



AGENDA AND NOTICE

**Board of Commissioners Meeting
Tuesday, February 28, 2017**



**Spartanburg Housing Authority
Regular Board Meeting
Tuesday, February 28, 2017
04:00 P.M.**

NOTICE

The Spartanburg Housing Authority will hold its regularly scheduled meeting at **04:00 P.M. Tuesday, February 28, 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 January 24, 2017**
- V. Introduction of New Staff**
- VI. Commission Comments**
- VII. Public Comments on Agenda Action Actions**
- VIII. Action Items and Resolutions**
 - 1. Resolution 2017-08: Vehicle Disposition**
 - 2. Resolution 2017-09: Authorization of C/O #1 for Control Systems**
 - 3. Resolution 2017-10: Sale of Property**
- IX. 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 (Joseph Jackson)
 - 8. Housing Choice Voucher (Tiffany Askew)
- X. SHA Staff Comments**
- XI. Public Comments**
- XII. Adjournment**



**Approval of Minutes—
Regular Board Meeting
January 24, 2017**

**Board of Commissioners Meeting
Tuesday, February 28, 2017**

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE CITY OF
SPARTANBURG, SOUTH CAROLINA
January 24, 2017**

MOMENT OF SILENCE - *observed*

Roll Call: Brenda Thomas, Chuck White, Thomas Lounds, Kittie Collins-Tullis, Molly Talbot-Metz

ABSENT: Mac Hogan, Andrew Poliakoff

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

Chair Talbot-Metz called the meeting to order at 4:00 p.m. She then announced that public notice of this meeting was posted at least twenty-four (24) hours prior to the commencement of the meeting as required by the South Carolina Freedom of Information Act.

APPROVAL OF THE AGENDA:

- A motion to approve the agenda was made by Commissioner White, seconded by Vice-Chairman Lounds, and unanimously carried.

APPROVAL OF MINUTES

- Commissioner White requests that the spelling of his name in the minutes for the meeting held, December 27, 2016, be corrected from Chuck Wright to Chuck White.
- A motion to approve the minutes of the December 27, 2016 Board Meeting was made by Vice-Chairman Lounds, seconded by Commissioner White, and unanimously carried.

SPECIAL PRESENTATION

- Ms. Bates presented Tyrone Meadows with a Certificate of Service and Outstanding Commitment in regards to the Page Lake Project.
- A special presentation was made to Eric Cheek and Sheila Anderson in recognition of their dedication to the students of the YouthBuild Program and their hard work.
- Nancy Brandt was recognized for her hard work.

COMMISSION COMMENTS

- None

PUBLIC COMMENTS ON AGENDA ACTION ITEMS

- None

EXECUTIVE SESSION

Chair Talbot-Metz stated that a motion to move into Executive Session pursuant to section 30-40-70 (a2) to receive legal advice was needed. A motion to enter into Executive Session was made by Commissioner White, second by Vice-Chairman Lounds, and unanimously carried.

A motion to come out of executive Session was made by Commissioner White, seconded by Commissioner Thomas, and unanimously carried. No decisions were made in the Executive Session.

ACTION ITEMS AND RESOLUTIONS

1. Resolution 2017-01: Approval of Elevator Contract

- a. Jessica Holcomb provided a brief overview to the written resolution and action item.
- b. Question presented by Commissioner White: What have we been doing prior to this contract for elevator maintenance? Jessica Holcomb responded that there was a previous expired contract with Schindler and this is needed to reestablish that contract of service.

A motion to approve Resolution 2017-01: Approval of Elevator Contract was made by Vice-Chairman Lounds, seconded by Commissioner Thomas, and unanimously carried.

2. Resolution 2017- 02: Approval of Green Earth Partners C/O #1

- a. Joseph Jackson provided a brief overview to the written resolution and action item.
- b. Question presented by Commissioner White: How much more is the change? Joseph Jackson stated that the original contract was \$33,000 dollars. Jessica Holcomb stated that the original Resolution 2016-28 was for \$40,000 a year. Ms. Bates stated the change order is required because it is now exceeding the original amount.

A motion to approve Resolution 2017-02: Approval of Green Earth Partners C/O #1 was made by Vice-Chairman Lounds, seconded by Commissioner White, and unanimously carried.

3. Resolution 2017-03: Approval of Servpro C/O #2

- a. Joseph Jackson provided a brief overview to the written resolution and action item.
- b. Question presented by Commissioner White: Has the vendor been completing the trash chute clean up on a regular basis? Joseph Jackson answered no and stated they met at the end of year with Servpro and agreed that it needed to be done more than once a year.

A motion to approve Resolution 2017-03: Approval of Servpro C/O #2 was made by Commissioner Tullis, seconded by Commissioner White, and unanimously carried.

4. Resolution 2017-04: Approval First Quarter FY17 Bad Debts Write-Offs

- a. Joe Calicdan provided a brief overview to the written resolution and action item.
- b. Question presented by Commissioner White: Does the amount we are writing off seem to be a similar pattern each quarter? Joe Calicdan answered, yes.
- c. Vice-Chairman Lounds stated he once suggested placing the funds into a scholarship fund and was told that the monies come back to each individual AMP as it is reported and asked if it is possible to see that when it comes back. Ms. Bates stated that a report can be provided of the debt write offs and the payment made by the residents. She stated this could be provided on an annual basis around June of each year.

A motion to approve Resolution 2017-04: Approval of First Quarter FY17 Bad Debts Write- offs was made by Commissioner Thomas, seconded by Vice-Chairman Lounds, and unanimously carried.

5. Resolution 2017-05: Approval of Quality Cleaning C/O #2

- a. Ms. Bates provided a brief overview to the written resolution and action item.
- b. Chairman Lounds stated that it is assumed Ms. Bates is very satisfied with the current cleaning company. Ms. Bates stated that the agency is satisfied with the current cleaning company.
- c. Question presented by Commissioner White: Are we merely extending the contract? Ms. Bates stated that yes, last year it was decided to only award a one-year contract to the vendor to determine whether the agency would be satisfied with the services of the vendor.

A motion to approve Resolution 2017-05: Approval of Quality Cleaning C/O #2 was made by Commissioner White, seconded by Commissioner Thomas, and unanimously carried.

6. Resolution 2017- 06: Approval of Mulch Purchase

- a. Nathan Bragg provided a brief overview to the written resolution and action item.
- b. Question presented by Chair Talbot-Metz: Is this purchase for all properties? Nathan Bragg responded yes, this is to finish up the rest of the properties not covered under the installation that took place for REAC.
- c. Question presented by Commissioner White: Are you asking us to authorize the Executive Director to make that decision based on bids coming in in February? Ms. Bates stated that the reason for this is the timing; that a lot of landscaping things need to happen before Spring and once the bids come in, depending on what they look like, and negotiations with contractors it could be the end of March before we could advise you. She stated we would come back to the Board with the bid outcomes who was awarded the contract.
- d. Question presented by Commissioner White: Do we use mulch rather than pine needles? Nathan Bragg stated yes.
- e. Question presented by Commissioner White: Can we specify what kind of mulch; is it hardwood? Nathan Bragg stated yes it is hardwood and has been seasoned and has some samples if they would like to see them. Ms. Bates stated they can look at all landscaping materials on their website as well.

A motion to approve Resolution 2017-06: Approval of Mulch Purchase was made by Vice-Chairman Lounds, seconded by Commissioner White, and unanimously carried.

7. Resolution 2017- 07: Pest Control Contract Amendment

- a. Ms. Bates provided a brief overview to the written resolution and action item.
- b. Question presented by Commissioner White: Why did we switch from Gregory's to the current company? Ms. Bates responded that Gregory's at that time was not doing a good job and even agreed that they had been there for a long time and got too comfortable. Ms. Bates stated that Jessica Holcomb and she met with a supervisor from Gregory's. Ms. Bates states they have made some changes and she believes they are in a better position to serve the Spartanburg Housing Authority now.
- c. Question presented by Commissioner White: Who is the current vendor, are you allowed to say? Ms. Bates stated if they would like to see a copy of the termination letter they are welcome to it.

A motion to approve Resolution 2017-07: Pest Control Contract Amendment was made by Vice-Chairman Lounds, seconded by Commissioner Thomas, and unanimously carried.

INFORMATION ITEMS

1. NONE

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.*
- c. Ms. Bates stated that she wanted to point out that she sent out a letter yesterday to HUD requesting an extension for up to 60 months for expenditure of the funds committed to the 78 units and they are not ready to allocate them yet. The Department of Labor will be here on February 20 to oversee the YouthBuild grants. The Face Forward grant will end in approximately 90 days.

3. Asset Management (Jessica M. Holcomb)

- a. Jessica Holcomb 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. RAD (Cindi Herrera)

- a. There was no RAD report for the month.

7. Development and Capital Funds (Joe Jackson)

- a. Joseph Jackson provided a brief overview of his written report.

8. Housing Choice Voucher (Ms. Bates)

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

SHA STAFF COMMENTS:

- None

PUBLIC COMMENTS:

- None

ADJOURN:

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

Meeting Adjourned.

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



Action Item & Resolution

2017-08

Board of Commissioners Meeting
Tuesday, February 28, 2017



February 28, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Vehicle Disposition
Resolution #2017-08**

RECOMMENDATION:

Authorize the Executive Director to dispose of by Public Auction, three vehicles from the SHA's current fleet of 36 vehicles, reducing its total number to 33.

CONTACT PERSON:

Tyrone Meadows
Special Projects Supervisor
864-598-6132

SUMMARY:

SHA will benefit from the disposition of vehicles, which no longer meet the business need. The uses for these vehicles no longer exist, or the condition of the vehicle create financial and maintenance responsibilities which are no longer reasonable. SHA will seek to dispose of the property through a public auction process.

BACKGROUND:

A review of fleet operations has determined that SHA maintains a 2002 Chevrolet truck, which is rarely used, a Ford Taurus and a Chevrolet Cobalt, both with high mileage. It is not economically feasible to permit these vehicles to remain in service. Staff has researched vehicle potential values, utilizing the Kelly Blue Book.

YEAR	Make	Model	VIN	Mileage	Car Number & Dept. Current Location	Original Value	Insurance Cost Comp/Coll	Total Yearly Insurance Cost	Reason	Value	Department of Original Purchase	Estimated Return Value
2002	CHEVEROLET	Express Van	1GBJG31R721140014	43,052	143 P/H	25,394	27.93/ 76.18	104.11	Disposition Department has No use	Savings to PH	Not Known	\$4,000.00-\$10,000.00
2004	FORD	TAURUS	1FAFP53U54A194175	143,759	154 COCC	14,023	26.64/ 67.31	93.95	Disposition High Mileage	Savings to COCC	Not Known	\$285.00-\$900.00
2006	CHEVEROLET	COBALT	1G1AL55F667821201	99,286	173 R/S	13,206	25.09/ 63.39	88.48	Disposition High Mileage	Savings to R/S	Not Known	\$1215.00-\$1958.00

FINANCIAL CONSIDERATIONS:

Proceeds from the sale of each vehicle will be distributed in accordance with applicable HAD and PHA policies.

POLICY CONSIDERATIONS:

This procurement requires Board approval because it involves disposition of SHA property.

Respectfully Submitted, _____

Terril Bates, Executive Director
Spartanburg Housing Authority



RESOLUTION NO. 2017-08

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

February 28, 2017

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

Staff recommends adoption of Resolution No. 2017-08 authorizing the Executive Director, to dispose of by Public Auction, three vehicles from the SHA's fleet of 36 vehicles reducing its total number to 33.

Molly Talbot- Metz., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-08

DATE ADOPTED: _____



Action Item & Resolution

2017-09

Board of Commissioners Meeting
Tuesday, February 28, 2017



February 28, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Authorization of 2016 Professional Monitoring of Fire/ Burglar Contract Amendment to Resolution 2016-09

RECOMMENDATION:

Authorize The Executive Director to enter into a contract extension by Change Order for Professional Alarm Monitoring of Fire/Burglar Services, in an amount NTE \$3,180.00

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

The SHA COCC entered into a contract with Control Systems, INC. on March 24, 2016, for Professional Fire/Burglar Alarm Monitoring for its office facilities located at 2271 South Pine Street. The original contract is set to expire March 24, 2017. After one completed year of service, SHA finds that the service provided by this contractor is satisfactory and wishes to extend the current contract by three (3) additional years for a total four (4) years. The \$3,180.00 assumes an acceleration of 2% as well as an allowance for replacement, repairs or extraordinary needs.

FINANCIAL CONSIDERATIONS:

SHA expended \$660.00 in 2016 for this service last year. This service is currently budgeted in the FY2017 budget for the COCC

POLICY CONSIDERATIONS:

The Board of Commissioners must approve any change order or contract modification where the conditions that follow occur: a. Any cumulative change order that exceeds ten percent (10%) of the original contract amount, provided that the contract value exceeds \$35,000, or will exceed \$35,000 if such change order is approved. b. Any change order that would increase the contract to an amount that exceeds \$35,000.

Respectfully Submitted, _____

Terril Bates, Executive Director
Spartanburg Housing Authority



RESOLUTION NO. 2017-09

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

February 28, 2016

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

Staff recommends adoption of Resolution No. 2017-09 authorizing the Executive Director to enter into a contract extension by Change Order for Professional Alarm Monitoring of Fire/Burglar Services, in an amount NTE \$3,180.00

Molly Talbot-Metz., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-09

DATE ADOPTED: _____



Action Item & Resolution

2017-10

Board of Commissioners Meeting
Tuesday, February 28, 2017



February 28, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

The sale of Cammie Clagett units to a group of non-profits authorized by the City of Spartanburg to participate in the Neighborhood Initiative Program (NIP) demolition projects.

Resolution 2017-10

RECOMMENDATION:

Authorize The Executive Director to enter into multiple contracts reflecting the individual sale of up to 110 units at Cammie Clagett apartments to non-profits authorized by the City of Spartanburg to participate in the NIP demolition projects.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

The City of Spartanburg is attempting to secure authorization to utilize up to 1.6 million dollars of NIP funds from the State of SC Housing Finance and Development Authority. NIP1 notice No. 10 requires that property acquisition occur by March 31, 2017. SHA intends to sell up to 110 vacant units at the appraised value estimated at approximately \$10,000/unit. SHA contracted with Moon & Associates to conduct appraisals of the property in December of 2016. Final sale is contingent on approval of disposition by HUD.

A draft copy of the real estate purchase and sale agreement is attached. The agreement has been reviewed and proved by the SHA attorney, McNair Law Firm.

BACKGROUND:

SHA has been in negotiations with the City of Spartanburg with the intention of securing NIP Funds to assist with the demolition of 110 vacant units at Cammie Clagett apartments. The State Housing Finance and Development Authority requires a non-profit to hold the deed to the property by June 30, 2017, to be eligible for use of demolition funding. The City of Spartanburg is the lead entity managing the NIP funds. The group of non-profits, which may serve as a "Land Bank" may include, Northside Development Group, Regenesi Community Development Center, Nehemiah Community Revitalization Corporation, and Homes of Hope.

FINANCIAL CONSIDERATIONS:

SHA has estimated demolition costs exceeding 1.5 million dollars. HUD does not provide additional funding the PHA to manage this type of project. SHA could not consider demolition without the support of the City of Spartanburg and use of NIP funds.

POLICY CONSIDERATIONS:

The Board of Commissioners must approve any disposition of property.

Respectfully Submitted, _____

Terril Bates, Executive Director
Spartanburg Housing Authority

STATE OF SOUTH CAROLINA)
COUNTY OF SPARTANBURG)

**REAL ESTATE PURCHASE AND
SALE AGREEMENT**

THIS REAL ESTATE PURCHASE AND SALE AGREEMENT (this "Agreement"), made and entered into this ____ day of _____, 2017 (the "Effective Date"), by and between **NORTHSIDE DEVELOPMENT CORPORATION**, a South Carolina non-profit corporation ("Purchaser") and **HOUSING AUTHORITY OF THE CITY OF SPARTANBURG** ("Seller").

WITNESSETH:

WHEREAS, Seller owns a parcel of land in Spartanburg County, consisting of ____ Acres, bearing TMS # _____, as more specifically described as _____, located in Spartanburg County, South Carolina (the "Property"); and

WHEREAS, Purchaser desires to purchase the Property from Seller, and Seller desires to sell the Property to Purchaser, upon the terms and conditions hereinafter set forth.

NOW THEREFORE, FOR AND IN CONSIDERATION of the sum of Ten and No/100ths Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and in further consideration of the covenants and agreements hereinafter set forth, the parties hereto, intending to be legally bound, do hereby agree as follows:

Section 1. Purchase Price. The Purchase Price for the Property shall be Ten Thousand and No/100 (\$10,000.00) Dollars (the "Purchase Price"). On the Closing Date (hereinafter defined), Purchaser shall pay the Purchase Price in cash or other immediately available funds. **Closing** The purchase and sale of the Property (the "Closing") shall be at the offices of _____ ("Closing Attorney"), who shall be an attorney licensed in the State of South Carolina to conduct real estate closings. Said Closing to occur on or before that date which is sixty (60) days following the Effective Date (the "Closing Date"), or any extensions thereof. **TIME IS OF THE ESSENCE.** 2.1 **Closing Procedure.** The Closing shall occur on terms acceptable to the parties and customary for similar closings in the State of South Carolina, it being understood that neither Purchaser nor Seller nor their respective counsel need be physically present at the Closing so long as (i) all documents that are required to be delivered at Closing are fully executed, delivered in escrow and available on the date of Closing, (ii) any authorized signatory of the affected party is available either in person or by telephone at Closing, and (iii) all necessary Closing funds have been wire transferred to the Closing Attorney on or prior to Closing. On the Closing Date, the Closing shall occur as follows, subject to satisfaction of all terms and conditions of this Agreement:

(a) *Purchaser's Closing Deliveries.* On or before the Closing Date, Purchaser shall execute, deliver and provide to Closing Attorney the following:

(i) *Purchase Price.* The Purchase Price in immediately available funds.

(ii) *Additional Documents.* Any additional documents as may be reasonably required by Closing Attorney to carry out the terms, covenants, conditions and intent of this Agreement including, without limitation, a closing statement.

(b) *Seller's Closing Deliveries.* On or before the Closing Date, Seller shall execute, deliver and provide to Closing Attorney the following:

(i) *Limited Warranty Deed.* A limited warranty deed executed and acknowledged by Seller conveying Seller's title to the Property, subject only to the Permitted Exceptions.

(ii) *Additional Documents.* Any additional documents as may be reasonably required by Closing Attorney to carry out the terms, covenants, conditions and intent of this Agreement including, without limitation, transfer tax affidavit, a closing statement, owner's affidavit (as to matters of title in form acceptable to Purchaser and Closing Attorney), reaffirmation of Seller's representations and warranties, non-foreign status affidavit, and affidavit of withholding (I-295 Form), if applicable.

(iii) *Possession.* Seller shall deliver possession of the Property to Purchaser, subject only to those claiming by, through or under the Permitted Exceptions.

2.2 Closing Costs. Seller shall pay Seller's attorney's fees. Purchaser shall pay all costs of: (i) recording costs for the Limited Warranty Deed, (ii) title examination and related charges, (iii) Survey, (iv) all costs for Purchaser's inspections, (v) Purchaser's attorney's fees, and (vi) all other closing costs incurred by Purchaser.

2.3 Taxes. All ad valorem property taxes affecting the Property for the calendar year of the Closing, if any, shall be prorated between Purchaser and Seller, as of the Closing Date. In the event that the bill for ad valorem taxes is not available at the time of the Closing, the proration shall be based upon the tax bill for the immediately preceding year.

Section 3. Conditions Precedent to Closing. Seller acknowledges that the purchase of the Property is being made with the South Carolina State Housing Finance and Development Authority Neighborhood Improvement Program Funds. Notwithstanding any provision to the contrary, the Closing is expressly conditioned upon the availability of the Neighborhood Improvement Program Funds. In the event that the Neighborhood Improvement Program Funds are not available prior to Closing, Purchaser shall have the right to terminate this Agreement by giving written notice thereof to the other party whereupon neither party hereto shall have any further rights or obligations hereunder. **TIME IS OF THE ESSENCE** in getting the Purchaser obtaining approvals and the Neighborhood Improvement Program Funds on or before Closing.

Section 4. Deed and Title.

4.1 Deed. The Property will be conveyed by the Seller to the Purchaser by Limited Warranty Deed, subject to all matters set forth in the Permitted Encumbrances set forth herein.

4.2 Title Objections. On or before that date which is thirty (30) days following the Effective Date (such 30-day period herein referred to as the "Objection Period"), Purchaser or Purchaser's attorney shall deliver to Seller and/or Seller's attorney, written notice of Purchaser's objections (the "Title Objections") to any survey matters, and to any liens, encumbrances or other title exceptions revealed by Purchaser's title examination of the Property other than (i) liens for ad valorem taxes not yet due and payable; and (ii) Non-Objectionable Exceptions (defined below) (collectively the "Permitted Exceptions"). If Purchaser does not deliver any such objection notice within the Objection Period, Purchaser shall be deemed to be satisfied with the survey, and the title to the Property and to have waived its right to object to the survey, and any liens, encumbrances or other title exceptions to the title to the Property (and the same shall not constitute Title Objections and shall be deemed Permitted Exceptions). Notwithstanding the foregoing, Purchaser shall not be entitled to object to any liens, encumbrances or other title exceptions (and the same shall not constitute Title Objections but shall be deemed Permitted Exceptions) which will be extinguished upon the transfer of the Property to Purchaser (collectively, the "Non-Objectionable Exceptions"). In no event shall any lien, encumbrance or other exception arising as a result of any act or omission of Purchaser, or anyone acting on behalf of Purchaser, be deemed a Title Objection.

4.3 Seller's Response Notice. Seller shall have five (5) business days from receipt of Purchaser's Title Objections to provide Purchaser with written notice ("Seller's Response Notice") setting forth what Title Objections, if any, Seller shall cure. In the event Seller's Response Notice notifies Purchaser that Seller is unable or unwilling to cure some or any of such Title Objections, then Purchaser shall have the following options: if such defects or objections shall arise for any reason, (1) Purchaser shall have the right to terminate this Agreement by giving written notice thereof to Seller, whereupon this Agreement shall terminate, and except as expressly provided to the contrary in this Agreement, no party hereto shall have any other or further rights or obligations under this Agreement, or (2) Purchaser shall have the right to accept title to the Property subject to such Title Objection with no reduction in the Purchase Price. In the event Purchaser fails to notify Seller of Purchaser's elected option from the foregoing within ten (10) days following receipt of Seller's Response Notice, then Purchaser shall be deemed to have elected to close the transactions contemplated hereunder, subject to such Title Objections without any reduction of the Purchase Price.

Section 5. Inspection of Property by Purchaser.

5.1 Physical Inspection of the Property. Purchaser, at Purchaser's cost, shall have the right to conduct a physical inspection of the Property within thirty (30) days after the Effective Date. The Purchaser, the City of Spartanburg, and their agents shall have the right to enter onto the Property for the purpose of conducting the inspection. The sole purpose of the Physical Inspection of the Property is to determine cost of demolition and removal of the structure on the as well as abatement or removal of any asbestos and lead based paint found on the Property. Purchaser shall not have the right to cancel this Agreement based on the physical inspection provided for herein.

If Purchaser does not purchase the Property, it agrees not to disclose any information which it receives or discovers with respect to the Property, including the results of any investigation, test, audit, study or survey, to any third party other than its attorneys, contractors or consultants assisting Purchaser in evaluating the Property, unless required by law, and shall promptly deliver to Seller all such third party reports or items without representation or warranty from Purchaser on the same.

Section 6. **Notice.** Unless otherwise provided herein, all notices and other communications which may be or are required to be given or made by any party hereto in connection with this Agreement shall be in writing and shall be delivered by hand or recognized overnight courier, or mailed by United States registered or certified mail, return receipt requested, postage prepaid and addressed to each party at its address as set forth next to each party's signatures below. Any such notice shall be considered given on the date of such hand or courier delivery, deposit with such overnight courier for next business day delivery, or deposit in the United States mail, but the time period (if any is provided herein) in which to respond to such notice shall commence on the date received. Rejection or refusal to accept or inability to deliver because of changed address of which no notice was given shall be deemed to be receipt of the notice. By giving at least five (5) days' prior written notice thereof, any party may from time to time and at any time change its mailing address hereunder. Any notice to any party may be given by such party's counsel.

Section 7. **Covenants and Warranties of Seller.**

Seller covenants, represents and warrants to Purchaser as follows:

7.1 Seller represents and warrants that it has full power and authority to sell the Property, and that it has no knowledge of any legal actions, governmental proceedings, or similar actions pending or threatened which would materially affect the Property. Prior to Closing, the Seller will not take any action likely to result in any liens or encumbrances against the Property or which would otherwise impair the abilities of the parties to complete the transaction contemplated by this Agreement.

7.2 As of the Closing, Seller shall have good, marketable and insurable title to the Property subject only to the Permitted Exceptions, and Seller agrees to convey the Property as provided herein.

7.8 Seller makes no warranty or representation as to any hazardous waste liability in connection with the Property, other than it represents that to the best of its knowledge, it has not caused any hazardous waste to be deposited on the Property nor does it know of any hazardous waste on the Property. The foregoing notwithstanding, the Seller and Purchaser specifically agree and acknowledge that the Seller gives no guaranty or warranty of any kind, either expressed or implied, as to the physical condition of the Property or as to the suitability of the Property for any purpose or use whatsoever, or as to any hazardous waste liability.

Section 8. **Default.**

8.1 Purchaser's Default. If the transaction contemplated herein is not consummated because of a default of Purchaser under the terms of this Agreement, Seller shall have the right to terminate this Agreement by giving written notice thereof to Purchaser, whereupon this Agreement shall terminate, and except as expressly provided to the contrary in this Agreement, no party hereto shall have any other or further rights or obligations under this Agreement.

8.2 Seller's Default. If the transaction contemplated herein is not consummated because of a default on the part of Seller, Purchaser shall have the right to terminate this Agreement by giving written notice thereof to Seller, whereupon this Agreement shall terminate, and except as expressly provided to the contrary in this Agreement, no party hereto shall have any other or further rights or obligations under this Agreement.

Section 9. General Provisions.

9.1 Time of Essence. Time is of the essence of each and every term, provision and covenant of this Agreement. The expiration of any period of time prescribed in this Agreement shall occur at 5:00 p.m. eastern time of the last day of the period. Should any period of time specified herein end on a Saturday, Sunday or legal holiday, the period of time shall automatically be extended to 5:00 p.m. eastern time of the next full business day. All periods of time shall be based on calendar days.

9.2 Attorney's Fees and Governing Law. This Agreement is made and shall be construed under and in accordance with the laws of the State of South Carolina. In the event of any litigation arising from this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs as determined by the Court.

9.3 Entire Agreement; Modification. This Agreement supersedes all prior discussions and agreements between Seller and Purchaser with respect to the Property and contains the sole and entire understanding between Seller and Purchaser with respect to the Property. All promises, inducements, offers, solicitations, agreements, commitments, representations, and warranties heretofore made between such parties are merged into this Agreement. This Agreement shall not be modified or amended in any respect except by written instrument executed by or on behalf of each of the parties to this Agreement.

9.4 Captions. All captions, headings, Section, and subsection numbers and letters and other reference numbers or letters are solely for the purpose of facilitating reference to this Agreement and shall not supplement, limit, or otherwise vary in any respect the text of this Agreement.

9.5 Counterparts. This Agreement may be executed in several counterparts, each of which shall constitute an original and all of which together shall constitute one and the same instrument.

9.6 Survival of Provisions. Unless otherwise expressly set forth herein, all covenants, warranties and agreements set forth in this Agreement shall be merged into the Deed and shall not survive the execution or delivery of any and all documents at any time executed or delivered

under, pursuant to or by reason of this Agreement, and all monies paid under, pursuant to or by reason of this Agreement.

9.7 Severability. This Agreement is intended to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules and regulations. If any provision of the Agreement, or the application thereof to any person or circumstance, shall, for any reason and to any extent be invalid or unenforceable, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby but rather shall be enforced to the greatest extent permitted by law.

IN WITNESS WHEREOF, the parties hereto have duly signed, sealed, and delivered this Agreement as of the Effective Date.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

Address of Purchaser for notices:

Northside Development Corporation

Attn: _____

With a copy to:

_____, Esq.

_____ Law Firm

PURCHASER:

NORTHSIDE

DEVELOPMENT

CORPORATION,

a South Carolina non-profit corporation

By: _____

Its: _____

Date: February ____, 2017

[Signatures continue on following page]

Address of Seller for notices:

Spartanburg Housing Authority
Attn: Terril Bates, CEO
2271 S. Pine Street
Spartanburg, SC 29302

With a copy to:

Adam R. Artigliere
McNair Law Firm, P.A.
P.O. Box 447
Greenville, South Carolina 29602

SELLER:

**HOUSING AUTHORITY OF THE CITY OF
SPARTANBURG**

By: _____
Terril Bates
CEO

Date: February ____, 2017

RESOLUTION NO. 2017-10
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
February 28, 2017

WHEREAS, the Spartanburg Housing Authority (SHA) received HUD approval to complete a Public Housing portfolio conversion under the Rental Assistance Demonstration program to reposition all Public Housing communities; and,

WHEREAS, it was determined that the Cammie Clagett Public Housing community was obsolete and no longer viable as decent, safe and sanitary housing and was subsequently approved for demolition under the RAD program; and,

WHEREAS, the City of Spartanburg secured funding from the State of South Carolina under the Neighborhood Improvement Program (NIP) to acquire and demolish the remaining units Cammie Clagett in two phases; and,

WHEREAS, the NIP Program requires ownership by a not for profit organization and the City has elected Northside Development Group (NDG), Regensis Community Development Center, Nehemiah Community Revitalization Corporation, Homes of Hope, and Habitat for Humanity to serve as it's designated "land bank" for this project; and,

WHEREAS, an independent third party appraisal determined the "as is" market value of the land and improvements is \$10,000 per unit and the City of Spartanburg has sufficient funding to acquire 58 units as the first phase of the Cammie Clagett NIP program;

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

1. Disposition of 58 units at Cammie Clagett to non-profits as identified by the City of Spartanburg in its capacity as lead entity, upon approval from HUD;
2. Individual Real Estate Purchase and Sale Agreements for 58 units in the amount of \$10,000 per unit with non-profits authorized by the City of Spartanburg in its capacity as lead entity in the form attached hereto or with such other amendments as approved by Legal Counsel;
3. Authorization for the Executive Director to execute all necessary forms and documents with HUD; the State of South Carolina; and the City of Spartanburg to complete the sales, disposition and demolition transactions described herein.

RECORDING OFFICER'S CERTIFICATION

I, Molly Talbot-Metz., the duly appointed Chairman of The Spartanburg Housing Authority, do hereby certify that this resolution was properly adopted at a regular meeting of The Spartanburg Housing Authority held on February 28, 2017.

Molly Talbot-Metz, CHAIR

ATTEST:

SECRETARY
FOR CLERK USE ONLY
RESOLUTION NO. 2017-10
DATE ADOPTED: February 28, 2017



Information Item

**Board of Commissioners Meeting
Tuesday, February 28, 2017**



**Monthly Reports:
Executive Director
Terril Bates**

**Board of Commissioners Meeting
Tuesday, February 28, 2017**



WWW.SHASC.ORG

February 28, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

EXECUTIVE DIRECTOR REPORT FOR THE MONTH OF JANUARY 2017

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

OVERVIEW:

This report provides an update of activities of the Executive Director during the month of January. The month involved oversight of the Contractor assigned to HCV, launching of assignments associated with the HUD 5 year plan, ongoing weekly meetings with regard to a development project, interviews for vacant positions, and support of newly hired staff in my office. Considerable attention was focused on the Face Forward program with numerous interactions with the Department of Labor. This resulted from an unanticipated staffing event with significant impact to the program.

Rubino and Company was on site during the month of January to begin SHA's audit. An exit discussion was held on January 26, 2017. It is not anticipated that there will be findings or matters of significant concerns as an outcome of the audit.

I continue to represent SHA at the United Way Housing Working Group and Financial Sustainability meetings. SHA participated in a Housing Forum sponsored by United Way on January 31, 2017. SHA presented a powerpoint during a break out session geared toward property owners which explained the program. The event was well attended.

A meeting was conducted with the Resident Council representatives from all communities. Efforts are underway to improve the professionalism and impact of these community groups.

On January 13, 2017, a meeting was held with Legal Services of Southern Piedmont. They will begin a series of trainings to include Landlord Tenant Law, VAWA, persons with disabilities and other important topics. The Mary Black Foundation has agreed to provide a special session to SHA which will familiarize our staff with their funded organizations serving the community.

Finally, a meeting was held with the organizers of the lighting project at Cammie Claggett to discuss the project end activities. The lighting project will conclude in April 2017. The City of

Executive Director's Monthly Report

Page 2

Spartanburg held a grand opening for the Laundry Room project at Camp Croft on January 27th. The project was well received by the residents.

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



Monthly Reports:

Finance

Joe Calicdan

Board of Commissioners Meeting

Tuesday, February 28, 2017



February 14, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29306**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

JANUARY 2017 - MONTHLY FINANCIAL AND CASH FLOW REPORTS

CONTACT PERSON:

Joe Gomez Calicdan
Accounting Manager
864-598-6041

OVERVIEW:

I: Summary of Financial Results – Core Programs

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

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

Cash flow report shows the sources and uses of cash by major programs. In January, the total Inflows amounted to \$1,607,777 and the total Outflow was \$1,692,193 resulting in a net outflow of \$84,416.

III: Restricted Cash Position

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

Reserve Cash in Bank

HCVP (Sec8) HAP Savings + Checking	\$ 278,588
Sec 8 - HAP -NRP	532,154
Sec 8 Adm. Fees	241,381
MOD Rehab Adm. Fees	92,399
Total	\$1,144,522

IV: Overall, Asset Management Properties on a PTD basis had losses (NOL) in 4 properties, and 9 properties had a NOI. The details are as follows:

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

	PROPERTY (AMP)	MTD Actual Income	PTD Actual Income	PTD Budget Income	PTD Variance
1	Appian	(\$0.2)	(\$0.8)	0	(\$0.8)
2	Archibald Hi-Rise	3.6	39.2	(12.4)	51.6
3	Archibald Village	10.4	22.7	(12.5)	35.2
4	Cammie Clagett	24.4	70.7	(2.6)	73.3
5	Camp Croft	(16.9)	9.2	0.1	9.3
6	Prince Hall	(10.3)	(5.5)	21.9	(27.4)
7	Scattered Sites	1.6	1.8	(4.1)	5.9
8	Victoria Gardens	9.3	22.5	(20.9)	43.4
9	JC Bull (100 units)	21.0	82.8	25.2	58.0
10	SLHC (32 units)	(15.8)	(19.8)	(12.9)	(6.9)
11	Cambridge Place	2.1	11.4	7.5	3.9
12	Liberty	1.1	2.8	0	2.8
13	Page Lake	(0.1)	(4.5)	0	(4.5)

V: Status of Grants Programs – January 2017

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 \$426,537.
- 3) The **YOUTH BUILD** grant of \$994,474 for the year 2016-2019 and fund expended \$198,279.
- 4) The **Face Forward Grant** award totaled \$999,923 and fund expended \$845,265

Respectfully Submitted,


Joe Calicdan, Accounting Manager

SHA - Summary of Financial Results - January, 2017								
		MTD	MTD	MTD		4 months	4 months	4. months
		Actual	Budget	Variance	Note	PTD	PTD	PTD
						Actual	Budget	Variance
1	Public Housing							
	Total Revenue	\$ 308,000	\$ 264,000	\$ 44,000		\$ 1,460,000	\$ 1,056,000	\$ 404,000
	Total Operating Expenses	286,000	270,000	16,000		1,022,000	1,079,000	(57,000)
	Total Non- operating Expenses	-	-	-		281,000	-	281,000
	Net Operating Income	\$ 22,000	\$ (6,000)	\$ 28,000	1	\$ 157,000	\$ (23,000)	\$ 180,000
	Note (1) - Revenue for January is \$44k 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	\$ 858,000	\$ 925,000	\$ (67,000)		\$ 2,944,000	\$ 3,701,000	\$ (757,000)
	Total Expenses	\$ 881,000	\$ 924,000	\$ (43,000)		\$ 3,260,000	\$ 3,696,000	\$ (436,000)
	Net Operating Income	\$ (23,000)	\$ 1,000	\$ (24,000)		\$ (316,000)	\$ 5,000	\$ (321,000)
	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	\$ 82,000	\$ 101,000	\$ (19,000)		\$ 322,000	\$ 406,000	\$ (84,000)
	Total Expenses	\$ 111,000	\$ 105,000	\$ 6,000		\$ 395,000	\$ 405,000	\$ (10,000)
	Net Operating Income	\$ (29,000)	\$ (4,000)	\$ (25,000)		\$ (73,000)	\$ 1,000	\$ (74,000)
	For the month of January , admin revenue received was \$82k as compared to total expenses of \$111K resulting to net loss of \$29K . The YTD net loss is \$73K.							
4	COCC Program Only							
	Total Revenue	\$ 111,000	\$ 136,000	\$ (25,000)		\$ 461,000	\$ 543,000	\$ (82,000)
	Total Expenses	\$ 126,000	\$ 144,000	\$ (18,000)		\$ 485,000	\$ 573,000	\$ (88,000)
	Net Operating Income	\$ (15,000)	\$ (8,000)	\$ (7,000)	(2)	\$ (24,000)	\$ (30,000)	\$ 6,000
	Note (2) - COCC Net income is under budget primarily because COCC's misc other income was below budget by \$27K.							
5	JC BULLS (100 & 32 units)							
	Total Revenue	\$ 89,000	\$ 84,000	\$ 5,000		\$ 349,000	\$ 336,000	\$ 13,000
	Total Operating Expenses	\$ 84,000	\$ 83,000	\$ 1,000		\$ 286,000	\$ 323,000	\$ (37,000)
	Net Operating Income	\$ 5,000	\$ 1,000	\$ 4,000	(3)	\$ 63,000	\$ 13,000	\$ 50,000
	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

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	157,045.89	132,051.00	24,994.89	18.93	582,626.06	528,204.00	54,422.06	10.30
311900-000	Total Rental Income	157,045.89	132,051.00	24,994.89	18.93	582,626.06	528,204.00	54,422.06	10.30
312000-000	Other Tenant Income								
312003-000	Damages	2,115.55	1,311.00	804.55	61.37	8,918.95	5,244.00	3,674.95	70.08
312004-000	Late Charges	1,525.00	1,086.00	439.00	40.42	5,705.00	4,344.00	1,361.00	31.33
312005-000	Legal Fees - Tenant	965.00	796.00	169.00	21.23	3,640.00	3,184.00	456.00	14.32
312006-000	NSF Charges	205.00	-	205.00	N/A	435.00	-	435.00	N/A
312007-000	Tenant Owed Utilities - Excess	3,359.39	6,442.00	(3,082.61)	-47.85	26,731.77	25,768.00	963.77	3.74
312009-000	Misc.Tenant Income	911.20	221.00	690.20	312.31	2,208.74	884.00	1,324.74	149.86
312010-000	Maintenance Charges	-	-	-	N/A	12.50	-	12.50	N/A
312900-000	Total Other Tenant Income	9,081.14	9,856.00	(774.86)	-7.86	47,651.96	39,424.00	8,227.96	20.87
319900-000	NET TENANT INCOME	166,127.03	141,907.00	24,220.03	17.07	630,278.02	567,628.00	62,650.02	11.04
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	182,736.00	136,547.00	46,189.00	33.83	963,154.00	546,188.00	416,966.00	76.34
340111-000	Pet Fee Income	132.00	-	132.00	N/A	512.00	-	512.00	N/A
341001-000	Section 8 HAP Earned	857,301.00	924,000.00	(66,699.00)	-7.22	2,946,884.00	3,696,000.00	(749,116.00)	-20.27
341002-000	Sec 8 Admin. Fee Inc-HCV	81,097.00	100,000.00	(18,903.00)	-18.90	318,601.00	400,000.00	(81,399.00)	-20.35
341004-000	Section 8 Port-In Admin Fees	-	125.00	(125.00)	-100.00	(750.00)	500.00	(1,250.00)	-250.00
341006-000	Port In HAP Earned	-	833.00	(833.00)	-100.00	(6,782.00)	3,332.00	(10,114.00)	-303.54
341007-000	FSS Forfeitures-Income	-	-	-	N/A	283.00	-	283.00	N/A
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	17,483.00	(3,780.00)	-21.62	54,812.00	69,932.00	(15,120.00)	-21.62
341011-000	Mod Rehab- HAP EARNED	119,121.00	109,044.00	10,077.00	9.24	476,484.00	436,176.00	40,308.00	9.24
341500-000	Other Govt and Private Grants	50,146.00	47,917.00	2,229.00	4.65	202,763.00	191,668.00	11,095.00	5.79
349900-000	TOTAL GRANT INCOME	1,304,236.00	1,335,949.00	(31,713.00)	-2.37	4,955,961.00	5,343,796.00	(387,835.00)	-7.26
360000-000	OTHER INCOME								
362000-000	Management Fee Income	68,789.04	66,713.00	2,076.04	3.11	280,588.34	266,852.00	13,736.34	5.15
362001-000	Bookkeeping fee income	21,900.00	22,049.00	(149.00)	-0.68	86,977.50	88,196.00	(1,218.50)	-1.38
364000-000	Fraud Recovery Income-Admin	963.66	500.00	463.66	92.73	4,286.49	2,000.00	2,286.49	114.32
364001-000	Fraud Recovery - HAP	963.66	500.00	463.66	92.73	4,286.48	2,000.00	2,286.48	114.32
365000-000	Miscellaneous Other Income	20,019.55	69,279.00	(49,259.45)	-71.10	118,713.14	277,116.00	(158,402.86)	-57.16
365002-000	Bad Debt Recovery	3,400.32	-	3,400.32	N/A	5,916.54	-	5,916.54	N/A
369900-000	TOTAL OTHER INCOME	116,036.23	159,041.00	(43,004.77)	-27.04	500,768.49	636,164.00	(135,395.51)	-21.28
399900-000	TOTAL INCOME	1,586,399.26	1,636,897.00	(50,497.74)	-3.08	6,087,007.51	6,547,588.00	(460,580.49)	-7.03
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
411000-000	Administrative Salaries and Wages	106,077.05	134,747.00	28,669.95	21.28	440,097.46	538,988.00	98,890.54	18.35
411002-000	Administrative Overtime	1,551.41	1,500.00	(51.41)	-3.43	5,595.82	6,000.00	404.18	6.74
411003-000	Administrative: Employer FICA/SUI	12,108.68	13,002.00	893.32	6.87	36,047.13	52,008.00	15,960.87	30.69
411004-000	Administrative: Employee Benefits	29,377.55	29,783.00	405.45	1.36	117,493.99	119,132.00	1,638.01	1.38
411005-000	Administrative: Retirees Medical ER share	3,016.00	3,083.00	67.00	2.17	13,427.92	12,332.00	(1,095.92)	-8.89
411006-000	Administrative: Emp Incentive	300.00	1,250.00	950.00	76.00	929.44	6,000.00	5,070.56	84.51
411099-000	Total Administrative Salaries	152,430.69	183,365.00	30,934.31	16.87	613,591.76	734,460.00	120,868.24	16.46
413000-000	Legal Expense								
413001-000	Legal Expense	-	4,551.00	4,551.00	100.00	7,081.50	18,204.00	11,122.50	61.10
413003-000	Credit Reports	403.50	1,198.00	794.50	66.32	1,580.00	4,792.00	3,212.00	67.03
413100-000	Total Legal Expense	403.50	5,749.00	5,345.50	92.98	8,661.50	22,996.00	14,334.50	62.33
413900-000	Other Admin Expenses								
414000-000	Staff Training	644.00	2,730.00	2,086.00	76.41	6,217.25	12,420.00	6,202.75	49.94
415000-000	Travel	3,356.74	2,083.00	(1,273.74)	-61.15	3,874.45	8,332.00	4,457.55	53.50
417000-000	Bookkeeping Fees	20,422.50	20,313.00	(109.50)	-0.54	81,052.50	81,252.00	199.50	0.25
417001-000	Bookkeeping Fees-MOD Rehab	1,477.50	1,500.00	22.50	1.50	5,925.00	6,000.00	75.00	1.25
417100-000	Auditing Fees	850.00	2,427.00	1,577.00	64.98	1,500.00	9,708.00	8,208.00	84.55
417200-000	Port Out Admin Fee	847.26	667.00	(180.26)	-27.03	3,583.19	2,668.00	(915.19)	-34.30
417300-000	Management Fee	58,665.04	58,151.00	(514.04)	-0.88	236,884.34	232,604.00	(4,280.34)	-1.84
417302-000	Asset Management Fee	6,560.00	6,260.00	(300.00)	-4.79	26,240.00	25,040.00	(1,200.00)	-4.79
417303-000	Management Fee- MOD Rehab	2,364.00	2,400.00	36.00	1.50	7,164.00	9,600.00	2,436.00	25.38
418000-000	Office Rent	11,656.25	11,668.00	11.75	0.10	46,625.00	46,672.00	47.00	0.10
418900-000	Total Other Admin Expenses	106,843.29	108,199.00	1,355.71	1.25	419,065.73	434,296.00	15,230.27	3.51
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,176.79	2,425.00	1,248.21	51.47	9,498.72	9,700.00	201.28	2.08
419003-000	Printing	-	-	-	N/A	2,904.84	1,000.00	(1,904.84)	-190.48
419004-000	Telephone	4,958.78	6,361.00	1,402.22	22.04	22,949.03	25,444.00	2,494.97	9.81
419005-000	Postage	11,346.08	11,931.00	584.92	4.90	12,083.17	13,824.00	1,740.83	12.59
419006-000	Forms and Computer Supplies	-	1,864.00	1,864.00	100.00	-	7,456.00	7,456.00	100.00
419007-000	Court Costs	1,430.00	1,614.00	184.00	11.40	3,990.00	6,456.00	2,466.00	38.20
419008-000	Subscriptions and Fees	-	635.00	635.00	100.00	1,595.00	2,540.00	945.00	37.20
419009-000	Sundry Miscellaneous	8,501.05	3,300.00	(5,201.05)	-157.61	19,048.53	13,200.00	(5,848.53)	-44.31
419010-000	Newspaper ADS (Advertising)	259.00	700.00	441.00	63.00	1,074.37	2,800.00	1,725.63	61.63
419011-000	Sundry Service Contracts	17,222.96	13,638.00	(3,584.96)	-26.29	124,876.05	57,552.00	(67,324.05)	-116.98
419012-000	Software	-	-	-	N/A	667.80	-	(667.80)	N/A
419017-000	Temporary Administrative Labor	4,322.85	1,945.00	(2,377.85)	-122.25	28,856.40	7,780.00	(21,076.40)	-270.90
419018-000	False Alarms	220.00	3.00	(217.00)	-7,233.33	230.00	12.00	(218.00)	-1,816.67
419020-000	Bank Fees	60.00	292.00	232.00	79.45	3,095.70	1,168.00	(1,927.70)	-165.04
419021-000	Discretionary	-	158.00	158.00	100.00	-	632.00	632.00	100.00
419022-000	Other Misc Admin Expenses	196.50	417.00	220.50	52.88	4,806.82	1,668.00	(3,138.82)	-188.18
419100-000	Total Miscellaneous Admin Expenses	49,694.01	45,283.00	(4,411.01)	-9.74	235,676.43	151,232.00	(84,444.43)	-55.84

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419900-000	TOTAL ADMINISTRATIVE EXPENSES	309,371.49	342,596.00	33,224.51	9.70	1,276,995.42	1,342,984.00	65,988.58	4.91
420000-000	TENANT SERVICES								
422000-000	Tenant Services	443.14	2,351.00	1,907.86	81.15	4,855.36	9,404.00	4,548.64	48.37
422001-000	Other Tenant Svcs.	330.00	-	(330.00)	N/A	1,125.00	-	(1,125.00)	N/A
423000-000	Tenant Services -PH ADD ON	1,617.00	-	(1,617.00)	N/A	2,850.00	-	(2,850.00)	N/A
429900-000	TOTAL TENANT SERVICES EXPENSES	2,390.14	2,351.00	(39.14)	-1.66	8,830.36	9,404.00	573.64	6.10
430000-000	UTILITIES								
431000-000	Water	15,612.27	13,333.00	(2,279.27)	-17.10	50,394.90	53,332.00	2,937.10	5.51
432000-000	Electricity	34,029.80	34,300.00	270.20	0.79	158,280.33	137,200.00	(21,080.33)	-15.36
433000-000	Gas	37,537.20	16,742.00	(20,795.20)	-124.21	77,900.46	66,968.00	(10,932.46)	-16.32
439000-000	Sewer	21,530.47	18,933.00	(2,597.47)	-13.72	62,217.60	75,732.00	13,514.40	17.84
439900-000	TOTAL UTILITY EXPENSES	108,709.74	83,308.00	(25,401.74)	-30.49	348,793.29	333,232.00	(15,561.29)	-4.67
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	19,112.12	26,123.00	7,010.88	26.84	74,040.62	108,492.00	34,451.38	31.75
441002-000	Maintenance: Overtime	1,192.57	1,098.00	(94.57)	-8.61	6,187.08	4,392.00	(1,795.08)	-40.87
441003-000	Maintenance: Employer FICA/SUI	2,226.02	3,280.00	1,053.98	32.13	6,462.60	13,120.00	6,657.40	50.74
441004-000	Temp Maintenance Labor	2,981.36	5,285.00	2,303.64	43.59	17,517.80	17,140.00	(377.80)	-2.20
441005-000	Maintenance: Employee Benefits	5,674.06	9,397.00	3,722.94	39.62	20,684.53	37,588.00	16,903.47	44.97
441100-000	Maintenace Uniforms	-	246.00	246.00	100.00	-	984.00	984.00	100.00
441200-000	Vehicle Repair	1,809.80	2,661.00	851.20	31.99	10,086.35	10,644.00	557.65	5.24
441210-000	Equipment Repair	-	278.00	278.00	100.00	-	1,112.00	1,112.00	100.00
441300-000	Gasoline Purchases	1,614.85	1,767.00	152.15	8.61	6,246.31	7,068.00	821.69	11.63
441900-000	Total General Maint Expense	34,610.78	50,135.00	15,524.22	30.96	141,225.29	200,540.00	59,314.71	29.58
442000-000	Materials								
442002-000	Appliance-Maint Materials	603.14	3,910.00	3,306.86	84.57	1,984.52	15,640.00	13,655.48	87.31
442003-000	Painting-Maint Materials	194.35	1,778.00	1,583.65	89.07	1,814.97	7,112.00	5,297.03	74.48
442004-000	Electrical-Maint Materials	66.41	1,778.00	1,711.59	96.26	955.67	7,112.00	6,156.33	86.56
442005-000	Heating/AC-Maint Materials	208.20	5,143.00	4,934.80	95.95	4,496.87	20,572.00	16,075.13	78.14
442006-000	Janitorial Supplies	87.49	583.00	495.51	84.99	665.75	2,332.00	1,666.25	71.45
442008-000	Plumbing-Maint Materials	3,263.46	2,362.00	(901.46)	-38.17	6,231.67	9,448.00	3,216.33	34.04
442009-000	Hand Tools-Maint Materials	-	516.00	516.00	100.00	27.98	2,064.00	2,036.02	98.64
442010-000	Maintenance Materials	5,812.40	4,259.00	(1,553.40)	-36.47	17,638.71	26,036.00	8,397.29	32.25
442011-000	Safety equipment/shoes	-	451.00	451.00	100.00	(83.77)	1,804.00	1,887.77	104.64
442900-000	Total Materials	10,235.45	20,780.00	10,544.55	50.74	33,732.37	92,120.00	58,387.63	63.38
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	2,424.77	1,371.00	(1,053.77)	-76.86	3,540.20	5,484.00	1,943.80	35.44
443002-000	Extermination Contract	1,317.10	4,675.00	3,357.90	71.83	14,004.60	19,600.00	5,595.40	28.55

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443005-000	Unit Turnaround-Contract	8,095.00	3,734.00	(4,361.00)	-116.79	26,240.00	14,936.00	(11,304.00)	-75.68
443006-000	Electrical-Contract	90.00	1,841.00	1,751.00	95.11	90.00	7,364.00	7,274.00	98.78
443007-000	Disposal Contract	2,933.06	4,404.00	1,470.94	33.40	11,429.10	17,616.00	6,186.90	35.12
443009-000	Landscaping-Contract	18,971.00	11,029.00	(7,942.00)	-72.01	83,946.75	44,116.00	(39,830.75)	-90.29
443010-000	Contract:	-	-	-	N/A	119.96	-	(119.96)	N/A
443011-000	Heating/AC-Contract	225.00	9,606.00	9,381.00	97.66	6,771.96	38,424.00	31,652.04	82.38
443013-000	Contract: Uniform Rental	-	693.00	693.00	100.00	925.39	2,772.00	1,846.61	66.62
443015-000	Janitorial-Contract	1,200.00	1,533.00	333.00	21.72	4,593.94	6,132.00	1,538.06	25.08
443017-000	Elevator-Contract	5,680.40	2,583.00	(3,097.40)	-119.91	10,805.81	10,332.00	(473.81)	-4.59
443018-000	Plumbing-Contract	11,917.17	11,124.00	(793.17)	-7.13	27,611.79	35,571.00	7,959.21	22.38
443019-000	Miscellaneous Contracts	4,782.16	10,650.00	5,867.84	55.10	8,930.48	42,600.00	33,669.52	79.04
443023-000	Con:Consultant/Mentoring	21,642.31	18,375.00	(3,267.31)	-17.78	73,285.78	73,500.00	214.22	0.29
443099-000	Maintenance Misc-Contracts	6,320.57	10,500.00	4,179.43	39.80	35,913.78	42,000.00	6,086.22	14.49
443900-000	Total Contract Costs	85,598.54	92,118.00	6,519.46	7.08	308,209.54	360,447.00	52,237.46	14.49
449900-000	TOTAL MAINTENANCE EXPENSES	130,444.77	163,033.00	32,588.23	19.99	483,167.20	653,107.00	169,939.80	26.02
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	9,932.29	13,546.00	3,613.71	26.68	43,292.38	54,184.00	10,891.62	20.10
451100-000	Property Tax	65,706.14	2,304.00	(63,402.14)	-2,751.83	65,706.14	9,216.00	(56,490.14)	-612.96
452100-000	Workers Comp Insurance	2,890.94	6,817.00	3,926.06	57.59	13,103.94	27,268.00	14,164.06	51.94
453010-000	SHA-Board/Commissioner exp	36.69	1,250.00	1,213.31	97.06	843.38	5,000.00	4,156.62	83.13
457000-000	Bad Debt-Tenant Rents	-	2,243.00	2,243.00	100.00	11,363.33	8,972.00	(2,391.33)	-26.65
458000-000	All Protective Services	1,219.00	-	(1,219.00)	N/A	3,333.00	-	(3,333.00)	N/A
459900-000	TOTAL GENERAL EXPENSES	79,785.06	26,160.00	(53,625.06)	-204.99	137,642.17	104,640.00	(33,002.17)	-31.54
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	936,664.00	981,998.00	45,334.00	4.62	3,754,395.00	3,927,992.00	173,597.00	4.42
471501-000	Tenant Utility Payments	33,485.00	31,447.00	(2,038.00)	-6.48	140,973.00	125,788.00	(15,185.00)	-12.07
471502-000	Portable Out HAP Payments	16,999.00	17,797.00	798.00	4.48	71,358.00	71,188.00	(170.00)	-0.24
471503-000	FSS Escrow Payments	4,530.00	1,854.00	(2,676.00)	-144.34	13,620.00	7,416.00	(6,204.00)	-83.66
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	991,678.00	1,033,096.00	41,418.00	4.01	3,980,346.00	4,132,384.00	152,038.00	3.68
480000-000	FINANCING EXPENSE								
485100-000	Interest Expense-BBT SL	-	-	-	N/A	673.62	-	(673.62)	N/A
485500-000	Interest Expense-Mortgage Payable	-	-	-	N/A	(927.20)	-	927.20	N/A
489900-000	TOTAL FINANCING EXPENSES	-	-	-	N/A	(253.58)	-	253.58	N/A
	TOTAL OPERATING EXPENSES	1,622,379.20	1,650,544.00	28,164.80	1.71%	6,235,520.86	6,575,751.00	340,230.14	5.17%
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	(48,350.00)	-	48,350.00	N/A
523401-000	Bedbug expense	-	-	-	N/A	489.94	-	(489.94)	N/A

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
523405-000	Flow Through Subsidy remitted to RAD	-	-	-	N/A	280,842.79	-	(280,842.79)	N/A
523409-000	RAD SUBSIDY-LIHTC-PBV	-	-	-	N/A	(260,676.00)	-	260,676.00	N/A
523410-000	Pinnacle shortfall	-	-	-	N/A	(20,166.79)	-	20,166.79	N/A
523413-000	Appliances Replacement	-	-	-	N/A	25,822.37	-	(25,822.37)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	(22,037.69)	-	22,037.69	N/A
900000-000	NET INCOME	(35,979.94)	(13,647.00)	(22,332.94)	163.65%	(126,475.66)	(28,163.00)	(98,312.66)	349.08%
	PROOF								
	Sec 8 All	(42,457.33)				(355,651.39)			
	Conventional PH	21,875.77				156,777.39			
	COCC	(15,460.57)				(24,038.44)			
	JC BULL	5,104.64				63,001.44			
		(30,937.49)				(159,911.00)			
	025-bac	(5,834.24)				35,985.34			
	181-page	(31.08)				(4,468.67)			
	Appian	(263.37)				(854.90)			
	Liberty	1,086.24				2,773.57			
		(35,979.94)				(126,475.66)			
		0.00	checked			0.00	checked		

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	857,301.00	924,000.00	(66,699.00)	-7.22	2,946,884.00	3,696,000.00	(749,116.00)	-20.27
341002-000	Sec 8 Admin. Fee Inc-HCV	81,097.00	100,000.00	(18,903.00)	-18.90	318,601.00	400,000.00	(81,399.00)	-20.35
341004-000	Section 8 Port-In Admin Fees	-	125.00	(125.00)	-100.00	(750.00)	500.00	(1,250.00)	-250.00
341006-000	Port In HAP Earned	-	833.00	(833.00)	-100.00	(6,782.00)	3,332.00	(10,114.00)	-303.54
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	17,483.00	(3,780.00)	-21.62	54,812.00	69,932.00	(15,120.00)	-21.62
341011-000	Mod Rehab- HAP EARNED	119,121.00	109,044.00	10,077.00	9.24	476,484.00	436,176.00	40,308.00	9.24
349900-000	TOTAL GRANT INCOME	1,071,222.00	1,151,485.00	(80,263.00)	-6.97	3,789,249.00	4,605,940.00	(816,691.00)	-17.73
360000-000	OTHER INCOME								
364000-000	Fraud Recovery Income-Admin	963.66	500.00	463.66	92.73	4,286.49	2,000.00	2,286.49	114.32
364001-000	Fraud Recovery - HAP	963.66	500.00	463.66	92.73	4,286.48	2,000.00	2,286.48	114.32
365000-000	Miscellaneous Other Income	-	833.00	(833.00)	-100.00	-	3,332.00	(3,332.00)	-100.00
369900-000	TOTAL OTHER INCOME	1,927.32	1,833.00	94.32	5.15	8,572.97	7,332.00	1,240.97	16.93
399900-000	TOTAL INCOME	1,073,149.32	1,153,318.00	(80,168.68)	-6.95	3,797,821.97	4,613,272.00	(815,450.03)	-17.68
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	29,939.58	35,752.00	5,812.42	16.26	129,935.21	143,008.00	13,072.79	9.14
411002-000	Administrative Overtime	42.40	-	(42.40)	N/A	223.94	-	(223.94)	N/A
411003-000	Administrative: Employer FICA/SUI	3,334.06	3,623.00	288.94	7.98	10,578.18	14,492.00	3,913.82	27.01
411004-000	Administrative: Employee Benefits	8,724.70	9,142.00	417.30	4.56	32,442.34	36,568.00	4,125.66	11.28
411099-000	Total Administrative Salaries	42,040.74	48,517.00	6,476.26	13.35	173,179.67	194,068.00	20,888.33	10.76
413000-000	Legal Expense								
413001-000	Legal Expense	-	167.00	167.00	100.00	-	668.00	668.00	100.00
413003-000	Credit Reports	-	500.00	500.00	100.00	399.50	2,000.00	1,600.50	80.03
413100-000	Total Legal Expense	-	667.00	667.00	100.00	399.50	2,668.00	2,268.50	85.03
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	1,000.00	1,000.00	100.00	3,034.36	5,500.00	2,465.64	44.83
415000-000	Travel	1,375.05	500.00	(875.05)	-175.01	1,813.05	2,000.00	186.95	9.35
417000-000	Bookkeeping Fees	15,802.50	15,750.00	(52.50)	-0.33	62,407.50	63,000.00	592.50	0.94
417001-000	Bookkeeping Fees-MOD Rehab	1,477.50	1,500.00	22.50	1.50	5,925.00	6,000.00	75.00	1.25
417100-000	Auditing Fees	-	792.00	792.00	100.00	-	3,168.00	3,168.00	100.00
417200-000	Port Out Admin Fee	847.26	667.00	(180.26)	-27.03	3,583.19	2,668.00	(915.19)	-34.30
417300-000	Management Fee	25,284.00	25,200.00	(84.00)	-0.33	102,168.00	100,800.00	(1,368.00)	-1.36
417303-000	Management Fee- MOD Rehab	2,364.00	2,400.00	36.00	1.50	7,164.00	9,600.00	2,436.00	25.38
418000-000	Office Rent	3,500.00	3,500.00	-	0.00	14,000.00	14,000.00	-	0.00
418900-000	Total Other Admin Expenses	50,650.31	51,309.00	658.69	1.28	200,095.10	206,736.00	6,640.90	3.21
419000-000	Miscellaneous Admin Expenses								

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419001-000	Office Expense	39.13	1,000.00	960.87	96.09	1,744.66	4,000.00	2,255.34	56.38
419003-000	Printing	-	-	-	N/A	1,116.16	-	(1,116.16)	N/A
419004-000	Telephone	1,369.30	1,250.00	(119.30)	-9.54	4,428.98	5,000.00	571.02	11.42
419005-000	Postage	5,534.21	5,840.00	305.79	5.24	5,534.21	6,560.00	1,025.79	15.64
419006-000	Forms and Computer Supplies	-	125.00	125.00	100.00	-	500.00	500.00	100.00
419008-000	Subscriptions and Fees	-	125.00	125.00	100.00	-	500.00	500.00	100.00
419009-000	Sundry Miscellaneous	19.50	416.00	396.50	95.31	19.50	1,664.00	1,644.50	98.83
419010-000	Newspaper ADS (Advertising)	-	17.00	17.00	100.00	610.35	68.00	(542.35)	-797.57
419011-000	Sundry Service Contracts	7,391.20	4,317.00	(3,074.20)	-71.21	38,779.92	17,268.00	(21,511.92)	-124.58
419017-000	Temporary Administrative Labor	170.10	208.00	37.90	18.22	2,753.10	832.00	(1,921.10)	-230.90
419020-000	Bank Fees	-	167.00	167.00	100.00	-	668.00	668.00	100.00
419100-000	Total Miscellaneous Admin Expenses	14,523.44	13,465.00	(1,058.44)	-7.86	54,986.88	37,060.00	(17,926.88)	-48.37
419900-000	TOTAL ADMINISTRATIVE EXPENSES	107,214.49	113,958.00	6,743.51	5.92	428,661.15	440,532.00	11,870.85	2.69
430000-000	UTILITIES								
431000-000	Water	-	250.00	250.00	100.00	63.80	1,000.00	936.20	93.62
432000-000	Electricity	-	1,000.00	1,000.00	100.00	1,223.54	4,000.00	2,776.46	69.41
433000-000	Gas	-	250.00	250.00	100.00	197.60	1,000.00	802.40	80.24
439000-000	Sewer	-	250.00	250.00	100.00	-	1,000.00	1,000.00	100.00
439900-000	TOTAL UTILITY EXPENSES	-	1,750.00	1,750.00	100.00	1,484.94	7,000.00	5,515.06	78.79
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	56.59	250.00	193.41	77.36	306.83	1,000.00	693.17	69.32
441300-000	Gasoline Purchases	189.33	167.00	(22.33)	-13.37	880.42	668.00	(212.42)	-31.80
441900-000	Total General Maint Expense	245.92	417.00	171.08	41.03	1,187.25	1,668.00	480.75	28.82
443000-000	Contract Costs								
443015-000	Janitorial-Contract	-	-	-	N/A	480.00	-	(480.00)	N/A
443023-000	Con: Consultant/Mentoring	15,005.60	1,250.00	(13,755.60)	-1,100.45	15,994.25	5,000.00	(10,994.25)	-219.88
443099-000	Maintenance Misc-Contracts	66.62	-	(66.62)	N/A	266.48	-	(266.48)	N/A
443900-000	Total Contract Costs	15,072.22	1,250.00	(13,822.22)	-1,105.78	16,740.73	5,000.00	(11,740.73)	-234.81
449900-000	TOTAL MAINTENACE EXPENSES	15,318.14	1,667.00	(13,651.14)	-818.90	17,927.98	6,668.00	(11,259.98)	-168.87
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,578.41	2,145.00	566.59	26.41	6,313.64	8,580.00	2,266.36	26.41
452100-000	Workers Comp Insurance	632.61	1,340.00	707.39	52.79	2,530.44	5,360.00	2,829.56	52.79
459900-000	TOTAL GENERAL EXPENSES	2,211.02	3,485.00	1,273.98	36.56	8,844.08	13,940.00	5,095.92	36.56
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	936,664.00	981,998.00	45,334.00	4.62	3,754,395.00	3,927,992.00	173,597.00	4.42

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
471501-000	Tenant Utility Payments	33,485.00	31,447.00	(2,038.00)	-6.48	140,973.00	125,788.00	(15,185.00)	-12.07
471502-000	Portable Out HAP Payments	16,999.00	17,797.00	798.00	4.48	71,358.00	71,188.00	(170.00)	-0.24
471503-000	FSS Escrow Payments	3,715.00	1,802.00	(1,913.00)	-106.16	10,672.00	7,208.00	(3,464.00)	-48.06
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	990,863.00	1,033,044.00	42,181.00	4.08	3,977,398.00	4,132,176.00	154,778.00	3.75
	TOTAL OPERATING EXPENSES	1,115,606.65	1,153,904.00	38,297.35	3.32%	4,434,316.15	4,600,316.00	165,999.85	3.61%
500000-000	NON-OPERATING ITEMS								
523409-000	RAD SUBSIDY-LIHTC-PBV	-	-	-	N/A	(260,676.00)	-	260,676.00	N/A
523410-000	Pinnacle shortfall	-	-	-	N/A	(20,166.79)	-	20,166.79	N/A
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	(280,842.79)	-	280,842.79	N/A
900000-000	NET INCOME	(42,457.33)	(586.00)	(41,871.33)	7145%	(355,651.39)	12,956.00	(368,607.39)	-2845%
	PROOF:								
	HAP	(23,037.34)				(315,897.73)			
	HAP ADMIN	(28,708.36)				(72,845.00)			
	Mod Rehab HAP	9,560.00				40,215.00			
	Mod Rehab Admin	(271.63)				(7,123.66)			
		(42,457.33)				(355,651.39)			
		0.00	CHECK			-	CHECK		

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM - HAP

Actual to Budget Variance Comparison

1/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	857,301.00	924,000.00	(66,699.00)	-7.22	2,946,884.00	3,696,000.00	(749,116.00)	-20.27
341006-000	Port In HAP Earned	-	833.00	(833.00)	-100.00	(6,782.00)	3,332.00	(10,114.00)	-303.54
364001-000	Fraud Recovery - HAP	963.66	500.00	463.66	92.73	4,286.48	2,000.00	2,286.48	114.32
399900-000	TOTAL INCOME	858,264.66	925,333.00	(67,068.34)	-7.25%	2,944,388.48	3,701,332.00	(756,943.52)	-20.45%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	827,767.00	873,445.00	45,678.00	5.23	3,320,928.00	3,493,780.00	172,852.00	4.95
471501-000	Tenant Utility Payments	32,821.00	30,956.00	(1,865.00)	-6.02	138,171.00	123,824.00	(14,347.00)	-11.59
471502-000	Portable Out HAP Payments	16,999.00	17,797.00	798.00	4.48	71,358.00	71,188.00	(170.00)	-0.24
471503-000	FSS Escrow Payments	3,715.00	1,802.00	(1,913.00)	-106.16	10,672.00	7,208.00	(3,464.00)	-48.06
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	881,302.00	924,000.00	42,698.00	4.62	3,541,129.00	3,696,000.00	154,871.00	4.19
500000-000	NON-OPERATING ITEMS								
523409-000	RAD SUBSIDY-LIHTC-PBV	-	-	-	N/A	(260,676.00)	-	260,676.00	N/A
523410-000	Pinnacle shortfall	-	-	-	N/A	(20,166.79)	-	20,166.79	N/A
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	(280,842.79)	-	280,842.79	N/A
900000-000	NET INCOME	(23,037.34)	1,333.00	(24,370.34)	-1828.23%	(315,897.73)	5,332.00	(321,229.73)	-6024.56%

**SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

1/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341002-000	Sec 8 Admin. Fee Inc-HCV	81,097.00	100,000.00	(18,903.00)	-18.90	318,601.00	400,000.00	(81,399.00)	-20.35
341004-000	Section 8 Port-In Admin Fees	-	125.00	(125.00)	-100.00	(750.00)	500.00	(1,250.00)	-250.00
364000-000	Fraud Recovery Income-Admin	963.66	500.00	463.66	92.73	4,286.49	2,000.00	2,286.49	114.32
365000-000	Miscellaneous Other Income	-	833.00	(833.00)	-100.00	-	3,332.00	(3,332.00)	-100.00
399900-000	TOTAL INCOME	82,060.66	101,458.00	(19,397.34)	-19.12%	322,137.49	405,832.00	(83,694.51)	-20.62%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	24,806.86	29,263.00	4,456.14	15.23	106,223.25	117,052.00	10,828.75	9.25
411002-000	Administrative Overtime	34.77	-	(34.77)	N/A	182.54	-	(182.54)	N/A
411003-000	Administrative: Employer FICA/SUI	2,761.06	2,965.00	203.94	6.88	8,660.65	11,860.00	3,199.35	26.98
411004-000	Administrative: Employee Benefits	7,282.76	7,483.00	200.24	2.68	24,920.87	29,932.00	5,011.13	16.74
411099-000	Total Administrative Salaries	34,885.45	39,711.00	4,825.55	12.15	139,987.31	158,844.00	18,856.69	11.87
413000-000	Legal Expense								
413001-000	Legal Expense	-	167.00	167.00	100.00	-	668.00	668.00	100.00
413003-000	Credit Reports	-	410.00	410.00	100.00	399.50	1,640.00	1,240.50	75.64
413100-000	Total Legal Expense	-	577.00	577.00	100.00	399.50	2,308.00	1,908.50	82.69
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	1,000.00	1,000.00	100.00	3,034.36	5,500.00	2,465.64	44.83
415000-000	Travel	1,375.05	500.00	(875.05)	-175.01	1,813.05	2,000.00	186.95	9.35
417000-000	Bookkeeping Fees	15,802.50	15,750.00	(52.50)	-0.33	62,407.50	63,000.00	592.50	0.94
417100-000	Auditing Fees	-	625.00	625.00	100.00	-	2,500.00	2,500.00	100.00
417200-000	Port Out Admin Fee	847.26	667.00	(180.26)	-27.03	3,583.19	2,668.00	(915.19)	-34.30
417300-000	Management Fee	25,284.00	25,200.00	(84.00)	-0.33	99,852.00	100,800.00	948.00	0.94
418000-000	Office Rent	3,500.00	3,500.00	-	0.00	14,000.00	14,000.00	-	0.00
418900-000	Total Other Admin Expenses	46,808.81	47,242.00	433.19	0.92	184,690.10	190,468.00	5,777.90	3.03
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	39.13	820.00	780.87	95.23	1,318.27	3,280.00	1,961.73	59.81
419003-000	Printing	-	-	-	N/A	1,116.16	-	(1,116.16)	N/A
419004-000	Telephone	1,122.83	1,025.00	(97.83)	-9.54	3,417.59	4,100.00	682.41	16.64
419005-000	Postage	4,538.05	5,600.00	1,061.95	18.96	1,817.58	5,600.00	3,782.42	67.54
419006-000	Forms and Computer Supplies	-	83.00	83.00	100.00	-	332.00	332.00	100.00
419008-000	Subscriptions and Fees	-	125.00	125.00	100.00	-	500.00	500.00	100.00
419009-000	Sundry Miscellaneous	15.99	333.00	317.01	95.20	2,736.46	1,332.00	(1,404.46)	-105.44
419010-000	Newspaper ADS (Advertising)	-	17.00	17.00	100.00	610.35	68.00	(542.35)	-797.57
419011-000	Sundry Service Contracts	6,060.78	3,417.00	(2,643.78)	-77.37	29,602.32	13,668.00	(15,934.32)	-116.58
419017-000	Temporary Administrative Labor	170.10	208.00	37.90	18.22	2,634.97	832.00	(1,802.97)	-216.70
419020-000	Bank Fees	-	167.00	167.00	100.00	-	668.00	668.00	100.00
419100-000	Total Miscellaneous Admin Expenses	11,946.88	11,795.00	(151.88)	-1.29	43,253.70	30,380.00	(12,873.70)	-42.38

**SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

1/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419900-000	TOTAL ADMINISTRATIVE EXPENSES	93,641.14	99,325.00	5,683.86	5.72	368,330.61	382,000.00	13,669.39	3.58
430000-000	UTILITIES								
431000-000	Water	-	167.00	167.00	100.00	63.80	668.00	604.20	90.45
432000-000	Electricity	-	833.00	833.00	100.00	1,223.54	3,332.00	2,108.46	63.28
433000-000	Gas	-	167.00	167.00	100.00	197.60	668.00	470.40	70.42
439000-000	Sewer	-	167.00	167.00	100.00	-	668.00	668.00	100.00
439900-000	TOTAL UTILITY EXPENSES	-	1,334.00	1,334.00	100.00	1,484.94	5,336.00	3,851.06	72.17
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	56.59	250.00	193.41	77.36	306.83	1,000.00	693.17	69.32
441300-000	Gasoline Purchases	189.33	167.00	(22.33)	-13.37	880.42	668.00	(212.42)	-31.80
441900-000	Total General Maint Expense	245.92	417.00	171.08	41.03	1,187.25	1,668.00	480.75	28.82
443000-000	Contract Costs								
443015-000	Janitorial-Contract	-	-	-	N/A	480.00	-	(480.00)	N/A
443023-000	Con:Consultant/Mentoring	15,005.60	1,250.00	(13,755.60)	-1,100.45	15,994.25	5,000.00	(10,994.25)	-219.88
443099-000	Maintenance Misc-Contracts	66.62	-	(66.62)	N/A	266.48	-	(266.48)	N/A
443900-000	Total Contract Costs	15,072.22	1,250.00	(13,822.22)	-1,105.78	16,740.73	5,000.00	(11,740.73)	-234.81
449900-000	TOTAL MAINTENACE EXPENSES	15,318.14	1,667.00	(13,651.14)	-818.90	17,927.98	6,668.00	(11,259.98)	-168.87
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,291.94	1,756.00	464.06	26.43	5,167.76	7,024.00	1,856.24	26.43
452100-000	Workers Comp Insurance	517.80	1,097.00	579.20	52.80	2,071.20	4,388.00	2,316.80	52.80
459900-000	TOTAL GENERAL EXPENSES	1,809.74	2,853.00	1,043.26	36.57	7,238.96	11,412.00	4,173.04	36.57
	TOTAL OPERATING EXPENSES	110,769.02	105,179.00	(5,590.02)	-5.31%	394,982.49	405,416.00	10,433.51	2.57%
900000-000	NET INCOME	(28,708.36)	(3,721.00)	(24,987.36)	671.52%	(72,845.00)	416.00	(73,261.00)	-17610.82%

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

Actual to Budget Variance Comparison

1/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341011-000	Mod Rehab- HAP EARNED	119,121.00	109,044.00	10,077.00	9.24	476,484.00	436,176.00	40,308.00	9.24
399900-000	TOTAL INCOME	119,121.00	109,044.00	10,077.00	9.24%	476,484.00	436,176.00	40,308.00	9.24%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	108,897.00	108,553.00	(344.00)	-0.32	433,467.00	434,212.00	745.00	0.17
471501-000	Tenant Utility Payments	664.00	491.00	(173.00)	-35.23	2,802.00	1,964.00	(838.00)	-42.67
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	109,561.00	109,044.00	(517.00)	-0.47	436,269.00	436,176.00	(93.00)	-0.02
900000-000	NET INCOME	9,560.00	-	9,560.00		40,215.00	-	40,215.00	

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

Actual to Budget Variance Comparison

1/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	17,483.00	(3,780.00)	-21.62	54,812.00	69,932.00	(15,120.00)	-21.62
399900-000	TOTAL INCOME	13,703.00	17,483.00	(3,780.00)	(21.62)	54,812.00	69,932.00	(15,120.00)	(21.62)
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	5,132.72	6,489.00	1,356.28	20.90	23,711.96	25,956.00	2,244.04	8.65
411002-000	Administrative Overtime	7.63	-	(7.63)	N/A	41.40	-	(41.40)	N/A
411003-000	Administrative: Employer FICA/SUI	573.00	658.00	85.00	12.92	1,917.53	2,632.00	714.47	27.15
411004-000	Administrative: Employee Benefits	1,441.94	1,659.00	217.06	13.08	7,521.47	6,636.00	(885.47)	-13.34
411099-000	Total Administrative Salaries	7,155.29	8,806.00	1,650.71	18.75	33,192.36	35,224.00	2,031.64	5.77
413000-000	Legal Expense								
413003-000	Credit Reports	-	90.00	90.00	100.00	-	360.00	360.00	100.00
413100-000	Total Legal Expense	-	90.00	90.00	100.00	-	360.00	360.00	100.00
413900-000	Other Admin Expenses								
417001-000	Bookkeeping Fees-MOD Rehab	1,477.50	1,500.00	22.50	1.50	5,925.00	6,000.00	75.00	1.25
417100-000	Auditing Fees	-	167.00	167.00	100.00	-	668.00	668.00	100.00
417300-000	Management Fee	-	-	-	N/A	2,316.00	-	(2,316.00)	N/A
417303-000	Management Fee- MOD Rehab	2,364.00	2,400.00	36.00	1.50	7,164.00	9,600.00	2,436.00	25.38
418900-000	Total Other Admin Expenses	3,841.50	4,067.00	225.50	5.54	15,405.00	16,268.00	863.00	5.30
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	-	180.00	180.00	100.00	426.39	720.00	293.61	40.78
419004-000	Telephone	246.47	225.00	(21.47)	-9.54	1,011.39	900.00	(111.39)	-12.38
419005-000	Postage	996.16	240.00	(756.16)	-315.07	3,716.63	960.00	(2,756.63)	-287.15
419006-000	Forms and Computer Supplies	-	42.00	42.00	100.00	-	168.00	168.00	100.00
419009-000	Sundry Miscellaneous	3.51	83.00	79.49	95.77	(2,716.96)	332.00	3,048.96	918.36
419011-000	Sundry Service Contracts	1,330.42	900.00	(430.42)	-47.82	9,177.60	3,600.00	(5,577.60)	-154.93
419017-000	Temporary Administrative Labor	-	-	-	N/A	118.13	-	(118.13)	N/A
419100-000	Total Miscellaneous Admin Expenses	2,576.56	1,670.00	(906.56)	-54.28	11,733.18	6,680.00	(5,053.18)	-75.65
419900-000	TOTAL ADMINISTRATIVE EXPENSES	13,573.35	14,633.00	1,059.65	7.24	60,330.54	58,532.00	(1,798.54)	-3.07

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

Actual to Budget Variance Comparison

1/31/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
430000-000	UTILITIES								
431000-000	Water	-	83.00	83.00	100.00	-	332.00	332.00	100.00
432000-000	Electricity	-	167.00	167.00	100.00	-	668.00	668.00	100.00
433000-000	Gas	-	83.00	83.00	100.00	-	332.00	332.00	100.00
439000-000	Sewer	-	83.00	83.00	100.00	-	332.00	332.00	100.00
439900-000	TOTAL UTILITY EXPENSES	-	416.00	416.00	100.00	-	1,664.00	1,664.00	100.00
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	286.47	389.00	102.53	26.36	1,145.88	1,556.00	410.12	26.36
452100-000	Workers Comp Insurance	114.81	243.00	128.19	52.75	459.24	972.00	512.76	52.75
459900-000	TOTAL GENERAL EXPENSES	401.28	632.00	230.72	36.51	1,605.12	2,528.00	922.88	36.51
	TOTAL OPERATING EXPENSES	13,974.63	15,681.00	1,706.37	10.88%	61,935.66	62,724.00	788.34	1.26%
900000-000	NET INCOME	(271.63)	1,802.00	(2,073.63)	-115.07%	(7,123.66)	7,208.00	(14,331.66)	-198.83%

All voucher properties (.hcv_all)

Trial Balance Cr, Dr Details

Period = Jan 2017

Book = Accrual ; Tree = ysl_tb

		Forward Balance	Debit	Credit	January transactions
111102-000	Cash - Restricted	531,268.18	1,045.32	159.42	
111111-000	Cash -Unrestricted	241,381.00	-	-	
111117-000	HAP Disbursement Fund	(434,310.62)	968,027.60	1,014,331.94	
111120-000	General Fund Operating	(25,934.48)	32.57	32.57	
111124-000	Cash - FSS Escrow	23,660.85	-	-	
112200-000	A/R-Tenants	52,059.88	1,927.32	1,019.08	
112201-000	Allowance for Doubtful Accounts-Tenants	(16,058.13)	-	-	
112928-000	A/R from Developers -TC 4%	189.75	-	-	
113503-000	A/R-Other Government	79.26	-	-	
129500-000	Interprogram-Due From	207,343.37	117,863.67	106,934.11	
145001-000	Accum Depreciation-Site Improvement	(125,922.83)	-	-	
147501-000	Non Dwelling Equip	133,977.43	-	-	
211100-000	A/P Vendors and Contractors	(88,617.40)	942,430.54	957,862.78	
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	(868.46)	159.42	26.24	
226000-000	Accrued Paid Leave-Current	(5,068.65)	-	-	
230500-000	Accrued Paid Leave-LT	(28,722.36)	-	-	
230700-000	A/P FSS Escrow	(48,296.94)	1,579.00	4,445.00	
280902-000	Unrestricted Net Assets (UNA)	(89,578.21)	-	-	
341001-000	Section 8 HAP Earned	(11,630,833.00)	-	857,301.00	(857,301.00)
341002-000	Sec 8 Admin. Fee Inc-HCV	(1,319,745.66)	-	81,097.00	(81,097.00)
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	(15,423.58)	-	963.66	(963.66)
364001-000	Fraud Recovery - HAP	(17,153.59)	963.66	1,927.32	(963.66)
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	394,415.67	24,806.86	-	24,806.86
411002-000	Administrative Overtime	1,080.60	34.77	-	34.77
411003-000	Administrative: Employer FICA/SUI	32,601.88	2,761.06	-	2,761.06
411004-000	Administrative: Employee Benefits	82,741.67	7,282.76	-	7,282.76
413001-000	Legal Expense	1,653.75	-	-	-
413003-000	Credit Reports	6,482.26	-	-	-
414000-000	Staff Training	10,119.80	-	-	-
415000-000	Travel	6,272.38	1,375.05	-	1,375.05
417000-000	Bookkeeping Fees	221,823.50	15,802.50	-	15,802.50
417100-000	Auditing Fees	6,675.00	-	-	-
417200-000	Port Out Admin Fee	10,955.22	1,131.98	284.72	847.26
417300-000	Management Fee	353,340.00	25,284.00	-	25,284.00
418000-000	Office Rent	50,409.35	3,500.00	-	3,500.00
419001-000	Office Expense	10,600.28	136.84	97.71	39.13
419003-000	Printing	3,493.16	-	-	-
419004-000	Telephone	12,699.40	1,369.30	246.47	1,122.83
419005-000	Postage	12,304.67	5,534.21	996.16	4,538.05
419006-000	Forms and Computer Supplies	1,348.38	-	-	-
419009-000	Sundry Miscellaneous	5,249.89	19.50	3.51	15.99
419010-000	Newspaper ADS (Advertising)	873.17	-	-	-
419011-000	Sundry Service Contracts	66,877.76	7,391.20	1,330.42	6,060.78

All voucher properties (.hcv_all)

Trial Balance Cr, Dr Details

Period = Jan 2017

Book = Accrual ; Tree = ysl_tb

	Forward Balance	Debit	Credit	January transactions
419017-000 Temporary Administrative Labor	5,078.22	170.10	-	170.10
419020-000 Bank Fees	1,153.14	-	-	-
431000-000 Water	63.80	-	-	-
432000-000 Electricity	1,223.54	-	-	-
433000-000 Gas	197.60	-	-	-
441200-000 Vehicle Repair	3,293.37	56.59	-	56.59
441300-000 Gasoline Purchases	2,804.83	189.33	-	189.33
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	6,725.80	15,005.60	-	15,005.60
443099-000 Maintenance Misc-Contracts	657.87	66.62	-	66.62
451000-000 General Liability Insurance	23,841.98	1,291.94	-	1,291.94
452100-000 Workers Comp Insurance	12,439.84	517.80	-	517.80
452500-000 Relocation exp-	5,430.91	-	-	-
				110,769.02
			Less: audit fee	-
				110,769.02
471500-000 Housing Assistance Payments	11,792,014.00	851,449.00	23,682.00	827,767.00
471501-000 Tenant Utility Payments	493,434.00	33,278.00	457.00	32,821.00
471502-000 Portable Out HAP Payments	259,174.00	19,395.00	2,396.00	16,999.00
471503-000 FSS Escrow Payments	29,510.00	4,445.00	730.00	3,715.00
523409-000 RAD SUBSIDY-LIHTC-PBV	(1,114,082.00)	-	-	-
523410-000 Pinnacle shortfall	94,286.15	-	-	-
Total	-			881,302.00

SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
362000-000	Management Fee Income	68,789.04	66,713.00	2,076.04	3.11	280,588.34	266,852.00	13,736.34	5.15
362001-000	Bookkeeping fee income	21,900.00	22,049.00	(149.00)	-0.68	86,977.50	88,196.00	(1,218.50)	-1.38
365000-000	Miscellaneous Other Income	19,977.50	46,892.00	(26,914.50)	-57.40	93,364.58	187,568.00	(94,203.42)	-50.22
369900-000	TOTAL OTHER INCOME	110,666.54	135,654.00	(24,987.46)	-18.42	460,930.42	542,616.00	(81,685.58)	-15.05
399900-000	TOTAL INCOME	110,666.54	135,654.00	(24,987.46)	-18.42	460,930.42	542,616.00	(81,685.58)	-15.05
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	39,167.00	56,417.00	17,250.00	30.58	170,191.72	225,668.00	55,476.28	24.58
411002-000	Administrative Overtime	552.16	833.00	280.84	33.71	828.19	3,332.00	2,503.81	75.14
411003-000	Administrative: Employer FICA/SUI	4,725.30	5,062.00	336.70	6.65	13,335.72	20,248.00	6,912.28	34.14
411004-000	Administrative: Employee Benefits	11,530.34	11,275.00	(255.34)	-2.26	46,160.59	45,100.00	(1,060.59)	-2.35
411005-000	Administrative: Retirees Medical ER share	3,016.00	3,083.00	67.00	2.17	12,135.12	12,332.00	196.88	1.60
411006-000	Administrative: Emp Incentive	300.00	1,250.00	950.00	76.00	368.44	6,000.00	5,631.56	93.86
411099-000	Total Administrative Salaries	59,290.80	77,920.00	18,629.20	23.91	243,019.78	312,680.00	69,660.22	22.28
413000-000	Legal Expense								
413001-000	Legal Expense	-	4,167.00	4,167.00	100.00	6,746.50	16,668.00	9,921.50	59.52
413003-000	Credit Reports	-	42.00	42.00	100.00	119.00	168.00	49.00	29.17
413100-000	Total Legal Expense	-	4,209.00	4,209.00	100.00	6,865.50	16,836.00	9,970.50	59.22
413900-000	Other Admin Expenses								
414000-000	Staff Training	619.00	342.00	(277.00)	-80.99	664.00	1,368.00	704.00	51.46
415000-000	Travel	1,772.55	510.00	(1,262.55)	-247.56	1,727.55	2,040.00	312.45	15.32
417100-000	Auditing Fees	-	417.00	417.00	100.00	650.00	1,668.00	1,018.00	61.03
418000-000	Office Rent	8,156.25	8,168.00	11.75	0.14	32,625.00	32,672.00	47.00	0.14
418900-000	Total Other Admin Expenses	10,547.80	9,437.00	(1,110.80)	-11.77	35,666.55	37,748.00	2,081.45	5.51
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	401.74	597.00	195.26	32.71	5,663.82	2,388.00	(3,275.82)	-137.18
419003-000	Printing	-	-	-	N/A	1,093.68	1,000.00	(93.68)	-9.37
419004-000	Telephone	1,497.02	2,730.00	1,232.98	45.16	10,149.48	10,920.00	770.52	7.06
419005-000	Postage	5,541.57	5,700.00	158.43	2.78	5,652.55	5,700.00	47.45	0.83
419006-000	Forms and Computer Supplies	-	167.00	167.00	100.00	-	668.00	668.00	100.00
419008-000	Subscriptions and Fees	-	271.00	271.00	100.00	1,595.00	1,084.00	(511.00)	-47.14

SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419009-000	Sundry Miscellaneous	7,580.22	1,309.00	(6,271.22)	-479.08	9,966.06	5,236.00	(4,730.06)	-90.34
419010-000	Newspaper ADS (Advertising)	259.00	417.00	158.00	37.89	364.72	1,668.00	1,303.28	78.13
419011-000	Sundry Service Contracts	1,819.05	3,687.00	1,867.95	50.66	12,426.02	17,748.00	5,321.98	29.99
419012-000	Software	-	-	-	N/A	667.80	-	(667.80)	N/A
419017-000	Temporary Administrative Labor	1,296.75	1,000.00	(296.75)	-29.68	20,727.30	4,000.00	(16,727.30)	-418.18
419020-000	Bank Fees	60.00	125.00	65.00	52.00	95.00	500.00	405.00	81.00
419021-000	Discretionary	-	83.00	83.00	100.00	-	332.00	332.00	100.00
419022-000	Other Misc Admin Expenses	196.50	417.00	220.50	52.88	4,806.82	1,668.00	(3,138.82)	-188.18
419100-000	Total Miscellaneous Admin Expenses	18,651.85	16,503.00	(2,148.85)	-13.02	73,208.25	52,912.00	(20,296.25)	-38.36
419900-000	TOTAL ADMINISTRATIVE EXPENSES	88,490.45	108,069.00	19,578.55	18.12	358,760.08	420,176.00	61,415.92	14.62
430000-000	UTILITIES								
431000-000	Water	51.33	133.00	81.67	61.41	242.70	532.00	289.30	54.38
432000-000	Electricity	123.04	2,500.00	2,376.96	95.08	3,793.60	10,000.00	6,206.40	62.06
433000-000	Gas	-	225.00	225.00	100.00	592.76	900.00	307.24	34.14
439000-000	Sewer	194.65	250.00	55.35	22.14	194.65	1,000.00	805.35	80.54
439900-000	TOTAL UTILITY EXPENSES	369.02	3,108.00	2,738.98	88.13	4,823.71	12,432.00	7,608.29	61.20
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	1,669.47	1,367.00	(302.47)	-22.13	6,906.58	5,468.00	(1,438.58)	-26.31
441210-000	Equipment Repair	-	278.00	278.00	100.00	-	1,112.00	1,112.00	100.00
441300-000	Gasoline Purchases	650.64	825.00	174.36	21.13	2,217.69	3,300.00	1,082.31	32.80
441900-000	Total General Maint Expense	2,320.11	2,470.00	149.89	6.07	9,124.27	9,880.00	755.73	7.65
442000-000	Materials								
442003-000	Painting-Maint Materials	-	83.00	83.00	100.00	-	332.00	332.00	100.00
442006-000	Janitorial Supplies	-	25.00	25.00	100.00	-	100.00	100.00	100.00
442009-000	Hand Tools-Maint Materials	-	25.00	25.00	100.00	-	100.00	100.00	100.00
442010-000	Maintenance Materials	115.34	83.00	(32.34)	-38.96	2,638.81	9,332.00	6,693.19	71.72
442011-000	Safety equipment/shoes	-	25.00	25.00	100.00	(147.36)	100.00	247.36	247.36
442900-000	Total Materials	115.34	241.00	125.66	52.14	2,491.45	9,964.00	7,472.55	75.00
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	85.00	85.00	100.00	-	340.00	340.00	100.00
443007-000	Disposal Contract	226.50	290.00	63.50	21.90	474.12	1,160.00	685.88	59.13

SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443009-000	Landscaping-Contract	885.00	2,523.00	1,638.00	64.92	4,779.75	10,092.00	5,312.25	52.64
443013-000	Contract: Uniform Rental	-	60.00	60.00	100.00	137.87	240.00	102.13	42.55
443015-000	Janitorial-Contract	1,200.00	1,200.00	-	0.00	2,720.00	4,800.00	2,080.00	43.33
443019-000	Miscellaneous Contracts	1,002.64	292.00	(710.64)	-243.37	3,103.12	1,168.00	(1,935.12)	-165.68
443023-000	Con:Consultant/Mentoring	3,360.70	16,500.00	13,139.30	79.63	54,015.52	66,000.00	11,984.48	18.16
443099-000	Maintenance Misc-Contracts	939.92	83.00	(856.92)	-1,032.43	2,329.68	332.00	(1,997.68)	-601.71
443900-000	Total Contract Costs	7,614.76	21,033.00	13,418.24	63.80	67,560.06	84,132.00	16,571.94	19.70
449900-000	TOTAL MAINTENACE EXPENSES	10,050.21	23,744.00	13,693.79	57.67	79,175.78	103,976.00	24,800.22	23.85
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	3,727.21	5,310.00	1,582.79	29.81	14,908.84	21,240.00	6,331.16	29.81
451100-000	Property Tax	22,452.35	-	(22,452.35)	N/A	22,452.35	-	(22,452.35)	N/A
452100-000	Workers Comp Insurance	1,001.18	2,546.00	1,544.82	60.68	4,004.72	10,184.00	6,179.28	60.68
453010-000	SHA-Board/Commissioner exp	36.69	1,250.00	1,213.31	97.06	843.38	5,000.00	4,156.62	83.13
459900-000	TOTAL GENERAL EXPENSES	27,217.43	9,106.00	(18,111.43)	-198.90	42,209.29	36,424.00	(5,785.29)	-15.88
	TOTAL OPERATING EXPENSES	126,127.11	144,027.00	17,899.89	12.43%	484,968.86	573,008.00	88,039.14	15.36%
900000-000	NET INCOME	(15,460.57)	(8,373.00)	(7,087.57)	84.65%	(24,038.44)	(30,392.00)	6,353.56	-20.91%
	PROOF:								
	COCC	(30,123.05)				(86,523.01)			
	LANDSCAPE	14,662.48				62,484.57			
		(15,460.57)				(24,038.44)			
		-	check			(0.00)			

**SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	112,990.89	96,474.00	16,516.89	17.12	420,141.20	385,896.00	34,245.20	8.87
311900-000	Total Rental Income	112,990.89	96,474.00	16,516.89	17.12	420,141.20	385,896.00	34,245.20	8.87
312000-000	Other Tenant Income								
312003-000	Damages	2,115.55	1,261.00	854.55	67.77	8,906.45	5,044.00	3,862.45	76.58
312004-000	Late Charges	1,455.00	1,040.00	415.00	39.90	5,535.00	4,160.00	1,375.00	33.05
312005-000	Legal Fees - Tenant	785.00	759.00	26.00	3.43	3,360.00	3,036.00	324.00	10.67
312006-000	NSF Charges	175.00	-	175.00	N/A	375.00	-	375.00	N/A
312007-000	Tenant Owed Utilities - Excess	3,146.34	6,167.00	(3,020.66)	-48.98	25,317.92	24,668.00	649.92	2.63
312009-000	Misc. Tenant Income	868.32	208.00	660.32	317.46	2,165.86	832.00	1,333.86	160.32
312010-000	Maintenance Charges	-	-	-	N/A	12.50	-	12.50	N/A
312900-000	Total Other Tenant Income	8,545.21	9,435.00	(889.79)	-9.43	45,672.73	37,740.00	7,932.73	21.02
319900-000	NET TENANT INCOME	121,536.10	105,909.00	15,627.10	14.76	465,813.93	423,636.00	42,177.93	9.96
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	182,736.00	136,547.00	46,189.00	33.83	963,154.00	546,188.00	416,966.00	76.34
340111-000	Pet Fee Income	132.00	-	132.00	N/A	512.00	-	512.00	N/A
341007-000	FSS Forfeitures-Income	-	-	-	N/A	283.00	-	283.00	N/A
349900-000	TOTAL GRANT INCOME	182,868.00	136,547.00	46,321.00	33.92	963,949.00	546,188.00	417,761.00	76.49
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	-	21,554.00	(21,554.00)	-100.00	24,159.91	86,216.00	(62,056.09)	-71.98
365002-000	Bad Debt Recovery	3,400.32	-	3,400.32	N/A	5,916.54	-	5,916.54	N/A
369900-000	TOTAL OTHER INCOME	3,400.32	21,554.00	(18,153.68)	-84.22	30,076.45	86,216.00	(56,139.55)	-65.11
399900-000	TOTAL INCOME	307,804.42	264,010.00	43,794.42	16.59	1,459,839.38	1,056,040.00	403,799.38	38.24
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	28,769.68	34,450.00	5,680.32	16.49	113,210.42	137,800.00	24,589.58	17.84
411002-000	Administrative Overtime	825.25	562.00	(263.25)	-46.84	4,241.40	2,248.00	(1,993.40)	-88.67
411003-000	Administrative: Employer FICA/SUI	3,229.77	3,498.00	268.23	7.67	9,927.06	13,992.00	4,064.94	29.05
411004-000	Administrative: Employee Benefits	7,458.13	7,725.00	266.87	3.45	33,116.98	30,900.00	(2,216.98)	-7.17
411005-000	Administrative: Retirees Medical ER share	-	-	-	N/A	1,292.80	-	(1,292.80)	N/A
411006-000	Administrative: Emp Incentive	-	-	-	N/A	561.00	-	(561.00)	N/A
411099-000	Total Administrative Salaries	40,282.83	46,235.00	5,952.17	12.87	162,349.66	184,940.00	22,590.34	12.22
413000-000	Legal Expense								
413001-000	Legal Expense	-	129.00	129.00	100.00	335.00	516.00	181.00	35.08
413003-000	Credit Reports	360.00	563.00	203.00	36.06	808.00	2,252.00	1,444.00	64.12
413100-000	Total Legal Expense	360.00	692.00	332.00	47.98	1,143.00	2,768.00	1,625.00	58.71

**SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	1,009.00	1,009.00	100.00	1,287.85	4,036.00	2,748.15	68.09
415000-000	Travel	209.14	806.00	596.86	74.05	307.93	3,224.00	2,916.07	90.45
417000-000	Bookkeeping Fees	3,532.50	3,602.00	69.50	1.93	14,385.00	14,408.00	23.00	0.16
417100-000	Auditing Fees	-	510.00	510.00	100.00	-	2,040.00	2,040.00	100.00
417300-000	Management Fee	25,523.49	26,010.00	486.51	1.87	103,936.42	104,040.00	103.58	0.10
417302-000	Asset Management Fee	5,070.00	4,940.00	(130.00)	-2.63	20,280.00	19,760.00	(520.00)	-2.63
418900-000	Total Other Admin Expenses	34,335.13	36,877.00	2,541.87	6.89	140,197.20	147,508.00	7,310.80	4.96
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	522.56	578.00	55.44	9.59	1,770.76	2,312.00	541.24	23.41
419003-000	Printing	-	-	-	N/A	566.08	-	(566.08)	N/A
419004-000	Telephone	1,577.91	1,797.00	219.09	12.19	6,957.16	7,188.00	230.84	3.21
419005-000	Postage	270.30	295.00	24.70	8.37	896.41	1,180.00	283.59	24.03
419006-000	Forms and Computer Supplies	-	855.00	855.00	100.00	-	3,420.00	3,420.00	100.00
419007-000	Court Costs	1,250.00	1,392.00	142.00	10.20	3,710.00	5,568.00	1,858.00	33.37
419008-000	Subscriptions and Fees	-	97.00	97.00	100.00	-	388.00	388.00	100.00
419009-000	Sundry Miscellaneous	824.71	1,346.00	521.29	38.73	3,705.41	5,384.00	1,678.59	31.18
419010-000	Newspaper ADS (Advertising)	-	166.00	166.00	100.00	99.30	664.00	564.70	85.05
419011-000	Sundry Service Contracts	6,947.39	5,009.00	(1,938.39)	-38.70	66,201.82	20,036.00	(46,165.82)	-230.41
419017-000	Temporary Administrative Labor	2,856.00	737.00	(2,119.00)	-287.52	5,376.00	2,948.00	(2,428.00)	-82.36
419018-000	False Alarms	160.00	-	(160.00)	N/A	170.00	-	(170.00)	N/A
419021-000	Discretionary	-	75.00	75.00	100.00	-	300.00	300.00	100.00
419100-000	Total Miscellaneous Admin Expenses	14,408.87	12,347.00	(2,061.87)	-16.70	89,452.94	49,388.00	(40,064.94)	-81.12
419900-000	TOTAL ADMINISTRATIVE EXPENSES	89,386.83	96,151.00	6,764.17	7.03	393,142.80	384,604.00	(8,538.80)	-2.22
420000-000	TENANT SERVICES								
422000-000	Tenant Services	423.11	2,024.00	1,600.89	79.10	3,724.65	8,096.00	4,371.35	53.99
422001-000	Other Tenant Svcs.	300.00	-	(300.00)	N/A	900.00	-	(900.00)	N/A
423000-000	Tenant Services -PH ADD ON	691.72	-	(691.72)	N/A	1,074.72	-	(1,074.72)	N/A
429900-000	TOTAL TENANT SERVICES EXPENSES	1,414.83	2,024.00	609.17	30.10	5,699.37	8,096.00	2,396.63	29.60
430000-000	UTILITIES								
431000-000	Water	9,719.95	10,700.00	980.05	9.16	33,252.35	42,800.00	9,547.65	22.31
432000-000	Electricity	29,071.05	25,300.00	(3,771.05)	-14.91	125,070.67	101,200.00	(23,870.67)	-23.59
433000-000	Gas	27,049.24	11,767.00	(15,282.24)	-129.87	57,086.01	47,068.00	(10,018.01)	-21.28
439000-000	Sewer	15,820.55	15,683.00	(137.55)	-0.88	51,315.47	62,732.00	11,416.53	18.20
439900-000	TOTAL UTILITY EXPENSES	81,660.79	63,450.00	(18,210.79)	-28.70	266,724.50	253,800.00	(12,924.50)	-5.09
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	15,988.99	21,094.00	5,105.01	24.20	60,869.99	88,376.00	27,506.01	31.12

**SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441002-000	Maintenance: Overtime	993.92	952.00	(41.92)	-4.40	5,566.55	3,808.00	(1,758.55)	-46.18
441003-000	Maintenance: Employer FICA/SUI	1,874.30	2,760.00	885.70	32.09	5,389.63	11,040.00	5,650.37	51.18
441004-000	Temp Maintenance Labor	2,981.36	4,805.00	1,823.64	37.95	12,174.15	15,220.00	3,045.85	20.01
441005-000	Maintenance: Employee Benefits	4,775.54	7,659.00	2,883.46	37.65	19,786.04	30,636.00	10,849.96	35.42
441100-000	Maintenance Uniforms	-	246.00	246.00	100.00	-	984.00	984.00	100.00
441200-000	Vehicle Repair	83.74	669.00	585.26	87.48	2,824.26	2,676.00	(148.26)	-5.54
441300-000	Gasoline Purchases	680.96	667.00	(13.96)	-2.09	2,746.80	2,668.00	(78.80)	-2.95
441900-000	Total General Maint Expense	27,378.81	38,852.00	11,473.19	29.53	109,357.42	155,408.00	46,050.58	29.63
442000-000	Materials								
442002-000	Appliance-Maint Materials	-	1,877.00	1,877.00	100.00	209.30	7,508.00	7,298.70	97.21
442003-000	Painting-Maint Materials	194.35	1,570.00	1,375.65	87.62	1,814.97	6,280.00	4,465.03	71.10
442004-000	Electrical-Maint Materials	66.41	1,653.00	1,586.59	95.98	955.67	6,612.00	5,656.33	85.55
442005-000	Heating/AC-Maint Materials	208.20	1,960.00	1,751.80	89.38	4,496.87	7,840.00	3,343.13	42.64
442006-000	Janitorial Supplies	87.49	475.00	387.51	81.58	665.75	1,900.00	1,234.25	64.96
442008-000	Plumbing-Maint Materials	1,721.22	1,653.00	(68.22)	-4.13	3,067.21	6,612.00	3,544.79	53.61
442009-000	Hand Tools-Maint Materials	-	400.00	400.00	100.00	27.98	1,600.00	1,572.02	98.25
442010-000	Maintenance Materials	4,961.31	3,218.00	(1,743.31)	-54.17	10,911.66	12,872.00	1,960.34	15.23
442011-000	Safety equipment/shoes	-	335.00	335.00	100.00	63.59	1,340.00	1,276.41	95.25
442900-000	Total Materials	7,238.98	13,141.00	5,902.02	44.91	22,213.00	52,564.00	30,351.00	57.74
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	2,245.07	690.00	(1,555.07)	-225.37	3,132.80	2,760.00	(372.80)	-13.51
443002-000	Extermination Contract	1,317.10	4,375.00	3,057.90	69.89	11,053.60	17,500.00	6,446.40	36.84
443005-000	Unit Turnaround-Contract	7,695.00	2,967.00	(4,728.00)	-159.35	25,455.00	11,868.00	(13,587.00)	-114.48
443006-000	Electrical-Contract	90.00	1,675.00	1,585.00	94.63	90.00	6,700.00	6,610.00	98.66
443007-000	Disposal Contract	2,221.76	3,514.00	1,292.24	36.77	8,510.09	14,056.00	5,545.91	39.46
443009-000	Landscaping-Contract	14,548.00	7,048.00	(7,500.00)	-106.41	63,635.50	28,192.00	(35,443.50)	-125.72
443011-000	Heating/AC-Contract	112.50	2,523.00	2,410.50	95.54	1,259.46	10,092.00	8,832.54	87.52
443013-000	Contract: Uniform Rental	-	462.00	462.00	100.00	632.91	1,848.00	1,215.09	65.75
443015-000	Janitorial-Contract	-	250.00	250.00	100.00	1,393.94	1,000.00	(393.94)	-39.39
443017-000	Elevator-Contract	5,680.40	2,583.00	(3,097.40)	-119.91	10,805.81	10,332.00	(473.81)	-4.59
443018-000	Plumbing-Contract	8,119.18	7,374.00	(745.18)	-10.11	22,259.38	29,496.00	7,236.62	24.53
443019-000	Miscellaneous Contracts	3,479.52	1,858.00	(1,621.52)	-87.27	5,527.36	7,432.00	1,904.64	25.63
443023-000	Con: Consultant/Mentoring	3,276.01	542.00	(2,734.01)	-504.43	3,276.01	2,168.00	(1,108.01)	-51.11
443099-000	Maintenance Misc-Contracts	5,314.03	10,417.00	5,102.97	48.99	16,292.62	41,668.00	25,375.38	60.90
443900-000	Total Contract Costs	54,098.57	46,278.00	(7,820.57)	-16.90	173,324.48	185,112.00	11,787.52	6.37
449900-000	TOTAL MAINTENANCE EXPENSES	88,716.36	98,271.00	9,554.64	9.72	304,894.90	393,084.00	88,189.10	22.44
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,595.56	3,802.00	1,206.44	31.73	10,382.24	15,208.00	4,825.76	31.73
451100-000	Property Tax	19,080.00	1,561.00	(17,519.00)	-1,122.29	19,080.00	6,244.00	(12,836.00)	-205.57
452100-000	Workers Comp Insurance	1,040.28	2,425.00	1,384.72	57.10	4,161.12	9,700.00	5,538.88	57.10

January 31, 2017

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

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	38,381.00	35,577.00	2,804.00	7.88	143,032.86	142,308.00	724.86	0.51
311900-000	Total Rental Income	38,381.00	35,577.00	2,804.00	7.88	143,032.86	142,308.00	724.86	0.51
312000-000	Other Tenant Income								
312003-000	Damages	-	50.00	(50.00)	-100.00	12.50	200.00	(187.50)	-93.75
312004-000	Late Charges	60.00	46.00	14.00	30.43	140.00	184.00	(44.00)	-23.91
312005-000	Legal Fees - Tenant	135.00	37.00	98.00	264.86	180.00	148.00	32.00	21.62
312006-000	NSF Charges	30.00	-	30.00	N/A	60.00	-	60.00	N/A
312007-000	Tenant Owed Utilities - Excess	213.05	275.00	(61.95)	-22.53	1,413.85	1,100.00	313.85	28.53
312009-000	Misc.Tenant Income	42.88	13.00	29.88	229.85	42.88	52.00	(9.12)	-17.54
312900-000	Total Other Tenant Income	480.93	421.00	59.93	14.24	1,849.23	1,684.00	165.23	9.81
319900-000	NET TENANT INCOME	38,861.93	35,998.00	2,863.93	7.96	144,882.09	143,992.00	890.09	0.62
340000-000	GRANT INCOME								
341500-000	Other Govt and Private Grants	50,146.00	47,917.00	2,229.00	4.65	202,763.00	191,668.00	11,095.00	5.79
349900-000	TOTAL GRANT INCOME	50,146.00	47,917.00	2,229.00	4.65	202,763.00	191,668.00	11,095.00	5.79
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	42.05	-	42.05	N/A	1,188.65	-	1,188.65	N/A
369900-000	TOTAL OTHER INCOME	42.05	-	42.05	N/A	1,188.65	-	1,188.65	N/A
399900-000	TOTAL INCOME	89,049.98	83,915.00	5,134.98	6.12	348,833.74	335,660.00	13,173.74	3.92
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	7,946.14	8,128.00	181.86	2.24	25,826.67	32,512.00	6,685.33	20.56
411002-000	Administrative Overtime	128.57	105.00	(23.57)	-22.45	289.14	420.00	130.86	31.16
411003-000	Administrative: Employer FICA/SUI	789.69	819.00	29.31	3.58	2,125.92	3,276.00	1,150.08	35.11
411004-000	Administrative: Employee Benefits	1,505.67	1,641.00	135.33	8.25	5,479.96	6,564.00	1,084.04	16.51
411099-000	Total Administrative Salaries	10,370.07	10,693.00	322.93	3.02	33,721.69	42,772.00	9,050.31	21.16
413000-000	Legal Expense								
413001-000	Legal Expense	-	88.00	88.00	100.00	-	352.00	352.00	100.00
413003-000	Credit Reports	29.00	93.00	64.00	68.82	29.00	372.00	343.00	92.20
413100-000	Total Legal Expense	29.00	181.00	152.00	83.98	29.00	724.00	695.00	95.99
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	379.00	379.00	100.00	1,191.04	1,516.00	324.96	21.44
415000-000	Travel	-	267.00	267.00	100.00	25.92	1,068.00	1,042.08	97.57

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

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
417000-000	Bookkeeping Fees	960.00	961.00	1.00	0.10	3,832.50	3,844.00	11.50	0.30
417100-000	Auditing Fees	850.00	708.00	(142.00)	-20.06	850.00	2,832.00	1,982.00	69.99
417300-000	Management Fee	6,936.32	6,941.00	4.68	0.07	27,691.09	27,764.00	72.91	0.26
417302-000	Asset Management Fee	1,320.00	1,320.00	-	0.00	5,280.00	5,280.00	-	0.00
418900-000	Total Other Admin Expenses	10,066.32	10,576.00	509.68	4.82	38,870.55	42,304.00	3,433.45	8.12
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	213.36	250.00	36.64	14.66	312.74	1,000.00	687.26	68.73
419003-000	Printing	-	-	-	N/A	120.70	-	(120.70)	N/A
419004-000	Telephone	392.04	584.00	191.96	32.87	1,175.65	2,336.00	1,160.35	49.67
419005-000	Postage	-	96.00	96.00	100.00	-	384.00	384.00	100.00
419006-000	Forms and Computer Supplies	-	717.00	717.00	100.00	-	2,868.00	2,868.00	100.00
419007-000	Court Costs	135.00	222.00	87.00	39.19	180.00	888.00	708.00	79.73
419008-000	Subscriptions and Fees	-	142.00	142.00	100.00	-	568.00	568.00	100.00
419009-000	Sundry Miscellaneous	71.73	229.00	157.27	68.68	5,302.70	916.00	(4,386.70)	-478.90
419010-000	Newspaper ADS (Advertising)	-	100.00	100.00	100.00	-	400.00	400.00	100.00
419011-000	Sundry Service Contracts	1,004.44	625.00	(379.44)	-60.71	7,049.10	2,500.00	(4,549.10)	-181.96
419018-000	False Alarms	60.00	3.00	(57.00)	-1,900.00	60.00	12.00	(48.00)	-400.00
419020-000	Bank Fees	-	-	-	N/A	35.00	-	(35.00)	N/A
419100-000	Total Miscellaneous Admin Expenses	1,876.57	2,968.00	1,091.43	36.77	14,235.89	11,872.00	(2,363.89)	-19.91
419900-000	TOTAL ADMINISTRATIVE EXPENSES	22,341.96	24,418.00	2,076.04	8.50	86,857.13	97,672.00	10,814.87	11.07
420000-000	TENANT SERVICES								
422000-000	Tenant Services	20.03	327.00	306.97	93.87	1,130.71	1,308.00	177.29	13.55
422001-000	Other Tenant Svcs.	30.00	-	(30.00)	N/A	225.00	-	(225.00)	N/A
423000-000	Tenant Services -PH ADD ON	925.28	-	(925.28)	N/A	1,775.28	-	(1,775.28)	N/A
429900-000	TOTAL TENANT SERVICES EXPENSES	975.31	327.00	(648.31)	-198.26	3,130.99	1,308.00	(1,822.99)	-139.37
430000-000	UTILITIES								
431000-000	Water	3,936.27	2,250.00	(1,686.27)	-74.95	7,731.83	9,000.00	1,268.17	14.09
432000-000	Electricity	4,815.60	5,500.00	684.40	12.44	27,473.13	22,000.00	(5,473.13)	-24.88
433000-000	Gas	10,487.96	4,500.00	(5,987.96)	-133.07	20,024.09	18,000.00	(2,024.09)	-11.24
439000-000	Sewer	5,300.92	2,750.00	(2,550.92)	-92.76	10,275.48	11,000.00	724.52	6.59
439900-000	TOTAL UTILITY EXPENSES	24,540.75	15,000.00	(9,540.75)	-63.60	65,504.53	60,000.00	(5,504.53)	-9.17
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	3,123.13	5,029.00	1,905.87	37.90	13,170.63	20,116.00	6,945.37	34.53
441002-000	Maintenance: Overtime	198.65	146.00	(52.65)	-36.06	620.53	584.00	(36.53)	-6.26

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

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441003-000	Maintenance: Employer FICA/SUI	351.72	520.00	168.28	32.36	1,072.97	2,080.00	1,007.03	48.41
441004-000	Temp Maintenance Labor	-	480.00	480.00	100.00	5,343.65	1,920.00	(3,423.65)	-178.32
441005-000	Maintenance: Employee Benefits	853.03	1,738.00	884.97	50.92	853.00	6,952.00	6,099.00	87.73
441200-000	Vehicle Repair	-	375.00	375.00	100.00	45.58	1,500.00	1,454.42	96.96
441300-000	Gasoline Purchases	83.21	108.00	24.79	22.95	379.39	432.00	52.61	12.18
441900-000	Total General Maint Expense	4,609.74	8,396.00	3,786.26	45.10	21,485.75	33,584.00	12,098.25	36.02
442000-000	Materials								
442002-000	Appliance-Maint Materials	603.14	2,033.00	1,429.86	70.33	1,327.41	8,132.00	6,804.59	83.68
442003-000	Painting-Maint Materials	-	125.00	125.00	100.00	-	500.00	500.00	100.00
442004-000	Electrical-Maint Materials	-	125.00	125.00	100.00	-	500.00	500.00	100.00
442005-000	Heating/AC-Maint Materials	-	3,183.00	3,183.00	100.00	-	12,732.00	12,732.00	100.00
442006-000	Janitorial Supplies	-	83.00	83.00	100.00	-	332.00	332.00	100.00
442008-000	Plumbing-Maint Materials	1,542.24	709.00	(833.24)	-117.52	2,841.84	2,836.00	(5.84)	-0.21
442009-000	Hand Tools-Maint Materials	-	91.00	91.00	100.00	-	364.00	364.00	100.00
442010-000	Maintenance Materials	735.75	958.00	222.25	23.20	4,088.24	3,832.00	(256.24)	-6.69
442011-000	Safety equipment/shoes	-	91.00	91.00	100.00	-	364.00	364.00	100.00
442900-000	Total Materials	2,881.13	7,398.00	4,516.87	61.06	8,257.49	29,592.00	21,334.51	72.10
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	596.00	596.00	100.00	48.00	2,384.00	2,336.00	97.99
443002-000	Extermination Contract	-	300.00	300.00	100.00	2,566.00	2,100.00	(466.00)	-22.19
443005-000	Unit Turnaround-Contract	400.00	767.00	367.00	47.85	785.00	3,068.00	2,283.00	74.41
443006-000	Electrical-Contract	-	166.00	166.00	100.00	-	664.00	664.00	100.00
443007-000	Disposal Contract	484.80	600.00	115.20	19.20	2,444.89	2,400.00	(44.89)	-1.87
443009-000	Landscaping-Contract	2,458.00	1,458.00	(1,000.00)	-68.59	10,625.50	5,832.00	(4,793.50)	-82.19
443011-000	Heating/AC-Contract	112.50	7,083.00	6,970.50	98.41	5,512.50	28,332.00	22,819.50	80.54
443013-000	Contract: Uniform Rental	-	171.00	171.00	100.00	141.85	684.00	542.15	79.26
443015-000	Janitorial-Contract	-	83.00	83.00	100.00	-	332.00	332.00	100.00
443018-000	Plumbing-Contract	3,797.99	3,750.00	(47.99)	-1.28	5,352.41	6,075.00	722.59	11.89
443019-000	Miscellaneous Contracts	300.00	8,500.00	8,200.00	96.47	300.00	34,000.00	33,700.00	99.12
443023-000	Con: Consultant/Mentoring	-	83.00	83.00	100.00	-	332.00	332.00	100.00
443900-000	Total Contract Costs	7,553.29	23,557.00	16,003.71	67.94	27,776.15	86,203.00	58,426.85	67.78
449900-000	TOTAL MAINTENACE EXPENSES	15,044.16	39,351.00	24,306.84	61.77	57,519.39	149,379.00	91,859.61	61.49
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,009.07	2,289.00	279.93	12.23	11,599.50	9,156.00	(2,443.50)	-26.69
451100-000	Property Tax	18,826.05	743.00	(18,083.05)	-2,433.79	18,826.05	2,972.00	(15,854.05)	-533.45
452100-000	Workers Comp Insurance	208.04	506.00	297.96	58.89	2,372.34	2,024.00	(348.34)	-17.21

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

Actual to Budget Variance Comparison

January 31, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
457000-000	Bad Debt-Tenant Rents	-	209.00	209.00	100.00	-	836.00	836.00	100.00
459900-000	TOTAL GENERAL EXPENSES	21,043.16	3,747.00	(17,296.16)	-461.60	32,797.89	14,988.00	(17,809.89)	-118.83
	TOTAL OPERATING EXPENSES	83,945.34	82,843.00	(1,102.34)	-1.33%	245,809.93	323,347.00	77,537.07	23.98%
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	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	-	-	-	N/A	40,022.37	-	(40,022.37)	N/A
900000-000	NET INCOME	5,104.64	1,072.00	4,032.64	376.18%	63,001.44	12,313.00	50,688.44	411.67%
	JC Bull -100 units	20,960.10				82,769.64			
	JC Bull -32 units	(15,855.46)				(19,768.20)			
		5,104.64				63,001.44			
		(0.00)	CHECK			(0.00)	CHECK		

SPARTANBURG HOUSING AUTHORITY

Cash Flow

January 31, 2017

INFLOWS:													
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	TOTAL
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
Section 8 HAP Subsidy	796,758	451,778	841,047	857,301									2,946,884
Section 8 Admin Subsidy	88,796	74,354	74,354	81,097									318,601
Mod Rehab HAP	119,121	119,121	119,121	119,121									476,484
Mod Rehab Admin	13,703	13,703	13,703	13,703									54,812
Public Housing Subsidy	233,887	258,120	288,411	152,164									932,582
Tax Credit Properties Subsidy	96,330	24,402	27,649	24,330									172,711
SLHC PBV Subsidy	8,086	9,482	8,954	9,320									35,842
SC State Grant for JCB	42,964	41,817	41,030	40,826									166,637
1) HUD & State Subsidy	1,399,645	992,777	1,414,269	1,297,862	-	-	-	-	-	-	-	-	5,104,553
ROSS	17,836	23,590	22,229	104,394									168,048
Youthbuild - 022-yb -NEW GRANT	16,940	42,841	25,222	36,606									121,609
YB -Face Forward	15,742	15,432	16,319	13,692									61,185
CFP and RHF	98,964	-	-	-	-	-	-	-	-	-	-	-	98,964
2) Other Grant Revenue	149,482	81,864	63,770	154,691	-	-	-	-	-	-	-	-	449,807
Public Housing Rents	102,395	100,189	104,567	112,991									420,141
JC Bull Rents	26,002	26,288	24,974	29,635									106,899
SLHC Rents	8,906	9,241	9,241	8,746									36,134
3) Rent Revenue	137,302	135,718	138,782	151,372	-	-	-	-	-	-	-	-	563,174
4) Misc Receipts	24,630	69,238	5,461	3,852									103,181
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	1,607,777	0	-	-	-	-	-	-	-	6,220,714
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.													

927

SPARTANBURG HOUSING AUTHORITY

**Cash Flow
January 31, 2017**

OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8:													
Housing Assistance	780,888	800,714	797,382	881,302									3,260,286
Mod Rehab Vouchers	118,791	108,112	99,805	109,561									436,269
HAP Payments	899,679	908,826	897,187	990,863	-	-	-	-	-	-	-	-	3,696,555
Payroll	166,126	194,412	169,628	172,893									703,059
Benefits/Deductions	3,146	3,126	2,966	2,966									12,203
Payroll & Benefits	169,272	197,538	172,593	175,859	0	-	-	-	-	-	-	-	715,262
State Insurance	38,753	37,716	37,977	39,102									153,548
Rent	11,656	11,656	11,656	11,656									46,624
Wright Center Payables (301-wc & 300-mrc)	0	0	0	0									0
Debt/Insurance/Rent	50,409	49,372	49,633	50,758	-	-	-	-	-	-	-	-	200,172
Operating	509,946	567,905	601,359	311,599	0	0	0	0	0	0	0	0	1,990,808
Capital Fund and RHF	15,854	0	11,643	0									27,497
Ross	89	1,683	1,357	1,018									4,148
Youth Build and Face Forward	7,765	10,380	13,035	16,369									47,549
Homeownership	237	1,020	2,635	630									4,523
Other Transfers	0	0	-	-									0
HAP/ Admin Transfer	-	-	-	-	-	-							0
1 Payables/Check Adjustment	402,771	13,634	(1,154,926)	1,172,861									434,340
Capital & Program Expenses	426,717	26,718	(1,126,255)	1,190,878	-	-	-	-	-	-	-	-	518,057
TOTAL CASH OUTFLOW	2,056,022	1,750,359	594,517	2,719,957	0	-	-	-	-	-	-	-	7,120,855
Net Inflow(Outflow)	(344,962)	(470,763)	1,027,764	(1,112,180)	0	-	-	-	-	-	-	-	(900,141)
Net outflow offset by reserve	344,962	470,763	1,027,764	1,027,764									1,843,489
Total	(0)	0	1,027,764	(84,416)	-	-	-	-	-	-	-	-	943,348
Beginning Cash : (Unrestricted)	4,735,496	4,390,534	3,919,771	4,947,535	3,835,355	3,835,355	3,835,355	3,835,355	3,835,355	3,835,355	3,835,355	3,835,355	0
Ending Cash	4,390,534	3,919,771	4,947,535	3,835,355	3,835,355	3,835,355	3,835,355	3,835,355	3,835,355	3,835,355	3,835,355	3,835,355	(900,141)
Bank Account Balances-													
General A/C (Net of O/S Cks)	2,120,085	2,104,573	2,069,739	2,016,438									1,172,861.00
Section 8 HAP Disbursements	1,284,678	859,242	1,830,621	278,588									
Transfer to UNA AND NRA				456,579									
J C Bull Operating	758,511	728,567	750,856	780,791									
SLHC Operating	227,261	227,389	296,320	302,959									
Sub Total	4,390,534	3,919,771	4,947,535	3,835,355	0	0	0	0	0	0	0	0	
Coventional Housing Surplus	4,874,290	4,890,942	4,930,490	4,952,366									
Average No. Of Months Cash Reserves	14.13	10.83	10.92	10.97	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
January 31, 2017

INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8 HAP Subsidy	796,758	451,778	841,047	857,301									2,946,884
Inter fund settlement //HAP acct	-	-	-	-	-	-	-	-	-	-	-	-	-
Section 8 Admin Subsidy	88,796	74,354	74,354	81,097									318,601
Section 8 Port-In Admin Fees	-	(750)	-										(750)
Mod Rehab HAP	119,121	119,121	119,121	119,121									476,484
Mod Rehab Admin	13,703	13,703	13,703	13,703									54,812
Port in -HAP Earned	-	(6,782)	-	0									(6,782)
HCV Refunds/Recovery/Interest	2,546	2,087	2,012	1,927									8,573
HUD Subsidy	1,020,924	653,511	1,050,237	1,073,149	0	0	0	0	0	0	0	0	3,797,822
OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8:													
Housing Assistance	780,888	800,714	797,382	881,302									3,260,286
Mod Rehab Vouchers	118,791	108,112	99,805	109,561									436,269
Sec 8 Admin Expenses	81,187	105,890	97,114	110,769									394,960
Mod Rehab Admin	12,597	17,963	17,401	13,975									61,936
Total Payments	993,463	1,032,679	1,011,702	1,115,607	0	0	0	0	0	0	0	0	4,153,451
Net Inflow (Outflow)	27,462	(379,168)	38,535	(42,458)	0	0	0	0	0	0	0	0	(355,629)
Reserve Account INFLOW(OUTFLOW)													
Net Section 8 HAP	18,416	(346,849)	45,677	(22,074)	-	-	-	-	-	-	-	-	
Net Mod Rehab HAP	330	11,009	19,316	9,560	-	-	-	-	-	-	-	-	
Section 8 Admin	7,609	(31,536)	(22,760)	(29,672)	-	-	-	-	-	-	-	-	
Mod Rehab Admin	1,106	(4,260)	(3,698)	(272)	-	-	-	-	-	-	-	-	
	27,462	(371,636)	38,535	(42,458)	-	-	-	-	-	-	-	-	
Reserve Bank Accounts													
Section 8 and Mod Rehab disbursement	1,284,678	859,242	1,830,621	278,588									
Sec 8 HAP -NRA	87,708	89,244	90,354	532,154									
Sec 8 - Operations -UNA	225,716	225,716	225,716	241,381									
Mod Rehab -ADMIN	92,399	92,399	92,399	92,399									
	1,690,501	1,266,601	2,239,090	1,144,522	0	0	0	0	0	0	0	0	

Spartanburg Housing Authority

Capital Grant Programs

January 31, 2017

CAPITAL FUND 2016

Obligation Date: 4/13/2016

End date : 12/2018

	Budget	Drawn	Balance	% Completion
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

	Authorized	Draws	Balance	% Complete	Obligated in ELOCCS
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2014					
Obligation Date:					
Term Date:					
1410 Administration	17,051	-	17,051		
1499 Development Activity	99,771	9,968	89,803		
1501 Collateral Exp/Debt serv	167,360	166,135	1,225		
	284,182	176,103	108,079		
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2015					
Obligation Date:					
Term Date:					
1499 Development Activity	218,757	0	218,757	0%	
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2016					
Obligation Date:					
Term Date:					
1499 Development Activity	225,533	0	225,533	0%	
TOTAL RHF FUNDS	728,472	176,103	552,369	24%	
TOTAL CAPITAL GRANTS	2,018,114	305,067	1,713,047	15%	

Spartanburg Housing Authority

Grant Programs

Period Ending January 31, 2017

SC003RPS030A012

ROSS - Resident Self Sufficiency (\$480,000)

Term Date:

9/28/2016

%

FUND 579-cnho

Budget

Drawn

Balance

Completion

1168 - Project Coordinator

408,000

323,616

84,384

1268 - Training Costs

12,000

3,403

8,597

1868 - Administrative Costs

60,000

45,709

14,291

480,000

372,728

107,272

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

32,081

77,283

SC16HS04003

Service Coordinator Multifamily (\$453,455)

Term Date:

12/31/2016

%

FUND 582

Budget

Drawn

Balance

Completion

1010 - Salary

383,462

375,305

8,157

1020 - Fringe Benefits

69,034

65,634

3,400

1040 - Quality Assurance

8,405

8,405

-

1045 - Training

7,704

7,704

-

Spartanburg Housing Authority
Grant Programs
Period Ending January 31, 2017

1050 - Travel	1,799	1,799	-
1055 - Supplies and Materials	35,406	35,140	266
1060 - Start-Up Costs	-	-	-
1065 - Other Direct Costs	7,122	6,256	866
1070 - Indirect Costs	3,152	3,152	-
	516,084	503,395	12,689

YOUTH BUILD (\$994,474)

Obligation Date: 1/1/2016

FUND 22

Term Date: 4/30/2019

SUMMARY	Budget	Drawn	Balance
PERSONNEL	359,143	84,772	274,371
FRINGE BENEFITS	146,393	24,099	122,294
TRAVEL	7,000	5,606	1,394
EQUIPMENT	5,707	1,489	4,218
STUDENT WORK SUPPLIES	115,306	13,449	101,857
CONTRACTUAL	50,000	1,484	48,516
OTHER	310,925	67,380	243,545
TOTAL DIRECT	994,474	198,279	796,195
INDIRECT	-	-	-
TOTALS	994,474	198,279	796,195

FACE FORWARD (\$999,923)

Obligation Date: 7/1/2013

FUND 22

Term Date: 9/30/2016

SUMMARY	Budget	Drawn	Balance
PERSONNEL	292,974	270,506	22,468
FRINGE BENEFITS	71,020	74,669	(3,649)
TRAVEL	19,375	14,823	4,552

Spartanburg Housing Authority			
Grant Programs			
Period Ending January 31, 2017			
SUPPLIES	24,183	32,709	(8,526)
CONTRACTUAL	48,951	23,460	25,491
OTHER	543,420	429,098	114,322
TOTAL DIRECT	999,923	845,265	154,658
INDIRECT	-	-	-
TOTALS	999,923	845,265	154,658
Total Money Remaining for all Grants			1,377,390



Monthly Reports:
Asset Management
Jessica Holcomb

Board of Commissioners Meeting
Tuesday, February 28, 2017



February 27, 2017

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

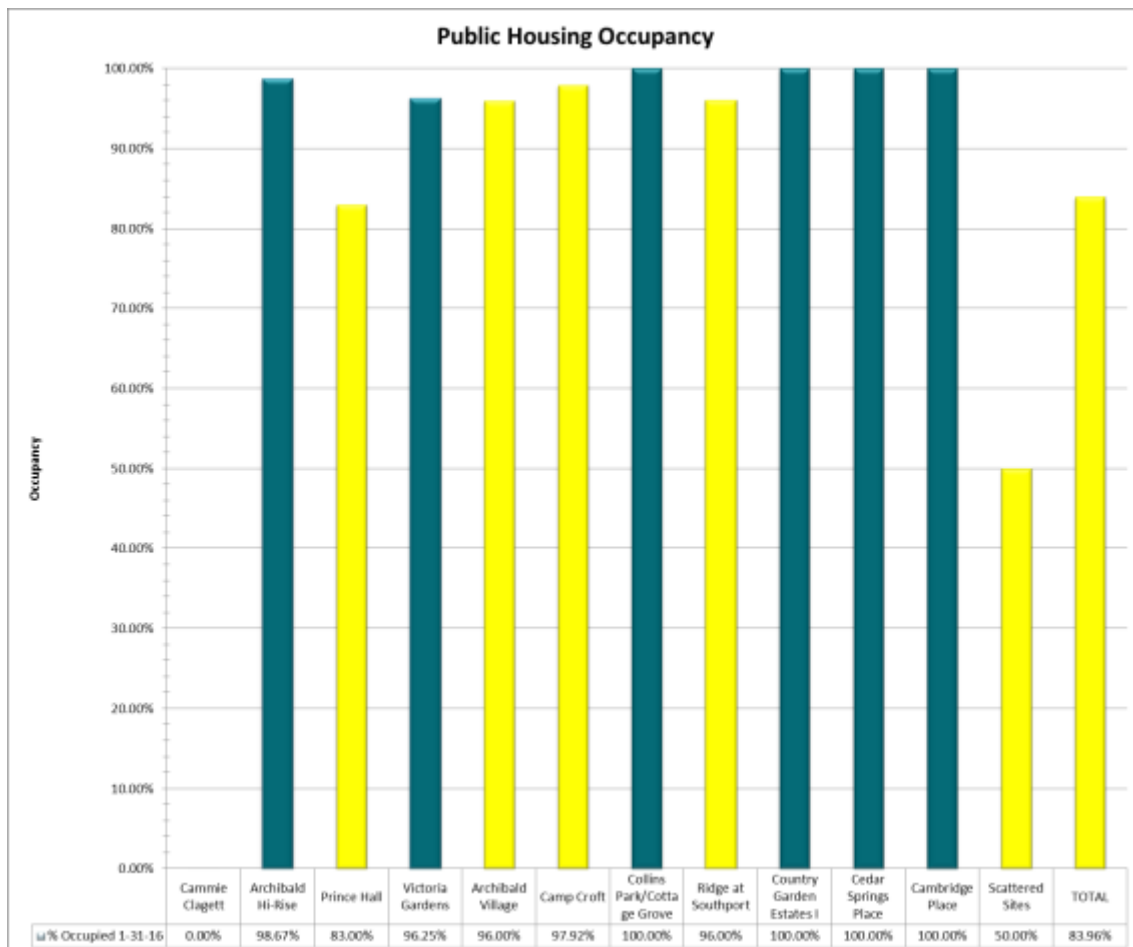
ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—JANUARY 2017

CONTACT PERSON:

Jessica Holcomb
Deputy Director
864-598-6023

OCCUPANCY

The occupancy rate at the end of January 2017 for all of our Public Housing is 83.96% or 28 (115) vacant units. Excluding vacant units at Cammie Clagett Courts and the Scattered Sites, the occupancy rate would be 96.09%. The HUD required minimum occupancy rate is 98%.



Asset Management Monthly Report

February 28, 2017

Page | 2

A mass lease up was scheduled for Prince Hall Apartments on

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.

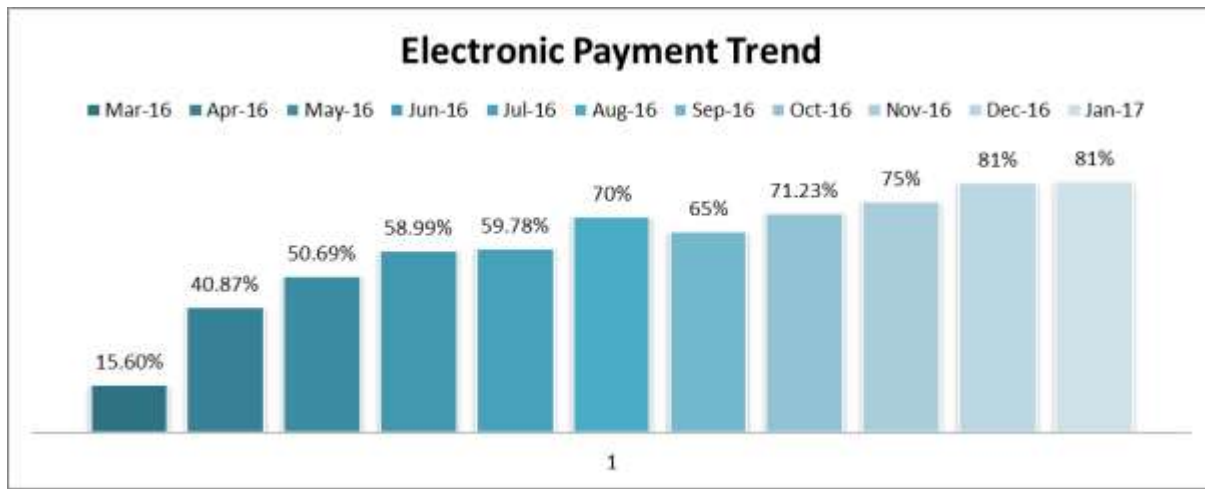
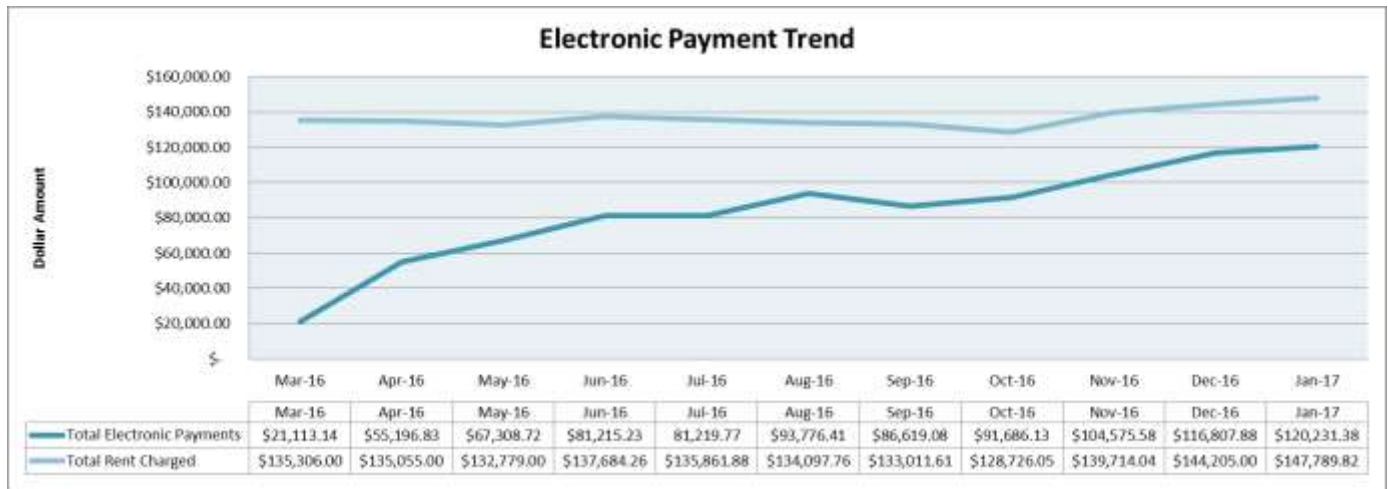
RENT ANALYSIS REPORT FOR DECEMBER 2016								
Property							AGED TENANT ACCOUNTS RECEIVABLES	
	CHARGED	COLLECTED	% COLLECTED	# Tenants Not Paid	% of Tenants Not Paid	ACTIVE	INACTIVE	TOTAL
Camp Croft	\$ 21,653.00	18,276.23	84.41%	23	24%	\$ (520.71)	(0.53)	\$(521.24)
Archibald Village	12,580.00	12,299.00	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:

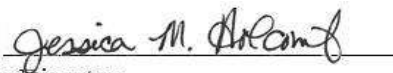
The electronic payments report highlights 81% of payments made in January 2017 were electronic, an increase from 15.60% during the beginning of the WIPS/ACH transition. Additional communication went out to residents who continued to pay via check/money order in the month of January.



REAC:

Maintenance Technicians completed 744 Work Order in January 2017. Prince Hall Apartments accounted for 26% of the total Work Orders completed in January. Staff worked to prepare for REAC inspections throughout the past nine (9) months.

Physical (PASS) REAC	FY14	FY15	FY16	FY17	FY18
Victoria Gardens	82c*	Exempt	52c	09/30/2017	
Archibald Village	80c	Exempt	57c	09/30/2017	
Archibald	77b	79b	rescheduled	09/30/2017	
Prince Hall	Exempt	67c*	74c	09/30/2017	
Camp Croft	73b*	90b	Exempt	Exempt	pending
Scattered Sites	94b	Exempt	Exempt	09/30/2017	
Cambridge Place	N/A	94b	Exempt	Exempt	pending
Country Garden Estates	94b	Exempt	Exempt	09/30/2017	
Southside Projects	95c	Exempt	Exempt	09/30/2017	
Cedar Springs Place	Exempt	89a	Exempt	09/30/2017	
AVERAGE	85	83.80	61		

Respectfully Submitted, 
 Jessica Holcomb, Deputy Director
 Spartanburg Housing Authority



Monthly Reports:
Human Resources
Shannell Hardwick

Board of Commissioners Meeting
Tuesday, February 28, 2017



February 28, 2017

HONORABLE MEMBERS IN SESSION:

SUBJECT:

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

CONTACT PERSON:

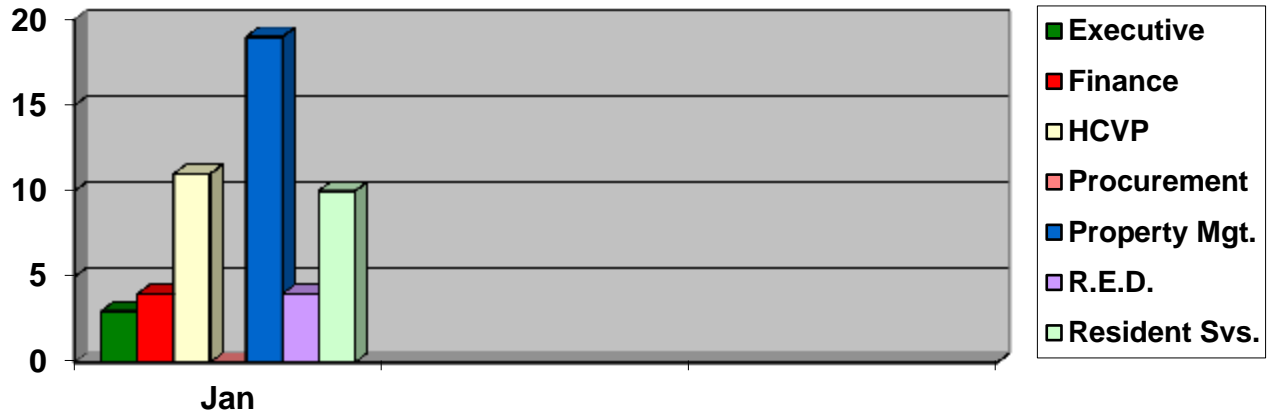
Shannell Hardwick
Director of Administration
864-598-6084

SUMMARY:

SHA is committed to recruiting and retaining exceptional employees. In an effort to do so, we offer competitive salaries, healthcare coverage and a retirement plan. Currently, we are recruiting for a Housing Specialist II, Maintenance Technician, YouthBuild Employment Specialist and a YouthBuild Construction Supervisor.

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

STAFF COUNT (January 2017)



<u>DEPT.</u>	<u>FTE</u>	<u>TEMP</u>	<u>CONTRACT</u>
Executive	3	0	0
Finance	4	0	1
HCVP	11	0	3
Procurement	0	0	0
Property Mgt.	19	8	0
R.E.D.	4	0	0
Resident Services	10	0	0

TOTAL FULL-TIME EMPLOYEES: 51
TOTAL TEMP/CONTRACT EMPLOYEES: 12

NEW HIRE(S): 1

Property Mgt. - 1

TERMINATION(S): 3

Accounting - 1

Resident Services - 1

Executive - 1

RESIGNATION(S): 1

Property Mgt. - 1

Respectfully Submitted, _____

Shannell Hardwick, Director of Administration
Spartanburg Housing Authority



Monthly Reports:

Community and Supportive Services

Shannell Hardwick

Board of Commissioners Meeting

Tuesday, February 28, 2017



February 28, 2017

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**MONTHLY REPORT ON COMMUNITY & SUPPORTIVE SERVICES DEPARTMENT
ACTIVITIES FOR THE MONTH OF JANUARY 2017**

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 January 2017.

A “No Smoking” Initiative meeting was held at Archibald and 54 residents attended.

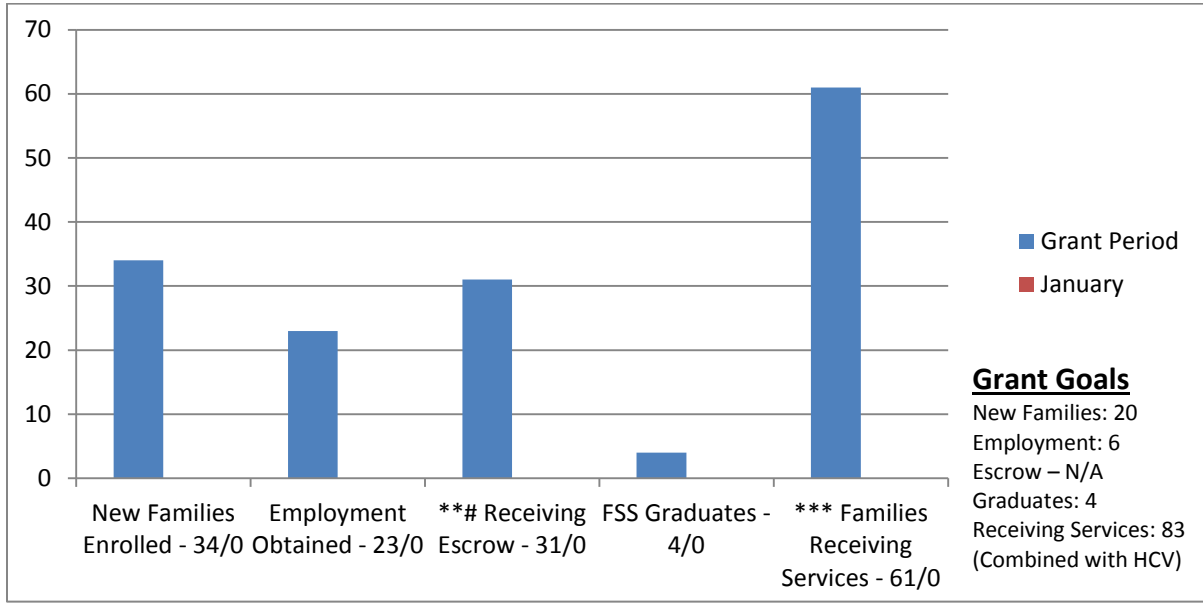
Recruitment efforts, for the FSS Program Manager is ongoing, as monitoring of the program continues at the Director’s level.

Prince Hall continues to host the operation of the Born Learning center.

Staff planned events for Black History Month, to include a Luncheon that will take place at the CC Woodson Center.

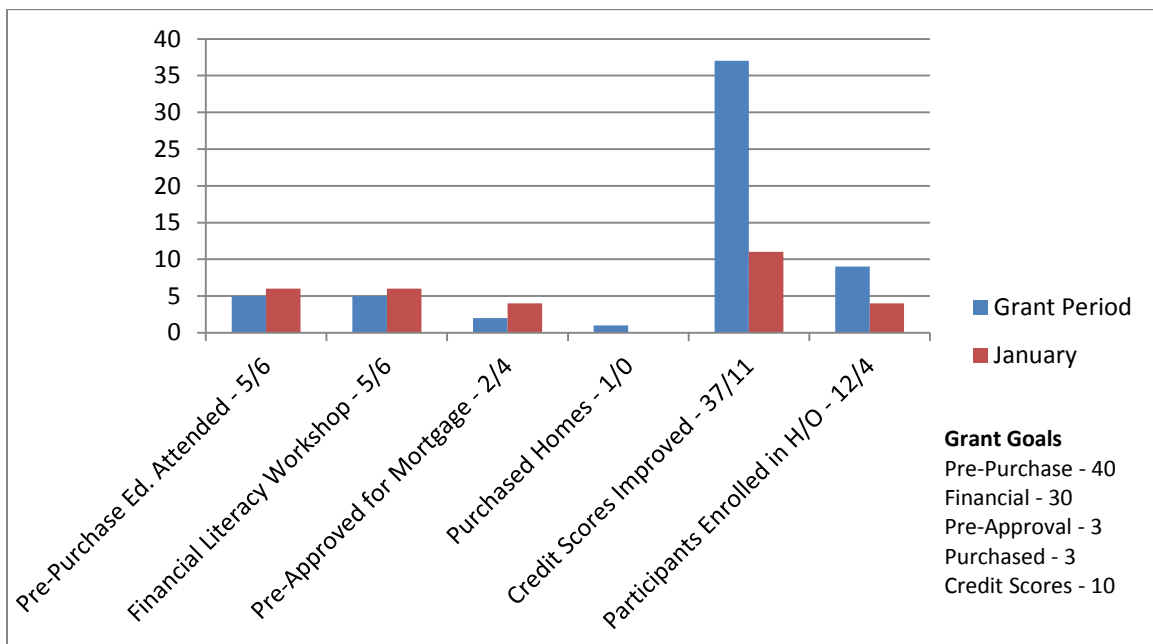
PUBLIC HOUSING FSS PROGRAM - Grant Period ended December 2016
(Grant Period ran from 1/1/16 to 12/31/16)

No workshops conducted, due to FY Close-Out of Grant



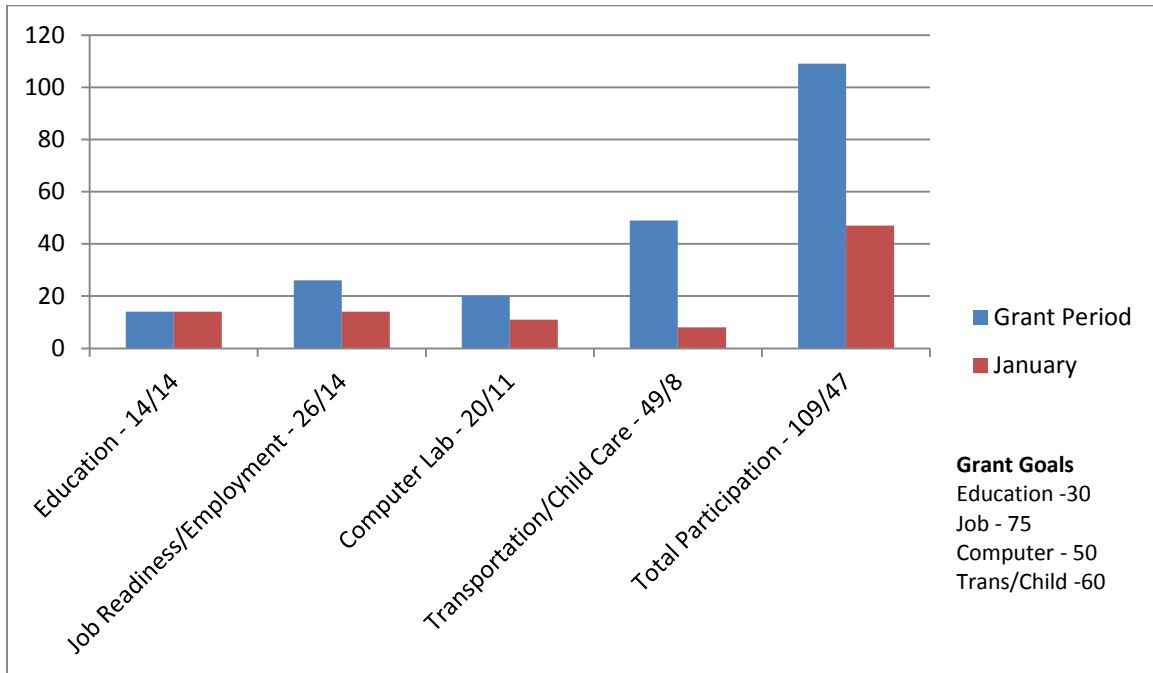
HOMEOWNERSHIP PROGRAM:

Grant Period Totals to the end of December 2016, with January 2017 Additions
(Grant Period runs from 8/28/16 to 8/27/17)

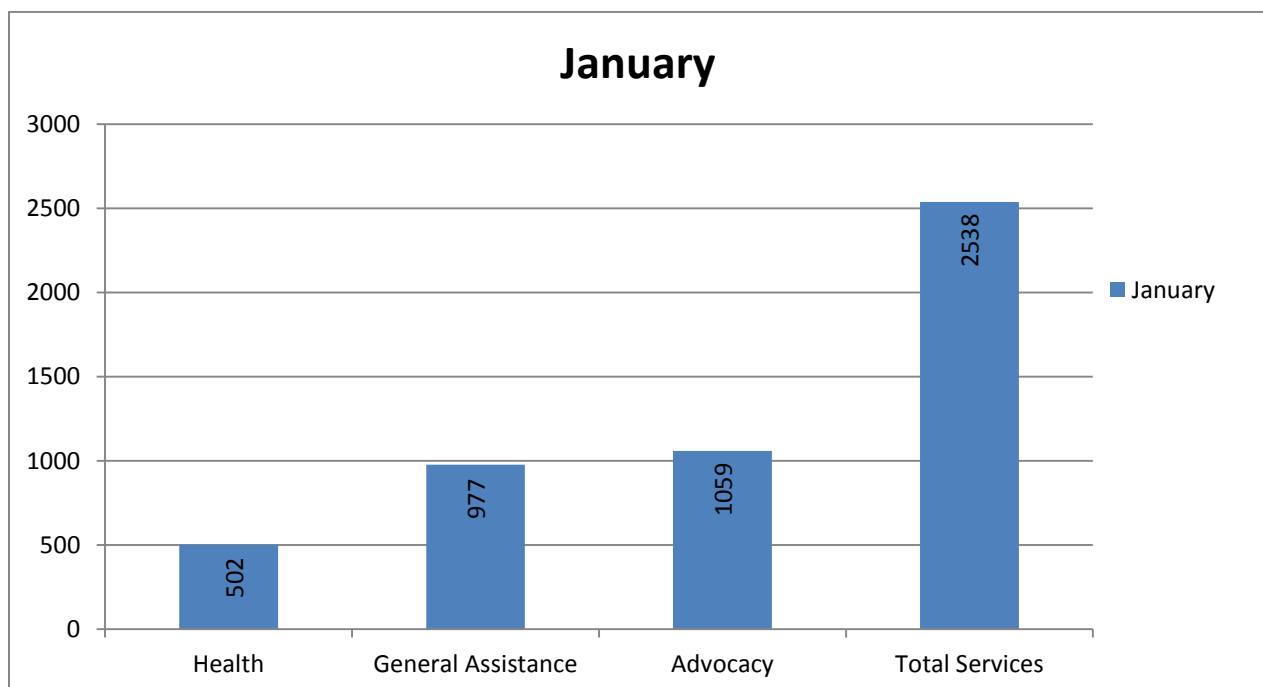


CONNECTIONS PROGRAM:

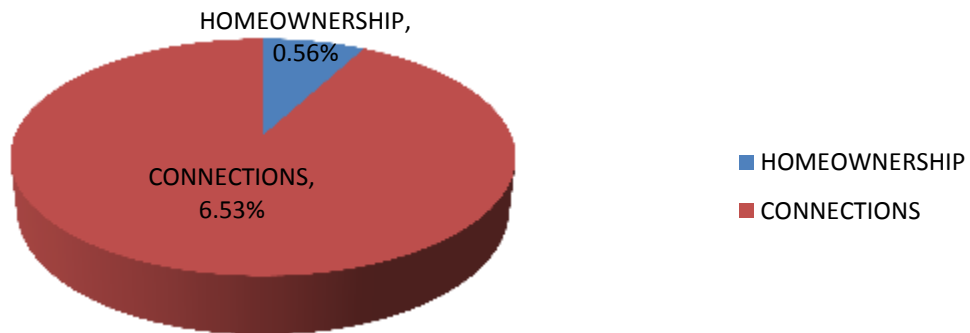
Grant Period Totals to the end of December 2016, with January 2017 Additions
(Grant Period runs from 8/28/16 to 8/27/17)



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



**PERCENTAGES OF SERVICES RENDERED TO
PUBLIC HOUSING FAMILIES DURING MONTH
OF JANUARY 2017**



Respectfully Submitted, _____

Shannell Hardwick, Director of Administration
Spartanburg Housing Authority



Monthly Reports:

RAD

Cindi Herrera

NO REPORT

Board of Commissioners Meeting

Tuesday, February 28, 2017



Monthly Reports:
Development
Joseph Jackson

Board of Commissioners Meeting
Tuesday, February 28, 2017



**Spartanburg Housing Authority
Spartanburg, SC 29306**

February 28, 2017

HONORABLE MEMBERS IN SESSION:

SUBJECT:

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

CONTACT PERSON:

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

OVERVIEW:

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

Project Development Activity:

SHA 7

The Tobias Community Center was the meeting place for the month of January. Attending the meeting where representatives from Hunt, HUD, THW Design, CCSI, Pinnacle, and Empire Construction. Construction of the apartments and decks continue at Leland and Spruce. The project is on schedule with a completion date of April 1, 2017.

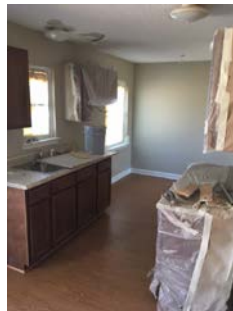
SHA 7 Progress Photographs



House Wrap at Leland Street



New Siding, Windows, and Roofing at Leland St.



Finished Kitchen, Ready for Appliances at Leland St.

YOUTHBUILD

Sessions were facilitated with students that occurred twice per week. Those sessions included proper use of a tape measure, identifying tools, and use of a hammer. I have also made a few site visits to the Habitat homes on Vernon Street to check on the progress of the students.

Respectfully Submitted, _____

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



Monthly Reports:
Housing Choice Voucher
Tiffany Askew

Board of Commissioners Meeting
Tuesday, February 28, 2017



February 28, 2017

**Spartanburg Housing Authority
Spartanburg, SC 29304**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

HOUSING CHOICE VOUCHER REPORT FOR THE MONTH OF JANUARY 2017

CONTACT PERSON:

Tiffany Askew
HCV Administrator
864-598-6053

OVERVIEW:

The Spartanburg Housing Authority's Section 8 Housing Choice Voucher (HCV) Program provides rental assistance through a variety of voucher-based programs. The HCV Program is approved to administer **1,952** Housing Choice/Project-based Vouchers, **226** Moderate Rehabilitation units at Morningside and Norris Ridge Apartments, and **338** Rental Demonstration Units. The Tenant Based Rental Assistance Program receives funding from the Department of Housing and Urban Development.

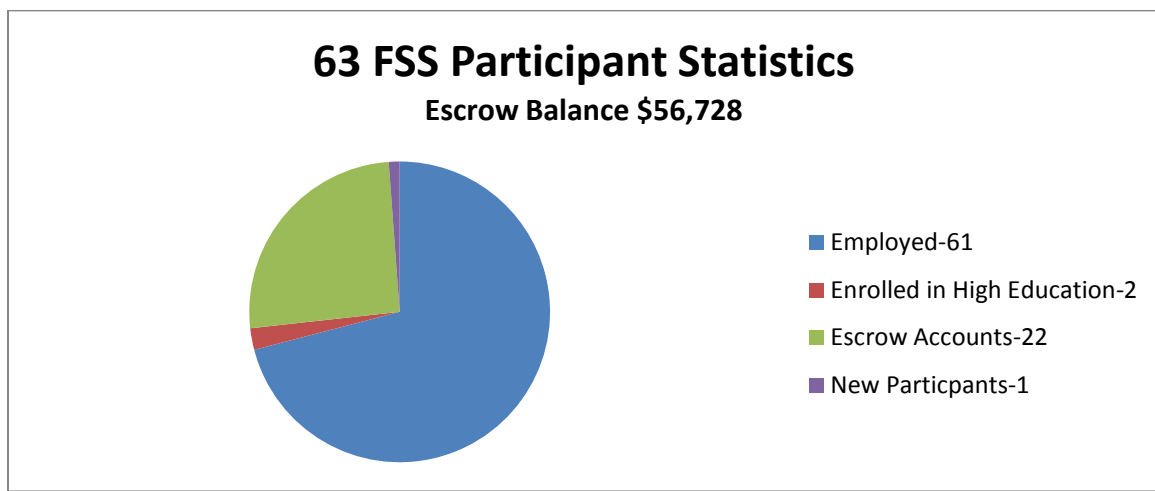
Section 8 Programs

1. **SEMAP- HCV PIC Report**

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

HOUSING CHOICE VOUCHER PROGRAM STATUS REPORT January 2017		
SEMAP Indicators	Current	HUD FYE Requirement
MTCS Reporting Rate	100%	95% or more
Indicator 9 Timely Reexaminations	100%	96% or more
Indicator 10 Correct Rent Calculations	100%	98% or more
Indicator 11 Pre-Contract HQS Inspections	100%	98% or more
Indicator 12 Annual HQS Inspections	100%	96% or more
Indicator 13 Lease Up (Calendar Year 2015): The higher of Budget Utilization or Units Leased.	97.8	95% - 100%
	97.9%	
Indicator 14 Family Self Sufficiency		
FSS Enrollment: # of SHA participants and # of HUD required slots *Total includes RAD participants, who were previous public housing families.	75*	80% or more
	16	
FSS Escrow Accounts	50%	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	1681	98%
Project Based Vouchers	232	230	99%
Voucher Total	1952	1911	97%
Mod Rehab	228	198	86%
RAD	338	213	63%
TBRA	12	0	0

4. Budget Utilization- Actual / Forecast

Budget Utilization Forecast CY 2017 Calendar Year Budget Authority:

Month	Monthly Budget*	HAP Actual	HAP Forecast	Variance (Budget/ Forecast)	Variance (Budget/ Actual)
Jan	\$726,595	\$787,016	\$816,382	\$29,366	(\$60,421)
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sept					
Oct					
Nov					
Dec					
Total					

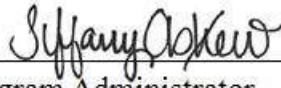
5. Homeownership

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

6. Summary for January 2017

The Housing Choice Voucher Program lease up rate has increase. The current monthly lease up rate is 97.8%. There were fifteen (15) move ins and twenty-four (24) move outs this month. Twenty vouchers (20) were issued and eight-nine (89) families are currently searching for housing. The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding. SHA cumulative budget utilization is 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.

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