900-000	Other Admin Expenses								
414000-000	Staff Training	15.00	342.00	327.00	95.61	45.00	1,026.00	981.00	95.61
415000-000	Travel	-	510.00	510.00	100.00	(45.00)	1,530.00	1,575.00	102.94
417100-000	Auditing Fees	-	417.00	417.00	100.00	650.00	1,251.00	601.00	48.04
418000-000	Office Rent	8,156.25	8,168.00	11.75	0.14	24,468.75	24,504.00	35.25	0.14
418900-000	Total Other Admin Expenses	8,171.25	9,437.00	1,265.75	13.41	25,118.75	28,311.00	3,192.25	11.28
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,583.30	597.00	(986.30)	-165.21	5,262.08	1,791.00	(3,471.08)	-193.81
419003-000	Printing	-	-	-	N/A	1,093.68	-	(1,093.68)	N/A
419004-000	Telephone	3,849.41	2,730.00	(1,119.41)	-41.00	8,652.46	8,190.00	(462.46)	-5.65
419005-000	Postage	75.94	833.00	757.06	90.88	110.98	2,499.00	2,388.02	95.56
419006-000	Forms and Computer Supplies	-	167.00	167.00	100.00	-	501.00	501.00	100.00
419008-000	Subscriptions and Fees	-	271.00	271.00	100.00	1,595.00	813.00	(782.00)	-96.19
419009-000	Sundry Miscellaneous	548.45	1,309.00	760.55	58.10	2,385.84	3,927.00	1,541.16	39.25
419010-000	Newspaper ADS (Advertising)	-	417.00	417.00	100.00	105.72	1,251.00	1,145.28	91.55
419011-000	Sundry Service Contracts	3,836.42	4,687.00	850.58	18.15	10,606.97	14,061.00	3,454.03	24.56
419012-000	Software	222.60	-	(222.60)	N/A	667.80	-	(667.80)	N/A
419017-000	Temporary Administrative Labor	2,745.75	1,000.00	(1,745.75)	-174.58	19,430.55	3,000.00	(16,430.55)	-547.68
419020-000	Bank Fees	-	125.00	125.00	100.00	35.00	375.00	340.00	90.67

SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM

Actual to Budget Variance Comparison

December 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419021-000	Discretionary	-	83.00	83.00	100.00	-	249.00	249.00	100.00
419022-000	Other Misc Admin Expenses	-	417.00	417.00	100.00	4,610.32	1,251.00	(3,359.32)	-268.53
419100-000	Total Miscellaneous Admin Expenses	12,861.87	12,636.00	(225.87)	-1.79	54,556.40	37,908.00	(16,648.40)	-43.92
419900-000	TOTAL ADMINISTRATIVE EXPENSES	83,753.97	104,202.00	20,448.03	19.62	270,138.45	313,606.00	43,467.55	13.86
430000-000	UTILITIES								
431000-000	Water	-	133.00	133.00	100.00	191.37	399.00	207.63	52.04
432000-000	Electricity	1,175.97	2,500.00	1,324.03	52.96	3,670.56	7,500.00	3,829.44	51.06
433000-000	Gas	500.42	225.00	(275.42)	-122.41	592.76	675.00	82.24	12.18
439000-000	Sewer	-	250.00	250.00	100.00	-	750.00	750.00	100.00
439900-000	TOTAL UTILITY EXPENSES	1,676.39	3,108.00	1,431.61	46.06	4,454.69	9,324.00	4,869.31	52.22
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	2,101.79	1,367.00	(734.79)	-53.75	5,237.11	4,101.00	(1,136.11)	-27.70
441210-000	Equipment Repair	-	278.00	278.00	100.00	-	834.00	834.00	100.00
441300-000	Gasoline Purchases	479.60	825.00	345.40	41.87	1,894.80	2,475.00	580.20	23.44
441900-000	Total General Maint Expense	2,581.39	2,470.00	(111.39)	-4.51	7,131.91	7,410.00	278.09	3.75
442000-000	Materials								
442003-000	Painting-Maint Materials	-	83.00	83.00	100.00	-	249.00	249.00	100.00
442006-000	Janitorial Supplies	-	108.00	108.00	100.00	-	324.00	324.00	100.00
442009-000	Hand Tools-Maint Materials	-	25.00	25.00	100.00	-	75.00	75.00	100.00
442010-000	Maintenance Materials	1,675.38	3,083.00	1,407.62	45.66	2,523.47	9,249.00	6,725.53	72.72
442011-000	Safety equipment/shoes	-	25.00	25.00	100.00	(147.36)	75.00	222.36	296.48
442900-000	Total Materials	1,675.38	3,324.00	1,648.62	49.60	2,376.11	9,972.00	7,595.89	76.17
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	85.00	85.00	100.00	-	255.00	255.00	100.00
443007-000	Disposal Contract	-	290.00	290.00	100.00	247.62	870.00	622.38	71.54
443009-000	Landscaping-Contract	864.00	2,523.00	1,659.00	65.76	3,894.75	7,569.00	3,674.25	48.54
443013-000	Contract: Uniform Rental	51.52	60.00	8.48	14.13	137.87	180.00	42.13	23.41
443015-000	Janitorial-Contract	(1,200.00)	1,200.00	2,400.00	200.00	1,520.00	3,600.00	2,080.00	57.78
443019-000	Miscellaneous Contracts	725.20	292.00	(433.20)	-148.36	2,100.48	876.00	(1,224.48)	-139.78
443023-000	Con:Consultant/Mentoring	19,514.41	16,500.00	(3,014.41)	-18.27	50,654.82	49,500.00	(1,154.82)	-2.33
443099-000	Maintenance Misc-Contracts	149.88	83.00	(66.88)	-80.58	1,389.76	249.00	(1,140.76)	-458.14
443900-000	Total Contract Costs	20,105.01	21,033.00	927.99	4.41	59,945.30	63,099.00	3,153.70	5.00
449900-000	TOTAL MAINTENANCE EXPENSES	24,361.78	26,827.00	2,465.22	9.19	69,453.32	80,481.00	11,027.68	13.70
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	3,727.21	5,310.00	1,582.79	29.81	11,181.63	15,930.00	4,748.37	29.81
452100-000	Workers Comp Insurance	1,001.18	2,546.00	1,544.82	60.68	3,003.54	7,638.00	4,634.46	60.68

SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM

Actual to Budget Variance Comparison

		December 31, 2016							
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
453010-000	SHA-Board/Commissioner exp	673.56	1,250.00	576.44	46.12	806.69	3,750.00	2,943.31	78.49
459900-000	TOTAL GENERAL EXPENSES	5,401.95	9,106.00	3,704.05	40.68	14,991.86	27,318.00	12,326.14	45.12
	TOTAL OPERATING EXPENSES	115,194.09	143,243.00	28,048.91	19.58%	359,038.32	430,729.00	71,690.68	16.64%
900000-000	NET INCOME	524.07	(7,589.00)	8,113.07	-106.91%	(8,774.44)	(23,767.00)	14,992.56	-63.08%
990002-000	Equity Transfers Out (IN)	101.77	-	(101.77)	N/A	101.77	-	(101.77)	N/A
	Proof								
	COCC	(14,568.09)				(56,596.53)			
	Landscape	15,092.16				47,822.09			
		524.07				(8,774.44)			

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

December 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	841,047.00	924,000.00	(82,953.00)	-8.98	2,089,583.00	2,772,000.00	(682,417.00)	-24.62
341002-000	Sec 8 Admin. Fee Inc-HCV	74,354.00	100,000.00	(25,646.00)	-25.65	237,504.00	300,000.00	(62,496.00)	-20.83
341004-000	Section 8 Port-In Admin Fees	-	125.00	(125.00)	-100.00	(750.00)	375.00	(1,125.00)	-300.00
341006-000	Port In HAP Earned	-	833.00	(833.00)	-100.00	(6,782.00)	2,499.00	(9,281.00)	-371.39
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	17,483.00	(3,780.00)	-21.62	41,109.00	52,449.00	(11,340.00)	-21.62
341011-000	Mod Rehab- HAP EARNED	119,121.00	109,044.00	10,077.00	9.24	357,363.00	327,132.00	30,231.00	9.24
349900-000	TOTAL GRANT INCOME	1,048,225.00	1,151,485.00	(103,260.00)	-8.97	2,718,027.00	3,454,455.00	(736,428.00)	-21.32
360000-000	OTHER INCOME								
364000-000	Fraud Recovery Income-Admin	1,006.11	500.00	506.11	101.22	3,322.83	1,500.00	1,822.83	121.52
364001-000	Fraud Recovery - HAP	1,006.11	500.00	506.11	101.22	3,322.82	1,500.00	1,822.82	121.52
365000-000	Miscellaneous Other Income	-	833.00	(833.00)	-100.00	-	2,499.00	(2,499.00)	-100.00
369900-000	TOTAL OTHER INCOME	2,012.22	1,833.00	179.22	9.78	6,645.65	5,499.00	1,146.65	20.85
399900-000	TOTAL INCOME	1,050,237.22	1,153,318.00	(103,080.78)	-8.94	2,724,672.65	3,459,954.00	(735,281.35)	-21.25
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	28,311.36	35,752.00	7,440.64	20.81	99,995.63	107,256.00	7,260.37	6.77
411002-000	Administrative Overtime	96.81	-	(96.81)	N/A	181.54	-	(181.54)	N/A
411003-000	Administrative: Employer FICA/SUI	2,017.42	3,623.00	1,605.58	44.32	7,244.12	10,869.00	3,624.88	33.35
411004-000	Administrative: Employee Benefits	7,895.00	9,142.00	1,247.00	13.64	23,717.64	27,426.00	3,708.36	13.52
411099-000	Total Administrative Salaries	38,320.59	48,517.00	10,196.41	21.02	131,138.93	145,551.00	14,412.07	9.90
413000-000	Legal Expense								
413001-000	Legal Expense	-	167.00	167.00	100.00	-	501.00	501.00	100.00
413003-000	Credit Reports	-	500.00	500.00	100.00	399.50	1,500.00	1,100.50	73.37
413100-000	Total Legal Expense	-	667.00	667.00	100.00	399.50	2,001.00	1,601.50	80.04
413900-000	Other Admin Expenses								
414000-000	Staff Training	564.48	1,000.00	435.52	43.55	3,034.36	4,500.00	1,465.64	32.57
415000-000	Travel	-	500.00	500.00	100.00	438.00	1,500.00	1,062.00	70.80
417000-000	Bookkeeping Fees	15,720.00	15,750.00	30.00	0.19	46,605.00	47,250.00	645.00	1.37
417001-000	Bookkeeping Fees-MOD Rehab	1,500.00	1,500.00	-	0.00	4,447.50	4,500.00	52.50	1.17
417100-000	Auditing Fees	-	792.00	792.00	100.00	-	2,376.00	2,376.00	100.00
417200-000	Port Out Admin Fee	950.75	667.00	(283.75)	-42.54	2,735.93	2,001.00	(734.93)	-36.73
417300-000	Management Fee	25,152.00	25,200.00	48.00	0.19	76,884.00	75,600.00	(1,284.00)	-1.70
417303-000	Management Fee- MOD Rehab	2,400.00	2,400.00	-	0.00	4,800.00	7,200.00	2,400.00	33.33
418000-000	Office Rent	3,500.00	3,500.00	-	0.00	10,500.00	10,500.00	-	0.00
418900-000	Total Other Admin Expenses	49,787.23	51,309.00	1,521.77	2.97	149,444.79	155,427.00	5,982.21	3.85
419000-000	Miscellaneous Admin Expenses								

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

December 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419001-000	Office Expense	689.82	1,000.00	310.18	31.02	1,705.53	3,000.00	1,294.47	43.15
419003-000	Printing	-	-	-	N/A	1,116.16	-	(1,116.16)	N/A
419004-000	Telephone	1,454.16	1,250.00	(204.16)	-16.33	3,059.68	3,750.00	690.32	18.41
419005-000	Postage	-	1,333.00	1,333.00	100.00	-	3,999.00	3,999.00	100.00
419006-000	Forms and Computer Supplies	-	125.00	125.00	100.00	-	375.00	375.00	100.00
419008-000	Subscriptions and Fees	-	125.00	125.00	100.00	-	375.00	375.00	100.00
419009-000	Sundry Miscellaneous	-	416.00	416.00	100.00	-	1,248.00	1,248.00	100.00
419010-000	Newspaper ADS (Advertising)	-	17.00	17.00	100.00	610.35	51.00	(559.35)	-1,096.76
419011-000	Sundry Service Contracts	19,686.72	4,317.00	(15,369.72)	-356.03	31,388.72	12,951.00	(18,437.72)	-142.37
419017-000	Temporary Administrative Labor	472.50	208.00	(264.50)	-127.16	2,583.00	624.00	(1,959.00)	-313.94
419020-000	Bank Fees	-	167.00	167.00	100.00	-	501.00	501.00	100.00
419100-000	Total Miscellaneous Admin Expenses	22,303.20	8,958.00	(13,345.20)	-148.98	40,463.44	26,874.00	(13,589.44)	-50.57
419900-000	TOTAL ADMINISTRATIVE EXPENSES	110,411.02	109,451.00	(960.02)	-0.88	321,446.66	329,853.00	8,406.34	2.55
430000-000	UTILITIES								
431000-000	Water	-	250.00	250.00	100.00	63.80	750.00	686.20	91.49
432000-000	Electricity	392.00	1,000.00	608.00	60.80	1,223.54	3,000.00	1,776.46	59.22
433000-000	Gas	166.81	250.00	83.19	33.28	197.60	750.00	552.40	73.65
439000-000	Sewer	-	250.00	250.00	100.00	-	750.00	750.00	100.00
439900-000	TOTAL UTILITY EXPENSES	558.81	1,750.00	1,191.19	68.07	1,484.94	5,250.00	3,765.06	71.72
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	43.40	250.00	206.60	82.64	250.24	750.00	499.76	66.63
441300-000	Gasoline Purchases	202.12	167.00	(35.12)	-21.03	691.09	501.00	(190.09)	-37.94
441900-000	Total General Maint Expense	245.52	417.00	171.48	41.12	941.33	1,251.00	309.67	24.75
443000-000	Contract Costs								
443015-000	Janitorial-Contract	-	-	-	N/A	480.00	-	(480.00)	N/A
443023-000	Con:Consultant/Mentoring	988.65	1,250.00	261.35	20.91	988.65	3,750.00	2,761.35	73.64
443099-000	Maintenance Misc-Contracts	99.93	-	(99.93)	N/A	199.86	-	(199.86)	N/A
443900-000	Total Contract Costs	1,088.58	1,250.00	161.42	12.91	1,668.51	3,750.00	2,081.49	55.51
449900-000	TOTAL MAINTENANCE EXPENSES	1,334.10	1,667.00	332.90	19.97	2,609.84	5,001.00	2,391.16	47.81
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,578.41	2,145.00	566.59	26.41	4,735.23	6,435.00	1,699.77	26.41
452100-000	Workers Comp Insurance	632.61	1,340.00	707.39	52.79	1,897.83	4,020.00	2,122.17	52.79
459900-000	TOTAL GENERAL EXPENSES	2,211.02	3,485.00	1,273.98	36.56	6,633.06	10,455.00	3,821.94	36.56
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	938,115.00	981,998.00	43,883.00	4.47	2,817,731.00	2,945,994.00	128,263.00	4.35

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

December 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
471501-000	Tenant Utility Payments	37,756.00	31,447.00	(6,309.00)	-20.06	107,488.00	94,341.00	(13,147.00)	-13.94
471502-000	Portable Out HAP Payments	18,093.00	17,797.00	(296.00)	-1.66	54,359.00	53,391.00	(968.00)	-1.81
471503-000	FSS Escrow Payments	2,063.00	1,802.00	(261.00)	-14.48	6,957.00	5,406.00	(1,551.00)	-28.69
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	996,027.00	1,033,044.00	37,017.00	3.58	2,986,535.00	3,099,132.00	112,597.00	3.63
	TOTAL OPERATING EXPENSES	1,110,541.95	1,149,397.00	38,855.05	3.38%	3,318,709.50	3,449,691.00	130,981.50	3.80%
500000-000	NON-OPERATING ITEMS								
523409-000	RAD SUBSIDY-LIHTC-PBV	(89,036.00)	-	89,036.00	N/A	(260,676.00)	-	260,676.00	N/A
523410-000	Pinnacle shortfall	(9,803.62)	-	9,803.62	N/A	(20,166.79)	-	20,166.79	N/A
599900-000	TOTAL NON-OPERATING ITEMS	(98,839.62)	-	98,839.62	N/A	(280,842.79)	-	280,842.79	N/A
900000-000	NET INCOME	38,534.89	3,921.00	34,613.89	882.78%	(313,194.06)	10,263.00	(323,457.06)	-3151.68%
	PROOF:								
	HAP	44,670.73				(292,860.39)			
	HAP ADMIN	(21,753.67)				(44,136.64)			
	Mod Rehab HAP	19,316.00				30,655.00			
	Mod Rehab Admin	(3,698.17)				(6,852.03)			
		38,534.89				(313,194.06)			
		-	CHECK			-	CHECK		

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM - HAP

Actual to Budget Variance Comparison

12/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	841,047.00	924,000.00	(82,953.00)	-8.98	2,089,583.00	2,772,000.00	(682,417.00)	-24.62
341006-000	Port In HAP Earned	-	833.00	(833.00)	-100.00	(6,782.00)	2,499.00	(9,281.00)	-371.39
364001-000	Fraud Recovery - HAP	1,006.11	500.00	506.11	101.22	3,322.82	1,500.00	1,822.82	121.52
399900-000	TOTAL INCOME	842,053.11	925,333.00	(83,279.89)	-9.00%	2,086,123.82	2,775,999.00	(689,875.18)	-24.85%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	839,033.00	873,445.00	34,412.00	3.94	2,493,161.00	2,620,335.00	127,174.00	4.85
471501-000	Tenant Utility Payments	37,033.00	30,956.00	(6,077.00)	-19.63	105,350.00	92,868.00	(12,482.00)	-13.44
471502-000	Portable Out HAP Payments	18,093.00	17,797.00	(296.00)	-1.66	54,359.00	53,391.00	(968.00)	-1.81
471503-000	FSS Escrow Payments	2,063.00	1,802.00	(261.00)	-14.48	6,957.00	5,406.00	(1,551.00)	-28.69
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	896,222.00	924,000.00	27,778.00	3.01	2,659,827.00	2,772,000.00	112,173.00	4.05
500000-000	NON-OPERATING ITEMS								
523409-000	RAD SUBSIDY-LIHTC-PBV	(89,036.00)	-	89,036.00	N/A	(260,676.00)	-	260,676.00	N/A
523410-000	Pinnacle shortfall	(9,803.62)	-	9,803.62	N/A	(20,166.79)	-	20,166.79	N/A
599900-000	TOTAL NON-OPERATING ITEMS	(98,839.62)	-	98,839.62	N/A	(280,842.79)	-	280,842.79	N/A
900000-000	NET INCOME	44,670.73	1,333.00	43,337.73	3251.14%	(292,860.39)	3,999.00	(296,859.39)	-7423.34%

**SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

12/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341002-000	Sec 8 Admin. Fee Inc-HCV	74,354.00	100,000.00	(25,646.00)	-25.65	237,504.00	300,000.00	(62,496.00)	-20.83
341004-000	Section 8 Port-In Admin Fees	-	125.00	(125.00)	-100.00	(750.00)	375.00	(1,125.00)	-300.00
364000-000	Fraud Recovery Income-Admin	1,006.11	500.00	506.11	101.22	3,322.83	1,500.00	1,822.83	121.52
365000-000	Miscellaneous Other Income	-	833.00	(833.00)	-100.00	-	2,499.00	(2,499.00)	-100.00
399900-000	TOTAL INCOME	75,360.11	101,458.00	(26,097.89)	-25.72%	240,076.83	304,374.00	(64,297.17)	-21.12%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	23,166.10	29,263.00	6,096.90	20.83	81,416.39	87,789.00	6,372.61	7.26
411002-000	Administrative Overtime	79.39	-	(79.39)	N/A	147.77	-	(147.77)	N/A
411003-000	Administrative: Employer FICA/SUI	1,651.04	2,965.00	1,313.96	44.32	5,899.59	8,895.00	2,995.41	33.68
411004-000	Administrative: Employee Benefits	5,899.98	7,483.00	1,583.02	21.15	17,638.11	22,449.00	4,810.89	21.43
411099-000	Total Administrative Salaries	30,796.51	39,711.00	8,914.49	22.45	105,101.86	119,133.00	14,031.14	11.78
413000-000	Legal Expense								
413001-000	Legal Expense	-	167.00	167.00	100.00	-	501.00	501.00	100.00
413003-000	Credit Reports	-	410.00	410.00	100.00	399.50	1,230.00	830.50	67.52
413100-000	Total Legal Expense	-	577.00	577.00	100.00	399.50	1,731.00	1,331.50	76.92
413900-000	Other Admin Expenses								
414000-000	Staff Training	564.48	1,000.00	435.52	43.55	3,034.36	4,500.00	1,465.64	32.57
415000-000	Travel	-	500.00	500.00	100.00	438.00	1,500.00	1,062.00	70.80
417000-000	Bookkeeping Fees	15,720.00	15,750.00	30.00	0.19	46,605.00	47,250.00	645.00	1.37
417100-000	Auditing Fees	-	625.00	625.00	100.00	-	1,875.00	1,875.00	100.00
417200-000	Port Out Admin Fee	950.75	667.00	(283.75)	-42.54	2,735.93	2,001.00	(734.93)	-36.73
417300-000	Management Fee	25,152.00	25,200.00	48.00	0.19	74,568.00	75,600.00	1,032.00	1.37
418000-000	Office Rent	3,500.00	3,500.00	-	0.00	10,500.00	10,500.00	-	0.00
418900-000	Total Other Admin Expenses	45,887.23	47,242.00	1,354.77	2.87	137,881.29	143,226.00	5,344.71	3.73
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	517.36	820.00	302.64	36.91	1,279.14	2,460.00	1,180.86	48.00
419003-000	Printing	-	-	-	N/A	1,116.16	-	(1,116.16)	N/A
419004-000	Telephone	1,090.62	1,025.00	(65.62)	-6.40	2,294.76	3,075.00	780.24	25.37
419005-000	Postage	(2,720.47)	1,093.00	3,813.47	348.90	(2,720.47)	3,279.00	5,999.47	182.97
419006-000	Forms and Computer Supplies	-	83.00	83.00	100.00	-	249.00	249.00	100.00
419008-000	Subscriptions and Fees	-	125.00	125.00	100.00	-	375.00	375.00	100.00
419009-000	Sundry Miscellaneous	2,720.47	333.00	(2,387.47)	-716.96	2,720.47	999.00	(1,721.47)	-172.32
419010-000	Newspaper ADS (Advertising)	-	17.00	17.00	100.00	610.35	51.00	(559.35)	-1,096.76
419011-000	Sundry Service Contracts	14,765.04	3,417.00	(11,348.04)	-332.11	23,541.54	10,251.00	(13,290.54)	-129.65
419017-000	Temporary Administrative Labor	354.37	208.00	(146.37)	-70.37	2,464.87	624.00	(1,840.87)	-295.01
419020-000	Bank Fees	-	167.00	167.00	100.00	-	501.00	501.00	100.00
419100-000	Total Miscellaneous Admin Expenses	16,727.39	7,288.00	(9,439.39)	-129.52	31,306.82	21,864.00	(9,442.82)	-43.19

**SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

12/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419900-000	TOTAL ADMINISTRATIVE EXPENSES	93,411.13	94,818.00	1,406.87	1.48	274,689.47	285,954.00	11,264.53	3.94
430000-000	UTILITIES								
431000-000	Water	-	167.00	167.00	100.00	63.80	501.00	437.20	87.27
432000-000	Electricity	392.00	833.00	441.00	52.94	1,223.54	2,499.00	1,275.46	51.04
433000-000	Gas	166.81	167.00	0.19	0.11	197.60	501.00	303.40	60.56
439000-000	Sewer	-	167.00	167.00	100.00	-	501.00	501.00	100.00
439900-000	TOTAL UTILITY EXPENSES	558.81	1,334.00	775.19	58.11	1,484.94	4,002.00	2,517.06	62.90
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	43.40	250.00	206.60	82.64	250.24	750.00	499.76	66.63
441300-000	Gasoline Purchases	202.12	167.00	(35.12)	-21.03	691.09	501.00	(190.09)	-37.94
441900-000	Total General Maint Expense	245.52	417.00	171.48	41.12	941.33	1,251.00	309.67	24.75
443000-000	Contract Costs								
443015-000	Janitorial-Contract	-	-	-	N/A	480.00	-	(480.00)	N/A
443023-000	Con:Consultant/Mentoring	988.65	1,250.00	261.35	20.91	988.65	3,750.00	2,761.35	73.64
443099-000	Maintenance Misc-Contracts	99.93	-	(99.93)	N/A	199.86	-	(199.86)	N/A
443900-000	Total Contract Costs	1,088.58	1,250.00	161.42	12.91	1,668.51	3,750.00	2,081.49	55.51
449900-000	TOTAL MAINTENANCE EXPENSES	1,334.10	1,667.00	332.90	19.97	2,609.84	5,001.00	2,391.16	47.81
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,291.94	1,756.00	464.06	26.43	3,875.82	5,268.00	1,392.18	26.43
452100-000	Workers Comp Insurance	517.80	1,097.00	579.20	52.80	1,553.40	3,291.00	1,737.60	52.80
459900-000	TOTAL GENERAL EXPENSES	1,809.74	2,853.00	1,043.26	36.57	5,429.22	8,559.00	3,129.78	36.57
	TOTAL OPERATING EXPENSES	97,113.78	100,672.00	3,558.22	3.53%	284,213.47	303,516.00	19,302.53	6.36%
900000-000	NET INCOME	(21,753.67)	786.00	(22,539.67)	-2867.64%	(44,136.64)	858.00	(44,994.64)	-5244.13%

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - MOD REHAB HAP

Actual to Budget Variance Comparison

12/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341011-000	Mod Rehab- HAP EARNED	119,121.00	109,044.00	10,077.00	9.24	357,363.00	327,132.00	30,231.00	9.24
399900-000	TOTAL INCOME	119,121.00	109,044.00	10,077.00	9.24%	357,363.00	327,132.00	30,231.00	9.24%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	99,082.00	108,553.00	9,471.00	8.72	324,570.00	325,659.00	1,089.00	0.33
471501-000	Tenant Utility Payments	723.00	491.00	(232.00)	-47.25	2,138.00	1,473.00	(665.00)	-45.15
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	99,805.00	109,044.00	9,239.00	8.47	326,708.00	327,132.00	424.00	0.13
900000-000	NET INCOME	19,316.00	-	19,316.00	-	30,655.00	-	30,655.00	-

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - MOD REHAB ADMINISTRATIVE

Actual to Budget Variance Comparison

12/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	17,483.00	(3,780.00)	-21.62	41,109.00	52,449.00	(11,340.00)	-21.62
399900-000	TOTAL INCOME	13,703.00	17,483.00	(3,780.00)	-21.62%	41,109.00	52,449.00	(11,340.00)	-21.62%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	5,145.26	6,489.00	1,343.74	20.71	18,579.24	19,467.00	887.76	4.56
411002-000	Administrative Overtime	17.42	-	(17.42)	N/A	33.77	-	(33.77)	N/A
411003-000	Administrative: Employer FICA/SUI	366.38	658.00	291.62	44.32	1,344.53	1,974.00	629.47	31.89
411004-000	Administrative: Employee Benefits	1,995.02	1,659.00	(336.02)	-20.25	6,079.53	4,977.00	(1,102.53)	-22.15
411099-000	Total Administrative Salaries	7,524.08	8,806.00	1,281.92	14.56	26,037.07	26,418.00	380.93	1.44
413000-000	Legal Expense								
413003-000	Credit Reports	-	90.00	90.00	100.00	-	270.00	270.00	100.00
413100-000	Total Legal Expense	-	90.00	90.00	100.00	-	270.00	270.00	100.00
413900-000	Other Admin Expenses								
417001-000	Bookkeeping Fees-MOD Rehab	1,500.00	1,500.00	-	0.00	4,447.50	4,500.00	52.50	1.17
417100-000	Auditing Fees	-	167.00	167.00	100.00	-	501.00	501.00	100.00
417300-000	Management Fee	-	-	-	N/A	2,316.00	-	(2,316.00)	N/A
417303-000	Management Fee- MOD Rehab	2,400.00	2,400.00	-	0.00	4,800.00	7,200.00	2,400.00	33.33
418900-000	Total Other Admin Expenses	3,900.00	4,067.00	167.00	4.11	11,563.50	12,201.00	637.50	5.22
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	172.46	180.00	7.54	4.19	426.39	540.00	113.61	21.04
419004-000	Telephone	363.54	225.00	(138.54)	-61.57	764.92	675.00	(89.92)	-13.32
419005-000	Postage	2,720.47	240.00	(2,480.47)	-1,033.53	2,720.47	720.00	(2,000.47)	-277.84
419006-000	Forms and Computer Supplies	-	42.00	42.00	100.00	-	126.00	126.00	100.00
419009-000	Sundry Miscellaneous	(2,720.47)	83.00	2,803.47	3,377.67	(2,720.47)	249.00	2,969.47	1,192.56
419011-000	Sundry Service Contracts	4,921.68	900.00	(4,021.68)	-446.85	7,847.18	2,700.00	(5,147.18)	-190.64

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - MOD REHAB ADMINISTRATIVE

Actual to Budget Variance Comparison

12/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419017-000	Temporary Administrative Labor	118.13	-	(118.13)	N/A	118.13	-	(118.13)	N/A
419100-000	Total Miscellaneous Admin Expenses	5,575.81	1,670.00	(3,905.81)	-233.88	9,156.62	5,010.00	(4,146.62)	-82.77
419900-000	TOTAL ADMINISTRATIVE EXPENSES	16,999.89	14,633.00	(2,366.89)	-16.18	46,757.19	43,899.00	(2,858.19)	-6.51
430000-000	UTILITIES								
431000-000	Water	-	83.00	83.00	100.00	-	249.00	249.00	100.00
432000-000	Electricity	-	167.00	167.00	100.00	-	501.00	501.00	100.00
433000-000	Gas	-	83.00	83.00	100.00	-	249.00	249.00	100.00
439000-000	Sewer	-	83.00	83.00	100.00	-	249.00	249.00	100.00
439900-000	TOTAL UTILITY EXPENSES	-	416.00	416.00	100.00	-	1,248.00	1,248.00	100.00
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	286.47	389.00	102.53	26.36	859.41	1,167.00	307.59	26.36
452100-000	Workers Comp Insurance	114.81	243.00	128.19	52.75	344.43	729.00	384.57	52.75
459900-000	TOTAL GENERAL EXPENSES	401.28	632.00	230.72	36.51	1,203.84	1,896.00	692.16	36.51
	TOTAL OPERATING EXPENSES	17,401.17	15,681.00	(1,720.17)	-10.97%	47,961.03	47,043.00	(918.03)	-1.95%
900000-000	NET INCOME	(3,698.17)	1,802.00	(5,500.17)	-305.23%	(6,852.03)	5,406.00	(12,258.03)	-226.75%

All voucher properties (.hcv_all)

Trial Balance Cr, Dr Details

Period = Dec 2016

Book = Accrual ; Tree = ysl_tb

		Forward Balance	Debit	Credit	December transactions
111102-000	Cash - Restricted	530,158.28	1,262.54	152.64	
111111-000	Cash -Unrestricted	241,381.00	-	-	
111117-000	HAP Disbursement Fund	(309,144.65)	949,974.00	1,075,139.97	
111120-000	General Fund Operating	(25,430.00)	-	504.48	
111124-000	Cash - FSS Escrow	23,660.85	-	-	
112200-000	A/R-Tenants	50,946.28	2,012.22	898.62	
112201-000	Allowance for Doubtful Accounts-Tenants	(16,058.13)	-	-	
112928-000	A/R from Developers -TC 4%	189.75	-	-	
113503-000	A/R-Other Government	79.26	-	-	
126000-000	Inventories-Electrical	-	170.10	170.10	
129500-000	Interprogram-Due From	79,109.41	239,784.37	107,297.41	
145001-000	Accum Depreciation-Site Improvement	(125,922.83)	-	-	
147501-000	Non Dwelling Equip	133,977.43	-	-	
211100-000	A/P Vendors and Contractors	(104,768.73)	997,892.60	981,741.27	
211500-000	A/P Other	(109,327.02)	-	-	
211750-000	A/P-Medical Insurance	(3.85)	-	-	
211758-000	A/P-Mutual of America Retirement	(1,107.88)	-	-	
211761-000	SRS-401-A Retirement Plan	(321.31)	-	-	
224000-000	Tenant Prepaid Rents	(657.18)	152.64	363.92	
226000-000	Accrued Paid Leave-Current	(5,068.65)	-	-	
230500-000	Accrued Paid Leave-LT	(28,722.36)	-	-	
230700-000	A/P FSS Escrow	(50,486.94)	1,578.40	3,641.40	
280902-000	Unrestricted Net Assets (UNA)	(89,578.21)	-	-	
341001-000	Section 8 HAP Earned	(10,789,786.00)	-	841,047.00	(841,047.00)
341002-000	Sec 8 Admin. Fee Inc-HCV	(1,245,391.66)	-	74,354.00	(74,354.00)
341004-000	Section 8 Port-In Admin Fees	(2,305.23)	-	-	-
341006-000	Port In HAP Earned	(32,777.47)	-	-	-
364000-000	Fraud Recovery Income-Admin	(14,417.47)	-	1,006.11	(1,006.11)
364001-000	Fraud Recovery - HAP	(16,147.48)	1,006.11	2,012.22	(1,006.11)
365000-000	Miscellaneous Other Income	(1,864.00)	-	-	-
365002-000	Bad Debt Recovery	(387.00)	-	-	-
365003-000	Pinnacle Subsidy for Shortfall	(114,452.94)	-	-	
411000-000	Administrative Salaries and Wages	371,249.57	23,166.10	-	23,166.10
411002-000	Administrative Overtime	1,001.21	79.39	-	79.39
411003-000	Administrative: Employer FICA/SUI	30,950.84	1,651.04	-	1,651.04
411004-000	Administrative: Employee Benefits	76,841.69	5,899.98	-	5,899.98
413001-000	Legal Expense	1,653.75	-	-	-
413003-000	Credit Reports	6,482.26	-	-	-
414000-000	Staff Training	9,555.32	609.48	45.00	564.48
415000-000	Travel	6,272.38	-	-	-
417000-000	Bookkeeping Fees	206,103.50	15,720.00	-	15,720.00
417100-000	Auditing Fees	6,675.00	-	-	-
417200-000	Port Out Admin Fee	10,004.47	950.75	-	950.75
417300-000	Management Fee	328,188.00	25,152.00	-	25,152.00
418000-000	Office Rent	46,909.35	3,500.00	-	3,500.00
419001-000	Office Expense	10,082.92	689.82	172.46	517.36
419003-000	Printing	3,493.16	-	-	-
419004-000	Telephone	11,608.78	1,454.16	363.54	1,090.62
419005-000	Postage	15,025.14	-	2,720.47	(2,720.47)
419006-000	Forms and Computer Supplies	1,348.38	-	-	-
419009-000	Sundry Miscellaneous	2,529.42	2,720.47	-	2,720.47
419010-000	Newspaper ADS (Advertising)	873.17	-	-	-
419011-000	Sundry Service Contracts	52,112.72	19,686.72	4,921.68	14,765.04
419017-000	Temporary Administrative Labor	4,723.85	472.50	118.13	354.37

All voucher properties (.hcv_all)

Trial Balance Cr, Dr Details

Period = Dec 2016

Book = Accrual ; Tree = ysl_tb

		Forward Balance	Debit	Credit	December transactions
419020-000	Bank Fees	1,153.14	-	-	-
431000-000	Water	63.80	-	-	-
432000-000	Electricity	831.54	392.00	-	392.00
433000-000	Gas	30.79	166.81	-	166.81
441200-000	Vehicle Repair	3,249.97	43.40	-	43.40
441300-000	Gasoline Purchases	2,602.71	202.12	-	202.12
442010-000	Maintenance Materials	3,288.09	-	-	-
443001-000	Alarm/Extinguisher Contract	380.92	-	-	-
443015-000	Janitorial-Contract	5,767.50	-	-	-
443019-000	Miscellaneous Contracts	419.54	-	-	-
443023-000	Con:Consultant/Mentoring	5,737.15	988.65	-	988.65
443099-000	Maintenance Misc-Contracts	557.94	99.93	-	99.93
451000-000	General Liability Insurance	22,550.04	1,291.94	-	1,291.94
452100-000	Workers Comp Insurance	11,922.04	517.80	-	517.80
452500-000	Relocation exp-	5,430.91	-	-	-
					97,113.78
				Less: Audit fees	-
					97,113.78
471500-000	Housing Assistance Payments	10,952,981.00	870,040.00	31,007.00	839,033.00
523409-000	RAD SUBSIDY-LIHTC-PBV	(1,025,046.00)	9,803.62	98,839.62	(89,036.00)
					749,997.00
471501-000	Tenant Utility Payments	456,401.00	37,962.00	929.00	37,033.00
471502-000	Portable Out HAP Payments	241,081.00	18,093.00	-	18,093.00
471503-000	FSS Escrow Payments	27,447.00	3,182.00	1,119.00	2,063.00
					807,186.00
523410-000	Pinnacle shortfall	104,089.77	-	9,803.62	(9,803.62)

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

Actual to Budget Variance Comparison

December 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	34,215.00	35,577.00	(1,362.00)	-3.83	104,651.86	106,731.00	(2,079.14)	-1.95
311900-000	Total Rental Income	34,215.00	35,577.00	(1,362.00)	-3.83	104,651.86	106,731.00	(2,079.14)	-1.95
312000-000	Other Tenant Income								
312003-000	Damages	-	50.00	(50.00)	-100.00	12.50	150.00	(137.50)	-91.67
312004-000	Late Charges	-	46.00	(46.00)	-100.00	80.00	138.00	(58.00)	-42.03
312005-000	Legal Fees - Tenant	-	37.00	(37.00)	-100.00	45.00	111.00	(66.00)	-59.46
312006-000	NSF Charges	30.00	-	30.00	N/A	30.00	-	30.00	N/A
312007-000	Tenant Owed Utilities - Excess	537.27	275.00	262.27	95.37	1,200.80	825.00	375.80	45.55
312009-000	Misc. Tenant Income	-	13.00	(13.00)	-100.00	-	39.00	(39.00)	-100.00
312900-000	Total Other Tenant Income	567.27	421.00	146.27	34.74	1,368.30	1,263.00	105.30	8.34
319900-000	NET TENANT INCOME	34,782.27	35,998.00	(1,215.73)	-3.38	106,020.16	107,994.00	(1,973.84)	-1.83
340000-000	GRANT INCOME								
341500-000	Other Govt and Private Grants	49,984.00	47,917.00	2,067.00	4.31	152,333.00	143,751.00	8,582.00	5.97
349900-000	TOTAL GRANT INCOME	49,984.00	47,917.00	2,067.00	4.31	152,333.00	143,751.00	8,582.00	5.97
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	343.86	-	343.86	N/A	1,146.60	-	1,146.60	N/A
369900-000	TOTAL OTHER INCOME	343.86	-	343.86	N/A	1,146.60	-	1,146.60	N/A
399900-000	TOTAL INCOME	85,110.13	83,915.00	1,195.13	1.42	259,499.76	251,745.00	7,754.76	3.08
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	7,602.40	8,128.00	525.60	6.47	17,880.53	24,384.00	6,503.47	26.67
411002-000	Administrative Overtime	131.94	105.00	(26.94)	-25.66	160.57	315.00	154.43	49.03
411003-000	Administrative: Employer FICA/SUI	583.74	819.00	235.26	28.73	1,336.23	2,457.00	1,120.77	45.62
411004-000	Administrative: Employee Benefits	1,469.46	1,641.00	171.54	10.45	3,974.29	4,923.00	948.71	19.27
411099-000	Total Administrative Salaries	9,787.54	10,693.00	905.46	8.47	23,351.62	32,079.00	8,727.38	27.21
413000-000	Legal Expense								
413001-000	Legal Expense	-	88.00	88.00	100.00	-	264.00	264.00	100.00
413003-000	Credit Reports	-	93.00	93.00	100.00	-	279.00	279.00	100.00
413100-000	Total Legal Expense	-	181.00	181.00	100.00	-	543.00	543.00	100.00
413900-000	Other Admin Expenses								
414000-000	Staff Training	550.00	379.00	(171.00)	-45.12	1,191.04	1,137.00	(54.04)	-4.75
415000-000	Travel	25.92	267.00	241.08	90.29	25.92	801.00	775.08	96.76

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

Actual to Budget Variance Comparison

December 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
417000-000	Bookkeeping Fees	952.50	961.00	8.50	0.88	2,872.50	2,883.00	10.50	0.36
417100-000	Auditing Fees	-	708.00	708.00	100.00	-	2,124.00	2,124.00	100.00
417300-000	Management Fee	6,882.13	6,941.00	58.87	0.85	20,754.77	20,823.00	68.23	0.33
417302-000	Asset Management Fee	1,320.00	1,320.00	-	0.00	3,960.00	3,960.00	-	0.00
418900-000	Total Other Admin Expenses	9,730.55	10,576.00	845.45	7.99	28,804.23	31,728.00	2,923.77	9.22
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	99.38	250.00	150.62	60.25	99.38	750.00	650.62	86.75
419003-000	Printing	-	-	-	N/A	120.70	-	(120.70)	N/A
419004-000	Telephone	411.67	584.00	172.33	29.51	783.61	1,752.00	968.39	55.27
419005-000	Postage	-	96.00	96.00	100.00	-	288.00	288.00	100.00
419006-000	Forms and Computer Supplies	-	717.00	717.00	100.00	-	2,151.00	2,151.00	100.00
419007-000	Court Costs	-	222.00	222.00	100.00	45.00	666.00	621.00	93.24
419008-000	Subscriptions and Fees	-	142.00	142.00	100.00	-	426.00	426.00	100.00
419009-000	Sundry Miscellaneous	4,866.28	229.00	(4,637.28)	-2,025.01	5,230.97	687.00	(4,543.97)	-661.42
419010-000	Newspaper ADS (Advertising)	-	100.00	100.00	100.00	-	300.00	300.00	100.00
419011-000	Sundry Service Contracts	3,730.36	625.00	(3,105.36)	-496.86	6,044.66	1,875.00	(4,169.66)	-222.38
419018-000	False Alarms	-	3.00	3.00	100.00	-	9.00	9.00	100.00
419020-000	Bank Fees	-	-	-	N/A	35.00	-	(35.00)	N/A
419100-000	Total Miscellaneous Admin Expenses	9,107.69	2,968.00	(6,139.69)	-206.86	12,359.32	8,904.00	(3,455.32)	-38.81
419900-000	TOTAL ADMINISTRATIVE EXPENSES	28,625.78	24,418.00	(4,207.78)	-17.23	64,515.17	73,254.00	8,738.83	11.93
420000-000	TENANT SERVICES								
422000-000	Tenant Services	978.60	327.00	(651.60)	-199.27	1,110.68	981.00	(129.68)	-13.22
422001-000	Other Tenant Svcs.	75.00	-	(75.00)	N/A	195.00	-	(195.00)	N/A
423000-000	Tenant Services -PH ADD ON	-	-	-	N/A	850.00	-	(850.00)	N/A
429900-000	TOTAL TENANT SERVICES EXPENSES	1,053.60	327.00	(726.60)	-222.20	2,155.68	981.00	(1,174.68)	-119.74
430000-000	UTILITIES								
431000-000	Water	-	2,250.00	2,250.00	100.00	3,795.56	6,750.00	2,954.44	43.77
432000-000	Electricity	4,379.72	5,500.00	1,120.28	20.37	22,657.53	16,500.00	(6,157.53)	-37.32
433000-000	Gas	1,242.82	4,500.00	3,257.18	72.38	9,536.13	13,500.00	3,963.87	29.36
439000-000	Sewer	-	2,750.00	2,750.00	100.00	4,974.56	8,250.00	3,275.44	39.70
439900-000	TOTAL UTILITY EXPENSES	5,622.54	15,000.00	9,377.46	62.52	40,963.78	45,000.00	4,036.22	8.97
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	3,781.00	5,029.00	1,248.00	24.82	10,047.50	15,087.00	5,039.50	33.40
441002-000	Maintenance: Overtime	29.45	146.00	116.55	79.83	421.88	438.00	16.12	3.68

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

Actual to Budget Variance Comparison

December 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441003-000	Maintenance: Employer FICA/SUI	261.71	520.00	258.29	49.67	721.25	1,560.00	838.75	53.77
441004-000	Temp Maintenance Labor	-	480.00	480.00	100.00	5,343.65	1,440.00	(3,903.65)	-271.09
441005-000	Maintenance: Employee Benefits	(0.01)	1,738.00	1,738.01	100.00	(0.03)	5,214.00	5,214.03	100.00
441200-000	Vehicle Repair	-	375.00	375.00	100.00	45.58	1,125.00	1,079.42	95.95
441300-000	Gasoline Purchases	65.89	108.00	42.11	38.99	296.18	324.00	27.82	8.59
441900-000	Total General Maint Expense	4,138.04	8,396.00	4,257.96	50.71	16,876.01	25,188.00	8,311.99	33.00
442000-000	Materials								
442002-000	Appliance-Maint Materials	(56.24)	2,033.00	2,089.24	102.77	724.27	6,099.00	5,374.73	88.12
442003-000	Painting-Maint Materials	-	125.00	125.00	100.00	-	375.00	375.00	100.00
442004-000	Electrical-Maint Materials	-	125.00	125.00	100.00	-	375.00	375.00	100.00
442005-000	Heating/AC-Maint Materials	-	3,183.00	3,183.00	100.00	-	9,549.00	9,549.00	100.00
442006-000	Janitorial Supplies	-	83.00	83.00	100.00	-	249.00	249.00	100.00
442008-000	Plumbing-Maint Materials	824.60	709.00	(115.60)	-16.30	1,299.60	2,127.00	827.40	38.90
442009-000	Hand Tools-Maint Materials	-	91.00	91.00	100.00	-	273.00	273.00	100.00
442010-000	Maintenance Materials	511.12	958.00	446.88	46.65	3,352.49	2,874.00	(478.49)	-16.65
442011-000	Safety equipment/shoes	-	91.00	91.00	100.00	-	273.00	273.00	100.00
442900-000	Total Materials	1,279.48	7,398.00	6,118.52	82.71	5,376.36	22,194.00	16,817.64	75.78
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	596.00	596.00	100.00	48.00	1,788.00	1,740.00	97.32
443002-000	Extermination Contract	949.00	350.00	(599.00)	-171.14	2,566.00	1,050.00	(1,516.00)	-144.38
443005-000	Unit Turnaround-Contract	-	1,021.00	1,021.00	100.00	385.00	3,063.00	2,678.00	87.43
443006-000	Electrical-Contract	-	166.00	166.00	100.00	-	498.00	498.00	100.00
443007-000	Disposal Contract	-	600.00	600.00	100.00	1,960.09	1,800.00	(160.09)	-8.89
443009-000	Landscaping-Contract	2,889.25	1,458.00	(1,431.25)	-98.17	8,167.50	4,374.00	(3,793.50)	-86.73
443011-000	Heating/AC-Contract	-	8,016.00	8,016.00	100.00	5,400.00	24,048.00	18,648.00	77.54
443013-000	Contract: Uniform Rental	44.00	171.00	127.00	74.27	141.85	513.00	371.15	72.35
443015-000	Janitorial-Contract	-	83.00	83.00	100.00	-	249.00	249.00	100.00
443018-000	Plumbing-Contract	1,079.42	583.00	(496.42)	-85.15	1,554.42	1,749.00	194.58	11.13
443019-000	Miscellaneous Contracts	-	8,500.00	8,500.00	100.00	-	25,500.00	25,500.00	100.00
443023-000	Con: Consultant/Mentoring	-	83.00	83.00	100.00	-	249.00	249.00	100.00
443900-000	Total Contract Costs	4,961.67	21,627.00	16,665.33	77.06	20,222.86	64,881.00	44,658.14	68.83
449900-000	TOTAL MAINTENACE EXPENSES	10,379.19	37,421.00	27,041.81	72.26	42,475.23	112,263.00	69,787.77	62.16
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	5,572.29	2,289.00	(3,283.29)	-143.44	9,590.43	6,867.00	(2,723.43)	-39.66
451100-000	Property Tax	-	743.00	743.00	100.00	-	2,229.00	2,229.00	100.00
452100-000	Workers Comp Insurance	1,748.22	506.00	(1,242.22)	-245.50	2,164.30	1,518.00	(646.30)	-42.58

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
December 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
457000-000	Bad Debt-Tenant Rents	-	209.00	209.00	100.00	-	627.00	627.00	100.00
459900-000	TOTAL GENERAL EXPENSES	7,320.51	3,747.00	(3,573.51)	-95.37	11,754.73	11,241.00	(513.73)	-4.57
	TOTAL OPERATING EXPENSES	53,001.62	80,913.00	27,911.38	58.25%	161,864.59	242,739.00	80,874.41	56.26%
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	14,200.00	-	(14,200.00)	N/A	14,200.00	-	(14,200.00)	N/A
523413-000	Appliances Replacement	-	-	-	N/A	25,822.37	-	(25,822.37)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	14,200.00	-	(14,200.00)	N/A	40,022.37	-	(40,022.37)	N/A
900000-000	NET INCOME	17,908.51	3,002.00	14,906.51	496.55%	57,612.80	9,006.00	48,606.80	539.72%
	JC Bull -100 units	35,343.69				61,809.54			
	JC Bull -32 units	(17,435.18)				(4,196.74)			
		17,908.51				57,612.80			
		-	CHECK			-	CHECK		

SPARTANBURG HOUSING AUTHORITY

Cash Flow

December 31, 2016

INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	TOTAL	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual		
Section 8 HAP Subsidy	796,758	451,778	841,047										2,089,583	927
Section 8 Admin Subsidy	88,796	74,354	74,354										237,504	
Mod Rehab HAP	119,121	119,121	119,121										357,363	
Mod Rehab Admin	13,703	13,703	13,703										41,109	
Public Housing Subsidy	233,887	258,120	288,411										780,418	
Tax Credit Properties Subsidy	96,330	24,402	27,649										148,381	
SLHC PBV Subsidy	8,086	9,482	8,954										26,522	
SC State Grant for JCB	42,964	41,817	41,030										125,811	
1) HUD & State Subsidy	1,399,645	992,777	1,414,269	-	-	-	-	-	-	-	-	-	3,806,691	
ROSS	17,836	23,590	22,229										63,655	
Youthbuild - 022-yb -NEW GRANT	16,940	42,841	25,222										85,003	
YB -Face Forward	15,742	15,432	16,319										47,493	
CFP and RHF	98,964	-	-	-	-	-	-	-	-	-	-	-	98,964	
2) Other Grant Revenue	149,482	81,864	63,770	-	-	-	-	-	-	-	-	-	295,115	
Public Housing Rents	102,395	100,189	104,567										307,150	
JC Bull Rents	26,002	26,288	24,974										77,264	
SLHC Rents	8,906	9,241	9,241										27,388	
3) Rent Revenue	137,302	135,718	138,782	-	-	-	-	-	-	-	-	-	411,802	
4) Misc Receipts	24,630	69,238	5,461										99,329	
5) Other Cash-In														
Section 8 Reserves Transfer In				-	-	-					-	-	-	
Working Capital Adjustment/Inter fund settlement	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL CASH INFLOW	1,711,059	1,279,596	1,622,282	0	0	-	-	-	-	-	-	-	4,612,937	
1) HUD subsidy for Section 8 is based on the prior year actual costs. Public Housing Subsidy is a formula based calculation using rents, three year rolling based utility costs calculation, and other add-ons for audit, PILOT, IT, etc. This is also done annually and there will be a change in January. The SC State subsidy is for JC Bull and it is submitted monthly based on units leased. The TBRA is a grant and the funds have to be requested as needed.														
2) Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.														
3) Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.														
4) Misc revenue includes payments for court costs, resident work orders for maintenance and repair as well as, Section 8 repayment agreements, Public Housing bad debt recovery, laundry facility rebates, tower rental, proceeds from the sale of homes, and any other miscellaneous income. Also, included the W/C refund of \$291,460.00														
5) Other cash-In will include transfers from reserve accounts, and any adjustment to working capital.														

SPARTANBURG HOUSING AUTHORITY

**Cash Flow
December 31, 2016**

OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8:													
Housing Assistance	780,888	800,714	797,382										2,378,984
Mod Rehab Vouchers	118,791	108,112	99,805										326,708
HAP Payments	899,679	908,826	897,187	0	-	-	-	-	-	-	-	-	2,705,692
Payroll	166,126	194,412	169,628										530,165
Benefits/Deductions	3,146	3,126	2,966										9,238
Payroll & Benefits	169,272	197,538	172,593	0	0	-	-	-	-	-	-	-	539,403
State Insurance	38,753	37,716	37,977										114,445
Rent	11,656	11,656	11,656										34,968
Wright Center Payables (301-wc & 300-mrc)	0	0	0										0
Debt/Insurance/Rent	50,409	49,372	49,633	-	-	-	-	-	-	-	-	-	149,413
Operating	509,946	567,905	601,359	0	0	0	0	0	0	0	0	0	1,679,210
Capital Fund and RHF	15,854	0	11,643										27,497
Ross	89	1,683	1,357										3,130
Youth Build and Face Forward	7,765	10,380	13,035										31,180
Homeownership	237	1,020	2,635										3,893
Other Transfers	0												0
HAP/ Admin Transfer	-	-	-	-	-	-							0
1 Payables/Check Adjustment	402,771	13,634	(1,154,926)										(738,521)
Capital & Program Expenses	426,717	26,718	(1,126,255)	0	-	-	-	-	-	-	-	-	(672,821)
TOTAL CASH OUTFLOW	2,056,022	1,750,359	594,517	0	0	-	-	-	-	-	-	-	4,400,898
Net Inflow(Outflow)	(344,962)	(470,763)	1,027,764	0	0	-	-	-	-	-	-	-	212,039
Net outflow offset by reserve	344,962	470,763											815,725
Total	(0)	0	1,027,764	-	-	-	-	-	-	-	-	-	1,027,764
Beginning Cash : (Unrestricted)	4,735,496	4,390,534	3,919,771	4,947,535	4,947,535	4,947,535	4,947,535	4,947,535	4,947,535	4,947,535	4,947,535	4,947,535	0
Ending Cash	4,390,534	3,919,771	4,947,535	4,947,535	4,947,535	4,947,535	4,947,535	4,947,535	4,947,535	4,947,535	4,947,535	4,947,535	212,039
Bank Account Balances-													
General A/C (Net of O/S Cks)	2,120,085	2,104,573	2,069,739										1,154,926.00
Section 8 HAP Disbursements	1,284,678	859,242	1,830,621										
J C Bull Operating	758,511	728,567	750,856										
SLHC Operating	227,261	227,389	296,320										
Sub Total	4,390,534	3,919,771	4,947,535	0	0	0	0	0	0	0	0	0	
Coventional Housing Surplus	4,874,290	4,890,942	4,930,490										
Average No. Of Months Cash Reserves	14.13	10.83	10.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Footnotes:													
1 Outstanding checks that were remaining at month end.													

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

INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8 HAP Subsidy	796,758	451,778	841,047										2,089,583
Inter fund settlement //HAP acct	-	-	-	-	-	-	-	-	-	-	-	-	-
Section 8 Admin Subsidy	88,796	74,354	74,354										237,504
Section 8 Port-In Admin Fees	-	(750)	-										(750)
Mod Rehab HAP	119,121	119,121	119,121										357,363
Mod Rehab Admin	13,703	13,703	13,703										41,109
Port in -HAP Earned	-	(6,782)	-										(6,782)
HCV Refunds/Recovery/Interest	2,546	2,087	2,012										6,646
HUD Subsidy	1,020,924	653,511	1,050,237	0	0	0	0	0	0	0	0	0	2,724,673
OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8:													
Housing Assistance	780,888	800,714	797,382										2,378,984
Mod Rehab Vouchers	118,791	108,112	99,805										326,708
Sec 8 Admin Expenses	81,187	105,890	97,114										284,191
Mod Rehab Admin	12,597	17,963	17,401										47,961
Total Payments	993,463	1,032,679	1,011,702	0	0	0	0	0	0	0	0	0	3,037,844
Net Inflow (Outflow)	27,462	(379,168)	38,535	0	0	0	0	0	0	0	0	0	(313,172)
Reserve Account INFLOW(OUTFLOW)													
Net Section 8 HAP	18,416	(346,849)	45,677	-	-	-	-	-	-	-	-	-	
Net Mod Rehab HAP	330	11,009	19,316	-	-	-	-	-	-	-	-	-	
Section 8 Admin	7,609	(31,536)	(22,760)	-	-	-	-	-	-	-	-	-	
Mod Rehab Admin	1,106	(4,260)	(3,698)	-	-	-	-	-	-	-	-	-	
	27,462	(371,636)	38,535	-	-	-	-	-	-	-	-	-	
Reserve Bank Accounts													
Section 8 and Mod Rehab disbursement	1,284,678	859,242	1,830,621										
Sec 8 HAP -NRA	87,708	89,244	90,354										
Sec 8 - Operations -UNA	225,716	225,716	225,716										
Mod Rehab -ADMIN	92,399	92,399	92,399										
	1,690,501	1,266,601	2,239,090	0	0	0	0	0	0	0	0	0	

Spartanburg Housing Authority							
Capital Grant Programs							
December 31, 2016							
CAPITAL FUND 2016					%		
Obligation Date: 4/13/2016		Budget	Drawn	Balance	Completion		
End date : 12/2018							
0100 Reserved Budget		980,128	-	980,128			
1408 Management Improvement		180,550	-	180,550			
1410 Administration		128,964	128,964	-			
		1,289,642	128,964	1,160,678			
Replacement Housing Factor Funds						Obligated in	
		Authorized	Draws	Balance	% Complete	ELOCCS	
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2014							
Obligation Date:							
Term Date:							
1410 Administration		17,051	-	17,051			
1499 Development Activity		99,771	9,968	89,803			
1501 Collateral Exp/Debt serv		167,360	166,135	1,225			
		284,182	176,103	108,079			
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2015							
Obligation Date:							
Term Date:							
1499 Development Activity		218,757	0	218,757	0%		
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2016							
Obligation Date:							
Term Date:							
1499 Development Activity		225,533	0	225,533	0%		
TOTAL RHF FUNDS		728,472	176,103	552,369	24%		
TOTAL CAPITAL GRANTS		2,018,114	305,067	1,713,047	15%		

Spartanburg Housing Authority					
Grant Programs					
Period Ending December 31, 2016					
SC003RPS030A012					
ROSS - Resident Self Sufficiency (\$480,000)		Term Date: 9/28/2016			%
FUND 579-cnho		Budget	Drawn	Balance	Completion
	1168 - Project Coordinator	408,000	312,805	95,195	
	1268 - Training Costs	12,000	2,899	9,101	
	1868 - Administrative Costs	60,000	45,071	14,929	
		480,000	360,774	119,226	
SC003RPS111A015					
ROSS - Resident Self Sufficiency (\$229,293)		Term Date: 12/20/2018			%
FUND 579-cnho		Budget	Drawn	Balance	Completion
	1168 - Project Coordinator	193,293	-	193,293	
	1268 - Training Costs	6,000	-	6,000	
	1868 - Administrative Costs	30,000	-	30,000	
		229,293	-	229,293	
SC003FSH571A016					
ROSS - Resident Self Sufficiency (\$109,364)		Term Date: 12/20/2018			%
FUND 581		Budget	Drawn	Balance	Completion
	1168 - Project Coordinator	109,364	22,382	86,982	
SC16HS04003					
Service Coordinator Multifamily (\$453,455)		Term Date: 12/31/2016			%
FUND 582		Budget	Drawn	Balance	Completion
	1010 - Salary	332,996	332,996	-	
	1020 - Fringe Benefits	49,503	49,503	-	
	1040 - Quality Assurance	8,405	8,405	-	
	1045 - Training	7,124	7,075	49	

Spartanburg Housing Authority					
Grant Programs					
Period Ending December 31, 2016					
	1050 - Travel	3,799	1,799	2,000	
	1055 - Supplies and Materials	39,982	36,587	3,395	
	1060 - Start-Up Costs	-	-	-	
	1065 - Other Direct Costs	3,729	3,729	-	
	1070 - Indirect Costs	7,916	3,435	4,481	
		453,455	443,530	9,925	
YOUTH BUILD (\$994,474)				Obligation Date: 1/1/2016	
FUND 22		Term Date: 4/30/2019			
	SUMMARY	Budget	Drawn	Balance	
	PERSONNEL	359,143	74,986	284,157	
	FRINGE BENEFITS	146,393	20,894	125,499	
	TRAVEL	7,000	4,416	2,584	
	EQUIPMENT	5,707	1,489	4,218	
	STUDENT WORK SUPPLIES	115,306	2,572	112,734	
	CONTRACTUAL	50,000	1,424	48,576	
	OTHER	310,925	61,288	249,637	
	TOTAL DIRECT	994,474	167,069	827,405	
	INDIRECT	-	-	-	
	TOTALS	994,474	167,069	827,405	
FACE FORWARD (\$999,923)				Obligation Date: 7/1/2013	
FUND 22		Term Date: 9/30/2016			
	SUMMARY	Budget	Drawn	Balance	
	PERSONNEL	292,974	264,928	28,046	
	FRINGE BENEFITS	71,020	72,609	(1,589)	
	TRAVEL	19,375	14,823	4,552	

Spartanburg Housing Authority					
Grant Programs					
Period Ending December 31, 2016					
	SUPPLIES	24,183	31,254	(7,071)	
	CONTRACTUAL	48,951	23,012	25,939	
	OTHER	543,420	424,948	118,472	
	TOTAL DIRECT	999,923	831,574	168,349	
	INDIRECT	-		-	
	TOTALS	999,923	831,574	168,349	
	Total Money Remaining for all Grants			1,441,180	



Monthly Reports:
Asset Management
Jessica Holcomb

Board of Commissioners Meeting
Tuesday, January 24, 2017



January 24, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

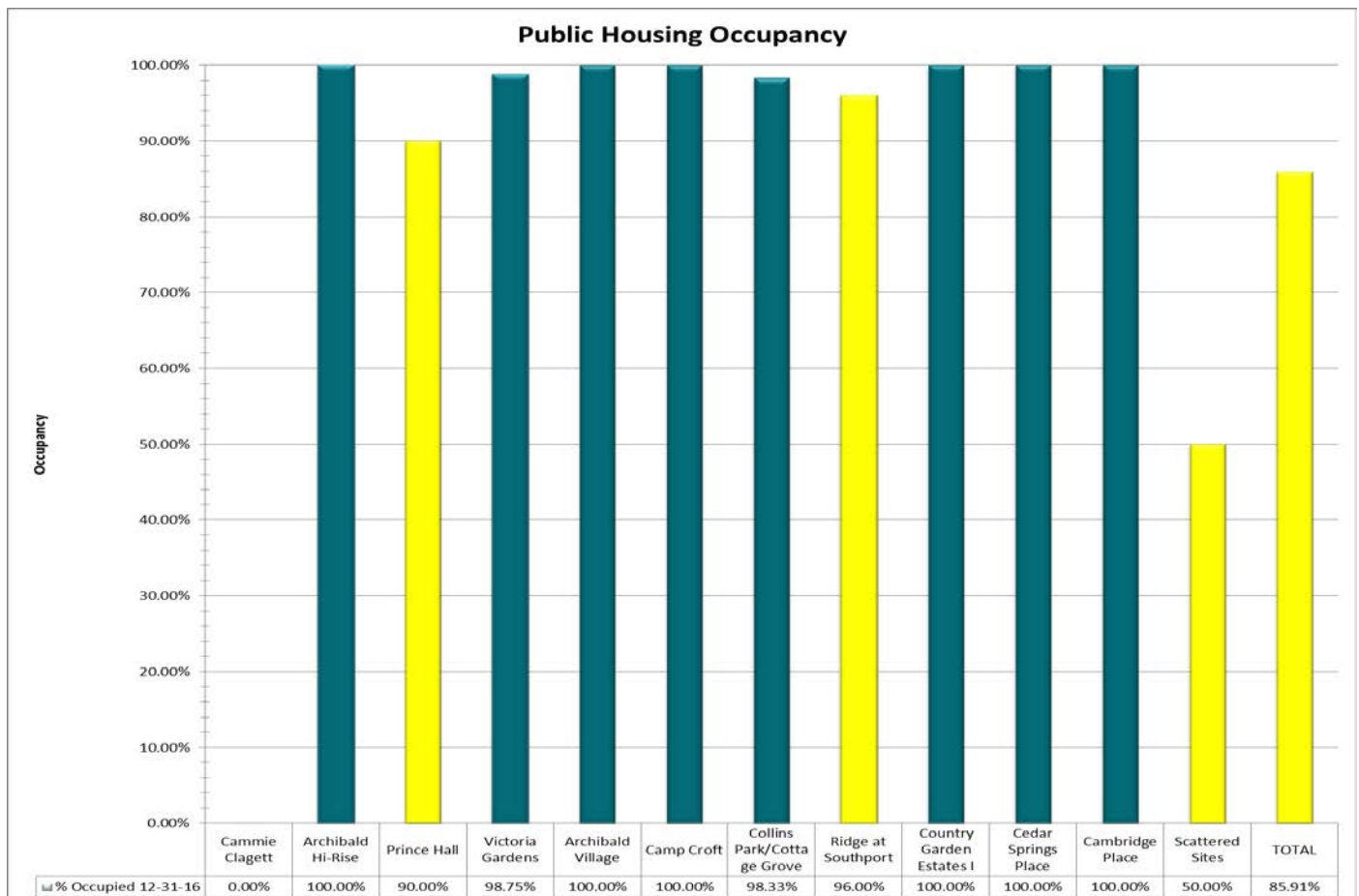
ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—DECEMBER 2016

CONTACT PERSON:

Jessica Holcomb
Deputy Director
864-598-6023

OCCUPANCY

The occupancy rate at the end of December 2016 for all of our Public Housing is 85.91% or 14 vacant units. Excluding vacant units at Cammie Clagett Courts and the Scattered Sites, the occupancy rate would be 98.05%. The HUD required minimum occupancy rate is 98%.



TENANT ACCOUNTS RECEIVABLE REPORTS:

The tenant accounts receivable rate at the end of December 2016 is 93.43%. A total of 6.57% of rent went uncollected from 80 residents.

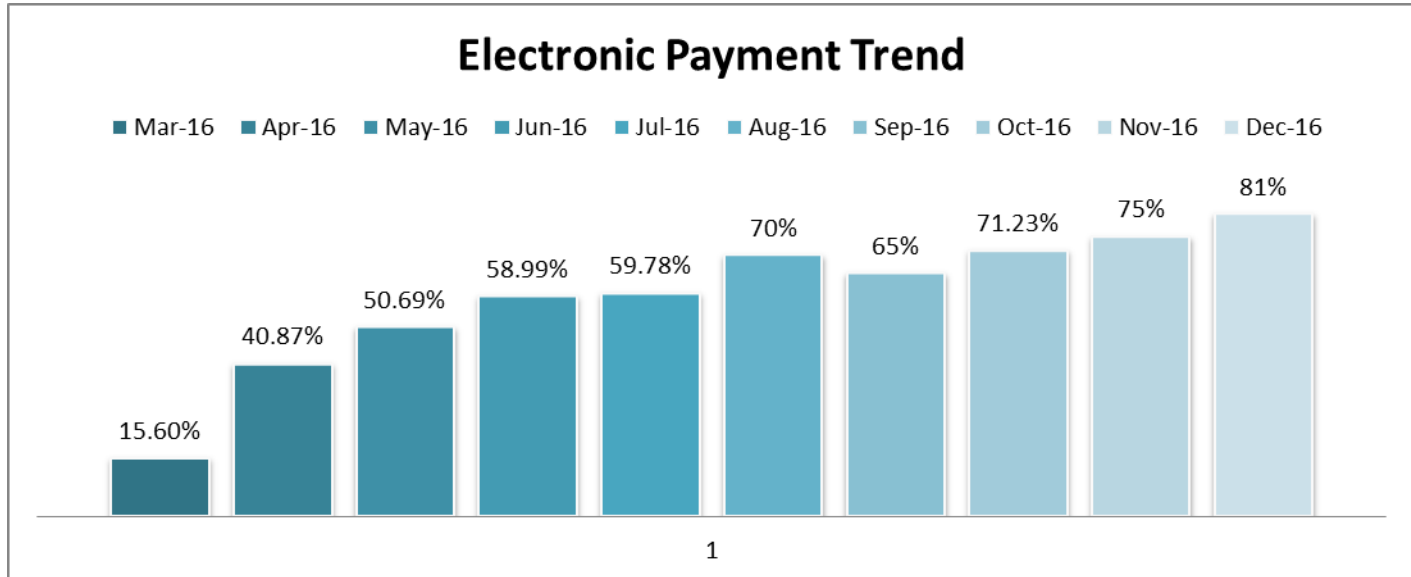
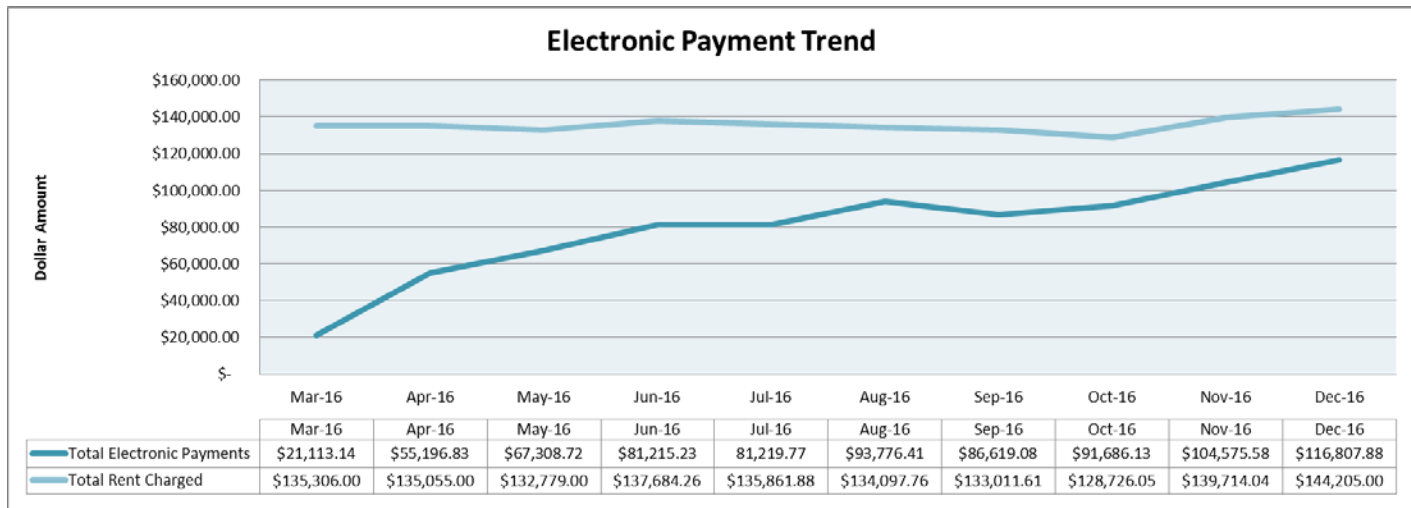
RENT ANALYSIS REPORT FOR DECEMBER 2016								
Property	AGED TENANT ACCOUNTS RECEIVABLES							
	CHARGED	COLLECTED	% COLLECTED	# Tenants Not Paid	% of Tenants Not Paid	ACTIVE	INACTIVE	TOTAL
Camp Croft	\$ 21,653.00	18,276.23	84.41%	23	24%	\$ (520.71)	(0.53)	\$(521.24)
Archibald Village	12,580.00	12,299.00	97.77%	3	6%	(1,242.63)	(431.00)	\$(1,673.63)
Archibald Rutledge	36,886.00	36,177.50	98.08%	7	5%	(4,901.74)	(194.00)	\$(5,095.74)
Scattered Sites	4,585.00	4,424.19	96.49%	1	11%	95.81	-	\$95.81
Prince Hall	10,378.00	8,752.29	84.34%	13	13%	347.61	(115.47)	\$232.14
Victoria Gardens	15,173.00	12,105.11	79.78%	29	36%	5,032.45	(136.19)	\$4,896.26
Cambridge Place/Brawley	2,735.00	2,717.00	99.34%	1	17%	(490.98)	-	\$(490.98)
Page Lake	3,229.00	3,229.00	100.00%	0	0%	89.00	-	\$89.00
JC Bull	24,944.00	24,702.00	99.03%	3	3%	(2,123.53)	-	\$(2,123.53)
Spartanburg Leased Housing	9,191.00	9,190.56	100.00%	0	0%	(241.30)	-	\$(241.30)
Liberty	2,185.00	2,185.00	100.00%	0	0%	(10.00)	-	\$(10.00)
Appian	666.00	666.00	100.00%	0	0%	(190.00)	-	\$(190.00)
Total	\$ 144,205.00	134,723.88	93.43%	80	10%	(4,156.02)	(877.19)	(5,033.21)
Note: Charges and collected amounts are for rent only. Tenant Accts. Rec. includes outstanding rents and other charges (exc utilities etc.)								

Month	Percent Unpaid
Dec-16	6.57%
Nov-16	5.09%
Oct-16	8.03%
Sep-16	6.36%
Aug-16	7.67%
Jul-16	6.26%
Jun-16	8.41%
May-16	6.56%
Apr-16	7.49%
Mar-16	5.05%
Feb-16	8.97%

Month	# of Residents W/ Unpaid Rent
Dec-16	80
Nov-16	55
Oct-16	66

ELECTRONIC PAYMENTS TREND REPORTS:

The electronic payments report highlights 81% of payments made in December 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:
Human Resources
Shannell Hardwick

Board of Commissioners Meeting
Tuesday, January 24, 2017



January 24, 2017

HONORABLE MEMBERS IN SESSION:

SUBJECT:

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

CONTACT PERSON:

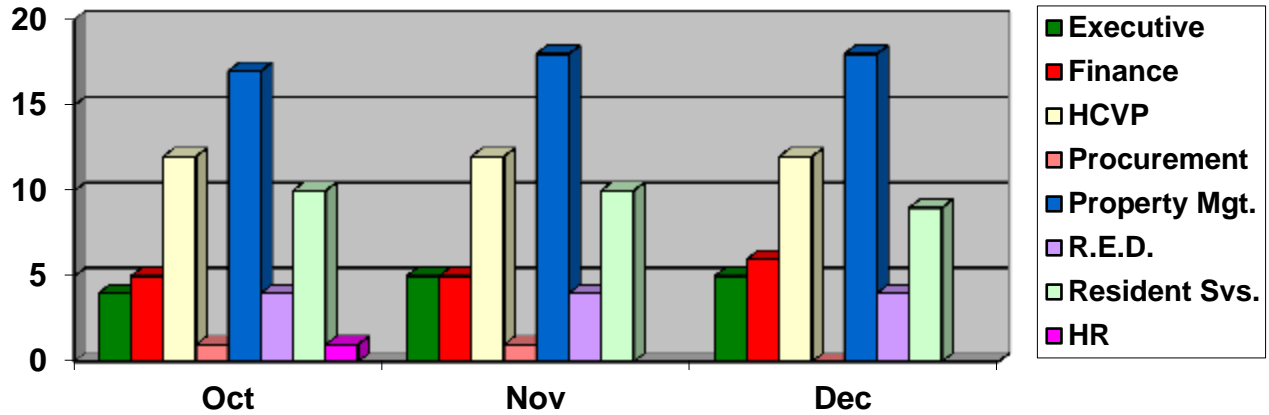
Shannell Hardwick
Director of Administration
864-598-6084

SUMMARY:

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

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

STAFF COUNT (December 2016)



<u>DEPT.</u>	<u>FTE</u>	<u>TEMP</u>	<u>CONTRACT</u>
Executive	5	0	0
Finance	6	0	1
HCVP	12	0	3
Procurement	0	0	0
Property Mgt.	18	1	0
R.E.D.	4	0	0
Resident Services	9	0	0

TOTAL FULL-TIME EMPLOYEES: 54
TOTAL TEMP/CONTRACT EMPLOYEES: 5

NEW HIRE(S): 1
HCVP - 1

TERMINATION(S): 1
HCVP - 1

RESIGNATION(S): 1
Resident Services - 1

Respectfully Submitted, _____

Shannell Hardwick, Director of Administration
Spartanburg Housing Authority



Monthly Reports:

Community and Supportive Services

Shannell Hardwick

Board of Commissioners Meeting

Tuesday, January 24, 2017



January 24, 2017

HONORABLE MEMBERS IN SESSION:

SUBJECT:

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

CONTACT PERSON:

Shannell Hardwick
Director of Administration
864-598-6084

SUMMARY:

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

SHA held a “Family Fun Night: Cookies and Cocoa” on each site and hosted a “Girl’s Day Out” event which resulted in an additional 106 residents associating with the Connections Program this month.

Our senior residents, 80 and over, were honored, by SHA, with an “Octogenarian Luncheon” at Cleveland Park – approximately 60 people attended. Upcoming events, for Archibald Rutledge residents, include Zumba, budgeting classes and informative workshops on healthcare coverage.

PUBLIC HOUSING FSS PROGRAM:

PH Case Manager vacated position on 12/16/16 – No numbers to report for December 2016
(Grant Period runs from 1/1/16 to 12/31/16)

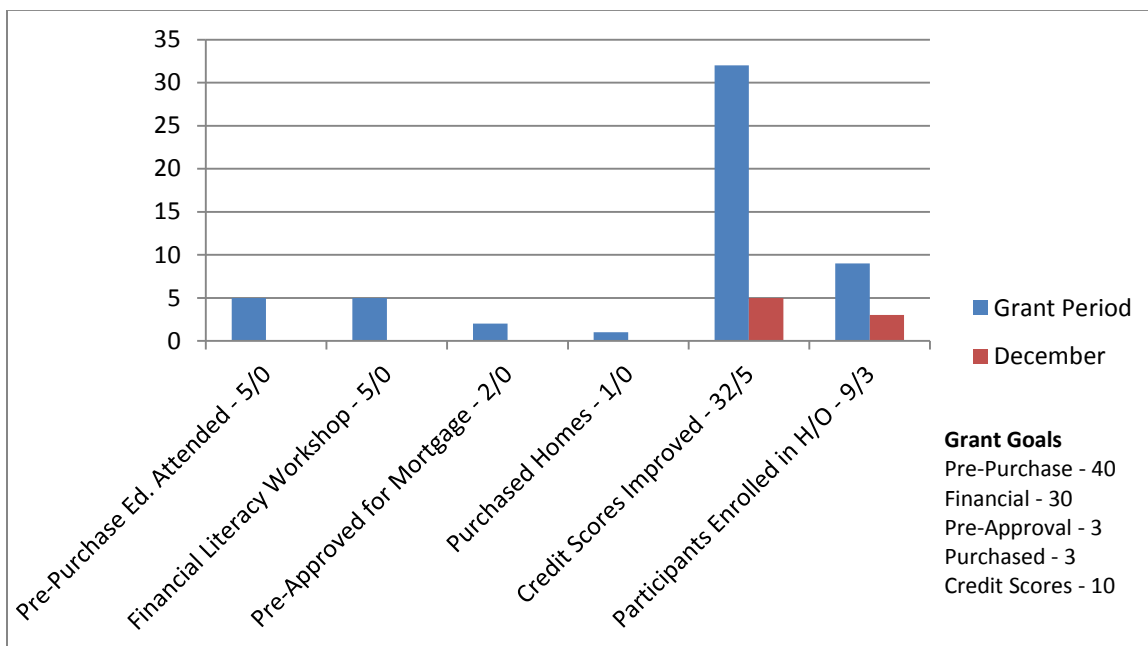


****This column indicates that 14, of the 17 escrow accounts opened during the grant cycle, received escrow funds, during the month of December 2016.**

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

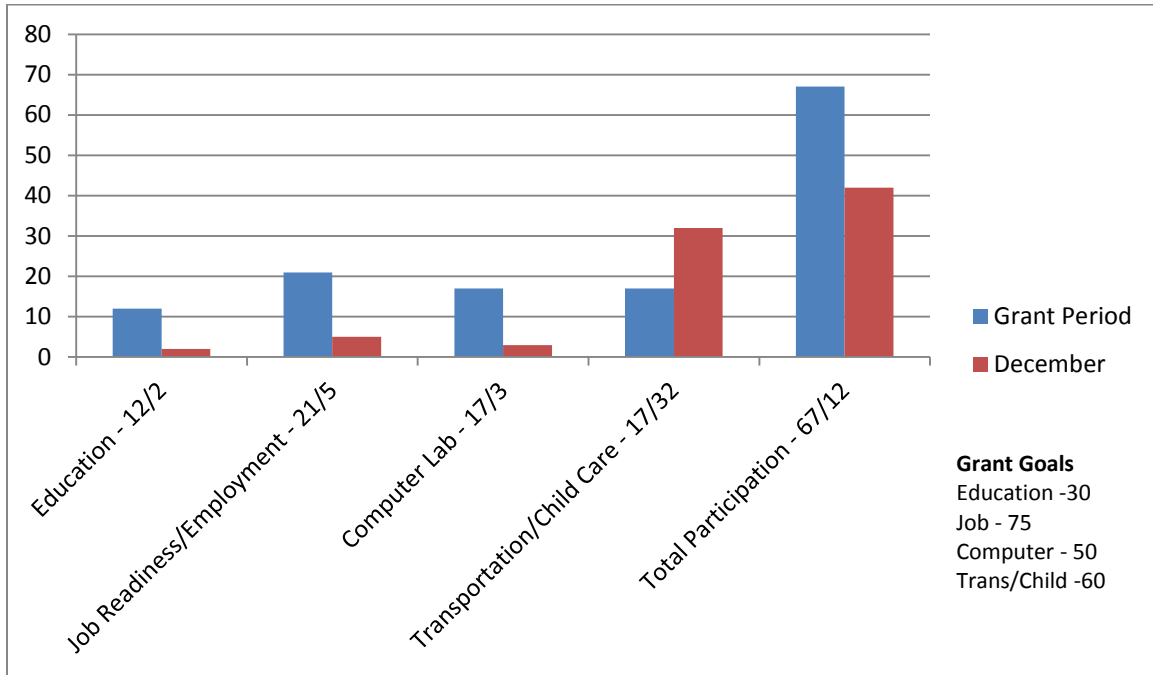
HOMEOWNERSHIP PROGRAM:

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



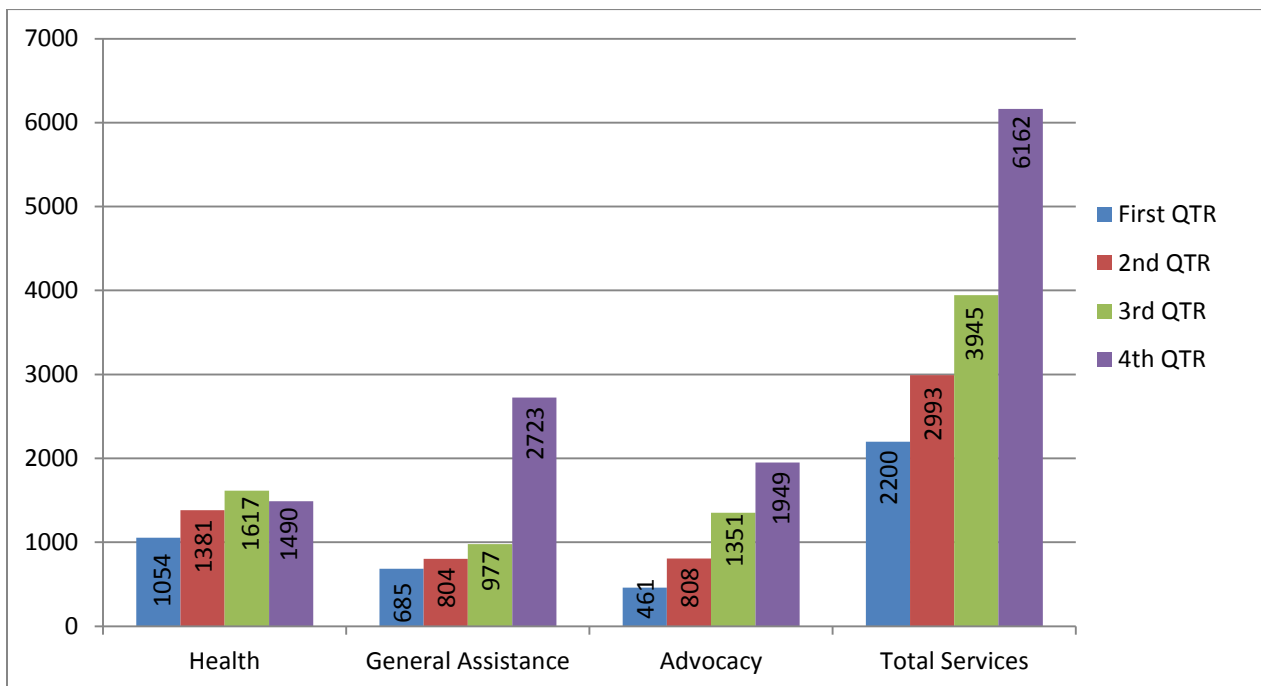
CONNECTIONS PROGRAM:

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

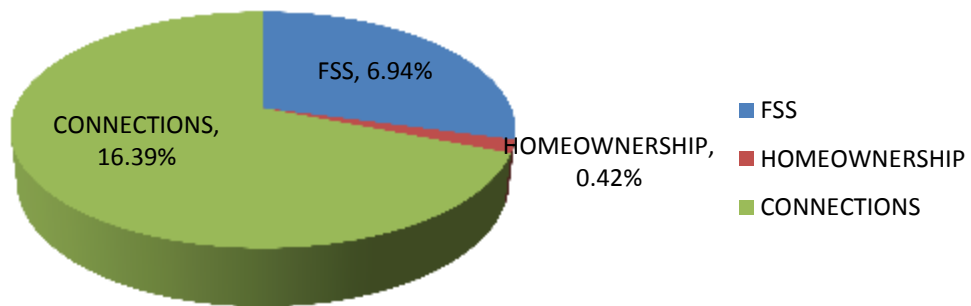


*****An additional 106 residents participated, in Special Events/Activities, during the month*****

ELDERLY AND DISABLED PROGRAM – Year-to-Date Quarters Compared to Previous Quarter(s) # of Services



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



Respectfully Submitted, _____

Shannell Hardwick, Director of Administration
Spartanburg Housing Authority



Monthly Reports:

RAD

Cindi Herrera

Board of Commissioners Meeting

Tuesday, January 24, 2017



Monthly Reports:
Development
Joseph Jackson

Board of Commissioners Meeting
Tuesday, January 24, 2017



**Spartanburg Housing Authority
Spartanburg, SC 29306**

January 24, 2017

HONORABLE MEMBERS IN SESSION:

SUBJECT:

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

CONTACT PERSON:

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

OVERVIEW:

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

Project Development Activity:

SHA 7

I attended the scheduled pay application meeting at the end of December with representatives from Hunt, HUD, THW Design, CCSI, Pinnacle, and Empire Construction. The project is on schedule. Landscaping has begun at the Tobias site. Site visits included Leland and Spruce where decks and exterior siding are being installed.

REAC

Contracts were negotiated for numerous REAC issues including sidewalks, tree service, masonry, parking lot striping, asphalt repairs, and gutters.

Office Construction at Camp Croft and Archibald Hi-Rise

The office construction at Camp Croft has been completed timely. The entire office, hallways, and computer lab received new flooring during the construction of the offices. The contractor is still waiting approval from the City of Spartanburg building codes to obtain a permit



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



**Spartanburg Housing Authority
Spartanburg, SC 29306**

January 24, 2017

HONORABLE MEMBERS IN SESSION:

SUBJECT:

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

CONTACT PERSON:

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

OVERVIEW:

This report provides an update of current activities in the Capital Fund Program. There are no new expenditures to report for the month of January.

Capital Fund Report

-Replacement Housing Factor Grant No. SC16R003502-15
Original Award Amount: \$218,757
Obligation Deadline: 10/29/2017
Expenditure Deadline: 10/29/2019

-Replacement Housing Factor Grant No. SC16R003502-16
Original Award Amount: \$225,533
Obligation Deadline: 10/29/2018
Expenditure Deadline: 10/29/2020

-Capital Fund Program Grant No. SC16P003501-16
Original Award Amount: \$1,289,642.00
Amount Obligated: \$159,452.28
Amount Available: \$1,130,189.72
Obligation Deadline: 10/29/2018
Expenditure Deadline: 10/29/2020

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



Monthly Reports:
Housing Choice Voucher
Ms. Bates

Board of Commissioners Meeting
Tuesday, January 24, 2017



January 9, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29304**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

HOUSING CHOICE VOUCHER REPORT FOR THE MONTH OF DECEMBER 2016

CONTACT PERSON:

Tiffany Askew/Valeri Copeman
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.

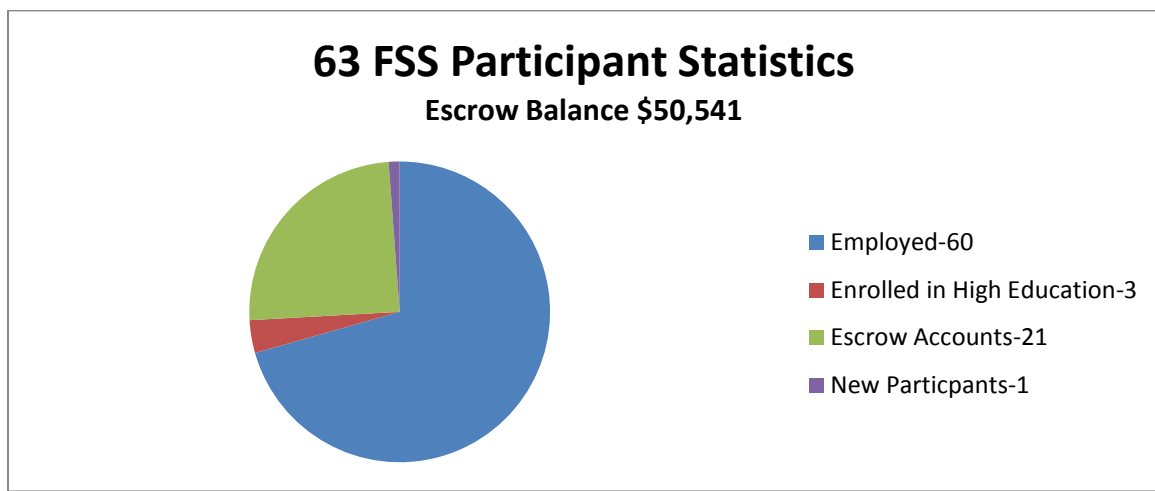
Section 8 Programs

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 December 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.	97.4	95% - 100%
	97.9%	
Indicator 14 Family Self Sufficiency		
FSS Enrollment: # of SHA participants and # of HUD required slots *Total includes 18 RAD participants, who are were previous public housing families.	81*	80% or more
	16	
FSS Escrow Accounts	33%	30% or more

2. HCV Family Self-Sufficiency Program



3. Voucher/ Mod Rehab Utilization Report

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

Program	Units Allocated	Units Leased	Utilization Rate
Housing Choice Vouchers	1700	1672	98%
Project Based Vouchers	232	230	99%
Voucher Total	1952	1867	95%
Mod Rehab	228	200	88%
RAD	338	222	66%
TBRA	12	0	0

4. Budget Utilization- Actual / Forecast

Budget Utilization Forecast CY 2016 Calendar Year Budget Authority:

Month	Monthly Budget*	HAP Actual	HAP Forecast	Variance (Budget/ Forecast)	Variance (Budget/ Actual)
Jan	\$776,962	\$708,047	\$764,085		
Feb	\$756,375	\$766,050	\$763,571	(\$7,196)	(\$9,675)
Mar	\$756,375	\$741,758	\$757,304	(\$929)	\$14,617
Apr	\$780,827	\$745,868	\$738,903	\$41,924	\$34,959
May	\$768,470	\$737,630	\$753,577	\$14,893	\$30,840
Jun	\$768,470	\$732,196	\$753,577	\$14,893	\$36,274
Jul	\$768,470	\$738,971	\$732,087	\$36,383	\$29,499
Aug	\$768,470	\$776,718	\$738,500	(\$38,218)	(\$8,248)
Sept	\$768,470	\$760,179	\$776,863	(\$8,393)	(\$8291)
Oct	\$768,470	\$808,392	\$786,385	(\$17,915)	(\$39,922)
Nov	\$768,470	\$812,935	\$809,273	(\$3,662)	(\$44,465)
Dec	\$924,000	\$892,874	\$817,231	(\$96,769)	(\$31,126)
Total	\$9,373,829	\$9,221,618	\$9,191,356		

4. Homeownership

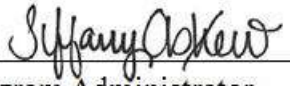
Current # of Participants	31
Total Request Received	0
Total Closings	0

5. Summary for December 2016

The Housing Choice Voucher Program lease up rate has increase. The current monthly lease up rate is 97.4%. There were Thirty-five (35) move-ins and nine (28) move-outs this month. There were 27 vouchers issued in December 2016. One hundred and nineteen (119) families are currently searching for housing. The Housing Authority received twenty-six (26) Requests for Tenancy Approval in the month of December.

The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding. SHA cumulative budget utilization is 97.9%. The HCV Department is currently working to address the leasing deficiency and the corrective actions are making improvements to meet program requirements. Tenant Based Rental Assistance Program (TBRA) currently has five veterans searching for housing and one veteran has submitted a RFTA; the address is pending approval from the county.

Respectfully Submitted, _____


Tiffany Askew, HCV Program Administrator
Spartanburg Housing Authority